

Region 4 Education Service Center (ESC)

Contract # R190301

for

Office Supplies, Related Products and Services

with

EPIC Business Essentials

Effective: June 1, 2019

The following documents comprise the executed contract between the Region 4 Education Service Center and EPIC Business Essentials, effective June1, 2019:

- I. Vendor Contract and Signature Form
- II. Supplier's Response to the RFP, incorporated by reference

APPENDIX A
DRAFT CONTRACT *This Contract ("Contract") is*

*made as of April 23, 2019 by and between EPIC Business Essentials _____
_____ ("Contractor") and Region 4 Education Service Center
("Region 4 ESC") for the purchase of Office Supplies, Related Products and Services ("the
products and services").*

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals number RFP #19-03 for Office Supplies, Related Products and Services ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with National IPA.

- 1) Term of agreement. The Contract is for a period of five (5) years. Region 4 ESC shall have the right to renew the Contract for five (5) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' notice to Region 4 ESC.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.
- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:

- i. This Contract
 - ii. Offeror's Best and Final Offer
 - iii. Offeror's proposal
 - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.
- 11) TERMINATION OF CONTRACT
- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the Contract;
 - ii. Providing work or material was not awarded under the Contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
 - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
 - v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
 - vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

- 12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.

- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves 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. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

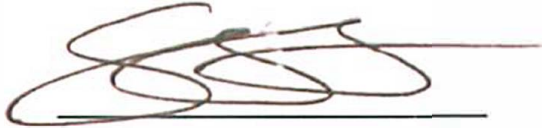
- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name . EPIC Business Essentials
Address . 5600 N River Road Suite 700
City/State/Zip . Rosemont, IL 60018
Telephone No. . (630) 220-9505
Email Address . zintz@epicbusinessessentials.com
Printed Name . Scott Zintz
Title . Managing Director

Authorized signature



Accepted by Region 4 ESC:

Contract No. R190301

Initial Contract Term June 1, 2019 to May 31, 2024

Faye B. Bryant
Region 4 ESC Authorized Board Member

4/23/19
Date

Faye B. Bryant
Print Name

Carmen T. Moreno
Region 4 ESC Authorized Board Member

4/23/19
Date

Carmen T. Moreno
Print Name



Region 4 Education Service Center
("Region 4 ESC")



partnered with

OMNIA Partners Public Sector

OMNIA
P A R T N E R S



Solicitation Number 19-03
Office Supplies, Related Products and Services
Request for Proposal ("RFP")

SUBMITTAL DEADLINE: Thursday, January 24, 2019, 2:00 PM CENTRAL
7145 West Tidwell Road, Houston, Texas 77092

January 23, 2019

Region 4 Education Service Center
7145 West Tidwell Road
Houston, TX 77092



RE: Solicitation Number: 19-03

EPIC Business Essentials, as a unique member owned organization, has the national capabilities to provide Office Supply, School Supply, Janitorial Supply, Office Furniture, Information Technologies Services and more to all public agencies and government buyers throughout the United States.

Utilizing our dealer member network of over 1200 locally owned businesses, a number of which are socio-economic disadvantaged office supplies dealerships nationwide; EPIC Business Essentials can provide a local personal customer service experience along with sales and service from relationships found right in the local communities Region 4 ESC and Omnia Partners already serve. Combining that with the strength of the largest North American wholesalers' distribution, delivery and customized online ordering/service platform; EPIC Business Essentials has the greatest capability of executing a successful contract for Region 4 ESC and Omnia Partners.

Our proposal includes:

- **Personalized service** provided by locally-owned office supply dealerships, many of which have over 100 years in the office supply industry. These community-ingrained organizations provide employment opportunities for the members of the communities in which they reside, they are community leaders and contribute to the economic well-being of the community as a whole.
- **Customized EPIC web platform** for ordering, service, returns and reporting.
- **Option for agencies to use our local dealer web platforms** for ordering when this option is convenient or desired by the public agency, and to take advantage of Tier 1 diversity opportunities.
- **98.13% fill rate** of over 20,000 stocked items in 60 distribution centers with a 99% + line fill and 99.6% on-time delivery rate.
- **Green products** and initiatives to further our commitment to the planet.
- **Centralized billing** and reporting using the web eCommerce based platform customizable on demand interface.
- **Competitive pricing** using the cooperative buying power and our partnership with North America's largest office supply wholesalers.
- **Consistency in all facets**; Order Entry/Placement, Pricing, Packaging, Invoicing, Delivery, Customer Service, overall program management and implementation.

In submitting our proposal we have reviewed the bid packet including any/all revisions and understand all requirements and accept all conditions of the RFP. EPIC Business Essentials commits ourselves to the prices, products and services in this response.

By signing below, I guarantee, to the best of my ability, the truth and accuracy of all statements made within our proposal.

We welcome any questions you may have and look forward to hearing from you very soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Zintz", written over a horizontal line.

Scott Zintz
Managing Director

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Tab 1 – Draft Contract and Offer and Contract Signature Form (Appendix A)

APPENDIX A
DRAFT CONTRACT

This Contract ("Contract") is made as of _____, 201X by and between _____ ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of Office Supplies, Related Products and Services ("the products and services").

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals number RFP #19-03 for Office Supplies, Related Products and Services ("RFP"), to which Contractor provided a response ("Proposal"); and

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- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves 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. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name . EPIC Business Essentials
Address . 5600 N River Road Suite 700
City/State/Zip . Rosemont, IL 60018
Telephone No. . (630) 220-9505
Email Address . zintz@epicbusinessessentials.com
Printed Name . Scott Zintz
Title . Managing Director

Authorized signature



Accepted by Region 4 ESC:

Contract No. _____

Initial Contract Term _____ to _____

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

a. Terms and Conditions Acceptance Form (Appendix B)

Tab 2 – Products/Pricing

Products/Pricing

- i. Describe Offeror's products and services Offeror proposes to be available under a resultant contract.
 - i. Provided price lists may be used to establish the extent of product lines, services, warranties, etc. that are available from Offeror and the pricing per item.
 - ii. Clearly identify pricing for any associated fees such as returns, installations, special or customized orders, maintenance fees, reporting, training, etc.
 - iii. Offerors should provide their pricing structure which may include category discounts, a core list and non-core items. Include category discounts on Appendix E, Category Discounts tab, core list pricing Appendix E, Core List Items tab.
- ii. General and Market Basket Pricing.
 - i. General Pricing. Offerors shall provide pricing based on a discount from a verifiable price list or catalog, or fixed price, or a combination of both with indefinite quantities. Multiple percentage discounts are acceptable if, where different percentage discounts apply, different percentages are specified. Additional pricing and/or discounts may be included. Products and services proposed are to be priced separately with all ineligible items identified. Offerors may elect to limit their proposals to any category or categories. Region 4 ESC requests pricing be submitted as not to exceed pricing. Unlike fixed pricing, the Contractor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Contractor must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable
 1. Include an electronic copy or a link to the catalog or verifiable price list from which discount, or fixed price, is calculated. Electronic price lists must contain the following: *(if applicable)*
 - Manufacturer part #
 - Offeror's Part # (if different from manufacturer part #)
 - Description
 - Price List and Net Price
 - Net price to Region 4 ESC (including freight)Media submitted for price list must include the Offerors' company name, name of the solicitation, and date on a Flash Drive (i.e. Pin or Jump Drives).
 2. Using the pricing structure, the Offeror proposes above, provide the net price for the items listed on the National Market Basket, Appendix E, Market Basket tab.

iii. Customized Market Baskets. In addition to the National Market Basket, Offerors may provide customized market baskets to participating agencies.

i. Describe Offeror's ability to provide customized market baskets to participating agencies.

EPIC Business Essentials offers industry-leading market basket pricing that goes far beyond the typical core/discount-from-list-price models. Over our twenty years' experience dealing with the government sector, EPIC Business Essentials has found that traditional pricing models force customers into difficult auditing and validation processes to discover their bottom line through category discount, and ultimately leads to reduced sales and unused contracts.

Instead, EPIC Business Essentials offers participating Public Agencies fixed pricing across the 12,000+ items, with clear-cut margins and simple ordering processes. Participating Public Agencies enjoy semi-annual fixed pricing on customized market baskets, and quarterly fixed pricing on non-core items.

Pricing Value Adds

EPIC Business Essentials' pricing methodology encompasses a list of over 2,000 core items as a Customized Market Basket for this contract offering, and extends to over 10,000 non-core standard items. All items are net priced and fixed for time periods set by Region 4 ESC (currently, semi-annual fixed pricing for the market basket and quarterly fixed pricing for non-core items).

All other wholesale items available to Region 4 ESC members will be priced at a minimum of 10% discount from manufacturer list price. Over and above our set pricing structure, EPIC Business Essentials offers Hot List items with additional discounts tailored to individual members of Region 4 ESC.

Hot List Pricing

As all public agencies are unique in their office supply needs, EPIC Business Essentials also offers customized pricing to Region 4 ESC public agency members on a Hot List market basket of up to 500 items. The Hot List market basket items are offered in addition to the core list Customized Market Basket, and non-core list standard items. These items will be set as a custom contract list, individualized to meet the needs of Region 4 ESC members purchasing usage.

ii. Describe any limitations to customized market baskets (number of items, excluded categories, agency size limitations, etc.).

As stated above, EPIC Business Essentials recognizes that each Region 4 ESC eligible agency has their own unique needs and purchase requirements. Therefore, we will allow up to 500 Hot List items under the scope of our product offerings with no limits on product categories or size of agency.

- iii. How frequently does Offeror propose to update customized market baskets?

EPIC Business Essentials proposes to update customized market baskets quarterly.

- iv. Is pricing available for all products and services?

Office Supplies: General office supplies shall include but not limited to office consumables, paper, toner, IT peripherals and office equipment

Yes, pricing is available for all products and services in the Office Supplies category.

School Supplies: General educational supplies shall include but not limited to educational consumables, paper, toner, IT peripherals and school equipment

Yes, pricing is available for all products and services in the School Supplies category.

Copy and Print Services: Provide copy and print services with the ability to ship materials

Yes, copy and print services are available via this contract offering, with the ability to ship materials nationwide. Delivery and freight charges may apply depending on the size and scope of the project. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

Promotional Materials and Services: Items shall include but not limited to various novelty, accessories, wearable, screen printing, engraving

Yes, promotional materials and services are available and made available via this contract offering. Delivery and freight charges may apply depending on the size and scope of the project. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

Office Furniture: Furniture shall include but not be limited to: desk, chairs, conference, tables, filing cabinets and bookshelves, include installation, special orders,

Yes, office furniture is included in our proposal, encompassing desk, chairs, conference tables, filing cabinets, bookshelves, and other related furniture products. Installation is handled at the EPIC Business Essentials dealer level and will be quoted for that individual project. Not all installations are the same due to quantity of product, product mix, stairs, etc. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

Other applicable products and service solutions: This includes Private Label that are equal to or superior to the originally manufacturer product.

EPIC Business Essentials offers additional product and service solutions for Region 4 ESC members via this agreement including: Janitorial/Cleaning supplies, Maintenance, Repair and Operations (MRO) products, Managed Print Services (MPS), and Energy Solutions such as LED lighting, de-regulated energy agreements, and renewable energy offerings including solar, wind, CHP. These products and solutions will be provided at market competitive price points, at the request of public agencies utilizing this agreement. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

As part of EPIC Business Essentials overall pricing program, there are items that are defined as “private label” that meet or exceed the OEM product performance. EPIC Business Essentials, as well as the dealer member, will provide items to the agency for their review if the product is an “apple to apple” comparison. Neither EPIC Business Essentials, nor our dealer members, will auto-sub an OEM item to a private label item without the consent of the agency.

- v. Describe any minimums order quantities or fees.

EPIC Business Essentials offers free next day shipping on all in stock orders. There are no minimum order quantities or fees.

- vi. Describe any shipping and delivery charges, include standard delivery (preferred ship is 48 hours or less), shipments outside Continental USA, truckload and delivery areas.

EPIC Business Essentials and its member dealers offers next day delivery with no minimum order fees or delivery charges within the Continental USA with over a 98%+ on time delivery rating. We are able to achieve this goal by partnering with the office product wholesalers as well as other locally owned office supply companies nationwide for delivery and fulfillment. Once a customer places an order, the order routes to the local delivering dealer for fulfillment. Our network of certified local dealers will then make delivery to the end user the next day (on all orders placed prior to 5pm) in their company trucks. The pricing is set for dock and/or mailroom delivery. For customers that require desktop delivery additional charges may apply. In those cases where EPIC Business Essentials does not have a local dealer to service the agency, we will use a 3rd party carrier for delivery.

Truckload shipments and shipments outside the Continental USA are available and will be managed at the local delivery level for coordination and fulfillment.

Outside of the Continental USA, there may be additional freight charges for orders shipped to Hawaii, Alaska, and/or Puerto Rico and shall be set uniformly by EPIC Business Essentials or each dealer member and remain consistent for each year during the term of the Contract. EPIC Business Essentials or its dealer members agree to ship all in stock products within seven (7) days upon receipt of order.

- vii. Provide pricing for warranties on all products and services.

EPIC Business Essentials as a supplier, warrants all goods and services as outlined in the manufacturer's warranty and does not imply any additional warranties or guarantees outside of our stated returns policy.

- viii. Describe any return and restocking fees.

All returns must be requested within 30 days to avoid a restocking charge as follows:

1-30 days	0%
30-60 days	10%
61+ days	no return after 60 days

Special and custom items are only returnable in the event of a manufacturer's defect or incorrect shipment. These items include custom stamps, food, dated goods and items not normally stocked but special ordered from the manufacturer.

- ix. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.

Additional rebate program:

In previous contracts with Region 4, we have offered a volume rebate structure to agencies utilizing this agreement. It has been our experience that agencies prefer low net pricing and larger customized "hot list" options in lieu of annual volume rebates. With that information in hand, we have elected to offer a much larger hot list option of up to 500 items (an increase from 200 items in our previous agreement with Region 4) and not offer a contractual volume rebate structure. We still reserve the ability to offer volume rebates to agencies under this agreement, where it makes sense and is seen as valuable to the agency, and these negotiations will be handled on a case by case basis.

As an additional option to agencies that purchase more than \$25,000 annually under this agreement, EPIC Business Essentials will offer a Point of Sale rebate program for agencies choosing optimized delivery. Optimized delivery is defined as customers allowing for delivery 1 or 2 days per week, instead of mandating daily next day deliveries of all products and services.

If the agency chooses one (1) day a week delivery, the agency will receive a 1% reduction in their invoice. If the agency chooses two (2) day a week delivery, the agency will receive a 0.5% reduction in their invoice.

The optimized delivery program will be agreed upon between the EPIC Business Essential local dealer and the Region 4 ESC member.

- x. Describe how customers verify they are receiving Contract pricing.

The EPIC Business Essentials customer ordering platform, and dealer ordering platform includes contract management and pricing integrity across all locations and users, and is audited monthly by EPIC Business Essentials. As a net priced program, our pricing methodology is simple in application, and the Region 4 ESC specific pricing plan is associated with each user profile. Each user is attached to the same pricing plan which is globally updated as agreed, applying consistent pricing to all.

- xi. Describe payment methods offered.

EPIC Business Essentials currently accepts payment via credit card, ACH, EFT or check.

- xii. Propose the frequency of updates to the Offeror's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the Contract.

The standard operating procedure of EPIC Business Essentials is to complete quarterly contract updates, removing discontinued products or adding products as business needs change. During the quarterly or semi-annual business review, EPIC will assist with Core List (Market Basket) review, identification of lower cost substitutes, inventory retention knowledge and seek user input with appropriate follow-up.

Core List (Market Basket) changes are typically processed on or around April 1st and October 1st, and Non-Core items are adjusted quarterly (on or around January 1st, April 1st, July 1st, October 1st) the on-line catalog is regularly updated as changes occur and includes links to product specifications and other product information.

Some commodities, particularly paper and ink/toner, that adjust pricing based on market activity. Adjustment in pricing may be warranted and documentation of price increases will be provided requesting the appropriate increase. Due to the volatility of the market, EPIC Business Essentials reserves the right to update pricing on these items quarterly, with 30 day notice to Region 4 ESC.

EPIC Business Essentials will present suggested replacements for discontinued items and obtain appropriate authorization for replacement.

- xiii. Describe how future product introductions will be priced and align with Contract pricing proposed.

Each quarter our wholesalers and manufacturers typically provide EPIC Business Essentials a list of items that will be discontinued moving forward. If there is a suggested replacement for the item that meets the same specifications as the discontinued item, including unit of measure and quantity, EPIC Business Essentials will provide the detailed information on our quarterly contract update with new adjusted pricing if needed. New product or service introductions may be presented to Region 4 ESC quarterly, and at the approval of Region 4 ESC, will be priced in a way that is consistent with our overall pricing methodology of similar products and solutions.

- xiv. Provide any additional information relevant to this section.

EPIC Business Essentials feels that we bring the best overall value to the office supply and related item category for Public Agencies. Our combination of no pricing games with transparent low net pricing, diverse product offering (office supplies, school supplies, MRO items, janitorial products, managed print solutions, copy and print, promotional items, and a full line of energy solutions) and the ability for your members to partner with local businesses focused on customer service...is unmatched in the office products industry. While we may not have the name recognition of the Big Box suppliers in this category, we strongly feel that our value proposition goes well beyond everyday low pricing.

a. National Market Basket (Appendix E)

Tab 3 – Performance Capability

Performance Capability

- i. Include a detailed response to Appendix D, Exhibit A, National IPA Response for National Cooperative Contract and Exhibits F and G. Responses should highlight experience, demonstrate a strong national presence, describe how Offeror will educate its national sales force about the Contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.

Please see EPIC Business Essentials' full response to include our experience, a demonstrated strong national presence, our national sales force education, product and service distribution, marketing plan and volume tracking services nationwide in the sections listed below:

Appendix D

Exhibit A, Response for National Cooperative Contract

Exhibits F and G

- ii. The successful Offeror will be required to sign Appendix D, Exhibit B, National IPA Administration Agreement prior to Contract award. Offeror's should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement on Appendix B, Terms and Conditions Acceptance Form.

EPIC Business Essentials agrees to sign Appendix D, Exhibit B, OMNIA Partners Administration Agreement prior to Contract award. Reviews required to sign the document prior to submitting our response have been completed. EPIC Business Essentials' response does not include any proposed exceptions to the OMNIA Partners Administration Agreement on Appendix B, Terms and Conditions Acceptance Form and is therefore intentionally returned blank.

- iii. Describe Offeror's ability and experience with E-Commerce and web-based procurement providers such as ESM, Jaggaer, Coupa, Workday, Lawson oracle, SAP, PeopleSoft, and all others your company has successfully interfaced with. Describe electronic online catalogue, Punch-Out Programs, purchasing authorization limits, storefront, etc.

We, along with our EPIC dealer members, offer a robust online ordering platform and currently service thousands of customers with our order entry system. Our websites allow for purchasing controls and approval processes as well, and all pricing is customer specific and login specific. We can customize pricing by account, or even by user depending on the needs and desires of the customer.

To view and test our platform and see the capabilities we offer, please visit www.epicbusinessessentials.com

Login: guest1

Password: EPIC

EPIC Business Essentials' centralized ecommerce platform, as well as our dealer members' platforms offer the flexibility to use punchout platforms to enable Region 4 ESC to link to web-based procurement systems if required. The EPIC Business Essentials web platform can be integrated successfully with many ERP/Punch-out programs including, but not limited to:

PeopleSoft
Coupa
SAP
SciQuest
ESchool Mall (ESM)
Jaggaer
Skyward / Westpac
Hubspan
Workday
Oracle
Equallevel

EPIC Business Essentials has a full IT team extensively experienced in integrating any punchout system. The list above is not exclusive; we can work with Region 4 ESC members as needed.

iv. Describe how Offeror responds to emergency orders.

Taking a national office supply program and meeting all emergency orders can be difficult, but we've got you covered! Many of our local servicing dealers also maintain storefronts and will be happy to help with emergency orders. Call or stop by a dealership and they can help meet customer needs. If a customer needs something that is in stock, we will do what we can to deliver it to you that same day – and in some cases, if it is an item we don't stock, we will do what we can to find it and deliver it directly.

v. What is Offeror's average Fill Rate?

Utilizing 60 distribution centers (dedicated to office products) with over \$500 million of inventory, EPIC Business Essentials has a fill rate greater than 98% to support all Region 4 ESC locations.

vi. What is Offeror's average on time delivery rate? Describe Offeror's history of meeting the shipping and delivery timelines.

The EPIC Business Essentials National Account program was developed to provide large, multi-location clients with enterprise-wide program consistency and program optimization through state-of-the-art technology, and unsurpassed personalized local service. Our local dealer members provide next day delivery, and include the high touch, personal service and local flavor that the "big boxes" simply can't provide. Our on time delivery rate is over 97%, and we have consistently proven this over our years of holding U.S. Communities, TCPN and National IPA contracts servicing public agencies across the nation.

vii. Describe Offeror's return and restocking policy.

EPIC Business Essentials prides itself in guaranteeing your complete satisfaction with every purchase made from EPIC Business Essentials. Returns will require a Return Authorization for most products within 30 days from the original date of purchase for an exchange or for a full refund and credit.

Certain Return exclusions and exceptions are noted below:

All returns must be received by EPC Business Essentials in resalable condition with all original packing materials, parts and accessories intact and in new condition. EPIC Business Essentials reserves the right to deny any return or exchange or credit if a product is not in original/resalable condition.

Damaged merchandise or incorrect shipments must be reported within 10 days. Merchandise should be inspected at time of delivery. Shipments received with any visible damage to the contents or packing materials should be noted on the delivery receipt or Bill of Lading at the time of delivery. You may also choose to refuse a shipment with obvious damage.

All returns must be requested within 30 days to avoid a restocking charge as follows:

1-30 days	0%
30-60 days	10%
61+ days	no return after 60 days

Special and custom items are only returnable in the event of a manufacturer's defect or incorrect shipment. These items include custom stamps, food, dated goods and items not normally stocked but special ordered from the manufacturer.

viii. Describe Offeror's ability to meet service and warranty needs.

EPIC Business Essentials' continuous delivery and fill rates provided by our dealer members are the result of a robust inventory and effective procurement process coupled with a state-of-the-art inventory management, forecasting and replenishment tool which uses advanced forecasting algorithms, exponential smoothing for appropriate inventory levels. Actual demand versus forecast is regularly measured and the forecast with corresponding safety stock is recalculated accordingly. The advanced forecasting and replenishment process incorporates Forecast, Standard Deviation Rates, supply chain lead time, safety stock, seasonality, selling trends, economic ordering strategies, service level targeting, supplier minimums, future planned promotions, on demand events, business calendar (buying days, selling days, holidays) among others.

Utilizing a system of alternate shipping facilities which connects distribution facilities to provide the power and breadth of the largest inventory - located in the closest vicinity - to each of the Region 4 ESC locations will provide the lowest instance of backorders for end users.

- ix. Describe Offeror's customer service/problem resolution process. Include hours of operation, number of services, etc.

With over 1,200 dealer service centers open Monday through Friday, 8am to 5pm local time, we are confident EPIC Business Essentials and our dealers' best-in-business, local and personal first rate customer service programs can provide a world-class, complete office products program to all locations and participants of the Region 4 ESC contract. We also offer online customer service, and a customer help desk with hours from 7am to 8pm on weekdays.

EPIC Business Essentials, through our local dealer members agrees to provide timely and accurate technical advice and sales support to Region 4 ESC and OMNIA Partners staff and Participating Agencies and will respond to such requests within one (1) working day after receipt of the request.

- x. Describe Offeror's invoicing process.

Our eCommerce program provides daily standard electronic invoicing as standard, however other options are available such as weekly or monthly summary billing.

Terms are Net 30 for daily invoicing and Net 10 for all other options. All invoices are subject to a 1% late payment fee.

- xi. Describe Offeror's contract implementation/customer transition plan.

EPIC Business Essentials has many years of experience rolling out and implementing national account opportunities similar to Region 4 ESC. Our ability to demonstrate the benefits of this contract to eligible entities starts with training. We provide two levels of training that are essential to the success of our programs. The first is the training of our independent dealer sales force, and the second is the training offered to end user agencies. We have a strong and documented marketing plan and will use the resources created therein to go to market. We will custom design and generate targeted marketing pieces, power point presentations and training links so that our independent dealer sales force fully understands the benefits of the contract and can communicate them effectively to the members of Region 4 ESC. We will also offer webinar and in person training and communications to public agencies and Region 4 ESC members in order to directly communicate the benefits of the EPIC Business Essentials contract. Additionally, we will work to highlight what differentiates us from the other market players, as well as what differentiates the EPIC Business Essentials Region 4 ESC contract from other awarded and held public sector contracts.

In addition to this extensive and thorough sales training and certification on how to properly present and sell the Omnia Partners / Region 4 ESC program to public agencies in their markets, EPIC Business Essentials has implemented a new and more aggressive sales strategy inspired by embracing our Sales Accelerator mentality. Our dealer members will receive comprehensive and personalized support from within the EPIC Business Essentials organization to ensure that they reach OMNIA Partners stretch sales goals, along with tailored marketing, lead generation and sales mentoring. We feel confident these measures will greatly boost future sales.

xii. Describe the financial condition of Offeror.

Our financial condition today is very strong. EPIC Business Essentials is owned and supported by the two largest buying groups of independent suppliers in the industry, Independent Suppliers Group (ISG) and TriMega Purchasing Association (TPA). Both of these organizations have been thriving since the 1970's and have increased in membership and importance over the years. The financial condition of both groups is solid, and financials can be provided as requested by Region 4 and/or OMNIA Partners for the buying groups or for EPIC Business Essentials. We are a great example of how "Main Street" is stronger than "Wall Street", since we are not a publically traded organization and can focus our time and energy on providing value to our customers and our members.

xiii. Provide a website link in order to review website ease of use, availability, and capabilities related to ordering, returns and reporting. Describe the website's capabilities and functionality.

To view and test our platform and see the capabilities we offer, please visit www.epicbusinessessentials.com

Login: guest1

Password: EPIC

The EPIC Business Essentials eCommerce web platform includes a user-friendly interface for ordering, service, and returns with administrative control in areas of: Product Choice, Order Limits, Approval Levels and more.

The platform includes contract management and pricing integrity across all locations and users. The pricing methodology is simple in application, and the Region 4 specific pricing plan is associated with each user profile. Each user is attached to the same pricing plan which is globally updated as agreed, applying consistent pricing to all. This functionality reduces reconciliation and credit memo corrections.

Key Advantages:

- Designed with ease-of-use approach
- Consistent presentation and pricing across the enterprise
- One web-store for all users
- Customized pages to include the Region 4 ESC logo and program information
- Browse and order over 30,000 items in the on-line catalog
- Rich product content
- Useful and quality product information
- Easy and quick order processing
- Shopping Lists and User Favorites – both personal and account wide
- Robust Search Capabilities – including multiple search filter options
- Compare similar products
- Suggested Alternative products
- Toner/Ink Finder search – finding the right consumables for your machine easily
- Customized Account Set-Up
- Multiple customizable fields for departments, ship-to's, cost centers, account codes and more.

Key Advantages continued:

- Defined payment options
- Restriction lists defined by the account administrator
- Secure user logins to ensure compliance with program and account requirements
- Account level bulletin board for each location to communicate to their users
- Easy to administer purchasing controls – with unlimited hierarchy options and levels available

xiv. Describe the Offeror's safety record.

EPIC Business Essentials has an exemplary safety record. We also monitor the safety records of our dealer members, suppliers, wholesalers and delivery partners to ensure the safety of all parties.

xv. Describe Offeror's reporting capabilities. Provide samples of reports available and if there are any fees associated with the reports.

EPIC Business Essentials can accommodate all reporting requests whether standard or custom, to provide detailed information at the main account level, or down to the end user level.

In addition to the standard end user reports below, additional reports can be made available to meet all Region 4 ESC requirements.

- Support for order history (sales order and invoices)
- Company Purchase History
- Previously purchased
 - last invoice
 - YTD sales history
 - MTD sale history
 - Payment summary
- Item Usage including contract spend, recycled and/or minority designation
- Delivery Report
- Backorder/Out of Stock Report
- Returned Product Report

Custom reports are available and will be created upon request after implementation discussions to understand requirements for format, timing, delivery, etc. EPIC Business Essentials routinely creates custom reports for all customers.

Additional information and reports can also be provided during our quarterly Business Review process offering a high level summary which ties together all of the information gathered on sales statistics and performance measurements.

xvi. Describe Offeror's green or sustainability program. What type of reporting or reviews are available to participating agencies?

Company Sustainability

EPIC Business Essentials, as a dealer-owned value-added cooperative, is by nature a "green" organization united with dealers across the United States in working to minimize our collective carbon footprint by reducing transportation costs, structural footprints, paper usage and consumables. Our operations are leaner and more efficient than our big box competitors with their large retail-store footprints and national distribution and warehouse networks. We are truly a "Buy Local" office supply provider, promoting a practical and socially sustainable business model within the local economies we serve.

EPIC Business Essentials is the only organization in the Independent Dealer Channel to include, on staff, a full time Sustainability Coordinator (Jackson Carpenter) to directly manage EPIC Business Essentials' green program(s), organizational sustainability efforts, and directly assist our dealers and customers in their eco-initiatives. Jackson leads the EPIC Business Essentials "Green Team" and lends his expertise to our National Account customers in developing and maintaining their sustainability programs and initiatives. We were recently awarded the Environmental Excellence award from one of our largest customers, Fairfax County Government in Virginia.

Company Social Responsibility Initiatives

Our Sustainability Coordinator manages our corporate Green Team and launches new programs and initiatives incorporating our network of over 1,200 independent dealers across the country. He works to create green sales strategies and consultative programs for our customers to assist them in becoming more efficient and sustainable entities over all. Examples of recent internal programs include energy audits, waste stream audits, toner/e-waste recycling, promoting compatible toners and recycled paper for our copiers, eliminating Styrofoam and other non-recyclable items from our office and replacing with reusables, and the switch to green first ordering practices. Jackson has also created a unique and innovative new program for EPIC Business Essentials and our members to offer truly carbon neutral local deliveries through a third-party affiliation, as well as a groundbreaking new initiative to offer direct sales of carbon-neutral electricity.

Practices, Programs and Certifications

EPIC Business Essentials will work with OMNIA Partners and any interested participating members to create and implement a comprehensive Green Business Certification program that will not only contribute to the sustainability needs of our planet but will also increase productivity and cost savings, while decreasing members' carbon footprints.

The proposed EPIC Business Essentials Green Business Certification would culminate in an objective third-party assessment of the sustainability achievements of participating members, acceptance of a participating member as part of a recognized nationwide third-party sustainability initiative and ongoing promotion as a green organization. Members will be shepherded by EPIC Business Essentials in sustainability systems design, green benchmark achievement and internal protocols prior to certification, while third-party assessment will ensure a gold standard of environmental business policy.

Aware that not all businesses seek a comprehensive sustainability overhaul and certification, EPIC Business Essentials encourages its members to pursue individualized green initiatives that target their specific goals and business practices. EPIC Business Essentials offers extensive training in green practices, products, design and implementation, as well as written and video tutorials to help guide departments and members to greener office practices. Guidance and expertise incorporate specific sustainability-related activities including, but not limited to:

- Outreach
 - How & why to create office Green Teams
 - Benchmarking of current organizational green levels
 - Staff engagement and green education practices

- Operations
 - Identification and implementation of energy management, waste management, and a complete recycling program
 - Implemented recycling program to meet and exceed requirements
 - Procurement of carbon-neutral electricity

- Purchasing
 - Detailed analysis of current purchasing behavior
 - Suggested alternate green products analysis report including cost differential/savings and advantages of green product migration
 - Comparative analysis with other large public agencies, including details of achieved cost savings within these similar agencies
 - Identification of eco-friendly green products within the EPIC Business Essentials eCommerce ordering platform

EPIC Business Essentials presents participating Public Agencies with a Rebate Value Add option that has the secondary function of reducing the agencies' carbon footprint. EPIC Business Essentials will offer a special Point of Sale rebate program to agencies that purchase more than \$25,000 annually and choose our Optimized Delivery program. When Public Agencies choose Optimized Delivery, they opt out of EPIC Business Essentials' traditionally mandated daily next day deliveries on all products and services, instead allowing for consolidated delivery during one (1) or two (2) days per week. Participating Public Agencies reduce the number of deliveries along with their carbon footprint.

Additionally, Green Teams at our certified local member dealer locations will proactively review transportation routes and adjust these accordingly in order to minimize idle times and lower carbon emissions to improve sustainability benchmarks as they pertain to Region 4 ESC and its members.

