



A PROPOSAL FOR NATIONAL COOPERATIVE PURCHASING ALLIANCE

Company: Vanerum Stelter, LLC

RFP for Furniture

Solicitation #: 11-12

Opening Date & Time: Tuesday July 10th 2012 2:30 pm CST

Contact: Stephanie Beltinck

Title: Contract Specialist

P: (616) 451-7800 Ext. 1704

F: (616) 451-9698

E: sbeltinck@vanerumstelter.com

PREPARED BY





Deviations

Shipments & Pricing

- Vanerum Stelter's freight policy is FOB Factory. Standard Lead-times are 4-6 weeks. Custom Lead-times are 6-8 weeks. Lead-times may vary.



Request for Proposal (RFP) for Furniture

Solicitation Number: 11-12

Publication Date: Thursday, June 7th, 2012

Notice to Respondent:

Submittal Deadline: Tuesday, July 10th, 2012 2:30 pm CST

Questions regarding this solicitation must be submitted to questions@ncpa.us no later than Tuesday, July 3rd, 2012. All questions and answers will be posted to <http://www.ncpa.us/solicitations>.

It is the intention of Region 14 Education Service Center (herein "Region 14 ESC") to establish a Master Agreement for Furniture for use by Region 14 ESC and other public agencies supported under this contract. This Request for Proposal is issued on behalf of the National Cooperative Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, higher education institution, state, other government agency, healthcare organization or nonprofit organization may purchase Products and Services through this contract. Respondents will be required to execute the NCPA Administration Agreement upon award.

This contract will allow agencies to purchase on an "as needed" basis from a competitively awarded contract. Respondents are requested to submit their total line of available products and services. While this solicitation specifically covers Furniture, respondents are encouraged to submit an offering on any or all products and services available that they currently perform in their normal course of business.

Responses shall be received no later than the submittal deadline in the offices of Region 14 ESC at the address below:

**Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601**

Immediately following the deadline, all responses will be publically opened and the respondents recorded. Any response received later than the specified deadline, whether delivered in person or mailed, will be disqualified. Faxed or electronically submitted responses cannot be accepted.

Responses must be sealed and plainly marked with the company name and the opening date and time. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on CD, DVD, or flash drives (i.e. pin or jump drives) shall be provided.



Competitive Solicitation by
Region 14 Education Service Center
For
Furniture

On behalf of itself and other Government Agencies

And made available through the
National Cooperative Purchasing Alliance

RFP # 11-12

NCPA

National Cooperative Purchasing Alliance

Introduction / Scope

- ◆ Region 14 ESC on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Public Agency” or collectively “Public Agencies”) is soliciting proposals from qualified vendors to enter into a Master Agreement for a complete line of Furniture.
 - ◆ Region 14 ESC, as the lead public agency, has partnered with NCPA to make the resultant contract available to all participating agencies in the United States. NCPA provides marketing and administrative support for the awarded vendor that promotes the successful vendor’s products and services to Public Agencies nationwide. The Vendor will execute the NCPA Administration Agreement (Tab 2) upon award. Vendor should thoroughly review all documents and note any exceptions to NCPA terms and conditions in their proposal.
 - ◆ Awarded vendor(s) shall perform covered services under the terms of this agreement. Respondents shall provide pricing based on a discount from their standard pricing schedules for products and/or services offered. Electronic Catalog and/or price lists must accompany the proposal. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included.
 - ◆ Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single service within any category, or multiple services within any and all categories.
 - ◆ National Cooperative Purchasing Alliance (NCPA)
 - The National Cooperative Purchasing Alliance (herein “NCPA”) assists public agencies to increase their efficiency and reduce their costs when procuring goods and services. This is accomplished by awarding competitively solicited contracts that are leveraged nationally by combining the volumes and purchasing power of entities nationwide. Our contracts are available for use by any entity that must comply with procurement laws and regulations.
 - ◆ It is the intention of Region 14 ESC and NCPA to achieve the following objectives through this RFP.
 - Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Public Agencies;
 - Achieve cost savings of Vendors and Public Agencies through a single competitive solicitation process that eliminates the need for multiple proposals;
 - Combine the purchasing power of Public Agencies to achieve cost effective pricing;
 - Reduce the administrative and overhead costs of Vendors and Public Agencies through state of the art purchasing procedures.
-

Instructions to Respondents

◆ Submission of Response

- Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted.
- Sealed responses may be submitted on any or all items, unless stated otherwise. Region 14 ESC reserves the right to reject or accept any response.
- Deviations to the terms, conditions and/or specifications shall be conspicuously noted in writing by the respondent and shall be included with the response.
- Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal.

◆ Required Proposal Format

- Responses shall be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of Respondents company and solicitation responding to on the outside front cover and vertical spine. All forms are to be completed electronically. Include a copy of all solicitation pages before section needing tabulation in response. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

◆ Binder Tabs

- Tab 1 – Signature Form
- Tab 2 – NCPA Administration Agreement
- Tab 3 – Vendor Questionnaire
- Tab 4 – Vendor Profile
- Tab 5 – Products and Services / Scope
- Tab 6 - References
- Tab 7 - Pricing
- Tab 8 – Value Added Products and Services
- Tab 9 – Required Documents

◆ Shipping Label

- The package must be clearly identified as listed below with the solicitation number and name of the company responding. All packaged must be sealed and delivered to the Region 14 ESC offices no later than the submittal deadline assigned for this solicitation.

From: _____

Company: _____

Address: _____

City, State, Zip: _____

Solicitation Name and Number: _____

Due Date and Time: _____

Tab 1 – Master Agreement

General Terms and Conditions

◆ Customer Support

- The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

◆ Assignment of Contract

- No assignment of contract may be made without the prior written approval of Region 14 ESC. Purchase orders and payment can only be made to awarded vendor. Awarded vendor is required to notify Region 14 ESC when any material change in operation is made.

◆ Disclosures

- Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
- The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

◆ Renewal of Contract

- Unless otherwise stated, all contracts are for a period of one (1) year with an option to renew annually for an additional four (4) years if agreed to by Region 14 ESC and the vendor.

◆ Funding Out Clause

- Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
- Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

◆ Shipments (if applicable)

- The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

- ◆ Tax Exempt Status
 - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
- ◆ Payments
 - The entity using the contract will make payments directly to the awarded vendor.
- ◆ Pricing
 - All pricing submitted to shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
 - All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing
- ◆ Warranty
 - Proposals should address each of the following:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- ◆ Indemnity
 - The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
 - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
 - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

◆ Certificates of Insurance

- Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

◆ Legal Obligations

- It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

◆ Protest

- A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. No protest shall lie for a claim that the selected Vendor is not a responsible Bidder. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and

lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Miscellaneous

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).
 - The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.
-

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ **Contract Administration**
 - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ **Contract Term**
 - The contract term will be for one (1) year starting from the date of the award. The contract may be renewed for up to four (4) additional one-year terms.
- ◆ **Contract Waiver**
 - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ **Products and Services additions**
 - Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP.
- ◆ **Competitive Range**
 - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ **Deviations and Exceptions**
 - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ **Estimated Quantities**
 - The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$50 - \$100 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation
- ◆ **Evaluation**
 - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.

◆ Formation of Contract

- A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process.

◆ NCPA Administrative Agreement

- The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.

◆ Clarifications / Discussions

- Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.

◆ Multiple Awards

- Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

◆ Past Performance

- Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria

- ◆ Pricing (40 points)
 - Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

 - ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
 - Product Delivery within participating entities specified parameters
 - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - Vendor's ability to perform towards above requirements and desired specifications.
 - Quantity of line items available that are commonly purchased by the entity.
 - Quality of line items available compared to normal participating entity standards.

 - ◆ References (15 points)
 - A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years

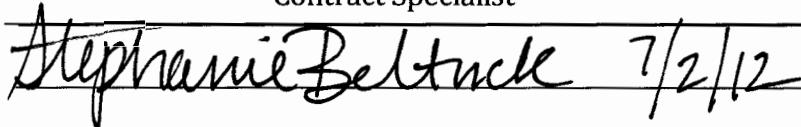
 - ◆ Technology for Supporting the Program (10 points)
 - Electronic on-line catalog, order entry use by and suitability for the entity's needs
 - Quality of vendor's on-line resources for NCPA members.
 - Specifications and features offered by respondent's products and/or services

 - ◆ Value Added Services Description, Products and/or Services (10 points)
 - Marketing and Training
 - Customer Service
-

Signature Form

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

Prices are guaranteed: **120 days**

Company name	Vanerum Stelter, LLC
Address	549 Ionia Ave SW
City/State/Zip	Grand Rapids, MI 49503
Telephone No.	(616) 451-7800
Fax No.	(616) 451-9698
Email address	sbeltinck@vanerumstelter.com
Printed name	Stephanie Beltinck
Position with company	Contract Specialist
Authorized signature	 7/2/12

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of ¹⁶ July 1, 2012, by and between National Cooperative Purchasing Alliance (“NCPA”) and Vanerum Stelter, LLC (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated ¹⁶ July 1, 2012, referenced as Contract Number ~~07-09~~ NCPA, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Furniture;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

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

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- Vendor shall pay to NCPA a monthly/quarterly administrative fee based upon the total purchase price paid to Vendor for the sale of products and/or services pursuant to the Master Agreement based upon tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$50,000,000	2%
\$50,000,001 - \$100,000,000	1.75%
\$100,000,001 - \$150,000,000	1.5%
\$150,000,001 - \$200,000,000	1.25%
\$200,000,001 - \$500,000,000	1%
\$500,000,001 - \$1,000,000,000	0.75%
\$1,000,000,000+	0.5%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the

amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

- The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the **fifteenth (15th)** day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Vendor Name

NCPA Report

Month or Quarter

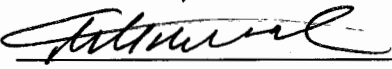
Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

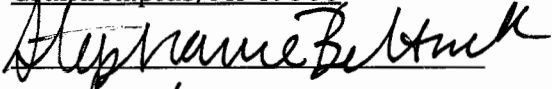
◆ **General Provisions**

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA. Any assignment without such consent will be void.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel
Title: Director Business Development
Address: P.O. Box 70273
Houston, TX 77270
Signature: 
Date: 7/16/2012

Vendor: Vanerum Stelter, LLC

Name: Stephanie Beltinck
Title: Contract Specialist
Address: 549 Ionia Ave SW
Grand Rapids, MI 49503
Signature: 
Date: 7/2/12

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

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

All US Territories and Outlying Areas (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

➤ It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

- **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE
- **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB

◆ **Residency**

➤ Responding Company's principal place of business is in the city of Grand Rapids, State of Michigan

◆ **Felony Conviction Notice**

➤ Please Check Applicable Box;

- A publically held corporation; therefore, this reporting requirement is not applicable.
- Is not owned or operated by anyone who has been convicted of a felony.
- Is owned or operated by the following individual(s) who has/have been convicted of a felony

➤ If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

➤ Which best describes your company's position in the distribution channel:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Manufacturer Direct | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized Distributor | <input checked="" type="checkbox"/> Manufacturer marketing through reseller |
| <input type="checkbox"/> Value-added reseller | <input type="checkbox"/> Other: _____ |

◆ **Processing Information**

➤ Provide company contact information for the following:

- **Sales Reports / Accounts Payable**

Contact Person: Stephanie Beltinck/ OR Jan Hintze

Title: Contract Specialist/ Accounting Manager

Company: Vanerum Stelter, LLC

Address: 549 Ionia Ave SW

City: Grand Rapids State: Michigan Zip: 49503

Phone: (616) 451-7800

Email: sbeltinck@vanerumstelter.com/ jhintze@vanerumstelter.com

- Purchase Orders

Contact Person: Stephanie Beltinck
 Title: Contract Specialist
 Company: Vanerum Stelter, LLC
 Address: 549 Ionia Ave SW
 City: Grand Rapids State: Michigan Zip: 49503
 Phone: (616) 451-7800 Email: sbeltinck@vanerumstelter.com

- Sales and Marketing

Contact Person: SAME AS ABOVE
 Title: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

- ◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

Yes No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

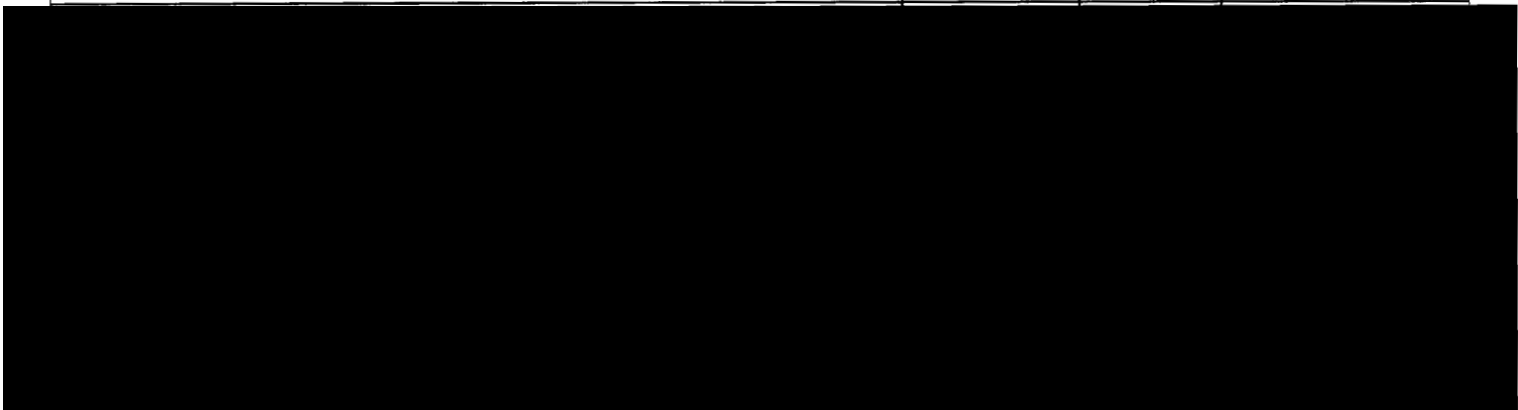
Yes No
- Vendor will provide additional discounts for purchase of a guaranteed quantity.

Yes No

- ◆ Cooperatives


- List any other cooperative or state contracts currently held or in the process of securing.

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume
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Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company's official registered name.
Vanerum Stelter, LLC
- ◆ Brief history of your company, including the year it was established.
See attached sheet "we are Vanerum Stelter"
- ◆ Company's Dun & Bradstreet (D&B) number.
134654347
- ◆ Company's organizational chart of those individuals that would be involved in the contract.
Contract Specialist- Stephanie Beltinck
Finance & Accounting- Jan Hintze
Purchasing- Holly Miller
V.P. of Sales- Jim Meier
Owner- Jim Stelter
- ◆ Corporate office location.
 - List the number of sales and services offices for states being bid in solicitation.
(1)- Grand Rapids, MI
 - List the names of key contacts at each with title, address, phone and e-mail address.
Contract Specialist- Stephanie Beltinck
- ◆ Define your standard terms of payment.
Net 30
- ◆ Who is your competition in the marketplace?
KI, V/S, Virco, HON
- ◆ Provide Annual Sales for last 3 years broken out into the following categories:
 - Cities / Counties
 - K-12
 - Higher Education
 - Other government agencies or nonprofit organizations
- ◆ What differentiates your company from competitors?
Vanerum Stelter differentiates from competitors with a highly ergonomically designed product that brings 21st century furniture to the market with the philosophy i3. I3 is interactive, integrating, and inspiring. Vanerum Stelter cares about movement in the learning environment and understands that no two people learn the same. Furniture also comes with a 15 year warranty.
- ◆ Describe how your company will market this contract if awarded.
See attached marketing overview
- ◆ Describe how you intend to introduce NCPA to your company.
The company will be trained on NCPA through meetings and seminars.

- ◆ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.

See attached NCPA Technology

- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

Customer Service is available Monday – Friday 8:00 AM – 5:00 PM EST. There is one service center in Grand Rapids, MI. Vanerum Stelter's Commitment to the Highest Level of Customer Delight is based on the 33 program. Plan Development- We will have an approved plan of action in three days. Plan Implementation- Within three weeks, the plan of action will have been implemented

- ◆ Green Initiatives

- As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

Please see attached "LEED Certifications" & "Sustainability"

- ◆ Vendor Certifications (if applicable)

- Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

we are

VANERUM•STELTER

2003

Stelter Partner's was created, aimed at providing affordable and well-designed products to the educational marketplace.

2006

Jim Stelter, founder and CEO of Stelter Partner's nominated for Ernst and Young Entrepreneur of the Year

2007

Stelter Partner's receives Michigan Commission for the Blind Employer award.

2008

Stelter Partner's is acquired by the Belgian furniture and technology manufacturer & distributor Vanerum, to form Vanerum•Stelter. The European partnership enhanced the level of product design and brought 40 years of experience along with it. The new partnership was aligned by a single philosophy – i3 philosophy; creating learning environments that were interactive, integrated and inspiring.

Vanerum•Stelter wins Best of NeoCon Gold for the innovative Optimax student desk series.

2009

Vanerum•Stelter named as one of Michigan's 50 companies to watch.

2011

Vanerum•Stelter opens first North American Showroom in the Chicago Merchandise Mart.

The Opti+ seating and desking line launched globally, this innovative new collection is the first of its kind and changes the dynamic of the classrooms emphasizing ergonomics, encouraging collaboration and movement.

Vanerum Group and Vanerum•Stelter leveraged global manufacturing capabilities to successfully win and fulfill the biggest order in the company's history, project located in Saudi Arabia.

Vanerum•Stelter becomes educational distributor for NEC technologies enhancing their ability to seamlessly integrate technology into the classroom, bridging the gap between users, furniture and technological display.

Marketing

Overview



- 1 Distribution Philosophy
- 2 Company Overview
- 3 Understanding our i3 Brand/Product Collection
- 4 Our Process: Ensuring we will succeed.
- 5 Marketing/Sales Support: How we power you with tools for winning in your local market
- 6 Studio: How we differentiate you with our solution for user-based design
- 7 Contacts: Your dedicated team, supporting you behind the scenes

We are glad you are reviewing this marketing packet. It is our intent and goal that this overview provides you with the answers to the foundational questions regarding our Direction, Philosophy and Offerings.

Providing the right tools to help you succeed is crucial. If you need additional clarification, do not hesitate contact us in confidence.

We look forward to continuing our support for you.

Very truly yours,

Jim Stelter

(001) 616.304.5307

jstelter@vanerumstelter.com

and

Gert Van Erum

011 32 70 22 26 00

gve@vaneurm.be

At Vanerum•Stelter we have a deep belief that a strong, local, presence is crucial to the growth of our products and services in a market. That is why we work exclusively through a strong distribution network. Additionally, we recognize that our distribution partners have a much deeper understanding of their local market than we do. It's by communicating openly and honestly that the local distribution and Vanerum•Stelter can create a team that penetrates a market with precision. These foundational principles are key to how Vanerum•Stelter interacts with its distribution partners.

1) Fairness.

To exist, businesses must generate profits. We believe that a local dealer must make a fair profit on our products and services, as they promote their market.

2) Honesty

Be frank in communication on what is happening with your client or regarding competitor's offerings. We will communicate clearly on ship times/ deadlines/ marketing activities. Give us the feedback we need to continue our constant improvement process.

3) Quality.

Each party must do their part in delivering quality products and services to our mutual clients. We will stand behind what and how we do everything!

4) Communication

You cannot over communicate. Activities that relate to servicing our collective clients is key. Keeping each other up to date on tracking, sending drawings, confirming emails and travelling for face to face meetings wins projects and satisfies clients (we both understand this). We will provide consistent communication.

5) Living Up to Commitments.

We do not take making commitments lightly. If we say something will be completed by a deadline, we will do everything in our power to achieve this goal. We expect the same from our distribution partners.

It is through living these principles Vanerum•Stelter has developed a reputation in the market of delivering proactive solutions on time and within the budgets allocated. We believe that by living by these principles, we build trust, which is the basis for a great future together.

Vanerum•Stelter is dedicated to providing each customer with outstanding products and services for their interior environments. We bring knowledge, creativity, innovation and passion to each and every encounter. Our mission is to enhance how people learn and work by making an efficient and effective connection between people, furniture and technology. This approach lives in our philosophy of i3 environments – creating environments that are interactive, integrated and inspire results in higher productivity and enhances lifelong learning.

We are forever in the pursuit of new design, new knowledge and new relationships. We are focused on providing solutions through a dedicated distribution network – the top 100 office furniture dealers in North America and the top 100 architectural and design practices/firms in North America. We also have an outstanding set of manufacturing partners. Our business partner, Vanerum Group, is one of Europe’s leading suppliers of total learning environments. With 40 years of experience, Vanerum is changing the way people teach, learn and work throughout the world. These individuals, along with our dedicated team, will work tirelessly to provide quality products and an unparalleled level of service each and every day.

North American headquarters | Grand Rapids, Michigan, 2002



World headquarters | Diest, Belgium, 1969



our brand message is:



interactive



integrated



inspiring

we call that **i3 ENVIRONMENTS**

**Our market is:
“Communities of Knowledge”**



education



work



healthcare

all inspired by **i3 ENVIRONMENTS**

An i3 environment is dependent upon all areas of a learning space – the **1 Student**, **2 Instructor**, **3 Wall** and **4 Distributed** zones. When the needs of these zones are met, the result is an interactive, integrated and inspiring place to learn and work. **We call this an i³ environment.**

1 STUDENT ZONE

Today's classroom must be comfortable and flexible. They need to easily transform from individual to team configurations. That is why our wide range of products are adjustable, mobile, integrate technology and are available with multiple work surface shapes and sizes.

2 INSTRUCTOR ZONE

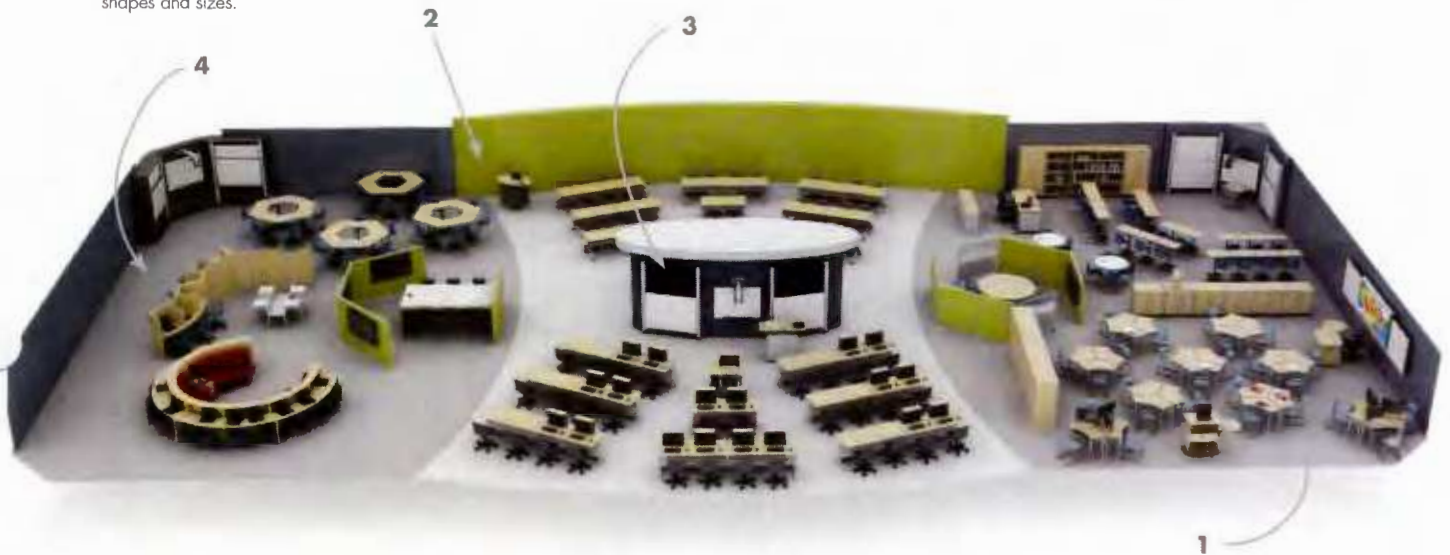
Instructors provide our children with the skills that will help them succeed in their future endeavors. Equipping them with tools that are mobile and integrate technology enables instructors to focus on student needs.

