



U.S. COMMUNITIES™
GOVERNMENT PURCHASING ALLIANCE



COMPETITIVE SOLICITATION

BY FRESNO UNIFIED SCHOOL DISTRICT

FOR

**CLEANING SUPPLIES, EQUIPMENT AND CUSTODIAL RELATED
PRODUCTS, SERVICES AND SOLUTIONS**

ON BEHALF OF ITSELF AND OTHER GOVERNMENT AGENCIES

AND MADE AVAILABLE THROUGH THE U.S. COMMUNITIES

GOVERNMENT PURCHASING ALLIANCE

RFP 17-21

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Registration Form

**RFP 17.21
CLEANING SUPPLIES, EQUIPMENT AND CUSTODIAL RELATED PRODUCTS,
SERVICES AND SOLUTIONS**

FAX BACK THIS SHEET ONLY

Attn: Marisa Thibodeaux
FAX: (559) 457-6040

Fresno Unified School District Proposals are available on line. If you downloaded an RFP or Proposal without receiving an invitation, you are required to fax the following information to (559) 457-6040 so that you may be added to the vendor list to receive addendums to this proposal.

If you have any questions, please email: marisa.thibodeaux@fresnounified.org

Name _____

Title _____

Organization _____

Street Address _____

Address (cont.) _____

City _____

State/Province _____

Zip/Postal Code _____

Work Phone _____

Fax _____

E-mail _____

NOTICE TO VENDORS

Notice is hereby given that Fresno Unified School District (District) on behalf of itself and other government agencies and made available through the U.S. Communities Government Purchasing Alliance will receive proposals for

**CLEANING SUPPLIES, EQUIPMENT AND CUSTODIAL RELATED PRODUCTS,
SERVICES AND SOLUTIONS**

RFP 17-21

Proposals must be received prior to **2:01 P.M. on May 2nd, 2017** in the District's Purchasing Department, 4498 N. Brawley Ave., Fresno, CA 93722, after which time they will be opened and evaluated. Proposals must be sealed, prominently marked with the RFP number, title, due date, time, and name of vendor on outside of envelope. Facsimile (FAX) copies of the RFP will not be allowed. Proposals shall be submitted on forms prepared by the District.

Copies of the RFP documents may be downloaded @ <http://www.fresnounified.org/dept/operations/Purch> (RFP Opportunities) or obtained from the **District Purchasing Department**. Refer any questions to Marisa Thibodeaux at (559) 457-3584.

Published March 27th, 2017

PROPOSAL COVER SHEET

CLEANING SUPPLIES, EQUIPMENT AND CUSTODIAL RELATED PRODUCTS, SERVICES AND SOLUTIONS

This Proposal submitted by:

Name of Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fresno Unified School District the items or services offered and accompanying attachments shall constitute a contract.

By signing this proposal, Vendor certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this Request for Proposal.

Vendor Legally Authorized Signature

Print Name

Title

Date

INTRODUCTION AND BACKGROUND OVERVIEW

1. INTRODUCTION

Fresno Unified School District (herein “Lead Public Agency”) on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (herein “Participating Public Agencies”) is soliciting proposals from qualified suppliers to enter into a Master Agreement for a complete line of Cleaning Supplies, Equipment and Custodial Related Products, Services and Solutions (herein “Products and Services”).

Proposals will be received prior to 2:01 P.M. on May 2nd, 2017. Envelopes must be sealed, prominently marked with the RFP number, RFP title, RFP opening time/date and name of vendor, and submitted to:

FRESNO UNIFIED SCHOOL DISTRICT
PURCHASING DEPARTMENT
4498 N. BRAWLEY AVENUE
FRESNO, CALIFORNIA 93722

Proposals must be received no later than the time and date designated above. Proposals received later than the designated time and date will not be accepted. Facsimile (FAX) copies of the RFP will not be accepted.

This request does not commit the District to pay for any costs incurred in the submission of the RFP, or in making necessary studies for the preparation thereof, not to procure or contract for the services or materials.

Questions regarding this solicitation may be submitted in writing to: Marisa Thibodeaux, Buyer II, 4498 N. Brawley Ave., Fresno, CA 93722. Phone 559-457-3584 or Fax 559-457-6040 E-mail: Marisa.thibodeaux@fresnounified.org.

Oral communications of District employees concerning this RFP shall not be binding on the District and shall in no way excuse the vendor of his/her obligations as set forth in the Proposal.

ALL PRODUCTS OFFERED MUST BE NEW, UNUSED, LATEST DESIGN AND TECHNOLOGY.

INTRODUCTION AND BACKGROUND OVERVIEW

2. OBJECTIVES

- A. Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Participating Public Agencies;
- B. Establish the Master Agreement as a Supplier's primary offering to Participating Public Agencies;
- C. Achieve cost savings for Suppliers and Participating Public Agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals;
- D. Combine the volumes of Participating Public Agencies to achieve cost effective pricing;
- E. Reduce the administrative and overhead costs of Suppliers and Participating Public Agencies through state of the art ordering and delivery systems;
- F. Provide Participating Public Agencies with environmentally responsible products and services.

3. GENERAL TERMS AND CONDITIONS

Taxes – Taxes shall not be included in unit prices. The District will pay only the State Sales and Use Tax; however, California Use Tax will be paid to out-of-state vendors only when their permit number is shown on both their RFP and invoices. The successful Vendors shall list separately any taxes payable by the District and shall certify on the invoices that Federal Excise Tax is not included in the prices listed thereon. Federal Excise Tax is not applicable, as school districts are exempt therefrom. The District, upon request, shall furnish the contractor such Federal Tax Exemption Certificates as may be required,

Brand Name and Number– The Vendors shall state the brand name and number in the column provided. If none is indicated, it shall be understood that the vendor is quoting on the exact brand name and number specified in the RFP form. Should any item for which proposals are requested by patented, or otherwise protected or designated by the particular name of the maker and the Vendor desires to RFP on an item of equal character and quality, he may offer such substitute item by clearly indicating that such substitution is intended and specify the brand. Such substitution shall be accepted only if deemed by the Executive Director of Purchasing to be equal in all respects to that specified. If samples are requested by the Executive Director of Purchasing for this determination, they shall be submitted in accordance with Paragraph 12, except that they may be submitted after the RFP opening.

Samples – Samples shall be furnished free of cost to the District after the RFP opening. If requested, they are to be sent within seven (7) days to the Purchasing Department, 4498 N. Brawley Avenue, Fresno, California, 93722, unless otherwise specified. The District reserves the right to reject the RFP of any Vendor failing to submit samples as requested. Samples must be plainly marked with name of vendor, RFP number and date of the RFP opening. Samples of the successful Vendors may be retained for comparison with deliveries. Vendors may pick up samples (if not destroyed by test) on notice from the Executive Director of Purchasing. If not picked up within fifteen (15) calendar days after date of such notice,

INTRODUCTION AND BACKGROUND OVERVIEW

samples may be disposed of by the District. Vendors (or their agent) hereby assume all risks of loss or damage to samples whatever the cause.

Quantity and Quality of Materials or Services– The successful Vendors shall furnish and deliver the quantities designated in the RFP or purchase order. All materials, supplies or services furnished under the contract shall be in accordance with the RFP specifications and the District’s sample or the sample furnished by the Vendors and accepted by the District. When a sample is taken from a shipment and sent to a laboratory for testing and the test shows that the sample does not comply with the RFP specifications, the cost of such test shall be paid by the Vendor(s). The Vendor certifies that all materials conform to all applicable requirements of CAL OSHA and all other requirements of law. All items of equipment and individual components, where applicable standards have been established, shall be listed by the Underwriter Laboratories, Inc., and bear the UL label.

Material Safety Data Sheets – For all products requiring a Material Safety Data Sheet – The District requires that a Material Safety Data Sheet accompany all orders at the time of delivery.

Severability – If any provisions of this agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof.

Amendments – The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties.

Entire Agreement – This RFP and all attachments thereto constitutes the entire agreement between the parties. There are no understandings, agreements, representations or warranties, express or implied, not specified in the Agreement. Vendor, by the execution of his/her signature on the RFP Form acknowledges that he/she has and read this Agreement, understands it, and agrees to be bound by its terms and conditions.

Force Majeure Clause – The parties to the contract shall be excused from performance thereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout, or commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

Hold Harmless Clause – The successful Vendor agrees to indemnify, defend and save harmless Fresno Unified School District, its governing board, related divisions and entities, officers, agents, and employees from and against any and all claims, demands, losses, defense costs, or liability of any kind or nature which the District, it’s officers, agents, and employees may sustain or injure or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the Vendor or Vendor’s agents, employees or subcontractor’s performance under the terms of this contract, expecting only liability arising out of the sole negligence of the District.

INTRODUCTION AND BACKGROUND OVERVIEW

Prevailing Law – In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under the RFP proposal shall conform to all applicable requirements of local, state and federal law.

Governing Law and Venue – In the event of litigation, the RFP documents, specifications and related matters shall be governed by and construed only in accordance with the laws of the State of California. Venue shall only be with the appropriate state or federal court located in Fresno County.

Permits and Licenses – The successful Vendors and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services herein listed. All operations and materials shall be in accordance with law.

Anti-discrimination – It is the policy of the Fresno Unified School District Board of Education, that in connection with all work performed under Purchasing Contracts there shall be no discrimination against any prospective or active employee engaged in the work because of sexual orientation, physical and mental disability, medical conditions, marital status, age, pregnancy, veteran status, gender, race, color, ancestry, national origin, sex, or religious creed. Therefore, the Vendor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act. In addition, the successful Vendors agree to require like compliance by all subcontractors employed on the work by him.

INTRODUCTION AND BACKGROUND OVERVIEW

4. GENERAL DEFINITION OF PRODUCTS AND/OR SERVICES

This Solicitation is to establish a nationwide master agreement for the acquisition of the following products. The category descriptive examples below are not to be considered restrictive, but rather, provide a general, non-inclusive, description of the category.

The intent is for each Supplier to submit their **complete line of Cleaning Supplies, Equipment and Custodial Related Products, Services and Solutions** so that Participating Public Agencies may order a wide array of products, services and solutions as appropriate for their needs.

A. Cleaning Supplies

- CATEGORY 1: **CHEMICALS**
Air care and odor control, carpet care chemicals, chemical management systems, disinfectants/pest control, floor care chemicals, general purpose chemicals, glass cleaners, industrial and bench maintenance chemicals, institutional products, polishes, restroom cleaners, specialty chemicals, and other miscellaneous cleaning chemicals.
- CATEGORY 2: **SKIN CARE**
Liquid soap, paste soap, foam soap, hand sanitizer, antibacterial wash, general skin and body cleanser, and dispensers.
- CATEGORY 3: **PAPER TOWELS/ISSUES/WIPERS**
Facial tissue, seat covers, toilet tissue, towels, wipers, dispensers, and food service products.
- CATEGORY 4: **SANITARY MAINTENANCE**
Brooms and dust pans, brushes, can liners, dispensing equipment, floor and hand pads, material handling, mopping supplies, feminine hygiene, squeegees and scrapers, and waste receptacles.
- CATEGORY 5: **SAFETY HAZARD SUPPLIES**
Gloves, dust masks, shoe covers, disposable aprons, hair covers, safety treads, goggles, signs and barriers.
- CATEGORY 6: **MISCELLANEOUS CLEANING SUPPLIES**
Any additional cleaning supplies offered by Supplier.

B. Related Custodial Products, Services and Solutions

The complete range of Related Cleaning Products, Services and Solutions offered by Supplier.

C. Cleaning and Maintenance Equipment

A complete selection of outdoor cleaning equipment, walk-behind scrubbers, rider scrubbers, scrubber-sweepers, rider sweepers, walk-behind sweepers and floor machines,

INTRODUCTION AND BACKGROUND OVERVIEW

burnishers, carpet extractors, vacuums, and any other cleaning and maintenance equipment offered by Supplier.

D. Related Cleaning and Maintenance Equipment Services and Solutions

The complete range of Related Cleaning and Maintenance Equipment Services and Solutions offered by Supplier, including financing services for equipment purchases and equipment leasing programs.

INTRODUCTION AND BACKGROUND U.S. COMMUNITIES

1. ABOUT U.S. COMMUNITIES

U.S. Communities Government Purchasing Alliance (herein “U.S. Communities”) assists Participating Public Agencies reduce the cost of purchased goods through strategic sourcing that combines the volumes and the purchasing power of public agencies nationwide. This is accomplished through an award of competitively solicited contracts for high quality products and services by large and well recognized public agencies (herein “Lead Public Agencies”). The contracts provide for use by not only the respective Lead Public Agency, but also by other Participating Public Agencies.

National Sponsors

U.S. Communities is jointly sponsored by the National Association of Counties (NACo), the National League of Cities (NLC), the Association of School Business Officials International (ASBO), the United States Conference of Mayors (USCM) and the National Governors Association (NGA) (herein “National Sponsors”).

Advisory Board

The U.S. Communities Advisory Board is made up of key government purchasing officials from across the United States.

Each Advisory Board Member is expected to actively participate in product proposals and selection, participate in policy direction, and share expertise and purchasing innovations.

Current U.S. Communities Advisory Board Members

Auburn University, AL	Great Valley School District, PA
Beaverton School District, OR	Harford County Public Schools, MD
City and County of Denver, CO	Hennepin County, MN
City of Chicago, IL	Los Angeles County, CA
City of El Paso, TX	Maricopa County, AZ
City of Houston, TX	Miami-Dade County, FL
City of Kansas City, MO	Nassau BOCES, NY
City of Los Angeles, CA	North Carolina State University, NC
City of Ocean City, NJ	Onondaga County, NY
City of Seattle, WA	Port of Portland, OR
Cobb County, GA	Prince William County Schools, VA
Denver Public Schools, CO	San Diego Unified School District, CA
Emory University, GA	State of Iowa, IA
Fairfax County, VA	The School District of Collier County
Fresno Unified School District, CA	

Participating Public Agencies

Today more than 55,000 public agencies utilize U.S. Communities contracts and suppliers to procure over \$2.5 Billion Dollars in products and services annually. Each month more than

INTRODUCTION AND BACKGROUND U.S. COMMUNITIES

500 new public agencies register to participate. The continuing rapid growth of public agency participation is fueled by the program's proven track record of providing public agencies unparalleled value.

The Supplier(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment.

Fresno Unified School District is acting as "Contracting Agent" for the Participating Public Agencies and shall **not** be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency.

Each Participating Public Agency enters into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) outlining the terms and conditions that allow access to the Lead Public Agencies' Master Agreements. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed to be in accordance with, and governed by, the laws of the state in which the Participating Public Agency resides. A copy of the MICPA is attached as Appendix A.

Estimated Volume

The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$150 Million Dollars annually. This estimate is based on the anticipated volume of the Lead Public Agency, the U.S. Communities Advisory Board members, and current sales within the U.S. Communities program. While there is no minimum quantity of products required to be purchased under the proposed Master Agreement, Fresno Unified School District and the U.S. Communities Advisory Board Members are committed to utilizing the Master Agreement. The Advisory Board members shall determine if the Master Agreement is of value to their agency, and will promote the Master Agreement among other public agencies nationwide and internationally. The Advisory Board in 2016 purchased more than \$168 Million Dollars of products and services from existing U.S. Communities contracts.

Marketing Support

U. S. Communities provides marketing support for each Supplier's products through the following:

- National Sponsors as referenced above.
- State Associations of Counties, Schools and Municipal Leagues.
- Administrative and marketing personnel that directly promote the U.S. Communities Suppliers to Participating Public Agencies through public agency meetings, direct mail, national publications, annual meetings and a network of K-12, City, County, Higher Education and State Associations.
- U.S. Communities provides Suppliers government sales training, and a host of online marketing and sales management tools to effectively increase sales through U.S. Communities.

INTRODUCTION AND BACKGROUND U.S. COMMUNITIES

Multiple Awards

Multiple awards may be issued as a result of the solicitation. Multiple Awards will ensure that any ensuing Master Agreements fulfill current and future requirements of the diverse and large number of Participating Public Agencies.

Fresno Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of the School District and Participating Public Agencies as a result of this solicitation.

Evaluation of Proposals

Proposals will be evaluated by the Lead Public Agency in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices.

U.S. Communities Advisory Board members and other Participating Public Agencies will assist the Lead Public Agency in evaluating proposals. The Supplier(s) that respond(s) affirmatively meets the requirements of this Request for Proposal and provides the best overall value will be eligible for a contract award. U.S. Communities reserves the right to make available or not make available Master Agreements awarded by a Lead Public Agency to Participating Public Agencies.

Format of Proposals

Respondents should provide their response in a single document that includes page numbers so evaluators can easily reference sections of the response. Information should be organized in the same way as the RFP is structured, meaning each question in the RFP should be shown, directly followed by the proposer's response.

SUPPLIER QUALIFICATIONS AND COMMITMENTS

1. SUPPLIER QUALIFICATIONS AND COMMITMENTS

Commitments

U.S. Communities views the relationship with an awarded Supplier as an opportunity to provide maximum benefit to both the Participating Public Agencies and to the Supplier.

The successful foundation of the partnership requires commitments from both U.S. Communities and the Supplier. U.S. Communities requires the Supplier to make the four commitments set forth below (Corporate, Pricing, Economy, Sales) to ensure that Supplier is providing the highest level of public benefit to Participating Public Agencies:

(a) **Corporate Commitment.**

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

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

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

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

(v) Supplier shall ensure that the U.S. Communities program and the Master Agreement are actively supported by Supplier's senior executive management.