Green Products

The EPIC Business Essentials office products contract as proposed to Region 4 ESC includes over 10,000 green items available for purchase. These items cover all main categories of general office supplies, ink/toner and copy paper. We also offer a new program involving facilities products such as green cleaning supplies, green and low emission furniture and LED lighting among others. These products work within member offices to create cost savings, healthier environments and reduced energy consumption.

Upon contract award to EPIC Business Essentials by Region 4 ESC, the contract item file catalog will be uploaded to our eCommerce platform where these eco-friendly green items will be identified via a readily identifiable "green" symbol signifying that they fall into at least one of the following sustainability categories: energy efficient items, compostable or biodegradable items, recycled items, nontoxic items, reusable or refillable items, and/or low chemical or particle emission items.

As a matter of general practice, EPIC Business Essentials can work with the Region 4 ESC team and members to promote company-wide eco-initiatives through the education and promotion of green product purchases, along with actively providing green alternatives to current and future purchased items. This can be achieved through the use of our comprehensive evaluation tools, developed and overseen by our Green Team. EPIC Business Essentials can provide an accurate analysis of currently purchased items and comparison to the green product alternatives to show the cost saving advantage to Region 4 ESC through the utilization of green products.

Sustainability Metrics and Compliance

The mission of EPIC Business Essentials is to promote sustainability as a cornerstone of business success. We recognize that sustainability is not an end result, but a continual process of improvement toward the goals of reducing our impact on the natural environment, engaging with our stakeholder communities, and promoting increased business profitability. Our aim is to go beyond compliance by establishing stretch goals surrounding our office and warehouse operations, delivery fleet, supply chain, green product offerings, sustainability education and social outreach programs.

In order to ensure and measure success of our sustainability policy and initiatives, we maintain constant communication with all of our stakeholders including our customers, our EPIC Business Essentials members, our communities, our employees, our competition, and sustainability advocate groups and organizations. We strive to always be a step ahead of the market, and proactively create programs to exceed the expectations of our stakeholders. We employ a systems thinking methodology in our efforts, bringing all thoughts and opinions to the table to innovate programs that make sense, and to transform the triple bottom line of businesses. These efforts are led by our Sustainability Coordinator, working in tandem with the Sustainability Committee of EPIC Business Essentials members.

- xvii. Describe Offeror's social diversity initiatives. Include participating agencies ability to receive Tier 1 and Tier 2 credit utilizing the Master Agreement.

EPIC Business Essentials has over 1,200 independent dealer members with 1,600 locations across the United States who are mostly certified small businesses, including those who are certified as 8a Certified, HUB Zone Small, Service-Disabled Veteran-Owned Small, Veteran-Owned Small Business, Women Owned and Minority Owned businesses to provide personalized service to Region 4 and members under the Master Agreement.

If a participating agency needs or would like to pursue Tier 1 or Tier 2 credits, EPIC Business Essentials will work directly with the agency and our dealer member network as part of our Region 4 ESC Master Agreement. We offer the ability to have our local diversity partners directly bill and manage members under the Master Agreement, in order to achieve Tier 1 credit. This is a solution that EPIC Business Essentials offers at the submitted contract pricing without an additional cost. EPIC Business Essentials regularly audits these types of arrangements to ensure contract compliance on all terms and pricing proposed herein.

- xviii. Provide any additional information relevant to this section.

Tab 4 – Qualification and Experience

Qualification and Experience

- i. Provide a brief history of the Offeror, including year it was established and corporate office location.

EPIC Business Essentials was formed on August 10, 2015, from the National Accounts Division of Independent Suppliers Group (ISG), and the Point Nationwide ordering platform created by TriMega Purchasing Association. As America's largest office supply cooperatives, the joint venture of these two groups positioned EPIC Business Essentials at the nexus of a network of thousands of independent dealers across the country, with a world class eCommerce platform and even greater customer support. Previous to that date, both ISG National Accounts and Point Nationwide operated independently for over a decade, and both entities held and managed national contracts in the Federal, Public Sector, and commercial national accounts.

The EPIC Business Essentials corporate office is located at:
5600 N River Road
Suite 700
Rosemont, IL 60018

- ii. Describe how Offeror ensures contract compliance.

EPIC Business Essentials has several processes in place to ensure the highest level of contract compliance is achieved. As part of our robust training and certification process with our dealer members, we include mandatory policy and procedures. Additionally, our dealer members are required to attend a 90 minute training encompassing the full details of our contract. They are also required to pass an exam to continue in the contract certification process. Once a dealer member has completed our training and certification, EPIC Business Essentials performs random price audits on our dealer member's agencies and usage reports to confirm next day delivery, pricing, and other pertinent contract requirements.

- iii. What measures does Offeror take to ensure all products are authentic and not counterfeit?

EPIC Business Essentials takes pride in making sure we provide authentic products to our customers. EPIC works closely with our member buying groups and their direct contracts to provide the highest quality products. Our member dealers work closely with their first call wholesalers and establish processes with their private label products to maintain equal quality and performance measured against an OEM product. EPIC Business Essentials also uses manufacturer item numbers instead of an invented internal numbering system, so our pricing reflects wholesaler list pricing, and members know that the products they order are the products they will receive.

- iv. Describe Offeror's reputation in the marketplace.

EPIC Business Essentials is proud of its reputation for integrity, dependability and white-glove customer service in the marketplace. We offer nationwide best pricing with the service and attention to detail that only a local business can provide. EPIC Business Essentials bridges the gap between local relationships and national buying power,

between community growth and nationwide access, between the people you know and trust and the services you depend on. EPIC Business Essentials brings the best of both worlds, and our reputation reflects that.

We are known for our truth-in-pricing and integrity. Every third-party pricing audit ever conducted of EPIC Business Essentials has shown our pricing to be 100% accurate, so the agreed upon price is always what OMNIA Partners members will pay. We use manufacturer item numbers instead of an invented internal numbering system, so our pricing reflects wholesaler list pricing, and members know that the products they order are the products they will receive. We will never substitute a lower quality alternate product without approval.

We are known for our truth-in-reporting. EPIC Business Essentials ensures accurate and complete order history without delay. Our e-commerce platform boasts state-of-the-art reporting capabilities, so customers will never wait for tabulations and internal queries. Reports arrive promptly and error free.

We are known for our support of local communities across the nation. EPIC Business Essentials exists as a member-owned cooperative of independent dealers - our very existence supports local communities by supporting the businesses that make them thrive. Our dealer members include businesses owned by individuals reflecting the varied faces of America: Service-Disabled, Veteran-Owned, Women-Owned and Minority-Owned businesses, as well as HUB Zone Small businesses. Wherever a customer lives, chances are that EPIC Business Essentials has a member in their area, upholding their community and values, and working hard to keep their community healthy.

We are known for our customized and expedient delivery. EPIC Business Essentials uses the power of its dealer network to ensure prompt, tailored delivery every time. Our independent dealer community warehouses market-basket items to vouchsafe our guarantee of free next-day delivery with no minimums. The majority of our dealers use their own delivery fleet so that departmental deliveries end up where belong, not piled up at a customer's front door. Should we need to dropship items, we make sure they end up where they are needed, when they are needed.

We are known for our impeccable customer service: Since EPIC Business Essentials comprises a network of local dealers, OMNIA Partners members receive the customer service due to friends and neighbors, not faceless accounts. We go the extra mile for our customers because they belong to our own communities. The relationships we build with our customers last for decades.

- v. Describe Offeror's reputation of products and services in the marketplace.

The reputation of our products and services is un-paralleled. As stated above, we use manufacturer item numbers instead of invented internal numbering so every customer knows the item ordered will be the item delivered, and that all pricing is based on discounts from a true manufacturer price. In a commodity business such as office supplies, what matters most is service, and our locally owned dealer network has been in communities across the country building its reputation of top-level service for generations.

- vi. Describe the experience and qualification of key employees.

EPIC Business Essentials Team

The EPIC Business Essentials National Account program was developed to provide national consistency with personalized local service utilizing a state-of-the-art eCommerce web platform for customers in the office supply industry. Working with our wholesale partners, our local dealer members provide local delivery with a personal touch to all customer locations. The EPIC Business Essentials National Account team will be engaged in the enhancement and support of the Region 4 ESC / OMNIA Partners contract.

Scott Zintz, Managing Director

(630) 220-9505

szintz@epicbusinessessentials.com

Scott directs the day to day operations for EPIC, leads the sales team and creates the strategic direction for the organization. Collaborating with the leadership at Independent Suppliers Group and Trimega Purchasing Group, Scott serves as the main link to the independent office supply dealer channel that makes EPIC such a unique solution for public sector entities across the nation.

Scott Zintz is a dynamic and energetic business professional with over 13 years of industry experience, including over eight years serving the independent dealer channel, and five years on the Office Depot public sector team. He honed his business strategy and systems thinking approach to business via a Corporate Sustainability MBA program, and is well versed in cooperative agreements. He has worked with U.S. Communities, TCPN, National IPA and thousands of individual public agencies over his sales career and understands how to bring overall value solutions to the market segment.

Toby Tobin, National Sales Manager

(520) 334-5759

ttobin@epicbusinessessentials.com

Toby has been in sales management for over 15 years for companies such as OfficeMax, Workrite Ergonomics, Arizona Office Technologies and Humanscale. In his role as National Sales Manager with EPIC Business Essentials, Toby manages the Public Sector contracts, Healthcare GPO contracts, as well as Commercial/Enterprise accounts. Toby brings a wealth of sales and service expertise in the office products industry with a relentless focus on his customers and independent dealers throughout the country.

Nita Turpin, Director of Operations

(847) 261-0053

nturpin@epicbusinessessentials.com

Nita is a veteran in the office products industry. With over 35 years in account implementation, retention and management in the national accounts segment, she is an industry professional that understands every aspect of our industry. Entirely responsible for the operational aspects as well as a real focus on process improvement, sales success and retention, her commitment to customer satisfaction have all been part of her very successful career and stellar reputation. Nita has spent the last eight years in national account implementation and retention with an operational focus with EPIC Business Essentials and the previous twenty plus years working exclusively in National Account Management, Fortune 100 segment, North America at Corporate Express and brings to our team a wealth of knowledge and experience.

Andy Sullenberger, Manager of Systems, Customer Care and Support
(847) 261-0054
asullenberger@epicbusinessessentials.com

Andy is a Supply Chain Champion with over 30 years of experience with focus on Order Management with proven Customer Satisfaction, TQM & Change Management experience. He managed and engaged in several cradle to grave ERP Distribution Systems including the development and actual use of the systems. Andy is responsible for any systems enhancements and changes and support required to be successful with the UT Systems Alliance program. Additionally, our National Customer Service Team supervisory staff reports directly to Andy.

Pam Quackenbush, Accounting and System Support Supervisor
(847) 261-0082
pquackenbush@epicbusinessessentials.com

Pam is a senior accountant with knowledge in all aspects of accounting. With over twenty years' experience in the accounting field she has worked in many platforms of accounting software and understands of all the areas of accounting. Being detailed oriented and efficient with strong analytical ability helps her to develop procedures to save time and money. Pam is responsible for accounting functions and does all internal report writing, customer consolidated billings, complex custom billing and reporting, sales tax reporting and payment as well as assisting with account maintenance and implementation. Pam has been with EPIC over five years using her many years of experience to help develop and streamline daily, monthly and yearly accounting procedures.

Davida Townzen, Implementation & Collections Supervisor
(847) 261-0057
dtownzen@epicbusinessessentials.com

Davida has been in the office products industry for over 30 years in account implementation, collections, cash application, and management. Davida manages account maintenance as well as credit and collections. In addition, Davida assists with National Account Implementations, dealer on-boarding and dealer and customer training. Davida has spent the last 5 years in account implementation for EPIC and 20 years previously at Corporate Express North America working all aspects of account setup.

Jackson Carpenter, Marketing and Sales Coordinator, Sustainability Strategist
(828) 395-7458
jcarpenter@epicbusinessessentials.com

Jackson has extensive professional experience in all aspects of message crafting and story branding, including traditional advertising, social media, content marketing, search engine optimization and target marketing. A fifteen-year veteran of marketing innovation and acceleration, Jackson has worked with renowned universities and institutions to embrace the tools and strategies needed to capitalize on a changing market and achieve sustainability milestones. Jackson manages brand image and awareness, dealer acquisition and communications, as well as online content and targeting. In addition, Jackson guides corporate sustainability and green business initiatives within EPIC Business Essentials and the larger dealer community.

- vii. Describe Offeror's experience working with the government sector.

Our experience in the government sector began almost 20 years ago when Independent Stationers was awarded a Federal MAS Schedule 75 agreement from GSA. Learning and growing from that experience, we formally bid on and were awarded the U.S. Communities office supply agreement in 2010, putting us on the map as a major player in the public sector space, and unseating Office Depot who had held the U.S. Communities agreement for over 25 years. The U.S. Communities Office Supply Contract Master Agreement #MA-IS-1140050, effective September 2010 was publically bid as a \$519 million cooperative purchasing agreement by Los Angeles County, and the sole award was presented to Independent Stationers.

We immediately hired and staffed for a national push to convert U.S. Communities members from Office Depot to our program and platform. We began to certify and train independent office supply companies within our network and succeeded to convert thousands of public agencies across the nation. While the contract was held by Independent Stationers, it was locally serviced by the 1,200+ independent office supply companies that made up our dealer shareholder-owned membership. U.S. Communities made the decision to not go back out for bid in the office supply category, thus allowing our contract to expire without renewal, and without a re-award to any other business entity.

EPIC Business Essentials has had an agreement with Region 4 ESD since March of 2015 and converted our public sector contract participating agencies with U.S. Communities to Region 4 effective January 1, 2016 at the time of the expiration of our U.S. Communities agreement. Since then, Region 4 (National IPA) has been our lead contract vehicle in the public sector, and we aspire to continuing to learn from and grow our public sector business via a new Region 4 ESC / OMNIA Partners agreement. EPIC Business Essentials has continued to evolve as a national player in this government sector, and brings to you a refreshed sales and marketing approach that will be discussed in other sections of this response.

- viii. Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors.

EPIC Business Essentials has never been involved in litigation, bankruptcy, reorganization or investigations of entity or current officers or directors.

- ix. Provide a minimum of 5 customer references relating to the products and services within this RFP. Include entity name, contact name and title, contact phone and email, city, state, years serviced, description of services and annual volume.

See the following section for full list of EPIC Business Essentials references:

Tab 4

a. References

- x. Provide any additional information relevant to this section

a. References

1) Region 4 ESC/OMNIA Partners

Sonda Sahley

Director, Strategic Partner Development

(440) 788-7944

Sonda.sahley@omniapartners.com

Cleveland, OH

Years serviced: 4 years

Office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies.

Annual volume: \$12 million

2) Great Western Bank

Ashley Peterson

Senior Accountant

(605) 336-5684

Ashley.Peterson@greatwesternbank.com

Watertown, SD

Years serviced: 8 years

Free, next day delivery of office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies.

Annual volume: \$500,000

3) General Services Administration

Mas75 Agreement - Contract Number GS-14F-0043M

Wdonna Woods

Contracting Officer

(212) 577-8623

wonna.woods@gsa.gov

New York, NY

Years serviced: 12 years

MAS-75 Office Supply Contract

Annual volume: \$3.2 million

References continued

4) CHAMPS Group Purchasing

Jan Elder

Director of Contracting

(216) 255-3697

Jan.elder@champsqpo.com

Cleveland, OH

Years serviced: 8 years

Office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies

Annual volume: \$1.4 million

5) Flowers Foods

Joey Mixon

Purchased Goods and Services Manager

(229) 227-2232

Joey.mixon@flocorp.com

Thomasville, GA

Years serviced: 2 years

Free, next day delivery of office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies.

Annual volume: \$900,000

Tab 5 – Value Add

Value Add

- Provide any additional information related to products and services Offeror proposes to enhance and add value to the Contract.

As a full-service, national cooperative of independent office supply dealers, EPIC Business Essentials holds a unique place in the office supply industry. Public Agencies that purchase through EPIC Business Essentials get the comprehensive reach and accountability of a national network while supporting their local community through supporting local, independent office supply dealers. The value added in sustaining local industry and community initiatives represents the fundamental, unquantifiable value added by EPIC Business Essentials.

Beyond its grassroots support of local, independent and minority-owned office supply dealers, EPIC Business Essentials offers Product and Service value adds, Pricing value adds, Rebate Programs and much more.

Product and Service Value Adds

EPIC Business Essentials operates as a Sales Accelerator in the Independent Dealer Channel, empowering independent office supply dealers to diversify. As such, we incorporate many products beyond the traditional office and school supplies we offer. These products and services will be offered at discounted rates from our standard market pricing when utilized in conjunction with our Region 4 ESC office supply agreement. Pricing methodology and structure for the below listed categories will be supplied to Region 4 ESC and their members upon contract award. Our product and service value adds include, but are not limited to:

Office Furniture

Managed Print Services

Energy Procurement

LED Lighting and Other Energy Efficiency Products

Coffee and Breakroom Services

Office Equipment and Technology

Promotional Products and Advertising Items

Copy and Print Services

Document Management

Janitorial and Cleaning Supplies

School Supplies

Pricing Value Adds

EPIC Business Essentials offers industry-leading market basket pricing that goes far beyond the typical core/discount-from-list-price models. Instead, EPIC Business Essentials offers participating Public Agencies fixed pricing across the 12,000+ items, with clear-cut margins and simple ordering processes. Participating Public Agencies enjoy semi-annual fixed pricing on customized market baskets, and quarterly fixed pricing on non-core items.

Pricing Value Adds

EPIC Business Essentials' pricing methodology encompasses a list over 2,000 core items as a Customized Market Basket for this contract offering, and extends to over 10,000 non-core standard items. All items are net priced and fixed for time periods set by Region 4 ESC (currently, semi-annual fixed pricing for the market basket and quarterly fixed pricing for non-core items).

All other wholesale items available to Region 4 members will be priced at a minimum of 10% discount from manufacturer list price. Over and above our set pricing structure, EPIC Business Essentials offers Hot List items with additional discounts tailored to individual members of Region 4 ESC.

Hot List Pricing

Since all public agencies are unique in their office supply needs, EPIC Business Essentials customizes pricing to Region 4 public agency members on a Hot List market basket up to 500 items, in addition to the core list Customized Market Basket, and non-core list standard items. These items will be set as a custom contract list, individualized to meet the needs of Region 4 members' purchasing usage.

Additional Rebate Program:

EPIC Business Essentials will offer a special Point of Sale rebate program to agencies that purchase more than \$25,000 annually and choose our Optimized Delivery program. When Public Agencies choose Optimized Delivery, they opt out of EPIC Business Essentials' traditionally mandated daily next day deliveries on all products and services, instead allowing for consolidated delivery during one (1) or two (2) days per week. If the agency chooses one (1) day a week delivery, the agency will receive a 1% reduction in their invoice. If the agency chooses two (2) day a week delivery, the agency will receive a 0.5% reduction in their invoice. The optimized delivery program extends directly from the EPIC Business Essential local dealer to the Region 4 ESC member.

Tab 6 – Additional Required Documents (Appendix C)

- a. Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy (Appendix C, Doc #1)
- b. Antitrust Certification Statement (Tex. Government Code § 2155.005) (Appendix C, Doc #2)
- c. Implementation of HB 1295 Certificate of Interested Parties (Form 1295) (Appendix C, Doc #3)
- d. Texas Government Code 2270 Verification Form (Appendix C, Doc #4)

Appendix C
ADDITIONAL REQUIRED DOCUMENTS

- DOC #1 Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy
- DOC #2 Antitrust Certification Statements (Tex. Government Code § 2155.005)
- DOC #3 Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295)
- DOC #4 Texas Government Code 2270 Verification Form

ACKNOWLEDGMENT AND ACCEPTANCE
OF REGION 4 ESC's OPEN RECORDS POLICY

OPEN RECORDS POLICY

All proposals, information and documents submitted are subject to the Public Information Act requirements governed by the State of Texas once a Contract(s) is executed. If an Offeror believes its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt and include detailed reasons to substantiate the exemption. Price is not confidential and will not be withheld. Any unmarked information will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- X We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

- We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must include detailed reasons to substantiate the exemption(s). Price is not confidential and will not be withheld. All information believed to be a trade secret or proprietary must be listed. It is further understood that failure to identify such information, in strict accordance with the instructions, will result in that information being considered public information and released, if requested under the Public Information Act.)

January 23, 2019

Date




Managing Director

Authorized Signature & Title

ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)
Attorney General Form

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

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

Company	EPIC Business Essentials	Contact
		Signature Toby Tobin
		Printed Name National Sales Manager
Address	5600 N River Road, Suite 700	Position with Company
	Rosemont, IL 60018	Official Authorizing Proposal
		 Signature Scott Zintz
		Printed Name
Phone	(800) 231-9848	Managing Director
		Position with Company
Fax	(847) 699-7822	

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Last Revision: February 16, 2016

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

EPIC Business Essentials
Rosemont, IL United States

Certificate Number:
2019-476523

Date Filed:
04/15/2019

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Region 4

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

19-03
Office Supplies

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Region 4	Houston, TX United States	X	

5 Check only if there is NO Interested Party.

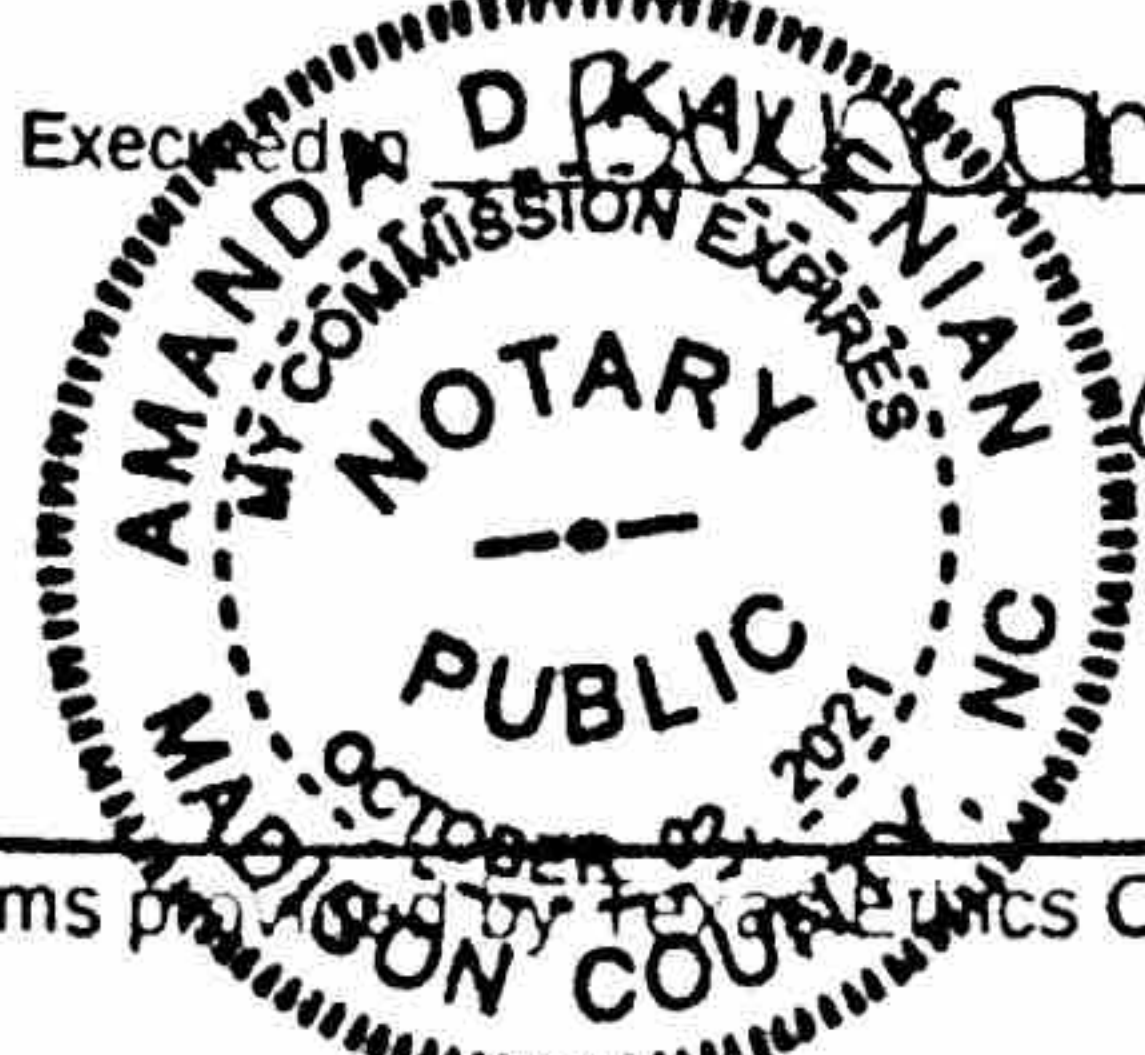
6 UNSWORN DECLARATION

My name is Scott Zintz, and my date of birth is 5-25-77.

My address is 5600 N. River Road, Rosemont, IL, 60018, USA
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed by Amanda D. Kalkreuth, County, State of NC, on the 18 day of April, 2019.
(month) (year)



Amanda D. Kalkreuth

[Signature]

Signature of authorized agent of contracting business entity (Declarant)

Texas Government Code 2270 Verification Form

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification that the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, Scott Zintz, as an authorized representative of

EPIC Business Essentials, a contractor engaged by

Insert Name of Company

Region 4 Education Service Center, 7145 West Tidwell Road, Houston, TX 77092, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>.

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.



January 23, 2019

Signature of Named Authorized Company Representative

Date

Tab 7 – National IPA Response to a National Program (Appendix D, Exhibits A, F and G)

Appendix D



Requirements for National Cooperative Contract

To be Administered by

OMNIA Partners

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

OMNIA Partners Exhibit A – RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

OMNIA Partners Exhibit B – ADMINISTRATION AGREEMENT, EXAMPLE

OMNIA Partners Exhibit C – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

OMNIA Partners Exhibit D – PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

OMNIA Partners Exhibit E – CONTRACT SALES REPORTING TEMPLATE

OMNIA Partners Exhibit F – FEDERAL FUNDS CERTIFICATIONS

OMNIA Partners Exhibit G – NEW JERSEY BUSINESS COMPLIANCE

OMNIA Partners Exhibit H – ADVERTISING COMPLIANCE REQUIREMENT

OMNIA PARTNERS EXHIBITS

EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

1.0 Scope of National Cooperative Contract

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Administration Agreement between Supplier and OMNIA Partners.

1.1 Requirement

REGION 4 ESC (hereinafter defined and referred to as “Principal Procurement Agency”), on behalf of itself and the National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector (“OMNIA Partners”), is requesting proposals for office supplies, related products and services. The intent of this Request for Proposal is any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (“Master Agreement”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with OMNIA Partners, an example of which is included as Exhibit D, and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners as a Participating Public Agency in OMNIA Partners’ cooperative purchasing program. Registration with OMNIA Partners as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through OMNIA Partners.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither OMNIA Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency. Supplier is responsible for knowing the tax laws in each state.

This Exhibit A defines the expectations for qualifying Suppliers based on OMNIA Partners’ requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through OMNIA Partners.

These requirements are incorporated into and are considered an integral part of this RFP. OMNIA Partners reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies, in its sole and absolute discretion, and any party submitting a response to this RFP acknowledges that any award by the Principal

OMNIA PARTNERS COMPANY EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

Procurement Agency does not obligate OMNIA Partners to make the Master Agreement available to Participating Procurement Agencies.

1.2 Marketing, Sales and Administrative Support

During the term of the Master Agreement OMNIA Partners intends to provide marketing, sales and administrative support for Supplier pursuant to this section that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The OMNIA Partners marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through channels that may include:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media

The OMNIA Partners sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through initiatives that may include:

- A. Individual sales calls
- B. Joint sales calls
- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The OMNIA Partners contracting teams may work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B).

OMNIA PARTNERS EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

1.3 Estimated Volume

The dollar volume purchased under the Master Agreement is estimated to be approximately \$500M annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and OMNIA Partners.

1.4 Award Basis

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will, at OMNIA Partners option, be the basis of award on a national level through OMNIA Partners. If multiple Suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same Suppliers will be required to extend the Master Agreement to Participating Public Agencies through OMNIA Partners. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and OMNIA Partners shall agree. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). It shall be the responsibility of the Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of the Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to OMNIA Partners).

1.5 Objectives of Cooperative Program

This RFP is intended to achieve the following objectives regarding availability through OMNIA Partners' cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

OMNIA PARTNERS EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

2.0 Representations and Covenants

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and OMNIA Partners designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

2.2 Pricing Commitment

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

2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

3.0 SUPPLIER RESPONSE

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners.

3.1 Company

A. Brief history and description of Supplier.

EPIC Business Essentials was formed on August 10, 2015, from the National Accounts Division of Independent Suppliers Group (ISG), and the Point Nationwide ordering platform created by TriMega Purchasing Association. As America's largest office supply cooperatives, the joint venture of these two groups positioned EPIC Business Essentials at the nexus of a network of thousands of independent dealers across the country, a world class eCommerce platform and even greater customer support.

Our Parent Organizations

Independent Suppliers Group is a unique, dealer owned, value-added, non-profit cooperative that has the capacity to provide office supply, janitorial, sanitation, office furniture, information technology and print services across the nation. As a certified non-profit cooperative, ISG can reduce costs and utilize an expansive nationwide dealer network to provide a locally based, personal customer service experience.

TriMega Purchasing Association is a non-profit member-owned cooperative focused on the success of our independent dealer-members. Dedicated to the business of office products, computer supplies, and office furniture, TriMega's 590 member companies each range in annual sales from \$1M to over \$100 million.

Successes

EPIC Business Essentials has flourished since its creation, winning dozens of national contracts for its members including federal, public sector, healthcare and commercial contracts. EPIC has diversified as well, expanding the utility and reach of its OrderPoint ordering platform, and offering numerous programs including, Maintenance, Repair and Operations (MRO), Energy Solutions, Managed Print Services (MPS), Furniture and Janitorial. EPIC Business Essentials truly has all your business needs.

B. Total number and location of sales persons employed by Supplier.

EPIC Business Essentials has a network of over 1,200 independent dealer members, with over 1,600 locations and more than 5,000 sales representatives. EPIC Business Essentials acts as a sales accelerator for the independent dealer community and as such works to engage, certify and train these independent dealers, and their sales teams, on how to properly present and sell the OMNIA Partners/ Region 4 ESC program to public agencies in their markets. While these sales reps are not technically "employed" by EPIC, they are highly motivated to grow their business, and are led by EPIC's Managing Director Scott Zintz, National Sales Manager Toby Tobin, and Sales and Marketing Coordinator Jackson Carpenter.

We at EPIC have taken the initiative to increase the number of trained and certified sales reps within our dealer network in order to significantly grow our current sales with Region 4 ESC/OMNIA Partners. We have invested in revamping our sales and marketing training programs, hired a Sales & Marketing Coordinator, purchased a lead generation program (GovSpend), as well as expanding our current inside sales program. We feel that these investments will be the key for consistent and sustained growth, should we be awarded a new agreement.

- C. Number and location of support centers (if applicable) and location of corporate office.

EPIC Business Essentials works with both major industry wholesalers (Essendant and SP Richards) which offer 60 distribution centers across the nation. Combining these major distribution centers with our 1,200+ independent dealer members and their 1,600 service locations allows us to easily deliver across the entire nation. Remote areas where we may not have a local dealer, would be handled via a drop ship program for guaranteed next day delivery.

EPIC Business Essentials corporate office
5600 N River Road
Suite 700
Rosemont, IL 60018

- D. Annual sales for the three previous fiscal years.

2016: \$3.7 Billion
2017: \$3.85 Billion
2018: \$3.78 Billion

The above sales figures are based on the combined sales of Independent Suppliers Group and TriMega Purchasing Association (our parent organizations) and the independent dealers within our network.

- E. Submit FEIN and Dunn & Bradstreet report.

EPIC Business Essentials FEIN: 27-2484416

See the following Dunn & Bradstreet report for EPIC Business Essentials.

Disclaimer: The software and information ("Services") accessed herein were developed exclusively at private expense, and are proprietary to Dun & Bradstreet, Inc., and its affiliates and subsidiaries (collectively, "D&B"), and may include copyrighted works, trade secrets, or other materials created by D&B at great effort and expense.

If the Customer accessing the Services is part of the executive, legislative or judicial branches of the U.S. Federal Government, the Services contained herein are a Commercial Item as that term is defined in FAR 2.101, and are comprised of Technical Data, Computer Software and Computer Software Documentation as those terms are defined in FAR 52.227-14(a) and DFAR 252.227-13.

