December 27, 2021

Ms. Joy Abrams, Director
Office of Procurement
Maryland Department of Transportation
7201 Corporate Center Drive
P.O. Box 548
Hanover, Maryland 21076

SUBJECT: Procurement of Sodium Acetate (NaAc)/ Sodium Formate (NaFm) Blend Deice Chemical for Baltimore/Washington International Thurgood Marshall Airport (BWI Thurgood Marshall) – Intergovernmental Cooperative Purchasing Agreement

Dear Ms. Abrams:

The Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) is requesting to purchase sodium formate (NaFm)/ sodium acetate (NaAc) blend deice chemical from New Deal Deicing Co. (NDD), utilizing a $150,000.00 contract beginning from the date of approval and expiring September 26, 2022. This contract will be completed through the intergovernmental agreement contract number 062817, between Sourcewell and NDD.

The MDOT MAA procures NaAc / NaFm blend deice chemical annually for an amount Not to Exceed $150,000.00 for use at BWI Thurgood Marshall. This material has become the preferred freezing-point depressant at the airport among deicing products for use on our public terminal roadways. The use of non-chloride-based deicers has become more common in roadway winter maintenance operations due to the impacts that chloride-based deicers exert on infrastructure and the environment. Additionally, acetates are primarily used in designated no salt zones. The BWI Thurgood Marshall terminal utilizes an elevated roadway that requires a non-chloride-based deicer to increase safety and reduce impacts to infrastructure.

MDOT MAA originally advertised this procurement via eMaryland Marketplace Advantage (eMMA) on September 7, 2021. The procurement due date was extended to October 6, 2021 to gather market research as to why no bids were being submitted. The procurement officer discovered that due to the severe shortage of raw materials, all available vendors that produce this blend product could not commit to a one-year contract at a guaranteed price or delivery time causing this to be a failed procurement. As we near the winter snow season it is crucial for MDOT MAA to have a contract in place to procure the required material.

Contract No. 062817-NDD between Sourcewell and New Deal Deicing, is effective September 27, 2021 through September 26, 2022. The contract provides the NaAc/ NaFm deice blend, including no cost for shipping, at a discount of 10% from the list price. By utilizing this contract MDOT MAA
would realize the following savings: the current list price of $2,705.74 per 2,205-pound supersack would amount to $2,434.37, current list price of $2,665.61 per pallet of 2 count 1,000-pound minisacks would amount to $2,567.97, and current list price of $2,853.34 per pallet of 55 count 40 pound bags would amount to $2,567.97. Additionally, this contract will provide a volume discount. For every 10-18 units of material ordered a $100 per unit discount from the base price will be received. For every 19-20 units of material ordered a $150 per unit discount from the base price will be received.

During last year’s 2020-2021 snow season MDOT MAA used a quantity of 20 2,205-pound supersacks and a quantity of 24 pallets of 55 count 40-pound bags. Based on similar usage totals for this upcoming snow season, the list price of the NaAc/NaFm deice blend would come to a total cost of $122,594.96. By utilizing the 10% discount from this contract, that total would come to $110,318.68, saving the State $12,276.28 from the list price.

Through market research MDOT MAA found that due to the supply shortage and high demand for the deice blend material this snow season, the opportunity for MDOT MAA to complete a procurement that would have fostered competitive bids was not an option. In addition, supply shortages coupled with higher inflation rates have contributed to higher prices and eliminated the ability to receive discounts for bulk orders via a locked in contract price. Compared to procuring the deice blend material at the market list price on an as needed basis, utilizing the discounted price from the Sourcewell contract is in the State’s best interest and will realize a savings for MDOT MAA.

As stated in COMAR 21.05.09.05:

“Before awarding or participating in an intergovernmental cooperative purchasing agreement, the procurement officer shall obtain the approval of the primary procurement unit head, and any other approvals required under this title.”

In order to procure the necessary NaAc/NaFm blend deice chemical for BWI Thurgood Marshall, the Procurement Officer requests approval and authorization from MDOT to use the Intergovernmental Agreement Contract No. 062817-NDD to complete a $150,000.00 contract beginning from the date of approval and expiring September 26, 2022 for the chemical.

If you have any questions or require additional information, please contact me at 410-859-7097.

Sincerely,

Linda D. Dangerfield, NIGP -CPP, CPPB
Director/Chief Procurement Officer
Office of Procurement & Materials Management, MDOT MAA
Concur:  
Joy Abrams, Director  
Office of Procurement, MDOT
PROCUREMENT OFFICER'S DETERMINATION  
CONTRACT NO. R6042587  
Sodium Formate/Acetate Blend for Baltimore/Washington International Thurgood Marshall  
December 27, 2021

**Procurement Method:**

In accordance with State Procurement Regulations COMAR 21.05.09.04, the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) Procurement Officer has determined that it would be in the best interest of the State to procure a Sodium Acetate (NaAc)/Sodium Formate (NaFm) Blend Deice Chemical contract for Baltimore/Washington International Thurgood Marshall (BWI Thurgood Marshall) from Sourcewell Contract:

- Contract No. 062817-NDD – New Deal Deicing Co. (NDD) via Intergovernmental Cooperative Purchase Method

Sourcewell strives to make the governmental procurement process more efficient by establishing competitively priced contracts for goods and services. This contract is available to authorized parties, including institutions of higher education, cities and counties, other political subdivision or special districts, and nonprofit corporations. This contract has been awarded by virtue of a public competitive procurement process and compliant with state statutes.

**Background:**

The MDOT MAA procures NaAc / NaFm blend deice chemical annually for an amount Not to Exceed $150,000.00 for use at BWI Thurgood Marshall. This material has become the preferred freezing-point depressant at the airport among deicing products for use on our public terminal roadways. The use of non-chloride-based deicers has become more common in roadway winter maintenance operations due to the impacts that chloride-based deicers exert on infrastructure and the environment. Additionally, acetates are primarily used in designated no salt zones. The BWI Thurgood Marshall terminal utilizes an elevated roadway that requires a non-chloride-based deicer to increase safety and reduce impacts to infrastructure.

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**Finding of Fact:**

Contract No. 062817-NDD between Sourcewell and New Deal Deicing, is effective September 27, 2021 through September 26, 2022. The contract provides the NaAc/NaFm deice blend, including no
cost for shipping, at a discount of 10% from the list price. By utilizing this contract MDOT MAA would realize the following savings: the current list price of $2,705.74 per 2,205-pound supersack would amount to $2,434.37, current list price of $2,665.61 per pallet of 2 count 1,000-pound minisacks would amount to $2,567.97, and current list price of $2,853.34 per pallet of 55 count 40 pound bags would amount to $2,567.97. Additionally, this contract will provide a volume discount. For every 10-18 units of material ordered a $100 per unit discount from the base price will be received. For every 19-20 units of material ordered a $150 per unit discount from the base price will be received.

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Through market research MDOT MAA found that due to the supply shortage and high demand for the deice blend material this snow season, the opportunity for MDOT MAA to complete a procurement that would have fostered competitive bids was not an option. In addition, supply shortages coupled with higher inflation rates have contributed to higher prices and eliminated the ability to receive discounts for bulk orders via a locked in contract price. Compared to procuring the deice blend material at the market list price on an as needed basis, utilizing the discounted price from the Sourcewell contract is in the State’s best interest and will realize a savings for MDOT MAA.

**Conclusion:**

Funding has been approved by MDOT MAA Office of Finance to proceed with a $150,000.00 contract, beginning from the date of approval and expiring September 26, 2022, for the NaAc/NaFm deice blend requested by MDOT MAA Office of Grounds Maintenance. Sourcewell contract No. 062817-NDD has been procured pursuant to COMAR 21.05.09, Intergovernmental Cooperative Purchasing. Utilizing this procurement method will allow MDOT MAA to realize a savings of both time and money in obtaining the specialized chemical. It is in the best interest of the State and will promote administrative efficiencies and intergovernmental cooperation.

It is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03 or State Finance and Procurement, Section 13-110.

Andrew Antlitz  
Date
Procurement Officer
Purchasing & Materials Management Section

Wayne S. Pennell, A.A.E  
Date
Chief, Division of BWI Airport Operations
New Deal Deicing #062817-NDD

Pricing for contract #062817-NDD is provided at 10% off MSRP to Sourcewell participating agencies.

Volume discounts offered:
- 10-18 units: $100/unit discount from base pricing
- 19-20 units: $150/unit discount from base pricing
<table>
<thead>
<tr>
<th>ITEM</th>
<th>SKU</th>
<th>UNIT</th>
<th>SHIPPING</th>
<th>LIST PRICE</th>
<th>PROPOSED NJPA CONTRACT PRICE</th>
<th>DISCOUNT FROM LIST PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEWDEAL 2205 LB SUPERSACK</td>
<td>1 SUPERSACK</td>
<td>INCLUDED*</td>
<td>$2,705.74</td>
<td>$2,434.37</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>NEWDEAL PALLET OF 2 CT 1000 LB MINISACK</td>
<td>1 PALLETS</td>
<td>INCLUDED*</td>
<td>$2,665.61</td>
<td>$2,398.60</td>
<td>10%</td>
</tr>
<tr>
<td>3</td>
<td>NEWDEAL PALLET OF 55 CT 40 LB BAGS</td>
<td>1 PALLETS</td>
<td>INCLUDED*</td>
<td>$2,853.34</td>
<td>$2,567.97</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Standard shipping included. Prices assume receiver has a forklift for unloading.
# Table of Contents

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Acceptance and Award-New Deal Deicing 062817</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Airport Consumables RFP 062817_3</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>K. SALES TAX</td>
<td>19</td>
</tr>
<tr>
<td>2</td>
<td>A. PROPOSAL EVALUATION PROCESS</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>B. PROPOSER RESPONSIVENESS</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>G. CERTIFICATE OF INSURANCE</td>
<td>23</td>
</tr>
<tr>
<td>5</td>
<td>K. WAIVER OF FORMALITIES</td>
<td>26</td>
</tr>
<tr>
<td>6</td>
<td>B. NJPA MEMBER SIGN-UP PROCEDURE</td>
<td>27</td>
</tr>
<tr>
<td>7</td>
<td>F. DATA PRACTICES</td>
<td>30</td>
</tr>
<tr>
<td>8</td>
<td>K. LICENSES</td>
<td>31</td>
</tr>
<tr>
<td>9</td>
<td>N. PROTESTS OF AWARDS MADE</td>
<td>31</td>
</tr>
<tr>
<td>9.1</td>
<td>O. SUSPENSION OR DISBARMENT STATUS</td>
<td>32</td>
</tr>
<tr>
<td>9.2</td>
<td>8.26 If within the past five (5) years, any firm, business, person or Proposer responding to an NJPA solicitation has been lawfully terminated, suspended, or precluded from participating in any public procurement activity with a federal, state, or loc...</td>
<td>32</td>
</tr>
<tr>
<td>10</td>
<td>Form B</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>Board Minutes 10-17-17_5</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Combined Ads-Airport Products 062817_2</td>
<td>55</td>
</tr>
<tr>
<td>1</td>
<td>Biddingo</td>
<td>55</td>
</tr>
<tr>
<td>2</td>
<td>DJC</td>
<td>57</td>
</tr>
<tr>
<td>3</td>
<td>Merx</td>
<td>58</td>
</tr>
<tr>
<td>4</td>
<td>Public Purchase</td>
<td>62</td>
</tr>
<tr>
<td>5</td>
<td>NJPA</td>
<td>64</td>
</tr>
<tr>
<td>6</td>
<td>USA Today</td>
<td>65</td>
</tr>
<tr>
<td>7</td>
<td>Utah-Salt Lake Ad.</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Comment and Review-Airport Consumables-062817_2</td>
<td>67</td>
</tr>
<tr>
<td></td>
<td>Form G - Airport Consumables 062817_2</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>New Deal Deicing 062817-5th Year Extension</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>New Deal Deicing Contract 062817</td>
<td>72</td>
</tr>
<tr>
<td></td>
<td>Proposal Opening Record-Airport Consumables_2</td>
<td>81</td>
</tr>
</tbody>
</table>
FORM E
CONTRACT ACCEPTANCE AND AWARD

(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

NJPA Contract #: 062817-NDD

Proposer's full legal name: New Deal Deicing

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be September 26, 2017 and will expire on September 26, 2021 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:

Jeremy Schwartz
(NAME PRINTED OR TYPED)

Chad Coauette
(NAME PRINTED OR TYPED)

Awarded on September 25, 2017
NJPA Contract # 062817-NDD

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name: NEW DEAL DEICING

Authorized Signatory's Title: PRESIDENT

Laura Miao
(NAME PRINTED OR TYPED)

Executed on September 26, 2017
NJPA Contract # 062817-NDD
National Joint Powers Alliance®

REQUEST FOR PROPOSAL

for the procurement of

AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES

RFP Opening
JUNE 29, 2017
8:30 a.m. Central Time
At the offices of the
National Joint Powers Alliance®
202 12th Street Northeast, Staples, MN 56479

RFP #062817

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES. Details of this RFP are available beginning May 18, 2017. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 28, 2017 at 4:30 p.m. Central Time at the above address and opened June 29, 2017 at 8:30 a.m. Central Time.

RFP Timeline

May 18, 2017 Publication of RFP in the print and online version of USA Today, in the print and online version of the Salt Lake News within the State of Utah, in the print and online version of the Daily Journal of Commerce within the State of Oregon (note: OR entities this pertains to: http://www.njpacoop.org/oregon-advertising), in the print and online version of The State within the State of South Carolina, the NJPA website, MERX, Noticetobidders.com, PublicPurchase.com, Biddingo, and Onvia.

June 14, 2017 Pre-Proposal Conference (the webcast/conference call). The connection information will be sent to all inquirers two business days before the conference.

June 21, 2017 Deadline for RFP questions.

June 28, 2017 Deadline for Submission of Proposals. Late responses will be returned unopened.

June 29, 2017 Public Opening of Proposals.

Direct questions regarding this RFP to: Chris Robinson at chris.robinson@njpacoop.org or (218) 895-4168.
# TABLE OF CONTENTS

1. **DEFINITIONS**  
   A. Contract  
   B. Proposer  
   C. Sourced Good of Open Market Item  
   D. Vendor

2. **ADVERTISEMENT OF RFP**

3. **INTRODUCTION**  
   A. About NJPA  
   B. Joint Exercise of Powers Laws  
   C. Why Respond to a National Cooperative Procurement Contract  
   D. The Intent of This RFP  
   E. Scope of This RFP  
   F. Expectations for Equipment/Products and Services Being Proposed  
   G. Solutions Based Solicitation

4. **INSTRUCTIONS FOR PREPARING YOUR PROPOSAL**  
   A. Inquiry Period  
   B. Pre-Proposal Conference  
   C. Identification of Key Personnel  
   D. Proposer’s Exceptions to Terms and Conditions  
   E. Proposal Format  
   F. Questions & Answers About This RFP  
   G. Modification or Withdrawal of a Submitted Proposal  
   H. Proposal Opening Procedure  
   I. NJPA’s Rights Reserved

5. **PRICING**  
   A. Line-Item Pricing  
   B. Percentage Discount From Catalog or Category  
   C. Cost Plus a Percentage of Cost  
   D. Hot List Pricing  
   E. Ceiling Price  
   F. Volume Price Discounts/Additional Quantities  
   G. Total Cost of Acquisition  
   H. Sourced Equipment/Products/Open Market Items  
   I. Price and Product Changes  
   J. Payment Terms  
   K. Sales Tax  
   L. Shipping

6. **EVALUATION OF PROPOSALS**  
   A. Proposal Evaluation Process  
   B. Proposer Responsiveness  
   C. Proposal Evaluation Criteria  
   D. Other Consideration  
   E. Cost Comparison  
   F. Marketing Plan  
   G. Certificate Of Insurance  
   H. Order Process and/or Funds Flow  
   I. Administrative Fees  
   J. Value Added  
   K. Waiver of Formalities

7. **POST AWARD OPERATING ISSUES**  
   A. Subsequent Agreements  
   B. NJPA Member Sign-up Procedure  
   C. Reporting of Sales Activity  
   D. Audits  
   E. Hub Partner  
   F. Trade-Ins  
   G. Out of Stock Notification  
   H. Termination of a Contract resulting from this RFP

8. **GENERAL TERMS AND CONDITIONS**  
   A. Advertising a Contract Resulting From This RFP  
   B. Applicable Law  
   C. Assignment of Contract  
   D. List of Proposers  
   E. Captions, Headings, and Illustrations  
   F. Data Practices  
   G. Entire Agreement  
   H. Force Majeure  
   I. Gratuities  
   J. Hazardous Substances  
   K. Licenses  
   L. Material Suppliers and Sub-Contractors  
   M. Non-Wavier of Rights  
   N. Protests of Awards Made  
   O. Suspension or Disbarment Status  
   P. Affirmative Action and Immigration Status Certification  
   Q. Severability  
   R. Relationship of Parties

9. **FORMS**

10. **PRE-SUBMISSION CHECKLIST**

11. **PRICE & PRODUCT CHANGE REQUEST FORM**

12. **APPENDIX A**
1 DEFINITIONS

A. CONTRACT
   Contract means this RFP, current pricing information, fully executed Forms C, D, F, & P from the
   Proposer’s response pursuant to this RFP, and a fully executed Form E (“Acceptance and Award”) with
   final terms and conditions. Form E will be executed after a formal award and will provide final clarification
   of terms and conditions of the award.

B. PROPOSER
   A Proposer is a company, person, or entity delivering a timely response to this RFP. This RFP may also
   use the terms “respondent” or “proposed Vendor,” which is interchangeable with Proposer as the context
   allows.