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

(vii) Supplier shall demonstrate in its procurement solicitation response and throughout the term of the Master Agreement that national/senior management fully supports the U.S. Communities program and its commitments

SUPPLIER QUALIFICATIONS AND COMMITMENTS

and requirements. National/Senior management is defined as the executive(s) with companywide authority.

(viii) Where Supplier has an existing contract for Products and Services with a state, Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms and conditions of the Master Agreement upon the state's request. Regardless of whether the state decides to transition to the Master Agreement, Supplier shall primarily offer the Master Agreement to all Public Agencies located within the state.

(b) **Pricing Commitment.**

(i) Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public Agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

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

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

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

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

(iii) **Deviating Buying Patterns.** Occasionally U.S. Communities and Supplier may interact with a Public Agency that has a buying pattern or terms and conditions that considerably deviate from the normal Public Agency buying

SUPPLIER QUALIFICATIONS AND COMMITMENTS

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

(iv) Supplier's Options in Responding to a Third Party Procurement Solicitation. While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own procurement solicitations, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

(A) Supplier may opt not to respond to the procurement solicitation. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

(B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

(C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.

(D) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in this Section 3.3, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.

(E) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

(c) Economy Commitment. Supplier shall demonstrate the benefits, including the pricing advantage, of the Master Agreement over alternative options, including competitive solicitation pricing and shall proactively offer the terms and pricing under the Master Agreement to Public Agencies as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

SUPPLIER QUALIFICATIONS AND COMMITMENTS

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

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

(ii) **Branding and Logo Compliance.** Supplier shall be responsible for complying with the U.S. Communities branding and logo standards and guidelines. Prior to use by Supplier, all U.S. Communities related marketing material must be submitted to U.S. Communities for review and approval.

(iii) **Sales Force Training.** Supplier shall train its national sales force on the Master Agreement and U.S. Communities program. U.S. Communities shall be available to train on a national, regional or local level and generally assist with the education of sales personnel.

(iv) **Participating Public Agency Access.** Supplier shall establish the following communication links to facilitate customer access and communication:

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

SUPPLIER QUALIFICATIONS AND COMMITMENTS

- (1) U.S. Communities standard logo with Founding Co-Sponsors logos;
- (2) Copy of original procurement solicitation;
- (3) Copy of Master Agreement including any amendments;
- (4) Summary of Products and Services pricing;
- (5) Electronic link to U.S. Communities' online registration page; and
- (6) Other promotional material as requested by U.S. Communities.

(B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.

(C) A dedicated email address for general inquiries in the following format: uscommunities@(name of supplier).com.

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

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

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

SUPPLIER QUALIFICATIONS
AND COMMITMENTS

U.S. Communities Administration Agreement

The Agreement outlines the Supplier's general duties and responsibilities in implementing the U.S. Communities contract.

The Supplier is required to execute the U.S. Communities Administration Agreement unaltered (attached hereto as Appendix B) and submit with the supplier's proposal without exception or alteration. Failure to do so may result in disqualification.

SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below:

- A. Will pricing for all Products/Services offered be the most competitive pricing offered by your organization to Participating Public Agencies nationally?
YES___ NO___
- B. Does your company have the ability to provide service to any Participating Public Agencies in the contiguous 48 states and the ability to deliver service in Alaska and Hawaii?
YES___ *NO___
(*If no, identify the states where you do not have the ability to provide service to Participating Public Agencies.)
- C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in at least 35 U.S. states?
YES___ *NO___
(*If no, identify the states where you have the ability to call on Participating Public Agencies.)
- D. Check which applies for your company sales last year in the United States:
 Sales between \$0 and \$25,000,000
 Sales between \$25,000,001 and \$50,000,000
 Sales between \$50,000,001 and \$100,000,000
 Sales greater than \$100,000,001
- E. Does your company have existing capacity to provide electronic and ecommerce ordering and billing?
YES___ NO___
- F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting U.S. Communities program contract?
YES___ NO___
- G. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with U.S. Communities to monitor program implementation progress?
YES___ NO___
- H. Will your company commit to the following program implementation schedule?
YES___ NO___
- I. Will the U.S. Communities program contract be your lead public offering to Participating Public Agencies?
YES___ NO___

Submitted by: _____


(Printed Name)

(Signature)

(Title)

(Date)

NEW SUPPLIER IMPLEMENTATION CHECKLIST

 U.S. COMMUNITIES	New Supplier Implementation Checklist	Target Completion After Award
1. First Conference Call		One Week
Initial Kick Off Call to discuss expectations		
Set Contract Launch Date & Outline Kick Off Plan		
Establish initial contact people & roles/responsibilities		
Supplier Log-In Credentials established		
Set Agency Webinar Dates		
2. Executed Legal Documents		One Week
U.S. Communities Admin Agreement		
Lead Public Agency agreement signed		
3. Program Contact Requirements		One Week
Supplier contacts communicated to U.S. Communities Staff		
Dedicated email		
Dedicated toll free number		
4. Second Conference Call		Two Weeks
Establish Sales Training Webinar Dates		
Complete Supplier Set Up Form		
Complete User Account and User ID Form		
Identify Dates for Senior Management Meeting		
Review Contract Commitments		
5. Marketing Kick Off Call		Two Weeks
Overview of Marketing Requirements		
Establish Timeline for Marketing Deliverables		
Set Weekly Marketing Call		
Discuss Agency Webinar Slides & Set Timeframe for Deliverables		
6. Initial NAM & Staff Training Meetings		Three Weeks
Discuss expectations, roles & responsibilities		
Introduce and review web-based tools		
Review process & expectations of Lead Referral contact with NAM & identified LRC		
7. Senior Management Meeting		Four Weeks
Implementation Process Progress Report		
U.S. Communities & Vendor Organizational Overview		
Supplier Manager to review & further discuss commitments		
8. Review Top Joint Target Opportunities		Five Weeks
Top 10 Local Contracts		
Review top U.S. Communities PPA's		
9. Web Development		
Initiate E-Commerce Conversation		Two Weeks
Product Upload to U.S. Communities site		Five Weeks
10. Sales Training & Roll Out		
Program Manager briefing - Coordinate with NAM		Five Weeks
Initial remote WebEx training for all sales - Coordinate with NAM		Three Weeks
Initiate contact with Advisory Board (AB) members		Six Weeks
Determine PM & Local Metro teams strategy sessions		Six Weeks
11. Marketing – see marketing deliverables checklist as reviewed with marketing contact		Eight Weeks
12. Agency Webinars		Post Launch

SUPPLIER INFORMATION

Please respond to the following requests for information about your company:

National Commitments

1. Please provide a written narrative of your understanding and acceptance of the Supplier Qualifications and Commitments.

Company

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

Example:

NUMBER OF SALES REPRESENTATIVES	CITY	STATE
13	Phoenix	AZ
6	San Francisco	CA
10	Atlanta	GA
12	Boise	ID
6	Lexington	KY
5	New Orleans	LA
3	Philadelphia	PA
	Etc.	Etc.
Total: 366		

3. Please provide a narrative of how these sales people would be used to market the contract to eligible agencies across the country. Please describe what you have in place today and your future plans, if you were awarded the contract.
4. Provide the company annual sales for 2014, 2015 and 2016 in the United States; Sales reporting should be segmented into the following categories:

SUPPLIER INFORMATION

SUPPLIER ANNUAL SALES IN THE UNITED STATE FOR 2014, 2015, AND 2016			
Segment	2014 Sales	2015 Sales	2016 Sales
Cities			
Counties			
K-12 (Pubic/Private)			
Higher Education (Public/Private)			
States			
Other Public Sector and Nonprofits			
Federal			
Private Sector			
<i>Total Supplier Sales</i>			

5. For the **proposed products and services included in the scope of your response**, provide annual sales for 2014, 2015 and 2016 in the United States. Sales reporting should be segmented into the following categories:

SUPPLIER ANNUAL SALES IN THE UNITED STATE FOR 2014, 2015, AND 2016			
Segment	2014 Sales	2015 Sales	2016 Sales
Cities			
Counties			
K-12 (Pubic/Private)			
Higher Education (Public/Private)			
States			
Other Public Sector and Nonprofits			
Federal			
Private Sector			
<i>Total Supplier Sales</i>			

6. Provide a list of your company's ten largest public agency customers, including contact information.

Distribution

1. Describe how your company proposes to distribute the Products nationwide.
2. Identify all other companies that will be involved in processing, handling or shipping the Product to the end user.
3. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
4. Provide the number and location of support centers (if applicable).

SUPPLIER INFORMATION

5. If applicable, describe your company's ability to do business with manufacturer/dealer/distribution organizations that are either small or MWBE businesses as defined by the Small Business Administration.
 - a. If applicable, describe other ways your company can be sensitive to a Participating Public Agency's desire to utilize local and/or MWBE companies, such as number of local employees and offices in a particular geographic area, companies your firm is using that may be local (i.e. local delivery truck company), your company's diversity of owner employees, etc.
 - b. If applicable, provide details on any products or services being offered by your company where the manufacturer or service provider is either a small or MWBE business as defined by the Small Business Administration. Provide product/service name, company name and small/MWBE designation.

Marketing

1. Outline your company's sales and marketing plan for marketing the Products and Services to eligible agencies nationwide.
2. Explain how your company will educate its national sales force about the Master Agreement.
3. Explain how your company will market and transition the Master Agreement into the primary offering to Participating Public Agencies. How will your organization differentiate the new agreement from existing contracts you may have today?

National Staffing Plan

1. Please identify the key personnel who will lead and support the implementation period of the contract outlined in the New Supplier Implementation Checklist, along with the amount of time to be devoted to implementation.
2. Identify the key personnel who are to be engaged in this contract throughout the term of the contract, including each of the roles described below:

<u>Role</u>	<u>Description of Role</u>	<u>Person Responsible</u>	<u>Time Commitment (%)</u>
Executive Sponsor	Responsible for the corporate commitment. Works with Supplier Manager.		

SUPPLIER INFORMATION

National Account Manager	Responsible for sales efforts and training of sales people across the country. Works daily with Program Managers and Supplier Manager.		
Lead Referral Manager	Responsible for distributing leads generated through the USC website.		
Marketing Lead	Responsible for all marketing efforts. Works with USC marketing regularly.		
IT Lead	Responsible for building USC landing page for supplier.		
Reporting Lead	Responsible for providing monthly reports to USC.		

3. Provide an organizational chart of your company.
4. Submit the a bio or resume for each of the below personnel:
 - a. The person your company proposes to serve as the National Accounts Manager,
 - b. Each person that will be dedicated full time to U.S. Communities account management, and
 - c. Key executive personnel that will be supporting the program.

Products, Services and Solutions

1. Provide a description of the Products, Services and Solutions to be provided by the major product category set forth in Introduction and Background Overview, Section 4, General Definition of Products and/or Services, of the RFP. The primary objective is for each Supplier to provide its complete product, service and solutions offerings so that Participating Public Agencies may order a range of product as appropriate for their needs.
2. State your normal delivery time (in days) and any options for expediting delivery.
3. State backorder policy. Do you fill or kill order and require Participating Public Agency to reorder if item is backordered?
4. State restocking fees and procedures for returning products.
5. Specify guaranteed fill rate by product category specified in Section 4, General Definition of Products and/or Services.

SUPPLIER INFORMATION

6. Describe any special programs that your company offers that will improve customers' ability to access Products, on-time delivery or other innovative strategies.
7. Describe the capacity of your company to broaden the scope of the contract and keep the product offerings current and ensure the latest products, standards and technology for Cleaning Supplies, Equipment and Custodial Related Products, Services and Solutions.
8. Describe your firm's ability to provide on-line training for those using the products you sell, such as training sessions around Restroom Care, Equipment Care, Economical Use of Chemicals, Safety Procedures in the Use of Equipment and Chemicals, etc. Please list the topics you are able to offer.
9. Describe your firm's ability to provide real-time reporting to track the training of individuals enrolled in any training program offered.
10. Does your firm have an on-line, customizable building cleaning tracking and reporting capability? If yes, please describe this tool.
11. Does your firm offer an inventory management solution? If so, please provide a detailed description of the solution and the implementation process for a public agency. Please detail the cost of such a solution.
12. Describe any equipment leasing programs or financing options for equipment purchases offered by your company.

Administration

1. Describe your company's normal order processing procedure from point of customer contact through delivery and billing. Additionally, please provide the following:
 - a. In what formats do you accept orders (telephone, ecommerce, etc.)?
 - b. Please state if you use a single system or platform for all phases of ordering, processing, delivery and billing.
2. State which forms of ordering allow the use of a procurement card and the accepted banking (credit card) affiliation.
3. Describe your company's ecommerce capabilities:
 - a. Include details about your company's ability to create punch out sites and accept orders electronically (cXML, OCI, etc.).
 - b. Provide detail on where your company has integrated with a public agency's ERP (Oracle, Infor Lawson, SAP, etc.) system in the past and include some details about the resources you have in place to support these integrations. List, by ERP provider, the following information: name of public agency, ERP system used, "go live" date, net sales per calendar year since "go live", and percentage of agency sales being processed through this connection.

SUPPLIER INFORMATION

4. Describe any existing multi-state cooperative purchasing programs, including the entity's name(s), contact person(s), contact information, contract term (including contract options) and annual volume by year for each of the last three years.
5. Describe your ability to provide customized reports (i.e. commodity histories, purchase histories by department, green spend, etc.) for each Participating Public Agency.

Environmental

1. Provide a brief description of any company environmental initiatives, including your company's environmental policies and/or strategies, your investments in being an environmentally preferable product leader, and any resources dedicated to your environmental strategy, including staff.
2. Describe your company's process for defining, verifying, and labeling green/sustainable products and services in your offering. Explain how you help public agencies navigate toward the green products in your offering through website filters, keyword searches, displaying eco-logos, etc.
3. Please indicate if you have any products in your offering that have any third-party environmental certifications, such as:
 - a. Biodegradable Products Institute (e.g., compostable bags, food service ware, etc.)
 - b. Consortium for Energy Efficiency (lamps)
 - c. Cradle to Cradle (e.g., building materials, construction adhesives, paint)
 - d. Design Lights Consortium (e.g., LED lighting equipment)
 - e. ENERGY STAR (e.g., appliances, HVAC and lighting equipment)
 - f. Green Seal (e.g., cleaners, hand soap, janitorial paper products, paint)
 - g. Master Painters Institute (MPI) Green Performance Standard (paints and coatings)
 - h. NEMA Premium Efficiency (e.g., motors, ballasts)
 - i. Scientific Certification Systems (SCS) FloorScore (e.g., carpet, flooring, flooring adhesives, underlayment, etc.)
 - j. Scientific Certification Systems (SCS) Indoor Advantage (building materials, furniture, etc.)
 - k. UL GREENGUARD (adhesives, flooring, insulation, sealants, etc.);
 - l. UL EcoLogo (cleaners, deodorizers, hand soaps and sanitizers, floor polish and strippers, etc.)
 - m. USDA Biobased (lubricants, building materials, etc.)
 - n. US EPA Safer Choice (cleaners, hand soaps, deicers, floor maintenance chemicals)
 - o. WaterSense (water efficient fixtures, toilets, etc.)
4. Describe your company's recycling services. Describe any buy back or take back options offered for products sold on this contract such as batteries, mercury-containing equipment, paint, chemicals, etc. Describe your company's efforts to reduce or reuse packaging (or avoid difficult-to-recycle packaging such as polystyrene foam) and minimize the environmental footprint in the shipping process.

SUPPLIER INFORMATION

5. What percentage of your offering is environmentally preferable and what are your plans to improve this offering?

Financial Statements

1. Submit your current Federal Identification Number and latest Dun & Bradstreet report.
2. Please include an audited income statement and balance sheet from the most recent reporting period in your proposal.

Additional Information

Please use this opportunity to describe any/all other features, advantages and benefits of your organization that you feel will provide additional value and benefit to a Participating Public Agency.

GENERAL INFORMATION

1. SCOPE OF CONTRACT:

1.1. The purpose of this Request for Proposal is to solicit sealed proposals to establish a cooperative contract or contracts for Cleaning Supplies, Equipment and Custodial Related Products, Services and Solutions for Fresno Unified School District, California and on behalf of all states, local governments, school districts, and higher education institutions in the United States of America, and other governmental agencies and nonprofit organizations.

2. PRE-PROPOSAL CONFERENCE:

2.1. A pre-proposal conference will be held on April 11th, 2017 at 11:00 A.M. local time at FUSD Purchasing Department 4498 N. Brawley Avenue, Fresno, California. The conference is not mandatory. Interested proposers are strongly encouraged to attend.

3. CONTRACT PERIOD AND RENEWAL:

- 3.1. The term of the contract will be for three (3) years following the contract award date.
- 3.2. Fresno Unified School District may, at its option, renew the term of this Contract up to a maximum of two (2) years, one (1) year at a time (or at Fresno Unified School District’s sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the District’s Purchasing Department of its intention to extend the contract term at least thirty (30) calendar days prior to the expiration of the original contract term.
- 3.3. Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract annual anniversary date. Requests for adjustment in cost of labor and/or materials must be justified and based upon verifiable criteria such as the Consumer Price Index (CPI-U), U.S. City Averages, or other relevant indices.
- 3.4. At any time after the date of the Request for Proposal the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to this contract for the duration of the contract period (or until the price is further reduced).