Customer's rights to use the Services are as described in the government contract signed between D&B and the Government.

Under no circumstances will the Customer accessing the Services have greater rights in the Services provided hereunder than "Limited Rights" as that term is defined in FAR 52.227-14 (ALT II) and DFAR 252.227-7013(f) and "Restricted Rights" as that term is defined in FAR 52.227-14 (ALT III) and DFAR 252.227-7014(f), respectively.

Live Report : EPIC BUSINESS ESSENTIALS, LLC


D-U-N-S® Number: 96-896-2063

Trade Names: (SUBSIDIARY OF TRIMEGA PURCHASING ASSOCIATION, ROSEMONT, IL) - (FORMERLY: POINT NATIONWIDE, LLC)




Endorsement/Billing Reference: bkraus@trimega.org

D&B Address		Added to Portfolio:	
Address	5600 N River Rd Ste 700 Rosemont, IL, US - 60018	Location Type	Single (Subsidiary)
Phone	847 699-3330	Web	
Fax		Endorsement :	bkraus@trimega.org
		Last View Date:	11/28/2011
			08/10/2015

Company Summary

Currency: Shown in USD unless otherwise indicated 

Score Bar

PAYDEX®		70	Paying 15 days past due
Commercial Credit Score Class		2	Low to Moderate Risk of severe payment delinquency.
Financial Stress Score Class		4	Moderate to High Risk of severe financial stress.
Credit Limit - D&B Conservative		100,000.00	Based on profiles of other similar companies.
Credit Limit - D&B Aggressive		250,000.00	Based on profiles of other similar companies.
D&B Rating		--	Unavailable.

Detailed Trade Risk Insight™

Days Beyond Terms Past 3 Months

0
Days

Dollar-weighted average of 2 payment experiences reported from 2 Companies

D&B Company Overview



This is a single (subsidiary) location

Chief Executive	CHARLIE CLEARY, MEMBER
Year Started	2011
Employees	27
SIC	5112
Line of business	Whol stationery/

Recent Derogatory Events

	Oct-18	Nov-18	Dec-18
Placed for Collection	-	-	-
Bad Debt Written Off	-	-	-


News & Alerts

Alert Type	Date	Actions
 PAYDEX	12/11/2018	View
 Financial Stress Score Class	12/11/2018	View

In the last 30 days, 2 alerts were generated for this company.

	office supplies
NAICS	424120
History Status	INCOMPLETE

FirstRain Company News

 This Company is not currently tracked for Company News

Powered by FirstRain

Public Filings

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	Number of Records	Most Recent Filing Date
Bankruptcies	0	-
Judgments	0	-
Liens	1	11/28/12
Suits	0	-
UCCs	0	-

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

Corporate Linkage

This is a **Single (Subsidiary)** location

EPIC BUSINESS ESSENTIALS, LLC
Rosemont , IL
D-U-N-S® Number 96-896-2063


The Parent Company is
TRIMEGA PURCHASING ASSOCIATION
IL
D-U-N-S® Number 18-066-6356

Corporate Linkage

Parent

Company	City , State	D-U-N-S® NUMBER
TRIMEGA PURCHASING ASSOCIATION	ROSEMONT , IL	18-066-6356

Predictive Scores

Currency: Shown in USD unless otherwise indicated 

D&B Viability Rating Summary

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months. The D&B Viability Rating is made up of 4 components:

5	Viability Score	Lowest Risk:1	Highest Risk:9
<p>Compared to All US Businesses within the D&B Database:</p> <ul style="list-style-type: none"> • Level of Risk: Low Risk • Businesses ranked 5 have a probability of becoming no longer viable: 7 % • Percentage of businesses ranked 5: 14 % • Across all US businesses, the average probability of becoming no longer viable: 14 % 			
7	Portfolio Comparison	Lowest Risk:1	Highest Risk:9
<p>Compared to All US Businesses within the same MODEL SEGMENT:</p> <ul style="list-style-type: none"> • Model Segment : Established Trade Payments • Level of Risk: High to Moderate Risk • Businesses ranked 7 within this model segment have a probability of becoming no longer viable: 7 % • Percentage of businesses ranked 7 with this model segment: 14 % • Within this model segment, the average probability of becoming no longer viable: 5 % 			
C	Data Depth Indicator	Predictive Data:A	Descriptive Data:G
<p>Data Depth Indicator:</p> <ul style="list-style-type: none"> ✓ Rich Firmographics ✓ Extensive Commercial Trading Activity ✗ No Financial Attributes <p>Greater data depth can increase the precision of the D&B Viability Rating assessment.</p>			
Z	Company Profile	Subsidiary	

Credit Capacity Summary

This credit rating was assigned because of D&B's assessment of the company's creditworthiness. For more information, see the

[D&B Rating Key](#)

D&B Rating : --

The blank rating symbol should not be interpreted as indicating that credit should be denied. It simply means that the information available to D&B does

not permit us to classify the company within our rating key and that further enquiry should be made before reaching a decision. Some reasons for using a "-" symbol include: deficit net worth, bankruptcy proceedings, insufficient payment information, or incomplete history information.

Below is an overview of the company's rating history since 03-08-2017

Number of Employees
Total: 27

D&B Rating	Date Applied
--	03-08-2017

Payment Activity:	(based on 7 experiences)
Average High Credit:	11,300
Highest Credit:	30,000
Total Highest Credit:	45,400

D&B Credit Limit Recommendation

Conservative credit Limit: 100,000
Aggressive credit Limit: 250,000

Risk category for this business : **LOW**

The Credit Limit Recommendation (CLR) is intended to serve as a directional benchmark for all businesses within the same line of business or industry, and is not calculated based on any individual business. Thus, the CLR is intended to help guide the credit limit decision, and must be balanced in combination with other elements which reflect the individual company's size, financial strength, payment history, and credit worthiness, all of which can be derived from D&B reports.

Risk is assessed using D&B's scoring methodology and is one factor used to create the recommended limits. See Help for details.

Financial Stress Class Summary

The Financial Stress Score predicts the likelihood of a firm ceasing business without paying all creditors in full, or reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&B's extensive data files. The Financial Stress Class of 4 for this company shows that firms with this class had a failure rate of 0.84% (84 per 10,000), which is 1.75 times higher than the average of businesses in D & B's database.

Financial Stress Class : **4** 

(Lowest Risk:1; Highest Risk:5)

Moderately higher than average risk of severe financial stress, such as a bankruptcy or going out of business with unpaid debt, over the next 12 months.

Probability of Failure:

Risk of Severe Financial Stress for Businesses with this Class: **0.84 %** (84 per 10,000)
Financial Stress National Percentile : **26** (Highest Risk: 1; Lowest Risk: 100)
Financial Stress Score : **1425** (Highest Risk: 1,001; Lowest Risk: 1,875)
Average Risk of Severe Financial Stress for Businesses in D&B database: **0.48 %** (48 per 10,000)

The Financial Stress Class of this business is based on the following factors:

Low proportion of satisfactory payment experiences to total payment experiences.
Low Paydex Score.
Limited time under present management control
Unstable Paydex over last 12 months.

Notes:

The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.
The Probability of Failure shows the percentage of firms in a given Class that discontinued operations over the past year with loss to creditors. The Probability of Failure - National Average represents the national failure rate and is provided for comparative purposes.

The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&Bs file. The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	26
Region: EAST NORTH CENTRAL	50
Industry: WHOLESALE	54
Employee range: 20-99	66
Years in Business: 6-10	43

This Business has a Financial Stress Percentile that shows:

- Higher risk than other companies in the same region.
- Higher risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Higher risk than other companies with a comparable number of years in business.

Credit Score Summary

The Commercial Credit Score (CCS) predicts the likelihood of a business paying its bills in a severely delinquent manner (91 days or more past terms). The Credit Score class of 2 for this company shows that 2.5% of firms with this class paid one or more bills severely delinquent, which is lower than the average of businesses in D & B's database.

Credit Score Class : 2 

Lowest Risk:1;Highest Risk :5

Incidence of Delinquent Payment

Among Companies with this Classification: **2.50 %**
 Average compared to businesses in D&Bs database: **10.20 %**
 Credit Score Percentile : **84** (Highest Risk: 1; Lowest Risk: 100)
 Credit Score : **561** (Highest Risk: 101; Lowest Risk:670)

The Credit Score Class of this business is based on the following factors:

Limited time under present management control
 Higher risk industry based on delinquency rates for this industry
 Evidence of open liens
 Unstable Paydex over last 12 months

Notes:

The Commercial Credit Score Risk Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience severe delinquency.
 The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 91 days past due or more by creditors. The calculation of this value is based on D&B's trade payment database.
 The Commercial Credit Score percentile reflects the relative ranking of a firm among all scorable companies in D&B's file.
 The Commercial Credit Score offers a more precise measure of the level of risk than the Risk Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.


Norms	National %
This Business	84
Region: EAST NORTH CENTRAL	54
Industry: WHOLESALE	54
Employee range: 20-99	80
Years in Business: 6-10	43

This business has a Credit Score Percentile that shows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.

- Lower risk than other companies in the same employee size range.
- Lower risk than other companies with a comparable number of years in business.


Trade Payments

Currency: Shown in USD unless otherwise indicated 

D&B PAYDEX®

The D&B PAYDEX is a unique, weighted indicator of payment performance based on payment experiences as reported to D&B by trade references. Learn more about the D&B PAYDEX

Timeliness of historical payments for this company.

Current PAYDEX is **70** Equal to 15 days beyond terms (Pays more slowly than the average for its industry of 9 days beyond terms)
Industry Median is **74** Equal to 9 days beyond terms
Payment Trend currently is  Down, compared to payments three months ago

Indications of slowness can be the result of dispute over merchandise, skipped invoices etc. Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Total payment Experiences in D&Bs File (HQ)	7
Payments Within Terms (not weighted)	88 %
Trade Experiences with Slow or Negative Payments(%)	14.29%
Total Placed For Collection	0
High Credit Average	11,300
Largest High Credit	30,000
Highest Now Owing	7,500
Highest Past Due	1,000

D&B PAYDEX® : 70 

(Lowest Risk:100; Highest Risk:1)

When weighted by amount, payments to suppliers average 15 days beyond terms

3-Month D&B PAYDEX® : 70 

(Lowest Risk:100; Highest Risk:1)

Based on payments collected over last 3 months.

When weighted by amount, payments to suppliers average 15 days beyond terms

D&B PAYDEX® Comparison

Current Year

PAYDEX® of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Whol stationery/office supplies , based on SIC code 5112 .

Shows the trend in D&B PAYDEX scoring over the past 12 months.

	2/18	3/18	4/18	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19
This Business	80	80	80	80	80	80	80	80	80	80	65	70
Industry Quartiles												
Upper	.	79	.	.	79	.	.	79	.	.	79	.
Median	.	75	.	.	75	.	.	74	.	.	74	.
Lower	.	66	.	.	66	.	.	65	.	.	65	.

Current PAYDEX for this Business is 70 , or equal to 15 days beyond terms

The 12-month high is 80 , or equal to GENERALLY WITHIN terms
 The 12-month low is 65 , or equal to 19 DAYS BEYOND terms

Previous Year

Shows PAYDEX of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Whol stationery/office supplies , based on SIC code 5112 .

Previous Year	03/17 Q1'17	06/17 Q2'17	09/17 Q3'17	12/17 Q4'17
This Business	80	80	80	80
Industry Quartiles				
Upper	79	79	79	79
Median	74	74	75	75
Lower	65	65	66	67

Based on payments collected over the last 4 quarters.

Current PAYDEX for this Business is 70 , or equal to 15 days beyond terms

The present industry median Score is 74 , or equal to 9 days beyond terms

Industry upper quartile represents the performance of the payers in the 75th percentile

Industry lower quartile represents the performance of the payers in the 25th percentile

Payment Habits

For all payment experiences within a given amount of credit extended, shows the percent that this Business paid within terms. Provides number of experiences to calculate the percentage, and the total credit value of the credit extended.

\$ Credit Extended	# Payment Experiences	Total Amount	% of Payments Within Terms
Over 100,000	0	0	0%
50,000-100,000	0	0	0%
15,000-49,999	2	45,000	67%
5,000-14,999	0	0	0%
1,000-4,999	0	0	0%
Under 1,000	2	200	100%

Based on payments collected over last 24 months.

All Payment experiences reflect how bills are paid in relation to the terms granted. In some instances, payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

Payment Summary

- There are 7 payment experience(s) in D&Bs file for the most recent 24 months, with 4 experience(s) reported during the last three month period.
- The highest Now Owes on file is 7,500 . The highest Past Due on file is 1,000

Below is an overview of the companys currency-weighted payments, segmented by its suppliers primary industries:

	Total Revd (#)	Total Amts	Largest High Credit	Within Terms (%)	Days Slow <31 31-60 61-90 90> (%) (%) (%) (%)
Top Industries					
Whol office supplies	2	45,000	30,000	67	33 0 0 0
Gravure printing	1	100	100	100	0 0 0 0
Business consulting	1	100	100	100	0 0 0 0
Other payment categories					
Cash experiences	3	200	100		

Payment record unknown	0	0	0
Unfavorable comments	0	0	0
Placed for collections	0	N/A	0
Total in D&B's file	7	45,400	30,000

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Indications of slowness can be result of dispute over merchandise, skipped invoices etc.


Detailed payment history for this company

Date Reported (mm/yy)	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last Sale Within (month)
12/18	Ppt	15,000	7,500	0		1 mo
	Ppt-Slow 30	30,000	2,500	1,000		1 mo
11/18	Ppt	100	100	0		1 mo
10/18	(004)	100			Cash account	2-3 mos
03/18	(005)	50			Cash account	1 mo
10/17	(006)	50			Cash account	1 mo
12/16	Ppt	100	0	0		6-12 mos

Payments Detail Key: ■ 30 or more days beyond terms

Payment experiences reflect how bills are paid in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc. Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

Public Filings

Currency: Shown in USD unless otherwise indicated 

Summary

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	# of Records	Most Recent Filing Date
Bankruptcy Proceedings	0	-
Judgments	0	-
Liens	1	11/28/12
Suits	0	-
UCCs	0	-

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Liens

A lien holder can file the same lien in more than one filing location. The appearance of multiple liens filed by the same lien holder against a debtor may be indicative of such an occurrence.

Amount	330 (Corporate income tax)
Status	Open
BOOK/PAGE	4447/1619
Type	State Tax

Filed By	STATE OF FLORIDA
Against	POINT NATIONWIDE LLC
Where Filed	LEON COUNTY RECORDERS OFFICE, TALLAHASSEE, FL
Date Status Attained	11/28/12
Date Filed	11/28/12
Latest Info Received	11/30/12

Government Activity

Activity summary


Borrower (Dir/Guar)	NO
Administrative Debt	NO
Contractor	YES
Grantee	NO
Party excluded from federal program(s)	NO

Possible candidate for socio-economic program consideration

Labour Surplus Area	YES (2018)
Small Business	N/A
8(A) firm	N/A

The details provided in the Government Activity section are as reported to Dun & Bradstreet by the federal government and other sources.

Special Events


Currency: Shown in USD unless otherwise indicated 

Special Events

04/10/2018

Business name changed from Point Nationwide, LLC to Epic Business Essentials, LLC.

History & Operations

Currency: Shown in USD unless otherwise indicated 

Company Overview

Company Name:	EPIC BUSINESS ESSENTIALS, LLC
Doing Business As :	(SUBSIDIARY OF TRIMEGA PURCHASING ASSOCIATION, ROSEMONT, IL) , (FORMERLY: POINT NATIONWIDE, LLC)
Street Address:	5600 N River Rd Ste 700 Rosemont , IL 60018
Phone:	847 699-3330
History	Is incomplete
Present management control	8 years

History

The following information was reported: **04/10/2018**

Officer(s): CHARLIE CLEARY, MEMBER

THE OFFICER(S)

Epic Business Essentials, LLC was registered as a Limited Liability Company with the Illinois Secretary of State as of September 13, 2013.

Business started 2011.

A check with the Illinois Secretary of State as of March 8, 2017 revealed no charter or foreign registration. Majority of member's interest is owned by parent company.

CHARLIE CLEARY. Antecedents not available.

Operations

04/10/2018

Subsidiary of Trimega Purchasing Association, Rosemont, IL which operates as Wholesale Office Supplies.

As noted, this company is a subsidiary of Trimega Purchasing Association, Duns number 18-066-6356, and reference is made to that report for background information on the parent and its management.

Description:

Wholesales office supplies (100%).

Terms are undetermined. Sells to undetermined.

Employees:

27 which includes officer(s).

Facilities:

Occupies premises in a building.

SIC & NAICS

SIC:

Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific about a company's operations than if we use the standard 4-digit code.

The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.

5112 9907 Office supplies, nec

NAICS:

424120 Stationery and Office Supplies Merchant Wholesalers

Financials

Company Financials: D&B

Additional Financial Data

On March 8, 2017, attempts to contact the management of this business have been unsuccessful. Outside sources confirmed operation and location.

Key Business Ratios

D & B has been unable to obtain sufficient financial information from this company to calculate business ratios. Our check of additional outside sources also found no information available on its financial performance.

- F. Describe any green or environmental initiatives or policies.

Company Sustainability

EPIC Business Essentials, as a dealer-owned value-added cooperative, is by nature a “green” organization united with dealers across the United States in working to minimize our collective carbon footprint by reducing transportation costs, structural footprints, paper usage and consumables. Our operations are leaner and more efficient than our big box competitors with their large retail-store footprints and national distribution and warehouse networks. We are truly a “Buy Local” office supply provider, promoting a practical and socially sustainable business model within the local economies we serve.

EPIC Business Essentials is the only organization in the Independent Dealer Channel to include, on staff, a full time Sustainability Coordinator (Jackson Carpenter) to directly manage EPIC Business Essentials’ green program(s), organizational sustainability efforts, and directly assist our dealers and customers in their eco-initiatives. Jackson leads the EPIC Business Essentials “Green Team” and lends his expertise to our National Account customers in developing and maintaining their sustainability programs and initiatives. We were recently awarded the Environmental Excellence award from one of our largest customers, Fairfax County Government in Virginia.

Company Social Responsibility Initiatives

Our Sustainability Coordinator manages our corporate Green Team and launches new programs and initiatives incorporating our network of over 1,200 independent dealers across the country. He works to create green sales strategies and consultative programs for our customers to assist them in becoming more efficient and sustainable entities over all. Examples of recent internal programs include energy audits, waste stream audits, toner/e-waste recycling, promoting compatible toners and recycled paper for our copiers, eliminating Styrofoam and other non-recyclable items from our office and replacing with reusables, and the switch to green first ordering practices. Jackson has also created a unique and innovative new program for EPIC Business Essentials and our members to offer truly carbon neutral local deliveries through a third-party affiliation, as well as a groundbreaking new initiative to offer direct sales of carbon-neutral electricity.

Practices, Programs and Certifications

EPIC Business Essentials will work with the OMNIA team and any interested participating members to create and implement a comprehensive Green Business Certification program that will not only contribute to the sustainability needs of our planet but will also increase productivity and cost savings, while decreasing members’ carbon footprints.

The proposed EPIC Business Essentials Green Business Certification would culminate in an objective third-party assessment of the sustainability achievements of participating members, acceptance of a participating member as part of a recognized nationwide third-party sustainability initiative and ongoing promotion as a green organization. Members will be shepherded by EPIC Business Essentials in sustainability systems design, green benchmark achievement and internal protocols prior to certification, while third-party assessment will ensure a gold standard of environmental business policy.

Aware that not all businesses seek a comprehensive sustainability overhaul and certification, EPIC Business Essentials encourages its members to pursue individualized green initiatives that target their specific goals and business practices. EPIC Business Essentials offers extensive training in green practices, products, design and implementation, as well as written and video tutorials to help guide departments and members to greener office practices. Guidance and expertise incorporate specific sustainability-related activities including, but not limited to:

- Outreach
 - How & why to create office Green Teams
 - Benchmarking of current organizational green levels
 - Staff engagement and green education practices
- Operations
 - Identification and implementation of energy management, waste management, and a complete recycling program
 - Implemented recycling program to meet and exceed requirements
 - Procurement of carbon-neutral electricity
- Purchasing
 - Detailed analysis of current purchasing behavior
 - Suggested alternate green products analysis report including cost differential/savings and advantages of green product migration
 - Comparative analysis with other large public agencies, including details of achieved cost savings within these similar agencies
 - Identification of eco-friendly green products within the EPIC Business Essentials eCommerce ordering platform

EPIC Business Essentials presents participating Public Agencies with a Rebate Value Add option that has the secondary function of reducing the agencies' carbon footprint. EPIC Business Essentials will offer a special Point of Sale rebate program to agencies that purchase more than \$25,000 annually and choose our Optimized Delivery program. When Public Agencies choose Optimized Delivery, they opt out of EPIC Business Essentials' traditionally mandated daily next day deliveries on all products and services, instead allowing for consolidated delivery during one (1) or two (2) days per week. Participating Public Agencies reduce the number of deliveries along with their carbon footprint.

Additionally, Green Teams at our certified local member dealer locations will proactively review transportation routes and adjust these accordingly in order to minimize idle times and lower carbon emissions to improve sustainability benchmarks as they pertain to OMNIA Partners members.

Green Products

The EPIC Business Essentials office products contract as proposed to OMNIA Partners includes over 10,000 green items available for purchase. These items cover all main categories of general office supplies, ink/toner and copy paper. We also offer a new program involving facilities products such as green cleaning supplies, green and low emission furniture and LED lighting among others. These products work within member offices to create cost savings, healthier environments and reduced energy consumption.

Upon contract award to EPIC Business Essentials by OMNIA Partners, the contract item file catalog will be uploaded to our eCommerce platform where these eco-friendly green items will be identified via a readily identifiable “green” symbol signifying that they fall into at least one of the following sustainability categories: energy efficient items, compostable or biodegradable items, recycled items, nontoxic items, reusable or refillable items, and/or low chemical or particle emission items.

As a matter of general practice, EPIC Business Essentials can work with the OMNIA Partners team and members to promote company-wide eco-initiatives through the education and promotion of green product purchases, along with actively providing green alternatives to current and future purchased items. This can be achieved through the use of our comprehensive evaluation tools, developed and overseen by our Green Team. EPIC Business Essentials can provide an accurate analysis of currently purchased items and comparison to the green product alternatives to show the cost saving advantage to OMNIA Partners through the utilization of green products.

Sustainability Metrics and Compliance

The mission of EPIC Business Essentials is to promote sustainability as a cornerstone of business success. We recognize that sustainability is not an end result, but a continual process of improvement toward the goals of reducing our impact on the natural environment, engaging with our stakeholder communities, and promoting increased business profitability. Our aim is to go beyond compliance by establishing stretch goals surrounding our office and warehouse operations, delivery fleet, supply chain, green product offerings, sustainability education and social outreach programs.

In order to ensure and measure success of our sustainability policy and initiatives, we maintain constant communication with all of our stakeholders including our customers, our EPIC Business Essentials members, our communities, our employees, our competition, and sustainability advocate groups and organizations. We strive to always be a step ahead of the market, and proactively create programs to exceed the expectations of our stakeholders. We employ a systems thinking methodology in our efforts, bringing all thoughts and opinions to the table to innovate programs that make sense, and to transform the triple bottom line of businesses. These efforts are led by our Sustainability Coordinator, working in tandem with the Sustainability Committee of EPIC Business Essentials members.

- G. Describe any diversity programs or partner’s supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program.

EPIC Business Essentials has over 1,200 independent dealer members with 1,600 locations across the United States who are mostly certified small businesses, including those who are certified as 8a Certified, HUB Zone Small, Service-Disabled Veteran-Owned Small, Veteran-Owned Small Business, Women Owned and Minority Owned businesses to provide personalized service to OMNIA Partners and members under the Master Agreement.

These businesses form the basis of the EPIC Business Essentials cooperative, making diversity the cornerstone of our business practice. We do not need a

separate diversity program because our cooperative already makes us diverse, and as such, is offered without an additional cost, at the submitted contract pricing.

If a participating agency needs or would like to pursue Tier 1 or Tier 2 credits, EPIC Business Essentials will work directly with the agency and our dealer member network as part of our OMNIA Partners Master Agreement. We offer the ability to have our local diversity partners directly bill and manage members under the master agreement, in order to achieve Tier 1 credit. This is a solution that EPIC Business Essentials offers without an additional cost, at the submitted contract pricing. EPIC Business Essentials regularly audits these additional arrangements to ensure contract compliance on all terms and pricing proposed herein. This is truly a differentiator for EPIC Business Essentials in the industry. Often times, Big Box suppliers will put restrictions on diversity partnership based on sales volume, and will only offer these programs with higher pricing to the agency. That is not the case with us, and we find many public agencies across the nation eager to partner with us for that reason.

- H. Describe any historically underutilized business certifications supplier holds and the certifying agency. This may include business enterprises such as minority and women owned, small or disadvantaged, disable veterans, etc.

EPIC Business Essentials is itself a certified small business, and has over 1,200 independent dealer members with 1,600 locations across the United States who are all small businesses, including those who are certified as 8a Certified, HUB Zone Small, Service-Disabled Veteran-Owned Small, Veteran-Owned Small Business, 250 Women Owned and 110 Minority Owned businesses to provide personalized service to OMNIA Partners members.

- I. Describe how supplier differentiates itself from its competitors.

EPIC Business Essentials, as a value-added cooperative of over 1,200 independent office supply dealers across the nation, occupies a unique position in the office supply industry. We are able to simultaneously offer nationwide best pricing and the service and attention to detail of local, community-focused dealers. EPIC Business Essentials bridges the gap between local relationships and national buying power, between community growth and nationwide access, between the people you know and trust and the services you depend on.

As a cooperative of independent dealers, our very existence supports the local communities of our members, making EPIC Business Essentials the furthest thing from a big-box megastore. Our dealer members include businesses owned by individuals that reflect the varied faces of America: Service-Disabled, Veteran-Owned, Women-Owned and Minority-Owned businesses, as well as HUB Zone Small businesses. Wherever a customer lives, chances are that EPIC Business Essentials has a member in their area, upholding their community and values, and working hard to keep their community healthy.

Our members set us apart from the megastores as well. Built of a network of local dealers, EPIC Business Essentials is able to provide the customer service due to friends and neighbors, not faceless electronic accounts. We go the extra mile for our customers because they belong to our own communities. The relationships we build with our customers last for decades.

Our members already receive extensive and thoroughgoing sales training and certification on how to properly present and sell the OMNIA Partners / Region 4 ESC program to public agencies in their markets, leveraging their existing relationships and close community ties. Sales are personal for our members, and their engagement outshines the megastores at every turn. Through our existing Region 4 ESC contract, EPIC Business Essentials has implemented a new and more aggressive sales strategy inspired by embracing our Sales Accelerator mentality. Our dealer members will receive comprehensive and personalized support from within the EPIC Business Essentials organization to ensure that they reach OMNIA Partners / Region 4 ESC stretch sales goals, along with tailored marketing, lead generation and sales mentoring.

- J. Describe any present or past litigation, bankruptcy or reorganization involving supplier

EPIC Business Essentials does not have any present or past litigation, bankruptcy or reorganization.

- K. Felony Conviction Notice: Indicate if the supplier

- a. is a publicly held corporation and this reporting requirement is not applicable;
- b. is not owned or operated by anyone who has been convicted of a felony; or
- c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

EPIC Business Essentials is not owned or operated by anyone who has been convicted of a felony; option b listed above.

- L. Describe any debarment or suspension actions taken against supplier

EPIC Business Essentials has never had, nor currently has any debarment or suspension actions taken against the company.

3.2 Distribution, Logistics

- A. Describe the full line of products and services offered by supplier.

EPIC Business Essentials and our dealer members have over 100 years of experience in providing customized solutions to our customers, including the following categories:

- Office Supplies including copy paper, ink/toner and general supplies
- Office Furniture
- Managed Print Services

- Energy Procurement
- LED Lighting and Other Energy Efficiency Products
- Coffee and Breakroom Services
- Office Equipment and Technology
- Promotional Products and Advertising Items
- Copy and Print Services
- Document Management
- Janitorial and Cleaning Supplies
- School Supplies

B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.

EPIC Business Essentials has national distribution via our 60+ regional distribution centers, 1,200 independent dealer members, and their 1,600 locations nationwide. We have been delivering nationwide, including to all 50 states, US Territories and Outlying areas for over a decade now including via our current Region 4 ESC / OMNIA Partners agreement. In the event that we do not have a delivery location able to make local last mile delivery to support this agreement, we utilize our inside sales team with nationwide next day drop ship capabilities (within the 48 continental states).

C. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.