C. SOURCED GOOD or OPEN MARKET ITEM
   A Sourced Good or Open Market Item is a product within the RFP’s scope 1) that is not currently available
   under the Vendor’s NJPA contract, 2) that a member wants to buy under contract from an awarded Vendor,
   and 3) that is generally deemed incidental to the total transaction or purchase of contract items.

D. VENDOR
   A Proposer whose response has been awarded a contract pursuant to this RFP.
2 ADVERTISEMENT OF RFP

2.1 NJPA advertises this solicitation: 1) in the hard copy print and online editions of the USA Today; 2) once each in Oregon’s Daily Journal of Commerce, South Carolina’s The State and Utah’s Salt Lake Tribune; 3) on NJPA’s website; and 4) on other third-party websites deemed appropriate by NJPA. Other third-party advertisers may include Onvia, PublicPurchase.com, MERX, and Biddingo.

2.2 NJPA also notifies and provides solicitation documentation to each state-level procurement departments for possible re-posting of the solicitation within their systems and at their option for future use and to meet specific state requirements.

3 INTRODUCTION

A. ABOUT NJPA

3.1 The National Joint Powers Alliance® (NJPA) is a public agency serving as a national municipal contracting agency established under the Service Cooperative statute by Minnesota Legislative Statute §123A.21 with the authority to develop and offer, among other services, cooperative procurement services to its membership. Eligible membership and participation includes states, cities, counties, all government agencies, both public and non-public educational agencies, colleges, universities and non-profit organizations.

3.2 Under the authority of Minnesota state laws and enabling legislation, NJPA facilitates a competitive solicitation and contracting process on behalf of the needs of itself and the needs of current and potential member agencies nationally. This process results in national procurement contracts with various Vendors of products/equipment and services which NJPA Member agencies desire to procure. These procurement contracts are created in compliance with applicable Minnesota Municipal Contracting Laws. A complete listing of NJPA cooperative procurement contracts can be found at www.njpacoop.org.

3.3 NJPA is a public agency governed by publicly elected officials that serve as the NJPA Board of Directors. NJPA’s Board of Directors oversees and authorizes the calls for all new proposals and holds those resulting Contracts for the benefit of its own and its Members use.

3.4 NJPA currently serves over 50,000 member agencies nationally. Both membership and utilization of NJPA contracts continue to expand, due in part to the increasing acceptance of Cooperative Purchasing throughout the government and education communities nationally.

B. JOINT EXERCISE OF POWERS LAWS

3.5 NJPA cooperatively shares those contracts with its Members nationwide through various Joint Exercise of Powers Laws or Cooperative Purchasing Statutes established in Minnesota, other states and Canadian provinces. The Minnesota Joint Exercise of Powers Law is Minnesota Statute §471.59 which states “Two or more governmental units…may jointly or cooperatively exercise any power common to the contracting parties…” This Minnesota Statute allows NJPA to serve Member agencies located in all other states. Municipal agencies nationally can participate in cooperative purchasing activities under their own state law. These laws can be found on our website at http://www.njpacoop.org/national-cooperative-contract-solutions/legal-authority/.

C. WHY RESPOND TO A NATIONAL COOPERATIVE PROCUREMENT CONTRACT

3.6 National Cooperative Procurement Contracts create value for Municipal and Public Agencies, as well as for Vendors of products/equipment and services in a variety of ways:
3.6.1 National cooperative contracts potentially save time and effort for municipal and public agencies, who otherwise would have to solicit vendor responses to individual RFPs, resulting in individual contracts, to meet the procurement needs of their respective agencies. Considerable time and effort is also potentially saved by the Vendors who would have had to otherwise respond to each of those individual RFPs. A single, nationally advertised RFP, resulting in a single, national cooperative contract can potentially replace thousands of individual RFPs for the same equipment/products/services that might have been otherwise advertised by individual NJPA member agencies.

3.6.2 NJPA contracts offer our Members nationally leveraged volume purchasing discounts. Our contract terms and conditions offer the opportunity for Vendors to recognize individual member procurement volume commitment through additional volume based contract discounts.

3.7 State laws that permit or encourage cooperative purchasing contracts do so with the belief that cooperative efficiencies will result in lower prices, better overall value, and considerable time savings.

3.8 The collective purchasing power of thousands of NJPA Member agencies nationwide offers the opportunity for volume pricing discounts. Although no sales or sales volume is guaranteed by an NJPA Contract resulting from this RFP, substantial volume is anticipated and volume pricing is requested and justified.

3.9 NJPA and its Members desire the best value for their procurement dollar as well as a competitive price. Vendors have the opportunity to display and highlight value-added attributes of their company, equipment/products and services without constraints of a typical individual proposal process.

D. THE INTENT OF THIS RFP

3.10 National contract awarded by NJPA: NJPA seeks the most responsive and responsible Vendor relationship(s) to reflect the best interests of NJPA and its Member agencies. Through a competitive proposal and evaluation process, the NJPA Proposal Evaluation Committee recommends vendors for a national contract awarded by the action of the NJPA Chief Procurement Officer. NJPA’s primary intent is to establish and provide a national cooperative procurement contract that offer opportunities for NJPA and our current and potential Member agencies throughout the United States and Canada to procure quality product/equipment and services as desired and needed. The contracts will be marketed nationally through a cooperative effort between the awarded vendor(s) and NJPA. Contracts are expected to offer price levels reflective of the potential and collective volume of NJPA and the nationally established NJPA membership base.

3.11 Beyond our primary intent, NJPA further desires to:

3.11.1 Award a four-year contract with a fifth-year contract option resulting from this RFP. Any fifth-year extension is exercised at NJPA’s discretion and results from NJPA’s contracting needs or from Member requests; this extension is not intended merely to accommodate an awarded Vendor’s request. If NJPA grants a fifth-year extension, it may also terminate the contract (or cause it to expire) within the fifth year if the extended contract is replaced by a resolicited or newly solicited contract. In exigent circumstances, NJPA may petition NJPA’s Board of Directors to extend the contract term beyond five years. This rarely used procedure should be employed only to avoid a gap in contract coverage while a replacement contract is being solicited;

3.11.2 Offer and apply any applicable technological advances throughout the term of a contract resulting from this RFP;
3.11.3 Deliver “Value Added” aspects of the company, equipment/products and services as defined in the “Proposer’s Response”;  

3.11.4 Deliver a wide spectrum of solutions to meet the needs and requirements of NJPA and NJPA Member agencies;  

3.11.5 Award an exclusive contract to the most responsive and responsible vendor when it is deemed to be in the best interest of NJPA and the NJPA Member agencies.  

3.12 Exclusive or Multiple Awards: Based on the scope of this RFP and on the responses received, NJPA may award either an exclusive contract or multiple contracts. In some circumstances, a single national supplier may best meet the needs of NJPA Members; in other situations, multiple vendors may be in the best interests of NJPA and the NJPA Members and preferred by NJPA to provide the widest array of solutions to meet the member agency’s needs. NJPA retains sole discretion to determine which approach is in the best interests of NJPA Member agencies.  

3.13 Non-Manufacturer Awards: NJPA reserves the right to make an award under this RFP to a non-manufacturer or dealer/distributor if such action is in the best interests of NJPA and its Members.  

3.14 Manufacturer as a Proposer: If the Proposer is a manufacturer or wholesale distributor, the response received will be evaluated on the basis of a response made in conjunction with that manufacturer’s authorized dealer network. Unless stated otherwise, a manufacturer or wholesale distributor Proposer is assumed to have a documented relationship with their dealer network where that dealer network is informed of, and authorized to accept, purchase orders pursuant to any Contract resulting from this RFP on behalf of the manufacturer or wholesale distributor Proposer. Any such dealer will be considered a sub-contractor of the Proposer/Vendor. The relationship between the manufacturer and wholesale distributor Proposer and its dealer network may be proposed at the time of the submission if that fact is properly identified.  

3.15 Dealer/Reseller as a Proposer: If the Proposer is a dealer or reseller of the products and/or services being proposed, the response will be evaluated based on the Proposer’s authorization to provide those products and services from their manufacturer. When requested by NJPA, Proposers must document their authority to offer those products and/or services.  

E. SCOPE OF THIS RFP  

3.16 Scope: The scope of this RFP is to award a contract to a qualifying vendor defined as a manufacturer, provider, or dealer/distributor, established as a Proposer, and deemed responsive and responsible through our open and competitive proposal process. Vendors will be awarded contracts based on the proposal and responders demonstrated ability to meet the expectations of the RFP and demonstrate the overall highest valued solutions which meet and/or exceed the current and future needs and requirements of NJPA and its Member agencies nationally within the scope of [AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES].  

3.17 Additional Scope Definitions:  

3.17.1 This solicitation should be read to include, but not to be limited to:  

3.17.1.1 Products, supplies, materials, and related services, for the primary purpose of airport and airfield repair, maintenance, and related activities. The principal offerings from a Proposer shall include FAA-compliant items. A Proposer’s offerings may include a complementary offering of non-FAA compliant products and supplies.  

3.17.2 Respondents must fit within one or more of the following four subcategories (A through D) in order to be considered within the scope of this RFP:
3.17.2.1 Subcategory A) Airfield Marking Materials and Supplies; examples of included items are paints, thermoplastics, and glass beads.

Subcategory B) Runway Deicer (Solids or Liquids).

Subcategory C) Rubber Removal Agents.

Subcategory D) Firefighting Agents; examples of included items are AR-AFFF Foams, AFFF Foams, Purple K and Halotron.

3.17.3 NJPA reserves the right to limit the scope of this solicitation for NJPA and current and potential NJPA member agencies.

3.17.3.1 Omitted.

3.18 Overlap of Scope: When considering equipment/products/services, or groups of equipment/products/services submitted as a part of your response, and whether inclusion of such will fall within a “Scope of Proposal,” please consider the validity of an inverse statement.

3.18.1 For example, pencils and post-it-notes can generally be classified as office supplies and office supplies generally include pencils and post-it-notes.

3.18.2 In contrast, computers (PCs and peripherals) can generally be considered office supplies; however, the scope of office supplies does not generally include computer servers and infrastructure.

3.18.3 In conclusion: With this in mind, individual products and services must be examined individually by NJPA, from time to time and in its sole discretion, to determine their compliance and fall within the original “Scope” as intended by NJPA.

3.19 Best and Most Responsive – Responsible Proposer: It is the intent of NJPA to award a Contract to the best and most responsible and responsive Proposer(s) offering the best overall quality and selection of equipment/products and services meeting the commonly requested specifications of the NJPA and NJPA Members, provided the Proposer’s Response has been submitted in accordance with the requirements of this RFP. Qualifying Proposers who are able to anticipate the current and future needs and requirements of NJPA and NJPA member agencies; demonstrate the knowledge of any and all applicable industry standards, laws and regulations; and possess the willingness and ability to distribute, market to and service NJPA Members in all 50 states are preferred. NJPA requests proposers submit their entire product line as it applies and relates to the scope of this RFP.

3.20 Sealed Proposals: NJPA will receive sealed proposal responses to this RFP in accordance with accepted standards set forth in the Minnesota Procurement Code and Uniform Municipal Contracting Law. Awards may be made to responsible and responsive Proposers whose proposals are determined in writing to be the most advantageous to NJPA and its current or qualifying future NJPA Member agencies.

3.21 Use of Contract: Any Contract resulting from this solicitation shall be awarded with the understanding that it is for the sole convenience of NJPA and its Members. NJPA and/or its members reserve the right to obtain like equipment/products and services solely from this contract or from another contract source of their choice or from a contract resulting from their own procurement process.

3.22 Awarded Vendor’s interest in a contract resulting from this RFP: Awarded Vendors will be able to offer to NJPA, and current and potential NJPA Members, only those products/equipment and services specifically awarded on their NJPA Awarded Contract(s). Awarded Vendors may not offer as “contract
compliant,” products/equipment and services which are not specifically identified and priced in their NJPA Awarded Contract.

3.23 **Sole Source of Responsibility**- NJPA desires a “Sole Source of Responsibility” Vendor. This means that the Vendor will take sole responsibility for the performance of delivered equipment/products/services. NJPA also desires sole responsibility with regard to:

3.23.1 **Scope of Equipment/Products/Services:** NJPA desires a provider for the broadest possible scope of products/equipment and services being proposed over the largest possible geographic area and to the largest possible cross-section of NJPA current and potential Members.

3.23.2 **Vendor use of sub-contractors in sourcing or delivering equipment/product/services:** NJPA desires a single source of responsibility for equipment/products and services proposed. Proposers are assumed to have sub-contractor relationships with all organizations and individuals whom are external to the Proposer and are involved in providing or delivering the equipment/products/services being proposed. Vendor assumes all responsibility for the equipment/products/services and actions of any such Sub-Contractor. Suggested Solutions Options include:

3.24.1 Multiple solutions to the needs of NJPA and NJPA Members are possible. Examples could include:

3.24.1.1 **Equipment/Products Only Solution:** Equipment/Products Only Solution may be appropriate for situations where NJPA or NJPA Members possess the ability, either in-house or through local third party contractors, to properly install and bring to operation those equipment/products being proposed.

3.24.1.2 **Turn-Key Solutions:** A Turn-Key Solution is a combination of equipment/products and services that provides a single price for equipment/products, delivery, and installation to a properly operating status. Generally this is the most desirable solution because NJPA and NJPA Members may not possess, or desire to engage, personnel with the necessary expertise to complete these tasks internally or through other independent contractors

3.24.1.3 **Good, Better, Best:** Where appropriate and properly identified, Proposers may offer the choice “of good, better, best” multiple-grade solutions to meet NJPA Members’ needs.

3.24.1.4 **Proven – Accepted – Leading-Edge Technology:** Where appropriate and properly identified, Proposers may provide a spectrum of technology solutions to complement or enhance the proposed solutions to meet NJPA Members’ needs.

3.24.2 If applicable, Contracts will be awarded to Proposer(s) able to deliver a proposal meeting the entire needs of NJPA and its Members within the scope of this RFP. NJPA prefers Proposers submit their complete product line of products and services described in the scope of this RFP. NJPA reserves the right to reject individual, or groupings of specific equipment/products and services proposals as a part of the award.

3.25 **Geographic Area to be Proposed:** This RFP invites proposals to provide AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES to NJPA and NJPA Members throughout the entire United States and possibly internationally. Proposers will be expected to express willingness to explore service to NJPA Members located abroad; however the lack of ability to serve Members outside of the United States will not be cause for non-award. The ability and willingness to serve Canada, for instance, will be viewed as a value-added attribute.
3.26 **Contract Term:** At NJPA’s option, a Contract resulting from this RFP will become effective either on the date awarded by the NJPA Board of Directors or on the day following the expiration date of an existing NJPA procurement contract for the same or similar product/equipment and services.

3.26.1 NJPA is seeking a Contract base term of four years as allowed by Minnesota Contracting Law. Full term is expected. However, one additional one-year renewal/extension may be offered by NJPA to Vendor beyond the original four year term if NJPA deems such action to be in the best interests of NJPA and its Members. NJPA reserves the right to conduct periodic business reviews throughout the term of the contract.

3.27 **Minimum Contract Value:** NJPA anticipates considerable activity resulting from this RFP and subsequent award; however, no commitment of any kind is made concerning actual quantities to be acquired. NJPA does not guarantee usage. Usage will depend on the actual needs of the NJPA Members and the value of the awarded contract.

3.28 [This section is intentionally blank.]

3.29 **Contract Availability:** This Contract must be available to all current and potential NJPA Members who choose to utilize this NJPA Contract to include all governmental and public agencies, public and private primary and secondary education agencies, and all non-profit organizations nationally.

3.30 **Proposer’s Commitment Period:** In order to allow NJPA the opportunity to evaluate each proposal thoroughly, NJPA requires any response to this solicitation be valid and irrevocable for ninety (90) days after the date proposals are opened.

F. EXPECTATIONS FOR EQUIPMENT/PRODUCTS AND SERVICES BEING PROPOSED

3.31 **Industry Standards:** Except as contained herein, the specifications or solutions for this RFP shall be those accepted guidelines set forth by the AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES industry, as they are generally understood and accepted within that industry across the nation. Submitted products/equipment, related services and accessories, and their warranties and assurances are required to meet and/or exceed all current, traditional and anticipated standards, needs, expectations, and requirements of NJPA and its Members.

3.31.1 **Deviations from industry standards** must be identified by the Proposer and explained how, in their opinion, the equipment/products and services they propose will render equivalent functionality, coverage, performance, and/or related services. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire proposal.

3.31.2 **Technical Descriptions/Specifications.** Excessive technical descriptions and specifications that unduly enlarge the proposal response may cause NJPA to reduce the evaluation points awarded on Form G. Proposers must supply sufficient information to:

3.31.2.1 demonstrate the Proposer’s knowledge of industry standards and Member agency needs and expectations;

3.31.2.2 identify the equipment/products and services being proposed as applicable to the needs and expectations of NJPA Member agencies; and

3.31.2.3 differentiate equipment/products and services from other industry manufacturers and providers.

3.32 **New Current Model Equipment/Products:** Proposals submitted shall be for new, current model equipment/products and services with the exception of certain close-out products allowed to be offered on the Proposer’s “Hot List” described herein.
3.33 Compliance with laws and standards: All items supplied on this Contract shall comply with any current applicable safety or regulatory standards or codes.

3.34 Delivered and operational: Products/equipment offered herein are to be proposed based upon being delivered and operational at the NJPA Member’s site. Exceptions to “delivered and operational” must be clearly disclosed in the “Total Cost of Acquisition” section of the proposal.