4. CALENDAR OF EVENTS (Subject to Change):

<u>Event</u>	<u>Date</u>
Issue RFP	March 27, 2017
Pre-Proposal Conference	April 11, 2017 at 11:00 am PDT
Deadline for receipt of questions via email	April 13, 2017 by 4:00 pm PDT
Issue Addendum/a (if required)	April 19, 2017
Proposal Due Date	May 2, 2017 at 2:00 pm PDT
Approval – Board of Education	July, 2017
Contract Effective Date	January 1, 2018

GENERAL INFORMATION

5. TECHNICAL PROPOSAL INSTRUCTIONS:

- 5.1. The Proposer must submit the Technical Proposal in a separate binder containing the following information. This information will be considered the minimum content of the proposal. Proposal contents shall be arranged in the same order and identified with headings as presented herein. It is required that two (2) hard copies and five (5) electronic copies of the technical proposal be provided. Electronic copies should be provided in thumb drive format. The Proposer must include a notarized statement that the thumb drive version is a true copy of the printed version.

Electronic/soft copies submitted must be certified free of viruses, malware, Trojans, worms, rootkits, spyware, adware, etc. Those who submit electronic/soft copies that contain viruses, malware, Trojans, worms, rootkits, spyware, adware, etc. may be liable for resulting damages.

- 5.2. The Proposer must submit the Technical Proposal in a separate binder containing the following information divided by tabs:

Tab 1 – COVER LETTER: The cover letter will provide a brief history of the Proposer and its organization. The letter will indicate the principal or officer of the Proposer organization who will be the District’s primary point of contact during negotiations. This individual must have the authority to negotiate all aspects on the scope of products, services and solutions on behalf of the Proposer. An officer authorized to bind the Proposer to the terms and conditions of this RFP must sign the cover letter transmitting the proposal.

Tab 2 - EXECUTIVE SUMMARY: The Proposer will provide an Executive Summary that presents in brief, concise terms a summary level description of the contents of the Proposal.

Tab 3 – PROPOSER PROFILE: The Proposer must provide a profile of its organization and all other companies who will be providing products or services through a dealer or distribution arrangement with the Proposer. At a minimum, the Proposer will provide the following information.

- Name of firm submitting proposal
- Main office address
- If a corporation, when and where incorporated
- Number of years in business
- Total number of employees
- Appropriate Federal, State, and County registration numbers

Tab 4 – PROPOSER INFORMATION:

- a. Supplier Qualifications (Ref. pages 11-16): Proposer must include a narrative of its understanding and acceptance of the Supplier Commitments.
- b. Completed and signed Supplier Worksheet for National Program Consideration (Ref. page 17).
- c. Supplier Information (Ref. pages 19-25)

Tab 5 – STATEMENT OF QUALIFICATIONS:

GENERAL INFORMATION

The Statement of Qualifications must include a description of organizational and staff experience, and resumes of proposed staff.

- a. Organizational and Staff Experience: Proposers must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include direct experience with the specific subject matter.
- b. References: Provide three (3) references in Attachment A of public agencies where products or services of similar size and scope have been performed in the last twelve (12) months. References must include organization names, addresses, names of contact persons, and telephone numbers for such references.
- c. Personnel: The manufacturing staff and dealer/distribution network staff who may be assigned direct work during this contract should be identified. Information is required which will show the composition of the work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical supervisors and key technical personnel, and approximate percentage of the total time each will be available for this contract.

Tab 6 – FINANCIAL STATEMENTS:

Proposer must provide detailed, audited income statements and balance sheets from four of the most recent reporting periods.

Tab 7 – U.S. COMMUNITIES ADMINISTRATION AGREEMENT, signed, unaltered

6. COST PROPOSAL INSTRUCTIONS:

- 6.1. The Proposer must submit a cost proposal in a separate binder, clearly marked, fully supported by cost and pricing data adequate to establish the reasonableness of the proposed fee.

It is required that two (2) hard copies and five (5) electronic copies of the cost proposal be provided. Electronic copies should be provided in thumb drive format. The Proposer must include a notarized statement that the thumb drive version is a true copy of the printed version.

- a. Provide the pricing using a **fixed percentage** (%) discount off PROPOSER'S CATALOG PRICE LIST, or other objectively verifiable criteria, by product category shown. Proposers should indicate these category discounts in Attachment C. Proposers may add additional categories as needed to those in Attachment C.
- b. Copies of the relevant price lists must be included in the Cost Proposal. Proposer should indicate the frequency with which price lists update. The frequency should not exceed once per year.
- c. Price list should include a column to show product's environmental attributes such as chemical products third party "green" certification, paper products

GENERAL INFORMATION

percent post-consumer waste and percent total recycled content, can liners HDPE, LLDPE or LDPE designation, etc.

- d. Provide the pricing for all services and solutions using a **mark-up percentage over cost** in Attachment C. Cost shall be substantiated by an actual invoice indicating the amount paid for services or solutions. Proposer may propose alternative methodologies for pricing services if it feels it is in the best interest of Participating Public Agencies.
 - e. Detail any additional pricing incentives in Attachment C that may be available to Participating Public Agencies such as for large volume purchases, prompt payment discounts, or rebates.
 - f. Prices/discounts shall be F.O.B. destination.
 - g. It is the Proposer's responsibility to provide the District and Participating Public Agencies with an up-to-date price list and any necessary brochures, finish material samples or related materials at no charge for the duration of the contract.
- 6.2. The Proposer must submit Sample Pricing in ATTACHMENT B for evaluation purposes only. Pricing shall be based on Proposers fixed percentage discount off its catalog price list or other objectively verifiable criteria. Proposer should not take into consideration any pricing incentives or rebates it is offering through this contract in the pricing provided in Attachment B.

Note: Sample Pricing is not to be construed as Proposer's complete offer nor is it a core list. It is for evaluation purposes only. Proposer's entire catalog list/assortment will be Proposer's offer to Fresno Unified School District and Participating Public Agencies.

7. CONTACT FOR CONTRACTUAL MATERS:

- 7.1. All communications and requests for information and clarifications shall be directed to the following procurement official:

Marisa Thibodeaux, Buyer
 Purchasing Department
 Telephone: 559-457-3584
 E-mail: marisa.thibodeaux@fresnounified.org

- 7.2. No attempt shall be made by any Proposer to contact members of the Evaluation Team or others at the District about this procurement.

8. SUBMISSION OF PROPOSALS:

- 8.1. One (1) original (duly marked) and one (1) hard copy (duly marked) of the Technical proposal and one (1) original (duly marked) and one (1) hard copy (duly marked) of the Cost proposal shall be delivered to the following address in sealed envelopes or packages with the proposal number, title and the Proposers name and address on the outside. In addition, five (5) copies of the Technical proposal and five (5) copies of the

GENERAL INFORMATION

Cost proposal shall be provided in a thumb drive format. The Proposer must include a notarized statement that the thumb drive version is a true copy of the printed version. Electronically stamped delivery receipts are available.

Purchasing Department
4498 N. Brawley Avenue
Fresno, CA 93722
Telephone: 559-457-3588

- 8.2. Proposers are reminded that changes to the Request for Proposal, in the form of Addenda, are often issued. All addenda **MUST** be signed and submitted to the Purchasing Department, 4498 N. Brawley Avenue, Fresno, CA 93722 before the due date/time or must accompany the proposal. Notice of addenda will be posted at www.fresnounified.org/dept/operations/Purch. It is the Proposer's responsibility to monitor the web page for the most current addenda.
- 8.3. It is the Proposer's responsibility to clearly identify and to describe the products and services being offered in response to this Request for Proposal. Proposers are cautioned that organization of their response, as well as thoroughness is critical to the District's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.
- 8.4. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required. The District encourages the use of recycled paper, therefore it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides.
- 8.5. Each hard copy of the proposal shall consist of:
- a. Cover Sheet
 - b. Technical proposal as required in the General Information section, paragraph 5, **TECHNICAL PROPOSAL INSTRUCTIONS.**
 - c. Cost proposal as required in the General Information section, paragraph 6, **COST PROPOSAL INSTRUCTIONS.**
- 8.6. By executing the cover sheet, Proposer acknowledges that it has read this Request for Proposal, understand it, and agree to be bound by its terms and conditions. Proposals may be submitted by mail or delivered in person.

9. LATE PROPOSALS:

- 9.1. Proposals received in the Purchasing Department after the date and time prescribed shall not be considered for contract award and shall be returned to the Proposer.

10. PERIOD THAT PROPOSALS REMAIN VALID:

GENERAL INFORMATION

10.1. Proposals will remain valid for a period of one-hundred twenty days (120) calendar days after the date specified for receipt of proposals.

11. EVALUATION OF PROPOSAL – SELECTION FACTORS:

The following factors will be considered in the award of this contract:

- 11.1. **PROVEN EXPERIENCE** of the Company's success in providing Cleaning Supplies, Equipment and Custodial Related Products, Services and Solutions on a nationwide and local basis in a timely manner.
- 11.2. Depth of response to **TECHNICAL PROPOSAL INSTRUCTIONS** (Ref. General Information, paragraph 5).
- 11.3. Depth of response to **COST PROPOSAL INSTRUCTIONS** (Ref. General Information, paragraph 6).
- 11.4. Depth of response to **SUPPLIER QUALIFICATIONS AND SUPPLIER INFORMATION**.

12. TRADE SECRET/PROPRIETARY INFORMATION:

- 12.1. Trade secrets or proprietary information submitted by a Proposer in connection with a procurement transaction shall not be subject to public disclosure under the California Public Records Act; however, Proposers must invoke the protections of this section prior to or upon submission of the data or other materials.
- 12.2. The Proposer must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of material after award(s) should be stated by the Proposer.

**APPENDIX A
MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (“Agreement”) is made between certain government agencies that execute a Lead Public Agency Certificate (collectively, “Lead Public Agencies”) to be appended and made a part hereof and other government agencies (“Participating Public Agencies”) that agree to the terms and conditions hereof through the U.S. Communities registration process and made a part hereof.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Lead Public Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers (each, a “Contract Supplier”) have entered into Master Agreements with Lead Public Agencies to provide a variety of goods, products and services based on national and international volumes (herein “Products and Services”);

WHEREAS, Master Agreements are made available by Lead Public Agencies through U.S. Communities and provide that Participating Public Agencies may purchase Products and Services on the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable local purchasing ordinances and the laws of the State of purchase;

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

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

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

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

1. That each party will facilitate the cooperative procurement of Products and Services.
2. That the procurement of Products and Services subject to this Agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern each party’s procurement practices.
3. That the cooperative use of solicitations obtained by a party to this Agreement shall be in accordance with the terms and conditions of the solicitation, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
4. That the Lead Public Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the effectiveness, efficiency and economy of Participating Public Agencies’ procurement of Products and Services.
5. That the Participating Public Agency will make timely payments to the Contract Supplier for Products and Services received in accordance with the terms and conditions of the procurement. Payment, inspections and acceptance of Products and Services ordered by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency. Disputes between the Participating Public Agency and Contract Supplier are to be resolved in accord with the law and venue rules of the State of purchase.

APPENDIX A
MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

6. The Participating Public Agency shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The Participating Public Agency is solely responsible for ordering, accepting, and paying and any other action, inaction or decision regarding the Products and Services obtained under this Agreement. A Lead Public Agency shall not be liable in any manner for any action or inaction or decisions taken by a Participating Public Agency. The Participating Public Agency shall, to the extent permitted by applicable law, hold the Lead Public Agency harmless from any liability that may arise from action or inaction of the Participating Public Agency.
8. The exercise of any rights or remedies by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency.
9. This Agreement shall remain in effect until termination by a party giving thirty (30) days prior written notice to U.S. Communities at 2999 Oak Road, Suite 710, Walnut Creek, CA 94597.
10. This Agreement shall become effective after execution of the Lead Public Agency Certificate or Participating Public Agency registration, as applicable.

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

This ADMINISTRATION AGREEMENT (“Agreement”) is made as of _____, by and between U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE (“U.S. Communities”) and _____ (“Supplier”).

RECITALS

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

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

WHEREAS, U.S. Communities has the administrative and legal capacity to administer purchases under the Master Agreement to Participating Public Agencies;

WHEREAS, U.S. Communities serves in an administrative capacity for Lead Public Agency and other lead public agencies in connection with other master agreements offered by U.S. Communities;

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

WHEREAS, “U.S. Communities Government Purchasing Alliance” is a trade name licensed by U.S. Communities Purchasing & Finance Agency; and

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

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, U.S. Communities and Supplier hereby agree as follows:

ARTICLE I

GENERAL TERMS AND CONDITIONS

1.1 The Master Agreement, attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.

1.2 U.S. Communities shall be afforded all of the rights, privileges and indemnifications afforded to Lead Public Agency under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to U.S. Communities under this Agreement including, without limitation, Supplier’s obligation to provide insurance and indemnifications to Lead Public Agency.

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

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

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

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

ARTICLE II

TERM OF AGREEMENT

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

ARTICLE III

REPRESENTATIONS AND COVENANTS

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

3.2 U.S. Communities' Representations and Covenants.

(a) **Marketing.** U.S. Communities shall proactively market the Master Agreement to Public Agencies using resources such as a network of major sponsors including the National League of Cities (NLC), the National Association of Counties (NACo), the United States Conference of Mayors (USCM), the Association of School Business Officials (ASBO), and the National Governor's Association (NGA) (collectively, the "Founding Co-Sponsors"), and individual national, regional and state-level sponsors. In addition, the U.S. Communities staff shall make best efforts to enhance Supplier's marketing efforts through meetings with Public Agencies, participation in key events and tradeshow and other marketing activity such as advertising, articles and promotional campaigns.

APPENDIX B U.S. COMMUNITIES ADMINISTRATION AGREEMENT

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

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

(a) Corporate Commitment.

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

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

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

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

(v) Supplier shall ensure that the U.S. Communities program and the Master Agreement are actively supported by Supplier's senior executive management.

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

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

(viii) Where Supplier has an existing contract for Products and Services with a state, Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

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

(b) **Pricing Commitment.**

(i) Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public Agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

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

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

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

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

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

(iv) **Supplier's Options in Responding to a Third Party Procurement Solicitation.** While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own procurement solicitations, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

(A) Supplier may opt not to respond to the procurement solicitation. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

(B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

(C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.

(D) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in this Section 3.3, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.

(E) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

(c) **Economy Commitment.** Supplier shall demonstrate the benefits, including the pricing advantage, of the Master Agreement over alternative options, including competitive solicitation pricing and shall proactively offer the terms and pricing under the Master Agreement to Public Agencies as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

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

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

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

best overall pricing and value to eligible agencies, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

(ii) Branding and Logo Compliance. Supplier shall be responsible for complying with the U.S. Communities branding and logo standards and guidelines. Prior to use by Supplier, all U.S. Communities related marketing material must be submitted to U.S. Communities for review and approval.

(iii) Sales Force Training. Supplier shall train its national sales force on the Master Agreement and U.S. Communities program. U.S. Communities shall be available to train on a national, regional or local level and generally assist with the education of sales personnel.

(iv) Participating Public Agency Access. Supplier shall establish the following communication links to facilitate customer access and communication:

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

- (1) U.S. Communities standard logo with Founding Co-Sponsors logos;
- (2) Copy of original procurement solicitation;
- (3) Copy of Master Agreement including any amendments;
- (4) Summary of Products and Services pricing;
- (5) Electronic link to U.S. Communities' online registration page; and
- (6) Other promotional material as requested by U.S. Communities.

(B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.

(C) A dedicated email address for general inquiries in the following format: uscommunities@(name of supplier).com.

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

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

(vii) Supplier Content. Supplier may, from time to time, provide certain graphics, media, and other content to U.S. Communities (collectively "Supplier Content") for use on U.S. Communities websites and for general marketing and publicity purposes. During the term of the Agreement, Supplier hereby grants to U.S. Communities and its affiliates a non-exclusive, worldwide, free, transferrable, license to reproduce, modify, distribute, publically perform, publically display, and use Supplier Content in connection with U.S. Communities websites and for general marketing and publicity purposes, with the right to sublicense each and every such right. Supplier warrants that: (a) Supplier is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (b) the use of Supplier Content and any other materials or services provided

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U.S. COMMUNITIES ADMINISTRATION AGREEMENT

to U.S. Communities as contemplated hereunder will not violate, infringe, or misappropriate the intellectual property rights or other rights of any third party

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

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

ARTICLE IV

PRICING AUDITS

4.1 Supplier shall, at Supplier's sole expense, maintain an accounting of all purchases made by Lead Public Agency and Participating Public Agencies under the Master Agreement. U.S. Communities and Lead Public Agency each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. U.S. Communities shall have the authority to conduct random audits of Supplier's pricing that is offered to Participating Public Agencies at U.S. Communities' sole cost and expense. Notwithstanding the foregoing, in the event that U.S. Communities is made aware of any pricing being offered to three (3) or more Participating Public Agencies that is materially inconsistent with the pricing under the Master Agreement, U.S. Communities shall have the ability to conduct a reasonable audit of Supplier's pricing at Supplier's sole cost and expense during regular business hours upon reasonable notice. U.S. Communities may conduct the audit internally or may engage a third-party auditing firm on a non-contingent basis. Supplier shall solely be responsible for the cost of the audit. In the event of an audit, the requested materials shall be provided in the format and at the location where kept in the ordinary course of business by Supplier.