EPIC Business Essentials dealer members and our 60+ regional distribution centers (shown below in Section 3.2 Logistics and Distribution, Item D) will be involved in processing, handling or shipping the products/service to the end user. See our full list of locations below:

Alaska - 5	Arctic Office Products	100 W Fireweed Ln	Anchorage	AK
	Capital Office Systems	1120 E 35th Ave	Anchorage	AK
	Northern Office Supply	8160 Greenwood St	Anchorage	AK
	The Paper Spot	10002 Crazy Horse Dr	Juneau	AK
	Tongass Business Center	618 Dock	Ketchikan	AK
Alabama - 22	Walker Business Machines	4 W Court Sq	Andalusia	AL
	American Business Supply & Service	1 W Park Dr	Birmingham	AL
	Bruce Office Supply	2625 2nd Ave N	Birmingham	AL
	Church & Stagg	917 2nd Ave	Birmingham	AL
	Dixie Data Business Products	3231 11th Ave North	Birmingham	AL
	Strickland Companies	481 Republic Cir	Birmingham	AL
	Florida Microfilm Corp.	6594 U.S Hwy 231 S	Dothan	AL
	Hudson Office Supply	2401 N Range St	Dothan	AL
	U.S. Business Products	PO BoX9172	Dothan	AL
	Printers & Stationers, Inc.	113 N Court St	Florence	AL
	OEC Office Plus	104 E I-65 Service Rd. N	Mobile	AL
	Office Solutions & Innovations	776A Lakeside Dr	Mobile	AL
	Berney Office Solutions	10690 John Knight Close	Montgomery	AL
	Wilson & Wilson, Inc.	PO BoX230454	Montgomery	AL
	One Source Office Products	2709 10th Street	Northport	AL
	Alabama Office Supply Co	201 S 8th St	Opelika	AL
	Berry and Dunn Office Equipment	125 E Laurel St	Scottsboro	AL
	Brannon's Inc.	144 E St N	Talladega	AL
	Afflink	1400 Afflink Pl	Tuscaloosa	AL
Kyle Office Solutions	1020 21 Ave	Tuscaloosa	AL	
Red Rhino Office Supplies	5427 Anna Ln	Tuscaloosa	AL	
Tuscaloosa Office Pr. & Sup.	612 Greensboro Ave	Tuscaloosa	AL	
Arkansas - 17	Schwegman's Office Supply	308 E Main St.	Batesville	AR
	Dan Cook's Office Products	112 Garden Oaks Dr SW	Camden	AR
	Coleman's Office & School Prod	PO BoX1120	Conway	AR
	El Dorado Printing&Stationery	332 S Washington	El Dorado	AR
	Government Supply Services, LLC	1015 NW Ave., Ste 360	El Dorado	AR
	Allied Corporate Furniture	3606 E Highland Dr	Jonesboro	AR
	Pettus Office Products	2 Freeway Dr	Little Rock	AR
	Settle Office Products Inc	4412 MacArthur Dr	N Little Rock	AR
	South Arkansas Business Solutions	3801 Camden Rd, Ste 23	Pine Bluff	AR
	Alaska Education and Recreational	3535 N Pleaant View Dr	Prescott Valley	AR
	Burris, Inc.	113 S. Arkansas Avenue	Russellville	AR
	Arkansas Office Products	5624 Commerce Ct.	Sherwood	AR
	Bell Office Supply	815 S Mt. Olive	Siloam Springs	AR
	The Paper Clip	PO BoX1237	Siloam Springs	AR
New Legacy Business Products / Office	920 71 Plaza Ct. #A	Springdale	AR	
Swaim Office Products	13 S 12th St	Van Buren	AR	
Stuart's of El Dorado, Inc.	109 Brent Rd Ste A	West Monroe	AR	
Arizona - 16	EVOS	3265 N Delaware St.	Chandler	AZ
	Northern Office Products & Office	793 S Cold Water Ln	Dewey	AZ
	M.L. & H Computer Services	390 N BRd St	Globe	AZ
	Office Express	274 Glance St	Globe	AZ
	Lofgreen's Office Products	535 West Iron Avenue #112	Mesa	AZ
	Canyon Computer Supplies	1509 E Washington St	Phoenix	AZ
	GOS Products for Business	11226 N 23rd Ave, Ste 102	Phoenix	AZ
	IQ Total Source	5055 E Washington Ste 220	Phoenix	AZ
	Specialized Office System	19235 N Cave Creek RD	Phoenix	AZ
	OPACS Inc.	PO BoX14635	Scottsdale	AZ
	Baker's Office City	601 E Old Linden Rd	Show Low	AZ
	Office Smart	247 S 7th St	Sierra Vista	AZ
	Wist 311	107 W Julie Dr	Tempe	AZ
	Gibson's Office Supply	4555 E Broadway Blvd.	Tucson	AZ
	Roadrunner Office Supply	926 W Grant Rd	Tucson	AZ
Hoppstetter's Office Products	102 S Main St.	Yuma	AZ	

California - 134	GCS Supplies	28862 Garnet Hills Ct	Agoura	CA
	Doran Business Products	1173 N Kraemer Blvd	Anaheim	CA
	Walker's Office Supplies	1127 Grass Valley Hwy.	Auburn	CA
	Flyods Office Solutions	5300 District Blvd	Bakersfield	CA
	O'Leary's Office Products	4550 Easton Dr	Bakersfield	CA
	Sag Supplies	2401 E Brundage Ln #B	Bakersfield	CA
	Stinson Stationers	200 Sonora Street	Bakersfield	CA
	Alko Office Supply	2225 Shattuck Ave.	Berkeley	CA
	The Office Point	9200 W Olympic Blvd Ste 104	Beverly Hills	CA
	CIPAC Comercializadora	413 Rood Rd, Bldg C, Ste 8	Calexico	CA
	Clip's Mart Inc	233 Pauline Ave #7777	Calexico	CA
	Ponderosa Office Supply	850 Calle Plano, #B	Camarillo	CA
	Modern Data Products	22122 Sherman Way, Ste 209	Canoga Park	CA
	Modern Imaging Solutions	22122 Sherman Way, Ste 209	Canoga Park	CA
	Office Xpress, Inc.	7705 Alabama Ave	Canoga Park	CA
	Treibles Office Products, Inc.	2743 Castro Valley Blvd	Castro Valley	CA
	Complete Office CA	12724 Moore St	Cerritos	CA
	American Office Products	10030 Remmet Ave	Chatsworth	CA
	A'N B Stationery, Inc.	20755 Plummer St	Chatsworth	CA
	JB Office	9301 Jordan Ave #106	Chatsworth	CA
	JD Office Products	9612 Owensmouth Ave	Chatsworth	CA
	West Coast Business Products	9749 Independence Ave	Chatsworth	CA
	Elgin School Supply Co., Inc.	260 Ryan Ave	Chico	CA
	Purchasers Choice	13841 Roswell Ave, Ste J	Chino	CA
	CDS Office Products	3590-A Cadillac Ave	Costa Mesa	CA
	Mazer Total Medical Supply	727 S Midhurst Dr	Covina	CA
	Central Valley Office Supply	905 Main St	Delano	CA
	Source One Office Products	9830 S Norwalk Blvd	Downey	CA
	Office Supply Co.	569 W Main St	El Centro	CA
	Glennie's Office Products	410 W Fifth Ave	Escondido	CA
	Office Source 360	1321 E Marinette Ave	Exeter	CA
	Angels Office Supply	744 W Whitesbridge Ave	Fresno	CA
	Drumright's Office Supply	1945 N Fine, #105	Fresno	CA
	Executive Business Products	3462 W Holland Ave	Fresno	CA
	All States Office City, Inc.	PO BoX10368	Glendale	CA
	Economy Office Supply Co	1725 Gardena Ave	Glendale	CA
	T.H.E. Office City	3167 Corporate Pl	Hayward	CA
	The Office Spot	545 Dry Creek Rd.	Healdsburg	CA
	Radston's Office Supply	675 Alfred Nobel Dr	Hercules	CA
	Gorilla Stationers LLC	15165 Triton Ln	Huntington Beach	CA
	Newport Stationers	17681 Mitchell North	Irvine	CA
	Reliable Office Solutions-Irvine	16872-A Hale Ave	Irvine	CA
	Southwest School & Office Supply	3790 De Forest Circle	Jurupa Valley	CA
	Monster Technology LLC	15342 Hawthorne Blvd #302	Lawndale	CA
	SB Office Supplies	3266 Cherry Ave	Long Beach	CA
	World Trade Office Supplies In	One World Trade Ctr#193	Long Beach	CA
	Business Products Distributors	10571 Calle Lee, Ste 147	Los Alamitos	CA
	Bluebird Office Supplies	2110 Pontius Ave	Los Angeles	CA
	Business Products Unusual	915 Venice Blvd	Los Angeles	CA
	Digital Buyer	155 W Washington Blvd,	Los Angeles	CA
	Star Office Supplies	5200 W 104th St	Los Angeles	CA
	TAJ Office & School Supply	11410 Long Beach Blvd	Lynwood	CA
	Divine Imaging, Inc.	21323 Pacific Coast Hwy	Malibu	CA
	One Stop Office Products	4968 Joe Howard St Ste C	Mariposa	CA
	Central Sanitary Supply	416 N 9th St	Modesto	CA
	Warden's Office Products	1415 J St	Modesto	CA
	Value Business Products	16175 Monterey Rd	Morgan Hill	CA
	Competitive Advantage Group	41775 Elm St, Unit 403	Murrieta	CA
	Warehouse Office & Paper Products	11131 B Vanowen St	North Hollywood	CA
	Blaisdell's Business Products	474 Roland Way	Oakland	CA
	Give Something Back	7730 Pardee Ln	Oakland	CA
	Discount Warehouse	1070 N Batavia St Ste B	Orange	CA
	Garza Industries, Inc.	1870 N Glassell St	Orange	CA
	Lindy Office Products	1247 W Grove Ave	Orange	CA
	Let Locker dba Keokit	855 El Camino Real Ste 13A-	Palo Alto	CA
	Federal One Supplies	9253 1/2 Cedros Ave	Panorama City	CA
	Federal One Supplies	9253 1/2 Cedros Ave	Panorama City	CA

California - 134	Supplymates	40 N. Altadena Drive, Ste. 206	Pasadena	CA
	Fishman Supply Company	1345 Industrial Ave	Petaluma	CA
	Office Industries	600-AS Jefferson	Placentia	CA
	TonerImaging	PO BoX12166	Pleasanton	CA
	Inland Office Products Co.	302 Hershey St.	Pomona	CA
	Office Advantage	12556 Kirkham Ct, Ste 1	Poway	CA
	San Diego Office Supply, LLC	12556 Kirkham Ct.	Poway	CA
	Navyone.com	12556 Kirkham Ct Ste 1	Poway	CA
	Forest Stationers	531 Main St	Quincy	CA
	Express Office Products, Inc.	11431 Sunrise Gold Cir Ste D	Rancho Cordova	CA
	DAISY IT Supplies, Sales & Svc	8575 Red Oak Ave	Rancho Cucamonga	CA
	Kivley's Office Supply	4564 Mountain Lakes Blvd.	Redding	CA
	Reliable Office Solutions	3570 14th St, Riverside	Riverside	CA
	Reliable Office Solutions	3570 14th St	Riverside	CA
	Burketts Office Supply	8520 Younger Creek Dr	Sacramento	CA
	Golden State Office Solutions	3050 Fite Cir	Sacramento	CA
	River City Office Supply	1230 T St	Sacramento	CA
	Sierra Office Supply & Printing	9950 Horn Rd.	Sacramento	CA
	J.R. Freeman Office Products	123 S D St	San Bernardino	CA
	Buy Smart LLC	525 B St Ste 1500	San Diego	CA
	Clary Business Machines	6224 Ferris Sq Ste C	San Diego	CA
	Coronado Distribution Co Inc	8653 Avenida Costa Norte	San Diego	CA
	Galaxie Defense Marketing Services	5330 Napa St Ste A	San Diego	CA
	Jayko International	4186 Sorrento Valley Blvd #L	San Diego	CA
	New Century Technologies Inc.	4290 Kendall St	San Diego	CA
	San Diego Office Supply	12556 Kirkham Ct.	San Diego	CA
	Veteran Logistics	3611 Dalbergia St.	San Diego	CA
	AAA Business Supplies & Interiors	325 Mendell St	San Francisco	CA
	Patrick & Co.	110 Minna St.	San Francisco	CA
	MBA Office Supply, Inc.	1554 Montague Expy	San Jose	CA
	Mission Office Products	3621 Sacramento Dr., B	San Luis Obispo	CA
	Cole Office Supply	1245 A Stone Dr	San Marcos	CA
	Source Rite	549 Echo Ln	San Marcos	CA
	A-1 Office Concepts	793 W Channel St	San Pedro	CA
	American Warehouse	1513 W Alton Ave	Santa Ana	CA
	Federal Office Supplies, Inc.	1404 D So. Ritchey St	Santa Ana	CA
	Palace Art & Office Supply	2606 Chanticleer Ave	Santa Cruz	CA
	Pacific Office Products	14946 Shoemaker Ave Ste K	Santa Fe Springs	CA
	Power Office Products	12015 Slauson Ave, Ste G	Santa Fe Springs	CA
	Avalon Investments	4528 Bennett View Dr	Santa Rosa	CA
	Curry's Discount Inc	401 Olive St	Santa Rosa	CA
	Arnold's Office Products	10439 Prospect Ave.	Santee	CA
	Able Advanced Technologies	2205 First St #104	Simi Valley	CA
	Office Product Solutions	4212 E Los Angeles Ave	Simi Valley	CA
	National Office Outlet CA	25876 The Old Rd #284	Stevenson Ranch	CA
	Taber Sales	19011 Rd 196	Strathmore	CA
	Summit Business Products	8525 Telfair Ave	Sun Valley	CA
	Capital Office Products	15840 Monte St, #104	Sylmar	CA
	Witt's "Everything For The Office"	20437 Brian Way	Tehachapi	CA
	Crimson Imaging Supplies	4011 Pacific Coast Highway	Torrance	CA
	Government Office Supplies Direct	4011 Pacific Coast Hwy	Torrance	CA
	pcRUSH.com	4232 Artesia Blvd	Torrance	CA
	The Office BOSS, Inc.	12177 Business Pk Dr #2	Truckee	CA
	Lowmarkup Inc.	2640 Walnut Ave., Unit F	Tustin	CA
	Mendo-Lake Office Products	203 S Main St	Ukiah	CA
	KTEK Products&Systems,Inc	PO BoX5909	Vallejo	CA
	The Vallejo Stationers	1032 Alabama St	Vallejo	CA
	Harris Office Products	7100 Valjean Ave	Van Nuys	CA
	Office Works	15401 Anacapa Rd.	Victorville	CA
	Quantum Office Products	12180 Ridgecrest Rd #328	Victorville	CA
	Cal Bennetts	615 N Plaza Dr	Visalia	CA
	MMG Technology Group Inc	2251 Del Monte St	W Sacramento	CA
	Taylor's Office Supply Co.	440 Main St	Watsonville	CA
	Greenhaven Supply	6430 Variel Ave Ste 109	Woodland Hills	CA
	New Century Imaging	6430 Variel Ave Ste 109	Woodland Hills	CA
	Office Solutions CA	23303 LaPalma Ave	Yorba Linda	CA
	Affordable Office Furniture & Supplies	1100 Garden Hwy. #400	Yuba City	CA

Colorado - 18	Sandys Office Supply	630 E Hyman Ave	Aspen	CO
	Piedmont Office Suppliers	3251 Revere St. #200	Aurora	CO
	Quality Office Products	7347 S Revere Pkwy	Aurora	CO
	Arrow Office Equipment	2418 30th St	Boulder	CO
	SameDay Office Supply	7076 S Alton Way, Bldg F	Centennial	CO
	Sun Office Products	7347 S Revere Pkwy	Centennial	CO
	Rhino Office Products, Inc.	17 W Las Vegas St	Colorado Springs	CO
	Sweet Office Supplies	3110 Century St	Colorado Springs	CO
	Total Office Solutions	931 S Tejon St.	Colorado Springs	CO
	EON Office 329	11600 E 56th Ave	Denver	CO
	My Office Etc	2550 W Barberry Pl	Denver	CO
	Citron Workspaces	13350 W 43rd Dr	Golden	CO
	Source Office Products	13350 W 43rd Dr	Golden	CO
	Mtn. West Office Products	1649 Main Street	Grand Junction	CO
	Printers Paper & More	218 E Denver, Ste B	Holyoke	CO
	Printers Paper & More	800 E Denver St	HOLYOKE	CO
	Gobin's Inc.	615 N Santa Fe Ave	Pueblo	CO
	Journal Office Supply Company	119 N Second St	Sterling	CO
Connecticut - 3	Bardell Printing & Office Supplies	42 Michael St	East Haven	CT
	Suburban Stationers, Inc.	693 High St	Middletown	CT
	Consumers Interstate Corp	2 Consumers Ave	Norwich	CT
DC - 5	Bluebay Office Inc.	4856 Sedgwick St NW	Washington	DC
	Capital Services & Supplies	3125 MLK JR AVE S.E.	Washington	DC
	PPremier Suppliers	1020 49th St NE	Washington	DC
	Standard Office Supply	35 Sheridan St NW	Washington	DC
U.S. Office Solutions	2614 28th St NE	Washington	DC	
Florida - 50	America's Office Source	706 Turnbull Ave Ste 305	Altamonte Springs	FL
	COLAMCO, Inc.	224 W Central Pkwy,#1006	Altamonte Springs	FL
	Natural Wellness Solutions	7918 Rinehart Dr	Boynton Beach	FL
	Keeton's Office Supply Co.	817 Manatee Avenue W	Bradenton	FL
	Ernie Morris Enterprises	232 N Main St	Bushnell	FL
	Delfin Trading Co	1204 Flamingo Dr	Cape Coral	FL
	Florida OfficeMart LLC	26986 US Hwy 19 N	Clearwater	FL
	ReStockIt, Inc.	4350 Oakes Rd Ste 512	Davie	FL
	Capital Office Products	210 Fentress Blvd.	Daytona Beach	FL
	Wallenbrock Supply	1870 Boy Scout Rd.	Fort Myers	FL
	Random Source	3400 SW 25 Terrace #A-8	Ft Lauderdale	FL
	The Office Cart, LLC	1475 Cypress Creek Rd, StE	Ft. Lauderdale	FL
	Central Florida Office Plus	10 N.W Sixth St	Gainesville	FL
	Supplies Now Inc.	300 Woodlake Blvd #203	Greenacres	FL
	Diskettes Unlimited Inc.	2131 W 60 St	Hialeah	FL
	Office Express Supply	8005 W 20th Ave.	Hialeah	FL
	Smith Office & Computer Supply	1009 S 21st Ave	Hollywood	FL
	Advantage Online Products, LLC	5285 Shad Rd, #400-239	Jacksonville	FL
	CNC Federal Government	1650 Margaret St.	Jacksonville	FL
	CNC Federal Supplies	1650 Margaret St.	Jacksonville	FL
	Gator Office Products	11741 Phillips Hwy.	Jacksonville	FL
	Mac Papers Inc	3300 Phillips Hwy	Jacksonville	FL
	TOTAL Office Products	9452 Philips Hwy., #7	Jacksonville	FL
	GLT Office Plus Business Center	2929 S COMBEE RD	Lakeland	FL
	ABC Biz Supply	12864 Biscayne Blvd #133	Miami	FL

Florida - 50	Best Office	2461 NW 72nd Ave	Miami	FL
	Best Wholesale Office Products	3563 NW 82nd Ave	Miami	FL
	DBZ E-Venture, LLC	15321 S Dixie Hwy Ste 309	Miami	FL
	Galloway Office Supplies	10201 NW 21st St	Miami	FL
	Workspace Supply Inc	3001 W Hallandale Beach	Miramar	FL
	Genco Wholesale OfficeSupplies	2291 J & C Blvd	Naples	FL
	Marco Office Supply	220 Industrial Blvd	Naples	FL
	Veytec, Inc.	2418 Silver Star Rd	Orlando	FL
	Wattles Office Supply & Business	110 S 2nd St	Palatka	FL
	Leitz Office Products	1119 Florida Ave	Panama City	FL
	Gulf Coast Office Products	6020 Enterprise Dr	Pensacola	FL
	Merchants Paper Co.	1800 Barrancas Ave	Pensacola	FL
	BSG Partnership	130 Corridor Rd #2482	Ponte Vedra Beach	FL
	Hustons Office Supplies	3078 Monroe St.	Stuart	FL
	Capitol Supply, Inc.	1000 Sawgrass Corporate	Sunrise	FL
	OTS - Office Technology Supplies	1101 Sawgrass Corp. Pkwy.	Sunrise	FL
	Elite Office and Business Solutions	501-A Capital Cir SE	Tallahassee	FL
	Signature Office Products	668-12 Capital Circle NE	Tallahassee	FL
	ApeXOffice Products, Inc.	5209 N Howard Ave	Tampa	FL
	Freedman Office Supply, LLC	5035 W Hillsborough Ave	Tampa	FL
	My Office Products	121 Kelsy Ln	Tampa	FL
Office Product Solutions	6604 Harney Rd.	Tampa	FL	
Sahil Distribution LLC	5002 W Linebaugh Ave	Tampa	FL	
Tylander's Office Solutions	535 24th St	West Palm Beach	FL	
Central Florida Data Supply	6801 University Blvd # 9	Winter Park	FL	
Georgia - 45	Reliable Paper, Inc.	1030 Northpoint Pkwy	Acworth	GA
	Pointer Office Products, LLC	140 Sweetbay Circle	Alpharetta	GA
	Thornton Brothers	PO Box 80366	Athens	GA
	Artlite Office Supply Co.	1860 Cheshire Bridge Rd	Atlanta	GA
	CWC Office Supplies & Printing	4343 NorthE Expy.	Atlanta	GA
	Freeman Forms & Supplies aka	800 Doug Davis Dr	Atlanta	GA
	General Paper Goods Co.	PO BoX16829	Atlanta	GA
	Ontimesupplies (M2Commerce)	PO BOX888016	Atlanta	GA
	Peachtree Supplies	1801 Peachtree St.	Atlanta	GA
	WPS Business Products	3417 Oakcliff Rd	Atlanta	GA
	Augusta Office Solutions, LLC	PO Box 2662	Augusta	GA
	Weinberger's Office Supply	2521 Reynolds Ind Blvd	Augusta	GA
	Tristate Office Products	1503 E Shotwell St	Bainbridge	GA
	Encore Office Products	5215 Palmero Ct Ste 102	Buford	GA
	Malone Office Environments	1345 13th Ave	Columbus	GA
	The Overby Company	PO Box 4258	Columbus	GA
	Alpha Office Products	201 Kelly Mill Rd	Cumming	GA
	One Source Business Products	105 E Morris St	Dalton	GA
	Mustang Computers and Supplies	160 Clairmont Ave	Decatur	GA
	Sheffield Office Products, Inc.	3400-B Corporate Way	Duluth	GA
	Advanced Office Solutions	2656 White Sulphur Rd	Gainesville	GA
	McGarity's Business Products	870 Grove St	Gainesville	GA
	School Tools & Office Pro's	2121 Browns Bridge Rd	Gainesville	GA
	VIP Office Furniture & Supply	109A Central Avenue	Hinesville	GA
	Patriot Office Products	19 Latimer Lane NE	Kennesaw	GA
	Quick Delivery Office Supply	975 Cobb Pl Blvd. #211	Kennesaw	GA
	Loy's Office Supplies	228 Main St	La Grange	GA
	Preferred Office Supply & Printing of	507 E Villanow St.	Lafayette	GA
	Nelson Business Products	1775 Spectrum Dr Bldg 2 Ste	Lawrenceville	GA
	Wholesale School Supply, Inc.	4425 Business Park Ct SW	Lilburn	GA
	Creative Sales / Govt Sales LLC	4547 Knight Rd	Macon	GA
	Creative Sales Solutions	4547 Knight Rd.	Macon	GA
	Macon/Greenbar Computer & Office	139 Woodfield Dr	Macon	GA
	Federal Supply Depot	1280 Oakbrook Dr	Norcross	GA
	Minton-Jones Company	1280 Oakbrook Dr	Norcross	GA
	Perimeter Office Products, Inc	1705 Corporate Dr. Ste 415	Norcross	GA
	Office Services	1042 Lynes Ave	Savannah	GA
Total Office Products Service	2740 Cumberland Blvd.	Smyrna	GA	
Browns Office Centre	1013 S Main St	Sylvania	GA	
Ponders, Inc.	117 N Madison St	Thomasville	GA	
Rumble's Inc.	1319 W Jackson St	Thomasville	GA	
Southern Office Supplies LLC	PO BoX1407	Tifton	GA	
Frontier Marketing Of Georgia	4947 Lavista Rd	Tucker	GA	
Lee Office Equipment Company	201 W Hill Ave	Valdosta	GA	
Best Office Solutions	142 S Liberty St	Waynesboro	GA	

Hawaii - 4	EDP Products Co., Inc.	99-1112 Iwaena St	Aiea	HI
	HSC Office Products	99-1418 Koaha Pl	Aiea	HI
	Conrad Enterprises, Inc	301 Sand Island Access Rd	Honolulu	HI
	Maui Chemical & Paper Products	875 Alua St #101	Wailuku	HI
Iowa - 18	Office Products Center, Inc.	PO BoX127	Carroll	IA
	Tallgrass Business Resources	218 2nd St	Coralville	IA
	Iowa Illinois Office Solutions	5117A Tremont Ave	Davenport	IA
	Koch Brothers, Inc.	325 Grand Ave	Des Moines	IA
	Storey Kenworthy	1333 Ohio St	Des Moines	IA
	Weber Paper Company	4300 Chavenelle Rd	Dubuque	IA
	Iowa Business Suppl	804 S Capitol St.	Iowa City	IA
	McFarland-Swan, Mississippi Vly	24 South 10th Street	Keokuk	IA
	The Education Station - NSSEA	700 E Central Ave NE	Le Mars	IA
	Rite Price Office Supply, Inc.	214 S Frederick	Oelwein	IA
	Greenleys, Corp	PO BoX29	Sigourney	IA
	Office Elements Group	713 Nebraska St	SiouxCity	IA
	Janitors Closet dba Spencer Office	502 Southmoor Dr SW	Spencer	IA
	Buena Vista Stationery & Printing	111 E Sixth St	Storm Lake	IA
	Triplett Office Essentials	3553 109th St	Urbandale	IA
	Monkeytown	305 1st Ave	Vinton	IA
Matt Parrott/Storey Kenworthy	514 Bratnobar St.	Waterloo	IA	
Excel Business Supplies	800 S 19th St	West Des Moines	IA	
Idaho - 8	Office Experts, LLC	5495 W Kendall St.	Boise	ID
	Paper Clips A'Mor	8491 W Elisa St.	Boise	ID
	Interstate Office Supply	3640 N Cederblom St	Couer D'Alene	ID
	Office Value Inc.	1300 E Kalispell St.	Meridian	ID
	RDS Technology Solutions dba Office	405 N Greensferry Rd #1704	Post Falls	ID
	Porter's Office Products	1050 N 2nd East	Rexburg	ID
	Gem State Paper and Supply	1801 Highland Ave E	Twin Falls	ID
	Harvey's Office Plus	1860 Kimberly Rd.	Twin Falls	ID
Illinois - 49	Royal Office Products	8 W Broadway	Alton	IL
	Egyptian Stationers	129 W Main St	Belleville	IL
	Chicago Office Products	9710 Industrial Dr	Bridgeview	IL
	Accurate Office Supply	260 Grezevske Ln	Carol Stream	IL
	Integrated Purchasing Options	100 Detroit St Ste 102	Cary	IL
	Rogard's	2901 Boardwald Dr STE A	Champaign	IL
	Atlas Stationers, Inc.	227 W Lake St	Chicago	IL
	The Standard Companies	2601 S ARCHER AVE	Chicago	IL
	Village Supplies, Ltd.	3622 S Morgan St	Chicago	IL
	Office Equipment Sales	5319 W 25 St	Cicero	IL
	Arnold's Office Supply	3716 N Vermilion	Danville	IL
	Striglos Office Equipment	150 E William St	Decatur	IL
	Shane's Office Products	2717 Curtiss St.	Downers Grove	IL
	Logsdon Office Supply	1055 Arthur Ave	Elk Grove	IL
	Runco Office Supply & Equipment	1655 Elmhurst Rd.	Elk Grove Village	IL
	West Suburban Office Products	178 N York Rd	Elmhurst	IL
	Office Specialists, Inc.	143 E Ferris St	Galesburg	IL
	BEC Office Products, Ltd	2930 madison ave	Granite City	IL
	TNT Deals Inc /dba/ Pens N More	7734 W 99th St	Hickory Hills	IL
	Markelz Office Products, Inc.	121 Airport Dr	Joliet	IL
	Helanders	28835 N Herky Dr., #221	Lake Bluff	IL
	Lasalle Office Supply Inc	901 First St	LaSalle	IL
	Mid-City Office Products	2124 Harlem Rd	Loves Park	IL
	Pohls Office Supply	809 Washington St	Mendota	IL
	FJT Office Supplies	121 W. Jefferson	Morton	IL
	Warehouse Direct	2001 S Mt Prospect Rd	Mount Prospect	IL
	Warehouse Direct Inc	2001 S Mt Prospect Rd	Mount Prospect	IL
	Modern Office Interiors	538 W 5th St	Naperville	IL
	Garvey's	7500 N Caldwell Ave	Niles	IL
	Nordisco Office Products	5673 W Howard St	Niles	IL
	Tribune Products Co.	5719 W Howard St	Niles	IL
	Genesis Technologies, Inc.	2942 MacArthur Blvd	Northbrook	IL
	Ottawa Office Supply	209 W Main St	Ottawa	IL
	Park Ridge Stationers	1305 Rand Rd	Park Ridge	IL
	Point Nationwide LLC	5600 N River Rd, Ste 700	Rosemont	IL
	Source One Office Products	380 Production Dr	South Elgin	IL
	Walton Office Supply, Inc.	503 W Taft Dr	South Holland	IL
	CDS Office Technologies	612 S Dirksen Pkwy	Springfield	IL

Illinois - 49	Midwest Office	3700 W Wabash Ave	Springfield	IL
	Midwest Office-Missouri Branch	3700 W Wabash Ave	Springfield	IL
	Office HQ	1503 N 29th	Springfield	IL
	Presentations Direct, LLC	PO BoX4603	Springfield	IL
	Wiley Office Furniture	301 E Laurel St	Springfield	IL
	Meadows Office Supply & Equipment	30W260 Butterfield Rd., Ste	Warrenville	IL
	Office Plus Solutions & Supply	1428 Glen Flora Ave	Waukegan	IL
	Lewis Paper International, Inc.	1400 S. Wolf Rd., Ste. 100	WHEELING	IL
	Lowery McDonnell Company	255 Mittel Dr	Wood Dale	IL
	Twist Office Products	945 Edgewood Ave, Ste A	Wood Dale	IL
Document Imaging Dimensions, Inc.	205 Beaver St	Yorkville	IL	
Indiana - 31	Miller Huggins	1212 Meridian St	Anderson	IN
	The Office Shop, Inc.	131 Village Sq	Batesville	IN
	Bedford Office Supply, Inc.	1634 I St	Bedford	IN
	Kramer & Leonard, Inc.	312 Roberts Rd	Chesterton	IN
	Altstadt Office City	1550 Baker Ave	Evansville	IN
	Smith & Butterfield	2800 Lynch Rd	Evansville	IN
	A.M.O. Office Supply	200 E Main St	Fort Wayne	IN
	Allen Business Machines aka ABM CO	1816 S Calhoun St	Fort Wayne	IN
	Carriage Paper Products	3825 Superior Ridge Dr	Fort Wayne	IN
	Seely Office Solutions, Inc.	5618 Industrial Rd	Ft Wayne	IN
	Hancock Office	6387 N 250 E	Greenfield	IN
	Sharp School Services	6400 Lincoln Way	Hobart	IN
	Cannon IV, Inc.	PO BoX441450	Indianapolis	IN
	Complete Office Supply, Inc.	7209 E 86th St	Indianapolis	IN
	ICC Business Products	3164 N Shadeland	Indianapolis	IN
	Office360	7301 Woodland Dr	Indianapolis	IN
	Hoffman Office Supply, Inc.	116 E 7th St	Jasper	IN
	Rite Quality Office Supplies	710 N Washington St	Kokomo	IN
	Smith Office Equipment Co.,Inc	PO Box 157	Lafayette	IN
	Kemp's Office City	812 Lincolnway	Laporte	IN
	Commercial Office Products&Sup	58785 Executive Drive	Mishawaka	IN
	Thomas Business Center	333 N Franklin St	Muncie	IN
	McShanes Inc	1844 45th St	Munster	IN
	Kentuckiana Copy Supply Inc	1912 Unruh Court	New Albany	IN
	Rosa's Office Plus	20 S Eleventh St	Richmond	IN
The Office Center	105 S Broadway	Seymour	IN	
Thiemann Office Products, Inc.	34 North 6th Street	Terre Haute	IN	
Office Connection	104 Broadway St	Vincennes	IN	
Wildman First Aid	800 S. BUFFALO STREET	Warsaw	IN	
Hudson Office Solutions	900 W National Highway	Washington	IN	
Flex-Pac	6075 Lakeside Blvd.	Zionsville	IN	
Kansas - 13	Navrat's Office Products	728 Mechanis St	Emporia	KS
	Roberts Hutch-Line	413 E Third	Hutchinson	KS
	M&M Office & School Supply	623 Massachusetts	Lawrence	KS
	Leavenworth Paper & Office Supply	521 S 2nd St	Leavenworth	KS
	Southern Office Supply Inc	417 N Kansas Ave	Liberal	KS
	American Discount Office Suppl	15342 S Keeler	Olathe	KS
	Rangel Distributing	1327 St. Louis Ave	Olathe	KS
	McCartys Office MachinesInc	1715 Main St	Parsons	KS
	Ettingers Office Supply Co.	723 N Broadway	Pittsburgh	KS
	Envision Xpress	2301 S Water	Wichita	KS
	Midwest Single Source	PO BoX49380	Wichita	KS
	Office Plus of KS	6010 N Broadway St.	Wichita	KS
Superior Computer Supply, Inc. aka	2355 S Edwards Ste A	Wichita	KS	
Kentucky - 20	Ashland Office Supply	PO BoX2409 2100 29th St	Ashland	KY
	Bissell's Inc.	83 E Peachtree Steet	Corbin	KY
	Complete Printer Source	1459 Jamike Ave	Covington	KY
	Green Group Ent dba Harrison and Co	411 W. 6th St.	Covington	KY
	Kerr Office	117 N Main St	Elizabethtown	KY
	Federal Supply	1840 Airport Exchange, Ste	Erlanger	KY
	Cardinal Office Products	PO BoX980	Frankfort	KY
	Barren County Business Supply	400 Sorenson Ave	Glasgow	KY
	Express One Source	101 Mallory Dr	Glasgow	KY
	Business Equipment Distrbutors	275 Klutey Pk Dr	Henderson	KY
	Cornettes Office Products and Service	2515 Ft. Campbell Blvd.	Hopkinsville	KY
	Action Business Suppliers	275 Gold Rush Rd	Lexington	KY
	Hurst Office Suppliers	500 Buck Pl	Lexington	KY
	Eagle Paper	1031 Lexington Rd	Louisville	KY
	Office Environment Company	1136 W Market St	Louisville	KY
	Howard D. Happy Company	1393 US 45	Mayfield	KY
	Office Equipment Co. of Owensboro	1701 Breckenridge St.	Owensboro	KY
	Petter Business Systems	5110 Charter Oak Dr	Paducah	KY
	Wilson Office Solutions	1755 Gholson Rd	Paducah	KY
	East Kentucky Chemical and Supply	PO BoX2199	Pikeville	KY