3.35 Warranty: The Proposer warrants that all products, equipment, supplies, and services delivered under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer’s warranty that includes materials and labor. The Proposer has the primary responsibility to submit product specific warranty as required and accepted by industry standards. Dealer/Distributors agree to assist the purchaser in reaching a solution in a dispute over warranty’s terms with the manufacturer. Any manufacturer’s warranty that is effective past the expiration of the warranty will be passed on to the NJPA member. Failure to submit a minimum warranty may result in non-award.

3.36 Additional Warrants: The Proposer warrants that all products/equipment and related services furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition, Proposer/Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.

G. SOLUTIONS-BASED SOLICITATION

3.37 The NJPA solicitation and contract award process is not based on detailed specifications. Instead, this RFP is a “Solutions-Based Solicitation.” NJPA expects respondents to understand and anticipate the current and future needs of NJPA and its members—within the scope of this RFP—and to propose solutions that are commonly desired or required by law or industry standards. Proposal will be evaluated in part on your demonstrated ability to meet or exceed the needs and requirements of NJPA and our member agencies within the defined scope of this RFP.

3.38 While NJPA does not typically provide product and service specifications, the RFP may contain scope refinements and industry-specific questions. Where specific items are specified, those items should be considered the minimum required, which the proposal can exceed in order to meet Members’ needs. NJPA may award all of the respondent’s proposal or may limit the award to a subset of the proposal.

4 INSTRUCTIONS FOR PREPARING YOUR PROPOSAL

A. INQUIRY PERIOD

4.1 The inquiry period begins on the date of first advertisement and continues until to the Deadline for Submission.” RFP packages will be distributed to potential Vendors during the inquiry period.

B. PRE-PROPOSAL CONFERENCE

4.2 A pre-proposal conference will be held at the date and time specified in the timeline on page one of this RFP. Conference information will be sent to all potential Proposers, and attendance is optional. The purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and NJPA’s competitive contracting process. Only answers issued in writing by NJPA to questions asked before or during the pre-proposal conference are binding on the parties to an awarded contract.

C. IDENTIFICATION OF KEY PERSONNEL
4.3 Awarded Vendors will designate one senior staff member to represent the Vendor to NJPA. This contact person will correspond with members for technical assistance, questions, or concerns that may arise, including instructions regarding different contacts for different geographical areas or product lines.

4.4 These designated individuals should also act as the primary contact for marketing, sales, and any other area deemed essential by the Proposer and NJPA.

D. PROPOSER’S EXCEPTIONS TO TERMS AND CONDITIONS

4.5 Any exceptions, deviations, or contingencies regarding this RFP that a Proposer requests must be documented on Form C, Exceptions To Proposal, Terms, Conditions And Solutions Request.

4.6 Exceptions, deviations or contingencies requested in the Proposer’s response, while possibly necessary in the view of the Proposer, may result in lower scoring or disqualification of a proposal.

E. PROPOSAL FORMAT

4.7 All Proposers must examine the entire RFP package to seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal.

4.8 All proposals must be properly labeled and sent to “The National Joint Powers Alliance, 202 12th Street NE Staples, MN 56479.”

4.9 All proposals must be physically delivered to NJPA at the above address with all required hard copy documents and signature forms/pages inserted as loose pages at the front of the Vendor’s response. The proposal must include these items.

4.9.1 Hard copy original of completed, signed, and dated Forms C, D, F; hard copy of the signed signature-page only from Forms A and P from this RFP;

4.9.2 Signed hard copies of all addenda issued for the RFP;

4.9.3 Hard copy of Certificate of Insurance verifying the coverage identified in this RFP; and

4.9.4 A complete copy of your response on a flash drive (or other approved electronic means). The electronic copy must contain completed Forms A, B, C, D, F, and P, your statement of products and pricing (including apparent discount), and all appropriate attachments. In order to ensure that your full response is evaluated, you must provide an electronic version of any material that you provide in a hard copy format.

As a public agency, NJPA’s proposals, responses, and awarded contracts are a matter of public record, except for such data that is classified as nonpublic. Accordingly, public data is available for review through a properly submitted public records request. To redact nonpublic information from your proposal (under Minnesota Statute §13.37), you must make your request within thirty (30) days of the contract award or non-award date.

4.10 All Proposal forms must be submitted in English and must be legible. All appropriate forms must be executed by an authorized signatory of the Proposer. Blue ink is preferred for signatures.

4.11 Proposal submissions should be submitted using the electronic forms provided. Proposers that use alternative documents are responsible for ensuring that the content is substantially similar to the NJPA form and that the document is readable by NJPA.

4.12 The Proposer must ensure that the proposal is in the physical possession of NJPA before the submission deadline.
4.12.1 Proposals must be submitted in a sealed envelope or box properly addressed to NJPA and prominently identifying the proposal number, proposal category name, the message “Hold for Proposal Opening,” and the deadline for proposal submission. NJPA is not responsible for untimely proposals. Proposals received by the deadline for proposal submission will be opened and the name of each Proposer and other appropriate information will be publicly read.

4.13 Proposers are responsible for checking directly with the NJPA website for any addendums to this RFP. Addendums to this RFP can change the terms and conditions of the RFP, including the proposal submission deadline.

F. QUESTIONS AND ANSWERS ABOUT THIS RFP

4.14 Upon examination of this RFP document, Proposer should promptly notify NJPA of any ambiguity, inconsistency, or error they may discover. Interpretations, corrections, and changes to this RFP will be considered by NJPA through a written addendum. Interpretations, corrections, or changes that are made in any other manner are not binding, and Proposers must not rely on them.

4.15 Submit all questions about this RFP, in writing, referencing AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES to Chris Robinson at NJPA 202 12th Street NE, Staples, MN 56479 or to RFP@njpacoop.org. You may also call Chris Robinson at (218) 895-4168. NJPA urges potential Proposers to communicate all concerns well in advance of the submission deadline to avoid misunderstandings. Questions received within seven (7) days before the submission deadline generally cannot be answered. NJPA may, however, field purely procedural questions, questions about NJPA-issued addenda, or questions involving a Proposer withdrawing its response before the RFP submission deadline.

4.16 If NJPA deems that its answer to a question has a material impact on other potential Proposers or on the RFP itself, NJPA will create an addendum to this RFP.

4.17 If NJPA deems that its answer to a question merely clarifies the existing terms and conditions and does not have a material impact on other potential Proposers or the RFP itself, no further documentation of that question is required.

4.18 Addenda are written instruments issued by NJPA that modify or interpret the RFP. All addenda issued by NJPA become a part of the RFP. Addenda will be delivered to all Potential Proposers using the same method of delivery of the original RFP material. NJPA accepts no liability in connection with the delivery of any addenda. Copies of addenda will also be made available on the NJPA website at www.njpacoop.org (under “Current and Pending Solicitations”) and from the NJPA offices. All Proposers must acknowledge their receipt of all addenda in their proposal response.

4.19 Any amendment to a submitted proposal must be in writing and must be delivered to NJPA by the RFP submission deadline.

4.20 through 4.21 [These sections are intentionally blank.]

G. MODIFICATION OR WITHDRAWAL OF A SUBMITTED PROPOSAL

4.22 A submitted proposal must not be modified, withdrawn, or cancelled by the Proposer for a period of ninety (90) days following the date proposals were opened. Before the deadline for submission of proposals, any proposal submitted may be modified or withdrawn by notice to the NJPA Contracts and Compliance Manager. Such notice must be submitted in writing and must include the signature of the Proposer. The notice must be delivered to NJPA before the deadline for submission of proposals and must be so worded as not to reveal the content of the original proposal. The original proposal will not be physically returned to the potential Proposer until after the official proposal opening. Withdrawn
proposals may be resubmitted up to the time designated for the receipt of the proposals if they fully conform with the proposal instructions.

H. PROPOSAL OPENING PROCEDURE

4.23 Sealed and properly identified responses for this RFP entitled AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES will be received by Chris Robinson, Interim Contracts and Compliance Manager, at NJPA Offices, 202 12th Street NE, Staples, MN 56479 until the deadline identified on page one of this RFP. All Proposal responses must be submitted in a sealed package. The outside of the package must plainly identify AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES and the RFP number. To avoid premature opening, the Proposer must label the Proposal response properly. NJPA documents the receipt of proposals by immediately time- and date-stamping them. At the time of the public opening, the NJPA Director of Procurement or a representative from the NJPA Proposal Evaluation Committee will read the Proposer’s names aloud and will determine whether each submission has met Level-1 responsiveness.

I. NJPA’S RIGHTS RESERVED

4.24 NJPA may exercise the following rights with regard to the RFP.

4.24.1 Reject any and all proposals received in response to this RFP;

4.24.2 Disqualify any Proposer whose conduct or proposal fails to conform to the requirements of this RFP;

4.24.3 Duplicate without limitation all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the proposal;

4.24.4 Consider and accept for evaluation a late modification of a proposal if 1) the proposal itself was submitted on time, 2) the modifications were requested by NJPA, and 3) the modifications make the terms of the proposal more favorable to NJPA or its members;

4.24.5 Waive any non-material deviations from the requirements and procedures of this RFP;

4.24.6 Extend the Contract, in increments determined by NJPA, not to exceed a total Contract term of five years;

4.24.7 Cancel the Request for Proposal at any time and for any reason with no cost or penalty to NJPA;

4.24.8 Correct or amend the RFP at any time with no cost or penalty to NJPA. If NJPA corrects or amends any segment of the RFP after submission of proposals and before the announcement of the awarded Vendor, all proposers will be afforded a reasonable opportunity to revise their proposals in order to accommodate the RFP amendment and the new submission dates. NJPA will not be liable for any errors in the RFP or other responses related to the RFP; and

4.24.9 Extend proposal due dates.

5 PRICING

5.1 NJPA requests that potential Proposers respond to this RFP only if they are able to offer a wide array of products and services at lower prices and with better value than what they would ordinarily offer to a single government agency, a school district, or a regional cooperative.

5.2 This RFP requests pricing for an indefinite quantity of products or related services with potential national sales distribution and service. While most RFP categories represent significant sales opportunities,
NJPA makes no guarantees about the quantity of products or services that members will purchase. The estimated annual value of this contract is $2 Million.

Vendors are expected to anticipate additional volume through potential government, educational, and not-for-profit agencies that would find value in a national contract awarded by NJPA.

5.3 Regardless of the payment method selected by NJPA or an NJPA member, the total cost associated with any purchase option of the products and services must always be disclosed in the proposal and at the time of purchase.

5.4 All proposers must submit “Primary Pricing” in the form of either “Line-Item Pricing,” or “Percentage Discount from Catalog Pricing,” or a combination of these pricing strategies. Proposers are also encouraged to offer optional pricing strategies such as “Hot List,” “Sourced Products,” and “Volume Discounts,” as well as financing options such as leasing. All pricing documents should include a clear effective date.

A. LINE-ITEM PRICING

5.5 Line-item pricing is a pricing format in which individual products or services are offered at specific Contract prices. Products or services are individually priced and described by characteristics such as manufacture name, stock or part number, size, or functionality. This method of pricing may offer the least amount of confusion, but Proposers with a large number of items may find this method cumbersome. In these situations, a percentage discount from catalog or category pricing model may make more sense and may increase the clarity of the contract pricing format.

5.6 All line-item pricing items must be numbered, organized, sectioned (including SKUs, when applicable), and prepared to be easily understood by the Evaluation Committee and members.

5.7 Submit Line-Item Pricing items in an Excel spreadsheet format and include all appropriate identification information necessary to discern the line item from other line items in each Responder’s proposal.

5.8 Line-item pricing must be submitted to NJPA in a searchable spreadsheet format (e.g., Microsoft® Excel®) in order to facilitate quickly finding any particular item of interest. For that reason, Proposers are responsible for providing the appropriate product and service identification information along with the pricing information that is typically found on an invoice or price quote for such product or services.

5.9 All products or services typically appearing on an invoice or price quote must be individually priced and identified on the line-item price sheet, including any and all ancillary costs.

5.10 Proposers should provide both a published “List Price” as well as a “Proposed Contract Price” in their pricing matrix. Published List Price will be the standard “quantity of one” price currently available to government and educational customers, excluding cooperative and volume discounts.

B. PERCENTAGE DISCOUNT FROM CATALOG OR CATEGORY

5.11 This pricing model involves a specific percentage discount from a catalog or list price, defined as a published Manufacturer’s Suggested Retail Price (MSRP) for the products or services being proposed.

5.12 Individualized percentage discounts can be applied to any number of defined product groupings.

5.13 A percentage discount from MSRP may be applied to all elements identified in MSRP, including all manufacturer options applicable to the products or services.

5.14 When a Proposer elects to use “Percentage Discount from Catalog or Category,” Proposer will be responsible for providing and maintaining current published MSRP with NJPA, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
C. COST PLUS A PERCENTAGE OF COST

5.15 “Cost plus a percentage of cost” as a primary pricing mechanism is not desirable. It is, however, acceptable for pricing sourced goods or services.

D. HOT LIST PRICING

5.16 Where applicable, a Vendor may opt to offer a specific selection of products or services, defined as “Hot List” pricing, at greater discounts than those listed in the standard Contract pricing. All product and service pricing, including the Hot List Pricing, must be submitted electronically in a format that is acceptable to NJPA. Hot List pricing must be submitted in a line-item format. Products and services may be added or removed from the Hot List at any time through an NJPA Price and Product Change Form.

5.17 Hot List program and pricing may also be used to discount and liquidate close-out and discontinued products and services as long as those close-out and discontinued items are clearly labeled as such. Current ordering process and administrative fees apply. This option must be published and made available to all NJPA Members.

E. CEILING PRICE

5.18 Proposal pricing is to be established as a ceiling price. At no time may the proposed products or services be offered under this Contract at prices above this ceiling price without a specific request and approval by NJPA. Contract prices may be reduced at any time, for example, to reflect volume discounts or to meet the needs of an NJPA Member.

5.19 [This section is intentionally blank.]

F. VOLUME PRICE DISCOUNTS / ADDITIONAL QUANTITIES

5.20 through 5.23 [These sections are intentionally blank.]

G. TOTAL COST OF ACQUISITION

5.24 The Total Cost of Acquisition for the equipment/products and related services being proposed, including those payable by NJPA Members to either the Proposer or a third party, is the cost of the proposed equipment/products product/equipment and related services delivered and operational for its intended purpose in the end-user's location. For example, if you are proposing equipment/products FOB Proposer’s dock, your proposal should reflect that the contract pricing does not provide for delivery beyond Proposer’s dock, nor any set-up activities or costs associated with those delivery or set-up activities. Any additional costs for delivery and set-up should be clearly disclosed. In contrast, a proposal could state that there are no additional costs of acquisition if the product is delivered to and operational at the end-user’s location.

H. SOURCED GOOD or OPEN MARKET ITEM

5.25 A Sourced Good or an Open Market Item is a product that a member wants to buy under contract that is not currently available under the Vendor’s NJPA contract. This method of procurement can be satisfied through a contract sourcing process. Sourcing options serve to provide a more complete contract solution to meet our members’ needs. Sourced items are generally deemed incidental to the total transaction or purchase of contract items.

5.26 NJPA or NJPA Members may request products, equipment, and related services that are within the related scope of this RFP, even if they are not included in an awarded Vendor’s line-item price list or catalog. These items are known as Sourced Goods or Open Market Items.
5.27 An awarded Vendor may source such items to the extent that the items are identified as “Sourced Products/Equipment” or “Open Market Items” on any quotation issued in reference to an NJPA awarded contract, and that this information is provided to either NJPA or an NJPA Member. NJPA is not responsible for determining whether a Sourced Good is an incidental portion of the overall purchase or whether a Member is able to consider a Sourced Good a purchase under an NJPA contract.

5.28 “Cost plus a percentage” pricing is an acceptable option in pricing of Sourced Goods.

I. PRODUCT & PRICE CHANGES

5.29 Awarded Vendors may request product or service changes, additions, or deletions at any time throughout the contract term. All requests must be made in written format by completing the NJPA Price and Product Change Request Form (located at the end of this RFP and on the NJPA website), signed by an authorized Vendor representative. All changes are subject to review and approval by NJPA. Submit your requests through email to your assigned Contract Manager and to PandP@njpacoop.org.

5.30 NJPA will determine whether the request is both within the scope of the original RFP and in the best interests of NJPA and NJPA Members. Approved Price and Product Change Request Forms will be returned to the Vendor contact through email.

5.31 The Vendor must 1) complete this change request form and individually list or attach all items subject to change, 2) provide a sufficiently detailed explanation and documentation for the change, and 3) include a complete restatement of pricing document in appropriate format (preferably Excel). The pricing document must identify all products and services being offered and must conform to the following NJPA product and price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, “COMPANY 012411-CPY effective 02-12-2016.”

5.32 The new pricing restatement must include all products and services offered, even for those items whose pricing remains unchanged, and must include a new effective date on the pricing documents. This requirement reduces confusion by providing a single, current pricing sheet for each vendor and creates a historical record of pricing.

5.33 ADDITIONS. New products and related services may be added to a Contract resulting from this RFP at any time during that Contract term to the extent that those products and related services are within the scope of this RFP. Allowable new products and related services generally include updated models of products and enhanced services that reflect new technology and improved functionality.

5.34 DELETIONS. New products and related services may be deleted from a contract if an item is no longer available.

5.35 PRICE CHANGES. A Vendor may request pricing changes by providing reasonable justification for the change. For example, a request for a 3% increase in a product line that relies heavily on petroleum products may be reasonable if the raw cost of required petroleum products has increased substantially. Conversely, a request for a 3% increase in prices based only on a 3% increase in a cost-of-living index may be considered unreasonable. Although NJPA is sensitive to the possibility of fluctuations in raw material costs, prospective Vendors should make every reasonable attempt to account for normal cost changes by proposing pricing that will be effective throughout the duration of the four-year Contract.