ARTICLE V

FEES & REPORTING

5.1 Administrative Fees. Supplier shall pay to U.S. Communities a monthly administrative fee based upon the total sales price of all purchases shipped and billed pursuant to the Master Agreement, excluding taxes, in the amount of two percent (2%) of aggregate purchases made during each calendar month (individually and collectively, "Administrative Fees"). Supplier's annual sales shall be measured on a calendar year basis. All Administrative Fees shall be payable in U.S. Dollars and shall be made by wire to U.S. Communities, or its designee or trustee as may be directed in writing by U.S. Communities. Administrative Fees shall be due and payable within thirty (30) days of the end of each calendar month

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

for purchases shipped and billed during such calendar month. U.S. Communities agrees to pay to Lead Public Agency five percent (5%) of all Administrative Fees received from Supplier to help offset Lead Public Agency's costs incurred in connection with managing the Master Agreement nationally.

5.2 Sales Reports. Within thirty (30) days of the end of each calendar month, Supplier shall deliver to U.S. Communities an electronic accounting report, in the format prescribed by Exhibit B, attached hereto, summarizing all purchases made under the Master Agreement during such calendar month ("Sales Report"). All purchases indicated in the Sales Report shall be denominated in U.S. Dollars. All purchases shipped and billed pursuant to the Master Agreement for the applicable calendar month shall be included in the Sales Report. Submitted reports shall be verified by U.S. Communities against its registration database. Any data that is inconsistent with the registration database shall be changed prior to processing. U.S. Communities reserves the right upon reasonable advance notice to Supplier to change the prescribed report format to accommodate the distribution of the Administrative Fees to its program sponsors and state associations.

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

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

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

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

5.6 Supplier's Failure to Provide Reports or Pay Administrative Fees. Failure to provide a Sales Report or pay Administrative Fees within the time and in the manner specified herein shall be

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

regarded as a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at U.S. Communities' sole discretion. All Administrative Fees not paid within thirty (30) days of the end of the previous calendar month shall bear interest at the rate of one and one-half percent (1.5%) per month until paid in full.

ARTICLE VI

MISCELLANEOUS

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

6.2 Assignment.

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

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

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

U.S. Communities:	U.S. Communities 9711 Washingtonian Blvd. Suite 100 Gaithersburg, MD 20878-7381 Attn: Program Manager Administration
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Supplier:	_____ _____ _____ Attn: U.S. Communities Program Manager
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6.4 Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever.

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

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

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

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

6.8 Governing Law; Arbitration. This Agreement will be governed by and interpreted in accordance with the laws of the State of California without regard to any conflict of laws principles. Any dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this dispute resolution clause, shall be determined by arbitration in Walnut Creek, California, before one (1) arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The prevailing party will be entitled to recover its reasonable attorneys' fees and arbitration costs from the other party. The arbitration award shall be final and binding. Each party commits that prior to commencement of arbitration proceedings, the parties shall submit the dispute to JAMS for mediation. The parties will cooperate with JAMS and with one another in selecting a mediator from JAMS panel of neutrals, and in promptly scheduling the mediation proceedings. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs. The mediation will be conducted by each party designating a duly authorized officer or other representative to represent the party with the authority to bind the party, and that the parties agree to exchange informally such information as is reasonably necessary and relevant to the issues being mediated. All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts, and attorneys, and by the mediator or any JAMS employees, are confidential, privileged, and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. If the dispute is not resolved within thirty (30) days from the date of the submission of the dispute to mediation (or such later date as the parties may mutually agree in writing), the administration of the arbitration shall proceed. The mediation may continue, if the parties so agree, after the appointment of the arbitrator. Unless otherwise agreed by the parties, the mediator shall be disqualified from serving as arbitrator in the case. The pendency of a mediation shall not preclude a party from seeking provisional remedies in aid of the arbitration from a court of appropriate jurisdiction, and the parties agree not to defend against any application for provisional relief on the ground that a mediation is pending.

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

[Remainder of Page Intentionally Left Blank – Signatures Follow]

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

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

U.S. Communities:

U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE

By _____

Name: Kevin Juhring

Title: President

Supplier:

By _____

Name: _____

Title: _____

APPENDIX B
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

EXHIBIT A

MASTER AGREEMENT

(To Be Attached)

APPENDIX B U.S. COMMUNITIES ADMINISTRATION AGREEMENT

EXHIBIT B

SALES REPORT FORMAT

Appendix B - US (Data Format)													
Sales Report Template													
TIN	Supplier ID	Account No.	Agency Name	Dept Name	Address	City	State	Zip	Agency Type	Year	Qtr	Month	Amount
956000735	178	89518997	CITY OF LA/MGMT EMPL SVCS	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2015	3	1	1525.50
956000222	178	34868035	LOS ANGELES COUNTY	Facilities	350 S FIGUEROA ST STE 700	LOS ANGELES	CA	90071	30	2015	3	1	1603.64
956000735	178	89496461	CITY OF LA/ENVIRON AFFAIR	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2015	3	1	1625.05
956000735	178	89374835	CITY OF LA/COMMUNITY DEV	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2015	3	1	45090.79
066002010	178	328NA0001053	GROTON TOWN OF PUBLIC WORKS	Water	123 A St.	GROTON	CT	06340	20	2015	3	1	318.00
066001854	178	328NA0001051	GROTON CITY OF	Administration	123 A St.	GROTON	CT	06340	20	2015	3	1	212.00

SALES REPORT DATA FORMAT					
Column Name	Required	Data Type	Length	Example	Comment
TIN	Optional	Text	9	956000735	No Dash, Do not omit leading zero.
Supplier ID	Yes	Number	3	111	See Supplier ID Table Below
Account No.	Yes	Text	25 max		Depends on supplier account no.
Agency Name	Yes	Text	255 max		Los Angeles County
Dept Name	Optional	Text	255 max		Purchasing Dept
Address	Yes	Text	255 max		
City	Yes	Text	255 max	Los Angeles	Must be a valid City name
State	Yes	Text	2	CA	
Zip	Yes	Text	5	90071	No Dash, Do not omit leading zero, Valid zip code
Agency Type	Yes	Number	2	30	See Agency Type Table Below
Year	Yes	Number	4	2010	
Qtr	Yes	Number	1	4	
Month	Yes	Number	2	12	
Amount	Yes	Number	variable	45090.79	Two digit decimal point, no \$ sign or commas

Agency Type Table	
Agency Type ID	Agency Type Description
10	K-12
11	Community College
12	College and University
20	City
21	City Special District
22	Consolidated City/County
30	County
31	County Special District
40	Federal
41	Crown Corporations
50	Housing Authority
80	State Agency
81	Independent Special District
82	Non-Profit
84	Other

FEMA STANDARD TERMS AND CONDITIONS ADDENDUM FOR
CONTRACTS AND GRANTS

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

In addition, Contractor agrees to the following specific provisions:

1. Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor’s compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
2. Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
3. Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
 - a. Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor (“DOL”) regulations (41 CFR Ch. 60);
 - b. Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
 - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
 - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by DOL regulations (29 CFR Part 5);
 - e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
 - f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
4. Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
5. Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions regarding patents:

FEMA STANDARD TERMS AND CONDITIONS ADDENDUM FOR
CONTRACTS AND GRANTS

a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the University and be disposed of in accordance with University policy. The University, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.

6. Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:

a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:

- (1) The copyright in any work developed under a grant or contract; and
- (2) Any rights of copyright to which a grantee or a contractor purchases ownership with grant support.

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

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

COMMUNITY DEVELOPMENT BLOCK GRANT ADDENDUM

Purchases made under this contract may be partially or fully funded with federal grant funds. Funding for this work may include Federal Funding sources, including Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development. When such funding is provided, Contractor shall comply with all terms, conditions and requirements enumerated by the grant funding source, as well as requirements of the State statutes for which the contract is utilized, whichever is the more restrictive requirement. When using Federal Funding, Contractor shall comply with all wage and latest reporting provisions of the Federal Davis-Bacon Act. HUD-4010 Labor Provisions also applies to this contract.

UNIFORM ADMINISTRATIVE REQUIREMENTS

By entering into this Contract the Contractor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS contained in Title 2 C.F.R. § 200 et seq.

STATE NOTICE ADDENDUM

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

Nationwide:

http://www.usa.gov/Agencies/Local_Government/Cities.shtml

Other states:

State of Oregon, State of Hawaii, State of Louisiana, State of Washington

AgencyName	State		
		COUNTY OF MAUI	HI
Malama Honua Public Charter School	HI	Lanai Community Health Center	HI
ST JOHN THE BAPTIST	HI	Maui High Band Booster Club	HI
Waimanalo Elementary and Intermediate School	HI	Tri-Isle Resource Conservation and Development District	HI
Kailua High School	HI	Kumulani Chapel	HI
PACIFIC BUDDHIST ACADEMY	HI	Chamber of Commerce Hawaii	HI
HAWAII TECHNOLOGY ACADEMY	HI	Naalehu Assembly of God	HI
CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.	HI	outrigger canoe club	HI
MARYKNOLL SCHOOL	HI	One Kalakaua	HI
ISLAND SCHOOL	HI	Native Hawaiian Hospitality Association	HI
STATE OF HAWAII, DEPT. OF EDUCATION	HI	St. Theresa School	HI
KE KULA O S. M. KAMAKAU	HI	Hawaii Peace and Justice Association	HI
KAMEHAMEHA SCHOOLS	HI	Kauai Youth Basketball Association	HI
HANAHAU`OLI SCHOOL	HI	NA HALE O MAUI	HI
KIHEI CHARTER SCHOOL	HI	LEEWARD HABITAT FOR HUMANITY	HI
EMMANUAL LUTHERAN SCHOOL	HI	WAIANAE COMMUNITY OUTREACH	HI
School Lunch Program	HI	NA LEI ALOHA FOUNDATION	HI
Ewa Makai Middle School	HI	HAWAII FAMILY LAW CLINIC	
Our Savior Lutheran School	HI	DBA ALA KUOLA	HI
BOARD OF WATER SUPPLY	HI	BUILDING INDUSTRY ASSOCIATION OF HAWAII	HI
MAUI COUNTY COUNCIL	HI	UNIVERSITY OF HAWAII	
Kauai County Council	HI	FEDERAL CREDIT UNION	HI
Honolulu Fire Department	HI		

STATE NOTICE ADDENDUM

LANAKILA REHABILITATION CENTER INC.	HI	Tri-Isle RC&D	HI
POLYNESIAN CULTURAL CENTER	HI	Lanai Federal Credit Union	HI
CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST	HI	Aloha United Way	HI
BISHOP MUSEUM	HI	Kipuka o Ke Ola	HI
ALCOHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA	HI	READ TO ME INTERNATIONAL FOUNDATION	HI
ASSOSIATION OF OWNERS OF KUKUI PLAZA	HI	MAUI FAMILY YMCA	HI
MAUI ECONOMIC DEVELOPMENT BOARD NETWORK ENTERPRISES, INC.	HI	WAILUKU FEDERAL CREDIT UNION	HI
HONOLULU HABITAT FOR HUMANITY	HI	ST. THERESA CHURCH	HI
ALOHACARE	HI	HALE MAHAOLU	HI
ORI ANUENUE HALE, INC.	HI	West Maui Community Federal Credit Union	HI
IUPAT, DISTRICT COUNCIL 50	HI	Hawaii Island Humane Society	HI
GOODWILL INDUSTRIES OF HAWAII, INC.	HI	Western Pacific Fisheries Council	HI
HAROLD K.L. CASTLE FOUNDATION	HI	Kama'aina Care Inc	HI
MAUI ECONOMIC OPPORTUNITY, INC.	HI	International Archaeological Research Institute, Inc.	HI
EAH, INC.	HI	Community Empowerment Resources	HI
PARTNERS IN DEVELOPMENT FOUNDATION	HI	Tutu and Me Traveling Preschool	HI
HABITAT FOR HUMANITY MAUI	HI	First United Methodist Church	HI
W. M. KECK OBSERVATORY	HI	United Chinese Society	HI
HAWAII EMPLOYERS COUNCIL	HI	Haggai Institue	HI
HAWAII STATE FCU	HI	AOAO Royal Capitol Plaza	HI
MAUI COUNTY FCU	HI	Kumpang Lanai	HI
PUNAHOU SCHOOL	HI	Child and Family Service	HI
YMCA OF HONOLULU	HI	MARINE SURF WAIKIKI, INC.	HI
EASTER SEALS HAWAII AMERICAN LUNG ASSOCIATION	HI	Hawaii Health Connector	HI
Pohaha I Ka Lani	HI	Hawaii Carpenters Market Recovery Program Fund	HI
Hawaii Area Committee	HI	Puu Heleakala Community Association	HI
		Saint Louis School	HI
		Kailua Racquet Club, Ltd.	HI
		Homewise Inc.	HI
		Hawaii Baptist Academy	HI
		Kroc Center Hawaii	HI
		Kupu	HI

STATE NOTICE ADDENDUM

University of the Nations	HI	HAWAII AGRICULTURE	
ARGOSY UNIVERSITY	HI	RESEARCH CENTER	HI
HAWAII PACIFIC UNIVERSITY	HI	STATE OF HAWAII	HI
UNIVERSITY OF HAWAII AT		Third Judicial Circuit - State	
MANOA	HI	of Hawaii	HI
RESEARCH CORPORATION		State of Hawaii Department	
OF THE UNIVERSITY OF		of Transportation	HI
HAWAII	HI	Office of the Governor	HI
BRIGHAM YOUNG		State of Hawaii-Department	
UNIVERSITY - HAWAII	HI	of Health-Disability &	
University Clinical Research		Communication Access	HI
and Association	HI	CITY AND COUNTY OF	
CHAMINADE UNIVERSITY OF		HONOLULU	HI
HONOLULU	HI	Lanai Youth Center	HI
Ricoh	HI	Silver Dolphin Bistro	HI
ROMAN CATHOLIC CHURCH		Commander, Navy Region	
IN THE STATE OF HAWAII	HI	Hawaii	HI
Hawaii Information		US Navy	HI
Consortium	HI	Defense Information System	
Leeward Community Church	HI	Agency	HI
E Malama In Keiki O Lanai	HI	84th Engineer Battalion	HI
Keawala'i Congregational		Department of Veterans	
Church	HI	Affairs	HI
Lanai Community Hospital	HI	Hawaii County	HI
Angels at Play Preschool &		Honolulu County	HI
Kindergarten	HI	Kauai County	HI
Queen Emma Gardens AOA	HI	Maui County	HI
FAMILY SUPPORT SERVICES		Kalawao County	HI
OF WEST HAWAII	HI	Aiea	HI
Honolulu Community College	HI	Anahola	HI
COLLEGE OF THE MARSHALL		Barbers Point N A S	HI
ISLANDS	HI	Camp H M Smith	HI
DOT Airports Division Hilo		Captain Cook	HI
International Airport	HI	Eleele	HI
Judiciary - State of Hawaii	HI	Ewa Beach	HI
ADMIN. SERVICES OFFICE	HI	Fort Shafter	HI
SOH- JUDICIARY CONTRACTS		Haiku	HI
AND PURCH	HI	Hakalau	HI
STATE DEPARTMENT OF		Haleiwa	HI
DEFENSE	HI	Hana	HI
HAWAII CHILD SUPPORT		Hanalei	HI
ENFORCEMENT AGENCY	HI	Hanamaulu	HI
HAWAII HEALTH SYSTEMS		Hanapepe	HI
CORPORATION	HI	Hauula	HI

STATE NOTICE ADDENDUM

Hawaii National Park	HI	Lihue	HI
Hawaiian Ocean View	HI	M C B H Kaneohe Bay	HI
Hawi	HI	Makawao	HI
Hickam AFB	HI	Makaweli	HI
Hilo	HI	Maunaloa	HI
Holualoa	HI	Mililani	HI
Honaunau	HI	Mountain View	HI
Honokaa	HI	Naalehu	HI
Honolulu	HI	Ninole	HI
Honomu	HI	Ocean View	HI
Hoolehua	HI	Ookala	HI
Kaaawa	HI	Paauhau	HI
Kahuku	HI	Paauilo	HI
Kahului	HI	Pahala	HI
Kailua	HI	Pahoa	HI
Kailua Kona	HI	Paia	HI
Kalaheo	HI	Papaaloa	HI
Kalaupapa	HI	Papaikou	HI
Kamuela	HI	Pearl City	HI
Kaneohe	HI	Pearl Harbor	HI
Kapaa	HI	Pepeekeo	HI
Kapaau	HI	Princeville	HI
Kapolei	HI	Pukalani	HI
Kaumakani	HI	Puunene	HI
Kaunakakai	HI	Schofield Barracks	HI
Kawela Bay	HI	Tripler Army Medical Center	HI
Keaau	HI	Volvano	HI
Kealakekua	HI	Wahiawa	HI
Kealia	HI	Waialua	HI
Keauhou	HI	Waianae	HI
Kekaha	HI	Waikoloa	HI
Kihei	HI	Wailuku	HI
Kilauea	HI	Waimanalo	HI
Koloa	HI	Waimea	HI
Kualapuu	HI	Waipahu	HI
Kula	HI	Wake Island	HI
Kunia	HI	Wheeler Army Airfield	HI
Kurtistown	HI	Brigham Young University - Hawaii	HI
Lahaina	HI	Chaminade University of Honolulu	HI
Laie	HI	Hawaii Business College	HI
Lanai City	HI	Hawaii Pacific University	HI
Laupahoehoe	HI		
Lawai	HI		