3 WALL ZONE

Walls are portals to the world of knowledge. Walls must facilitate the exchange of knowledge between students and teachers, student to student and teachers to students.

4 DISTRIBUTED ZONE

Because learning no longer just takes place in the classroom, other environments must also be carefully considered. These environments are enabled so that instructors, students and content can be located in different, non centralized locations.



i³ ENVIRONMENTS

interactive • integrated • inspiring

products we provide:



STUDENT ZONE

Classroom Seating

- Airley
- Soliwood
- Flow
- Opti+

Classroom Desking

- Arc
- Visa/Adj.
- Optimax
- Opti+
- Prime
- Acute
- Tutor
- Rize

Tables

- Acute
- Mirage
- Fit
- Trek
- Quest
- Altune
- Tutor
- Axis
- Reaction
- Catalyst
- Forte
- Tangent
- Slope



INSTRUCTOR ZONE

Instructor Desking

- Network
- Ion
- Elic
- Content
- Syntax
- Proof
- Rule

Tech Carts

- Aperture
- Portal
- Harbor
- Cache
- Sync



WALL ZONE

Modular Storage

- Schoolworks
- Control
- Folio
- Align
- Slant

Visual Display

- Maneuver
- Scribe
- Vision
- Hinge
- View



DISTRIBUTED ZONE

Collaborative Domain

- Ellipse
- Axis
- Soliwood
- Horizon
- Novella
- Queue
- Sonnet
- Curve
- Kinetic
- Summary
- Radii
- Variable
- Vivid

Media Center

- Circulation
- Cantilever
- Index
- Carrels
- Tech Center
- Shelving
- Laminate - Array
- Veneer - Align
- Mobile - Appeal



Studio provides an engaging, iterative design process that helps customers develop solutions to their unique needs. Our team brings the ability to create products through user based design in a way that **enhances interaction, integrates technology** and **inspires** lifelong learning.

The ability to care for your order/project in a holistic manner assures we will succeed together in meeting the needs of the customer. This process is broken down into 5 interconnected steps.

1. **Specification** – We create and acknowledge the products and services that are needed.
2. **Manufacture** – We manufacture your products to the exact specifications, with zero defects, shipped to you complete and on time.
3. **Shipment** – Our commitment to ship your orders complete and on time.
4. **Installation** – This is our ability to assist in the installation of a project by trained installation teams on a global basis.
5. **Follow-up/Assurance** – Ensuring the experience meets your expectations. We listen to your feedback and respond to your needs.





Collateral System

We provide you with detailed selling tools, free of charge. Our extensive collateral system includes binders, brochures, spec sheets and case studies. We have printed brochures as well as a vast collection of digital resources available on our Downloads page at www.vanerumstelter.com.



Studio "In a Box"

This is your branded portal to marketing Vanerum•Stelter Studio user-based design services as your own. We can integrate a Studio landing page into your website. We do the work - all you have to do is place a few lines of code and go live!



Targeted Communication Plan

We will work with you to create a targeted and aggressive plan tailored for your local market. We do scheduled and monitored email campaigns, mailings, web conferences and everything else in our secret box of tricks. We keep you fueled with exciting new materials that are designed to inspire your customers.



Personalized Proposals

We emphasize your dealership in our personalized proposals. We put your logo on the cover and even include a highlight of your dealership's mission and services. We neatly package all drawings and spec sheets involved in a project with proof statements that make you shine.

Vanerum•Stelter provides personalized and targeted marketing support for our dealerships. Our brand message is crafted to capture the attention of the A+D community and end users so that together, with you, we succeed in providing interactive, integrated and inspiring environments.



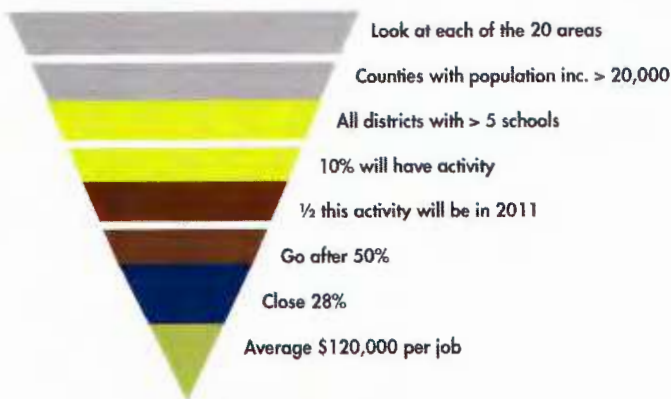
Individual Local Buying Agreements

We can work with you to develop individual local buying agreements to leverage your selling power. We are also on numerous government contracts. Let us know if there is some place you want to see us - we'll get there for you.



New World of Learning Seminar

We will come to your community to partner with you in an engaging dialogue for designers and educators. Our CEU accredited seminar discusses our point of view on the drivers of change in education and how those effect school facilities.



Finding Opportunities: OEE Call Center

Our objective to obtain primary/secondary education business for 2011 and beyond by uncovering opportunities and implementing campaigns to designers, influences and key decision makers in the purchase of a school district's school furniture. We will do this for your area and share our results with you.



Collaboration Tools

We will send your client/designer a package, highlighting your brand so that we can enhance our communication as we collaborate as a team through video conferences. We have the ability to meet with you and the customer face to face - wherever we are in the world!

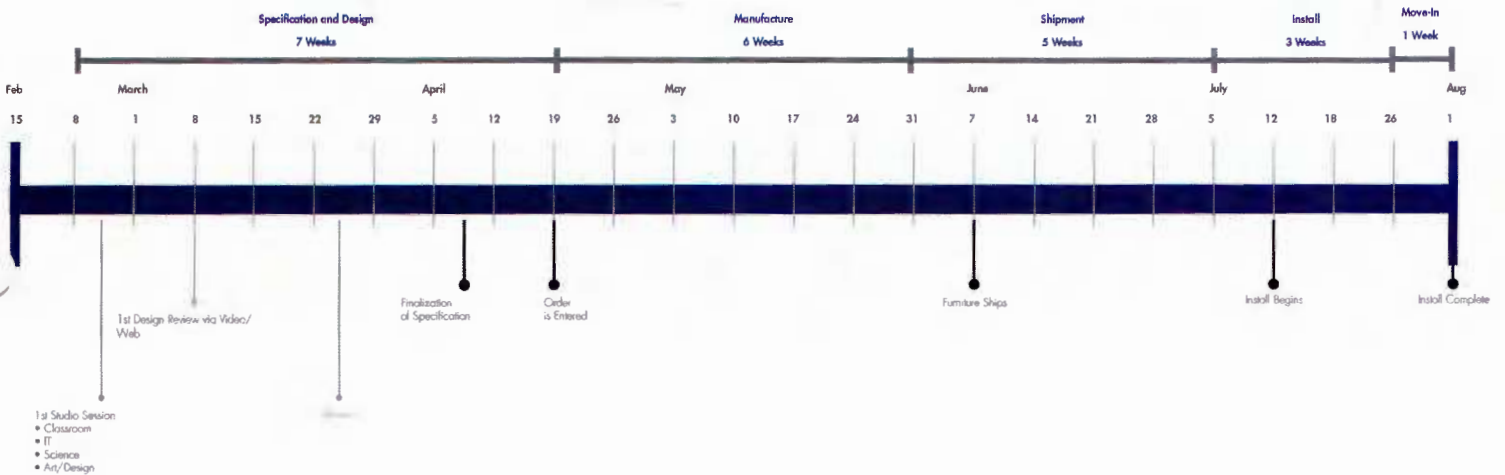


Personalized Proposals & Time Lines

In order to make planning and managing your construction project easier for you, we have developed a visual specification system that will allow you to see layouts of our product to aid in building your environment.

If you need to see how our products will look in your environment, we can provide you with quality renderings that will help answer all your questions.

We are also able to provide specific time lines and project management outlines to visualize the project process.





Studio allows our dealerships to position themselves as experts with the ability to create custom solutions that no one else can deliver. Our experienced designers and engineers have proven their expertise in furniture solutions for healthcare, work and education environments. We design and manufacture user based design solutions that foster interaction, integration and inspiration in the following zones:

Healthcare

Patient Zone

Spaces where patient care is provided: patient rooms, exam rooms, surgery rooms, short-stay treatment units, etc.

Caregiver Zone

Spaces used by workers where patients and visitors generally do not go: nurses stations, pharmacies, labs, etc.

Community Zone

All spaces shared by patients, caregivers and guests: reception areas, cafeterias, gift shops, etc.

Work

Individual Zone

Spaces to focus, and get things done: Personal offices, cubicles and desks

Collaborative Zone

Spaces to connect with peers and exchange information: Board rooms, meeting areas and think pods.

In-between Zone

Central hubs for information and team building: Kitchens/eating areas, social gathering spaces, etc.

Education

Student Zone

Places used primarily by students for collaboration and individual learning in the classroom: desks, tables and chairs.

Teacher Zone

Spaces used by teachers as a meeting area, personal office and information hub: tech carts, lecterns and desks.

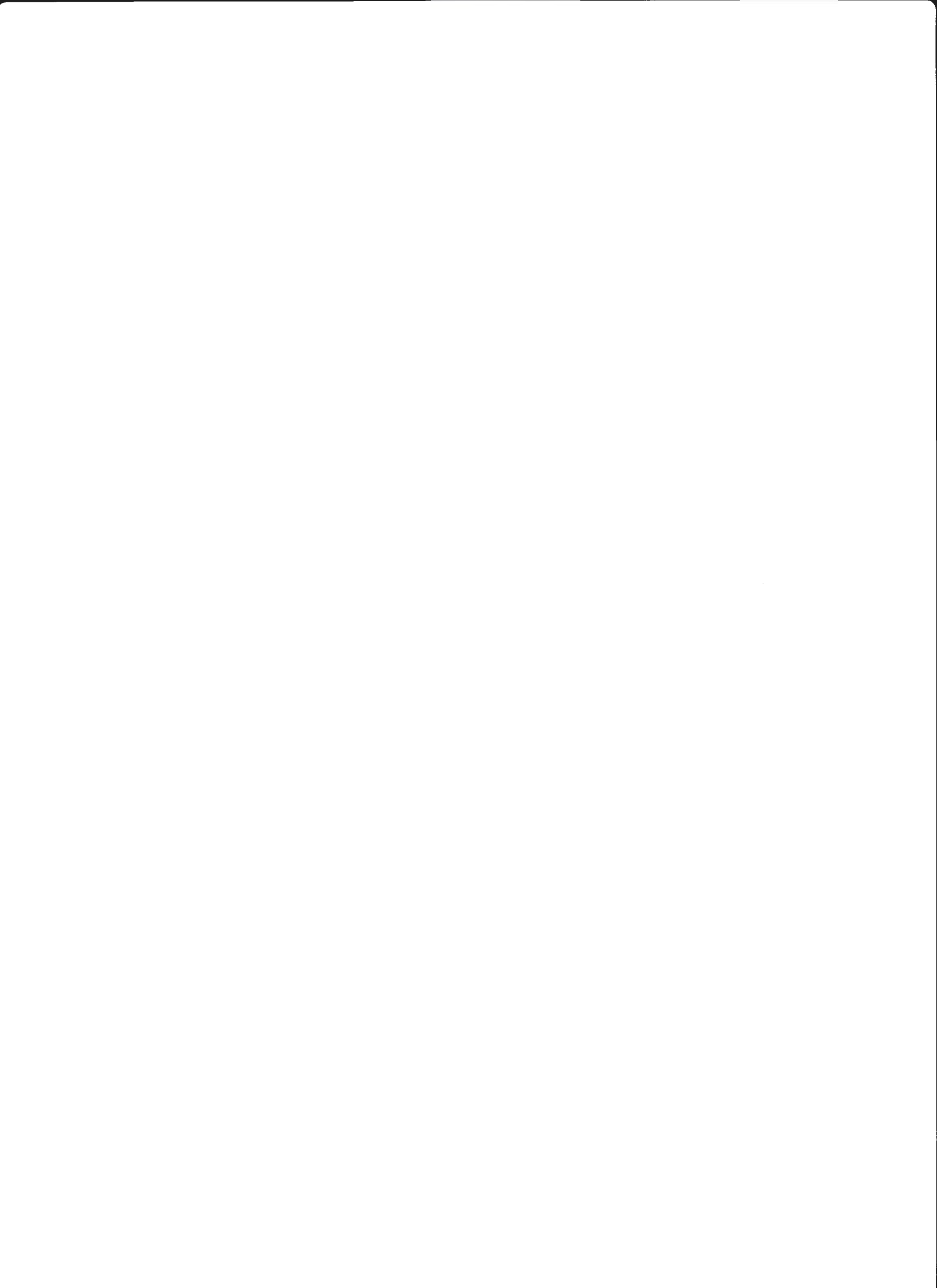
Wall Zone

Walls are where information is presented, stored and exchanged: chalk/white boards, interactive boards, storage cabinets and modular casegoods.