5.35.1 Price decreases: NJPA expects Vendors to propose their very best prices and anticipates price reductions that are due to advancement in technology and marketplace efficiencies.

5.35.2 Price increases: A Vendor must include reasonable documentation for price-increase requests, along with both current and proposed pricing. Appropriate documentation should be attached to the Price and Product Change Request Form, including letters from suppliers announcing price increases. Price increases must not exceed the industry standard.
5.38 Proposers representing multiple manufacturers, or carrying multiple related product lines may also request the addition of new manufacturers or product lines to their Contract to the extent they remain within the scope of this RFP.

5.39 through 5.43 [These sections are intentionally blank.]

K. SALES TAX

5.44 Sales and other taxes should not be included in the prices quoted. The Vendor will charge state and local sales and other applicable taxes on items for which a valid tax-exemption certification has not been provided. Each NJPA Member is responsible for providing verification of tax-exempt status to the Vendor. When ordering, NJPA Members must indicate that they are tax-exempt entities. Except as set forth herein, no party is responsible for taxes imposed on another party as a result of or arising from the transactions under a Contract resulting from this RFP.

L. SHIPPING

5.45 Shipping costs can constitute a significant portion of the overall cost of procurement. Consequently, significant weight will be given to the quality of a prospective Vendor’s shipping program. Shipping charges should reasonably reflect the actual cost of shipping. NJPA understands that Vendors may use other shipping cost methods for simplicity or for transparency. But to the extent that shipping costs are determined to disproportionately increase a Vendor’s profit, NJPA may reduce the points awarded in the “Pricing” criteria.

5.46 through 5.47 [These sections are intentionally blank.]

5.48 All shipping and restocking fees must be identified in the price program. Certain industries providing made-to-order products may not allow returns. Proposals will be evaluated not only on the actual costs of shipping, but on the relative flexibility extended to NJPA Members relating to restocking fees, shipping errors, customized shipping requirements, the process for rejecting damaged or delayed shipments, and similar subjects.

5.49 through 5.50 [These sections are intentionally blank.]

5.51 Delivered products must be properly packaged. Damaged products may be rejected. If the damage is not readily apparent at the time of delivery, the Vendor must permit the products to be returned within a reasonable time at no cost to NJPA or NJPA Member. NJPA and NJPA Members reserve the right to inspect the products at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the products at the time of delivery.

5.52 The Vendor must deliver Contract-conforming products in each shipment and may not substitute products without the express approval from NJPA or the NJPA Member.

5.53 NJPA reserves the right to declare a breach of Contract if the Vendor intentionally delivers substandard or inferior products that are not under Contract and described in its paper or electronic price lists or sourced upon request of any Member under this Contract. In the event of the delivery of nonconforming products, the NJPA Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming products with conforming products that are acceptable to the NJPA member.
Throughout the term of the Contract, Proposer agrees to pay for return shipment on products that arrive in a defective or inoperable condition. Proposer must arrange for the return shipment of the damaged products.

6 EVALUATION OF PROPOSALS

A. PROPOSAL EVALUATION PROCESS

6.1 The NJPA proposal evaluation committee will evaluate proposals received based on a 1,000 point evaluation system. The committee establishes both the evaluation criteria and designates the relative weight of each criterion by assigning possible scores for each category on Form G of this RFP. The committee may adjust the relative weight of the criteria for each RFP. (For example, if the “Warranty” criterion does not apply to a particular RFP, the points normally awarded under “Warranty” may be used to increase the number of potential points in another evaluation category or categories.) The “Pricing” criterion will contain at least a plurality of points for every RFP.

6.2 NJPA uses a scoring system that gives primary importance to “Pricing.” But pricing includes more than just the absolute lowest initial cost of purchasing, for example, a particular product. Other considerations include the total cost of the acquisition and whether the Proposer’s offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting NJPA Members’ needs. Pricing points may be awarded based on pricing clarity and ease of use. NJPA may also award points based on whether a response contains exceptions, exclusions, or limitations of liabilities.

6.3 The NJPA Board of Directors will consider making awards to the selected Proposer(s) based on the recommendations of the proposal evaluation committee. To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set forth under “Proposer Responsiveness,” found just below.

B. PROPOSER RESPONSIVENESS

6.4 All responses are evaluated for Level-One and Level-Two Responsiveness. If a response does not substantially conform to substantially all of the terms and conditions in the solicitation, or if it requires unreasonable exceptions, it may be considered nonresponsive.

6.5 All proposals must contain suitable responses to the questions in the proposal forms. The following requirements must be satisfied in order to meet Level-One Responsiveness, which is typically ascertained on the proposal opening date. If these standards are not met, your response may be disqualified as nonresponsive.

6.6 Level-One Responsiveness means that the response

6.6.1 is received before the deadline for submission or it will be returned unopened;

6.6.2 is properly addressed and identified as a sealed proposal with a specific RFP number and an opening date and time;

6.6.3 contains a pricing document (with apparent discounts) and all other forms fully completed, even if “not applicable” is the answer;

6.6.4 includes the original (hard copy) completed, dated, and signed RFP forms C, D, and F. In addition, the response must include the hard-copy signed signature page only from RFP Forms A and P and, if applicable, all signed addenda that have been issued in relation to this RFP;
6.6.5 contains an electronic (CD, flash drive, or other suitable) copy of the entire response; and

6.7 Level-Two Responsiveness (including whether the response is within the RFP’s scope) is determined while evaluating the remaining items listed under Proposal Evaluation Criteria below. These items are not arranged in order of importance. Each item draws from multiple questions, and a Proposer’s responses may affect scoring in multiple evaluation criteria. For example, the answers to Industry-Specific Questions may help determine scoring relative to a Proposer’s marketplace success, ability to sell and service nationwide, and financial strength. Any questions not answered without an explanation will likely result in a loss of points and may lead to a nonaward if the proposal evaluation committee cannot effectively review your response.

C. PROPOSAL EVALUATION CRITERIA

6.8 Forms A and P include a series of questions that address the following categories:

6.8.1 Company Information and Financial Strength
6.8.2 Industry Requirements and Marketplace Success
6.8.3 Ability to Sell and Deliver Service Nationwide
6.8.4 Marketing Plan
6.8.5 Other Cooperative Procurement Contracts
6.8.6 Value-Added Attributes
6.8.7 Payment Terms and Financing Options
6.8.8 Warranty
6.8.9 Equipment/Products/Services
6.8.10 Pricing and Delivery
6.8.11 Industry-Specific Questions

6.9 [This section is intentionally blank.]

D. OTHER CONSIDERATIONS

6.10 In evaluating RFP responses, NJPA has no obligation to consider information that is not provided in the Proposer’s response. NJPA may, however, consider additional information outside the Proposer’s response. This research may include such sources as the Proposer’s website, industry publications, listed references, and user interviews.

6.11 NJPA may organize RFP responses into separate classes or subcategories, depending on the range of responses. For example, NJPA might receive numerous submissions for “Widgets and Related Products and Services.” NJPA may organize these responses into subcategories, such as manufacturers of fully operational Widgets, manufacturers of component parts for Widgets, and providers of parts and service for Widgets. NJPA reserves the right to award Proposers in some or all of such subcategories without regard to the evaluation score given to Proposers in another subcategory. This specifically allows NJPA to award Vendors that might not have, for instance, the breadth of products of Proposers in another subcategory, but that nonetheless meet a substantial and articulated need of NJPA Members.

6.12 [This section is intentionally blank.]

6.13 NJPA reserves the right to request and test equipment/products and related services and to seek clarification from Proposers. Before the Contract award, the Proposer must furnish the requested
6.14 A Proposer’s past performance under previously awarded contracts to schools, governmental agencies, and not-for-profit entities is relevant in evaluating a Proposer’s current response. Past performance includes the Proposer’s record of conforming to published specifications and to standards of good workmanship, as well as the Proposer’s history for reasonable and cooperative behavior and for commitment to Member satisfaction. Incumbency as an awarded Vendor does not, by itself, merit positive consideration for a future Contract award.

6.15 NJPA reserves the right to reject any or all proposals.

E. COST COMPARISON

6.16 NJPA may use a variety of evaluation methods, including cost comparisons of specific products. NJPA reserves the right to use this process when the proposal evaluation committee determines that this will help to make a final determination.

6.17 This direct cost comparison process will award points for being low to high Proposer for each cost evaluation item selected. A “Market Basket” of identical (or substantially similar) equipment/products and related services may be selected by the proposal evaluation committee, and the unit cost will be used as a basis for determining the point value. NJPA will select the “Market Basket” from all appropriate product categories as determined by NJPA.

F. MARKETING PLAN

6.18 A Proposer’s marketing plan is a critical component of the RFP response. An awarded Vendor’s sales force will likely be the primary source of communication with NJPA Members and will directly affect the contract’s success. Marketing success depends on communicating the contract’s value, knowing the contract thoroughly, and communicating the proper use of contracted products and services to the end user. Much of the success and sales reward is a direct result of the commitment to the contract by the awarded Vendor’s sales teams. NJPA reserves the right to deem a Proposer Level-Two nonresponsive or not to award a contract based on an unacceptable or incomplete marketing plan.

6.19 NJPA marketing expectations include the following components.

6.19.1 An awarded Vendor must demonstrate the ability to deploy a national sales force or dealer network. The best RFP responses demonstrate the ability to sell, deliver, and service products through acceptable distribution channels to NJPA members in all 50 states. Proposers’ responses should fully demonstrate their sales and service capabilities, should outline their national sales force network (both numerically and geographically), and should describe their method of distribution of the offered products and related services. Service may be independent of the product sales pricing, but NJPA encourages related services to be a part of Proposers’ response. Despite its preference for awarding contracts to Vendors that demonstrate nationwide sales and service, NJPA reserves the right to award contracts that meet specific Member needs locally or regionally.

6.19.2 Proposers are invited to demonstrate their ability to successfully market, promote, and communicate the benefits of an NJPA contract to current and potential Members nationwide. NJPA desires a marketing plan that communicates the value of the contract to as many Members as possible.
6.19.3 Proposers are expected to be receptive to NJPA trainings. Awarded Vendors must provide an appropriate training venue for both management and the sales force. NJPA commits to providing training on all aspects of communicating the value of the awarded contract, including the authority of NJPA to offer the contract to its Members, the value and utility the contract delivers to NJPA Members, the scope of NJPA Membership, the authority of Members to use NJPA procurement contracts, the preferred marketing and sales methods, and the successful use of specific business sector strategies.

6.19.4 Awarded Vendors are expected to demonstrate a commitment to fully embrace the NJPA contract. Proposers should identify both the appropriate levels of sales management and sales force that will need to understand the value of the NJPA contract, as well as the internal procedures needed to deliver the appropriate messaging to NJPA Members. NJPA will provide a general schedule and a variety of methods describing when and how those individuals should be trained.

6.19.5 Proposers should outline their proposed involvement in promoting an NJPA contract through applicable industry trade show exhibits and related customer meetings. Proposers are encouraged to consider participation with NJPA at NJPA-endorsed national trade shows.

6.19.6 Proposers must exhibit the willingness and ability to actively market and develop contract-specific marketing materials including the following items.

6.19.6.1 **Complete Marketing Plan.** Proposers must submit a marketing plan outlining how they will launch the NJPA contract to current and potential NJPA Members. NJPA requires awarded Vendors to embrace and actively promote the contract in cooperation with the NJPA.

6.19.6.2 **Printed Marketing Materials.** Awarded Vendors will produce and maintain full color print advertisements in camera-ready electronic format, including company logos and contact information to be used in the NJPA directory and other approved marketing publications.

6.19.6.3 **Contract announcements and advertisements.** Proposers should outline in the marketing plan their anticipated contract announcements, advertisements in industry periodicals, and other direct or indirect marketing activities promoting the awarded NJPA contract.

6.19.6.4 **Proposer’s Website.** Proposers should identify how an awarded Contract will be displayed and linked on the Proposer’s website. An online shopping experience for NJPA Members is desired whenever possible.

6.19.7 An NJPA Vendor contract launch will be scheduled during a reasonable time frame after the award and held at the NJPA office in Staples, MN unless the Vendor and NJPA agree to a different location.

6.20 Proposer shall identify their commitment to develop a sales/communication process to facilitate NJPA membership and establish status of current and potential agencies/members. Proposer should further express their commitment to capturing sufficient member information as is deemed necessary by NJPA.

G. **CERTIFICATE OF INSURANCE**

6.21 Proposers must provide evidence of liability insurance coverage identified below in the form of a Certificate of Insurance (COI) or an ACORD binder form with their proposal. Upon an award issued under this RFP and before the execution of any commerce relating to such award, the awarded Vendor must provide verification, in the form of a Certificate of Insurance, identifying the coverage required below and
identifying NJPA as a “Certificate Holder.” The Vendor must maintain such insurance coverage at its own expense throughout the term of any contract resulting from this solicitation.

6.22 Any exceptions or assumptions to the insurance requirements must be identified on Form C of this RFP. Exceptions and assumptions will be considered as part of the evaluation process. Any exceptions or assumptions that Proposers submit must be specific. If a Proposer does not include specific exceptions or assumptions when submitting the proposal, NJPA will typically not consider any additional exceptions or assumptions during the evaluation process. Upon contract award, the awarded Vendor must provide the Certificate of Insurance identifying the coverage as specified.

6.23 Insurance Liability Limits. The awarded Vendor must maintain, for the duration of its contract, $1.5 million in general liability insurance coverage or general liability insurance in conjunction with an umbrella for a total combined coverage of $1.5 million. Work on the Contract will not begin until after the awarded Vendor has submitted acceptable evidence of the required insurance coverage. Failure to maintain any required insurance coverage or an acceptable alternative method of insurance will be deemed a breach of contract.

6.23.1 Minimum Scope and Limits of Insurance. An awarded Vendor must provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a “following form” basis.

   6.23.1.1 Commercial General Liability—Occurrence Form
   Policy shall include bodily injury, property damage and broad form contractual liability and XCU coverage.

   6.23.1.2 Each Occurrence $1,500,000

6.24 Insurance Requirements: The limits listed in this RFP are minimum requirements for this Contract and in no way limit any indemnity covenants contained in this Contract. NJPA does not warrant that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the performance of the work under this Contract by the Vendor, its agents, representatives, employees, or subcontractors, and the Vendor is free to purchase additional insurance as may be determined necessary.

6.25 Acceptability of Insurers: Insurance is to be placed with insurers duly licensed or authorized to do business in the State of Minnesota and with an “A.M. Best” rating of not less than A- VII. NJPA does not warrant that the above required minimum insurer rating is sufficient to protect the Vendor from potential insurer solvency.

6.26 Subcontractors: Vendors’ certificate(s) must include all subcontractors as additional insureds under its policies, or the Vendor must furnish to NJPA separate certificates for each subcontractor. All coverage for subcontractors are be subject to the minimum requirements identified above.

H. ORDER PROCESS AND/OR FUNDS FLOW

6.27 NJPA Members typically issue a purchase order directly to a Vendor under a Contract resulting from this RFP. Alternatively, a separate contract may be created to facilitate acquiring products or services offered in response to this RFP. Nothing in this Contract restricts the Member and Vendor from agreeing to add terms or conditions to a purchase order or a separate contract provided that such terms or conditions must not be less favorable to NJPA’s Members.

6.28 [This section is intentionally blank.]

I. ADMINISTRATIVE FEES
6.29 Vendors will pay to NJPA an administrative fee in exchange for NJPA facilitating this Contract with its current and potential Members. NJPA may grant a conditional contract award to a Proposer if the proposed administrative fee is unclear, inadequate, or unduly burdensome for NJPA to administer. Sales under this Contract should not be processed until the parties resolve the administrative fee issue.

6.29.1 The administrative fee is typically calculated as a percentage of the dollar volume of all products and services by NJPA Members under this Contract, including anything represented to NJPA Members as falling under this Contract.

6.29.2 The administrative fee is included in, and not added to, the pricing included in Proposer’s response to the RFP. Awarded Vendors must not charge NJPA Members more that permitted in the then current price list in order to offset the administrative fee.

6.29.3 The administrative fee is designed to cover the costs of NJPA’s involvement in contract management, facilitating marketing efforts, Vendor training, and any order processing tasks relating to the Contract. Administrative fees may also be used for other purposes as allowed by Minnesota law.

6.29.4 The typical administrative fee under this Contract is two percent (2%). While NJPA does not dictate the particular fee percentage, we require that the Proposer articulate a specific fee in its response. For example, merely stating that “we agree to pay an administrative fee” is considered nonresponsive. NPJA acknowledges that the administrative fee percentage may differ between vendors, industries, and responses.

6.29.5 NJPA awarded Vendors are responsible for paying the administrative fee at least quarterly and for generating all related reporting. Vendors agree to cooperate with NJPA in auditing these reports to ensure that the administrative fee is paid on all items purchased under the Contract.

6.30 through 6.32 [This section is intentionally blank.]

J. VALUE-ADDED ATTRIBUTES

6.33 Desirability of Value-Added Attributes: Value-added attributes in an RFP response will be given positive consideration in NJPA’s evaluation process. Such attributes may increase the benefit of a product or service by improving functionality, performance, maintenance, manufacturing, delivery, energy efficiency, ordering, or other items while remaining within the scope of this RFP.

6.34 Women and Minority Business Enterprise (WMBE), Small Business, and Other Favored Businesses: Some NJPA Members give formal preference to certain types of vendors or contractors. Proposers should document WMBE (or other) status for both their organization and for any affiliates (e.g., supplier networks) involved in fulfilling the terms of this RFP. The ability of a Proposer to provide preferred business entity “credits” to NJPA and NJPA Members under a Contract will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation.