STATE NOTICE ADDENDUM

Hawaii Technology Institute	HI	Fern Ridge School District	
Heald College - Honolulu	HI	28J	OR
Remington College - Honolulu Campus	HI	Knova Learning	OR
University of Phoenix - Hawaii Campus	HI	New Horizon Christian School	OR
Hawaii Community College	HI	MOLALLA RIVER ACADEMY	OR
Honolulu Community College	HI	HIGH DESERT EDUCATION SERVICE DISTRICT	OR
Kapiolani Community College	HI	St. Luke Catholic School	OR
Kauai Community College	HI	SOUTHWEST CHARTER SCHOOL	OR
Leeward Community College	HI	WHITEAKER MONTESSORI SCHOOL	OR
Maui Community College	HI	CASCADES ACADEMY OF CENTRAL OREGON	OR
University of Hawaii at Hilo	HI	NEAH-KAH-NIE DISTRICT NO.56	OR
University of Hawaii at Manoa	HI	INTER MOUNTAIN ESD	OR
Windward Community College	HI	STANFIELD SCHOOL DISTRICT	OR
Central School District 13J (Polk County, Oregon)	OR	LA GRANDE SCHOOL DISTRICT	OR
Milton-Freewater Unified School District No 7	OR	CASCADE SCHOOL DISTRICT	OR
Scappoose Adventist School	OR	DUFUR SCHOOL DISTRICT NO.29	OR
Ontario School District 8C	OR	hillsboro school district	OR
Trillium Charter School	OR	GASTON SCHOOL DISTRICT 511J	OR
Echo School District	OR	BEAVERTON SCHOOL DISTRICT	OR
Warrenton Hammond School	OR	COUNTY OF YAMHILL SCHOOL DISTRICT 29	OR
Immanuel Lutheran School	OR	WILLAMINA SCHOOL DISTRICT	OR
Columbia Academy	OR	MCMINNVILLE SCHOOL DISTRICT NO.40	OR
VALLEY CATHOLIC SCHL	OR	Sheridan School District 48J	OR
CROOK COUNTY SCHOOL DISTRICT	OR	THE CATLIN GABEL SCHOOL	OR
CORBETT SCHL DIST #39	OR	NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH	OR
Trinity Lutheran Church and School	OR	CENTRAL CATHOLIC HIGH SCHOOL	OR
Bethel School District #52	OR	CANYONVILLE CHRISTIAN ACADEMY	OR
OREGON CITY PUBLIC SCHL	OR	OUR LADY OF THE LAKE SCHOOL	OR
Ppmc Education Committee	OR	NYSSA SCHOOL DISTRICT NO.	OR
Stayton Christian School	OR		
South Columbia Family School	OR		
Sunrise Preschool	OR		
St. Therese Parish/School	OR		
PINE-EAGLE SCHOOL DISTRICT 061	OR		
Portland YouthBuilders	OR		
Wallowa County ESD	OR		

STATE NOTICE ADDENDUM

26		NO.1J	
ARLINGTON SCHOOL		CHILDPEACE MONTESSORI	OR
DISTRICT NO. 3	OR	HEAD START OF LANE	
LIVINGSTONE ADVENTIST		COUNTY	OR
ACADEMY	OR	HARNEY COUNTY SCHOOL	
Santiam Canyon SD 129J	OR	DIST. NO.3	OR
WEST HILLS COMMUNITY		NESTUCCA VALLEY SCHOOL	
CHURCH	OR	DISTRICT NO.101	OR
BANKS SCHOOL DISTRICT	OR	ARCHBISHOP FRANCIS	
WILLAMETTE EDUCATION		NORBERT BLANCHET	
SERVICE DISTRICT	OR	SCHOOL	OR
BAKER COUNTY SCHOOL		LEBANON COMMUNITY	
DIST. 16J - MALHEUR ESD	OR	SCHOOLS NO.9	OR
HARNEY EDUCATION		MT.SCOTT LEARNING	
SERVICE DISTRICT	OR	CENTERS	OR
GREATER ALBANY PUBLIC		SEVEN PEAKS SCHOOL	OR
SCHOOL DISTRICT	OR	DE LA SALLE N CATHOLIC HS	OR
LAKE OSWEGO SCHOOL		MULTISENSORY LEARNING	
DISTRICT 7J	OR	ACADEMY	OR
SOUTHERN OREGON		MITCH CHARTER SCHOOL	OR
EDUCATION SERVICE		REALMS CHARTER SCHOOL	OR
DISTRICT	OR	BAKER SCHOOL DISTRICT 5-J	OR
SILVER FALLS SCHOOL		PHILOMATH SCHOOL	
DISTRICT	OR	DISTRICT	OR
St Helens School District	OR	CLACKAMAS EDUCATION	
DAYTON SCHOOL DISTRICT		SERVICE DISTRICT	OR
NO.8	OR	CANBY SCHOOL DISTRICT	OR
Amity School District 4-J	OR	OREGON TRAIL SCHOOL	
SCAPPOOSE SCHOOL		DISTRICT NO.46	OR
DISTRICT 1J	OR	WEST LINN WILSONVILLE	
REEDSPORT SCHOOL		SCHOOL DISTRICT	OR
DISTRICT	OR	MOLALLA RIVER SCHOOL	
FOREST GROVE SCHOOL		DISTRICT NO.35	OR
DISTRICT	OR	ESTACADA SCHOOL DISTRICT	
DAVID DOUGLAS SCHOOL		NO.108	OR
DISTRICT	OR	GLADSTONE SCHOOL	
LOWELL SCHOOL DISTRICT		DISTRICT	OR
NO.71	OR	ASTORIA SCHOOL DISTRICT	
TIGARD-TUALATIN SCHOOL		1C	OR
DISTRICT	OR	SEASIDE SCHOOL DISTRICT	
SHERWOOD SCHOOL		10	OR
DISTRICT 88J	OR	NORTHWEST REGIONAL	
RAINIER SCHOOL DISTRICT	OR	EDUCATION SERVICE	
NORTH CLACKAMAS SCHOOL		DISTRICT	OR
DISTRICT	OR	VERNONIA SCHOOL DISTRICT	
MONROE SCHOOL DISTRICT	OR	47J	OR

STATE NOTICE ADDENDUM

SOUTH COAST EDUCATION SERVICE DISTRICT	OR	JEFFERSON COUNTY SCHOOL DISTRICT 509-J	OR
COOS BAY SCHOOL DISTRICT NO.9	OR	GRANTS PASS SCHOOL DISTRICT 7	OR
COOS BAY SCHOOL DISTRICT NORTH BEND SCHOOL DISTRICT 13	OR	LOST RIVER JR/SR HIGH SCHOOL	OR
COQUILLE SCHOOL DISTRICT 8	OR	KLAMATH FALLS CITY SCHOOLS	OR
MYRTLE POINT SCHOOL DISTRICT NO.41	OR	LANE COUNTY SCHOOL DISTRICT 4J	OR
BANDON SCHOOL DISTRICT	OR	SPRINGFIELD SCHOOL DISTRICT NO.19	OR
BROOKING HARBOR SCHOOL DISTRICT NO.17-C	OR	CRESWELL SCHOOL DISTRICT SOUTH LANE SCHOOL DISTRICT 45J3	OR
REDMOND SCHOOL DISTRICT	OR	LANE COUNTY SCHOOL DISTRICT 69	OR
DESCHUTES COUNTY SD NO.6 - SISTERS SD	OR	SIUSLAW SCHOOL DISTRICT SWEET HOME SCHOOL DISTRICT NO.55	OR
DOUGLAS EDUCATION SERVICE DISTRICT	OR	LINN CO. SCHOOL DIST. 95C - SCIO SD	OR
ROSEBURG PUBLIC SCHOOLS GLIDE SCHOOL DISTRICT NO.12	OR	ONTARIO MIDDLE SCHOOL	OR
SOUTH UMPQUA SCHOOL DISTRICT #19	OR	GERVAIS SCHOOL DIST. #1	OR
YONCALLA SCHOOL DISTRICT NO.32	OR	NORTH SANTIAM SCHOOL DISTRICT 29J	OR
ELKTON SCHOOL DISTRICT NO.34	OR	JEFFERSON SCHOOL DISTRICT	OR
DOUGLAS COUNTY SCHOOL DISTRICT 116	OR	SALEM-KEIZER PUBLIC SCHOOLS	OR
HOOD RIVER COUNTY SCHOOL DISTRICT	OR	MT. ANGEL SCHOOL DISTRICT NO.91	OR
PHOENIX-TALENT SCHOOL DISTRICT NO.4	OR	MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES	OR
CENTRAL POINT SCHOOL DISTRICT NO. 6	OR	MORROW COUNTY SCHOOL DISTRICT	OR
JACKSON CO SCHOOL DIST NO.9	OR	MULTNOMAH EDUCATION SERVICE DISTRICT	OR
ROGUE RIVER SCHOOL DISTRICT NO.35	OR	GRESHAM-BARLOW SCHOOL DISTRICT	OR
MEDFORD SCHOOL DISTRICT 549C	OR	DALLAS SCHOOL DISTRICT NO. 2	OR
CULVER SCHOOL DISTRICT NO.	OR	CENTRAL SCHOOL DISTRICT 13J	OR
		St. Mary Catholic School	OR
		CROSSROADS CHRISTIAN	OR

STATE NOTICE ADDENDUM

SCHOOL		Koreducators Lep High	OR
ST. ANTHONY SCHOOL	OR	Warrenton Hammond School	
Pedee School	OR	District	OR
HERITAGE CHRISTIAN		Sutherlin School District	OR
SCHOOL	OR	Malheur Elementary School	
BEND-LA PINE SCHOOL		District	OR
DISTRICT	OR	Ontario School District	OR
GLENDALE SCHOOL DISTRICT	OR	Parkrose School District 3	OR
LINCOLN COUNTY SCHOOL		Riverdale School District 51J	OR
DISTRICT	OR	Tillamook School District	OR
PORTLAND PUBLIC SCHOOLS	OR	Madeleine School	OR
REYNOLDS SCHOOL DISTRICT	OR	Union School District	OR
CENTENNIAL SCHOOL		Helix School District	OR
DISTRICT	OR	Riddle School District	OR
NOBEL LEARNING		Ashbrook Independent	
COMMUNITIES	OR	School	OR
St. Stephen's Academy	OR	Molalla River School District	OR
McMinnville Adventist		Corvallis School District 509J	OR
Christian School	OR	Falls City School District #57	OR
Salem-Keizer 24J	OR	Portland Christian Schools	OR
McKay High School	OR		
Pine Eagle Charter School	OR	LUCKIAMUTE VALLEY	
Waldo Middle School	OR	CHARTER SCHOOLS	OR
OAKLAND SCHOOL DISTRICT		Insight School of Oregon	
001	OR	Painted Hills	OR
hermiston school district	OR	Deer Creek Elementary	
Clear Creek Middle School	OR	School	OR
Marist High School	OR	Yamhill Carlton School	
Victory Academy	OR	District	OR
Vale School District No. 84	OR	COLTON SCHL DIST 53	OR
St. Mary School	OR	HARRISBURG SCHL DIST	OR
Junction City High School	OR	CENTRAL CURRY SCHL	
Three Rivers School District	OR	DIST#1	OR
Fern Ridge School District	OR	BNAI BRITH CAMP	OR
JESUIT HIGH SCHL EXEC OFC	OR	OREGON FOOD BANK	OR
LASALLE HIGH SCHOOL	OR	HOSANNA CHRISTIAN SCHL	OR
Southwest Christian School	OR	ABIQUA SCHL	OR
Willamette Christian School	OR	Salem keizar school district	OR
Westside Christian High		Scio High School	OR
School	OR	Athena Weston School	
CS LEWIS ACADEMY	OR	District 29RJ	OR
Portland America School	OR	Butte Falls School District	OR
Forest Hills Lutheran School	OR	Bend International School	OR
Mosier Community School	OR	Imbler School District #11	OR
		monument school	OR

STATE NOTICE ADDENDUM

PENDLETON SCHOOL DISTRICT #16R	OR	CLATSOP COUNTY	OR
Ohara Catholic School	OR	COLUMBIA COUNTY,	
MARCOLA SCHOOL DISTRICT 079J	OR	OREGON	OR
LINN-BENTON-LINCOLN ESD	OR	coos county	OR
Reynolds High School	OR	CROOK COUNTY ROAD	
St. Paul School District	OR	DEPARTMENT	OR
Sabin-Schellenberg Technical Center	OR	CURRY COUNTY OREGON	OR
St Paul Parish School	OR	DESCHUTES COUNTY	OR
Joseph School District	OR	GILLIAM COUNTY	OR
EagleRidge High School	OR	GRANT COUNTY, OREGON	OR
Grant Community School	OR	HARNEY COUNTY SHERIFFS	
Hope chinese charter	OR	OFFICE	OR
Northwest Academy	OR	HOOD RIVER COUNTY	OR
Sunny Wolf Charter School	OR	jackson county	OR
MCKENZIE SCHOOL DISTRICT 068	OR	josephine county	OR
L'Etoiile French Immersion School	OR	klamath county	OR
LA GRANDE SCHOOL DISTRICT 001	OR	LANE COUNTY	OR
FOSSIL SCHOOL DISTRICT 21J	OR	LINN COUNTY	OR
Marist Catholic High School	OR	MARION COUNTY , SALEM,	
Springfield Public Schools	OR	OREGON	OR
Elgin school dist.	OR	MULTNOMAH COUNTY	OR
PLEASANT HILL SCH DIST #1	OR	SHERMAN COUNTY	OR
Ukiah School District 80R	OR	WASCO COUNTY	OR
Lake Oswego Montessori School	OR	YAMHILL COUNTY	OR
North Powder Charter School	OR	WALLOWA COUNTY	OR
Siletz Valley School	OR	ASSOCIATION OF OREGON	
French American School	OR	COUNTIES	OR
Mastery Learning Institute	OR	NAMI LANE COUNTY	OR
North Lake School District 14	OR	BENTON COUNTY	OR
Early College High School	OR	DOUGLAS COUNTY	OR
GILLIAM COUNTY OREGON	OR	JEFFERSON COUNTY	OR
UMATILLA COUNTY,		LAKE COUNTY	OR
OREGON	OR	LINCOLN COUNTY	OR
DOUGLAS ELECTRIC		POLK COUNTY	OR
COOPERATIVE, INC.	OR	UNION COUNTY	OR
MULTNOMAH LAW LIBRARY	OR	WASHINGTON COUNTY	OR
clackamas county	OR	MORROW COUNTY	OR
		Mckenzie Personnel Services	OR
		Washington County Facilities	
		& Park Services	OR
		Multnomah County	
		Department of Community	
		Justice	OR
		NORCOR Juvenile Detention	OR

STATE NOTICE ADDENDUM

Tillamook County Estuary	OR	Rogue Valley Youth Football	OR
Job Council	OR	Bend Elks Lodge 1371	OR
BAKER CNTY GOVT	OR	Friendly House, Inc.	OR
TILLAMOOK CNTY	OR	Klamath Siskiyou Wildlands	
Multnomah County Dept of		Center	OR
County Assets	OR	Grants Pass Seventh-day	
Wheeler County	OR	Adventist Church	OR
Clackamas County Service		Corvallis Waldorf School	OR
District # 1/Tri-City Service		Farmworkers Housing	
District	OR	Development Corporation	OR
Resource Connections of		World Forestry Center	OR
Oregon	OR	Adapt	OR
Lane County Sheriff's Office	OR	Kid Time	OR
Clatsop County Sheriff's		Oregon Farm Bureau	OR
Office	OR	Mt Emily Safe Center	OR
Harney County Community		Salem First Presbyterian	
Corrections	OR	Church	OR
Grant County Economic		Rolling Hills Baptist Church	OR
Development	OR	Baker Elks	OR
Clackamas County Juvenile		Gates Community Church of	
Dept	OR	Christ	OR
Columbia Basin Care Facility	OR	PIP Corps LLC	OR
City of Seaside Police		Turtle Ridge Wildlife Center	OR
Department	OR	Grande Ronde Model	
Tamarack Aquatic Center	OR	Watershed Foundation	OR
Seven Feathers Casino	OR	Western Environmental Law	
Oliver P Lent PTA	OR	Center	OR
Willamette Valley Rehab		Oregon District 7 Little	
Center	OR	League	OR
St Paul Baptist Church	OR	Mercy Flights, Inc.	OR
Long Tom Watershed		Metropolitan Contractor	
Council	OR	Improvement Partnership	OR
San Martin Deporres		The Christian Church of	
Catholic Church	OR	Hillsboro Oregonb	OR
Portland Parks Foundation	OR	Congregation Neveh Shalom	OR
Sweet Home United		My Fathers House	OR
Methodist Church	OR	Step Forward Activities Inc	OR
Cedar Hills Baptist Church	OR	HHoly Trinity Greek	
Good Samaritan Ministries	OR	Orthodox Cathedral	OR
Unitarian Universalist Church		MECOP Inc.	OR
in Eugene	OR	Workforce Northwest Inc	OR
Emmanuel Bible Church	OR	Lane Arts Council	OR
Portland Community Media	OR	Building Healthy Family	OR
La Pine Chamber of		Integral Youth Services	OR
Commerce	OR		
Stone Creek Christian Church	OR		