Distributed Zone

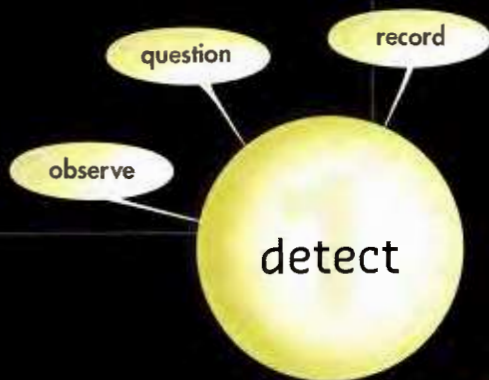
All areas of the school, outside the classroom. Learning also takes place in: art rooms, science labs, auditoriums, study areas, media centers, cafeterias, teacher lounges, offices, etc.



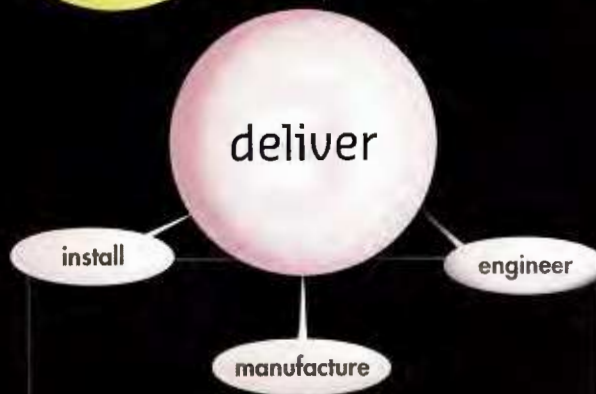


Our user-based design process helps you to connect with your customers and build relationships on a deeper level of interaction.

The Client/Design team discover the **needs of the user**. This investigation is the foundation of Studio. Without a clear understanding of **user needs**, a physical solution is impossible.



Development of the solution is both the most frustrating and the most fun. **Collaboration, ideation, sketching, rendering and prototyping** are at the center of the development process. This process is give-and-take and **very iterative**.



From Design to Engineering to Manufacturing/Sourcing and Delivering the specific solution—this phase is about **living up to commitments** and dates. Our engineering and manufacturing team conforms to all **industry standards** when meeting these dates.

Ultimately "things" get done because Teams work/struggle/execute/play at a high level...and we do! While your relationship manager or field representative will be your main point of contact, here is a list of team members who support you in their areas of expertise.

www.vanerumstelter.com
(001) 616-451-7800

Gert Van Erum, Chairman

Jim Stelter, Director

gve@vanerum.be

jstelter@vanerumstelter.com

Sales

Jim Meier, VP of Sales

jmeier@vanerumstelter.com

Your Dedicated Contact

Stephanie Beltinck, Sales Associate

sbeltinck@vanerumstelter.com

Marketing

Dean Jeffery, Marketing Manager

djeffery@vanerumstelter.com

Matt Walter, Marketing/Graphic Design

mwalter@vanerumstelter.com

Studio

Dante Zeppa, Engineering

dzeppa@vanerumstelter.com

Lauren Murphy, Design

lmurphy@vanerumstelter.com

Jaymie Rolfe, Design

jrolfe@vanerumstelter.com

Scott Thor, Design

sthor@vanerumstelter.com

Lauren Hughes, Design

lhughes@vanerumstelter.com

Engineering

Dave Bouwman, Engineer

dbouwman@vanerumstelter.com

Operations

Lyn Chadwick, Major Project Manager

customerservice@vanerumstelter.com

Michael Johnson, Operations Manager

mjohnson@vanerumstelter.com

Michelle Louters, Supply Manager

mlouters@vanerumstelter.com

Steve Mertz, VP of Operations

smertz@vanerumstelter.com



2 July 2012

Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601

To whom it may concern:

This letter is to inform NCPA of Vanerum Stelter's Technology for Supporting the Program. Vanerum Stelter offers an array of documents on the website for customer support. The customer may access specification sheets, brochures, case studies, references, tutorial videos, planning guides, 3D Models, CAD Drawings, sustainability information, and presentations right on the website. Price lists are also available online.

Vanerum Stelter offers local support as well as factory support. Please check out our website at www.vanerumstelter.com or call (616) 451-7800 and Jackie will assist you.

Thank you,

Stephanie Beltinck
Contract Specialist

Sustainability.

To be environmentally conscious is not limited to recycling paper; it is the adherence to a change in philosophy and work habits. Here at Vanerum+Stetter, we believe that in order create a better society we must focus intently on creating a responsible atmosphere. Our team is committed to considering all of the future implications of the decisions we make. It is our hope that by integrating a strong sense of social and environmental responsibility into all of our business practices, we can have a positive impact on the world of yesterday, today and tomorrow.



Our green initiatives are based around four categories.

Recycling Buildings

When searching for a new home, Vanerum•Stetter chose to renovate an existing building in the historical Heartside district of Grand Rapids, MI. This is the second building we have revived in our community. By doing this, we maximized land usage, improved the quality of the property and reduced the usage of new materials.

Saving to maintain the only thing everyone has in common, our earth.

Daily Consumption

As our building faces east, we intentionally incorporated additional windows into our building design to encourage the use of natural light. We also reduce daily energy consumption, by using fluorescent lighting in both the manufacturing facility and offices. Most of our scrap metal and resources are recycled within our supplier's plants.

Preserving natural resources and consumption of new energy.

At certain plants, we shrink wrap only, which leads to greatly reduced package waste. Every effort is put into making sure we're not wasting any packaging material. On a daily basis, a sincere effort is made to reduce printing and the use of paper and cardboard. We prefer to use

Programs and People

In conjunction with Mel Trotter Ministries and Goodwill Industries, Vanerum•Stetter has developed an empowering employment program for various assembly, installation, and janitorial positions. We also partner with local universities to offer internships in the areas of graphic design, finance, marketing, sales, operations, and engineering. We were one of the recipients of the annual Employers Award from the Michigan Commission for the Blind

(MCB) at the December 10, 2007 awards ceremony in Lansing, Michigan. MCB's mission is "to provide opportunities to individuals who are blind or visually impaired to achieve employability and/or function independently in society." The Michigan Commission for the Blind works for employers to match individuals to a specific job.

Extended involvement in our surrounding communities is a company and personal level.

Product Design

We take pride in our ability to collaborate with designers and manufacturers all over the world who share our philosophy. In the process, we have become a conduit between our international resources and local companies to provide sustainable products. These products are designed with the following in mind.

Making it simple to go green by supplying sustainable products that are functional and affordable.

LEED CERTIFICATIONS REFERENCE SHEET

CERTIFICATIONS:

EPP CPA Certification: Particleboard, Hardwood, Fiber

Greenguard Certification: Laminate, Adhesives

FSC certification: Laminate

Freight/Logistics: ISO 9001, ISO9002 Certification

UNFINISHED PARTICLEBOARD.

Formaldehyde emissions from unfinished particleboard must be less than or equal to 0.18 ppm using the Large Chamber Test Method (ASTM E1333). Particleboard products will be evaluated at the typical loading rate for particleboard of 0.13 ft²/ft³. Particleboard that uses a bonding system other than Urea Formaldehyde, may qualify for "Exempted" status under section 6.3 of the EPP Grademark Manual. One exception to this requirement is for Grade LD of ANSI A208.1-1999 (Door Core) products. Grade LD is allowed a loading ratio of 0.04 ft²/ft³ as per section 3.4 of ANSI A208.1-1999.

USGBC LEED Credits may be obtained in these areas:

- IEQ 4.4 Indoor Air Quality
- IEQ 4.5 Indoor Air Quality
- MR 4 Recycled Content
- MR 6 Rapidly Renewable Resources

HARDBOARD.

Formaldehyde emissions from unfinished hardboard must be less than or equal to 0.20 ppm using the Large Chamber Test Method (ASTM E1333). There are no specifications in the three relevant hardboard standards (ANSI A135.4, ANSI A135.5, ANSI A135.6) that require or recommend a loading ratio for hardboard products. Hardboard is most similar to MDF and will be tested with the loading ratio of MDF at 0.08 ft²/ft³. Hardboard that uses a bonding system other than Urea Formaldehyde, may qualify for "Exempted" status under section 6.3 of the EPP Grademark Manual.

USGBC LEED Credits may be obtained in these areas:

- IEQ 4.4 Indoor Air Quality
- IEQ 4.5 Indoor Air Quality
- MR 4 Recycled Content
- MR 6 Rapidly Renewable Resources

FIBER.

100% of the fiber used in products certified, as conforming to this EPPS, must be either recycled fiber, recovered fiber or a combination of both, as described in this EPPS.

USGBC LEED Credits may be obtained in these areas:

- IEQ 4.4 Indoor Air Quality
- IEQ 4.5 Indoor Air Quality
- MR 4 Recycled Content
- MR 6 Rapidly Renewable Resources

LAMINATE.

Contains a minimum of 20% post-consumer recycled content – the highest percentage of post-consumer content in the industry. (SCSMC-002028)

Wilsonart laminate backers contain a minimum of 30% recycled content (pre- and post-consumer). (SCS-MC-002027) Wilsonart can provide FSC solutions to our customers – we are the first laminate company to obtain FSC certification in the industry. (SCS-COC-002415)

Low Emitting Materials: Wilsonart Laminate exceeds the industry's highest standards for Indoor Air Quality, with GREENGUARD® Certification on all laminate types.

USGBC LEED Credits may be obtained through use of Wilsonart Laminate in these areas:

- IEQ 4.4 Indoor Air Quality
- IEQ 4.5 Indoor Air Quality
- MR 4 Recycled Content
- MR 5 Regional Materials (manufactured at Temple, TX and Ashville, NC)
- MR 6 Rapidly Renewable Resources
- MR 7 Responsible Forest Management

Other important facts about Wilsonart Laminate:

- No added urea-formaldehyde.
- Recycled Content = /> 20% Industry

Certifications

- SCS FSC NSF UL
- GREENGUARD Indoor Air Quality Certification
- GREENGUARD Children and Schools Certification

ADHESIVES.

USGBC LEED Credits may be obtained through use of Wilsonart

Adhesives in these areas:

EQ Credit 4.1: The VOC content of adhesive and sealants used must be less than the current VOC content limits of SCAQMD. All Wilsonart GREENGUARD® Certified adhesives meet or exceed this VOC requirement.

EQ Credit 4.4: Laminating adhesives used to fabricate on-site and shop-applied composite wood and agrifiber assemblies shall contain no added urea-formaldehyde resins. Wilsonart Adhesives contain no urea-formaldehyde resins.

LEED CERTIFICATIONS REFERENCE SHEET

ADHESIVES (CONT.)

EQ Credit 3.2:

Develop an Indoor Air Quality management plan for the pre-occupancy phase.

Wilsonart Adhesives' GREENGUARD® Certified products are tested and certified according to the stringent GREENGUARD® standards for Low Emitting products and reduce air pollution and irritating contaminants.

Other important facts about Wilsonart Adhesives:

No products contain added urea-formaldehyde
No products contain methylene chloride
GREENGUARD Indoor Air Quality certifications
GREENGUARD Children and Schools certified (WA 730/731)

AIRLEY, FLOW AND SOLIWOOD SEATING.

Up to 100% of these seating products can be recycled.