6.35 Environmentally Preferred Purchasing Opportunities: Many NJPA Members consider the environmental impact of the products and services they purchase. “Green” characteristics demonstrated by Proposers will be evaluated positively by NJPA and reflected in the “value added” area of the evaluation. Please identify any green characteristics of any offering in your proposal and identify the sanctioning body determining that characteristic. Where appropriate, please indicate which products have been certified as green and by which certifying agency.

6.36 Online Requisitioning Systems: When applicable, online requisitioning systems will be viewed as a value-added characteristic. Proposers should demonstrate how their system makes online ordering easier for NJPA Members, including how Members could integrate their current e-Procurement or enterprise resource planning (ERP) systems into the Proposer’s ordering process.
**6.37 Financing:** The ability of the Proposer to provide financing solutions to Members for the products and services being proposed will be viewed as a value-added attribute.

**6.38 Technology:** Technological advances that appreciably improve the proposed products or services will be considered value-added attributes.

**K. WAIVER OF FORMALITIES**

**6.39** NJPA reserves the right to waive minor formalities (or to accept minor irregularities) in any proposal, when it determines that considering the proposal may be in the best interest of its Members.

### 7 POST-AWARD OPERATING ISSUES

**A. SUBSEQUENT AGREEMENTS**

**7.1 Purchase Order.** Purchase orders for products and services may be executed between NJPA Members and the awarded Vendor (or Vendor’s sub-contractors) under this Contract. NJPA Members and Vendors must indicate on the face of such purchase orders that “This purchase order is issued under NJPA contract #XXXXXX” (insert the relevant contract number). Purchase order flow and procedure will be developed jointly between NJPA and an awarded Vendor after an award is made.

**7.2 Governing Law.** Purchase orders must be construed in accordance with, and governed by, the laws of a competent jurisdiction with respect to the Member. (See also Section 8.5 of this RFP.) All provisions required by law to be included in the purchase order should be read and enforced as if they were included. If through mistake or otherwise any such provision is not included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction. The venue for any litigation arising out of disputes related to purchase order will be a court of competent jurisdiction with respect to the Member.

**7.3 Additional Terms and Conditions.** Additional terms and conditions to a purchase order may be proposed by NJPA, NJPA Members, or Vendors. Acceptance of these additional terms and conditions is optional to all parties to the purchase order. One purpose of these additional terms and conditions is to address job- or industry-specific requirements of law such as prevailing wage legislation. Additional terms and conditions may also include specific local policy requirements and standard business practices of the issuing Member or the Vendor. Such additional terms and conditions are not considered valid to the extent that they interfere with the general purpose, intent, or currently established terms and conditions contain in this RFP document. For example, a Vendor and Member may agree to add a “net 30” payment requirement to the purchase order instead of applying a “net 10” requirement. But the added terms and conditions must not be less favorable to the Member unless NJPA, the Member, and the Vendor agree to a Contract amendment or similar modification.

**7.4 Specialized Service Requirements.** In the event that the NJPA Member desires service requirements or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in the Contract resulting from this RFP, the NJPA Member and the Vendor may enter into a separate, standalone agreement, apart from a Contract resulting from this RFP. Any proposed service requirements or specialized performance requirements require pre-approval by the Vendor. Any separate agreement developed to address these specialized service or performance requirements is exclusively between the NJPA Member and Vendor. NJPA, its agents, and employees shall not be made a party to any claim for breach of such agreement. Product sourcing is not considered a service. NJPA Members will need to conduct procurements for any specialized services not identified as a part of or within the scope of the awarded Contract.

**7.5 Performance Bond.** At the request of the Member, a Vendor will provide all performance bonds typically and customarily required in their industry. These bonds will be issued pursuant to the requirements of purchase orders for products and services. If a purchase order is cancelled for lack of a
required performance bond by the member agency, NJPA recommends that the current pending purchase order be canceled. Each Member has the final decision on purchase order continuation. Any performance bonding required by the Member, the Member’s state laws, or by local policy is to be mutually agreed upon and secured between the Vendor and the Member.

7.6 Asset Management Contracts: Asset Management-type Contracts can be initiated under a Contract resulting from this RFP at any time during the term of this Contract. Such a contract could involve, for example, picking up, storing, repairing, inventorying, salvaging, and delivery products falling within the scope of this Contract. The intention in using Asset Management Contracts is to promote the long-term efficiency of NJPA’s contracts by (among other things) extending the use and re-use of products. Asset Management Contracts cannot be created under this Contract unless they are executed within the authorized term of a Contract resulting from this RFP. The actual term of the Asset Management Contract may, however, extend beyond the expiration date of this Contract.

B. NJPA MEMBER SIGN-UP PROCEDURE

7.6 Awarded Vendors are responsible for familiarizing their sales and service forces with the various forms of NJPA membership documentation and will encourage and assist potential Members in establishing membership with NJPA. NJPA membership is available at no cost, obligation, or liability to the Member or the Vendor.

C. REPORTING OF SALES ACTIVITY

7.7 Awarded Vendors must report at least quarterly the total gross dollar volume of all products and services purchased by NJPA Members as it applies to this RFP and Contract. This report must include the name and address of the purchasing agency, Member number, amount of purchase, and a description of the items purchased.

7.7.1 Zero sales reports: Awarded Vendors must provide a quarterly Contract sales report regardless of the amount of sales.

D. AUDITS

7.8 NJPA relies substantially on the reasonable auditing efforts of both Members and awarded Vendors to ensure that Members are obtaining the products, services, pricing, and other benefits under all NJPA contracts. Nonetheless, the Vendor must retain and make available to NJPA all order and invoicing documentation related to purchases that Members make from the Vendor under the awarded Contract. NJPA must not request such information more than once per calendar year, and NJPA must make such requests in writing with at least fourteen (14) days’ notice. NJPA may employ an independent auditor at its own expense or conduct an audit on its own. In either event, the Vendor agrees to cooperate fully with NJPA or its agents in order to ensure compliance with this Contract.

E. HUB PARTNER

7.9 Hub Partner: NJPA Members may request special services through a “Hub Partner” for the purpose of complying with a law, regulation, or rule that an NJPA Member deems to apply in its jurisdiction. Hub Partners may bring value to the proposed transactions through consultancy, through qualifying for disadvantaged business entity credits, or through other means.

7.10 Hub Partner Fees: NJPA Members are responsible for any transaction fees, costs, or expenses that arise under this Contract for special service provided by the Hub Partner. The fees, costs, or expenses levied by the Hub Vendor must be clearly itemized in the transaction documentation. To the extent that the Vendor stands in the chain of title during a transaction resulting from this RFP, the documentation must clearly indicate that the transaction is “Executed for the Benefit of [NJPA Member name].”
F. TRADE-INS

7.11 The value in US Dollars for Trade-ins will be negotiated between NJPA or an NJPA Member, and an Awarded Vendor. That identified “Trade-In” value shall be viewed as a down payment and credited in full against the NJPA purchase price identified in a purchase order issued pursuant to any Awarded NJPA procurement contract. The full value of the trade-in will be consideration.

G. OUT OF STOCK NOTIFICATION

7.12 The Vendor must immediately notify NJPA Members when they order an out-of-stock item. The Vendor must also tell the Member when the item will be available and whether there are equivalent substitutes. The Member must have the option of accepting the suggested substitute or canceling the item from the order. Under no circumstance may the Vendor make unauthorized substitutions. Unfilled or substituted items must be indicated on the packing list.

H. CONTRACT TERMINATION FOR CAUSE AND WITHOUT CAUSE

7.13 NJPA reserves the right to cancel all or any part of this Contract if the Vendor fails to fulfill any material obligation, term, or condition as described in the following procedure. Before any such termination for cause, the NJPA will provide written notice to the Vendor, an opportunity to respond, and a reasonable opportunity to cure the breach. The following are some examples of material breaches.

7.13.1 The Vendor provides products or services that do not meet reasonable quality standards and that are not remedied under the warranty;

7.13.2 The Vendor fails to ship the products or to provide the services within a reasonable amount of time;

7.13.3 NJPA reasonably believes that the Vendor will not or cannot perform to the requirements or expectations of the Contract, NJPA issues a request for assurance, and the Vendor fails to respond;

7.13.4 The Vendor fails to fulfill any of the material terms and conditions of the Contract;

7.13.5 The Vendor fails to follow the established procedure for purchase orders, invoices, or receipt of funds as established by NJPA and the Vendor;

7.13.6 The Vendor fails to properly report quarterly sales;

7.13.7 The Vendor fails to actively market this Contract within the guidelines provided in this RFP and defined in the NJPA contract launch.

7.14 Upon receipt of the written notice of breach, the Vendor will have ten (10) business days to provide a satisfactory response to NJPA. If the Vendor fails to reasonably address all issues in the written notice, NJPA may terminate the Contract immediately. If NJPA allows the Vendor more time to remedy the breach, such forbearance does not limit NJPA’s authority to immediately terminate the Contract for continued breaches for which notice was given to the Vendor. Termination of the Contract for cause does not relieve either party of the financial, product, or service obligations incurred before the termination.

8.2 [This section is intentionally blank.]

7.16 NJPA may terminate the Contract if the Vendor files for bankruptcy protection or is acquired by an independent third party. The Vendor must disclose to NJPA any litigation, bankruptcy, or suspensions/disbarments that occur during the Contract period. Failure to disclose such information authorizes NJPA to immediately terminate the Contract.
7.17 NJPA may terminate the Contract without cause by giving the Vendor sixty (60) days’ written notice of termination. Termination of the Contract without cause does not relieve either party of the financial, product, or service obligations incurred before the termination.

7.18 NJPA may immediately terminate any Contract without further obligation if any NJPA employee significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of NJPA has colluded with any Proposer for personal gain. NJPA may also immediately cancel a Contract if it finds that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor, to any employee of NJPA. Such terminations are effective upon written notice from NJPA or at a later date designated in the notice. Termination of the Contract does not relieve either party of the financial, product, or service obligations incurred before the termination.

8 GENERAL TERMS AND CONDITIONS

8.1 Proposer/Vendor must not advertise or publish information concerning this Contract before the award is announced by NJPA. Once the award is made, a Vendor is expected to advertise the awarded Contract to both current and potential NJPA Members.

B. APPLICABLE LAW

8.2 [This section is intentionally blank.]

8.3 NJPA Compliance with Minnesota Procurement Law: NJPA has designed its procurement process to comply with best practices in the State of Minnesota. NJPA’s solicitation methods are also created to comply with many of the various requirements that our Members must satisfy in their own procurement processes. But these requirements may differ considerably and may change from time to time. So each NJPA Member must make its own determination whether NJPA’s solicitation process satisfies the procurement rules in the Member’s jurisdiction.

8.4 Governing law with respect to delivery and acceptance: All applicable portions of the Minnesota Uniform Commercial Code, all other applicable Minnesota laws, and the applicable laws and rules of delivery and inspection of the Federal Acquisition Regulations (FAR) laws will govern NJPA contracts resulting from this solicitation.

8.5 Jurisdiction: Any claims that arise against NJPA pertaining to this RFP, and any resulting contract that develops between NJPA and any other party, must be brought only in courts in Todd County in the State of Minnesota unless otherwise agreed to.

8.5.1 Purchase orders or other agreements created pursuant to a contract resulting from this solicitation must be construed in accordance with, and governed by, the laws of the issuing Member. Any claim arising from such a purchase order or agreement must be filed and venued in a court of competent jurisdiction of the Member unless otherwise agreed to.

8.6 through 8.7 [This section is intentionally blank.]

8.8 Indemnification: Each party is responsible for its own acts and is not responsible for the acts of the other party and the results thereof. NJPA’s liability is governed by the Minnesota Tort Claims Act (Minn. Stat. §3.736) and other applicable law.

8.9 Prevailing wage: The Vendor must comply with applicable prevailing wage legislation in effect in the jurisdiction of the NJPA Member. The Vendor must monitor the prevailing wage rates as established by
the appropriate federal governmental entity during the term of this Contract and adjust wage rates accordingly.

**8.10 Patent and copyright infringement:** The Vendor agrees to indemnify and hold harmless NJPA and NJPA Members against any and all suits, claims, judgments, and costs instituted or recovered against the Vendor, NJPA, or NJPA Members by any person on account of the use or sale of any articles by NJPA or NJPA Members if the Vendor supplied such articles in violation of applicable patent or copyright laws.

**C. ASSIGNMENT OF CONTRACT**

**8.11** No right or interest in this Contract may be assigned or transferred by the Vendor without prior written permission by the NJPA. No delegation of any duty of the Vendor under this Contract may be made without prior written permission of the NJPA. NJPA will notify Members by posting approved assignments on the NJPA website ([www.njpacoop.org](http://www.njpacoop.org)).

**8.12** If the original Vendor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor-in-interest must perform all obligations under this Contract. NJPA reserves the right to reject the acquiring entity as a Vendor. A change of name agreement will not change the contractual obligations of the Vendor.

**D. LIST OF PROPOSERS**

**8.13** NJPA will not maintain a list of interested proposers, nor will it automatically send RFPs to them. All interested proposers must request the RFP as a result of NJPA’s national solicitation advertisements. Because of the wide scope of the potential Members and qualified national suppliers, NJPA has determined this to be the best method of fairly soliciting proposals.

**E. CAPTIONS, HEADINGS, AND ILLUSTRATIONS**

**8.14** The captions, illustrations, headings, and subheadings in this RFP are for convenience and ease of understanding and in no way define or limit the scope or intent of this request.

**F. DATA PRACTICES**

**8.15** All materials submitted in response to this RFP become NJPA’s property and become public records (under Minn. Stat. §13.591) after the evaluation process is completed. If the Proposer submits information in response to this RFP that it requests to be classified as nonpublic information (as defined by the Minnesota Government Data Practices Act, Minn. Stat. §13.37), the Proposer must meet the following requirements.

**8.15.1** The Proposer must make the request within thirty (30) days of the award/nonaward notification, and include the appropriate statutory justification. Pricing, marketing plans, and financial information is generally not redactable. The NJPA Legal Department will review the request to determine whether the information can be withheld or redacted. If NJPA determines that it must disclose the information upon a proper request for such information, NJPA will inform the Proposer of such determination.

**8.15.2** The Proposer must defend any action seeking release of the materials that it believes to be nonpublic information, and it must indemnify and hold harmless NJPA, its agents, and employees, from any judgments or damages awarded against NJPA in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the term of any contract awarded under this RFP. In submitting a response to this RFP, the Proposer agrees that this indemnification survives as long as NJPA possesses the confidential information.

**8.16** [This section is intentionally blank.]
G. ENTIRE AGREEMENT

8.17 This Contract, as defined herein, constitutes the entire agreement between the parties to this Contract. A Contract resulting from this RFP is formed when the NJPA Board of Directors approves and signs the applicable Contract Award & Acceptance document (Form E).

H. FORCE MAJEURE

8.18 Except for payments of sums due, neither party is liable to the other nor deemed in default under this Contract if and to the extent that such party’s performance of this Contract is prevented due to force majeure. The term “force majeure” means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence including, but not limited to, the following: acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, snow, earthquakes, tornadoes or violent wind, tsunamis, wind shears, squalls, Chinooks, blizzards, hail storms, volcanic eruptions, meteor strikes, famine, sink holes, avalanches, lockouts, injunctions-intervention-acts, terrorist events or failures or refusals to act by government authority and/or other similar occurrences where such party is unable to prevent by exercising reasonable diligence. The force majeure is deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and is deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with a Contract resulting from this RFP. Force majeure does not include late deliveries of products and services caused by congestion at a manufacturer’s plant or elsewhere, an oversold condition of the market, inefficiencies, or other similar occurrences. If either party is delayed at any time by force majeure, then the delayed party must (if possible) notify the other party of such delay within forty-eight (48) hours.

8.19 through 8.20 [These sections are intentionally blank.]

K. LICENSES

8.21 The Vendor must maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with NJPA and NJPA Members.

8.22 All responding Proposers must be licensed (where required) and must have the authority to sell and distribute the offered products and services to NJPA and NJPA Members. Documentation of the required licenses and authorities, if applicable, should be included in the Proposer’s response to this RFP.

L. MATERIAL SUPPLIERS AND SUB-CONTRACTORS

8.23 The awarded Vendor must supply the names and addresses of sourcing suppliers and sub-contractors as a part of the purchase order when requested by NJPA or an NJPA Member.

M. NON-WAIVER OF RIGHTS

8.24 No failure of either party to exercise any power given to it hereunder, nor a failure to insist upon strict compliance by the other party with its obligations hereunder, nor a custom or practice of the parties at variance with the terms hereof, nor any payment under a Contract resulting from this RFP constitutes a waiver of either party’s right to demand exact compliance with the terms hereof. Failure by NJPA to take action or to assert any right hereunder does not constitute a waiver of such right.

N. PROTESTS OF AWARDS MADE

8.25 And protests must be filed with NJPA’s Executive Director and must be resolved in accordance with appropriate Minnesota rules. Protests will only be accepted from Proposers. A protest of an award or
nonaward must be filed in writing with NJPA within ten (10) calendar days after the public notice or announcement of the award or nonaward. A protest must include the following items.

8.25.1 The name, address, and telephone number of the protester;

8.25.2 The original signature of the protester or its representative (you must document the authority of the representative);

8.25.3 Identification of the solicitation by RFP number;

8.25.4 Identification of the statute or procedure that is alleged to have been violated;

8.25.5 A precise statement of the relevant facts;

8.25.6 Identification of the issues to be resolved;

8.25.7 The aggrieved party’s argument and supporting documentation;

8.25.8 The aggrieved party’s statement of potential financial damages; and

8.25.9 A protest bond in the name of NJPA and in the amount of 10% of the aggrieved party’s statement of potential financial damages.