Louisiana - 30	Piazza Office Supply, Inc.	301 Pere Megret St	Abbeville	LA
	Sayes Office Supply	7603 Hwy 71 S	Alexandria	LA
	Office Direct	14020 Plank Rd	Baker	LA
	Parker Wholesale Paper Co.	9060 Industrial Dr	Bastrop	LA
	Louisiana Office Supply Co.	7643 Florida Blvd.	Baton Rouge	LA
	Office Centre aka Teachers Pet	312 N PARKERSON Ave	Crowley	LA
	Service Office Centre	312 N PARKERSON Ave	Crowley	LA
	Callais Office Furniture & Supply	14402 W Main	Cut Off	LA
	Louisiana Office Products	601 Edwards Ave	Harahan	LA
	STAT Office Supply, Inc.	PO BoX10370	Jefferson	LA
	GBPdirect, Inc.	20 Veterangs Blvd, Ste 110	Kenner	LA
	General Office Supply	1003 Jefferson St	Lafayette	LA
	Hi Tech Office Products	PO Box 61925	Lafayette	LA
	Dameron Pierson LLC	1367 RUE BAYONNE	Mandeville	LA
	Technology Products	PO BoX2137	Mandeville	LA
	DKI	PO BoX8817	Metairie	LA
	Metro Business Supplies LA	1512 L and A Road	Metairie	LA
	OfficeLink	4425 York St	Metairie	LA
	Dixie Office Products, Inc.	3760 Airline Highway	Metarie	LA
	L-H Printing & Office Supply	205 RailRd Ave	Morgan City	LA
	Bonded Carbon & Ribbon Company	744 St Charles Ave	New Orleans	LA
	Corporate Business Supplies	273 Plauche St	New Orleans	LA
	Ives Business Forms	5701 Crawford St	New Orleans	LA
	Mule-Durel	5813 Plauche St	New Orleans	LA
	Andrepoint Printing, Inc.	5043 I-49 S Service Rd.	Opelousas	LA
	Single Source Supply	PO BoX503	Scott	LA
	Bath Business Services	610 Market St	Shreveport	LA
	Ferris OfficeSmart	619 Milam St.	Shreveport	LA
	United Office Supply	4013 Maplewood Dr	Sulphur	LA
	KEM Supply House	102 W 4th St	Thibodaux	LA
Massachusetts - 12	The Paper Store, Inc	20 Main St	Acton	MA
	New England Office Supply	135 Lundquist Dr	Braintree	MA
	OSI Supply d/b/a Office Source	230 CAMBRIDGE STREET	BURLINGTON	MA
	University Stationery Co.	311 Massachusetts Ave	Cambridge	MA
	Ink Products Corp	25 Grove St	Chicopee	MA
	G.A. Blanco & Sons, Inc.	2 Green River Valley Rd	Great Barrington	MA
	Officeland of Mansfield	PO BoX687	Mansfield	MA
	Recycled Office Products	27 Walnut St	Peabody	MA
	Noble Sales Co. Inc.	302 Weymouth St	Rockland	MA
	BSC Supply, LLC	200 Fifth Ave Ste 3020	Waltham	MA
Maryland - 39	Union Office	226 Andover St	Wilmington	MA
	CAM Office Services Inc	30 Cummings Park	Woburn	MA
	ExpresswayOffice Solutions	1667 Knecht Ave	Baltimore	MD
	Rudolph's Office	5020 C.Campbell Blvd	Baltimore	MD
	Sue-Ann's Office Supply	4147 Hayward Ave.	Baltimore	MD
	EZ Print Supplies	6800 Distribution Dr	Beltsville	MD
	George W. Allen Co.	6800 Distribution Dr	Beltsville	MD
	Impact Office Products aka EZ Print	6800 Distribution Dr	Beltsville	MD
	Jacobs-Gardners Office Products	6911 Lauriel Bowie Rd Ste	Bowie	MD
	Office Express LLC	17207 Longleaf Drive	Bowie	MD
	Towne Stationers, Inc.	863 Washington Ave	Chestertown	MD
	Triton Business Systems, Inc.	12037 Distant Thunder Trail	Clarksville	MD
	Landis Office Center	151 N Centre St	Cumberland	MD
	A.J. Stationers	6810 Deerpath Rd Ste 425	Elkridge	MD
	Alliance Office Solutions LLC	25009 Silver Crest Dr	Gaithersburg	MD
	First Call Office Products	7611A Rickenbacker Dr.	Gaithersburg	MD
	GreenGov Supply	7926 Queenair Dr	Gaithersburg	MD
	Vantage Office Products, LLC	12154 Darnestown Rd, # 213	Gaithersburg	MD
	Office Suppliers, Inc.	13621 Crayton Blvd.	Hagerstown	MD
	Brown's Communications	10955 Golden W Dr	Hunt Valley	MD
Officelink Group	4213 Howard Ave	Kensington	MD	
JustTech	101 Catalpa Dr Ste 102	La Plata	MD	
Axiscore, LLC	9500 Arena Dr. Ste 440D	Largo	MD	
BonTay Inc	13314 Winshester Rd	LaValle	MD	
Liberty Office Supply	21550 Great Mills Rd	Lexington Park	MD	
The Harbor Interiors	137 National Plaza Ste 308	National Harbor	MD	
A1 Business Printing	2075 Clearview Dr	Owings	MD	
Douron, Inc.	10 Painters Mills Rd	Owings Mills	MD	

Maryland - 39	American Veterans Group	214 Park Rd	Riva	MD
	Cartridge Plus	214 Park Rd	Riva	MD
	Benjamin Office Supply	760 E. Gude Drive	Rockville	MD
	Benjamin Office Supply	760 E Gude Dr	Rockville	MD
	Gerry Smith Office Products In	15859 Redland Rd	Rockville	MD
	Office Images, Inc.	7650 Standish Pl, Ste 109	Rockville	MD
	Acme Paper and Supply Co., Inc	PO BoX422	Savage	MD
	Capitol Office Supply	21 Magothy Bridge Rd, #177	Severna Park	MD
	Apex GoGo	9466 Georgia Ave #15	Silver Spring	MD
	FedGov Supply & NIH Supply	7926 Queenair Drive	Silver Spring	MD
	C&C Office Supply	4530 Beech Rd	Temple Hills	MD
	The Supply Company, Inc	567 Commerce Dr, STE B	Upper Marlboro	MD
	Total Office Group, LLC	49 Industrial Park Dr.	Waldorf	MD
Maine - 2	Levesque Office Supply	PO BoX538	Madawaska	ME
	Warren's Office Supplies	329 Jagger Mill Rd	Sanford	ME
Michigan - 34	Officeville	1500 Woodview Dr.	Adrian	MI
	Smart Office Solutions, Inc.	3820 Plaza Dr	Ann Arbor	MI
	Thumb Office Supply	PO BoX307	Bad Axe	MI
	Great Lakes Office Products	840 Clark St	Big Rapids	MI
	Governor Business Solutions	15260 Commerce Dr South	Dearborn	MI
	Allied Office Specialists	1801 Howard St	Detroit	MI
	Arrow Office Supply Company aka	17005 Grand River Avenue	Detroit	MI
	The Office Connection	37676 Enterprise Court	Farmington Hills	MI
	Choice Office Products	4511 Miller Rd	Flint	MI
	Dunn's Business Solutions	134 S Otsego Ave.	Gaylord	MI
	Brady's Business Systems	8173 Embury Rd	Grand Blanc	MI
	Wirick, Inc.	1800-E Industrial Park Dr	Grand Haven	MI
	CCJJ Group, dba SupplyGeeks	4157 40th St SE	Grand Rapids	MI
	Integrity Business Solutions	4740 Talon Ct, Ste 8	Grand Rapids	MI
	Michigan Office Supplies - MOS	2859 Walkent Dr NW	Grand Rapids	MI
	Grand Office Supply	3061 Pine St SW	Grandville	MI
	Fris Office Outfitters	109 River Ave	Holland	MI
	Empire Office Products, LLC	PO BoX6129	Jackson	MI
	Zemlick Office Products & Furniture	3773 Sky King Blvd	Kalamazoo	MI
	SOS Office Supply	4722 50th St SE	Kentwood	MI
	DBI Business Interiors	912 E Michigan Ave	Lansing	MI
	LB Office Products	899 E Mandoline Ave	Madison Heights	MI
	Michigan Corporate Office Plus	30100 John R	Madison Heights	MI
	Jackpine Business Center	76 Filer St.	Manistee	MI
	Mono Machines LLC	PO BoX2620	Monroe	MI
	Global Office Solutions LLC	22759 Heslip Dr	Novi	MI
	Image One Corp	13201 Capital	Oak Park	MI
	Paramount Business Products	601 S GREMPS	Paw Paw	MI
	Kerr-Albert Office Supply	1121 Military St	Port Huron	MI
	Standard Office Supply	928 Military St	Port Huron	MI
	AVE Office Supplies	25325 Shiawassee Circle, #03	Southfield	MI
	Detroit Pencil Company	1940 Northwood	Troy	MI
	Office Express, Inc.	1280 E Big Beaver Rd,Ste A	Troy	MI
	Office Products Center S	1821 Watkins Lake Rd	Waterford	MI
Minnesota - 27	The Office Shop	211 MINNESOTA Ave	Aitkin	MN
	Viking Office Supply	2921 Hwy. 29S	Alexandria	MN
	Advanced Filing Solutions	3761 N Dunlap St	Arden Hills	MN
	North Country Business Product	1112 S RailRd St SE	Bemidji	MN
	InteGrand Solutions	9100 Baltimore St NE #100	Blaine	MN
	Miller Davis Office Products	9349 Penn Ave So.	Bloomington	MN
	Zerbee LLC	6645 James Ave N	Brooklyn Center	MN
	WECSYS LLC	8825 Xylon Ave N	Brooklyn Park	MN
	1Source	12550 W Frontgate Rd	Burnsville	MN
	Innovative Office Solutions	151 E Cliff Rd #40	Burnsville	MN
	Northern Business Products Inc	2326 W Superior St	Duluth	MN
	Cooper's Technology Group	102 E Lincoln Ave	Fergus Falls	MN
	OfficeNorth	1734 E 40th St	Hibbing	MN
	Bertelson Brothers, Inc.	6645 James Ave N	Minneapolis	MN
	General Office Products	4521 Hwy 7	Minneapolis	MN
	United Office Solutions	16180 Highway 7, Ste 2	Minnetonka	MN
	ibuyofficesupply.com/MN Computer &	14940 28th Ave N	Plymouth	MN
	STEC - Steadfast Technics	4080 W Broadway,Ste 104	Robbinsdale	MN
	Beckley's	125 Woodlake Dr. SE	Rochester	MN
	BuyBizSupplies	PO BoX8463	Rochester	MN
	BuyOnLineNowcom	4865 19th St NW Ste 110	Rochester	MN
	Med City Supply	4865 19th St NW Ste 110	Rochester	MN
	OfficeSuperSavers, Inc.	4865 19th St NW,Ste 110	Rochester	MN
	Schmidt-Goodman Office Product	1920 N Broadway	Rochester	MN
	Great River Office Products	115 S Wabasha St	St. Paul	MN
	Ed Davis Business Machines	920 E Litchfield Ave SE	Willmar	MN
	Davis Typewriter Company, Inc.	PO BoX416	Worthington	MN

Missouri - 22	Smart Business Products	1901 Vandiver Dr	Columbia	MO
	ASAP Business Solutions, Inc.	104 Washington St, Ste C	Doniphan	MO
	Watsons OC, Inc.	1585 Fenpark Dr	Fenton	MO
	Metro Office Supply	102 E Main St	Festus	MO
	Golden Ruler, Inc.	PO BoX1084	Hannibal	MO
Missouri - 22	K&M Office Products	2015 Washington St	Independence	MO
	Office Products Alliance	101 S Main St	Independence	MO
	Koestner Office Products Inc	518 Cheyenne Dr	Jefferson City	MO
	Schriefer's Office Equipment	215 Metro Dr	Jefferson City	MO
	Four State	720 E 4th St	Joplin	MO
	Alphapointe	7501 Prospect	Kansas City	MO
	Data Essentials	3150 Mercier, Unit 558	Kansas City	MO
	Phoenix Office Products	3001 Nicholson	Kansas City	MO
	Tierney Office Products	309 Westport Rd	Kansas City	MO
	Moe's Office Equipment Supplies	884 Rockridge Dr	Manchester	MO
	J & E's Office City	1589 Fenpark Dr	Maplewood	MO
	Triad's Office City	630 S Bishop Ave	Rolla	MO
	Moseley Discount Office Produc	431 S Ave	Springfield	MO
	Office Essentials, Inc.	1834 Walton Rd	St. Louis	MO
	Pedro's Planet, Inc.	9298 Dielman Industrial Dr	St. Louis	MO
Direct Express Office Supplies	PO BoX73	Wentzville	MO	
Norman Orr Office Supply	202 W Main St	West Plains	MO	
Mississippi - 16	Shamrock Medical & Office Supplies	8121 Victoria Dr	Biloxi	MS
	Business Machines Plus	1424 Harkner Blvd.	Columbus	MS
	OfficePro	515 Childs St	Corinth	MS
	Gulf Coast Business Supply	14484 DedeauxXRd.	Gulfport	MS
	Sun Coast Business Supply	1601 26th Ave	Gulfport	MS
	Standard Office Supply Co.	400 W Pine St	Hattiesburg	MS
	Barefield Workplace Solutions	251 W S St	Jackson	MS
	Better Marketing Konnection	5236 Highway 80 West	Jackson	MS
	Craft Office Plus	2301 Terry Rd.	Jackson	MS
	Mississippi Ind ForTheBlind	2501 N W St	Jackson	MS
	Southern Business Supply of Meridian	5685 Dale Dr	Marion	MS
	Smith Printing & Office Supply	294 1/2 Sgt S Prentiss Dr	Natchez	MS
	Jackson Data Products	273 Commerce Park Dr	Ridgeland	MS
	Office Products Plus	208 Park Court	Ridgeland	MS
	Weatherall's	215 Commerce St	Tupelo	MS
S & L Office Supplies, Inc	1201 Hwy 90	Waveland	MS	
Montana - 8	360° Office Solutions, Inc.	3676 Pierce Pkwy	Billings	MT
	Lee's Office Equipment &Supply	170 W Granite St	Butte	MT
	Boss Office Products	123 W Towne St	Glendive	MT
	Pickwicks Office Works	601 9th Street South	Great Falls	MT
	J2 Office Products	700 Sunset Blvd	Kalispell	MT
	Lombard Office Solutions	506 W Main St	Lewiston	MT
	Missoula's Office City	115 W Broadway	Missoula	MT
Office Solutions & Services	1020 N Ave West	Missoula	MT	

North Carolina - 31	TNT Supplies	PO BoX58	Ararat	NC
	Archdale Office Supply	115 Trindale Rd	Archdale	NC
	Hoyle Office Solutions	180 Glenn Bridge Rd	Arden	NC
	Young Office Supply	71 Thompson St	Asheville	NC
	WJ Office	118 S Big Valley St	Boone	NC
	Carolina Business Supplies	6148 H Brookshire Blvd	Charlotte	NC
	FSloffice	6410 Orr Rd	Charlotte	NC
	New Generation Product, Inc.	5736 N Tryon St Ste 223B	Charlotte	NC
	Preferred Printing Serv. Inc.	207 W 31st St	Charlotte	NC
	Star Stationers, Inc.	4400 Morris Park Dr	Charlotte	NC
	Sun Belt Office Suppliers	200 Southside Drive	Charlotte	NC
	Office Value	300 N Wilson Ave	Dunn	NC
	Brame Office Products	949 Washington St.	Durham	NC
	LC Industries	4500 Emperor Blvd	Durham	NC
	Williams Office Environments	407 Ray Ave	Fayetteville	NC
	Carolina Office Machines	1407 Mill Street	Greensboro	NC
	Piedmont Office Suppliers	3206 Rehobeth Church Rd	Greensboro	NC
	Eastern Carolina Vocational Center, Inc.	2100 N Greene St	Greenville	NC
	Taff Office Equipment Co Inc	226 W 8th St	Greenville	NC
	Bumbargers	1427 2nd St NE	Hickory	NC
	Carolina Ofc Equip of Hickory	1030 2nd Avenue NW	Hickory	NC
	Corporate Resources	704 Plaza Blvd., Ste B	Kinston	NC
	Anything Office, Inc.	309 Main St NW	Lenoir	NC
	Pack & Ship Mail Center	411 Blowing Rock Blvd	Lenoir	NC
	Kennedy Office	4211-A Atlantic Ave.	Raleigh	NC
	Regency Office Products	8024 Glenwood Ave,Ste 200	Raleigh	NC
	Reidsville's Office City	1445 Freeway Dr	Reidsville	NC
	Taylor Business Products	115 Clayton Ave	Roxboro	NC
	ILM Stationers	305 Raleigh St, Unit B	Wilmington	NC
	Fain Enterprises, Inc.	615 N Liberty St	Winston-Salem	NC
	Winston-Salem Industries for the Blind	7730 N Point Dr	Winston-Salem	NC
North Dakota - 4	Fireside Office Plus	PO BoX2116	Bismarck	ND
	Woodmansee's Office Supplies	114 N Fourth St	Bismarck	ND
	Hannah's	3803 Main Ave.	Fargo	ND
	Business Essentials	205 E Main Ave	West Fargo	ND
Nebraska - 10	Office Net, Inc.	PO BoX287	Fremont	NE
	Eakes Office Solutions	617 W Third St	Grand Island	NE
	Business World Products	634 W. 2nd Street	Hastings	NE
	Data Source Media	3505 N 48th St	Lincoln	NE
	Latsch's Inc	200 Oak Creek Dr	Lincoln	NE
	One Office Solution	435 W Norfolk Ave	Norfolk	NE
	Western Office Plus	435 Norfolk Ave	Norfolk	NE
	B&D Office Supply Center Inc	321 E 5th St	North Platte	NE
	Pay-LESS Office Supply	13467 Chandler Rd.	Omaha	NE
All Native Solutions	505 Ho-Chunk Plaza	Winnebago	NE	
New Hampshire - 1	Relyco Sales	121 Broadway	Dover	NH
New Jersey - 22	RE Business Solutions	1980 Old Cuthbert Rd	Cherry Hill	NJ
	All-State Legal	1 Commerce Drive	Cranford	NJ
	Cell Distributors, Inc.	319 Ridge Rd	Dayton	NJ
	Morris County Stationers & Books	240 US Highway 206	Flanders	NJ
	Chaiken Systems, LLC	10 Banta Pl, Ste 124	Hackensack	NJ
	Jasco Specialities & Forms	1302 Chestnut Pl	Haddon Heights	NJ
	A.M. Capen's Co., Inc.	1255 Liberty Ave	Hillside	NJ
	United Supply Corp.	700 S 21st St	Irvington	NJ
	IMPAC Computer Supplies	535 Liberty Ave	Jersey City	NJ
	Premier Office Supply	326 N 14th St	Kenilworth	NJ
	Acorn Office Products LLC	706 Route 15 S, Ste 201C	Lake Hopatcong	NJ
	State Copy	135 Pasadena Ave.	Lodi	NJ
	BF Molz Inc	4 E Stow Rd Ste 12	Marlton	NJ
	World of Accessories Inc	54 Freeman St	Newark	NJ
	Letterfolders.com	159 Paris Ave	Northvale	NJ
	Jiorle's Office Supplies	439 S Main St	Phillipsburg	NJ
	eQuipped dba eFurb.com	150 Ethel Rd W	Pscatawaay	NJ
	National Art & School Supplies	2195 Elizabeth Ave	Rahway	NJ
	CDS (Corporate Diversity Solutions)	615 Franklin Turnpike	Ridgewood	NJ
	Village Office Supply	600 Apgar Dr	Somerset	NJ
	CMF Business Supplies	3622 Kennedy Rd	South Plainfield	NJ
	MACO Office Supplies	1000 John F. Kennedy Blvd	Union City	NJ

New Mexico - 10	Beck Total Office Interiors	5300 Eagle Rock Ave Ste A	Albuquerque	NM
	Factory Express Inc.	3505 Constitution Ave NE	Albuquerque	NM
	Midway Office Supply Center	3831 Singer Blvd NE	Albuquerque	NM
	Rapid Refill / Albuquerque INK	3410 Hwy 528, Ste 105	Albuquerque	NM
	ReSource Office Products	2424 Candelaria Rd. NE	Albuquerque	NM
	Sandia Office Supply, Inc	3831 Singer Blvd NE	Albuquerque	NM
	The Office Center, Inc.	600 N Prince St	Clovis	NM
	Parker's Office Products, Inc.	714-C W Main St	Farmington	NM
	Butler's Office Equipment	1900 E Highway 66	Gallup	NM
	Matthews Office Supply Co	1526 Pacheco St Ste A	Santa Fe Springs	NM
Nevada - 6	Office Tree, LLC	2114 Inverness Dr	Henderson	NV
	Advance Office & Janitorial Sp	3261 S Highland Dr. Ste 602	Las Vegas	NV
	Global Industry Products Corp	6615 Escondito Ste C	Las Vegas	NV
	Ideal Office Equipment	1200 S Third St	Las Vegas	NV
	Office Plus of Nevada	40 N Mojave Rd.	Las Vegas	NV
A. Carlisle & Co.	975 Terminal Way	Reno	NV	
New York - 83	OK Office Products	29 Mill St	Albany	NY
	Eaton Office Supply	180 John Glenn Dr	Amherst	NY
	Hill & Markes	1997 ST Hwy 55	Amsterdam	NY
	Seely Conover's Office Centre, Inc.	333 W Main St	Amsterdam	NY
	Northeast Office Supply	9909 N Hill Rd	Arkport	NY
	ISE Office Plus	4422 BronxBldv	Bronx	NY
	Tannen's Stationery	363 E 149th St	Bronx	NY
	Alexander Supply Co	135 Gardner Ave	Brooklyn	NY
	All Citi Toner	178 Hewes St.	Brooklyn	NY
	Caprice Electronics	63 Flushing Ave., #100	Brooklyn	NY
	Complete Office Products	793 McDonald Avenue	Brooklyn	NY
	Court Street Office Supplies, Inc.	44 Court St	Brooklyn	NY
	Discover Group dba Office Network	2741 W 23rd St	Brooklyn	NY
	J&K Diversities Inc.	70 Franklin Ave	Brooklyn	NY
	Legacy Office Solutions, LLC	754 Jamaica Ave	Brooklyn	NY
	Montgomery Stationery & Printing Co.	5513 New Utrecht Ave	Brooklyn	NY
	National Craft	4403 15th Ave Ste 133	Brooklyn	NY
	OfficeSight, Inc.	770 Chauncey St	Brooklyn	NY
	Payless Office Products Corp.	87 34th St,Bldg 7	Brooklyn	NY
	Peck's Office Plus	1425 Jamaica Ave	Brooklyn	NY
	Quality Supply Shop	764 Kent Ave	Brooklyn	NY
	Silver Office Supplies Inc	24 Lynch St	Brooklyn	NY
	Toys 4 U USA	232 Lee Avenue	Brooklyn	NY
	Haskel New York Inc	1946 Ocean Ave	Brooklyn	NY
	PNB Sales Inc	68 Heyward St	Brooklyn	NY
	Weiss Stationery	438 Central Ave	Cedarhurst	NY
	Chudy Paper Co.	2615 Walden Ave.	Cheektowaga	NY
	FM Office Products	106 Despatch Dr, Ste 2	East Rochester	NY
	Peters Supply	1120 Magee St	Elmira	NY
	NBB Office Environments	444 Sawmill River Rd	Elmsford	NY
	Proftech LLC	200 Clearbrook Rd	Elmsford	NY
	SCS Printing and Office Products	20 Dubon Ct	Farmingdale	NY
	The Ray-Block Stationery Co.	3 Plainfield Ave	Floral Park	NY
	Hummel's	25 Canal St.	Herkimer	NY
	BOS-ODC Office Products Inc.	PO BoX470	Hewlett	NY
	Huntington Business Products	339 Main St	Huntington	NY
	Office Furniture Warehouse, Inc	3108 Expressway Dr S	Islandia	NY
	Business Products of America	119-40 Metropolitan Ave	Jackson Heights	NY
	Alpha Sum Business Machines	119-40 Metropolitan Ave Ste	Kew Gardens	NY
	American Printing & Office Supplies	867 Flatbush Rd	Kingston	NY
Tera Consulting Inc	29 Elves Ln	Levittown	NY	
Crest Office Products	754 Jamaica Ave	Long Island City	NY	
F & H Supply Co.	40-14 24th St	Long Island City	NY	
Genesis Industries, Ltd.	4920 31st St	Long Island City	NY	
Imagetech Office Supplies	47-16 Austell Pl	Long Island City	NY	
Obena Supply Co.	3118 38th Ave	Long Island City	NY	
World Class Business Products	48-49 35th St #2	Long Island City	NY	
Weeks Lerman Group	5838 Page Pl	Maspeth	NY	
Sullivan's Office Supply	219 Center St	Massena	NY	
B-I-L Office Furniture, Inc.	61-65 Metropolitan Ave	Middle Village	NY	
Best Source Office Supplies	6 Frankfurt #202	Monroe	NY	
Fern Office Supplies	169 Horton Dr	Monsey	NY	
Dependable Office Supplies, Inc.	211 Denton Ave	New Hyde Park	NY	
Tri-State Office Products	466 Main St., Ste LL6	New Rochelle	NY	
A&H Co.	37 W 39TH St Rm 503	New York	NY	

New York - 83	Borough Supplies Corp.	225 W 37th St Fl 16	New York	NY	
	Columbia Omnicorp	14 W 33rd St	New York	NY	
	eCentury Supplies Corp.	43-55 Kissena Blvd., 3G	New York	NY	
	Jason Office Products	140 W 31st St	New York	NY	
	Kas-Ray Industries Inc	225 W 37th St 16th Fl	New York	NY	
	Lee's Art Shop, Inc.	220 W 57th St	New York	NY	
	Metropolitan Office	345 Park Ave	New York	NY	
	Nationwide Office Products Group	747 Third Ave, 2nd Floor	New York	NY	
	Paramount Office Products	104 W 40th St., Ste 500	New York	NY	
	Phil's Stationery	9 E 47th St	New York	NY	
	Premier & Co	212 W 35th St 2nd FL	New York	NY	
	Premier Supplies USA LLC	460 W 34th St 5th FL	New York	NY	
	TTI Business Products, Inc.	381 Park Ave South	New York	NY	
	Urban Office Products	251 W 39th St, 18th Floor	New York	NY	
	Charles B.Merrill Office Equip	190 S Robinson Ave	Newburgh	NY	
	Hayes Office Products	6 E Main St	Norwich	NY	
	Buck Supply & Distribution	PO BoX400	Plattsburgh	NY	
	Wats International Inc.	200 Manchester Rd	Poughkeepsie	NY	
	Amvet Office Supplies	47 McCulloch Ave	Ravena	NY	
	S&B Computer & Office Products	17 Wood Rd, Ste 700	Round Lake	NY	
	Office Quarters, Inc.	21 Congress St., Ste 203	Saratoga Springs	NY	
	Tantaquidgeon Office Supply	94 Main St	Schaghticoke	NY	
	Ideal Office Center	146 Jay St	Schenectady	NY	
	Superior Business Products	3108 Carman Rd	Schenectady	NY	
	ELG Corporation	2 Alpine Ct	Spring Valley	NY	
	Plexon, Inc.	1992 Morris Ave	Union	NY	
	Gholkars Inc	7321 Victor Mendon Rd	Victor	NY	
	Corporate Coffee Systems LLC	745 Summa Ave	Westbury	NY	
	Ohio - 42	Bobel's Office Plus	1953 Cooper Foster Pk Rd.	Amherst	OH
		Hughes Xerographic	3114 Belmont St	Bellaire	OH
		Modern Office Products	7825 S Ave	Boardman	OH
Current Office Solutions		211 W High St	Bryan	OH	
Office Partners, LLC		826 E Edgerton St	Bryan	OH	
NBJ Form and Function Office Outfitters		119-B Lennox Ave SW	Canton	OH	
Four-U Office Supplies, Inc.		1640 Industrial Dr	Celina	OH	
Flipside Products Inc		7624 Reinhold Dr	Cincinnati	OH	
Laser Life Corp d/b/a Total Office		4766 Dues Dr., Ste H	Cincinnati	OH	
Signal Office Supply		415 W Benson St	Cincinnati	OH	
Supply Post		11365 Deerfield Rd	Cincinnati	OH	
Bill Smith Supply		2651 St. Clair Ave	Cleveland	OH	
IBS		4550 Hinckley Pkwy	Cleveland	OH	
Independence Business Supply		4550 Hinckley Pkwy	Cleveland	OH	
Quality Ribbons & Supplies		2769 Commerical Rd	Cleveland	OH	
Today's Business Products		12985 Snow Rd	Cleveland	OH	
Graham Office Supply		268 S Fourth St	Columbus	OH	
The Data House		2049 Builders Pl	Columbus	OH	
Value Added Business Services		972 Checkrein Ave	Columbus	OH	
Salem Office Products		4606 Salem Rd.	Dayton	OH	
Office City Express		149 Johnson Dr	Delaware	OH	
Friends Business Source		2300 Bright Rd.	Findlay	OH	
Reliable Products and Services		2300 Bright Rd.	Findlay	OH	
Single Office Stop dba S.O.S		126 N High St	Hillsboro	OH	
Seagate Office Products		1044 Hamilton Dr	Holland	OH	
M.O.M.S.		948 Cherry St	Kent	OH	
Dorn's Business Solutions		603 Norgal Dr Ste C	Lebanon	OH	
O'Connor's Office Products		60 W High St	London	OH	
Ritters Office Outfitters		35 W Sixth St	Mansfield	OH	
Nickerson Business Supplies		876 A Lebanon St	Monroe	OH	
Francis Office Supply		PO BoX723	Piqua	OH	
Bihl Office Supply		912 Gallia St	Portsmouth	OH	
Signal Office Source		415 W Benson St	Reading	OH	
MacMillan Office Supply		553 E State St.	Salem	OH	
Garrigan's Office Plus		14 N Yellow Springs St.	Springfield	OH	
Kavanaugh's		315 E Columbia St	Springfield	OH	
Springfield Business Equipment		3783 W National Rd	Springfield	OH	
Borden Office Equipment		141 N 5th St	Steubenville	OH	
Express Office Products		7335 W Sylvania Ave	Sylvania	OH	
Capitol Office Supply		777 Dearborn Park Ln, Ste E	Worthington	OH	
Source Products	561 Andrews Ave.	Youngstown	OH		
Vision 118 Inc dba Team Office	118 N Canfield Niles Rd	Youngstown	OH		

Oklahoma - 17	Privett Sales	121 E Commerce St	Altus	OK
	Admiral Express Office Supply	1823 N Yellowood Ave	Broken Arrow	OK
	Sundance Office Supply, Inc.	2000 N Willow Ave	Broken Arrow	OK
	Urban Girl Office Supply	2000 N Willow Ave	Broken Arrow	OK
	Office Everything	436 S Lynn Riggs Blvd	Claremore	OK
	McLain-Chitwood Office Product	1419 Fretz Dr	Edmond	OK
	Merrifield Office Plus	202 E Broadway	Enid	OK
	Stanfield Printing Co.	PO BoX39	Guymon	OK
	Five Star Office Supply	1104 W Broadway	Muskogee	OK
	Copelin's Office Center LLC	425 W Main	Norman	OK
	Bill Warren Office Products	1233 Sovereign Row	Oklahoma City	OK
	MASSCO	1837 S. Meridian	Oklahoma City	OK
	Metro Business Supplies OK	3949 Tinker Diagonal St	Oklahoma City	OK
	Iowa Tribe of Oklahoma	335588 E 750 Rd	Perkins	OK
	Southwest Business Products	1032 N Union St	Ponca City	OK
	B & C Business Products	113 W 9th Ave	Stillwater	OK
	Burkhart's Office Plus	2323 E 71st St	Tulsa	OK
Oregon - 12	Momentum Procurement Group	13270 SE 127th St	Clackamas	OR
	South Coast Office Supply	199 N Broadway	Coos Bay	OR
	MyBinding.com	5500 NE Moore Court	Hillsboro	OR
	Graham's Book & Stationery	PO BoX568	Lake Oswego	OR
	J. Thayer Company	15802 SW Boones Ferry Rd	Lake Oswego	OR
	Frazier Office Supply, Inc.	227 S Main St	Pendleton	OR
	Blue Ribbon Business Products	930 SE Sherman St	Portland	OR
	Merchants Paper Co.	4625 SE 24th Ave	Portland	OR
	Office Products Northwest	12600 SW 68TH AVE	Portland	OR
	Southwest Office Supply, Inc.	3205 NW Yeon Ave	Portland	OR
	Stevens-Ness Law Publishing	916 SW 4th	Portland	OR
	Cooke Stationery	370 State St.	Salem	OR
Pennsylvania - 36	McCartney's	819 Howard Ave	Altoona	PA
	eOfficeDirect	6771 Chrisphalt Dr	Bath	PA
	Bauman Office Equipment	824-826 7th Ave	Beaver Falls	PA
	Office Basics	PO BoX2230	Boothwyn	PA
	Wrigleys Office Products	1090B N Reading Ave	Boyertown	PA
	Wrigleys Office Products & Service	1090B N Reading Ave	Boyertown	PA
	Vision Business Products	600 Logan St	Carnegie	PA
	Mon-Valley Office Equipment	17 McKean Ave	Charleroi	PA
	Curry Office Supplies	1005 PONTIAC Rd, Ste 366	Drexel Hill	PA
	Way Office Plus	691 S Division St.	DuBois	PA
	Stotz & Fatzinger Office Supply	808 Packer St	Easton	PA
	Sanner Office Solutions	1225 State St	Erie	PA
	Hampton Office Products	248 Donohoe Rd	Greensburg	PA
	Guernsey North	501 Fulling Mill Rd.	Harrisburg	PA
	Hicks Office Plus	1920 E State Street	Hermitage	PA
	ISG Office Concepts, Inc.	700 Enterprise Rd	Horsham	PA
	The Art Store	462 W Main St	Kutztown	PA
	Lizell Office Furniture	641 Cowpath Rd	Lansdale	PA
	Dedeavors Corp dba Desantis Solutions	100 Meade Ave	Meadville	PA
	Steel City Paper and Supply LLC	600 Freeport Rd	New Kensington	PA
	Newtown Office & Computer Supp	31 Friends Ln	Newtown	PA
	D & D Office Plus	1751 Lincoln Hwy, RtE 30	North Versailles	PA
	Alpha Office Supplies, Inc.	4950 Parkside Ave, Ste 500	Philadelphia	PA
	Alpha Professional Solutions Inc	4950 Parkside Ave, Ste 502	Philadelphia	PA
	Best Buy Office Supply, Inc.	12700 Townsend Rd.	Philadelphia	PA
	Emerald Business Supply	4807 Ashburner St	Philadelphia	PA
	Bulldog Office Products Inc	500 Glass Rd	Pittsburgh	PA
	Sufrin Supplies	2735 RailRd St	Pittsburgh	PA
	Target Office Products	209 Parkway View Drive	Pittsburgh	PA
	Office Service Co.	1009 Tuckerton Ct	Reading	PA
	One Point, Inc.	101 Poplar St.	Scranton	PA
	Richter Drafting & Office Supply	757 Rte 113	Souderton	PA
	Nittany Office Equipment	1207 S Atherton Ave	State College	PA
	Klingaman's	124 E BRd St.	Tamaqua	PA
	Mark IV Office Supply Co	110 S Beeson Ave	Uniontown	PA
	Rubinstein's, Inc.	250 E Market St	West Chester	PA