SOLIWOOD

USGBC LEED Credits may be obtained in these areas:

IEQ 4.4 Indoor Air Quality
IEQ 4.5 Indoor Air Quality
MR 4 Recycled Content
MR 6 Rapidly Renewable Materials

AIRLEY

USGBC LEED Credits may be obtained in these areas:

IEQ 4.4 Indoor Air Quality
IEQ 4.5 Indoor Air Quality
MR 4 Recycled Content

SOLIWOOD

USGBC LEED Credits may be obtained in these areas:

IEQ 4.4 Indoor Air Quality
IEQ 4.5 Indoor Air Quality
MR 4 Recycled Content

TABLE BASES.

The recycled content of the product can vary between 30% and 100%. Cardboard used in packaging designs on average includes 30% recycled material. In addition we also recycle 100% of steel, stainless steel, and aluminum scrap and 90% of shipping materials. Powdercoat paint emits zero (or near zero) Volatile Organic Compounds (VOC), and any over spray in the process can be collected and re-used leading to almost no waste of product.

USGBC LEED Credits may be obtained in these areas:

IEQ 4.4 Indoor Air Quality
IEQ 4.5 Indoor Air Quality
MR 4 Recycled Content

Warranty

Vanerum•Stelter extends to the original purchaser from the date of purchase a 15-year limited warranty against manufacturing defects in material and workmanship for Vanerum•Stelter products purchased from and installed exclusively by Vanerum•Stelter or a factory authorized installation company. The warranty does not apply to any product that is misused, neglected, modified or used in a manner other than its intent. Product purchased from Vanerum•Stelter and installed by an entity other than the aforementioned will carry a 15 year limited warranty for materials only. Vanerum•Stelter will repair or replace, at its discretion, product found to be defective in workmanship or materials.

Vanerum•Stelter extends to the original purchaser from the date of purchase a 5-year limited warranty on all chair components, including pneumatic and gas cylinders, control mechanisms, bases and casters. A 1-year limited warranty applies to all fabric, foam and thermoplastic components. COM/COL materials are not warranted.

This warranty replaces all other warranties, expressed or implied, and we neither assume nor authorize any person to assume for us any other obligation of liability in connection with our furniture. No sales person or representative/agent has the authority to change or alter the provisions as noted on this page.

NOTE: WARRANTY MAY BE VOID IF PROPER MAINTENANCE PROCEDURES ARE NOT FOLLOWED.

Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
 - ◆ The following is a list of suggested (but not limited to) categories. List all categories along with manufacturer that you are responding with:
 - Case Goods
 - Seating
 - ~~Highmark~~
 - Filing Storage
 - Lounge / Reception
 - Workstation
 - Ergonomic Solutions
 - Tables
 - Conference Room
 - Classroom Furniture & Library
 - Science Lab
 - ~~Lighting~~
 - Healthcare
 - Administration
 - Custom Furniture
 - ◆ List how your company will handle the following items:
 - Local representation- Vanerum Stelter has 50 local representatives that are already in place. They will be trained on NCPA through webinars.
 - Product Support- Each representative has or has access to Vanerum Stelter demo products
 - Delivery and Installation- Delivery and Installation will be through our authorized dealer distribution.
 - Warehousing (if necessary)- Available upon request
 - Warranty & Claims- Vanerum Stelter warranty is 15 years. The dealer will work with freight claims. Any issues should be sent to customer service
 - In-stock Furniture- Vanerum Stelter is a build to order manufacturer and does not stock furniture
-

Tab 6 – References

- ◆ Provide at least ten (10) customer references for products and/or services of similar scope dating within the past three (3) years. Please provide a range of references across all eligible government entity groups including K-12, higher education, city, county, or non-profit entities.

- ◆ All references should include the following information from the entity:
 - Entity Name
 - Contact Name and Title
 - City and State
 - Phone
 - Years Serviced
 - Description of Services
 - Annual Volume

Please see attached sheet "references"



References





Education References



Tom Walters
Forrest Hills Eastern | Forrest Hills Public Schools
Grand Rapids, MI

Phone: 616.493.8766



Dainen Tolman
Clark Middle School | Vincennes Community Schools
Vincennes, Indiana

Phone: 317.216.1644

Email: tolmand@businessfurnitureindy.com



Dainen Tolman
Dunbar High School | Dayton Public Schools
Dayton, Ohio

Phone: 317.216.1644

Email: tolmand@businessfurnitureindy.com





Education References



John Read
Springer School | Brandywine School District
Claymont, DE

Phone: 302.529.3110
Email: john.read@bsd.k12.de.us



Russ Fuller
Issaquah School District
Issaquah, WA

Phone: 206.251.1800
Email: russ@fullassoc.com

Tab 7 – Pricing

- ◆ Please submit price list electronically (pricing can be submitted as Discount off MSRP, cost plus, etc). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services that are available and also establish pricing per item.
- ◆ Submit price list electronically on CD, DVD, or Flash Drive. Include respondents name, name of solicitation, and date on media of choice.
- ◆ Not To Exceed Pricing
 - NCPA requests pricing be submitted as “not to exceed pricing” for any participating entity.
 - The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.
 - NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.

Pricing on the CD is “LIST” pricing only. See terms sheet following this page.

NCPA

National Cooperative Purchasing Alliance



VANERUM•STELTER		NCPA RFP # 11 - 12	
Tier #	List	NCPA	Freight Terms
Tier One:	\$0 - \$24,999	■	FOB Factory
Tier Two:	\$25,000 - \$49,999	■	FOB Factory
Tier Three:	\$50,000 - \$99,999	■	FOB Factory
Tier Four:	\$100,000 +	■	Negotiable

Terms

- * Price List - 2012
- * Freight Terms - FOB Factory not to exceed 10% of list.

• Discount provided is % off list

Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

Custom Furniture to fit user based needs. See attached sheet "Studio" on the next page

studio

So, what makes Studio unique? **You.**

It is your needs, your ideas and your input that make the products take shape and morph into ideal solutions. As we work through each iteration using the Studio process, your specific solution is a masterpiece that we designed together.

1. DETECT

The design process begins as designers **observe** users in action and **question** how experiences can be improved by design. Information is **recorded** in videos, photographs, sketch books, reports, etc. to be revisited and communicated.

Invite curiosity • Tap resources • Reveal what is intuitive



Studio uses a variety of tools, including design charrettes and video conferences, to detect the needs of the user.



3. DELIVER

Our design and engineering teams work synonymously to ensure that all details are correct in order to meet your specifications and our quality expectations. Once a design is approved, we ensure the order is manufactured and delivered on-time and installed professionally.



Two person drafting table with built in storage cubby and footrest



Mobile instructor lectern with articulating monitor arm, locking storage with drawer, shelving and CPU support, data port access, rear CPU accessibility, and built in keyboard tray



Mobile medical technology cart

Studio designers and engineers thrive on collaborating with you to create innovative products that answer the unique needs of **healthcare, work** and **education** environments.



Veneer hotel table with built in footrest and data access

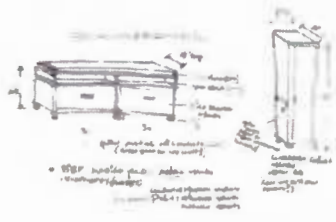


Amoeba shape work surface w/ exposed birch ply & linoleum work surface

2. DEVELOP

The development of the solution is give-and-take and very iterative. We bring together designers, dealers and a team of end users to brainstorm and discuss needs.

Ideas take shape as we communicate and gain a deep understanding of the project.



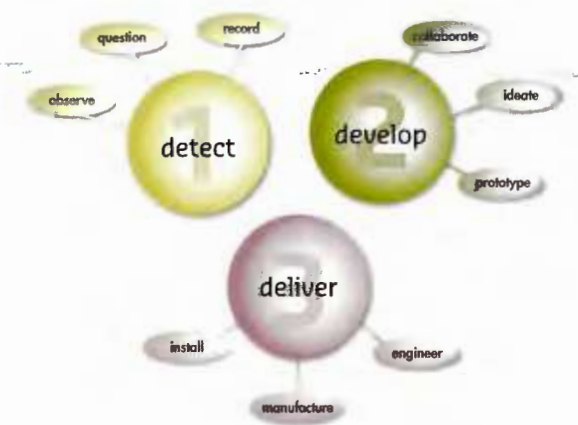
Graphic and prototypical products are utilized to confirm observations and idea.



Product revisions and layouts are made until details reflect the needs. Material considerations such as sustainability, durability and feasibility, are demonstrated.



creating products that fit **specific needs** through **user based design**



Enhancing how people learn and work.



Grand Rapids, MI USA: p 616.451.7800
 Diest, Belgium: p +011 32 70 22 26 00
www.vanerumstelter.com

Tab 9 – Required Documents

- ◆ Clean Air and Water Act / Debarment Notice ✓
- ◆ Contractors Requirements ✓
- ◆ Antitrust Certification Statements ✓
- ◆ ARRA Standard Terms and Conditions Addendum for Contracts and Grants ✓
- ◆ FEMA Standard Terms and Conditions Addendum for Contracts and Grants ✓
- ◆ Required Clauses for Federal Assistance by FTA ✓
- ◆ State Notice Addendum ✓

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor: Vanerum Stelter, LLC

Title of Authorized Representative: Contract Specialist

Mailing Address: 549 Ionia Ave SW, Grand Rapids, MI 49503

Signature: *Stephanie Beltracchi* 7/2/12

Contractor Requirements

Contractor Certification

Contractor's Employment Eligibility

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

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

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

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

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

Fingerprint & Background Checks

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

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

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

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Stephanie Beltrick

Signature of Respondent

7/2/12

Date

Antitrust Certification Statements (Tex. Government Code § 2155.005)

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

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

Vendor: Vanerum Stelter

Bidder:

Stephanie Beltrick
Signature

Address: 549 Ionia Ave SW
Grand Rapids, MI 49503

Stephanie Beltrick
Printed Name

Phone: (616) 451 - 7800

Contract Specialist
Position with Company

Fax: (616) 451 - 9698

Authorizing Official:

Stephanie Beltrick
Signature

Stephanie Beltrick
Printed Name

Contract Specialist
Position with Company

ARRA Standard Terms and Conditions Addendum for Contracts and Grants

If a contract or grant involves the use of funds from the federal American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 ("Recovery Act"), the following terms and conditions apply. As used in this Section, "Contractor/Grantee" means the contractor or grantee receiving Recovery Act funds under this agreement.

1. The Contractor/Grantee specifically agrees to comply with each of the terms and conditions contained herein.
2. Contractor/Grantee understands and acknowledges that the federal stimulus funding process is still evolving and that new requirements for Recovery Act compliance may still be forthcoming from federal government. Accordingly, Contractor/Grantee specifically agrees that both it and subcontractors/subgrantees will comply with all such requirements during the contract period.

AVAILABILITY OF FUNDING

Contractor/Grantee agrees that programs supported with temporary federal funds made available from the Recovery Act may not be continued once the temporary federal funds are expended.

BUY AMERICA REQUIREMENT

Contractor/Grantee agrees that pursuant to Section 1605 of Title XV of the Recovery Act, neither Contractor/Grantee or its subcontractors/subgrantees will use Recovery Act funds for a project for the construction, alternation, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States in a manner consistent with United States obligations under international agreements. This requirement shall be applied unless the use of alternative materials has been approved by a federal agency pursuant to Section 1605.

CONFLICTING REQUIREMENTS

Contractor/Grantee agrees that, to the extent Recovery Act requirements conflict with the participating agencies requirements, the Recovery Act requirements shall control.

FALSE CLAIMS ACT

Contractor/Grantee agrees that it shall promptly refer to an appropriate federal inspector general any credible evidence that a principal, employee, agent, subgrantee, subcontractor or other person has submitted a claim under the federal False Claims Act, as amended, 31 U.S.C. §§3729-3733, or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

Contractor/Grantee agrees that if Contractor/Grantee or one of its subcontractors/subgrantees fails to comply with all applicable federal and state requirements governing the use of Recovery Act funds, the participating agency may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to participating agency under all applicable state and federal laws.