O. SUSPENSION OR DISBARMENT STATUS

8.26 If within the past five (5) years, any firm, business, person or Proposer responding to an NJPA solicitation has been lawfully terminated, suspended, or precluded from participating in any public procurement activity with a federal, state, or local government or education agency, the Proposer must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to disclose pertinent information may result in the termination of a Contract. By signing the proposal affidavit, the Proposer certifies that no current suspension or debarment exists.

P. AFFIRMATIVE ACTION AND IMMIGRATION STATUS CERTIFICATION

8.27 An Affirmative Action Plan, Certificate of Affirmative Action, or other documentation regarding Affirmative Action may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors must comply with any such requirements or requests.

8.28 Immigration Status Certification may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors must comply with any such requirements or requests.

Q. SEVERABILITY

8.29 In the event that any of the terms of a Contract resulting from this RFP are in conflict with any rule, law, or statutory provision, or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms will be deemed stricken from the Contract, but such invalidity or unenforceability shall not invalidate any of the other terms of an awarded Contract resulting from this RFP.

R. RELATIONSHIP OF PARTIES

8.30 No Contract resulting from this RFP may be considered a contract of employment. The relationship between NJPA and an awarded Vendor is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties neither intend the proposed Contract to create, nor is to be construed as creating, a partnership, joint venture, master-servant,
principal-agent, or any other, relationship. Except as provided elsewhere in this RFP, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation, or otherwise in any manner whatsoever except as may be expressly provided herein.

9 FORMS

[THE REST OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK.]
PROPOSER QUESTIONNAIRE - General Business Information
(Products, Pricing, Sector Specific, Services, Terms and Warranty are addressed on Form P)

Proposer Name: ____________________________ Questionnaire completed by: ________________________________

Please identify the person NJPA should correspond with from now through the Award process:

Name: _____________________________________   E-Mail address: _______________________________________

Please answer the questions below using the Microsoft Word® version of this document. This allows NJPA evaluators to cut and paste your answers into a separate worksheet. Place your answer directly below each question. NJPA prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark “NA” if the question does not apply to you (preferably with an explanation). Please create a response that is easy to read and understand. For example, you may consider using a different font and color to distinguish your answer from the questions.

Company Information & Financial Strength

1) Provide the full legal name, mailing and email addresses, tax identification number, and telephone number for your business.
2) Provide a brief history of your company, including your company’s core values, business philosophy, and longevity in the AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES industry.
3) Provide a detailed description of the products and services that you are offering in your proposal.
4) What are your company’s expectations in the event of an award?
5) Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters.
6) What is your US market share for the solutions that you are proposing? What is your Canadian market share, if any?
7) Has your business ever petitioned for bankruptcy protection? Please explain in detail.
8) How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.
   a) If your company is best described as a distributor/dealer/reseller (or similar entity), please provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?
   b) If your company is best described as a manufacturer or service provider, please describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?
9) If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.
10) Provide all “Suspension or Disbarment” information that has applied to your organization during the past ten years.
11) Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.
Industry Recognition & Marketplace Success

12) Describe any relevant industry awards or recognition that your company has received in the past five years.

13) Supply three references/testimonials from your customers who are eligible for NJPA membership. At a minimum, please include the entity’s name, contact person, and phone number.

14) Provide a list of your top five governmental or educational customers (entity name is optional), including entity type, the state the entity is located in, scope of the projects, size of transactions, and dollar volumes from the past three years.

15) Indicate separately what percentages of your sales are to the government and education sectors in the past three years?

16) List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?

17) List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?

Proposer’s Ability to Sell and Deliver Service Nationwide

18) Describe your company’s capability to meet NJPA Member’s needs across the country. Your response should address at least the following areas.
   a) Sales force.
   b) Dealer network or other distribution methods.
   c) Service force.

   Please include details, such as the locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employers (or employees of a third party), and any overlap between the sales and service functions.

19) Describe in detail the process and procedure of your customer service program, if applicable. Please include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.

20) a) Identify any geographic areas of the United States that you will NOT be fully serving through the proposed contract.
    b) Identify any NJPA Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Please explain your answer. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?

21) Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories.

Marketing Plan

22) If you are awarded a contract, how will you train your sales management, dealer network, and direct sales teams (whichever apply) to ensure maximum impact? Please include how you will communicate your NJPA pricing and other contract detail to your sales force nationally.

23) Describe your marketing strategy for promoting this contract opportunity. Please include representative samples of your marketing materials in electronic format.

24) Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.
25) In your view, what is NJPA’s role in promoting contracts arising out of this RFP? How will you integrate an NJPA-awarded contract into your sales process?

26) Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.

**Value-Added Attributes**

27) Describe any product, equipment, maintenance, or operator training programs that you offer to NJPA Members. Please include details, such as whether training is standard or optional, who provides training, and any costs that apply.

28) Describe any technological advances that your proposed products or services offer.

29) Describe any “green” initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.

30) Describe any Women or Minority Business Entity (WMBE) or Small Business Entity (SBE) accreditations that your company or hub partners have obtained.

31) What unique attributes does your company, your products, or your services offer to NJPA Members? What makes your proposed solutions unique in your industry as it applies to NJPA members?

32) Identify your ability and willingness to provide your products and services to NJPA member agencies in Canada.

**NOTE: Questions regarding Payment Terms, Warranty, Products/Equipment/Services, Pricing and Delivery, and Industry Specific Items are addressed on Form P.**

Signature: __________________________________________________________ Date: _________________________
Form B

PROPOSER INFORMATION

Company Name: _________________________________________________________________________
Address: ______________________________________________________________________________
City/State/Zip: ___________________________________________________________________________
Phone: _____________________________________ Fax: ____________________________________
Toll-Free Number: ___________________________ E-mail: __________________________________
Website Address: _______________________________________________________________________________

COMPANY PERSONNEL CONTACTS

Authorized signer for your organization

Name: _________________________________________________________________________________
Email: _________________________________________________ Phone: ___________________________________
The person identified here must have proper signing authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer.

Who prepared your RFP response?

Name:__________________________________________________Title:______________________________________
Email: _________________________________________________Phone:_____________________________________

Who is your company’s primary contact person for this proposal?

Name:__________________________________________________Title:______________________________________
Email: _________________________________________________Phone:_____________________________________

Other important contact information

Name:__________________________________________________Title:______________________________________
Email: _________________________________________________Phone:_____________________________________

Name:__________________________________________________Title:______________________________________
Email: _________________________________________________Phone:_____________________________________
Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer’s response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

<table>
<thead>
<tr>
<th>Section/page</th>
<th>Term, Condition, or Specification</th>
<th>Exception</th>
<th>NJPA ACCEPTS</th>
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Proposer’s Signature: ___________________________ Date: ________________

NJPA’s clarification on exceptions listed above:
In compliance with the Request for Proposal (RFP) for AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer’s response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: _______________________________ Date: ___________________________________________

Company Address:  _______________________________________________________________________________

City:_________________________________________ State:  ____________ Zip:  __________________________

Contact Person:  ________________________________ Title:  ___________________________________________

Authorized Signature:   ____________________________________________________________________________  (Name printed or typed)
Your proposal is hereby accepted, and a Contract is awarded. As an awarded Proposer, you are now bound to provide the defined products and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your response, and any exceptions accepted by NJPA.

The effective start date of the Contract will be _________________, 20________ and continue until-________________________ (no later than the later of four years from the expiration date of the currently awarded contract or four years from the NJPA Board’s contract award date). This contract may be extended for a fifth year at NJPA’s discretion.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: ________________________________   _______________________________________
NJPA Executive Director   (Name printed or typed)
Awarded this _______ day of_________________________, 20___________ NJPA Contract Number #062817

NJPA Authorized signature: ________________________________  _______________________________________
NJPA Board Member    (Name printed or typed)
Executed this ______ day of __________________________, 20___________ NJPA Contract Number #062817

The Proposer hereby accepts this Contract award, including all accepted exceptions and NJPA clarifications.

Vendor Name ____________________________________________

Vendor Authorized signature: _______________________________    __________________________________
Title: _____________________________________________________________
Executed this _____________ day of ___________________, 20___________ NJPA Contract Number #062817
FORM F

PROPOSER ASSURANCE OF COMPLIANCE

Proposal Affidavit Signature Page

PROPOSER’S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the “Proposer”), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.

2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.

3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer’s RFP response.

4. The Proposer will, if awarded a Contract, provide to NJPA Members the products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.

5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.

6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

7. The Proposer understands that NJPA will reject RFP proposals that are marked “confidential” (or “nonpublic,” etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a “trade secret,” and thus nonpublic data under Minnesota’s Data Practices Act.

8. The Proposer understands that it is the Proposer’s duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]
By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: ________________________________________________________________

Address: __________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________

Telephone Number: _____________________________________________________________________________

E-mail Address: ________________________________________________________________________________

Authorized Signature: __________________________________________________________________________

Authorized Name (printed): _______________________________________________________________________

Title: _______________________________________________________________________________________

Date: _______________________________________________________________________________________ 

**Notarized**

Subscribed and sworn to before me this ___________ day of ________________, 20_____________

Notary Public in and for the County of __________________________________________ State of __________

My commission expires: _________________________________________________________________________

Signature: ___________________________________________________________________________________
## OVERALL EVALUATION AND CRITERIA

For the Proposed Subject AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES

<table>
<thead>
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<td>Financial Viability and Marketplace Success</td>
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<td>Ability to Sell and Deliver Service Nationwide</td>
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<td>Marketing Plan</td>
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<td>Value-Added Attributes</td>
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<td>Warranty</td>
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</table>

Reviewed by: _________________________________________  Its_________________________________
_________________________________________Its_________________________________
Form P

PROPOSER QUESTIONNAIRE
Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: ____________________________________________________________

Questionnaire completed by: __________________________________________________

Payment Terms and Financing Options

1) What are your payment terms (e.g., net 10, net 30)?
2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?
3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members’ purchase orders.
4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?

Warranty

5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.
   • Do your warranties cover all products, parts, and labor?
   • Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
   • Do your warranties cover the expense of technicians’ travel time and mileage to perform warranty repairs?
   • Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?
   • Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
   • What are your proposed exchange and return programs and policies?
6) Describe any service contract options for the items included in your proposal.

Pricing, Delivery, Audits, and Administrative Fee

7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.
8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)
9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

10) The pricing offered in this proposal is

   a. the same as the Proposer typically offers to an individual municipality, university, or school district.
   b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
   c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
   d. other than what the Proposer typically offers (please describe).

11) Describe any quantity or volume discounts or rebate programs that you offer.

12) Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.

13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

14) If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.

15) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to NJPA.

18) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor’s sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member’s cost of goods. (See RFP Section 6.29 and following for details.)

**Industry-Specific Questions**

19) Describe your ability to provide compliant products and supplies (e.g. FAA, state, etc.) and include related documentation.

20) Describe the compatibility of your products and supplies with industry-standard equipment. Specifically list any limitations or restrictions regarding compatibility.

21) Explain how your inventories are managed and your ability to meet delivery quantity needs and timelines.

22) Detail your ability to provide services, if applicable, relating to the actual use, installation, or application of your products and supplies.

Signature: ___________________________________________ Date: ______________________
<table>
<thead>
<tr>
<th>Check when Completed</th>
<th>Contents of Your Bid Proposal</th>
<th>Hard Copy Required Signed and Dated</th>
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<td></td>
<td>Form B: Proposer Information</td>
<td></td>
<td>X</td>
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<tr>
<td></td>
<td>Form C: Exceptions to Proposal, Terms, Conditions, and Solutions Request</td>
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<td></td>
<td>Form D: Formal Offering of Proposal</td>
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<tr>
<td></td>
<td>Form E. Contract Acceptance and Award</td>
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<td></td>
<td>Form F: Proposers Assurance of Compliance</td>
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<td></td>
<td>Form P: Proposer Questionnaire with all questions answered completely</td>
<td>X -signature page only</td>
<td>X</td>
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<td></td>
<td>Certificate of Insurance with $1.5 million coverage</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>Copy of all RFP Addendums issued by NJPA</td>
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<tr>
<td></td>
<td>Pricing for all Products/Equipment/Services within the RFP being proposed</td>
<td></td>
<td>X</td>
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<tr>
<td></td>
<td>Entire Proposal submittal including signed documents and forms.</td>
<td></td>
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<tr>
<td></td>
<td>All forms in the Hard Copy Required Signed and Dated should be inserted in the front of the submitted response, unbound.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Package containing your proposal labeled and sealed with the following language: &quot;Competitive Proposal Enclosed, Hold for Public Opening XX-XX-XXXX&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Response Package mailed and delivered prior to deadline to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NJPA, 202 12th St NE, Staples, MN 56479</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 1. Instructions for Vendor

Requests for product or service changes, additions, or deletions will be considered at any time throughout the awarded contract term. All requests must be made in writing by completing sections 2, 3, and 4 of this NJPA Price and Product Change Request Form and signed by an authorized Vendor representative in section 5. All changes are subject to review by the NJPA Contracts & Compliance Manager and to approval by NJPA’s Chief Procurement Officer. Submit request through email to your assigned NJPA Contract Administrator.

NJPA will determine whether the request is 1) within the scope of the original RFP, and 2) in the best interests of NJPA and NJPA Members. Approved Price and Product Change Request Forms will be signed and emailed to the Vendor contact.

The Vendor must complete this change request form and individually list or attach all items or services subject to change, must provide sufficiently detailed explanation and documentation for the change, and must include a complete restatement of pricing documentation in an appropriate format (preferably Microsoft® Excel®). The pricing document must identify all products and services being offered and must conform to the following NJPA product/price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, “Acme Widget Company #012416-AWC eff. 01-01-2017.”

NOTE: New pricing restatements must include all products and services offered regardless of whether their prices have changed and must include a new “effective date” on the pricing documents. This requirement reduces confusion by providing a single, current pricing sheet for each Vendor and creates a historical record of pricing.

ADDITIONS. New products and related services may be added to a contract if such additions are within the scope of the original RFP.

DELETIONS. New products and related services may be deleted from a contract if, for example, they are no longer available or have been modified to a point where they are outside the scope of the RFP.

PRICE CHANGES: Vendors may request price changes if they provide sufficient rationale for the change. For example, a Vendor that manufactures products that require substantial petroleum-related material might request a 3% price increase because of a 20% increase in petroleum costs.

Price decreases: NJPA expects Vendors to propose their very best prices and anticipates that price reductions might occur because of improved technologies or marketplace efficiencies.

Price increases: Acceptable price increases typically result from specific Vendor cost increases. The Vendor must include reasonable justification for the price increase and must not, for example, offer merely generalized statements about an increase in a cost-of-living index. Appropriate documentation should be attached to this form, including such items as letters from suppliers announcing price increases.

Refer to the RFP for complete “Pricing” details.

Section 2. Vendor Name and Type of Change Request

CHECK ALL CHANGES THAT APPLY:

<table>
<thead>
<tr>
<th>AWARDED VENDOR NAME:</th>
<th>Adding Products/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deleting Products/Services</td>
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<tr>
<td></td>
<td>Price Increase</td>
</tr>
<tr>
<td></td>
<td>Price Decrease</td>
</tr>
</tbody>
</table>

NJPA CONTRACT NUMBER:
Section 3. Detailed Explanation of Need for Changes

List the products and/or services that are changing or being added or deleted from the previous contract price list, along with the percentage change for each item or category. (Attach a separate, detailed document if changing more than 10 items.)

Provide a general statement and documentation explaining the reasons for these price and/or product changes. *EXAMPLES:* 1) “All pricing for paper products and services are increased 5% because of increased raw material and transportation costs (see attached documentation of fuel and raw materials increase).” 2) “The 6400 series floor polisher is being added to the product list as a new model, replacing the 5400 series. The 6400 series 3% increase reflects technological changes that improve the polisher’s efficiency and useful life. The 5400 series is now included in the “Hot List” at a 20% discount from the previous pricing until the remaining inventory is liquidated.”

If adding products, state how these are within the scope of the original RFP.

If changing prices or adding products or services, state how the pricing is consistent with existing NJPA contract pricing.
Section 4. Complete Restatement of Pricing Submitted

A COMPLETE restatement of the pricing, including all new and existing products and services is attached and has been emailed to the Vendor’s Contract Administrator.

☐ Yes    ☐ No

Section 5. Signatures

__________________________________________________________        ________________________
Vendor Authorized Signature                                 Date

____________________________________________
Print Name and Title of Authorized Signer

__________________________________________________________        _________________________
Jeremy Schwartz, NJPA Director of Cooperative Contracts and Procurement/CPO    Date
NJPA The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential Member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal governmental, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution.

For your reference, the links below include some, but not all, of the entities included in this proposal.

http://www.usa.gov/Agencies/Local_Government/Cities.shtml
http://nces.ed.gov/globallocator/
https://harvester.census.gov/imls/search/index.asp
http://nccsweb.urban.org/PubApps/search.php
http://www.nreca.coop/about-electric-cooperatives/member-directory/
Oregon
Hawaii
Washington
Chair Wilson called the Regular Board meeting to order at 5:50pm with the following members present: Barb Neprud, Mark Gerbi, Greg Zylka, Ryan Thomas and Mike Wilson. Also present were Chris Lindholm, Pequot Lakes School District and Jon Radermacher, City of Little Falls, Ex-Officios; Chad Coauette, Susan Nanik, Kassidy Rice, Tom Perttula, Mike Carlson, Jamie Loken, Sarah Speer, Danielle Wadsworth and Charitie Herbst.

Mr. Zylka moved, seconded by Mr. Gerbi to accept the agenda as amended. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to accept the minutes of the Regular Board Meeting held on September 19, 2017. Motion carried.

Mr. Carlson presented the monthly Financial Reports and budget update.