South Carolina - 7	Office Products Plus Inc.	365 Red Cedar St, Ste 202	Bluffton	SC
	Wulbern-Koval Co.	1111 Morrison Dr	Charleston	SC
	Gann Office Suppliers	5519 Ransom Dr.	Columbia	SC
	Lorick Office Products	910 Washington St	Columbia	SC
	Herald Office Supply	110 E Roosevelt	Dillon	SC
	Greenville Office Supply	310 E Frontage Rd.	Greer	SC
	American Pen & Panel Inc.	4360 Old York Rd	Rock Hill	SC
South Dakota - 14	New Trends School & Office	301 S. Main Street	Aberdeen	SD
	Office Equipment Co.	108 S Main St	Aberdeen	SD
	Central Business Supply	PO BoX807	Brookings	SD
	Wheeler's Business Products	175 Dakota Ave S	Huron	SD
	McLeod's Printing & Office Supply	1011 S Edgerton	Mitchell	SD
	Klein's	108 E Missouri, Ste 2	Pierre	SD
	Evergreen Office Products	811 St. Joseph St	Rapid City	SD
	Western Stationers	714 Saint Joseph St	Rapid City	SD
	A&B Business	1600 N A Ave	Sioux Falls	SD
	Furniture Mart USA	2101 W 41st St, Ste 34C	Sioux Falls	SD
	Innovative Office Solutions	711 W Russell St.	Sioux Falls	SD
	Interstate Office Products	PO BoX908	Sioux Falls	SD
	Office Peeps	807 S Broadway	Watertown	SD
	Office Products Center	PO BoX609	Winner	SD
Tennessee - 21	Adams Business Center Inc.	PO BoX34695	Bartlett	TN
	Office Machines & Supply	619 Shelby St.	Bristol	TN
	Mid Tennessee Office Equipment	124 W Third Ave	Carthage	TN
	COS Business Products & Interiors	1548 Riverside Dr.	Chattanooga	TN
	A-Z Office Resource	3014 Owen Dr	Columbia	TN
	Dickson Office Supply, Inc.	618 Highway 46 S Ste B	Dickson	TN
	Anderson Printing & Office Pro	PO BoX425	Dyersburg	TN
	Tom Lawler's, Inc.	170 US-45 BYP	Jackson	TN
	A&W Supply Inc.	10653 Dutchtown Rd.	Knoxville	TN
	American Business Solutions	7560 A.E.Beaty Dr,Ste 1	Memphis	TN
	FPS Company	3945 E Raines Rd	Memphis	TN
	Highbar Trading Co	5406 Republic Dr	Memphis	TN
	The Knowledge Tree	5000 Summer Ave, Ste 101	Memphis	TN
	X-Cel Business Products	2940 S Perkins Rd	Memphis	TN
	Yuletide Office Solutions	1245 Sycamore View	Memphis	TN
	Evans Office Supply	1600 E Andrew Johnson Hwy	Morristown	TN
	American Paper & Twine	7400 COCKRILL BEND	Nashville	TN
	International Office Products	PO BoX2872	Nashville	TN
	ApeXOffice Supply and Design	120 Administration Rd.	Oak Ridge	TN
Rogersville Office Supply Co Inc	500 W Main	Rogersville	TN	
Basics Corporation	PO BoX5169	Sevierville	TN	
Texas - 117	Abilene Printing & Stationery	1274 N 2nd St	Abilene	TX
	O'Kelley Office Supply, Inc.	290 Cypress St	Abilene	TX
	Navajo Office Products	1200 S Taylor St	Amarillo	TX
	Officewise Furniture and Supply	1200 S Taylor	Amarillo	TX
	Tascosa Office Machines	1005 W 8TH ST	Amarillo	TX
	Bair's	501 E. 53rd Street	Austin	TX
	Gonzalez Office Products	2929 Longhorn Blvd Ste 106	Austin	TX
	Longhorn Office Products, Inc.	2210 Denton Dr #109	Austin	TX
	Office Edge	2209 Donley Dr. Ste A	Austin	TX
	Your Austin Store LLC	5555 N Lamar Blvd Ste C127	Austin	TX
	Zuma Office Supply	3401 Fritz Hughes Park Rd.	Austin	TX
	Mannings Supply	4144 Dowlen Rd	Beaumont	TX
	EBF Office Products, Inc.	6909 Ashcroft Dr, Ste 300	Bellaire	TX
	Brenham Office Supply Inc	304 W Main St	Brenham	TX
	Wilton's Office Works Ltd	181 N Earl Rudder Fwy	Bryan	TX
	Providence	16753 Donwick Dr Ste A5	Conroe	TX
	1Store Solutions	4421 Agnes	Corpus Christi	TX
	A&W Office Supply	222 S Staples	Corpus Christi	TX
	Crosby Office Supplies	PO BoX1723	Crosby	TX
	2M Business Products	2630 Nova Dr	Dallas	TX
	Dallas Office Products	11120 Petal St Ste 500	Dallas	TX
	Oak Cliff Office Products /aka/OCOP	1876 Lone Star Dr	Dallas	TX
	Regency Office & Promotional Products	2025 Irving Blvd., #206	Dallas	TX
	iCopy LLC, d/b/a iOffice	1650 S FM51, Ste 300	Decatur	TX
	Reliant Supply	121 W Hickory St.	Denton	TX
	Relyt Office Systems	PO BoX2989	Denton	TX
	ZZJ Inc dba Eastland Office Supply	105 W Main	Eastland	TX
	El Lago Technologies	431 Willow Vista Dr	El Lago	TX
	Adventures In Learning	7230 Gateway Blvd, Ste A/B	El Paso	TX

Texas - 117	Ecol Laser USA	1500 Texas Ave 2nd Fl	El Paso	TX
	El Paso Office Products	1550 Lionel Dr	El Paso	TX
	Pencil Cup Office Products Inc.	1220 Texas Ave	El Paso	TX
	Printek Supplies, Inc.	12253 Diana Natalicio	El Paso	TX
	Reparto	3842 Durazno Ave Ste A	El Paso	TX
	Shelby Distributions / Express Office	29D Butterfield Trails	El Paso	TX
	Spectrum Paper Co.	27 Concord St.	El Paso	TX
	Greenwood Office Outfitters	2951 Suffolk Dr Ste 640	Fort Worth	TX
	Office Authority	3243 S Jones St	Fort Worth	TX
	Corporate Interiors, Inc.	12351 Shoal Forest	Frisco	TX
	Advantage Supply	6162 S W Blvd., #401	Ft. Worth	TX
	Nor-Jay Enterprises, Inc.	E 3809 Hwy 82, Ste B	Gainesville	TX
	V-Quest Office Machines & Supp	4159 E University Dr, Ste A	Georgetown	TX
	Business Essentials	752 Port America Pl	Grapevine	TX
	Matthews Office City	2367 Pecan Ct	Haltom	TX
	A 2 Z Educational Supplies	10831 Woodedge Dr	Houston	TX
	Basic Office & School Supplies	10831 Woodedge Dr	Houston	TX
	Bishops Office Needs	16810 Barker Springs Rd	Houston	TX
	Boss & Hughes	4500 W 34th St., Ste B	Houston	TX
	Butler Business Products	6942 Signat Dr	Houston	TX
	Challenge Office Products	6015 S Loop East	Houston	TX
	City Office Supply	4202 Telephone Rd	Houston	TX
	EIS Office Solutions	2030 W Sam Houston Pkwy	Houston	TX
	Lee Office Solutions	202 Travis St	Houston	TX
	Liberty Office Products	8744 Westpark	Houston	TX
	Office Effects, Inc.	1217 W Loop N, Ste 184	Houston	TX
	ProSource Packaging Inc	14911 Stuebner Airline Rd Ste	Houston	TX
	RedTag Business Products, LLC	11430 Brittmoore Pk Dr	Houston	TX
	Reliant Business Products	10641 Haddington Dr. #100	Houston	TX
	Safina Office Products, Inc.	9916 Brooklet Dr	Houston	TX
	Smarketing Business Systems	2525 W Bellfort, Ste 110	Houston	TX
	Standard Office Products	10415 Landsbury Dr #208	Houston	TX
	Star Office Products	16810 Barker Springs Rd	Houston	TX
	Tejas Office Products	1225 W 20th St	Houston	TX
	TLC Office Systems	8711 Fallbrook Dr	Houston	TX
	Waretrack	6229 Theall Rd Ste B	Houston	TX
	Xpress Business Products	7170 W 43rd St. #250A	Houston	TX
	Buffalo Business Product	1236 Southridge Ct.	Hurst	TX

Texas - 117	Preferred Business Solutions	1701 W Walnut Hill Ln	Irving	TX
	The Office Center, Inc.	1610 Hwy 259N, Ste 4	Kilgore	TX
	Advantage Office Products	1206 Jasper, Ste D	Killeen	TX
	Vesco Business Products	425 N 10th St	La Porte	TX
	Executive Office Supply	3312 Santa Ursula	Laredo	TX
	Patria Office Supply	301 E. Calton Rd.	Laredo	TX
	Greater Houston Office Products	1309 W League City Pkwy	League City	TX
	Longview Office Supply	1909 Judson Rd	Longview	TX
	Baker Office Products	1301 13th St	Lubbock	TX
	Best In Class School Supplies	14425 N Interstate 27	Lubbock	TX
	Cielo Office Products, LLC	1209 E Hackberry	McAllen	TX
	Copy Plus	4500 N 10th St, Ste 240	McAllen	TX
	McKinney Office Supply	117 W Louisiana St	McKinney	TX
	Flatt Stationers, Inc.	PO BoX1013	Mexia	TX
	Story Wright Printing & Office Supply	807 N St	Nacogdoches	TX
	Hernandez Office Supply	119 17th St.	Nederland	TX
	Total Office Solution of West Texas	1601 N Lee	Odessa	TX
	Gemini Office Products / Frio Dollar	202 S OAK STREET	PEARSALL	TX
	Ray's Business Products	200 E Expressway 83, Ste I	Pharr	TX
	Plano Office Supply	705 Ave K	Plano	TX
	1 Stop Print & Office Supply	1106 Commerce Dr	Richardson	TX
	Consolidated Office Systems	840 W Rhapsody	San Antonio	TX
	Consolidated Office Systems	840 W Rhapsody	San Antonio	TX
	Gateway Printing and Office Supply	14803 Bulverde Rd	San Antonio	TX
	Heights Office Products	9901 Broadway # 114	San Antonio	TX
	LTJK Inc dba Office Supply America	4907 NW Industrial Dr	San Antonio	TX
	Nolans Office Products	16120 College Oak	San Antonio	TX
	Office Resource Center	10751 Sentinel	San Antonio	TX
	San Antonio Lighthouse for the Blind	2305 Roosevelt Ave	San Antonio	TX
	Universal Pen & Print Inc.	5531 Brewster St	San Antonio	TX
	Gateway Business Products	415 N Guadalupe, BoX329	San Marcos	TX
	Sharp Supply Co	10897 FM 2164	Sanger	TX
	Schulenburg Printing & Office	705 Upton Ave	Schulenburg	TX
	Stone Computer & Copier Supply	577 Commerce St,Ste 110	Southlake	TX
	Ecommersify, Inc.	11920 S Texas 6	Sugar Land	TX
	Latson's Office Solutions	1217 S Broadway Ste A	Sulphur Springs	TX
	Perry Office Plus	1401 N 3rd	Temple	TX
	Firmins Office City	2217 N State Line Ave	Texarkana	TX
	Office Savers	4070B Summerhill Sq	Texarkana	TX
	Office Source	PO BOX1106	Texarkana	TX
	Gazillion Office Products	7552 Maine St, Ste 250	The Colony	TX
	Write Now! Office Products	7552 Main Street	The Colony	TX
	Ables-Land, Inc.	420 S Fannin Ave	Tyler	TX
	Dixie Paper Company	3010 Hwy 31 East	Tyler	TX
	Coastal Office Solutions	1514 N Ben Jordan St, Ste B	Victoria	TX
	Absolute Office Products	1801 Austin St	Wichita Falls	TX
	Empire Paper Company	2708 Central Fwy. E	Wichita Falls	TX
	Midwest Office Furniture/Supply	1801 Austin St.	Wichita Falls	TX
	Wilson Office Supply	820 E Eighth St	Wichita Falls	TX
	Hollands Office Supply of Lubbock, Inc.	PO Box 27	WOLFFORTH	TX
Utah - 11	Layton Office Supply	1101 E Cambridge Cir Ste 3	Layton	UT
	Alpine Office Products	PO BoX8636	Midvale	UT
	Hassle Free Office	2425 Line Creek Rd.	Morgan	UT
	Suppliz Source	2425 Line Creek Rd	Morgan	UT
	Bluefin Office Group, LLC	780 N 1200 W	Orem	UT
	Sevier Office Supply	30 N Main St.	Richfield	UT
	AOS LLC	32 W 200 South, Ste 336	Salt Lake City	UT
	Granite Office LLC	1955 S Milestone Dr,Ste B	Salt Lake City	UT
	Office Impact	4001 S 700 West, Ste 500	Salt Lake City	UT
	Rosi Office Products	5570 W 1730 S #600	Salt Lake City	UT
EC Office Products, LLC	1086 N 450 W #118	Springville	UT	
Virginia - 41	The Office Place, Inc.	230 Charwood Dr	Abingdon	VA
	Today's Office Solutions	42395 Ryan Rd.	Ashburn	VA
	TSRC, Inc - The Supply Room, Frank	14140 N Washington Highway	Ashland	VA
	New River Office Supply	2605 Research Center Dr	Blacksburg	VA
	Amerisys Office Solutions	14151-B Robert Paris Ct	Chantilly	VA
	Chesapeake Office Supplies	1429 Crossways Blvd	Chesapeake	VA
	Chesapeake Office Supply	1429 Crossways Blvd.	Chesapeake	VA
	Coastal Office Systems & Supply Inc	820 Greenbrier Cir Ste 7	Chesapeake	VA
	OfficeQuad, LLC	1620 N Delphine Ave	Crozet	VA
	Diamond Paper Co.	802 Monument St	Danville	VA

Virginia - 41	Office Plus Business Center	840 Memorial Dr	Danville	VA
	Gem Laser Express	45929 Maries Rd	Dulles	VA
	Guernsey Office Products	45070 Old OXRd	Dulles	VA
	Guernsey Office Products	45070 Old OXRd	Dulles	VA
	Capstone Office Products LLC	5609-J Sandy Lewis Dr.	Fairfax	VA
	Cornerstone Office Systems	5609-J Sandy Lewis Dr.	Fairfax	VA
	Tactical Office Solutions	2 Eaton St Ste 805	Hampton	VA
	Dante's Office Plus	13854 Park Center Rd.	Herndon	VA
	KOPS	13391 Point Rider Lane	Herndon	VA
	Millers Office Products	8600 Cinder Bed Rd	Lorton	VA
	Powers Business Machines	9701 Warwick Blvd.	Newport News	VA
	Faye's Office Supply	105 Byrd St	Orange	VA
	Stephens Office Supply	372-C Wythe Creek Road	Poquoson	VA
	B.W. Wilson Paper Company, Inc.	2501 Brittons Hill Rd	Richmond	VA
	Ball Office Products	2100 Westmoreland St	Richmond	VA
	R & R Office Supply (Ribbons and Rolls)	6 W Cary St	Richmond	VA
	The Todd Venture Group /dba/ Snap	11623 Busy St	Richmond	VA
	Tri City Office Products	2100 Westmoreland St	Richmond	VA
	Barrows Business Environments	1302 Rockland Ave	Roanoke	VA
	Star City Office Products	5665 Split Rail Ln	Roanoke	VA
	Benton-Thomas Office Products	408 Edmonds St	South Boston	VA
	Southside Office Supply, Inc.	113 S Mecklenburg Ave	South Hill	VA
	ASI Supplies Inc	7534 Fullerton Ct	Springfield	VA
	Chesney Business Supplies	8346 Traftord Ln, Ste 7	Springfield	VA
	Management Consulting, Inc DBA	1961 Diamond Springs Rd	Virginia Beach	VA
	MJL Enterprises LLC - FSSI BPA	2748 Sonic Dr	Virginia Beach	VA
	Augusta Office Products	2910 W Main St	Waynesboro	VA
	Pifer Office Supply, Inc.	1620 S Loudoun St	Winchester	VA
	Sun Supply	46 S Loudoun St	Winchester	VA
	Sterile Services Co	14773 Courtlandt Height Rd	Woodbridge	VA
	Wytheville Office Supply	146 W Main St	Wytheville	VA
Vermont - 1	Magee Office Plus	PO BoX280	Randolph	VT
Washington - 21	Bayshore Office Products	603 Commercial Ave	Anacortes	WA
	Lamb's Office Supply	1740 NE Riddell Rd., #302	Bremerton	WA
	Office Interiors, Inc.	2002 Madison St	Everett	WA
	Quality Discount Supplies & Services	1211 Regents BLvd	Fircrest	WA
	Brutzman's	2501 N Columbia Ctr Blvd	Kennewick	WA
	Crain's	PO BoX555	Olympia	WA
	Gordon Products Inc	721 LEGION WAY SE	Olympia	WA
	Keeney's Office Plus	1520 N.E 95th St	Redmond	WA
	The Complete Line, LLC	15335 NE 95th St	Redmond	WA
	Complete Office Solutions WA	11521 E MARGINAL WAY S	Seattle	WA
	Evergreen Computer Products	2720 1st Ave S.	Seattle	WA
	FOI Commercial Interiors	1215 4th Ave, #1125	Seattle	WA
	Nuleaf Office Solutions	2450 6th Ave S	Seattle	WA
	The Lighthouse for the Blind	2501 S Plum St	Seattle	WA
	Kershaw's Inc.	119 S Howard ST	Spokane	WA
	Chuckals Office Products	2209 Pacific Ave	Tacoma	WA
	Quality Discount Supplies & Services	1211 Regents Blvd.	Tacoma	WA
Commercial Office Supply	16120 Woodin-Redmond Rd	Woodinville	WA	
Office Solutions Northwest	212 S 3rd Ave	Yakima	WA	
Pacific Office Solutions	1115 W Lincoln Ave Ste 107B	Yakima	WA	
Yakima Bindery & Printing	310 E Chestnut Ave	Yakima	WA	
Wisconsin - 22	Clemont Printing & Office Products	515 Clemont St	Antigo	WI
	FAV, LLC /dba/ Fromavet.com	300 N Corporate Dr, Ste 260	Brookfield	WI
	Discount Office Items	302 Industrial Drive	Columbus	WI
	Variety Office Products	145 N Clairemont Ave	Eau Claire	WI
	Jonas Office Products	1521 Ridge Dr	Fort Atkinson	WI
	Inter-County Co-OP Publishing	303 Wisconsin Ave N	Frederic	WI
	Complete Office of Wisconsin	115 W 18500 Edison Dr	Germantown	WI
	Office Pro, Inc	615 N Parker Dr	Janesville	WI
	EZ Office Products, LLC	2838 Progress Rd	Madison	WI
	Shadow Fax, Inc.	4601 Helgesen Dr	Madison	WI
	ShadowFax	4601 Helgesen Dr,	Madison	WI
	Badger Office City	4716 Expo Drive	Manitowoc	WI
	Associated Industries for the Blind	5316 W State St	Milwaukee	WI
	Direct Advantage	520 W Oklahoma Ave	Milwaukee	WI
	Genius Supply Company	6758 N Sidney Pl	Milwaukee	WI
	Officezilla Franchise Company	800 Winnecone Ave	Neenah	WI
	Commercial Office Products	2225 S. Danny Road	New Berlin	WI
	Rhyme Business Products	PO BoX338	Portage	WI
	Tri-State Business System	2829 Banks Ave	Superior	WI
Kimari Industries LLC d/b/a Office	120 W Badger St	Waupaca	WI	
Hadley Office Products, Inc.	399 S River Dr	Wausau	WI	
Winkler Office Equipment	508 Hickory St	West Bend	WI	
West Virginia - 5	Argo Inc. dba Argonaut	519 Bridge St	Huntington	WV
	Peake Office Solutions	1102 Third Ave, Ste 101	Huntington	WV
	Parkersburg Office Supply	326 5th St	Parkersburg	WV
	Specialty Business Supply Inc	PO BoX1130/113 S Princess	Shepherdstown	WV
	McGhee & Co.	3900 Wood St	Wheeling	WV
Wyoming - 2	Atlas Office Products	215 N Lincoln	Casper	WY
	Wyoming Office Products & Interiors	328 Yellowstone	Casper	WY

D. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.

See below for the number, size and location of our distribution facilities and warehouses. Wholesaler distribution locations can also be found by visiting the web links below:

<http://www.sprichards.com/who-we-are/286-2/>

<https://www.essendant.com/essendant/about-us/locations/>

Retail networks are included in the list of our local dealer members above in Section 3.2 Logistics and Distribution, Item C



Wholesaler	DC	97,356 SQFT	Birmingham	AL
Wholesaler	DC	21,0000 SQFT	Semmes	AL
Wholesaler	DC	110,000 SQFT	Phoenix	AZ
Wholesaler	DC	85,600 SQFT	Phoenix	AZ
Wholesaler	DC	43,576 SQFT	Phoenix	AZ
Wholesaler	DC	287,655 SQFT	Los Angeles	CA
Wholesaler	DC	197,684 SQFT	Los Angeles	CA
Wholesaler	DC	214,177 SQFT	Los Angeles	CA
Wholesaler	DC	248,000 SQFT	Sacramento	CA
Wholesaler	DC	176,543 SQFT	Sacramento	CA
Wholesaler	DC	250,000 SQFT	Sacramento	CA

Wholesaler	DC	264,844 SQFT	Denver	CO
Wholesaler	DC	193,546 SQFT	Denver	CO
Wholesaler	DC	151,500 SQFT	Ft Lauderdale	FL
Wholesaler	DC	189,472 SQFT	Miami	FL
Wholesaler	DC	404,286 SQFT	Orlando	FL
Wholesaler	DC	86,256 SQFT	Tampa	FL
Wholesaler	DC	600,674 SQFT	Atlanta	GA
Wholesaler	DC	85,600 SQFT	Atlanta	GA
Wholesaler	DC	328,104 SQFT	Carol Stream	IL
Wholesaler	DC	82,000 SQFT	Carol Stream	IL
Wholesaler	DC	193,546 SQFT	Chicago	IL
Wholesaler	DC	128,000 SQFT	Indianapolis	IN
Wholesaler	DC	123,765 SQFT	Indianapolis	IN
Wholesaler	DC	59,560 SQFT	New Orleans	LA
Wholesaler	DC	97,356 SQFT	New Orleans	LA
Wholesaler	DC	243,000 SQFT	Boston	MA
Wholesaler	DC	97,356 SQFT	Boston	MA
Wholesaler	DC	253,330 SQFT	Baltimore	MD
Wholesaler	DC	193,546 SQFT	Baltimore	MD
Wholesaler	DC	180,600 SQFT	Baltimore	MD
Wholesaler	DC	210,000 SQFT	Grand Rapids	MI
Wholesaler	DC	85,600 SQFT	Grand Rapids	MI
Wholesaler	DC	210,468 SQFT	Minneapolis	MN
Wholesaler	DC	97,356 SQFT	St Paul	MN
Wholesaler	DC	118,801 SQFT	Kansas City	MO
Wholesaler	DC	86,256 SQFT	Kansas City	MO
Wholesaler	DC	228,000 SQFT	St Louis	MO
Wholesaler	DC	123,765 SQFT	St Louis	MO
Wholesaler	DC	85,600 SQFT	Jacksonville	MS
Wholesaler	DC	300,000 SQFT	Charlotte	NC
Wholesaler	DC	200,132 SQFT	Charlotte	NC
Wholesaler	DC	573,020 SQFT	Cranbury	NJ
Wholesaler	DC	256,500 SQFT	Albany	NY
Wholesaler	DC	176,543 SQFT	New York	NY
Wholesaler	DC	86,256 SQFT	Syracuse	NY
Wholesaler	DC	206,136 SQFT	Cleveland	OH
Wholesaler	DC	136,966 SQFT	Cleveland	OH
Wholesaler	DC	229,200 SQFT	Columbus	OH
Wholesaler	DC	97,356 SQFT	Columbus	OH
Wholesaler	DC	85,600 SQFT	Oklahoma City	OK
Wholesaler	DC	52,600 SQFT	Tulsa	OK
Wholesaler	DC	65,850 SQFT	Portland	OR
Wholesaler	DC	40,608 SQFT	Portland	OR
Wholesaler	DC	197,684 SQFT	Philadelphia	PA
Wholesaler	DC	124,216 SQFT	Pittsburgh	PA

Wholesaler	DC	85,600 SQFT	Pittsburgh	PA
Wholesaler	DC	65,4080 SQFT	Memphis	TN
Wholesaler	DC	189,472 SQFT	Memphis	TN
Wholesaler	DC	247,500 SQFT	Nashville	TN
Wholesaler	DC	85,600 SQFT	Nashville	TN
Wholesaler	DC	400,000 SQFT	Dallas	TX
Wholesaler	DC	212,776 SQFT	Dallas	TX
Wholesaler	DC	400,000 SQFT	Dallas	TX
Wholesaler	DC	212,776 SQFT	Dallas	TX
Wholesaler	DC	240,000 SQFT	Houston	TX
Wholesaler	DC	176,543 SQFT	Houston	TX
Wholesaler	DC	240,000 SQFT	Houston	TX
Wholesaler	DC	176,543 SQFT	Houston	TX
Wholesaler	DC	57,005 SQFT	San Antonio	TX
Wholesaler	DC	86,256 SQFT	San Antonio	TX
Wholesaler	DC	57,005 SQFT	San Antonio	TX
Wholesaler	DC	86,256 SQFT	San Antonio	TX
Wholesaler	DC	113,302 SQFT	Salt Lake	UT
Wholesaler	DC	97,356 SQFT	Salt Lake City	UT
Wholesaler	DC	123,765 SQFT	Richmond	VA
Wholesaler	DC	103,237 SQFT	Seattle	WA
Wholesaler	DC	85,600 SQFT	Seattle	WA
Wholesaler	DC	81,455 SQFT	Seattle	WA

3.3 Marketing and Sales

- A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:
 - i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
 - ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

EPIC Business Essentials has an extensive and thoroughgoing 90-day implementation program for new accounts which combines the best of our team strengths outlined in this response. All processes are documented and reviewed throughout the EPIC Business Essentials organization, and our dedicated National Account Manager will work with OMNIA Partners to ensure we meet and exceed all preset rollout plans and requirements. The first 90 days following award of the Master Agreement will see mobilization of the entire EPIC Business Essentials team. We also will work closely with OMNIA Partners and their membership to continue our marketing and sales plans well beyond the first 90 days, to ensure not only a successful launch, but a sustained and aggressive sales growth plan throughout the years of our agreement.

Ten days

Within three days of award, EPIC Business Essentials will issue statements of endorsement from executive leadership directly to our network of over 1,200 participating members as our primary go-to-market strategy for public sector sales. Within five days, EPIC Business Essentials will issue joint endorsement with the leadership of our parent organizations, Independent Suppliers Group and TriMega Purchasing Association, to our combined network of over 2,000 members detailing our committed sponsorship of the Master Agreement as our primary public sector cooperative contract. Detailed one-on-one calls from our dedicated National Account Manager will follow within the first ten days of award to all EPIC Business Essentials members currently participating in our Region 4 ESC contract with OMNIA Partners or having expressed interested public sector sales in the past.

Thirty to Sixty Days

Within thirty days, EPIC Business Essentials will develop and deploy co-branded training and educational materials to our national network of members, followed by extensive webinars and in-person training in public agency account acquisition, OMNIA Partners member sales and the Master Agreement. A dedicated and well-versed national sales team composed of our independent dealer members will be developed, leveraging the full support of our National Account Manager, including in-person attendance at member sales meetings. Within sixty days, EPIC Business Essentials will build a co-branded web page on our dealer-facing website in consultation with the OMNIA Partners team, illustrating our go-to-market strategy to employ the Master Agreement, as well as presenting in-depth explanatory and training materials for our dealer community and the wider Independent Dealer Channel.

Ninety Days

Within ninety days, EPIC Business Essentials will host regional meetings with our network of members, promoting the Master Agreement as the cornerstone of our public sector strategy. OMNIA Partners will be invited to co-host training events alongside EPIC Business Essentials' Managing Director (Scott Zintz) to directly address questions and educate our members in Public Agency sales and strategy. An implementation plan will be documented and benchmarked, with full transparency granted to OMNIA Partners and Region 4.

- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:
- i. Creation and distribution of a co-branded press release to trade publications
 - ii. Announcement, contract details and contact information published on the Supplier's website within first 90 days.
 - iii. Design, publication and distribution of co-branded marketing materials within first 90 days
 - iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e.

Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement

- v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.
- vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
- vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
- viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:
 - OMNIA Partners standard logo;
 - Copy of original Request for Proposal;
 - Copy of contract and amendments between Principal Procurement Agency and Supplier;
 - Summary of Products and pricing;
 - Marketing Materials
 - Electronic link to OMNIA Partners' website including the online registration page;
 - A dedicated toll-free number and email address for OMNIA Partners

EPIC Business Essentials has years of experience implementing and marketing national account opportunities like OMNIA Partners and Region 4 ESC. A robust marketing calendar will begin with a 90-day marketing blitz spotlighting the Master Agreement to three distinct target audiences: OMNIA Partners participating Public Agencies; current Public Agency customers utilizing alternate public sector contracts; Public Agencies across the nation not yet participating in OMNIA Partners.

Within the first ten days of award of the Master Agreement, EPIC Business Essentials will, in consultation with the OMNIA Partners team, create and distribute a press release detailing award of the Region 4 ESC contract that highlights pertinent information about the contract including competitive solicitation and public award, no cost to participate in the bidding process, non-exclusivity and best government pricing through OMNIA Partners / Region 4 ESC and EPIC Business Essentials. In addition, the press release will describe the enormous success that EPIC Business Essentials' members have already realized through our previously awarded Region 4 ESC contract, as well as the future success we feel certain to achieve.