INSPECTION OF RECORDS

Contractor/Grantee agrees that it shall permit the United States Comptroller General or his representative or the appropriate inspector general appointed under section 3 or 8G of the federal Inspector General Act of 1978, as amended, 5 U.S. App. §§3 and 8(g), or his representative to: (1) examine any records that directly pertain to, and involve transactions relating to, this contract; and (2) interview any officer or employee of Contractor/Grantee or any of its subcontractors/subgrantees regarding the activities funded with funds appropriated or otherwise made available by the Recovery Act.

JOB POSTING REQUIREMENTS

Section 1512 of the Recovery Act requires states receiving stimulus funds to report on jobs created and retained as a result of the stimulus funds. Contractors/Grantees who receive Recovery Act funded contracts are required to post jobs created and retained as a result of stimulus funds.

PROHIBITION ON USE OF RECOVERY ACT FUNDS

Contractor/Grantee agrees that none of the funds made available under this contract may be used for any casino or other gambling establishment, aquarium, zoo, golf course, swimming pools, or similar projects.

REPORTING REQUIREMENTS

Pursuant to Section 1512 of Title XV of the Recovery Act, entities receiving Recovery Act funds must submit a report to the federal government no later than ten (10) calendar days after the end of each calendar quarter. This report must contain the information outlined below. Accordingly, Contractor/Grantee agrees to provide the County with the following information in a timely manner:

- a. The total amount of Recovery Act funds received by Contractor/Grantee during the Reporting Period;
- b. The amount of Recovery Act funds that were expended or obligated during the Reporting Period;
- c. A detailed list of all projects or activities for which Recovery Act funds were expending or obligated, including:
 - i. the name of the project or activity;
 - ii. a description of the project or activity;
 - iii. an evaluation of the completion status of the project or activity; and
 - iv. an estimate of the number of jobs created and the number of jobs retained by the project or activity;

- d. For any subcontracts or subgrants equal to or greater than \$25,000:
- i. The name of the entity receiving the subaward;
 - ii. The amount of the subaward;
 - iii. The transaction type;
 - iv. The North American Industry Classification System (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number;
 - v. Program source;
 - vi. An award title descriptive of the purpose of each funding action;
 - vii. The location of the entity receiving the subaward;
 - viii. The primary location of the subaward, including the city, state, congressional district and country; and
 - ix. A unique identifier of the entity receiving the sub-award and the parent entity of Contractor/Grantee, should the entity be owned by another.
 - x. The names and total compensation of the five most highly compensated officers of the company if it received: 1) 80% or more of its annual gross revenues in Federal awards; and 2) \$25M or more in annual gross revenue from Federal awards.
- e. For any subcontracts or subgrants of less than \$25,000 or to individuals, the information required in d may be reported in the aggregate and requires the certification of an authorized officer of Contractor/Grantee that the information contained in the report is accurate.
- f. Any other information reasonably requested by the County or required by state or federal law or regulation. Standard data elements and federal instructions for use in complying with reporting requirements under Section 1512 of the Recovery Act, are pending review by the federal government, and were published in the Federal Register, 74 Federal Register, 14824 (April 1, 2009), and are to be provided online at www.FederalReporting.gov.

SEGREGATION OF FUNDS

Contractor/Grantee agrees that it shall segregate obligations and expenditures of Recovery Act funds from other funding. No part of funds made available under the Recovery Act may be comingled with any other funds or used for a purpose other than that of making payments for costs specifically allowable under the Recovery Act.

Contractor/Grantee agrees that it shall include these standard terms and conditions, including this requirement, in any of its subcontracts or subgrants in connection with projects funded in whole or in part with funds available under the Recovery Act.

WAGE REQUIREMENTS

Contractor/Grantee agrees that, in accordance with Section 1606 of Title XVI of the Recovery Act, both it and its subcontractors shall fully comply with this section in that, notwithstanding any other provision of law, and in a manner consistent with the other provisions of the Recovery Act, all laborers and mechanics employed by contractors and subcontractors on projects funded in whole or in part with funds available under the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality, as determined by the United States Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40 of the United States Code

WHISTLEBLOWER PROTECTION

Contractor/Grantee agrees that both it and its subcontractors/subgrantees shall comply with Section 1553 of the Recovery Act, which prohibits all non-federal Contractor/Grantees of Recovery Act funds from discharging, demoting or otherwise discriminating against an employee for disclosures by the employee that the employee reasonably believes are evidence of (1) gross mismanagement of a contract or grant relating to Recovery Act funds; (2) a gross waste of Recovery Act funds; (3) a substantial and specific danger to public health or safety related to the implementation or use

of Recovery Act funds; (4) an abuse of authority related to implementation or use of Recovery Act funds; or (5) a violation of law, rule, or regulation related to an agency contract (including the competition for or negotiation of a contract) or grant, awarded or issued relating to Recovery Act funds. In addition, Contractor/Grantee agrees that it and its subcontractors/subgrantees shall post notice of the rights and remedies available to employees under Section 1553 of Title XV of the Recovery Act.

FEMA Standard Terms and Conditions Addendum for Contracts and Grants

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

In addition, Contractor agrees to the following specific provisions:

- 1) Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor's compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
- 2) Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
- 3) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
 - a. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
 - b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
 - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
 - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-30) as supplemented by DOL regulations (29 CFR Part 5);
 - e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
 - f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L.94-163, 89 Stat. 871).
- 4) Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
- 5) Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions regarding patents:
 - a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the participating agency and be disposed of in accordance with the participating agency's policy. The participating agency, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.
- 6) Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:
 - a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:
 - 1) The copyright in any work developed under a grant or contract; and
 - 2) Any rights of copyright to which a grantee or a contractor purchases ownership with grant support.
- 7) Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as the participating agency deems necessary, Contractor shall permit participating agency, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.

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

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

- b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
 - c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the

termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) **DBE Program.** In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or

liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

State Notice Addendum

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

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

Other States: Cities, Towns, Villages, and Boroughs

No.

Cities, Towns, Villages and Boroughs in Oregon

- 1 CEDAR MILL COMMUNITY LIBRARY
- 2 CITY COUNTY INSURANCE SERVICES
- 3 CITY OF ADAIR VILLAGE
- 4 CITY OF ALBANY
- 5 CITY OF ASHLAND
- 6 CITY OF ASTORIA OREGON
- 7 CITY OF AUMSVILLE
- 8 CITY OF AURORA
- 9 CITY OF BEAVERTON
- 10 CITY OF BOARDMAN

- 11 CITY OF BURNS
- 12 CITY OF CANBY
- 13 CITY OF CANNON BEACH OR
- 14 CITY OF CANYONVILLE
- 15 CITY OF CENTRAL POINT POLICE DEPARTMENT
- 16 CITY OF CLATSKANIE
- 17 CITY OF COBURG
- 18 CITY OF CONDON
- 19 CITY OF COOS BAY
- 20 CITY OF CORVALLIS
- 21 CITY OF COTTAGE GROVE
- 22 CITY OF CRESWELL
- 23 CITY OF DALLAS

24 CITY OF DAMASCUS
 25 CITY OF DUNDEE
 26 CITY OF EAGLE POINT
 27 CITY OF ECHO
 28 CITY OF ESTACADA
 29 CITY OF EUGENE
 30 CITY OF FAIRVIEW
 31 CITY OF FALLS CITY
 32 CITY OF GATES
 33 CITY OF GEARHART
 34 CITY OF GERVAIS
 35 CITY OF GOLD HILL
 36 CITY OF GRANTS PASS
 37 CITY OF GRESHAM
 38 CITY OF HAPPY VALLEY
 39 CITY OF HILLSBORO
 40 CITY OF HOOD RIVER
 41 CITY OF JOHN DAY
 42 CITY OF KLAMATH FALLS
 43 CITY OF LA GRANDE
 44 CITY OF LAKE OSWEGO
 45 CITY OF LAKESIDE
 46 CITY OF LEBANON
 47 CITY OF MALIN
 48 CITY OF MCMINNVILLE
 49 CITY OF MEDFORD
 50 CITY OF MILL CITY
 51 CITY OF MILLERSBURG
 52 CITY OF MILWAUKIE
 53 CITY OF MORO
 54 CITY OF MOSIER
 55 CITY OF NEWBERG
 56 CITY OF NORTH PLAINS
 57 CITY OF OREGON CITY
 58 CITY OF PHOENIX
 59 CITY OF PILOT ROCK
 60 CITY OF PORT ORFORD
 61 CITY OF PORTLAND
 62 CITY OF POWERS
 63 CITY OF REDMOND
 64 CITY OF REEDSPORT
 65 CITY OF RIDDLE
 66 CITY OF SALEM
 67 CITY OF SANDY
 68 CITY OF SANDY
 69 CITY OF SCAPPOOSE
 70 CITY OF SEASIDE
 71 CITY OF SHADY COVE
 72 CITY OF SHERWOOD
 73 CITY OF SPRINGFIELD
 74 CITY OF ST. PAUL
 75 CITY OF STAYTON
 76 CITY OF TIGARD, OREGON
 77 CITY OF TUALATIN, OREGON
 78 CITY OF WARRENTON
 79 CITY OF WEST LINN/PARKS
 80 CITY OF WILSONVILLE
 81 CITY OF WINSTON
 82 CITY OF WOOD VILLAGE
 83 CITY OF WOODBURN
 84 CITY OF YACHATS
 85 FLORENCE AREA CHAMBER OF COMMERCE
 86 GASTON RURAL FIRE DEPARTMENT
 87 GLADSTONE POLICE DEPARTMENT
 88 HOUSING AUTHORITY OF THE CITY OF SALEM
 89 KEIZER POLICE DEPARTMENT
 90 LEAGUE OF OREGON CITIES
 91 MALIN COMMUNITY PARK AND RECREATION DISTRICT
 92 METRO
 93 MONMOUTH - INDEPENDENCE NETWORK
 94 PORTLAND DEVELOPMENT COMMISSION
 95 RAINIER POLICE DEPARTMENT

96 RIVERGROVE WATER DISTRICT
 97 SUNSET EMPIRE PARK AND RECREATION
 98 THE NEWPORT PARK AND RECREATION CENTER
 99 TILLAMOOK PEOPLES UTILITY DISTRICT
 100 TUALATIN VALLEY FIRE & RESCUE
 101 WEST VALLEY HOUSING AUTHORITY
No. Counties and Parishes
 1 ASSOCIATION OF OREGON COUNTIES
 2 BENTON COUNTY
 3 CLACKAMAS COUNTY DEPT OF TRANSPORTATION
 4 CLATSOP COUNTY
 5 COLUMBIA COUNTY, OREGON
 6 COOS COUNTY HIGHWAY DEPARTMENT
 7 CROOK COUNTY ROAD DEPARTMENT
 8 CURRY COUNTY OREGON
 9 DESCHUTES COUNTY
 10 DOUGLAS COUNTY
 11 GILLIAM COUNTY
 12 GILLIAM COUNTY OREGON
 13 GRANT COUNTY, OREGON
 14 HARNEY COUNTY SHERIFFS OFFICE
 15 HOOD RIVER COUNTY
 16 HOUSING AUTHORITY OF CLACKAMAS COUNTY
 17 JACKSON COUNTY HEALTH AND HUMAN SERVICES
 18 JEFFERSON COUNTY
 19 KLAMATH COUNTY VETERANS SERVICE OFFICE
 20 LAKE COUNTY
 21 LANE COUNTY
 22 LINCOLN COUNTY
 23 LINN COUNTY
 24 MARION COUNTY , SALEM, OREGON
 25 MORROW COUNTY
 26 MULTNOMAH COUNTY
 27 MULTNOMAH COUNTY
 28 MULTNOMAH LAW LIBRARY
 29 NAMI LANE COUNTY
 30 POLK COUNTY
 31 SHERMAN COUNTY
 32 UMATILLA COUNTY, OREGON
 33 UNION COUNTY
 34 WALLOWA COUNTY
 35 WASCO COUNTY
 36 WASHINGTON COUNTY
 37 YAMHILL COUNTY
 1 BOARD OF WATER SUPPLY
 2 COUNTY OF HAWAII
 3 MAUI COUNTY COUNCIL
No. Higher Education
 1 BIRTHINGWAY COLLEGE OF MIDWIFERY
 2 BLUE MOUNTAIN COMMUNITY COLLEGE
 3 CENTRAL OREGON COMMUNITY COLLEGE
 4 CHEMEKETA COMMUNITY COLLEGE
 5 CLACKAMAS COMMUNITY COLLEGE
 6 COLUMBIA GORGE COMMUNITY COLLEGE
 7 GEORGE FOX UNIVERSITY
 8 KLAMATH COMMUNITY COLLEGE DISTRICT
 9 LANE COMMUNITY COLLEGE
 10 LEWIS AND CLARK COLLEGE
 11 LINFIELD COLLEGE
 12 LINN-BENTON COMMUNITY COLLEGE
 13 MARYLHURST UNIVERSITY
 14 MT. HOOD COMMUNITY COLLEGE
 15 MULTNOMAH BIBLE COLLEGE
 16 NATIONAL COLLEGE OF NATURAL MEDICINE
 17 NORTHWEST CHRISTIAN COLLEGE
 18 OREGON HEALTH AND SCIENCE UNIVERSITY
 19 OREGON UNIVERSITY SYSTEM
 20 PACIFIC UNIVERSITY
 21 PORTLAND COMMUNITY COLLEGE
 22 PORTLAND STATE UNIV.
 23 REED COLLEGE