STATE NOTICE ADDENDUM

Children Center At Trinity	OR	LIFEWORCS NW	OR
Beaverton Christians Church	OR	Independent Development	
Oregon Humanities	OR	Enterprise Alliance	OR
St. Pius X School	OR	MID-WILLAMETTE VALLEY	
Community Connection of		COMMUNITY ACTION	
Northeast Oregon, Inc.	OR	AGENCY, INC	OR
St Mark Presbyterian Church	OR	HALFWAY HOUSE SERVICES,	
Living Opportunities, Inc.	OR	INC.	OR
Coos Art Museum	OR	REDMOND PROFICIENCY	
OETC	OR	ACADEMY	OR
Blanchet House of		OHSU FOUNDATION	OR
Hospitality	OR	SHELTERCARE	OR
Garten Services Inc	OR	PRINGLE CREEK	
Incite Incorporated	OR	SUSTAINABLE LIVING	
Merchants Exchange of		CENTER	OR
Portland, Oregon	OR	PACIFIC INSTITUTES FOR	
Coalition for a Livable Future	OR	RESEARCH	OR
West Salem United		Mental Health for Children,	
Methodist	OR	Inc.	OR
Central Oregon Visitors		The Dreaming Zebra	
Association	OR	Foundation	OR
Soroptimist International of		LAUREL HILL CENTER	OR
Gold Beach, OR	OR	THE OREGON COMMUNITY	
Real Life Christian Church	OR	FOUNDATION	OR
Dayton Christian Church	OR	OCHIN	OR
Delphian School	OR	WE CARE OREGON	OR
AVON	OR	SE WORKS	OR
EPUD-Emerald People's		ENTERPRISE FOR	
Utility District	OR	EMPLOYMENT AND	
Human Solutions, Inc.	OR	EDUCATION	OR
The Wallace Medical		OMNIMEDIX INSTITUTE	
Concern	OR	PORTLAND BUSINESS	
Boys & Girls Club of Salem,		ALLIANCE	OR
Marion & Polk Counties	OR	GATEWAY TO COLLEGE	
The Ross Ragland Theater		NATIONAL NETWORK	OR
and Cultural Center	OR	FOUNDATIONS FOR A	
Cascade Health Solutions	OR	BETTER OREGON	OR
Umpqua Community Health		GOAL ONE COALITION	OR
Center	OR	ATHENA LIBRARY FRIENDS	
ALZHEIMERS NETWORK OF		ASSOCIATION	OR
OREGON	OR	Coastal Family Health Center	OR
NATIONAL WILD TURKEY		CENTER FOR COMMUNITY	
FEDERATION	OR	CHANGE	OR
TILLAMOOK ESTUARIES		STAND FOR CHILDREN	OR
PARTNERSHIP	OR	ST. VINCENT DEPAUL OF	
		LANE COUNTY	OR

STATE NOTICE ADDENDUM

EAST SIDE FOURSQUARE CHURCH	OR	YWCA SALEM	OR
CORVALLIS MOUNTAIN RESCUE UNIT	OR	PORTLAND ART MUSEUM	OR
InventSuccess	OR	SAINT JAMES CATHOLIC CHURCH	OR
SHERIDAN JAPANESE SCHOOL FOUNDATION	OR	SOUTHERN OREGON HUMANE SOCIETY	OR
The Blosser Center for Dyslexia Resources	OR	VOLUNTEERS OF AMERICA OREGON	OR
MOSAIC CHURCH	OR	CENTRAL DOUGLAS COUNTY FAMILY YMCA	OR
HOUSING AUTHORITY OF LINCOLN COUNTY	OR	METROPOLITAN FAMILY SERVICE	OR
RENEWABLE NORTHWEST PROJECT	OR	OREGON MUSUEM OF SCIENCE AND INDUSTRY	OR
INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION	OR	FIRST UNITARIAN CHURCH	OR
CONSERVATION BIOLOGY INSTITUTE	OR	ST. ANTHONY CHURCH	OR
THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT- OREGON, INC.	OR	Good Shepherd Medical Center	OR
BLACHLY LANE ELECTRIC COOPERATIVE	OR	Salem Academy	OR
MORNING STAR MISSIONARY BAPTIST CHURCH	OR	GEN CONF OF SDA CHURCH WESTERN OR	OR
NORTHWEST FOOD PROCESSORS ASSOCIATION	OR	PORTLAND ADVENTIST ACADEMY	OR
INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON	OR	ST VINCENT DE PAUL OUTSIDE IN	OR
OREGON EDUCATION ASSOCIATION	OR	UNITED CEREBRAL PALSY OF OR AND SW WA	OR
HEARING AND SPEECH INSTITUTE INC	OR	WILLAMETTE VIEW INC.	OR
SALEM ELECTRIC	OR	PORTLAND HABILITATION CENTER, INC.	OR
MORRISON CHILD AND FAMILY SERVICES	OR	OREGON STATE UNIVERSITY ALUMNI ASSOCIATION	OR
JUNIOR ACHIEVEMENT	OR	ROSE VILLA, INC.	OR
CENTRAL BIBLE CHURCH	OR	NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE	OR
MID COLUMBIA MEDICAL CENTER-GREAT 'N SMALL	OR	BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA	OR
TRILLIUM FAMILY SERVICES, INC.	OR	ROGUE FEDERAL CREDIT UNION	OR
		Oregon Research Institute	OR
		WILLAMETTE LUTHERAN HOMES, INC	OR
		LANE MEMORIAL BLOOD	OR

STATE NOTICE ADDENDUM

BANK		WHITE BIRD CLINIC	OR
PORTLAND JEWISH ACADEMY	OR	GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES	OR
LANECO FEDERAL CREDIT UNION	OR	PLANNED PARENTHOOD OF SOUTHWESTERN OREGON	OR
GRANT PARK CHURCH	OR	HOUSING NORTHWEST	OR
ST. MARYS OF MEDFORD, INC.	OR	OREGON ENVIRONMENTAL COUNCIL	OR
US CONFERENCE OF MENONNITE BRETHREN CHURCHES	OR	MEALS ON WHEELS PEOPLE, INC.	OR
FAITHFUL SAVIOR MINISTRIES	OR	FAITH CENTER	OR
OREGON CITY CHURCH OF THE NAZARENE	OR	Bob Belloni Ranch, Inc.	OR
OREGON COAST COMMUNITY ACTION	OR	GOOD SHEPHERD COMMUNITIES	OR
EDUCATION NORTHWEST COMMUNITY ACTION TEAM, INC.	OR	SACRED HEART CATHOLIC DAUGHTERS	OR
EUGENE SYMPHONY ASSOCIATION, INC.	OR	HELP NOW! ADVOCACY CENTER	OR
STAR OF HOPE ACTIVITY CENTER INC.	OR	TENAS ILLAHEE CHILDCARE CENTER	OR
SPARC ENTERPRISES	OR	SUNRISE ENTERPRISES	OR
SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.	OR	LOOKING GLASS YOUTH AND FAMILY SERVICES	OR
SALEM ALLIANCE CHURCH Lane Council of Governments	OR	SERENITY LANE	OR
FORD FAMILY FOUNDATION	OR	EAST HILL CHURCH	OR
TRAILS CLUB	OR	LA GRANDE UNITED METHODIST CHURCH	OR
NEWBERG FRIENDS CHURCH	OR	COAST REHABILITATION SERVICES	OR
WOODBURN AREA CHAMBER OF COMMERCE	OR	Edwards Center Inc	OR
CONTEMPORARY CRAFTS MUSEUM AND GALLERY	OR	ALVORD-TAYLOR INDEPENDENT LIVING SERVICES	OR
CITY BIBLE CHURCH	OR	NEW HOPE COMMUNITY CHURCH	OR
OREGON LIONS SIGHT & HEARING FOUNDATION	OR	KLAMATH HOUSING AUTHORITY	OR
PORTLAND WOMENS CRISIS LINE	OR	QUADRIPLLEGICS UNITED AGAINST DEPENDENCY, INC.	OR
THE SALVATION ARMY - CASCADE DIVISION	OR	SPONSORS, INC.	OR
WILLAMETTE FAMILY	OR	COLUMBIA COMMUNITY MENTAL HEALTH ADDICTIONS RECOVERY CENTER, INC	OR

STATE NOTICE ADDENDUM

METRO HOME SAFETY REPAIR PROGRAM	OR	SUNNYSIDE FOURSQUARE CHURCH	OR
OREGON SUPPORTED LIVING PROGRAM	OR	TRAINING EMPLOYMENT CONSORTIUM	OR
SOUTH COAST HOSPICE, INC.	OR	RELEVANT LIFE CHURCH	OR
ALLFOURONE/CRESTVIEW CONFERENCE CTR.	OR	211INFO	OR
The International School	OR	SONRISE CHURCH	OR
REBUILDING TOGETHER - PORTLAND INC.	OR	LIVING WAY FELLOWSHIP Women's Safety & Resource Center	OR
PENDLETON ACADEMIES	OR	SEXUAL ASSAULT RESOURCE CENTER	OR
PACIFIC FISHERY MANAGEMENT COUNCIL	OR	IRCO	OR
DOGS FOR THE DEAF, INC.	OR	NORTHWEST YOUTH CORPS	OR
PUBLIC DEFENDER SERVICES OF LANE COUNTY, INC.	OR	TILLAMOOK CNTY WOMENS CRISIS CENTER	OR
EMMAUS CHRISTIAN SCHOOL	OR	SECURITY FIRST CHILD DEVELOPMENT CENTER	OR
DELIGHT VALLEY CHURCH OF CHRIST	OR	CLASSROOM LAW PROJECT	OR
SAINT CATHERINE OF SIENA CHURCH	OR	YOUTH GUIDANCE ASSOC.	OR
PORT CITY DEVELOPMENT CENTER	OR	PREGNANCY RESOUCCE CENTERS OF GRETER PORTLAND	OR
VIRGINIA GARCIA MEMORIAL HEALTH CENTER	OR	ELMIRA CHURCH OF CHRIST	OR
CENTRAL CITY CONCERN	OR	JASPER MOUNTAIN	OR
CANBY FOURSQUARE CHURCH	OR	ACUMENTRA HEALTH	OR
EMERALD PUD	OR	WORKSYSTEMS INC	OR
VERMONT HILLS FAMILY LIFE CENTER	OR	COVENANT CHRISTIAN HOOD RIVER	OR
BENTON HOSPICE SERVICE	OR	OREGON DONOR PROGRAM	OR
INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION	OR	NAMI OREGON	OR
COMMUNITY CANCER CENTER	OR	OLIVET BAPTIST CHURCH	OR
OPEN MEADOW ALTERNATIVE SCHOOLS, INC.	OR	SILVERTON AREA COMMUNITY AID	OR
CASCADIA BEHAVIORAL HEALTHCARE	OR	CONFEDERATED TRIBES OF GRAND RONDE	OR
WILD SALMON CENTER	OR	NEIGHBORIMPACT	OR
BROAD BASE PROGRAMS INC.	OR	CATHOLIC COMMUNITY SERVICES	OR
		NEW AVENUES FOR YOUTH INC	OR
		LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER	OR

STATE NOTICE ADDENDUM

DECISION SCIENCE		HOSPITAL	
RESEARCH INSTITUTE, INC.	OR	NORTHWEST ENERGY	
WESTERN STATES CENTER	OR	EFFICIENCY ALLIANCE	OR
HIV ALLIANCE, INC	OR	BONNEVILLE	
PARTNERSHIPS IN		ENVIRONMENTAL	
COMMUNITY LIVING, INC.	OR	FOUNDATION	OR
FANCONI ANEMIA RESEARCH		SUMMIT VIEW COVENANT	
FUND INC.	OR	CHURCH	OR
BLIND ENTERPRISES OF		SALMON-SAFE INC.	OR
OREGON	OR	BETHEL CHURCH OF GOD	OR
OREGON BALLET THEATRE	OR	PROVIDENCE HOOD RIVER	
SMART	OR	MEMORIAL HOSPITAL	OR
All God's Children		SAINT ANDREW NATIVITY	
International	OR	SCHOOL	OR
FARMWORKER HOUSING		BARLOW YOUTH FOOTBALL	OR
DEV CORP	OR	SPOTLIGHT THEATRE OF	
UMPQUA COMMUNITY		PLEASANT HILL	OR
DEVELOPMENT		FAMILIES FIRST OF GRANT	
CORPORATION	OR	COUNTY, INC.	OR
REGIONAL ARTS AND		TOUCHSTONE PARENT	
CULTURE COUNCIL	OR	ORGANIZATION	OR
THE EARLY EDUCATION		CANCER CARE RESOURCES	OR
PROGRAM, INC.	OR	CASCADIA REGION GREEN	
MACDONALD CENTER	OR	BUILDING COUNCIL	OR
EVERGREEN AVIATION		SHERMAN DEVELOPMENT	
MUSEUM AND CAP.		LEAGUE, INC.	OR
MICHAEL KING.	OR	SCIENCEWORKS	OR
SELF ENHANCEMENT INC.	OR	WORD OF LIFE COMMUNITY	
FRIENDS OF THE CHILDREN	OR	CHURCH	OR
SOUTH LANE FAMILY		SOCIAL VENTURE PARTNERS	
NURSERY DBA FAMILY		PORTLAND	OR
RELIEF NURSE	OR	OREGON PROGRESS FORUM	OR
COMMUNITY VETERINARY		CENTER FOR RESEARCH TO	
CENTER	OR	PRACTICE	OR
PORTLAND SCHOOLS		WESTERN RIVERS	
FOUNDATION	OR	CONSERVANCY	OR
SUSTAINABLE NORTHWEST	OR	UNITED WAY OF THE	
OREGON DEATH WITH		COLUMBIA WILLAMETTE	OR
DIGNITY	OR	EUGENE BALLET COMPANY	OR
BIRCH COMMUNITY		EAST WEST MINISTRIES	
SERVICES, INC.	OR	INTERNATIONAL	OR
BAY AREA FIRST STEP, INC.	OR	SISKIYOU INITIATIVE	OR
OSLC COMMUNITY		EDUCATIONAL POLICY	
PROGRAMS	OR	IMPROVEMENT CENTER	OR
EN AVANT, INC.	OR		
ASHLAND COMMUNITY	OR		

STATE NOTICE ADDENDUM

North Pacific District of Foursquare Churches	OR	Lincoln City Chamber of Commerce	OR
CATHOLIC CHARITIES	OR	DrupalCon Inc., DBA Drupal Association	OR
FIRST CHURCH OF THE NAZARENE	OR	Albany Partnership for Housing and Community Development	OR
WESTSIDE BAPTIST CHURCH Housing Development Center	OR	SEED OF FAITH MINISTRIES Hermiston Christian Center & School	OR
Hoodview Christian Church	OR	SALEM FREE CLINICS	OR
Child Evangelism Fellowship	OR	Dress for Success Oregon	OR
Little Promises Children's Program	OR	Beaverton Rock Creek Foursquare Church	OR
UNION GOSPEL MISSION	OR	St Paul Catholic Church	OR
GRACE BAPTIST CHURCH COMMUNITY ACTION ORGANIZATION	OR	St Mary's Catholic School and Parish	OR
OUTSIDE IN	OR	Polk Soil and Water Conservation District	OR
MAKING MEMORIES BREAST CANCER FOUNDATION, INC.	OR	Street Ministry	OR
ELAW	OR	La Grande Church of the Nazarene	OR
COMMUNITY HEALTH CENTER, INC	OR	Spruce Villa, Inc.	OR
Greater Portland INC	OR	OREGON SCHOOL BOARDS ASSOCIATION	OR
Eugene Builders Exchange	OR	House of Prayer for All Nations	OR
Boys & Girls Club of Corvallis	OR	Sacred Heart Catholic Church	OR
Southeast Uplift Neighborhood Coalition	OR	African American Health Coaliton, Inc.	OR
First United Presbyterian Church	OR	Happy Canyon Company	OR
PDX Wildlife	OR	Village Home Education Resource Center	OR
Friends of the Opera House	OR	Monet's Children's Circle	OR
Jackson-Josephine 4-C Council	OR	Cascade Housing Association	OR
North Coast Family Fellowship	OR	Dayspring Fellowship	OR
P E C I	OR	Northwest Habitat Institute	OR
Childsworck Learning Center	OR	Winding Waters Medical Clinic	OR
Portland Schools Alliance	OR	First Baptist Church	OR
New Artists Performing Arts Productions, Inc.	OR	The Nature Conservancy, Willamette Valley Field Office	OR
Relief Nursery	OR	Serenity Lane Health Services	OR
St. Mary's Episcopal Church	OR		
Viking Sal Senior Center	OR		
Boys and Girls Club of the rogue valley	OR		