Within the first thirty days, EPIC Business Essentials will create email blasts and direct mailers targeting specific audiences, timed and crafted to yield the most exposure possible:

- **Participating Public Agencies**
EPIC Business Essentials already has an extensive network of Public Agency customers secured through previous award of Region 4 ESC and OMNIA Partners. Within the first thirty days, EPIC Business Essentials will release an email blast to these customers, followed by a direct mailer, informing them of our new award of the Master Agreement, updating them on the terms of the Master Agreement and renewing our commitment to providing them with the best possible government pricing.

In addition, EPIC Business Essentials will create marketing materials directed toward participating Public Agencies that are not yet customers of EPIC Business Essentials' members. As training of our dedicated national sales team continues, we will use existing resources to discover the Public Agencies that best fit the sales team in each member's region, the decision-maker purchasing agent and the contact information of said person(s) and reach out directly to the Public Agency to distribute our marketing materials and develop leads. As always, materials will be created in consultation with the OMNIA Partners team.

- **Existing Public Agency customers**
EPIC Business Essentials utilizes its existing Region 4 ESC contract as its premier and unparalleled public sector contract. As such, EPIC Business Essentials does not offer its members a competing Public Agency option. However, our parent companies, Independent Suppliers Group and TriMega Purchasing Association, offer competing contracts and have existing Public Agency customers under those contracts.

Within the first thirty days, EPIC Business Essentials will release an email blast targeting the thousands of customers of our parent organizations purchasing under a competing contract. Working with the OMNIA Partners team, we will craft a message that highlights the exclusive benefits of belonging to the Region 4 ESC GPO.

Within sixty days, EPIC Business Essentials will create media ad buys to reach our third audience: Public Agencies not yet participating in Region 4 ESC / OMNIA Partners and not yet customers of EPIC Business Essentials, as well as dealers in the Independent Dealer Channel not yet utilizing Region 4 ESC / OMNIA Partners and not yet belonging to EPIC Business Essentials or its parent companies. These media ad buys will serve the dual purpose of strengthening and reiterating earlier marketing and direct communications with Public Agencies participating in Region 4 ESC / OMNIA Partners and existing Public Agency customers of our parent companies.

Advertisement and marketing will continue throughout the term of the Master Agreement. Among the messages reaching our target audiences will be successful case studies, promotions, collateral and editorial pieces and customer recommendations. All pieces will be co-branded in consultation with OMNIA Partners to best effect.

Advertisements and directly distributed marketing materials will lead customers to our newly created OMNIA Partners web-based homepage within the EPIC

Business Essentials website, utilizing hyperlinks and teasers. The OMNIA Partners homepage within our website will elucidate the Region 4 ESC contract and describe OMNIA Partners including its history and subsidiaries. The homepage will be thorough and act as a call to action, with detailed information including, but not limited to: a copy of the original Request for Proposal, a copy of the contract and amendments between the Principle Procurement Agency and EPIC Business Essentials, contact details and contact information for OMNIA Partners, an electronic link to the OMNIA Partners website and online registration page, a dedicated toll free-number and email address for OMNIA Partners within the EPIC Business Essentials system. The OMNIA Partners homepage will employ marketing materials to best effect, showcasing the Region 4 ESC benefits and opportunities and highlighting a summary of Products and pricing. Revolving versions of marketing materials will all contain the OMNIA Partners standard logo, as will the homepage header, and all will be created in consultation with the OMNIA Partners Team.

EPIC Business Essentials will continue its active role in the OMNIA Partners community, participating in national, regional and supplier-specific tradeshows, conferences and meetings throughout the term of the Master Agreement. Participation will include attendance at NIGP Annual Forums, NPI Conferences, Regional NIGP Chapter Meetings, Regional Cooperative Summits, among others. EPIC Business Essentials will purchase and staff a booth at the NIGP Annual Forums, exhibiting co-branded marketing materials in an area reserved by OMNIA Partners. We will market and promote these events to the best possible extent, as directed by OMNIA Partners.

Not only will EPIC Business Essentials attend third-party tradeshows, conferences and meetings, within the first ninety days we will create in-person presentations of Region 4 ESC and OMNIA Partners to be showcased at the EPIC Business Essentials annual regional meetings. Presentations will be co-hosted with the Managing Director of EPIC Business Essentials, Scott Zintz, and OMNIA Partners. All presentation materials will be created with the OMNIA Partners team, and tailored marketing materials will be distributed at events to encourage on-site enrollment.

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

Through this response EPIC Business Essentials has outlined our communication and implementation strategy should we be awarded an OMNIA Partners contract, and how we would market our award to all government and eligible entities.

Another element of our strategy is to evaluate our current government customers held by our independent dealer members, and held directly by EPIC Business Essentials, to assess which of these customers could benefit from or be a good fit for an OMNIA Partners contract presentation. We must be cognizant of existing agreements held through independent bids, but feel strongly that there is a large segment of existing government customers available and eligible for evaluation and adoption of the OMNIA Partners contract. Furthermore, as the marketplace changes, as independently held contracts expire or national contracts evolve,

EPIC Business Essentials expects additional opportunities to present themselves, and to introduce existing customers to the OMNIA contract.

EPIC engages in frequent dialogue with public agencies about canceling future bid solicitations and adopting a national cooperative contract such as OMNIA Partners instead. We argue that in doing so, the agency is able to remain engaged with their current independent dealer with no interruption in service while gaining access to a competitively solicited and aggressively priced national contract. We are succeeding in this strategy now more than ever due to mandatory budget cuts and reduction in staff with public and governmental agencies, and see this as a prime opportunity for OMNIA Partners to gain additional cooperative contract adoption.

The previously awarded Region 4 ESC Master Agreement (2015) currently represents EPIC Business Essentials' sole cooperative contract. It is positioned as a central part of the EPIC Business Essentials organization, representing the main tenant of our ongoing and future sales strategy, as well as our dealer training and certification programs.

- D. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.

EPIC Business Essentials will provide three versions of its logo to OMNIA Partners along with permission for reproduction of its logos in internal and external communications, marketing materials and advertising campaigns. EPIC Business Essentials will work closely with OMNIA Partners in all co-branded communications, marketing materials, website representations and advertising. OMNIA Partners' logo(s) will only be used with expressed, written consent by OMNIA Partners.

- E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:
- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
 - ii. Best government pricing
 - iii. No cost to participate
 - iv. Non-exclusive contract

As an award holder of Region 4 ESC Master Agreement since 2015, EPIC Business Essentials has a proven track record of proactive engagement with OMNIA Partners members, Public Agency customers and OMNIA Partners leads. EPIC Business Essentials' stated mission is to accelerate the sales of its members, generating leads, expanding direct sales opportunities and increasing the number of accounts awarded. As such, proactive engagement is central to the EPIC Business Essentials structure, organization and the participation of its members.

We will work closely with the OMNIA Partners team in the creation of all marketing materials representing the Master Agreement, and all materials will be subject to approval from OMNIA Partners prior to distribution in any form. All materials will

clearly state that the Master Agreement was publicly awarded after a competitive solicitation process by a Principal Procurement Agency as a non-exclusive contract. EPIC Business Essentials will clearly demonstrate the best government pricing and state that Region 4 ESC / OMNIA Partners is offered to Public Agencies at zero cost to participate.

- F. Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:
- i. Key features of Master Agreement
 - ii. Working knowledge of the solicitation process
 - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
 - iv. Knowledge of benefits of the use of cooperative contracts

EPIC Business Essentials has a proven and thorough training program already in place for the Master Agreement, with training systems, materials and expertise already evinced in extensively trained members selling through Region 4 ESC.

- G. Provide the name, title, email and phone number for the person(s), who will be responsible for:
- i. Executive Support
 - ii. Marketing
 - iii. Sales
 - iv. Sales Support
 - v. Financial Reporting
 - vi. Accounts Payable
 - vii. Contracts

Executive Support

Scott Zintz
Managing Director, EPIC Business Essentials
szintz@epicbe.com
(630) 220-9505

Marketing

Jackson Carpenter
Sales, Marketing and Sustainability Coordinator, EPIC Business Essentials
jcarpenter@epicbe.com
(828) 395-7458

Sales

Toby Tobin
National Account Manager, EPIC Business Essentials
ttobin@epicbe.com
(520) 334-5759

Sales Support

Nita Turpin
Director of Operations, EPIC Business Essentials
nturpin@epicbusinessessentials.com
(847) 261-0053

Amanda Lusk
Administrative Assistant, EPIC Business Essentials
alusk@epicbusinessessentials.com
(847) 349-9545

Financial Reporting

Pam Quakenbush
Accounting and System Support Supervisor, EPIC Business Essentials
pquackenbush@epicbusinessessentials.com
(847) 261-0082

Accounts Payable

Davida Townzen
Implementation & Collections Supervisor, EPIC Business Essentials
dtownzen@epicbusinessessentials.com
(847) 261-0057

Contracts

Sarah Edgar
National Accounts Pricing/Data Analyst, EPIC Business Essentials
sedgar@epicbusinessessentials.com
(847) 261-0043

- H. Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.

EPIC Business Essentials is a small organization and runs our multi-million dollar organization as a lean ship. Scott Zintz, Managing Director oversees the entire EPIC Business Essentials organization and is responsible for sales, marketing, operations, and P&L.

Scott Zintz
Managing Director, EPIC Business Essentials
szintz@epicbusinessessentials.com

Toby Tobin, National Sales Manager is responsible for EPIC's public sector and healthcare contracts as well as several Enterprise and Commercial Accounts. Jackson Carpenter, Sales and Marketing Coordinator offers support.

EPIC Business Essentials, as a value-added independent dealer cooperative, encompasses a network of over 1200 independent dealer members, with over 1600 locations and over than 5000 sales representatives. Acting as a Sales Accelerator for the independent dealer community, EPIC Business Essentials works to engage, certify and train these independent dealers, and their sales teams, on how to properly present and sell the OMNIA Partners/Region 4 ESC program to public agencies in their markets. While these sales reps are not technically "employed" by EPIC, they are highly motivated to grow their business, and are led by EPIC's Managing Director, Scott Zintz, National Sales Manager, Toby Tobin, and Sales and Marketing Coordinator, Jackson Carpenter.

We at EPIC have taken the initiative to increase the number of trained and certified sales reps within our dealer network in order to drastically grow our current sales with Region 4 ESC/OMNIA Partners. We have invested in revamping our sales and marketing training programs, hired a Sales & Marketing Coordinator, purchased a lead generation program (GovSpend), as well as expanding our current inside sales program. We feel that these investments will be the key for consistent and sustained growth, should we be awarded a new agreement.

- I. Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.

EPIC Business Essentials maintains excellent working relationships with the key individuals within OMNIA Partners. Toby Tobin, our National Sales Manager works closely with his Director of Strategic Partner Development as well as his Senior Portfolio Manager in Marketing to discuss monthly territory updates, tradeshows, regional summits, and any other topics that arise nationally. Toby also works closely with OMNIA Partners Regional Managers to identify prospects, as well as introductions to EPIC's member dealers in the markets that they service.

When Toby is in an OMNIA Partners Regional Manager territory, he works closely with the Regional Manager to assess any new business opportunities or territory changes. Once the relationships are built in the local market, EPIC's member dealers will reach out to their Regional Manager to update agency changes, market conditions, new contacts within the agency and other selling needs.

Growth of the OMNIA Partners/Region 4 ESC contract is of the highest priority for EPIC Business Essentials. Beyond existing relationships and sales strategies, EPIC is implementing a substantially more aggressive training and education program for participating dealers, a new marketing program for prospective dealers interested in public sector sales and a conversion program for members of our parent company who hold other public sector contracts. In addition, we are embracing our new Sales Accelerator mentality and unveiling new tools and services to expand dealer reach and efficacy, including lead generation, personalized marketing and sales advocacy.

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

EPIC Business Essentials has extensive experience managing the overall national program through its previously awarded Region 4 ESC Master Agreement (2015). Our National Account Manager, Toby Tobin, oversees a robust coordination and management schedule including, but not limited to: annual reviews with the OMNIA Partners team; quarterly reviews with OMNIA Partners Regional Managers in applicable territories; monthly calls with the OMNIA Partners Director of Partner Development and the OMNIA Partners Marketing team; attendance at OMNIA Partners' Regional Summits, Annual Vendor Meetings, National tradeshow and State and Regional Association shows including CAPPO, CASBO and many others.

As detailed above, EPIC Business Essentials has a thorough marketing and sales strategy for the rollout of the Master Agreement over the first ninety days, culminating in regional meetings with our network of members. At our regional meetings we will promote the Master Agreement as the cornerstone of our public sector strategy. OMNIA Partners will be invited to co-host training events alongside EPIC Business Essentials' Managing Director (Scott Zintz) to directly address questions and educate our members in Public Agency sales and strategy. An implementation plan will be documented and benchmarked, with full transparency granted to OMNIA Partners and Region 4.

EPIC Business Essentials continues to increase the number of trained and certified sales reps within our dealer network in order to drastically grow our current sales with Region 4 ESC/OMNIA Partners. We have invested in revamping our sales and marketing training programs, hired a Sales & Marketing Coordinator, purchased a lead generation program (GovSpend), as well as expanded our current inside sales program. We feel that these investments will be the key for consistent and sustained growth, should we be awarded a new agreement. We will continue to coordinate these efforts with the OMNIA Partners team for the duration of the Master Agreement to ensure the greatest possible growth in sales.

Our experience with the Region 4 ESC contract means that our implementation team already has the systems in place to provide the fastest-possible Participating Public Agency account setup and administration. Our team is trained and familiar with all aspects of Region 4 ESC sales, implementation and contract administration.

- K. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

EPIC Business Essentials achieved \$12M in Public Agency sales for the previous fiscal year.

See below for the top 10 Public Agency customers of EPIC Business Essentials, including total purchase for the previous fiscal year and a key contact for each agency.

Agency	2018 Sales	Main Contact	Email Address
Fort Bend ISD	\$ 1,219,978	Adrian Bolden	adrian.bolden@fortbend.isd
Aldine ISD	\$ 256,932	Carlotta Nicholas	crnicholas@aldineisd.org
City of Kansas City	\$ 563,255	Art Roberson	art.roberson@kcmo.org
Port of Houston	\$ 122,000	Dean Ainuddin	nainuddin@poha.com
Stanislaus County	\$ 739,879	Cathy Blair	blairc@stancounty.com
San Jose USD	\$ 377,694	Socorro Vigil	svigil@sjusd.org
City of Fontana	\$ 318,857	Elia Alvarez	ealvarez@fontana.org
San Diego Comm College	\$ 664,886	Kelly Rosas	krosas@sdccd.edu
San Diego USD	\$ 309,116	Andrea O'Hara	aohara@sandi.net
Lee County BOE	\$ 251,275	Tonia Freeman	freeman.tonia@lee.kiz.al.us
Opelika City Schools	\$ 237,000	Lee Anne Turnham	leeanne.turnham@opelikaschools.org

- L. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

Our business systems, and the solutions they bring the customer are the best in our industry. The business systems will provide the controls and managerial tools our customer's desire and the warmth, helpfulness and friendliness required by your users.

All of our systems, both front end web applications as well as the back-end systems working in concert were originally created with growth as the number one goal. We have taken an approach of scalability for all of our systems and processes since day one.

What does this mean?

We believe everything we implement impacts business processes and must be considered for the long-term.

Our scalable systems then grow with the operation without the need for costly upgrades or major system changes which can lead to disruption.

Our system limitations at EPIC?

Through scalable framework, we have none.

EPIC Business Essentials uses Microsoft® Dynamics NAVISION for its ERP system. The NAV system is highly customizable and scalable and provides the ability to bolt-on best-in-class add-ins and enhancements easily. This highly flexible system enables us to grow and continue to meet the needs of our customers. The system stores all data in a SQL database which allows easy access to reporting and a single source of data.

Customer billing and receiving customer payments also utilizes the automation and flexibility built into the NAVISION system. Billing and reporting come from a large suite of already in place offers, as well as any customization requirements. Flexibility and automation work in tandem at EPIC Business Essentials.

- M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement (“Guaranteed Contract Sales”).

\$ 13,500,000.00 in year one, beginning 2020
\$ 14,500,000.00 in year two, beginning 2021
\$ 15,600,000.00 in year three, beginning 2022

To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

- N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

- i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).

EPIC Business Essentials when requested on the PPA solicitation for a cooperative contract will lead with OMNIA Partners Master Agreement. All contract sales will be reported to OMNIA Partners.

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

EPIC Business Essentials in the terms of our proposal could price lower than the Master Agreement per the terms of the PPA solicitations defined as a HOT LIST or local contract. All contract sales will be reported to OMNIA Partners.

- iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).

EPIC Business Essentials at the time of this proposal will not respond to this section as an example of a response to a PPA.

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

Depending on the requirements of the PPA solicitation, EPIC could respond to the solicitation with multiple responses to their proposal

that could include higher pricing than the Master Agreement with OMNIA Partners. EPIC Business Essentials goal would be to move the PPA if awarded to the OMNIA Partners Master Agreement at a so defined time range and report those sales as Contract Sales to OMNIA partners.

Detail Supplier's strategies under these options when responding to a solicitation.

OMNIA PARTNERS EXHIBITS
EXHIBIT B- ADMINISTRATION AGREEMENT, EXAMPLE



ADMINISTRATION AGREEMENT

THIS ADMINISTRATION AGREEMENT (this "Agreement") is made this ____ day of ____ 20__, between National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector ("OMNIA Partners"), and _____ ("Supplier").

RECITALS

WHEREAS, the _____ (the "Principal Procurement Agency") has entered into a Master Agreement dated _____, Agreement No _____, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of _____ (the "Product");

WHEREAS, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (collectively, "Public Agencies"), that register (either via registration on the OMNIA Partners website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (each, hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

WHEREAS, Participating Public Agencies may access the Master Agreement which is offered through OMNIA Partners to Public Agencies;

WHEREAS, OMNIA Partners serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

WHEREAS, Principal Procurement Agency desires OMNIA Partners to proceed with administration of the Master Agreement; and

WHEREAS, OMNIA Partners and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between OMNIA Partners and Supplier.

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, OMNIA Partners and Supplier hereby agree as follows:

DEFINITIONS

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

TERMS AND CONDITIONS

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. OMNIA Partners shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to OMNIA Partners, its agents, employees, directors, and representatives under this Agreement including, but not limited to, Supplier's obligation to obtain appropriate insurance.

4. OMNIA Partners shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by OMNIA Partners solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, OMNIA Partners shall not be: (i) construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. OMNIA Partners makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

6. OMNIA Partners shall not be responsible for Supplier's performance under the Master Agreement, and Supplier shall hold OMNIA Partners harmless from any liability that may arise from the acts or omissions of Supplier in connection with the Master Agreement.

7. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, OMNIA PARTNERS EXPRESSLY DISCLAIMS ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING OMNIA PARTNERS' PERFORMANCE AS A CONTRACT ADMINISTRATOR OF THE MASTER AGREEMENT. OMNIA PARTNERS SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF OMNIA PARTNERS IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

TERM OF AGREEMENT; TERMINATION

8. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of Sections 3 – 8 and 12 – 23, hereof and the indemnifications afforded by the Supplier to OMNIA Partners in the Master Agreement, to the extent such provisions survive any expiration or termination of the Master Agreement, shall survive the expiration or termination of this Agreement.

9. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement. If such breach is not cured within thirty (30) days of written notice to Supplier, in addition to any and all remedies available at law or equity, OMNIA Partners shall have the right to terminate this Agreement, at OMNIA Partners' sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

NATIONAL PROMOTION

10. OMNIA Partners and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier shall require each Public Agency to register its participation in the OMNIA Partners program by either registering on the OMNIA Partners website (www.omniapartners.com/publicsector), or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases.

11. Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and OMNIA Partners. Supplier shall be responsible for obtaining permission or license of use and payment of any license fees for all content and images Supplier provides to OMNIA Partners or posts on the OMNIA Partners website. Supplier shall indemnify, defend and hold harmless OMNIA Partners for use of all such content and images including copyright infringement claims. Supplier and OMNIA Partners each hereby grant to the other party a limited, revocable, non-transferable, non-sublicensable right to use such party's logo (each, the "Logo") solely for use in marketing the Master Agreement. Each party shall provide the other party with the standard terms of use of such party's Logo, and such party shall comply with such terms in all material respects. Both parties shall obtain approval from the other party prior to use of such party's Logo. Notwithstanding the foregoing, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

ADMINISTRATIVE FEE, REPORTING & PAYMENT

12. An "Administrative Fee" shall be defined and due to OMNIA Partners from Supplier in the amount of ___ percent (___%) ("Administrative Fee Percentage") multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing

to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.

13. Supplier shall provide OMNIA Partners with an electronic accounting report monthly, in the format prescribed by OMNIA Partners, summarizing all Contract Sales for each calendar month. The Contract Sales reporting format is provided as Exhibit C ("Contract Sales Report"), attached hereto and incorporated herein by reference. Contract Sales Reports for each calendar month shall be provided by Supplier to OMNIA Partners by the 10th day of the following month. Failure to provide a Contract Sales Report within the time and manner specified herein shall constitute a material breach of 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 Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion.

14. Administrative Fee payments are to be paid by Supplier to OMNIA Partners at the frequency and on the due date stated in Section 13, above, for Supplier's submission of corresponding Contract Sales Reports. Administrative Fee payments are to be made via Automated Clearing House (ACH) to the OMNIA Partners designated financial institution identified in Exhibit D. Failure to provide a payment of the Administrative Fee within the time and manner specified herein shall constitute a material breach of 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 Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion. All Administrative Fees not paid when due shall bear interest at a rate equal to the lesser of one and one-half percent (1 1/2%) per month or the maximum rate permitted by law until paid in full.

15. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. OMNIA Partners, or its designee, in OMNIA Partners' sole discretion, reserves the right to compare Participating Public Agency records with Contract Sales Reports submitted by Supplier for a period of four (4) years from the date OMNIA Partners receives such report. In addition, OMNIA Partners may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by OMNIA Partners at the location designated by OMNIA Partners. In the event an underreporting of Contract Sales and a resulting underpayment of Administrative Fees is revealed, OMNIA Partners will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to OMNIA Partners' reasonable satisfaction, including payment of any Administrative Fees due and owing, together with interest thereon in accordance with Section 13, and reimbursement of OMNIA Partners' costs and expenses related to such audit.

GENERAL PROVISIONS

16. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between OMNIA Partners and Supplier, the provisions of this Agreement shall prevail.

17. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any Administrative Fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

18. This Agreement and OMNIA Partners' rights and obligations hereunder may be assigned at OMNIA Partners' sole discretion to an affiliate of OMNIA Partners, any purchaser of any or all or substantially all of the assets of OMNIA Partners, or the successor entity as a result of a merger, reorganization, consolidation, conversion or change of control, whether by operation of law or otherwise. Supplier may not assign its obligations hereunder without the prior written consent of OMNIA Partners.

19. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

A. OMNIA Partners:

OMNIA Partners
Attn: President
840 Crescent Centre Drive
Suite 600
Franklin, TN 37067

B. Supplier:

20. 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, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

21. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

22. This Agreement shall inure to the benefit of and shall be binding upon OMNIA Partners, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

23. This Agreement will be construed under and governed by the laws of the State of Delaware, excluding its conflicts of law provisions and any action arising out of or related to this Agreement shall be commenced solely and exclusively in the state or federal courts in Williamson County Tennessee.

24. This Agreement may be executed in counterparts, each of which is an original but all of which, together, shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

[INSERT SUPPLIER ENTITY NAME]

NATIONAL INTERGOVERNMENTAL
PURCHASING ALLIANCE COMPANY
d/b/a OMNIA Partners Public Sector

Signature

Signature

Name

Sarah Vavra

Name

Title

Sr. Vice President, Public Sector Contracting

Title

Date

Date

EXAMPLE

OMNIA PARTNERS EXHIBITS
EXHIBIT C – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT,
EXAMPLE

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (this “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector (“**OMNIA Partners**”) to be appended and made a part hereof and such other public agencies (“**Participating Public Agencies**”) who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the “**OMNIA Partners Parties**”) by either registering on a OMNIA Partners Party website (such as www.omniapartners.com/publicsector or www.nationalipa.org or any successor website), or by executing a copy of this Agreement.

RECITALS

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

WHEREAS, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

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

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency’s procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies’ participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(h), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable “safe harbor” regulations, including but not limited to any and all obligations to fully and accurately report discounts and

incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization (“**GPO**”) agreements directly or indirectly by enrolling the Participating Public Agency in another GPO’s purchasing program, including but not limited to Vizient Source, LLC, Provista, Inc. and other OMNIA Partners affiliates and subsidiaries; provided the purchase of Products through a OMNIA Partners Party or any other GPO shall be at the Participating Public Agency’s sole discretion.

7. The Participating Public Agencies (each a “**Procuring Party**”) that procure Products through any Master Agreement or GPO Product supply agreement (each a “**GPO Contract**”) will make timely payments to the distributor, manufacturer or other vendor (collectively, “**Supplier**”) for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE

LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE NATIONAL IPA PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIAL PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) the registration on a OMNIA Partners Party website or the execution of this Agreement by a Participating Public Agency, as applicable.

[Insert Participating Public Agency Name]

NATIONAL INTERGOVERNMENTAL
PURCHASING ALLIANCE COMPANY
d/b/a OMNIA Partners Public Sector

Signature

Name

Title and Agency Name

Date

OMNIA PARTNERS EXHIBITS
EXHIBIT D – OMNIA PARTNERS PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

In its capacity as a Principal Procurement Agency (as defined below) for National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector (“OMNIA Partners”), [NAME OF PPA] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as _____ of and on behalf of [NAME OF PPA] (“Principal Procurement Agency”), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through OMNIA Partners.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PRINCIPAL PROCUREMENT AGENCY]

Signature

Name

Title

Date

OMNIA PARTNERS EXHIBITS
EXHIBIT E – OMNIA PARTNERS CONTRACT SALES REPORTING TEMPLATE

OMNIA PARTNERS EXHIBITS									
EXHIBIT C - CONTRACT SALES REPORTING TEMPLATE									
(to be submitted electronically in Microsoft Excel format)									
OMNIA Partners Contract Sales Monthly Report									
Supplier Name:									
Contract Sales Report Month:									
Contract ID:									
Supplier Reporting Contact:									
Title:									
Phone:									
Email:									
Participating Agency Name	Address	City	State	Zip Code	Participating Agency # {Assigned by National IPA and provided to Supplier}	Transaction Date (Date of Sale)	Contract Sales for Month (\$)	Admin Fee %	Admin Fee \$
						Report Totals			
						Cumulative Contract Sales			

**OMNIA PARTNERS EXHIBITS
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS**

FEDERAL CERTIFICATIONS

ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned with proposal.

The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

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

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

Does offeror agree? YES _____  _____ Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

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

Does offeror agree? YES _____  _____ Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES _____  _____ Initials of Authorized Representative of offeror


(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted

**OMNIA PARTNERS EXHIBITS
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS**

Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non


- Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES  Initials of Authorized Representative of offeror

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

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

Does offeror agree? YES  Initials of Authorized Representative of offeror

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES  Initials of Authorized Representative of offeror

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

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

NEW JERSEY BUSINESS COMPLIANCE

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statutes. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners' ability to promote the Master Agreement in the State of New Jersey.

- DOC #1 Ownership Disclosure Form
- DOC #2 Non-Collusion Affidavit
- DOC #3 Affirmative Action Affidavit
- DOC #4 Political Contribution Disclosure Form
- DOC #5 Stockholder Disclosure Certification
- DOC #6 Certification of Non-Involvement in Prohibited Activities in Iran
- DOC #7 New Jersey Business Registration Certificate

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

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

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #1

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

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: EPIC Business Essentials

Street: 5600 N. River Road

City, State, Zip Code: Rosemont, IL 60018

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

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

OR:

I Scott Zintz, an authorized representative of EPIC Business Essentials, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
<u>none</u>		

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

1/18/19
Date

 Managing Director
Authorized Signature and Title

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #2

NON-COLLUSION AFFIDAVIT

Company Name: EPIC Business Essentials
Street: 5600 W. Burr Rd
City, State, Zip Code: Rosemont, IL 60018

State of North Carolina

County of Buncombe

I, Scott Zintz of
the EPIC Business Essentials Rosemont, IL
Name City

in the County of Buncombe, State of
North Carolina

of full age, being duly sworn according to law on my oath depose and say that:

I am the Managing Director of the firm of
EPIC BUSINESS ESSENTIALS
Title Company Name

the Offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said Offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

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

EPIC Business Essentials [Signature] - Managing Director
Company Name Authorized Signature & Title

Subscribed and sworn before me

this 18 day of Jan, 2019

[Signature]
Notary Public of Buncombe Co, North Carolina
My commission expires 6-13, 2023

Nicole J. Kerschen
NOTARY PUBLIC
Buncombe County, NC

SEAL

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #3

AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)

Company Name: ERIC Business Essentials
Street: 5600 N. River Rd
City, State, Zip Code: Rosemont, IL 60018

Proposal Certification:

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

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302)

Public Work – Over \$50,000 Total Project Cost:

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the
- B. Approved Federal or New Jersey Plan – certificate enclosed

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

 - Managing Director
Authorized Signature and Title

1/18/19
Date

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #3, continued

P.L. 1995, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE
CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.


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

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

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



Signature of Procurement Agent

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #4

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Public Agency Instructions

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

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract (See Local Finance Notice 2006-7 for additional information on this obligation at http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

Doc #4,
continued

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

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

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

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

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

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

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

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

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

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

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

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

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM


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

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

Part I – Vendor Information

Vendor Name:	FPIC Business Essentials		
Address:	5600 N. River Rd		
City:	Rosemont	State:IL	Zip: 60018

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


Signature

Scott Zintz
Printed Name

Managing Director
Title

Part II – Contribution Disclosure

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

Check here if disclosure is provided in electronic form

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)
Requirements for National Cooperative Contract
Page 46 of 73

Doc #4,
continued

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

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

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

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

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

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

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM
THE PAY TO PLAY SECTION OF THE DLGS WEBSITE A COUNTY-
BASED, CUSTOMIZABLE FORM.**

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #5

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

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

OR

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

Check the box that represents the type of business organization:

Partnership Corporation Sole Proprietorship

Limited Partnership Limited Liability Corporation Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 18 day of January, 2021
(Notary Public) Nicole J. Kerschen
My Commission expires: 10-13-2023

[Signature]
(Affiant)
Scott Zintz - Managing Director
(Print name & title of affiant)
(Corporate Seal)

Nicole J. Kerschen
NOTARY PUBLIC
Buncombe County, NC

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #6

Certification of Non-Involvement in Prohibited Activities in Iran

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

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

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

Offerors should submit the above form completed with their proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR



I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Scott Zintz

Signature: 

Title: Managing Director

Date: 1/18/19

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

DOC #7

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

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

<http://www.state.nj.us/treasury/revenue/forms/njreg.pdf>

NJ-REG

3-2011

STATE OF NEW JERSEY
DIVISION OF REVENUE

BUSINESS REGISTRATION APPLICATION

*** NO FEE REQUIRED ***

Please read instructions carefully before filling out this form
ALL SECTIONS MUST BE FULLY COMPLETED

MAIL TO:
CLIENT REGISTRATION
PO BOX 252
TRENTON, NJ 08646-0252

OVERNIGHT DELIVERY:
CLIENT REGISTRATION
33 West State St 3rd FL
TRENTON, NJ 08608

Hotline
(609) 292-9292

www.nj.gov/treasury/revenue/

REGISTRATION DETAIL

A. Please indicate the reason for your filing this application:

- Original application for a new business
- Moved previously registered business to new location (REG-C-L can be used in lieu of NJ-REG)
- Amended application for an existing business
Reason(s) for amending application: _____
- Application for an additional location of an existing registered business
- Applying for a Business Registration Certificate Employer of Domestic Household Employee(s)
- Withholding for Employee(s) residing in NJ (Not doing business or employing in NJ)

B. FEIN # OR Soc. Sec. # of Owner

Check Box if "Applied for"

C. Name _____
(If your business entity is a Corporation, LLC, LLP, LP or Non-Profit Organization, give entity name. IF NOT, give Name of Owner or Partners)

D. Trade Name _____

E. Business Location: (Do not use P.O. Box for Location Address)

F. Mailing Name and Address: (if different from business address)

Street _____
City _____ State
Zip Code
(Give 9-digit Zip)

Name _____
Street _____
City _____ State
Zip Code
(Give 9-digit Zip)

(See instructions for providing alternate addresses)

(See instructions for providing alternate addresses)

G. Beginning date for this business: _____ / _____ / _____ (see instructions)
month day year

O/C _____

H. Type of ownership (check one):

- NJ Corporation Sole Proprietor Partnership Out-of-State Corporation LLP Other _____
- Limited Partnership LLC (1065 Filer) LLC (1120 Filer) LLC (Single Member) S Corporation (You must complete page 41)

I. New Jersey Business Code (see instructions) Domestic (Household Employer)

FOR OFFICIAL USE ONLY

J. County / Municipality Code (see instructions) K. County _____
(New Jersey only)

DLN _____

L. Will this business be SEASONAL? Yes No

If YES - Circle months business will be open:

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

M. If an ENTITY (Item C) complete the following:

Date of Incorporation: _____ / _____ / _____
month day year

State of Incorporation Fiscal month

NJ Business/Corp. #

Is this a Subsidiary of another corporation? YES NO

If YES, give name and Federal ID# of parent: _____

N. Standard Industrial Code (If known)

O. NAICS (If known)

P. Provide the following information for the owner, partners or responsible corporate officers. (If more space is needed, attach rider)

BUSINESS DETAIL

OWNERSHIP DETAIL

NAME (Last Name, First, MI)	SOCIAL SECURITY NUMBER TITLE	HOME ADDRESS (Street, City, State, Zip)	PERCENT OF OWNERSHIP

BE SURE TO COMPLETE NEXT PAGE

FEIN#: _____

NAME: _____

NJ-REG

Each Question Must Be Answered Completely

1. a. Have you or will you be paying wages, salaries or commissions to employees working in New Jersey within the next 6 months? Yes No

Give date of first wage or salary payment:

_____/_____/_____
Month Day Year

If you answered "No" to question 1.a., please be aware that if you begin paying wages you are required to notify the Client Registration Bureau at PO Box 252, Trenton NJ 08646-0252, or phone (609)-292-9292.

b. Give date of hiring first NJ employee:

_____/_____/_____
Month Day Year

c. Date cumulative gross payroll exceeds \$1,000

_____/_____/_____
Month Day Year

d. Will you be paying wages, salaries or commissions to New Jersey residents working outside New Jersey? Yes No

e. Will you be the payer of pension or annuity income to New Jersey residents? Yes No

f. Will you be holding legalized games of chance in New Jersey (as defined in Chapter 47 Rules of Legalized Games of Chance) where proceeds from any one prize exceed \$1,000? Yes No

g. Is this business a PEO (Employee Leasing Company)? (If yes, see page 6) Yes No

2. Did you acquire Substantially all the assets; Trade or business; Employees; of any previous employing units? Yes No

If answer is "No", go to question 4.