24	ROGUE COMMUNITY COLLEGE	61	LINN CO. SCHOOL DIST. 95C - SCIO SD
25	SOUTHWESTERN OREGON COMMUNITY COLLEGE	62	LOST RIVER JR/SR HIGH SCHOOL
26	TILLAMOOK BAY COMMUNITY COLLEGE	63	LOWELL SCHOOL DISTRICT NO.71
27	UMPQUA COMMUNITY COLLEGE	64	MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES
28	WESTERN STATES CHIROPRACTIC COLLEGE	65	MCMINNVILLE SCHOOL DISTRICT NO.40
29	WILLAMETTE UNIVERSITY	66	MEDFORD SCHOOL DISTRICT 549C
1	ARGOSY UNIVERSITY	67	MITCH CHARTER SCHOOL
2	BRIGHAM YOUNG UNIVERSITY - HAWAII	68	MOLALLA RIVER ACADEMY
3	COLLEGE OF THE MARSHALL ISLANDS	69	MOLALLA RIVER SCHOOL DISTRICT NO.35
4	RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII	70	MONROE SCHOOL DISTRICT NO.1J
5	UNIVERSITY OF HAWAII AT MANOA	71	MORROW COUNTY SCHOOL DISTRICT
No.	K - 12	72	MT. ANGEL SCHOOL DISTRICT NO.91
1	ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL	73	MT.SCOTT LEARNING CENTERS
2	BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD	74	MULTISENSORY LEARNING ACADEMY
3	BAKER SCHOOL DISTRICT 5-J	75	MULTNOMAH EDUCATION SERVICE DISTRICT
4	BANDON SCHOOL DISTRICT	76	MYRTLE POINT SCHOOL DISTRICT NO.41
5	BANKS SCHOOL DISTRICT	77	NEAH-KAH-NIE DISTRICT NO.56
6	BEAVERTON SCHOOL DISTRICT	78	NESTUCCA VALLEY SCHOOL DISTRICT NO.101
7	BEND / LA PINE SCHOOL DISTRICT	79	NOBEL LEARNING COMMUNITIES
8	BEND-LA PINE SCHOOL DISTRICT	80	NORTH BEND SCHOOL DISTRICT 13
9	BROOKING HARBOR SCHOOL DISTRICT NO.17-C	81	NORTH CLACKAMAS SCHOOL DISTRICT
10	CANBY SCHOOL DISTRICT	82	NORTH SANTIAM SCHOOL DISTRICT 29J
11	CANYONVILLE CHRISTIAN ACADEMY	83	NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH
12	CASCADE SCHOOL DISTRICT	84	NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
13	CASCADES ACADEMY OF CENTRAL OREGON	85	NYSSA SCHOOL DISTRICT NO. 26
14	CENTENNIAL SCHOOL DISTRICT	86	ONTARIO MIDDLE SCHOOL
15	CENTRAL CATHOLIC HIGH SCHOOL	87	OREGON TRAIL SCHOOL DISTRICT NO.46
16	CENTRAL POINT SCHOOL DISTRICT NO. 6	88	OUR LADY OF THE LAKE SCHOOL
17	CENTRAL SCHOOL DISTRICT 13J	89	PHILOMATH SCHOOL DISTRICT
18	CLACKAMAS EDUCATION SERVICE DISTRICT	90	PHOENIX-TALENT SCHOOL DISTRICT NO.4
19	COOS BAY SCHOOL DISTRICT	91	PORTLAND ADVENTIST ACADEMY
20	COOS BAY SCHOOL DISTRICT NO.9	92	PORTLAND JEWISH ACADEMY
21	COQUILLE SCHOOL DISTRICT 8	93	PORTLAND PUBLIC SCHOOLS
22	COUNTY OF YAMHILL SCHOOL DISTRICT 29	94	RAINIER SCHOOL DISTRICT
23	CRESWELL SCHOOL DISTRICT	95	REDMOND SCHOOL DISTRICT
24	CROSSROADS CHRISTIAN SCHOOL	96	REEDSPORT SCHOOL DISTRICT
25	CULVER SCHOOL DISTRICT NO.	97	REYNOLDS SCHOOL DISTRICT
26	DALLAS SCHOOL DISTRICT NO. 2	98	ROGUE RIVER SCHOOL DISTRICT NO.35
27	DAVID DOUGLAS SCHOOL DISTRICT	99	ROSEBURG PUBLIC SCHOOLS
28	DAYTON SCHOOL DISTRICT NO.8	100	SALEM-KEIZER PUBLIC SCHOOLS
29	DE LA SALLE N CATHOLIC HS	101	SCAPPOOSE SCHOOL DISTRICT 1J
30	DESCHUTES COUNTY SD NO.6 - SISTERS SD	102	SEASIDE SCHOOL DISTRICT 10
31	DOUGLAS COUNTY SCHOOL DISTRICT 116	103	SEVEN PEAKS SCHOOL
32	DOUGLAS EDUCATION SERVICE DISTRICT	104	SHERWOOD SCHOOL DISTRICT 88J
33	DUFUR SCHOOL DISTRICT NO.29	105	SILVER FALLS SCHOOL DISTRICT
34	ELKTON SCHOOL DISTRICT NO.34	106	SIUSLAW SCHOOL DISTRICT
35	ESTACADA SCHOOL DISTRICT NO.108	107	SOUTH COAST EDUCATION SERVICE DISTRICT
36	FOREST GROVE SCHOOL DISTRICT	108	SOUTH LANE SCHOOL DISTRICT 45J3
37	GASTON SCHOOL DISTRICT 511J	109	SOUTHERN OREGON EDUCATION SERVICE DISTRICT
38	GEN CONF OF SDA CHURCH WESTERN OR	110	SOUTHWEST CHARTER SCHOOL
39	GLADSTONE SCHOOL DISTRICT	111	SPRINGFIELD SCHOOL DISTRICT NO.19
40	GLENDALE SCHOOL DISTRICT	112	STANFIELD SCHOOL DISTRICT
41	GLIDE SCHOOL DISTRICT NO.12	113	SWEET HOME SCHOOL DISTRICT NO.55
42	GRANTS PASS SCHOOL DISTRICT 7	114	THE CATLIN GABEL SCHOOL
43	GREATER ALBANY PUBLIC SCHOOL DISTRICT	115	TIGARD-TUALATIN SCHOOL DISTRICT
44	GRESHAM-BARLOW SCHOOL DISTRICT	116	UMATILLA-MORROW ESD
45	HARNEY COUNTY SCHOOL DIST. NO.3	117	VERNONIA SCHOOL DISTRICT 47J
46	HARNEY EDUCATION SERVICE DISTRICT	118	WEST HILLS COMMUNITY CHURCH
47	HEAD START OF LANE COUNTY	119	WEST LINN WILSONVILLE SCHOOL DISTRICT
48	HERITAGE CHRISTIAN SCHOOL	120	WHITEAKER MONTESSORI SCHOOL
49	HIGH DESERT EDUCATION SERVICE DISTRICT	121	YONCALLA SCHOOL DISTRICT NO.32
50	HOOD RIVER COUNTY SCHOOL DISTRICT	1	CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.
51	JACKSON CO SCHOOL DIST NO.9	2	EMMANUAL LUTHERAN SCHOOL
52	JEFFERSON COUNTY SCHOOL DISTRICT 509-J	3	HANAHAU'OLI SCHOOL
53	JEFFERSON SCHOOL DISTRICT	4	HAWAII TECHNOLOGY ACADEMY
54	KLAMATH FALLS CITY SCHOOLS	5	ISLAND SCHOOL
55	LA GRANDE SCHOOL DISTRICT	6	KAMEHAMEHA SCHOOLS
56	LAKE OSWEGO SCHOOL DISTRICT 7J	7	KE KULA O S. M. KAMAKAU
57	LANE COUNTY SCHOOL DISTRICT 4J	8	MARYKNOLL SCHOOL
58	LANE COUNTY SCHOOL DISTRICT 69	9	PACIFIC BUDDHIST ACADEMY
59	LEBANON COMMUNITY SCHOOLS NO.9	No.	Nonprofit & Other
60	LINCOLN COUNTY SCHOOL DISTRICT	1	211INFO