STATE NOTICE ADDENDUM

Portland Community		Ontrack Inc.	OR
Reinvestment Initiatives, Inc.	OR	Calvin Presbyterian Church	OR
Christians As Family		HOLT INTL CHILD	OR
Advovates	OR	St John The Baptist Catholic	OR
GeerCrest Farm & Historical		Portland Foursquare Church	OR
Society	OR	Portland Christian Center	OR
College United Methodist		Church Extension Plan	OR
Church	OR	Occu Afghanistan Relief	
The Collins Foundation	OR	Effort	OR
Prince of Peace Lutheran		EUGENE FAMILY YMCA	OR
Church & School	OR	Christ The King Parish and	
NEDCO	OR	School	OR
Salem Evangelical Church	OR	Newberg Christian Church	OR
Wild Lilac Child Development		First United Methodist	
Community	OR	Church	OR
Daystar Education, Inc.	OR	Zion Lutheran Church	OR
Oregon Social Learning		Southwest Bible Church	OR
Center	OR	Community Works Inc	OR
Pain Society of Oregon	OR	Masonic Lodge Pearl 66	OR
environmental law alliance		Molalla Nazarene Church	OR
worldwide	OR	Transition Projects, Inc	OR
Community in Action	OR	St Michaels Episcopal Church	OR
Safe Harbors	OR	Saint Johns Catholich Church	OR
FIRST CHRISTIAN CHURCH	OR	Access Inc	OR
Pacific Classical Ballet	OR	Community Learning Center	OR
Depaul Industries	OR	Old Mill Center for Children	
African American Health		and Families	OR
Coalition	OR	Sunny Oaks Inc	OR
Jesus Prayer Book	OR	Hospice Center Bend La Pine	OR
Coalition Of Community		Westside Foursquare Church	OR
Health	OR	Relief Nursery Inc	OR
River Network	OR	Morning Star Community	
CCI Enterprises Inc	OR	Church	OR
Oregon Nurses Association	OR	MULTNOMAH DEFENDERS	
GOODWILL INDUSTRIES OF		INC	OR
THE COLUMBIA		Providence Health System	OR
WILLAMETTE	OR	Holy Trinity Catholic Church	OR
Mount Angel Abbey	OR	Holy Redeemer Catholic	
YMCA OF ASHLAND	OR	Church	OR
YMCA OF COLUMBIA-		Alliance Bible Church	OR
WILLAMETTE ASSOCIATION		CARE OREGON	OR
SERVICES	OR	Mid Columbia Childrens	
Multnomah Law Library	OR	Council	OR
Friends Of Tryon Creek State		HUMANE SOCIETY OF	OR
P	OR		

STATE NOTICE ADDENDUM

REDMOND		Instituto de Cultura y Arte In	
Our Redeemer Lutheran Church	OR	Xochitl In Cuicatl	OR
Kbps Public Radio	OR	McKenzie Personnel Systems	OR
Skyball Salem Keizer Youth Bas	OR	OSLC COMMUNITY PROGRAMS OCP	OR
Open Technology Center	OR	Oregon Nikkei Endowment	OR
Grace Chapel	OR	Grace Community Church	OR
CHILDREN'S MUSEUM 2ND	OR	Eastern Oregon Alcoholism Foundation	OR
Solid Rock	OR	Grantmakers for Education	OR
West Chehalem Friends Church	OR	The Spiral Gallery	OR
Guide Dogs For The Blind	OR	The ALS Association Oregon and SW Washington Chapter	OR
Aldersgate Camps and Retreats	OR	Children's Relief Nursery	OR
St. Katherine's Catholic Church	OR	Home Builders	OR
The Alliance NW of the Christian & Missionary Alliance	OR	New Life Baptist Church	OR
Bags of Love	OR	Feral Cat Awareness Team	OR
Grand View Baptist Church	OR	Florence United Methodist Church	OR
Green Electronics Council	OR	World of Speed	OR
Scottish Rite	OR	SW Community Health Center	OR
Western Wood Products Association	OR	Energy Trust of Oregon	OR
THE NEXT DOOR	OR	St. Vincent de Paul Church	OR
NATIONAL PSORIASIS FOUNDATION	OR	Fr. Bernard Youth Center	OR
NEW BEGINNINGS CHRISTIAN CENTER	OR	Oregon Psychoanalytic Center	OR
HIGHLAND UNITED CHURCH OF CHRIST	OR	Store to Door	OR
OREGON REPERTORY SINGERS	OR	Oregon Translational Research and Development	
HIGHLAND HAVEN	OR	Insitute	OR
FAIR SHARE RESEARCH AND EDUCATION FUND	OR	Depaul Industries	OR
Oregon Satsang Society, Inc., A chartered Affiliate of ECKANKAR , ECKA	OR	OUR LADY OF PERPETUAL HELP CATHOLIC CHURCH	
First Baptist Church of Enterprise	OR	ALBANY OREGON	OR
The Canby Center	OR	SELCO Community Credit Union	OR
REDMOND FIRE & RESCUE	OR	Prairie Baptist Church	OR
		North Coast Christian Church	OR
		Union County Economic Development Corp.	OR
		Camelto Theatre Company	OR
		Camp Fire Columbia	OR
		TAKE III OUTREACH	OR
		Rolling Hills Community	OR

STATE NOTICE ADDENDUM

Church		FAIRFIELD BAPTIST CHURCH	OR
Eugene Swim and Tennis Club	OR	Sexual Assault Support Services	OR
Summa Institute	OR	Neskowin Valley School	OR
Amani Center	OR	RON WILSON CENTER FOR EFFECTIVE LIVING INC	OR
Billy Webb Elks lodge #1050	OR	St. Joseph Shelter	OR
Silverton Senior Center	OR	The Inn Home for Boys, Inc.9138	OR
First Evangelical Presbyterian Church of Oregon City	OR	MCKENZIEWATERSHED COUNCIL	OR
Joyful Servant Lutheran Church	OR	Opportunity Connections	OR
Sandy Seventh-day Adventist Church	OR	MENNONITE HOME OF ALBANY INC	OR
Muddy Creek Charter School	OR	Oregon Technical Assistance Corporation	OR
A FAMILY FOR EVERY CHILD	OR	Oregon And Southern Idaho Laborers Employers Training School	OR
1000 FRIENDS OF OREGON	OR	New Life Fellowship Church of God	OR
OREGON PEDIATRIC SOCIETY NONPROFIT ASSOCIATION OF OREGON	OR	Gladstone Senior Center	OR
LUKE DORF INC	OR	Education Travel & Culture, Inc.	OR
FAMILY CARE INC	OR	Rural Development Initiatives	OR
MEDICAL TEAMS INTL	OR	Jason Lee Manor/UMRC	OR
Clean Slate Canine Rescue & Rehabilitation	OR	Jesus Pursuit Church	OR
St. Martins Episcopal church	OR	YMCA of Marion and Polk Counties	OR
Food for Lane County	OR	PacificSource Health	OR
Clatsop Behavioral Healthcare	OR	Faith Christian Fellowship	OR
columbia gorge discovery center and museum	OR	Brookings Elks Lodge	OR
NAMI of Washington County	OR	Tualatin Lacrosse Club	OR
American Legion Aloha Post 104	OR	Tillamook Seventh Day Adventist Church	OR
The Dalles Art Association	OR	Oregon Jewish Community Foundation	OR
Temple Beth Israel	OR	East River Fellowship	OR
Willamette Leadership Academy/Pioneer Youth Corps Of Oregon	OR	Holy Family Academy	OR
Rose Haven	OR	FIRST BAPTIST CHURCH OF EUGENE	OR
Dallas Church	OR	PORTLAND METRO RESIDENTIAL SERVICES	OR
OREGON STATE UNIVERSITY BOOKSTORE INC	OR	Peace Lutheran Church	OR
NORTH WILLAMETTE VALLEY HABITAT FOR HUMANITY	OR		

STATE NOTICE ADDENDUM

Living Word Christian Center	OR	Yellowhawk Tribal Health	OR
Housing Authority of Douglas County	OR	CASA of Marion County	OR
Vietnamese Christian Community Church	OR	Oregonians for Food & Shelter	OR
Forest Park Conservancy	OR	Westside Church of Christ Inc	OR
Friends for Animals	OR	Northwest Family Services	OR
Family Building Blocks	OR	Network Charter School	OR
Goodwill Industries of Lane and South Coast	OR	Ride Connecton	OR
Agia Sophia Academy	OR	Parenting Now!	OR
Friends of Driftwood Library	OR	Christian Church of Woodburn	OR
Consumers Power Inc.	OR	Verde	OR
A. C. Gilbert's Discovery Village	OR	Native American Youth and Family Center Early College Academy	OR
First Lutheran Church of Astoria	OR	USO Northwest	OR
Fund For Christian Charity	OR	Norkenzie Christian Church	OR
Deer Meadow Assisted Living	OR	Little Flower Development Center	OR
Oregon Laborers-Employer Administrative Fund, LLC	OR	TLO Farms	OR
Umpqua Basin Water Association	OR	Evergreen Wings and Waves	OR
Alpha Lambda House Corporation	OR	Ascension Episcopal Parish	OR
St John Fisher Catholic Church Portland Oregon	OR	Center for Family Development	OR
Eugene Creative Care	OR	West Salem Foursquare Church	OR
The Church of Christ of Latter Day Saints	OR	Good Samaritan Ministry	OR
Cascade Height Public Charter School PTA	OR	Grace Lutheran Church of Molalla	OR
G.O.B.H.I	OR	Trinity Lutheran	OR
Association of Oregon Corrections EMPloyees, Inc.	OR	HOPE LUTHERAN CHURCH	OR
A Jesus Church Family	OR	Mount Pisgah Arboretum	OR
300 Main Inc	OR	Redeemer Lutheran Church	OR
Southwestern Oregon Public Defender Services, Inc.	OR	Disjecta Contemporary Art Center	OR
Albertina Kerr Centers	OR	Korean Central Covenant Church of Eugene	OR
Dufur Christian Church	OR	Yankton Baptist Church	OR
St. Matthew Catholic School	OR	BioGift Anatomical	OR
Serendipity Center Inc	OR	Lower Columbia Estuary Partnership	OR
		Mt Hood Hospice	OR
		Opportunity Foundation of central Oregon	OR

STATE NOTICE ADDENDUM

Constructing Hope	OR	Ashland Art Center	OR
Sprinkfield Elks #2145	OR	Apostolic Church of Jesus Christ	OR
Abuse Recovery Ministry & Services	OR	DOUGLAS FOREST PROTECTIVE	OR
Oasis Shelter Home	OR	Oregon Lyme Disease Network	OR
ST HENRYS CHURCH	OR	Ecotrust	OR
Nehalem Bay House	OR	SPECIAL MOBILITY SERVICES	OR
UNITED METHODIST CHURCH	OR	Bethlehem Christian Pre-School	OR
p:ear	OR	Historical Outreach Foundation	OR
Health Share of Oregon	OR	Texas Interventions and Counseling Inc	OR
St. Peter Catholic Church	OR	Brooklyn Primary PTO	OR
Mid Willamette Valley Community Action	OR	Mountain View Academy	OR
A Hope For Autism Foundation	OR	Salem Area Chamber of Commerce	OR
NW Sport Fishing	OR	First Congregational Chrch	OR
Breast Friends	OR	OREGON STATE FAIR	OR
SEPTL Southeast Portland Tool Library	OR	Tri-County Chamber of Commerce Inc	OR
Kids Unllimited Academy	OR	Ronald McDonald House Charities of Oregon & Southwest Washington	OR
Cappella Romana	OR	Center for Human Development	OR
National Christian Community Foundation	OR	SafeHaven Humane Society	OR
Legal Aid Services of Oregon	OR	Rainier Assembly of God	OR
LITC	OR	EUGENE CHRISTIAN FELLOWSHIP	OR
Willamette Valley Babe Ruth Center For Continuous Improvement	OR	Bridges to Change	OR
Northwest Center for Alternatives to Pesticides Junction	OR	DePaul Treatment Centers, Inc.	OR
City/Harrisburg/Monroe Habitat for Humanity	OR	Ministerio International Casa	OR
The Followers of Christ Church of Oregon City	OR	New Paradise Worship Center	OR
SEIU Local 49	OR	Mission Increase Foundation	OR
Emerald Media Group	OR	Curry Public Transit Inc	OR
West Hills Christian School	OR	THREE RIVERS CASINO	OR
Trillium Sprigs	OR	Brookings Harbor Christian School	OR
Smith Memorial Presbyterian Church	OR	Bethesda Lutheran Church	OR
Western Arts Alliance	OR	Legacy Mt. Hood Medical Center	OR
Youth Dynamics	OR		

STATE NOTICE ADDENDUM

Adelante Mujeres	OR	OEA CHOICE TRUST	OR
Yamhill Community Care Organization	OR	American Tinnitus Association	OR
Portland Japanese Garden	OR	Oregon Coast Aquarium, Inc.	OR
The Madeleine Parish	OR	HOPE POINT CHURCH	OR
The Tucker-Maxon Oral School	OR	Unitus Community Credit Union	OR
Southwest Neighborhoods, Inc	OR	St John the Baptist Greek Orthodox Church	OR
Wallowa Valley Center For Wellness	OR	COLUMBIA PACIFIC ECONOMIC DEVELOPMENT DISTRICT OF OREGON	OR
KIDS INTERVENTION AND DIAGNOSTIC CENTER	OR	St Andrews Presbyterian	OR
Portland Yacht Club	OR	Oregon Rural Electric Cooperative Association	OR
League of Women Voters	OR	THE MILL CASINO	OR
Oregon & Southern Idaho District Council of Laborers'	OR	Oregon State University	OR
Portland Police Sunshine Division	OR	Treasure Valley Community College	OR
Curry Health Network	OR	Unviersity of Oregon	OR
United Way of Lane County	OR	OREGON UNIVERSITY SYSTEM	OR
The Lighthouse School	OR	University of Western States	OR
Great Portland Bible College Possible	OR	GEORGE FOX UNIVERSITY	OR
Unithed Way	OR	LEWIS AND CLARK COLLEGE	OR
Community Energy Project	OR	PACIFIC UNIVERSITY	OR
Bridgeport Community Chapel	OR	REED COLLEGE	OR
Portland Oregon Visitors Association	OR	WILLAMETTE UNIVERSITY	OR
Barter Union International	OR	LINFIELD COLLEGE	OR
Southern Oregon Project Hope	OR	MULTNOMAH BIBLE COLLEGE	OR
Our United Villages	OR	NORTHWEST CHRISTIAN COLLEGE	OR
Samaritan Health Services Inc.	OR	NATIONAL COLLEGE OF NATURAL MEDICINE	OR
Santiam Assembly of God	OR	BLUE MOUNTAIN COMMUNITY COLLEGE	OR
CASCADES WEST FINANCIAL SERVICES IN	OR	PORTLAND STATE UNIV.	OR
Kilchis House	OR	CLACKAMAS COMMUNITY COLLEGE	OR
Calvary Assembly of God	OR	MARYLHURST UNIVERSITY	OR
Lake Grove Presbyterian Church	OR	OREGON HEALTH AND SCIENCE UNIVERSITY	OR
Grace Lutheran School	OR	BIRTHINGWAY COLLEGE OF MIDWIFERY	OR
Western Mennonite School	OR		

STATE NOTICE ADDENDUM

pacific u	OR	LOCAL GOVERNMENT	
UNIVERSITY OF OREGON	OR	PERSONNEL INSTITUTE	OR
CONCORDIA UNIV	OR	GRANTS PASS	
Marylhurst University	OR	MANAGEMENT SERVICES,	
Corban College	OR	DBA	OR
Oregon Center For Advanced		SPIRIT WIRELESS	OR
T	OR	Kartini Clinic	OR
UNIVERSITY OF PORTLAND	OR	Astra	OR
Portland Actors		Beit Hallel	OR
Conservatory	OR	Cvalco	OR
University Of Oregon		Elderhealth and Living	OR
Athletics Department	OR	OREGON CORRECTIONS	
Ecola Bible School	OR	ENTERPRISES	OR
WARNERPACIFIC COLG	OR	OREGON STATE HOSPITAL	OR
Beta Omega Alumnae	OR	OFFICE OF PUBLIC DEFENSE	
Oregon Institute of		SERVICES	OR
Technology	OR	Clatskanie People's Utility	
EASTERN OREGON		District	OR
UNIVERSITY	OR	PIONEER COMMUNITY	
Wilco Farmers	OR	DEVELOPMENT	OR
Harvest Church	OR	MARION COUNTY HEALTH	
Society of American		DEPT	OR
Foresters	OR	Ricoh USA	OR
Clackamas River Water		Heartfelt Obstetrics &	
Providers	OR	Gynecology	OR
eickhoff dev co inc	OR	Coquille Economic	
Cornerstone Association Inc	OR	Development Corporation	OR
The Klamath Tribe	OR	CITY/COUNTY INSURANCE	
advocate care	OR	SERVICE	OR
Cannon Beach Fire	OR	COMMUNITY CYCLING	
Life Flight Network LLC	OR	CENTER	OR
OREGON DEPT OF FISH &		Shangri La	OR
WILDLIFE-SAUVIE	OR	Portland Impact	OR
COVENANT RETIREMENT		Eagle Fern Camp	OR
COMMUNITIES	OR	KLAMATH FAMILY HEAD	
PENTAGON FEDERAL CREDIT		START	OR
UNION	OR	RIVER CITY DANCERS	OR
SAIF CORPORATION	OR	Oregon Permit Technical	
GREATER HILLSBORO AREA		Association	OR
CHAMBER OF COMMERCE	OR	KEIZER EAGLES AERIE 3895	OR
LANE ELECTRIC		Pgma/Cathie Bourne	OR
COOPERATIVE	OR	Sunrise Water	OR
USAGENCIES CREDIT UNION	OR	Burns Paiute Tribe	OR
PACIFIC CASCADE FEDERAL		Oregon Public Broadcasting	OR
CREDIT UNION	OR	La Grande Family Practice	OR