Mr. Gerbi moved, seconded by Mr. Zylka to approve the check register and Treasurer’s Report of Cash, Revenues, and Expenditures and to pay all vendor disbursements #94885 to #95127. Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to approve all Wire Transfers #71 to #102. Motion carried.

Mr. Gerbi moved, seconded by Ms. Neprud to approve all Wire Transfers-Employee Expense reimbursements #152 to #248. Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to accept the Consent Agenda as follows:
  • Updated Membership Agreements Members added September 1-30, 2017
Motion carried.

Ms. Herbst gave a day in the life of an NJPA employee on her role as, Regional Contracts Specialist.

Ms. Nanik gave an update on the facility and space utilization and update on Human Resource Department.

Mr. Carlson gave an update on the Finance and Risk Management Departments. He also reported on Q1 organization metrics.

Mr. Loken gave an update on the Information Technology Department.

Ms. Rice gave an update on Regional Programs on behalf of Mr. Orange.
Mr. Perttula gave an update on Cooperative Purchasing and Procurement on behalf of Mr. Schwartz with a Deep Dive in Quarterly Cooperative Purchasing. Mr. Perttula gave an update on the following new contracts awarded in September as noted in Appendix A.

Dr. Coauette gave an update on Legal and Government Relations on behalf of Ms. Ramm.

Ms. Speer gave an update on Marketing on behalf Mr. Bautz

Ms. Neprud moved, seconded by Mr. Gerbi to approve the 2017-2018 Membership Roster for Continuing Education/Re-licensure. Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to call for Annual Election of Board Members in Sub Regions I and IV and appoint Danielle Wadsworth and Ashley Powers as Election Judges. Motion carried.

Mr. Zylka moved, seconded by Ms. Neprud to approve the retirement of Brenda Sprenger, Data Integration Specialist, effective November 8, 2017 and open position. Motion carried.

Ms. Neprud moved, seconded by Mr. Thomas to approve the following Job Descriptions and open positions:

- Membership Development Specialist
- Regional Transition Specialist
- Senior Planner
- Non-Profit & Other Gov’t Associations Membership Specialist

Motion carried.

Mr. Zylka moved, seconded by Mr. Gerbi to approve opening the following positions:

- Procurement Lead Analyst
- Membership Development Administrator II
- Insurance Contract Administrator II

Motion carried.

Mr. Thomas moved, seconded by Mr. Zylka to approve hiring:

- Erin Beach, Administrative Specialist III-MCA/CPO, effective October 23, 2017
- Brent Mattson, Network Engineer II, effective October 23, 2017
- Brandon Town, Procurement Analyst II, effective November 6, 2017

Motion carried.

Ms. Nanik gave the staffing update.

Dr. Coauette gave updates on National Cooperative Procurement Partners and Minnesota Service Cooperatives. There was Board consensus and broad support for the MSC/NJPA cooperative purchasing partnership.

National Conference dates along with other meeting dates were reviewed.
Ms. Neprud moved, seconded by Mr. Gerbi to adjourn the meeting at 7:37pm. Motion carried.
### NEW CONTRACT

<table>
<thead>
<tr>
<th>Company</th>
<th>Contract Number</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Ennis Paarl, Inc.</td>
<td>062817-EPI</td>
<td>&quot;Airport Consumable Products with Related Supplies and Services&quot;</td>
</tr>
<tr>
<td>Evergreen Solutions Corp. USA</td>
<td>062817-EVR</td>
<td>&quot;Airport Consumable Products with Related Supplies and Services&quot;</td>
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<tr>
<td>HI-Lite Airfield Services, LLC</td>
<td>062817-HLA</td>
<td>&quot;Airport Consumable Products with Related Supplies and Services&quot;</td>
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<tr>
<td>New Deal Deicing</td>
<td>062817-NDD</td>
<td>&quot;Airport Consumable Products with Related Supplies and Services&quot;</td>
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<tr>
<td>Airplaco</td>
<td>052417-AEC</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Alamo Group (TX) Inc.</td>
<td>052417-AGI</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Bergcamp Inc.</td>
<td>052417-RGK</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Censen Tech</td>
<td>052417-CMT</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Craforo, Inc.</td>
<td>052417-CFC</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Diamond Mowers, Inc.</td>
<td>052417-DMH</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>EZ-Liner Industries</td>
<td>052417-EZL</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Falcon Road Maintenance Equipment, LLC</td>
<td>052417-FRM</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>FINN Corporation</td>
<td>052417-FNN</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
</tr>
<tr>
<td>PB Loader Corporation</td>
<td>052417-PBL</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
</tr>
<tr>
<td>R.L. Parsons and Sons Equipment Inc.</td>
<td>052417-RLP</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
</tr>
<tr>
<td>RhinoAG, Inc.</td>
<td>052417-RHA</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Roadhog, Inc.</td>
<td>052417-RDH</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<tr>
<td>Tiger Corporation</td>
<td>052417-TGR</td>
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<td>VT LeeBoy, Inc.</td>
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<tr>
<td>Waterblasting, LLC</td>
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<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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<td>Weiler</td>
<td>052417-WLR</td>
<td>&quot;Roadway Maintenance Equipment with Related Accessories, Attachments, Materials and Supplies&quot;</td>
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### Contract Extensions

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### 5th YEAR RENEWALS

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<td>ACCO Engineered Systems, Inc.</td>
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<td>ACCO Engineered Systems, Inc.</td>
<td>CA4H5B-082013-AES</td>
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<tr>
<td>All Source Coatings, Inc.</td>
<td>CA-5D0PA-090616-ASC</td>
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<tr>
<td>Billmore General Contractors, Inc.</td>
<td>NYCO2X-101116-BGC</td>
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<tr>
<td>Collier Construction Company</td>
<td>TX04G-301116-CCC</td>
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<tr>
<td>Corbus Inc.</td>
<td>NYCO3Q-101116-CBX</td>
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<tr>
<td>Diversified Maintenance Systems, Inc.</td>
<td>CA-5D0SCB-090616-DIV</td>
</tr>
<tr>
<td>Grading Plumbing Site Construction Inc. DBA GSP Plumbing</td>
<td>CA-5D0PL-090616-GPS</td>
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<tr>
<td>Hawthorn Commercial Construction, LLC</td>
<td>TX04G-101116-HCL</td>
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<tr>
<td>Jordan Construction Services, Inc.</td>
<td>CA-5D0FC-091616-AICS</td>
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<td>Nassau Building Group, Inc.</td>
<td>CA5D03CB-090616-NBG</td>
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<tr>
<td>Synergy Companies</td>
<td>CA-GLO8C-082013-SC</td>
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Bid Information

Bid Information for 062817

Bid Number: 062817
Bid Name: AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES

Published By: National Joint Powers Alliance
Solicitation Type: Open to all suppliers
Contract Type: RFP
Procurement Name: Procurement
Published Date: 05/18/2017
Closing Date: 06/28/2017 04:30:00 PM CT

Country & Province/State: Ontario, Canada
Region & City:
Bid Type: Goods, Services
Group:
Remind Notice Date: Not Applicable
Publish Option:
NIGP Code:
Value Range: Not Applicable
Accept questions: Not Applicable

Requirements

NDA Requirement: Not Applicable
NOI Date: Not Applicable
Site Meetings: Not Applicable

Bid Advertisement

AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES

062817

Closing Date: 06/28/2017 04:30:00 PM CT

Detail:
The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES. Details of this RFP are available beginning May 18, 2017. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 28, 2017 at 4:30 p.m. Central Time at the above address and opened June 29, 2017 at 8:30 a.m. Central Time.

Bid Document

No Bid Document Selected

Selected Categories (Biddingo Category)

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<td>Aviation Supplies/ Services</td>
<td>Planes, helicopters, etc., aircraft parts, aerospace engineering, pilots</td>
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Attached Bid Documents

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<th>Seq.</th>
<th>Name</th>
<th>Description</th>
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## Invited Bidders

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[ SUPPORT (Download Training Manuals) ]

ABOUT SSL CERTIFICATES
STATE OF OREGON, COUNTY OF MULTNOMAH--ss.
I, Michelle Ropp, being first duly sworn, depose and say that I am a Principal Clerk of the Daily Journal of Commerce, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, AND WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

Case Number: NOT PROVIDED
#062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES
National Joint Powers Alliance; Bid Location Staples, MN, Cass County; Due 06/28/2017 at 04:30 PM

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

5/19/2017

State of Oregon
County of Multnomah

SIGNED OR ATTESTED BEFORE ME
ON THE 11th DAY OF July, 2017

Michelle Ropp
Selah Farmer

Notary Public-State of Oregon

OFFICIAL STAMP
SELAH MICHELE FARMER
NOTARY PUBLIC - OREGON
COMMISSION NO. 959961
MY COMMISSION EXPIRES FEBRUARY 27, 2021

Klm Austin
National Joint Powers Alliance
202 12th St NE
Staples, MN 56479-2438

Order No.: 11343162
Client Reference No: 062817

NATIONAL JOINT POWERS ALLIANCE
#062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES
Proposals due 4:30 pm, June 28, 2017
REQUEST FOR PROPOSALS
The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procure-
ment of #062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES. Details of this RFP are available beginning May 18, 2017. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 28, 2017 at 4:30 p.m. Central Time at the above address and opened June 29, 2017 at 8:30 a.m. Central Time.
Please see who this pertains to here: http://www.njpacoop.org/oregon-advertising.
Published May 19, 2017. 11343162
Notice

Basic Information
- Estimated Contract Value (CAD): $999,999.00 (Not shown to suppliers)
- Reference Number: 0000056378
- Issuing Organization: National Joint Powers Alliance
- Solicitation Type: RFP - Request for Proposal
- Solicitation Number: 062817
- Title: AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES
- Source ID: PP.CO.USA.868485.C88455

Details
- Region: All of Canada, All of Canada
- Purchase Type: Term: 2017/08/01 01:00:00 PM CDT - 2021/08/01 12:00:00 AM CDT
- Description: The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES. Details of this RFP are available beginning May 18, 2017. Proposals will be received until June 28, 2017 at 4:30 p.m. Central Time at the above address and opened June 29, 2017 at 8:30 a.m. Central Time.

Dates
- Publication: 2017/05/18 09:49:48 AM CDT
- Question Acceptance Deadline: 2017/06/21 04:30:00 PM CDT
- Questions are submitted online: No
- Bid Intent: Not Available
- Closing Date: 2017/06/28 04:30:00 PM CDT
- Prebid Conference: 2017/06/14 10:00:00 AM CDT

Contact Information
- Ginger Line
- 218-894-1930
- ginger.line@njpacoop.org

Pre-Bidding Events
- Event Type: Prebid Conference
- Attendance: Recommended
- Event date: 2017/06/14 10:00:00 AM CDT
- Location: Web Conference
- Event Note:

Bid Submission Process
- Bid Submission Type: Physical Bid Submission
### Documents

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<th>Size</th>
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### Categories

**Selected Categories**

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Document Request List

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<td>No document has been requested yet.</td>
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Bid RFP #062817 - AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES

Bid Type: RFP
Bid Number: 062817
Title: AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES
Start Date: May 18, 2017 9:57:45 AM CDT
End Date: Jun 28, 2017 4:30:00 PM CDT
Agency: NJPA
Bid Contact: Ginger Line
   (218) 894-5483
ginger.line@njpacoop.org
   202 12th Street NE
   P.O. Box 219
   Staples, MN 56479-0219

Access Reports
View reports on who has been notified of the bid or accessed it.
[Notification report]
[Access report]

Questions
0 Questions
0 Unanswered
[View/Ask Questions]

Edit Bid
[Create Addendum]

Description
The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES. Details of this RFP are available beginning May 18, 2017. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 28, 2017 at 4:30 p.m. Central Time at the above address and opened June 29, 2017 at 8:30 a.m. Central Time.

Delivery Information
Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479

Pre-Bid Conference
Date: Jun 14, 2017 10:00:00 AM CDT
Location: Web Conference
Notes: Details sent two days prior

Documents
No Documents for this bid
The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES. Details of this RFP are available beginning May 18, 2017. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 28, 2017 at 4:30 p.m. Central Time at the above address and opened June 29, 2017 at 8:30 a.m. Central Time.

Pre-Proposal Conference: June 14, 2017 at 10:00 am CT
Sealed proposals due: June 28, 2017 at 4:30 pm CT
Proposals will be publicly opened: June 29, 2017 at 8:30 am CT
NJPA reserves the right to reject any and all proposals.

To Obtain RFP documents do one of the following:
1. E-mail rfp@njpacoop.org, an email will be sent back to you with the documents
2. Send a letter of request to
National Joint Powers Alliance:
Attn: Contracts and Compliance Department
202 12th Street NE, Staples, MN 56479
3. Complete the RFP Document Request Form below, this will redirect you to a page where you can get the documents immediately.

RFP Document Request Form (this will redirect you to a page to download the documents):

- Vendor Name: *
- Vendor Address: *
- Vendor City: *
- Vendor State: *
- Vendor Zip Code: *
- Contact Name: *
- Contact Email: *
- Contact Phone Number: *

Submit
Soaring ‘Flight’ goes into the cockpit with Lindbergh

In the 22nd hour of his solo New York-to-Paris flight, 1,000 feet above the foggy Atlantic, decor- ative furniture designer of an Airline, Charles Lindbergh halluci- nates that other per- sons are with him above the Spirit of St. Louis. To him, the experience allows him to learn about the lonely pilot. When he flies out of the mist, Lindbergh realizes no one is there.

Preparing for the non-stop, solo engine flight, Lindbergh is so obsessed with using weight to be heavy that he carries extra food, sleep- ingsacks, and other small bits and pieces in his small plane. He is not a believer in the popular world record and becomes a major in the United States Air Force.

Details like this and more are offered by aviation historian David Hampton, who takes us back 90 years into the Army’s experiment to place Lindbergh’s plane and across the cold Atlantic in The Flight: Charles Lindbergh’s Daring and Monumental (William Morrow, 271 pp., $24.95, out of print), an ex- ceeding account of the flight.

Hampton, a decorated former U.S. Air Force pilot who flew the Atlantic in modern F-16 aircraft, is a voice of expertise in the air, making observations and not- ing details that might elude oth- ers. It’s very good at explaining Lindbergh’s actions during the flight, and how the pilot suffered during his 23-hour ordeal, which began May 20, 1927.

Lindbergh, a former army avi- ator, mail pilot, barnstormer and stunt-walker, was out to win the (about $380,000 today) for the first person to fly non-stop from New York to Paris (or Paris to New York).

Others had flown across the Atlantic — two round-flights from Newfoundland to Ireland in 1919, but not as far as O’Dea’s daring challenge.

The prize was offered by a French hotel magnate who wanted to promote trans-Atlantic travel and for the airline business, an important role in Ameri- can’s future.

The flight tried and failed, including two French aviators who took off from Paris 12 days before Lindbergh. They were pre- vented by fog.

Lindbergh suffered greatly during his two flights — from the cold, the isolation, but most famously from lack of sleep. Extreme fatigue haunted Lind- bergh for most of the flight over the open Atlantic, to the point before he reached through an open window to direct cold air across his face and used his fin- gers to pry open his eyes. It’s a fact of endurance that is remark- able even today.

Lindbergh was greeted at the Paris arrivals by thousands of sta- ffered Frenchmen who lifted him out of the plane and carried him around the field. The 39-year- old returned to adulation in the United States, an extraordinary accolade for a private man. The grand tour events — the kil- nage and murder of his toddler, the controversial advertisement for Germany and anti-war stance World War II, his support for the American space program — kept him in the public eye for decades.

Lindbergh wrote two books about his flight. In 1922, The Spirit of St. Louis, which was the Pulitzer Prize for literature in 1954.

Hampton draws on both of those, but provides detail from extra sources for a rarer, far more complete picture. The au- thor skillfully weaves Lindbergh’s personal history, the preparation of the plane and historical events that help explain Lindbergh’s pop- ularity.

The Flight will appeal to flight fans and history buffs and those who appreciate well-craft- ed tales of adventure.
PROOF OF PUBLICATION

CUSTOMER'S COPY

<table>
<thead>
<tr>
<th>CUSTOMER NAME AND ADDRESS</th>
<th>ACCOUNT NUMBER</th>
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<td>9001496962</td>
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STAPLES MN 56479

DATE 5/18/2017

ACCOUNT NAME

NATIONAL JOINT POWERS ALLIANCE,

TELEPHONE ORDER # / INVOICE NUMBER

2188945483 0001152817 /

PUBLICATION SCHEDULE

START 05/18/2017 END 05/18/2017

CUSTOMER REFERENCE NUMBER

#062817

CAPTION

REQUEST FOR PROPOSALS The National Joint Powers Alliance (NJPA), on behalf of N

SIZE

37 LINES 1 COLUMN(S)

TIMES TOTAL COST

3 85.29

AFFIDAVIT OF PUBLICATION

AS NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP LEGAL BOOKER, I CERTIFY THAT THE ATTACHED ADVERTISEMENT OF REQUEST FOR PROPOSALS The National Joint Powers Alliance (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all government FOR NATIONAL JOINT POWERS ALLIANCE, WAS PUBLISHED BY THE NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP. AGENT FOR DESERET NEWS AND THE SALT LAKE TRIBUNE, DAILY NEWSPAPERS PRINTED IN THE ENGLISH LANGUAGE WITH GENERAL CIRCULATION IN UTAH, AND PUBLISHED IN SALT LAKE CITY, SALT LAKE COUNTY IN THE STATE OF UTAH. NOTICE IS ALSO POSTED ON UTAHLEGALS.COM ON THE SAME DAY AS THE FIRST NEWSPAPER PUBLICATION DATE AND REMAINS ON UTAHLEGALS.COM INDEFINITELY. COMPLIES WITH UTAH DIGITAL SIGNATURE ACT UTAH CODE 46-2-101; 46-3-104.