If answer is "Yes", indicate by a check whether in whole or in part, and list business name, address and registration number of predecessor or acquired unit and the date business was acquired by you. (If more than one, list separately. Continue on separate sheet if necessary.)

Name of Acquired Unit _____	_____ N.J. Employer ID	ACQUIRED	PERCENTAGE ACQUIRED
_____	_____	<input type="checkbox"/> Assets	_____ %
Address _____	_____ Date Acquired	<input type="checkbox"/> Trade or Business	_____ %
_____	_____	<input type="checkbox"/> Employees	_____ %

3. Subject to certain regulations, the law provides for the transfer of the predecessor's employment experience to a successor where the whole of a business is acquired from a subject predecessor employer. The transfer of the employment experience is required by law.

Are the predecessor and successor units owned or controlled by the same interests? Yes No

4. Is your employment agricultural? Yes No

5. Is your employment household? Yes No

a. If yes, please indicate the date in the calendar quarter in which gross cash wages totaled \$1,000 or more _____/_____/_____
Month Day Year

6. Are you a 501(c)(3) organization? Yes No
If "Yes", to apply for sales tax exemption, obtain form REG-1E at http://www.state.nj.us/treasury/taxation/pdf/other_forms/sales/reg1e.pdf

7. Were you subject to the Federal Unemployment Tax Act (FUTA) in the current or preceding calendar year? Yes No

(See instruction sheet for explanation of FUTA) If "Yes", indicate year: _____

8. a. Does this employing unit claim exemption from liability for contributions under the Unemployment Compensation Law of New Jersey? Yes No
If "Yes," please state reason. (Use additional sheets if necessary.) _____

b. If exemption from the mandatory provisions of the Unemployment Compensation Law of New Jersey is claimed, does this employing unit wish to voluntarily elect to become subject to its provisions for a period of not less than two complete calendar years? Yes No

9. Type of business 1. Manufacturer 2. Service 3. Wholesale
 4. Construction 5. Retail 6. Government

Principal product or service in New Jersey only _____

Type of Activity in New Jersey only _____

10. List below each place of business and each class of industry in New Jersey, even though you may have only one place of business or engage in only one class of industry.

a. Do you have more than one employing facility in New Jersey Yes No

NJ WORK LOCATIONS (Physical location, not mailing address)		NATURE OF BUSINESS (See Instructions)			No. of Workers at Each Location and/in Each Class of Industry
Street Address, City, Zip Code	County	NAICS Code	Principal Product or Service Complete Description	%	

(Continue on separate sheet, if necessary)

BE SURE TO COMPLETE NEXT PAGE

OMNIA PARTNERS EXHIBITS
EXHIBIT H- OMNIA PARTNERS ADVERTISING COMPLIANCE REQUIREMENT

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

Nationwide:

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

Lists of political subdivisions and local governments in the above referenced states / districts may be found at http://www.usa.gov/Agencies/State_and_Territories.shtml and <https://www.usa.gov/local-governments>.

Certain Public Agencies and Political Subdivisions:

CITIES, TOWNS, VILLAGES AND BOROUGHS
INCLUDING BUT NOT LIMITED TO:

BAKER CITY GOLF COURSE, OR
 CITY OF ADAIR VILLAGE, OR
 CITY OF ASHLAND, OR
 CITY OF AUMSVILLE, OR
 CITY OF AURORA, OR
 CITY OF BAKER, OR
 CITY OF BATON ROUGE, LA
 CITY OF BEAVERTON, OR
 CITY OF BEND, OR
 CITY OF BOARDMAN, OR
 CITY OF BONANAZA, OR
 CITY OF BOSSIER CITY, LA
 CITY OF BROOKINGS, OR
 CITY OF BURNS, OR
 CITY OF CANBY, OR
 CITY OF CANYONVILLE, OR
 CITY OF CLATSKANIE, OR
 CITY OF COBURG, OR
 CITY OF CONDON, OR
 CITY OF COQUILLE, OR
 CITY OF CORVALLI, OR
 CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR
 CITY OF COTTAGE GROVE, OR
 CITY OF DONALD, OR

CITY OF EUGENE, OR
 CITY OF FOREST GROVE, OR
 CITY OF GOLD HILL, OR
 CITY OF GRANTS PASS, OR
 CITY OF GRESHAM, OR
 CITY OF HILLSBORO, OR
 CITY OF INDEPENDENCE, OR
 CITY AND COUNTY OF HONOLULU, HI
 CITY OF KENNER, LA
 CITY OF LA GRANDE, OR
 CITY OF LAFAYETTE, LA
 CITY OF LAKE CHARLES, OR
 CITY OF LEBANON, OR
 CITY OF MCMINNVILLE, OR
 CITY OF MEDFORD, OR
 CITY OF METAIRIE, LA
 CITY OF MILL CITY, OR
 CITY OF MILWAUKIE, OR
 CITY OF MONROE, LA
 CITY OF MOSIER, OR
 CITY OF NEW ORLEANS, LA
 CITY OF NORTH PLAINS, OR
 CITY OF OREGON CITY, OR
 CITY OF PILOT ROCK, OR
 CITY OF PORTLAND, OR
 CITY OF POWERS, OR
 CITY OF PRINEVILLE, OR

CITY OF REDMOND, OR
CITY OF REEDSPORT, OR
CITY OF RIDDLE, OR
CITY OF ROGUE RIVER, OR
CITY OF ROSEBURG, OR
CITY OF SALEM, OR
CITY OF SANDY, OR
CITY OF SCAPPOOSE, OR
CITY OF SHADY COVE, OR
CITY OF SHERWOOD, OR
CITY OF SHREVEPORT, LA
CITY OF SILVERTON, OR
CITY OF SPRINGFIELD, OR
CITY OF ST. HELENS, OR
CITY OF ST. PAUL, OR
CITY OF SULPHUR, LA
CITY OF TIGARD, OR
CITY OF TROUTDALE, OR
CITY OF TUALATIN, OR
CITY OF WALKER, LA
CITY OF WARRENTON, OR
CITY OF WEST LINN, OR
CITY OF WILSONVILLE, OR
CITY OF WINSTON, OR
CITY OF WOODBURN, OR
LEAGUE OF OREGON CITIES
THE CITY OF HAPPY VALLEY OREGON
ALPINE, UT
ALTA, UT
ALTAMONT, UT
ALTON, UT
AMALGA, UT
AMERICAN FORK CITY, UT
ANNABELLA, UT
ANTIMONY, UT
APPLE VALLEY, UT
AURORA, UT
BALLARD, UT
BEAR RIVER CITY, UT
BEAVER, UT
BICKNELL, UT
BIG WATER, UT
BLANDING, UT
BLUFFDALE, UT
BOULDER, UT
CITY OF BOUNTIFUL, UT
BRIAN HEAD, UT
BRIGHAM CITY CORPORATION, UT
BRYCE CANYON CITY, UT
CANNONVILLE, UT
CASTLE DALE, UT
CASTLE VALLEY, UT
CITY OF CEDAR CITY, UT
CEDAR FORT, UT
CITY OF CEDAR HILLS, UT
CENTERFIELD, UT
CENTERVILLE CITY CORPORATION, UT
CENTRAL VALLEY, UT
CHARLESTON, UT
CIRCLEVILLE, UT
CLARKSTON, UT
CLAWSON, UT
CLEARFIELD, UT
CLEVELAND, UT
CLINTON CITY CORPORATION, UT

COALVILLE, UT
CORINNE, UT
CORNISH, UT
COTTONWOOD HEIGHTS, UT
DANIEL, UT
DELTA, UT
DEWEYVILLE, UT
DRAPER CITY, UT
DUCHESNE, UT
EAGLE MOUNTAIN, UT
EAST CARBON, UT
ELK RIDGE, UT
ELMO, UT
ELSINORE, UT
ELWOOD, UT
EMERY, UT
ENOCH, UT
ENTERPRISE, UT
EPHRAIM, UT
ESCALANTE, UT
EUREKA, UT
FAIRFIELD, UT
FAIRVIEW, UT
FARMINGTON, UT
FARR WEST, UT
FAYETTE, UT
FERRON, UT
FIELDING, UT
FILLMORE, UT
FOUNTAIN GREEN, UT
FRANCIS, UT
FRUIT HEIGHTS, UT
GARDEN CITY, UT
GARLAND, UT
GENOLA, UT
GLENDALE, UT
GLENWOOD, UT
GOSHEN, UT
GRANTSVILLE, UT
GREEN RIVER, UT
GUNNISON, UT
HANKSVILLE, UT
HARRISVILLE, UT
HATCH, UT
HEBER CITY CORPORATION, UT
HELPER, UT
HENEFER, UT
HENRIEVILLE, UT
HERRIMAN, UT
HIDEOUT, UT
HIGHLAND, UT
HILDALE, UT
HINCKLEY, UT
HOLDEN, UT
HOLLADAY, UT
HONEYVILLE, UT
HOOPER, UT
HOWELL, UT
HUNTINGTON, UT
HUNTSVILLE, UT
CITY OF HURRICANE, UT
HYDE PARK, UT
HYRUM, UT
INDEPENDENCE, UT
IVINS, UT

JOSEPH, UT
JUNCTION, UT
KAMAS, UT
KANAB, UT
KANARRAVILLE, UT
KANOSH, UT
KAYSVILLE, UT
KINGSTON, UT
KOOSHAREM, UT
LAKETOWN, UT
LA VERKIN, UT
LAYTON, UT
LEAMINGTON, UT
LEEDS, UT
LEHI CITY CORPORATION, UT
LEVAN, UT
LEWISTON, UT
LINDON, UT
LOA, UT
LOGAN CITY, UT
LYMAN, UT
LYNNDYL, UT
MANILA, UT
MANTI, UT
MANTUA, UT
MAPLETON, UT
MARRIOTT-SLATERVILLE, UT
MARYSVALE, UT
MAYFIELD, UT
MEADOW, UT
MENDON, UT
MIDVALE CITY INC., UT
MIDWAY, UT
MILFORD, UT
MILLVILLE, UT
MINERSVILLE, UT
MOAB, UT
MONA, UT
MONROE, UT
CITY OF MONTICELLO, UT
MORGAN, UT
MORONI, UT
MOUNT PLEASANT, UT
MURRAY CITY CORPORATION, UT
MYTON, UT
NAPLES, UT
NEPHI, UT
NEW HARMONY, UT
NEWTON, UT
NIBLEY, UT
NORTH LOGAN, UT
NORTH OGDEN, UT
NORTH SALT LAKE CITY, UT
OAK CITY, UT
OAKLEY, UT
OGDEN CITY CORPORATION, UT
OPHIR, UT
ORANGEVILLE, UT
ORDERVILLE, UT
OREM, UT
PANGUITCH, UT
PARADISE, UT
PARAGONAH, UT
PARK CITY, UT
PAROWAN, UT

PAYSON, UT
PERRY, UT
PLAIN CITY, UT
PLEASANT GROVE CITY, UT
PLEASANT VIEW, UT
PLYMOUTH, UT
PORTAGE, UT
PRICE, UT
PROVIDENCE, UT
PROVO, UT
RANDOLPH, UT
REDMOND, UT
RICHFIELD, UT
RICHMOND, UT
RIVERDALE, UT
RIVER HEIGHTS, UT
RIVERTON CITY, UT
ROCKVILLE, UT
ROCKY RIDGE, UT
ROOSEVELT CITY CORPORATION, UT
ROY, UT
RUSH VALLEY, UT
CITY OF ST. GEORGE, UT
SALEM, UT
SALINA, UT
SALT LAKE CITY CORPORATION, UT
SANDY, UT
SANTA CLARA, UT
SANTAQUIN, UT
SARATOGA SPRINGS, UT
SCIPIO, UT
SCOFIELD, UT
SIGURD, UT
SMITHFIELD, UT
SNOWVILLE, UT
CITY OF SOUTH JORDAN, UT
SOUTH OGDEN, UT
CITY OF SOUTH SALT LAKE, UT
SOUTH WEBER, UT
SPANISH FORK, UT
SPRING CITY, UT
SPRINGDALE, UT
SPRINGVILLE, UT
STERLING, UT
STOCKTON, UT
SUNNYSIDE, UT
SUNSET CITY CORP, UT
SYRACUSE, UT
TABIONA, UT
CITY OF TAYLORSVILLE, UT
TOOELE CITY CORPORATION, UT
TOQUERVILLE, UT
TORREY, UT
TREMONTON CITY, UT
TRENTON, UT
TROPIC, UT
UINTAH, UT
VERNAL CITY, UT
VERNON, UT
VINEYARD, UT
VIRGIN, UT
WALES, UT
WALLSBURG, UT
WASHINGTON CITY, UT
WASHINGTON TERRACE, UT

WELLINGTON, UT
WELLSVILLE, UT
WENDOVER, UT
WEST BOUNTIFUL, UT
WEST HAVEN, UT
WEST JORDAN, UT
WEST POINT, UT
WEST VALLEY CITY, UT
WILLARD, UT
WOODLAND HILLS, UT
WOODRUFF, UT
WOODS CROSS, UT

COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:

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

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

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

BANKS FIRE DISTRICT, OR
BATON ROUGE WATER COMPANY
BEND METRO PARK AND RECREATION
DISTRICT
BIENVILLE PARISH FIRE PROTECTION
DISTRICT 6, LA
BOARDMAN PARK AND RECREATION DISTRICT

CENTRAL CITY ECONOMIC OPPORTUNITY
CORP, LA
CENTRAL OREGON INTERGOVERNMENTAL
COUNCIL
CITY OF BOGALUSA SCHOOL BOARD, LA
CLACKAMAS RIVER WATER
CLATSKANIE PEOPLE'S UTILITY DISTRICT
CLEAN WATER SERVICES
CONFEDERATED TRIBES OF THE UMATILLA
INDIAN RESERVATION
COOS FOREST PROTECTIVE ASSOCIATION
CHEHALEM PARK AND RECREATION DISTRICT
DAVID CROCKETT STEAM FIRE COMPANY #1,
LA
EUGENE WATER AND ELECTRIC BOARD
HONOLULU INTERNATIONAL AIRPORT
HOODLAND FIRE DISTRICT #74
HOUSING AUTHORITY OF PORTLAND
ILLINOIS VALLEY FIRE DISTRICT
LAFAYETTE AIRPORT COMMISSION, LA
LAFOURCHE PARISH HEALTH UNIT – DHH-OPH
REGION 3
LOUISIANA PUBLIC SERVICE COMMISSION, LA
LOUISIANA WATER WORKS
MEDFORD WATER COMMISSION
MELHEUR COUNTY JAIL, OR
METRO REGIONAL GOVERNMENT
METRO REGIONAL PARKS
METROPOLITAN EXPOSITION RECREATION
COMMISSION
METROPOLITAN SERVICE DISTRICT (METRO)
MULTNOMAH EDUCATION SERVICE DISTRICT
NEW ORLEANS REDEVELOPMENT AUTHORITY,
LA
NORTHEAST OREGON HOUSING AUTHORITY,
OR
PORT OF BRANDON, OR
PORT OF MORGAN CITY, LA
PORTLAND DEVELOPMENT COMMISSION, OR
PORTLAND FIRE AND RESCUE
PORTLAND HOUSING CENTER, OR
OREGON COAST COMMUNITY ACTION
OREGON HOUSING AND COMMUNITY
SERVICES
OREGON LEGISLATIVE ADMINISTRATION
ROGUE VALLEY SEWER, OR
SAINT LANDRY PARISH TOURIST COMMISSION
SAINT MARY PARISH REC DISTRICT 2
SAINT MARY PARISH REC DISTRICT 3
SAINT TAMMANY FIRE DISTRICT 4, LA
SALEM MASS TRANSIT DISTRICT
SEWERAGE AND WATER BOARD OF NEW
ORLEANS, LA
SOUTH LAFOURCHE LEVEE DISTRICT, LA
TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON
TUALATIN HILLS PARK & RECREATION
DISTRICT
TUALATIN VALLEY FIRE & RESCUE
TUALATIN VALLEY WATER DISTRICT
WILLAMALANE PARK AND RECREATION
DISTRICT
WILLAMETTE HUMANE SOCIETY

K-12 INCLUDING BUT NOT LIMITED TO:

ACADIA PARISH SCHOOL BOARD
BEAVERTON SCHOOL DISTRICT
BEND-LA PINE SCHOOL DISTRICT
BOGALUSA HIGH SCHOOL, LA
BOSSIER PARISH SCHOOL BOARD
BROOKING HARBOR SCHOOL DISTRICT
CADDO PARISH SCHOOL DISTRICT
CALCASIEU PARISH SCHOOL DISTRICT
CANBY SCHOOL DISTRICT
CANYONVILLE CHRISTIAN ACADEMY
CASCADE SCHOOL DISTRICT
CASCADES ACADEMY OF CENTRAL OREGON
CENTENNIAL SCHOOL DISTRICT
CENTRAL CATHOLIC HIGH SCHOOL
CENTRAL POINT SCHOOL DISTRICT NO.6
CENTRAL SCHOOL DISTRICT 13J
COOS BAY SCHOOL DISTRICT NO.9
CORVALLIS SCHOOL DISTRICT 509J
COUNTY OF YAMHILL SCHOOL DISTRICT 29
CULVER SCHOOL DISTRICT
DALLAS SCHOOL DISTRICT NO.2
DAVID DOUGLAS SCHOOL DISTRICT
DAYTON SCHOOL DISTRICT NO.8
DE LA SALLE N CATHOLIC HS
DESCHUTES COUNTY SCHOOL DISTRICT NO.6
DOUGLAS EDUCATIONAL DISTRICT SERVICE
DUFUR SCHOOL DISTRICT NO.29
EAST BATON ROUGE PARISH SCHOOL
DISTRICT
ESTACADA SCHOOL DISTRICT NO.10B
FOREST GROVE SCHOOL DISTRICT
GEORGE MIDDLE SCHOOL
GLADSTONE SCHOOL DISTRICT
GRANTS PASS SCHOOL DISTRICT 7
GREATER ALBANY PUBLIC SCHOOL DISTRICT
GRESHAM BARLOW JOINT SCHOOL DISTRICT
HEAD START OF LANE COUNTY
HIGH DESERT EDUCATION SERVICE DISTRICT
HILLSBORO SCHOOL DISTRICT
HOOD RIVER COUNTY SCHOOL DISTRICT
JACKSON CO SCHOOL DIST NO.9
JEFFERSON COUNTY SCHOOL DISTRICT 509-J
JEFFERSON PARISH SCHOOL DISTRICT
JEFFERSON SCHOOL DISTRICT
JUNCTION CITY SCHOOLS, OR
KLAMATH COUNTY SCHOOL DISTRICT
KLAMATH FALLS CITY SCHOOLS
LAFAYETTE PARISH SCHOOL DISTRICT
LAKE OSWEGO SCHOOL DISTRICT 7J
LANE COUNTY SCHOOL DISTRICT 4J
LINCOLN COUNTY SCHOOL DISTRICT
LINN CO. SCHOOL DIST. 95C
LIVINGSTON PARISH SCHOOL DISTRICT
LOST RIVER JR/SR HIGH SCHOOL
LOWELL SCHOOL DISTRICT NO.71
MARION COUNTY SCHOOL DISTRICT
MARION COUNTY SCHOOL DISTRICT 103
MARIST HIGH SCHOOL, OR
MCMINNVILLE SCHOOL DISTRICT NOAO
MEDFORD SCHOOL DISTRICT 549C
MITCH CHARTER SCHOOL
MONROE SCHOOL DISTRICT NO.1J
MORROW COUNTY SCHOOL DIST, OR
MULTNOMAH EDUCATION SERVICE DISTRICT

MULTISENSORY LEARNING ACADEMY
MYRTLE PINT SCHOOL DISTRICT 41
NEAH-KAH-NIE DISTRICT NO.56
NEWBERG PUBLIC SCHOOLS
NESTUCCA VALLEY SCHOOL DISTRICT NO.101
NOBEL LEARNING COMMUNITIES
NORTH BEND SCHOOL DISTRICT 13
NORTH CLACKAMAS SCHOOL DISTRICT
NORTH DOUGLAS SCHOOL DISTRICT
NORTH WASCO CITY SCHOOL DISTRICT 21
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
ONTARIO MIDDLE SCHOOL
OREGON TRAIL SCHOOL DISTRICT NOA6
ORLEANS PARISH SCHOOL DISTRICT
PHOENIX-TALENT SCHOOL DISTRICT NOA
PLEASANT HILL SCHOOL DISTRICT
PORTLAND JEWISH ACADEMY
PORTLAND PUBLIC SCHOOLS
RAPIDES PARISH SCHOOL DISTRICT
REDMOND SCHOOL DISTRICT
REYNOLDS SCHOOL DISTRICT
ROGUE RIVER SCHOOL DISTRICT
ROSEBURG PUBLIC SCHOOLS
SCAPPOOSE SCHOOL DISTRICT 1J
SAINT TAMMANY PARISH SCHOOL BOARD, LA
SEASIDE SCHOOL DISTRICT 10
SHERWOOD SCHOOL DISTRICT 88J
SILVER FALLS SCHOOL DISTRICT 4J
SOUTH LANE SCHOOL DISTRICT 45J3
SOUTHERN OREGON EDUCATION SERVICE DISTRICT
SPRINGFIELD PUBLIC SCHOOLS
SUTHERLIN SCHOOL DISTRICT
SWEET HOME SCHOOL DISTRICT NO.55
TERREBONNE PARISH SCHOOL DISTRICT
THE CATLIN GABEL SCHOOL
TIGARD-TUALATIN SCHOOL DISTRICT
UMATILLA MORROW ESD
WEST LINN WILSONVILLE SCHOOL DISTRICT
WILLAMETTE EDUCATION SERVICE DISTRICT
WOODBURN SCHOOL DISTRICT
YONCALLA SCHOOL DISTRICT
ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES) , UT
ALIANZA ACADEMY , UT
ALPINE DISTRICT , UT
AMERICAN LEADERSHIP ACADEMY , UT
AMERICAN PREPARATORY ACADEMY , UT
BAER CANYON HIGH SCHOOL FOR SPORTS & MEDICAL SCIENCES , UT
BEAR RIVER CHARTER SCHOOL , UT
BEAVER SCHOOL DISTRICT , UT
BEEHIVE SCIENCE & TECHNOLOGY ACADEMY (BSTA) , UT
BOX ELDER SCHOOL DISTRICT , UT
CBA CENTER , UT
CACHE SCHOOL DISTRICT , UT
CANYON RIM ACADEMY , UT
CANYONS DISTRICT , UT
CARBON SCHOOL DISTRICT , UT
CHANNING HALL , UT
CHARTER SCHOOL LEWIS ACADEMY , UT
CITY ACADEMY , UT
DAGGETT SCHOOL DISTRICT , UT

DAVINCI ACADEMY , UT
DAVIS DISTRICT , UT
DUAL IMMERSION ACADEMY , UT
DUCHESNE SCHOOL DISTRICT , UT
EARLY LIGHT ACADEMY AT DAYBREAK , UT
EAST HOLLYWOOD HIGH , UT
EDITH BOWEN LABORATORY SCHOOL , UT
EMERSON ALCOTT ACADEMY , UT
EMERY SCHOOL DISTRICT , UT
ENTHEOS ACADEMY , UT
EXCELSIOR ACADEMY , UT
FAST FORWARD HIGH , UT
FREEDOM ACADEMY , UT
GARFIELD SCHOOL DISTRICT , UT
GATEWAY PREPARATORY ACADEMY , UT
GEORGE WASHINGTON ACADEMY , UT
GOOD FOUNDATION ACADEMY , UT
GRAND SCHOOL DISTRICT , UT
GRANITE DISTRICT , UT
GUADALUPE SCHOOL , UT
HAWTHORN ACADEMY , UT
INTECH COLLEGIATE HIGH SCHOOL , UT
IRON SCHOOL DISTRICT , UT
ITINERIS EARLY COLLEGE HIGH , UT
JOHN HANCOCK CHARTER SCHOOL , UT
JORDAN DISTRICT , UT
JUAB SCHOOL DISTRICT , UT
KANE SCHOOL DISTRICT , UT
KARL G MAESER PREPARATORY ACADEMY , UT
LAKEVIEW ACADEMY , UT
LEGACY PREPARATORY ACADEMY , UT
LIBERTY ACADEMY , UT
LINCOLN ACADEMY , UT
LOGAN SCHOOL DISTRICT , UT
MARIA MONTESSORI ACADEMY , UT
MERIT COLLEGE PREPARATORY ACADEMY , UT
MILLARD SCHOOL DISTRICT , UT
MOAB CHARTER SCHOOL , UT
MONTICELLO ACADEMY , UT
MORGAN SCHOOL DISTRICT , UT
MOUNTAINVILLE ACADEMY , UT
MURRAY SCHOOL DISTRICT , UT
NAVIGATOR POINTE ACADEMY , UT
NEBO SCHOOL DISTRICT , UT
NO UT ACAD FOR MATH ENGINEERING & SCIENCE (NUAMES) , UT
NOAH WEBSTER ACADEMY , UT
NORTH DAVIS PREPARATORY ACADEMY , UT
NORTH SANPETE SCHOOL DISTRICT , UT
NORTH STAR ACADEMY , UT
NORTH SUMMIT SCHOOL DISTRICT , UT
ODYSSEY CHARTER SCHOOL , UT
OGDEN PREPARATORY ACADEMY , UT
OGDEN SCHOOL DISTRICT , UT
OPEN CLASSROOM , UT
OPEN HIGH SCHOOL OF UTAH , UT
OQUIRRH MOUNTAIN CHARTER SCHOOL , UT
PARADIGM HIGH SCHOOL , UT
PARK CITY SCHOOL DISTRICT , UT
PINNACLE CANYON ACADEMY , UT
PIUTE SCHOOL DISTRICT , UT
PROVIDENCE HALL , UT
PROVO SCHOOL DISTRICT , UT

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

HIGHER EDUCATION

ARGOSY UNIVERSITY
BATON ROUGE COMMUNITY COLLEGE, LA
BIRTHINGWAY COLLEGE OF MIDWIFERY
BLUE MOUNTAIN COMMUNITY COLLEGE
BRIGHAM YOUNG UNIVERSITY - HAWAII
CENTRAL OREGON COMMUNITY COLLEGE
CENTENARY COLLEGE OF LOUISIANA
CHEMEKETA COMMUNITY COLLEGE
CLACKAMAS COMMUNITY COLLEGE
COLLEGE OF THE MARSHALL ISLANDS
COLUMBIA GORGE COMMUNITY COLLEGE
CONCORDIA UNIVERSITY
GEORGE FOX UNIVERSITY
KLAMATH COMMUNITY COLLEGE DISTRICT
LANE COMMUNITY COLLEGE

LEWIS AND CLARK COLLEGE
LINFIELD COLLEGE
LINN-BENTON COMMUNITY COLLEGE
LOUISIANA COLLEGE, LA
LOUISIANA STATE UNIVERSITY
LOUISIANA STATE UNIVERSITY HEALTH
SERVICES
MARYLHURST UNIVERSITY
MT. HOOD COMMUNITY COLLEGE
MULTNOMAH BIBLE COLLEGE
NATIONAL COLLEGE OF NATURAL MEDICINE
NORTHWEST CHRISTIAN COLLEGE
OREGON HEALTH AND SCIENCE UNIVERSITY
OREGON INSTITUTE OF TECHNOLOGY
OREGON STATE UNIVERSITY
OREGON UNIVERSITY SYSTEM
PACIFIC UNIVERSITY
PIONEER PACIFIC COLLEGE
PORTLAND COMMUNITY COLLEGE
PORTLAND STATE UNIVERSITY
REED COLLEGE
RESEARCH CORPORATION OF THE
UNIVERSITY OF HAWAII
ROGUE COMMUNITY COLLEGE
SOUTHEASTERN LOUISIANA UNIVERSITY
SOUTHERN OREGON UNIVERSITY (OREGON
UNIVERSITY SYSTEM)
SOUTHWESTERN OREGON COMMUNITY
COLLEGE
TULANE UNIVERSITY
TILLAMOOK BAY COMMUNITY COLLEGE
UMPQUA COMMUNITY COLLEGE
UNIVERSITY OF HAWAII BOARD OF REGENTS
UNIVERSITY OF HAWAII-HONOLULU
COMMUNITY COLLEGE
UNIVERSITY OF OREGON-GRADUATE SCHOOL
UNIVERSITY OF PORTLAND
UNIVERSITY OF NEW ORLEANS
WESTERN OREGON UNIVERSITY
WESTERN STATES CHIROPRACTIC COLLEGE
WILLAMETTE UNIVERSITY
XAVIER UNIVERSITY
UTAH SYSTEM OF HIGHER EDUCATION, UT
UNIVERSITY OF UTAH, UT
UTAH STATE UNIVERSITY, UT
WEBER STATE UNIVERSITY, UT
SOUTHERN UTAH UNIVERSITY, UT
SNOW COLLEGE, UT
DIXIE STATE COLLEGE, UT
COLLEGE OF EASTERN UTAH, UT
UTAH VALLEY UNIVERSITY, UT
SALT LAKE COMMUNITY COLLEGE, UT
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

STATE AGENCIES

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

OREGON DEPARTMENT OF EDUCATION
OREGON DEPARTMENT OF FORESTRY
OREGON DEPT OF TRANSPORTATION
OREGON DEPT. OF EDUCATION
OREGON LOTTERY
OREGON OFFICE OF ENERGY
OREGON STATE BOARD OF NURSING
OREGON STATE DEPT OF CORRECTIONS
OREGON STATE POLICE
OREGON TOURISM COMMISSION
OREGON TRAVEL INFORMATION COUNCIL
SANTIAM CANYON COMMUNICATION CENTER
SEIU LOCAL 503, OPEU
SOH- JUDICIARY CONTRACTS AND PURCH
STATE DEPARTMENT OF DEFENSE, STATE OF
HAWAII
STATE OF HAWAII
STATE OF HAWAII, DEPT. OF EDUCATION
STATE OF LOUISIANA
STATE OF LOUISIANA DEPT. OF EDUCATION
STATE OF LOUISIANA, 26TH JUDICIAL DISTRICT
ATTORNEY
STATE OF UTAH

Additional Agreements: If an Offeror requires additional agreements, a copy of the proposed agreement must be included with the proposal.

APPENDIX E
**CATEGORY DISCOUNTS, CORE LIST OFFERINGS
AND MARKET BASKET**

Redacted