STATE NOTICE ADDENDUM

Linn Benton Lincoln Educational Services District	OR	MALIN COMMUNITY PARK AND RECREATION DISTRICT	OR
Ricoh USA	OR	TILLAMOOK PEOPLES UTILITY DISTRICT	OR
Sphere MD	OR	GLADSTONE POLICE DEPARTMENT	OR
BIENESTAR, INC.	OR	GOLD BEACH POLICE DEPARTMENT	OR
sunrise water authority	OR	THE NEWPORT PARK AND RECREATION CENTER	OR
Mountain Valley Therapy	OR	RIVERGROVE WATER DISTRICT	OR
EAsern Oregon Trade and Event Center	OR	TUALATIN VALLEY FIRE & RESCUE	OR
Waste-Pro	OR	GASTON RURAL FIRE DEPARTMENT	OR
NPKA	OR	CITY COUNTY INSURANCE SERVICES	OR
IBEW280	OR	SOUTH SUBURBAN SANITARY DISTRICT	OR
Confederated Tribes of Warm Springs	OR	SOUTH FORK WATER BOARD	OR
Point West Credit Union	OR	SUNSET EMPIRE PARK AND RECREATION	OR
Oregon State Credit Union	OR	SPRINGFIELD UTILITY BOARD	OR
PIONEER TELEPHONE COOPERATIVE	OR	Tillamook Urban Renewal Agency	OR
Halsey-Shedd Fire District	OR	Netarts Water District	OR
Northwest Power and Conservation Council	OR	OAK LODGE SANITARY DISTRICT	OR
Oregon Funeral Directors Association	OR	Boardman Rural Fire Protection District	OR
Nez Perce Tribe	OR	Tualatin Soil and Water Conservation District	OR
Obsidian Urgent Care, P.C.	OR	Silverton Fire District	OR
First Presbyterian Church of La Grande	OR	Lewis and Clark Rural Fire Protection District	OR
CONFLUENCE ENVIRONMENTAL CENTE	OR	Rainbow Water District	OR
A&I Benefit Plan Administrators, Inc.	OR	Illinois Valley Fire District	OR
K Churchill Estates	OR	Clatskanie RFPD	OR
CSC HEAD START	OR	PORT OF TILLAMOOK BAY	OR
NORTHWEST VINTAGE CAR AND MOTORCYCLE	OR	TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE	OR
crescent grove cemetery	OR	METROPOLITAN EXPOSITION-RECREATION COMMISSION	OR
Port of Toledo	OR		
Roseburg Police Department	OR		
Molalla Rural Fire Protection District	OR		
MONMOUTH - INDEPENDENCE NETWORK	OR		
EUGENE WATER & ELECTRIC BOARD	OR		

STATE NOTICE ADDENDUM

REGIONAL AUTOMATED INFORMATION NETWORK	OR	State Accident Insurance Fund Corporation	OR
OAK LODGE WATER DISTRICT	OR	Bend Metro Park & Recreation District	OR
THE PORT OF PORTLAND	OR	Port of Hood River	OR
WILLAMALANE PARK AND RECREATION DISTRICT	OR	La Pine Park & Recreation District	OR
TUALATIN VALLEY WATER DISTRICT	OR	Brookings- Harbor School District 17c	OR
UNION SOIL & WATER CONSERVATION DISTRICT	OR	Siuslaw Public Library District	OR
LANE EDUCATION SERVICE DISTRICT	OR	Tri-County Metropolitan Transportation District of Oregon ("TriMet")	OR
TUALATIN HILLS PARK AND RECREATION DISTRICT	OR	Columbia River Fire & Rescue	OR
PORT OF SIUSLAW	OR	Fern Ridge Library District	OR
CHEHALEM PARK AND RECREATION DISTRICT	OR	Bend Park and Recreation District	OR
PORT OF ST HELENS	OR	Port of Garibaldi	OR
LANE TRANSIT DISTRICT	OR	Seal Rock Water District	OR
CENTRAL OREGON INTERGOVERNMENTAL COUNCIL	OR	Rockwood Water P.U.D.	OR
HOODLAND FIRE DISTRICT NO.74	OR	Tillamook Fire District	OR
MID COLUMBIA COUNCIL OF GOVERNMENTS	OR	Tillamook County Transportation Dist	OR
WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT	OR	Central Lincoln People's Utility District	OR
SALEM AREA MASS TRANSIT DISTRICT	OR	Jefferson Park and Recreation	OR
Banks Fire District #13	OR	City of Monmouth / Public Works	OR
KLAMATH COUNTY 9-1-1	OR	McMinnville Police Department	OR
GLENDALE RURAL FIRE DISTRICT	OR	Long Creek School District	OR
COLUMBIA 911 COMMUNICATIONS DISTRICT	OR	City of Sublimity	OR
CLACKAMAS RIVER WATER NW POWER POOL	OR	City of Central Point Parks and Recreation	OR
Lowell Rural Fire Protection District	OR	Gearhart Fire Department	OR
TriMet Transit	OR	Woodburn City Of	OR
Estacada Rural Fire District	OR	Brookings Fire / Rescue	OR
Keizer Fire District	OR	City of Veneta	OR
		CITY OF DAMASCUS	OR
		Hermiston Fire & Emergency Svcs	OR
		CEDAR MILL COMMUNITY LIBRARY	OR

STATE NOTICE ADDENDUM

CITY OF LAKE OSWEGO	OR	CITY OF RIDDLE	OR
LEAGUE OF OREGON CITIES	OR	CITY OF SCAPPOOSE	OR
CITY OF SANDY	OR	CITY OF SEASIDE	OR
CITY OF ASTORIA OREGON	OR	CITY OF SILVERTON	OR
CITY OF BEAVERTON	OR	CITY OF STAYTON	OR
CITY OF BOARDMAN	OR	City of Troutdale	OR
CITY OF CANBY	OR	CITY OF TUALATIN, OREGON	OR
CITY OF CANYONVILLE	OR	CITY OF WARRENTON	OR
CITY OF CENTRAL POINT		CITY OF WEST LINN/PARKS	OR
POLICE DEPARTMENT	OR	CITY OF WOODBURN	OR
CITY OF CLATSKANIE	OR	CITY OF TIGARD, OREGON	OR
CITY OF CONDON	OR	CITY OF AUMSVILLE	OR
CITY OF COOS BAY	OR	CITY OF PORT ORFORD	OR
CITY OF CORVALLIS	OR	CITY OF EAGLE POINT	OR
CITY OF CRESWELL	OR	CITY OF WOOD VILLAGE	OR
CITY OF ECHO	OR	St. Helens, City of	OR
CITY OF ESTACADA	OR	CITY OF WINSTON	OR
CITY OF EUGENE	OR	CITY OF COBURG	OR
CITY OF FAIRVIEW	OR	CITY OF NORTH PLAINS	OR
CITY OF GEARHART	OR	CITY OF GERVAIS	OR
CITY OF GOLD HILL	OR	CITY OF YACHATS	OR
CITY OF GRANTS PASS	OR	FLORENCE AREA CHAMBER	
CITY OF GRESHAM	OR	OF COMMERCE	OR
CITY OF HILLSBORO	OR	PORTLAND DEVELOPMENT	
CITY OF HOOD RIVER	OR	COMMISSION	OR
CITY OF JOHN DAY	OR	CITY OF CANNON BEACH OR	OR
CITY OF KLAMATH FALLS	OR	CITY OF ST. PAUL	OR
CITY OF LA GRANDE	OR	CITY OF ADAIR VILLAGE	OR
CITY OF MALIN	OR	CITY OF WILSONVILLE	OR
CITY OF MCMINNVILLE	OR	CITY OF HAPPY VALLEY	OR
CITY OF HALSEY	OR	CITY OF SHADY COVE	OR
CITY OF MEDFORD	OR	CITY OF LAKESIDE	OR
CITY OF MILL CITY	OR	CITY OF MILLERSBURG	OR
CITY OF MILWAUKIE	OR	CITY OF GATES	OR
CITY OF MORO	OR	KEIZER POLICE DEPARTMENT	OR
CITY OF MOSIER	OR	CITY OF DUNDEE	OR
CITY OF NEWBERG	OR	CITY OF AURORA	OR
CITY OF OREGON CITY	OR	THE CITY OF NEWPORT	OR
CITY OF PILOT ROCK	OR	CITY OF ALBANY	OR
CITY OF POWERS	OR	CITY OF ASHLAND	OR
RAINIER POLICE		CITY OF LEBANON	OR
DEPARTMENT	OR	CITY OF PORTLAND	OR
CITY OF REEDSPORT	OR	CITY OF SALEM	OR

STATE NOTICE ADDENDUM

CITY OF SPRINGFIELD	OR	City of Pendleton Parks & Recreation	OR
METRO	OR	CITY OF HEPPNER	OR
CITY OF BURNS	OR	CITY OF SWEETHOME	OR
CITY OF COTTAGE GROVE	OR	CITY OF THE DALLES	OR
CITY OF DALLAS	OR	CLACKAMAS FIRE DIST#1	OR
CITY OF FALLS CITY	OR	DESCHUTES PUBLIC LIBRARY	OR
CITY OF PHOENIX	OR	STAYTON FIRE DISTRICT	OR
CITY OF PRAIRIE CITY	OR	Lake County Chamber of Commerce Inc	OR
CITY OF REDMOND	OR	City of Ontario	OR
CITY OF SHERWOOD	OR	City of Corvallis Parks and Recreation	OR
City of junction city	OR	North Lincoln Fire & Rescue #1	OR
City of Florence	OR	Gresham Police Department	OR
Columbia Gorge Community	OR	City of Harrisburg	OR
City of Dayton	OR	Gladstone Public Library	OR
City of Carlton	OR	City of Portland Parks Bureau	OR
City of Pendleton		City of Astoria Parks Dept.	OR
Convention Center	OR	Seaside Fire & Rescue	OR
City of Monmouth	OR	Florence Police Department	OR
City of Philomath	OR	City Of North Bend	OR
City of Sheridan	OR	City of Union	OR
Seaside Public Library	OR	City of Nehalem	OR
City of Yoncalla	OR	City of Richland	OR
La Grande Police Department	OR	CITY OF LINCOLN CITY	OR
Cove City Hall	OR	City of Donald	OR
NW PORTLAND INDIAN HEALTH BOARD	OR	City of Milton-Freewater	OR
Portland Patrol Services	OR	CITY OF SCIO	OR
City Of Bend	OR	City of Forest Grove	OR
City Of Coquille	OR	City Govrnment	OR
City Of Molalla	OR	City of Mt. Angel	OR
ROCKWOOD WATER		Albany Police Department	OR
PEOPLE'S UTILITY DISTRICT	OR	Umatilla Electric Cooperative	OR
City of St. Helens	OR	WATER ENVIRONMENT SERVICES	OR
City of North Powder	OR	Polk County Fire District No.1	OR
City of Eugene	OR	Clatsop Care Health District-	
City of Cornelius, OR	OR	Clatsop Retirement Village	OR
Toledo Police Department	OR	Netarts-Oceanside RFPD	OR
City of Independence	OR	UIUC	OR
City of Cascade Locks	OR	Rogue River Fire District	OR
City of Columbia City	OR		
City of Baker City	OR		
McMinnville Water & Light	OR		

STATE NOTICE ADDENDUM

Aurora Rural Fire District	OR	Clackamas County Water	
Tillamook County Emergency		Environment Services	OR
Communications District	OR	Amity Fire District	OR
Southern Coos Hospital	OR	CENTRAL OREGON	
Oregon Cascades West		COMMUNITY COLLEGE	OR
Council of Governments	OR	UMPQUA COMMUNITY	
MULTONAH COUNTY		COLLEGE	OR
DRAINAGE DISTRICT #1	OR	LANE COMMUNITY COLLEGE	OR
PORT OF BANDON	OR	MT. HOOD COMMUNITY	
OR INT'L PORT OF COOS BAY	OR	COLLEGE	OR
MID-COLUMBIA CENTER FOR		LINN-BENTON COMMUNITY	
LIVING	OR	COLLEGE	OR
DESCHUTES COUNTY RFPD		SOUTHWESTERN OREGON	
NO.2	OR	COMMUNITY COLLEGE	OR
YOUNGS RIVER LEWIS AND		PORTLAND COMMUNITY	
CLARK WATER DISTRICT	OR	COLLEGE	OR
PACIFIC STATES MARINE		CHEMEKETA COMMUNITY	
FISHERIES COMMISSION	OR	COLLEGE	OR
CENTRAL OREGON		ROGUE COMMUNITY	
IRRIGATION DISTRICT	OR	COLLEGE	OR
MARION COUNTY FIRE		COLUMBIA GORGE	
DISTRCT #1	OR	COMMUNITY COLLEGE	OR
COLUMBIA RIVER PUD	OR	TILLAMOOK BAY	
SANDY FIRE DISTRICT NO. 72	OR	COMMUNITY COLLEGE	OR
BAY AREA HOSPITAL		KLAMATH COMMUNITY	
DISTRICT	OR	COLLEGE DISTRICT	OR
NEAH KAH NIE WATER		Oregon Coast Community	
DISTRICT	OR	College	OR
PORT OF UMPQUA	OR	Clatsop Community College	OR
EAST MULTNOMAH SOIL		North Portland Bible College	OR
AND WATER CONSERVANCY	OR	OREGON COMMUNITY	
Benton Soil & Water		COLLEGE ASSOCIATION	OR
Conservation District	OR	Umpqua Valley Public	
DESCHUTES PUBLIC LIBRARY		Defender	OR
SYSTEM	OR	Teacher Standards and	
CLEAN WATER SERVICES	OR	Pracitices Commission	OR
North Douglas County Fire &		Salem Keizer School District	
EMS	OR	Purchasing	OR
Crooked River Ranch Rural		Kdrv Channel 12	OR
Fire Protection District	OR	Opta Oregon Permit	
PARROTT CREEK CHILD &		Technician	OR
FAM	OR	Oregon Forest Resources	
South Lane County Fire And		Institute	OR
Rescue	OR	Office of the Ong Term Care	
Lake Chinook Fire & Rescue	OR	Ombudsman	OR

STATE NOTICE ADDENDUM

Oregon State Lottery	OR	Cor	
OREGON TOURISM COMMISSION	OR	OREGON DEPARTMENT OF HUMAN SERVICES	OR
OREGON STATE POLICE OFFICE OF THE STATE TREASURER	OR	Oregon Air National Guard Training & Employment	OR
OREGON DEPT. OF EDUCATION	OR	State of Oregon - Department of Administrative Services	OR
SEIU LOCAL 503, OPEU	OR	Aging and People with Disabilities	OR
OREGON DEPARTMENT OF FORESTRY	OR	Department of Administrative Services	OR
OREGON STATE DEPT OF CORRECTIONS	OR	Oregon State Treasury	OR
OREGON CHILD DEVELOPMENT COALITION	OR	Oregon State Fair Council	OR
OFFICE OF MEDICAL ASSISTANCE PROGRAMS	OR	Oregon DEQ	OR
OREGON OFFICE OF ENERGY	OR	Procurement Services/DAS	OR
OREGON STATE BOARD OF NURSING	OR	STATE OF OREGON	OR
BOARD OF MEDICAL EXAMINERS	OR	OREGON JUDICIAL DEPARTMENT	OR
OREGON LOTTERY	OR	Oregon State Board of Architect Examiners	OR
OREGON BOARD OF ARCHITECTS	OR	City of Astoria Fire Department	OR
SANTIAM CANYON COMMUNICATION CENTER	OR	Columbia Gorge ESD	OR
OREGON DEPT OF TRANSPORTATION	OR	Nehalem Bay Wastewater Association of Oregon	OR
OREGON TRAVEL INFORMATION COUNCIL	OR	Community Mental Health Programs	OR
OREGON DEPARTMENT OF EDUCATION	OR	VA	OR
OREGON DEPT. OF CORRECTIONS	OR	US FISH AND WILDLIFE SERVICE	OR
DEPARTMENT OF ADMINISTRATIVE SERVICES	OR	Bonneville Power Administration	OR
Oregon Board of Massage Therapists	OR	Bureau Of Land Management	OR
Oregon Tradeswomen	OR	Oregon Army National Guard	OR
Oregon Convention Center	OR	USDA Forest Service	OR
OREGON SCHL BRDS ASSOCIAT	OR	Yellowhawk Tribal Health Center	OR
Central Oregon Home Health and Hos	OR	ANGELL JOB CORPS	OR
Oregon Health Care Quality	OR	Coquille Indian Housing Authority	OR
		COLLEGE HOUSING NORTHWEST	OR

STATE NOTICE ADDENDUM

HOUSING AUTHORITY OF CLACKAMAS COUNTY	OR
HOUSING AUTHORITY OF PORTLAND	OR
WEST VALLEY HOUSING AUTHORITY	OR
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY	OR
NORTH BEND CITY- COOS/URRY HOUSING AUTHORITY	OR
MARION COUNTY HOUSING AUTHORITY	OR
HOUSING AUTHORITY OF THE CITY OF SALEM	OR
Housing Authority of Yamhill County	OR
The Housing Authority of the County of Umatilla	OR
homeforward	OR

ATTACHMENT A
REFERENCES

Provide 3 references of Public Agencies where products or services of similar size and scope have been performed in the last 12 months. If additional space is required, provide on a separate sheet.

Reference 1

Public Agency Name: _____
Phone: _____
Contact: _____ Email: _____
Title: _____
Address: _____

Description of products or services provided:

Total dollar amount: _____

Reference 2

Public Agency Name: _____
Phone: _____
Contact: _____ Email: _____
Title: _____
Address: _____

Description of products or services provided:

Total dollar amount: _____

Reference 3

Public Agency Name: _____
Phone: _____
Contact: _____ Email: _____
Title: _____
Address: _____

Description of products or services provided:

Total dollar amount: _____