PUBLISHED ON Start 05/18/2017 End 05/18/2017

DATE 5/18/2017 SIGNATURE ADarrill

STATE OF UTAH )

COUNTY OF SALT LAKE )

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS 18TH DAY OF MAY IN THE YEAR 2017

BY ANN DARTELL

MARK FULTZ
NOTARY PUBLIC - STATE OF UTAH
My Comm. Exp. 05/18/2019
Commission # 682975
COMMENT AND REVIEW
to the
REQUEST FOR PROPOSAL (RFP) #062817
Entitled
AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES

The following advertisement was placed in Oregon’s Daily Journal of Commerce on May 19, 2017, in Utah’s The Salt Lake Tribune on May 18, 2017, in USA Today on May 18, 2017, and on the NJPA website www.njpacoop.org, Onvia website www.onvia.com, Notice to Bidders website www.noticetobidders.com, PublicPurchase.com, Merx, and Biddingo:

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #062817 AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES. Details of this RFP are available beginning May 18, 2017. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until June 28, 2017 at 4:30 p.m. Central Time at the above address and opened June 29, 2017 at 8:30 a.m. Central Time.

RFPs were requested by and distributed to:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDI</td>
<td>New Deal Deicing</td>
</tr>
<tr>
<td>Bidnet</td>
<td>NMC-Wollard</td>
</tr>
<tr>
<td>Bismarck Aero Center</td>
<td>OMES Central Purchasing</td>
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<td>Chef Minute Meals, Inc.</td>
<td>Onvia, Inc.</td>
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<tr>
<td>Cryotech Deicing Technology</td>
<td>Orison Marketing, LLC</td>
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<tr>
<td>E.D. Etnyre &amp; Company</td>
<td>PCMG, Inc.</td>
</tr>
<tr>
<td>Ennis Paint, Inc.</td>
<td>Prime Vendor Inc.</td>
</tr>
<tr>
<td>Erskine</td>
<td>Quick Attach Attachments</td>
</tr>
<tr>
<td>Evergreen Solutions Group</td>
<td>Star Poly Bag Inc.</td>
</tr>
<tr>
<td>Fire Service Plus</td>
<td>State of Delaware</td>
</tr>
<tr>
<td>Flex-O-Lite</td>
<td>State of North Dakota - Office of Management and Budget, Central Services Division</td>
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<tr>
<td>Fomteco</td>
<td>State Procurement Office</td>
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<td>General Atomics Int'l Service Corp. dba</td>
<td>Swarco Industries LLC</td>
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<td>Cryotech Deicing Technology</td>
<td>Swenson Spreader LLC</td>
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<tr>
<td>GERD Energy Inc.</td>
<td></td>
</tr>
<tr>
<td>Hi-Lite Airfield Services, LLC</td>
<td>Tenaquip Limited</td>
</tr>
</tbody>
</table>

202 12th Street NE • P.O. Box 219 • Staples, MN 56479 • www.njpacoop.org
Proposals were opened on June 29, 2017, at the NJPA offices located at 202 12th Street Northeast in Staples, Minnesota 56479, from the following:

Ennis Paint, Inc.  
Erskine Attachments, LLC  
Evergreen Solutions Corp USA  
Hi-Lite Airfield Services, LLC  
New Deal Deicing  
Transpo Industries

A proposal was received in a sealed package from Potter Industries, LLC, after the deadline for delivery. The untimely package was returned, unopened, to Potter Industries, LLC in accordance with the RFP terms.

Proposals were reviewed by the Proposal Evaluation Committee:

James Voelker, Procurement Lead Analyst  
Keith Hanson, CPA, NJPA Accounting Manager  
Jon Andres, NJPA Regional Membership Relations and Communications  
Ginger Line, NJPA Membership Development Administrator  
Bill Otto, NJPA Legislative Advocate

The findings of the Proposal Evaluation Committee are summarized as follows:

The Proposal Evaluation Committee used the established NJPA RFP evaluation criteria and determined that all proposal responses met Level-One Responsiveness. The Evaluation Committee determined that all responses, with the exception of Erskine Attachments, were Level-Two responsive. Erskine Attachments was determined to be Level-Two non-responsive because all products and services offered in the proposal were found to fall outside of the scope of the RFP.

New Deal Deicing is the manufacturer of solid airfield deicer. Their deicing solution is a blend of sodium formate and sodium acetate which allows enhanced performance at lower temperatures. New Deal offers Members a solid discount from MSRP pricing with additional volume discounts available. New Deal is also a Disadvantaged Business Enterprise registered through the Colorado Department of Transportation.

Hi-Lite Airfield Services, LLC provides airport traffic paints, glass beads, eco-friendly cleaning solutions, marking stencils and thickness gauges, stripers/line drivers, airfield assessment services, training, markings maintenance and runway skid resistance management. Hi-Lite will serve Members throughout the United States and Canada from multiple strategic business locations. Hi-Lite offers a considerable discount from MSRP for consumable products and services, with additional volume discounts possible for consumable products.

Ennis Paint, Inc offers airfield marking paint, glass beads, thermoplastic and preformed thermoplastics. Ennis Paint has a large sales and service force disbursed across North America to support NJPA Members along with multiple ISO certified manufacturing facilities. Ennis Paint has offers volume discounts on paint along with a significant MSRP discount on preformed thermoplastic. Ennis Paint also offers no charge application training with their field technicians.
Evergreen Solutions Corp USA provides chemical rubber removal agents to NJPA members. Evergreen manufactures their products to be readily bio-degradable. They also offer separate removal agents specifically for grooved and non-grooved runways. Evergreen offers a strong discount on their removal agents and is willing to serve Members in both the United States and Canada.

For these reasons, the NJPA Proposal Review Committee recommends award of NJPA Contract #062817 to:

- New Deal Deicing 062817-NDD
- Hi-Lite Airfield Services, LLC 062817-HLA
- Ennis Paint, Inc 062817-EPI
- Evergreen Solutions Corp USA 062817-EVR

The preceding recommendations were approved on September 25th, 2017.

James Voelker, NJPA Procurement Lead Analyst

Jon Andres, NJPA Regional Membership Relations and Communications

Ginger Lin, CPPB, NJPA Membership Development Administrator

Bill Otto, NJPA Legislative Advocate

Keith Hanson, CPA, NJPA Accounting Manager

Chris Robinson, JD, NJPA Procurement Manager
# Form G

## AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Ennis Paint, Inc.</th>
<th>Erskine Attachments, LLC</th>
<th>Evergreen Solutions Corp USA</th>
<th>Hi-Lite Airfield Services, LLC</th>
<th>New Deal Delicing</th>
<th>Transpo Industries</th>
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<tbody>
<tr>
<td>Conformance to Terms/Conditions to Include Documentation</td>
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<td>41</td>
<td>-</td>
<td>40</td>
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<td>157</td>
<td>-</td>
<td>144</td>
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**Rank Order:** 2 3 4 5

---

Chris Robinson, JD, NJPA  
Ginger Lin, CPPB, NJPA  
Jon Andres, NJPA  
Bill Ott, NJPA  
James Voelker, NJPA  
Keith Hanson, CPA, NJPA
Letter of Agreement
To Extend the Contract

Between

New Deal Deicing
12015 E. 46th Ave. Suite 410
Denver, CO 80239

And

Sourcewell
202 12th Street NE
Staples, MN 56479
Phone: (218) 894-1930

The Vendor and Sourcewell have entered into an Agreement (Contract #062817-NDD) for the procurement of Airport Consumable Products with Related Supplies and Services. This Agreement has an expiration date of September 26, 2021, but the parties may extend the Agreement for one additional year by mutual consent.

The parties acknowledge that extending the Agreement for another year benefits the Vendor, Sourcewell and Sourcewell’s members. The Vendor and Sourcewell therefore agree to extend the Agreement listed above for a fifth year. This existing Agreement will terminate on September 26, 2022. All other terms and conditions of the Agreement remain in force.

Sourcewell
By: ___________________________________________, Its: Director of Operations & Procurement/CPO
Name printed or typed: Jeremy Schwartz
Date 9/15/2021 | 3:23 PM CDT

New Deal Deicing
By: ___________________________________________, Its: _________________________
Name printed or typed: _________________________________________________________
Date

Sourcewell
By: ___________________________________________, Its: President
Name printed or typed: Laura Miao
Date 9/15/2021 | 3:38 PM CDT
Company Name: New Deal Deicing

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

<table>
<thead>
<tr>
<th>Section/page</th>
<th>Term, Condition, or Specification</th>
<th>Exception</th>
<th>NJPA Accepts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposer's Signature: [Signature]  
Date: 6-7-17

Review and Approved:  
NJPA Legal Department  
9/24/17
FORM D

**Contract Award**
RFP #062817

**Formal Offering of Proposal**
(To be completed only by the Proposer)

| AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES |

In compliance with the Request for Proposal (RFP) for AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer’s response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

**Company Name:** New Deal Deicing  
**Date:** 6-7-17

**Company Address:** 12015 E 46th Ave, Suite 410

**City:** Denver  
**State:** CO  
**Zip:** 80239

**Contact Person:** Laura Miao  
**Title:** President

**Authorized Signature:** [Signature]  
(Laura Miao)  
(Name printed or typed)
FORM E
CONTRACT ACCEPTANCE AND AWARD

(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

NJPA Contract #: 062817-NDD

Proposer's full legal name: New Deal Deicing

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be September 26, 2017 and will expire on September 26, 2021 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:

Jeremy Schwartz  (NAME PRINTED OR TYPED)
NJPA DIRECTOR OF COOPERATIVE CONTRACTS AND PROCUREMENT/COO SIGNATURE

Chad Couetite  (NAME PRINTED OR TYPED)
NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Awarded on September 25, 2017

NJPA Contract #: 062817-NDD

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name  NEW DEAL DEICING

Authorized Signatory's Title  PRESIDENT

Laura Miao  (NAME PRINTED OR TYPED)
VENDOR AUTHORIZED SIGNATURE

Executed on September 26, 2017

NJPA Contract #: 062817-NDD
PROPOSER ASSURANCE OF COMPLIANCE

Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.

2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.

3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer’s RFP response.

4. The Proposer will, if awarded a Contract, provide to NJPA Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.

5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.

6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

7. The Proposer understands that NJPA will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a “trade secret,” and thus nonpublic data under Minnesota’s Data Practices Act.

8. The Proposer understands that it is the Proposer’s duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]
By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Berven Industries, LLC dba New Deal Deicing

Address: 12015 E 46th Ave, Suite 410

City/State/Zip: Denver, CO 80239

Telephone Number: 303-459-2500

E-mail Address: laura@newdealdeicing.com

Authorized Signature: 

Authorized Name (printed): Laura Miao

Title: President

Date: 6-7-17

Notarized

__________________________
JONATHAN BORGES
NOTARY PUBLIC - STATE OF COLORADO
Notary Identification # 20154048570
My Commission Expires 12/21/2019

Subscribed and sworn to before me this 7th day of June, 2017

Notary Public in and for the County of Denver State of CO

My commission expires: 12/21/2019

Signature: ____________

40
**Form P**

**PROPOSER QUESTIONNAIRE**
Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

*Proposer Name: New Deal Deicing*

*Questionnaire completed by: Jeremy Berven*

**Payment Terms and Financing Options**

1) What are your payment terms (e.g., net 10, net 30)?
   a. Net 30

2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?.
   a. No

3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members’ purchase orders.
   a. All orders will be received and processed through our sales manager located at our national headquarters in Denver, CO. Our sales manager can be contacted 24/7 by calling 303-459-2500 or by emailing laura@newdealdeicing.com. Once an order has been received, a confirmation email will be sent to the customer. All orders ship within 24 hours unless a different timeframe is designated by the customer. The sales manager will verify compliance and keep track of all orders for quarterly reporting purposes.

4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?
   a. P-card purchases are accepted. A processing fee of 2.75% applies to all purchases made using a P-card or business credit card.

**Warranty**

5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.
   a. Product quality and packaging is guaranteed until the customer accepts possession of the product. After taking possession of the product, no additional product warranty is provided.

- Do your warranties cover all products, parts, and labor?
- Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
- Do your warranties cover the expense of technicians’ travel time and mileage to perform warranty repairs?
- Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?
• Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
• What are your proposed exchange and return programs and policies?

6) Describe any service contract options for the items included in your proposal.
   a. Not Applicable

Pricing, Delivery, Audits, and Administrative Fee

7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.
   a. New Deal Decing is offering NEWDEAL® Blend Solid Airfield Deicer available in 1 metric ton supersacks or 40CT 55LB Bags.

8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NIPA discounted price) on all of the items that you want NIPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)
   a. New Deal Decing is utilizing line item pricing for two SKU’s of NEWDEAL® Blend Solid Airfield Deicer. Please refer to the Excel Spreadsheet “NEWDEAL-NIPA Price Sheet” for pricing and SKU information. Alaska, Canada, Hawaii, and the US Territories will need to contact our sales force directly for specific pricing quotes.

9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents a 50% percent discount from the MSRP or your published list.
   a. New Deal Decing’s pricing in response to this bid represents a 10% discount from MSRP.

10) The pricing offered in this proposal is
    a. the same as the Proposer typically offers to an individual municipality, university, or school district.
    b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
    X c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
    d. other than what the Proposer typically offers (please describe).

11) Describe any quantity or volume discounts or rebate programs that you offer.
    a. Volume Discounts:
       i. 10-18 UNITS: $100/unit discount from base pricing
       ii. 19-20 UNITS: $150/unit discount from base pricing

12) Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.
    a. Not Applicable

13) Identify any total cost of acquisition costs that are NOT included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.
a. Not Applicable

14) If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.
   a. Delivery is included in the product pricing listed in the Excel Spreadsheet “NEWDEAL-NJPA Price Sheet”. Surcharges for “unique” delivery requirements are listed below in #16.

15) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.
   a. Alaska shipping available: Contact New Deal Deicing for current pricing.
   b. Canadian shipping available: Contact New Deal Deicing for current pricing.
   c. Hawaii and offshore shipping available, although there has historically been no demand for our deicing product in these locations.

16) Describe any unique distribution and/or delivery methods or options offered in your proposal.
   a. Liftgate Service: 3% price surcharge
   b. Inside Delivery: 5% price surcharge
   c. Liftgate & Inside Delivery: 8% price surcharge
   d. Bulk Delivery (full truckload only): 3% price surcharge

17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to NJPA.
   a. All orders resulting from the NJPA contract will be processed and tracked by the sales manager who will verify compliance and maintain a quarterly sales log. All sales under this contract will be verified by the accounting department and will be reconciled to the sales manager’s quarterly log.

18) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor’s sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member’s cost of goods. (See RFP Section 6.29 and following for details.)
   a. New Deal Deicing accepts the 2.0% suggested administrative fee stated in section 6.29.4.

Industry-Specific Questions

19) Describe your ability to provide compliant products and supplies (e.g. FAA, state, etc.) and include related documentation.
   a. New Deal Deicing guarantees that its NEWDEAL® Blend Deicer is always in compliance with FAA regulations. Documents showing compliance with the SAE AMS 1431D are attached.

20) Describe the compatibility of your products and supplies with industry-standard equipment. Specifically list any limitations or restrictions regarding compatibility.
   a. New Deal Deicing’s NEWDEAL® Blend Deicer is a granular solid deicing product. It is compatible with industry-standard equipment.

21) Explain how your inventories are managed and your ability to meet delivery quantity needs and timelines.
   a. Initial inventory levels are determined based on historical factors in addition to seasonal projections. Levels are monitored at all times and adjusted accordingly in order to maintain sufficient product to meet all quantity needs of all customers at all times. Inventory is strategically located geographically in order to ensure expedient delivery to all customers.
22) Detail your ability to provide services, if applicable, relating to the actual use, installation, or application of your products and supplies.

   a. On-site training is available upon request in addition to web based training. New Deal Deicing staff is trained in order to assist customers with any solid deicer needs.

Signature: [Signature]

Date: 6-7-17
Proposal Opening Record

Date of opening: June 29, 2017

The public opening of all responses received to the Request For Proposal #062817 for the procurement of AIRPORT CONSUMABLE PRODUCTS WITH RELATED SUPPLIES AND SERVICES was witnessed by the following individuals:

Kim Austin, NJPA
Carol Jackson, NJPA
Dave Duhn, NJPA
Gregg Meierhofer, NJPA
Sheila Christoffersen, NJPA
Chris Robinson, NJPA

Responses were received from the following:

**Ennis Paint, Inc. – received 6/27/17 at 11:55:10AM**
Proposer deemed responsive

**Erskine Attachments, LLC – received 6/28/17 at 9:11:45AM**
Proposer deemed responsive

**Evergreen Solutions Corp USA – received 6/27/17 at 11:55:35AM**
Proposer deemed responsive

**Hi-Lite Airfield Services, LLC – received 6/28/17 at 12:43PM**
Proposer deemed responsive

**New Deal Deicing – received 6/27/2017 at 11:55:21AM**
Proposer deemed responsive

**Transpo Industries – received 6/27/2017 at 11:03:05AM**
Proposer deemed responsive

Proposals are evaluated first on level-one responsiveness and that determination is noted above. Level-one responsiveness requires, among other things, that the response be received before the deadline for the submission and that the response include completed copies (with signatures) of the requested forms.

Proposers that are deemed level-one responsive must provide any missing documentation or remedy a noted deficiency within a reasonable time in order to remain responsive. Respondents must not provide additional substantive information when sending missing documentation.

WITNESSES:

Chris Robinson, Procurement Manager, NJPA

Carol Jackson, Procurement Analyst III, NJPA