2	ACUMENTRA HEALTH	74	FOUNDATIONS FOR A BETTER OREGON
3	ADDICTIONS RECOVERY CENTER, INC	75	FRIENDS OF THE CHILDREN
4	ALLFOURONE/CRESTVIEW CONFERENCE CTR.	76	GATEWAY TO COLLEGE NATIONAL NETWORK
5	ALVORD-TAYLOR INDEPENDENT LIVING SERVICES	77	GOAL ONE COALITION
6	ALZHEIMERS NETWORK OF OREGON	78	GOLD BEACH POLICE DEPARTMENT
7	ASHLAND COMMUNITY HOSPITAL	79	GOOD SHEPHERD COMMUNITIES
8	ATHENA LIBRARY FRIENDS ASSOCIATION	80	GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES
9	BARLOW YOUTH FOOTBALL	81	GRANT PARK CHURCH
10	BAY AREA FIRST STEP, INC.	82	GRANTS PASS MANAGEMENT SERVICES, DBA
11	BENTON HOSPICE SERVICE	83	GREATER HILLSBORO AREA CHAMBER OF COMMERCE
12	BETHEL CHURCH OF GOD	84	HALFWAY HOUSE SERVICES, INC.
13	BIRCH COMMUNITY SERVICES, INC.	85	HEARING AND SPEECH INSTITUTE INC
14	BLACHLY LANE ELECTRIC COOPERATIVE	86	HELP NOW! ADVOCACY CENTER
15	BLIND ENTERPRISES OF OREGON	87	HIGHLAND HAVEN
16	BONNEVILLE ENVIRONMENTAL FOUNDATION	88	HIGHLAND UNITED CHURCH OF CHRIST
17	BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA	89	HIV ALLIANCE, INC
18	BROAD BASE PROGRAMS INC.	90	HOUSING AUTHORITY OF LINCOLN COUNTY
19	CANBY FOURSQUARE CHURCH	91	HOUSING AUTHORITY OF PORTLAND
20	CANCER CARE RESOURCES	92	HOUSING NORTHWEST
21	CASCADIA BEHAVIORAL HEALTHCARE	93	INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON
22	CASCADIA REGION GREEN BUILDING COUNCIL	94	INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION
23	CATHOLIC CHARITIES	95	INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION
24	CATHOLIC COMMUNITY SERVICES	96	IRCO
25	CENTER FOR RESEARCH TO PRACTICE	97	JASPER MOUNTAIN
26	CENTRAL BIBLE CHURCH	98	JUNIOR ACHIEVEMENT
27	CENTRAL CITY CONCERN	99	KLAMATH HOUSING AUTHORITY
28	CENTRAL DOUGLAS COUNTY FAMILY YMCA	100	LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER
29	CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK	101	LA GRANDE UNITED METHODIST CHURCH
30	CHILDPEACE MONTESSORI	102	LANE ELECTRIC COOPERATIVE
31	CITY BIBLE CHURCH	103	LANE MEMORIAL BLOOD BANK
32	CLACKAMAS RIVER WATER	104	LANECO FEDERAL CREDIT UNION
33	CLASSROOM LAW PROJECT	105	LAUREL HILL CENTER
34	COAST REHABILITATION SERVICES	106	LIFEWORKS NW
35	COLLEGE HOUSING NORTHWEST	107	LIVING WAY FELLOWSHIP
36	COLUMBIA COMMUNITY MENTAL HEALTH	108	LOAVES & FISHES CENTERS, INC.
37	COMMUNITY ACTION ORGANIZATION	109	LOCAL GOVERNMENT PERSONNEL INSTITUTE
38	COMMUNITY ACTION TEAM, INC.	110	LOOKING GLASS YOUTH AND FAMILY SERVICES
39	COMMUNITY CANCER CENTER	111	MACDONALD CENTER
40	COMMUNITY HEALTH CENTER, INC	112	MAKING MEMORIES BREAST CANCER FOUNDATION, INC.
41	COMMUNITY VETERINARY CENTER	113	METRO HOME SAFETY REPAIR PROGRAM
42	CONFEDERATED TRIBES OF GRAND RONDE	114	METROPOLITAN FAMILY SERVICE
43	CONSERVATION BIOLOGY INSTITUTE	115	MID COLUMBIA COUNCIL OF GOVERNMENTS
44	CONTEMPORARY CRAFTS MUSEUM AND GALLERY	116	MID-COLUMBIA CENTER FOR LIVING
45	CORVALLIS MOUNTAIN RESCUE UNIT	117	MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC
46	COVENANT CHRISTIAN HOOD RIVER	118	MORNING STAR MISSIONARY BAPTIST CHURCH
47	COVENANT RETIREMENT COMMUNITIES	119	MORRISON CHILD AND FAMILY SERVICES
48	DECISION SCIENCE RESEARCH INSTITUTE, INC.	120	MOSAIC CHURCH
49	DELIGHT VALLEY CHURCH OF CHRIST	121	NATIONAL PSORIASIS FOUNDATION
50	DOGS FOR THE DEAF, INC.	122	NATIONAL WILD TURKEY FEDERATION
51	DOUGLAS ELECTRIC COOPERATIVE, INC.	123	NEW AVENUES FOR YOUTH INC
52	EAST HILL CHURCH	124	NEW BEGINNINGS CHRISTIAN CENTER
53	EAST SIDE FOURSQUARE CHURCH	125	NEW HOPE COMMUNITY CHURCH
54	EAST WEST MINISTRIES INTERNATIONAL	126	NEWBERG FRIENDS CHURCH
55	EDUCATIONAL POLICY IMPROVEMENT CENTER	127	NORTH BEND CITY- COOS/URRY HOUSING AUTHORITY
56	ELMIRA CHURCH OF CHRIST	128	NORTHWEST FOOD PROCESSORS ASSOCIATION
57	EMERALD PUD	129	NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE
58	EMMAUS CHRISTIAN SCHOOL	130	NORTHWEST REGIONAL EDUCATIONAL LABORATORY
59	EN AVANT, INC.	131	NORTHWEST YOUTH CORPS
60	ENTERPRISE FOR EMPLOYMENT AND EDUCATION	132	OCHIN
61	EUGENE BALLET COMPANY	133	OHSU FOUNDATION
62	EUGENE SYMPHONY ASSOCIATION, INC.	134	OLIVET BAPTIST CHURCH
63	EUGENE WATER & ELECTRIC BOARD	135	OMNIMEDIX INSTITUTE
64	EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.	136	OPEN MEADOW ALTERNATIVE SCHOOLS, INC.
65	FAIR SHARE RESEARCH AND EDUCATION FUND	137	OREGON BALLET THEATRE
66	FAITH CENTER	138	OREGON CITY CHURCH OF THE NAZARENE
67	FAITHFUL SAVIOR MINISTRIES	139	OREGON COAST COMMUNITY ACTION
68	FAMILIES FIRST OF GRANT COUNTY, INC.	140	OREGON DEATH WITH DIGNITY
69	FANCONI ANEMIA RESEARCH FUND INC.	141	OREGON DONOR PROGRAM
70	FARMWORKER HOUSING DEV CORP	142	OREGON EDUCATION ASSOCIATION
71	FIRST CHURCH OF THE NAZARENE	143	OREGON ENVIRONMENTAL COUNCIL
72	FIRST UNITARIAN CHURCH	144	OREGON MUSUEM OF SCIENCE AND INDUSTRY
73	FORD FAMILY FOUNDATION	145	OREGON PROGRESS FORUM

146	OREGON REPERTORY SINGERS	218	SUSTAINABLE NORTHWEST
147	OREGON STATE UNIVERSITY ALUMNI ASSOCIATION	219	TENAS ILLAHEE CHILDCARE CENTER
148	OREGON SUPPORTED LIVING PROGRAM	220	THE EARLY EDUCATION PROGRAM, INC.
149	OSLC COMMUNITY PROGRAMS	221	THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT-OREGON, INC.
150	OUTSIDE IN	222	THE NEXT DOOR
151	OUTSIDE IN	223	THE OREGON COMMUNITY FOUNDATION
152	PACIFIC CASCADE FEDERAL CREDIT UNION	224	THE SALVATION ARMY - CASCADE DIVISION
153	PACIFIC FISHERY MANAGEMENT COUNCIL	225	TILLAMOOK CNTY WOMENS CRISIS CENTER
154	PACIFIC INSTITUTES FOR RESEARCH	226	TILLAMOOK ESTUARIES PARTNERSHIP
155	PACIFIC STATES MARINE FISHERIES COMMISSION	227	TOUCHSTONE PARENT ORGANIZATION
156	PARALYZED VETERANS OF AMERICA	228	TRAILS CLUB
157	PARTNERSHIPS IN COMMUNITY LIVING, INC.	229	TRAINING EMPLOYMENT CONSORTIUM
158	PENDLETON ACADEMIES	230	TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE
159	PENTAGON FEDERAL CREDIT UNION	231	TRILLIUM FAMILY SERVICES, INC.
160	PLANNED PARENTHOOD OF SOUTHWESTERN OREGON	232	UMPQUA COMMUNITY DEVELOPMENT CORPORATION
161	PORT CITY DEVELOPMENT CENTER	233	UNION GOSPEL MISSION
162	PORTLAND ART MUSEUM	234	UNITED CEREBRAL PALSY OF OR AND SW WA
163	PORTLAND BUSINESS ALLIANCE	235	UNITED WAY OF THE COLUMBIA WILLAMETTE
164	PORTLAND HABILITATION CENTER, INC.	236	US CONFERENCE OF MENONNITE BRETHERN CHURCHES
165	PORTLAND SCHOOLS FOUNDATION	237	US FISH AND WILDLIFE SERVICE
166	PORTLAND WOMENS CRISIS LINE	238	USAGENCIES CREDIT UNION
167	PREGNANCY RESOUCE CENTERS OF GRETER PORTLAND	239	VERMONT HILLS FAMILY LIFE CENTER
168	PRINGLE CREEK SUSTAINABLE LIVING CENTER	240	VIRGINIA GARCIA MEMORIAL HEALTH CENTER
169	PUBLIC DEFENDER SERVICES OF LANE COUNTY, INC.	241	VOLUNTEERS OF AMERICA OREGON
170	QUADRIPLEGICS UNITED AGAINST DEPENDENCY, INC.	242	WE CARE OREGON
171	REBUILDING TOGETHER - PORTLAND INC.	243	WESTERN RIVERS CONSERVANCY
172	REGIONAL ARTS AND CULTURE COUNCIL	244	WESTERN STATES CENTER
173	RELEVANT LIFE CHURCH	245	WESTSIDE BAPTIST CHURCH
174	RENEWABLE NORTHWEST PROJECT	246	WILD SALMON CENTER
175	ROGUE FEDERAL CREDIT UNION	247	WILLAMETTE FAMILY
176	ROSE VILLA, INC.	248	WILLAMETTE VIEW INC.
177	SACRED HEART CATHOLIC DAUGHTERS	249	WOODBURN AREA CHAMBER OF COMMERCE
178	SAIF CORPORATION	250	WORD OF LIFE COMMUNITY CHURCH
179	SAINT ANDREW NATIVITY SCHOOL	251	WORKSYSTEMS INC
180	SAINT CATHERINE OF SIENA CHURCH	252	YOUTH GUIDANCE ASSOC.
181	SAINT JAMES CATHOLIC CHURCH	253	YWCA SALEM
182	SALEM ALLIANCE CHURCH	1	ALOHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA
183	SALEM ELECTRIC	2	ALOHACARE
184	SALMON-SAFE INC.	3	AMERICAN LUNG ASSOCIATION
185	SCIENCEWORKS	4	BISHOP MUSEUM
186	SE WORKS	5	BUILDING INDUSTRY ASSOCIATION OF HAWAII
187	SECURITY FIRST CHILD DEVELOPMENT CENTER	6	CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST
188	SELF ENHANCEMENT INC.	7	EAH, INC.
189	SERENITY LANE	8	EASTER SEALS HAWAII
190	SEXUAL ASSAULT RESOURCE CENTER	9	GOODWILL INDUSTRIES OF HAWAII, INC.
191	SEXUAL ASSAULT RESOURCE CENTER	10	HABITAT FOR HUMANITY MAUI
192	SHELTERCARE	11	HALE MAHAOLU
193	SHERIDAN JAPANESE SCHOOL FOUNDATION	12	HAROLD K.L. CASTLE FOUNDATION
194	SHERMAN DEVELOPMENT LEAGUE, INC.	13	HAWAII AGRICULTURE RESEARCH CENTER
195	SILVERTON AREA COMMUNITY AID	14	HAWAII EMPLOYERS COUNCIL
196	SISKIYOU INITIATIVE	15	HAWAII FAMILY LAW CLINIC DBA ALA KUOLA
197	SMART	16	HONOLULU HABITAT FOR HUMANITY
198	SOCIAL VENTURE PARTNERS PORTLAND	17	IUPAT, DISTRICT COUNCIL 50
199	SOUTH COAST HOSPICE, INC.	18	LANAKILA REHABILITATION CENTER INC.
200	SOUTH LANE FAMILY NURSERY DBA FAMILY RELIEF NURSE	19	LEEWARD HABITAT FOR HUMANITY
201	SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.	20	MAUI COUNTY FCU
202	SOUTHERN OREGON HUMANE SOCIETY	21	MAUI ECONOMIC DEVELOPMENT BOARD
203	SPARC ENTERPRISES	22	MAUI ECONOMIC OPPORTUNITY, INC.
204	SPIRIT WIRELESS	23	MAUI FAMILY YMCA
205	SPONSORS, INC.	24	NA HALE O MAUI
206	SPOTLIGHT THEATRE OF PLEASANT HILL	25	NA LEI ALOHA FOUNDATION
207	SPRINGFIELD UTILITY BOARD	26	NETWORK ENTERPRISES, INC.
208	ST VINCENT DE PAUL	27	ORI ANUENUE HALE, INC.
209	ST. ANTHONY CHURCH	28	PARTNERS IN DEVELOPMENT FOUNDATION
210	ST. ANTHONY SCHOOL	29	POLYNESIAN CULTURAL CENTER
211	ST. MARYS OF MEDFORD, INC.	30	PUNAHOU SCHOOL
212	ST. VINCENT DEPAUL OF LANE COUNTY	31	ST. THERESA CHURCH
213	STAND FOR CHILDREN	32	WAIANAEE COMMUNITY OUTREACH
214	STAR OF HOPE ACTIVITY CENTER INC.	33	WAILUKU FEDERAL CREDIT UNION
215	SUMMIT VIEW COVENANT CHURCH	34	YMCA OF HONOLULU
216	SUNNYSIDE FOURSQUARE CHURCH		
217	SUNRISE ENTERPRISES	No.	Special/Independent Districts

1 BAY AREA HOSPITAL DISTRICT
 2 CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
 3 CENTRAL OREGON IRRIGATION DISTRICT
 4 CHEHALEM PARK AND RECREATION DISTRICT
 5 CITY COUNTY INSURANCE SERVICES
 6 CLEAN WATER SERVICES
 7 COLUMBIA 911 COMMUNICATIONS DISTRICT
 8 COLUMBIA RIVER PUD
 9 DESCHUTES COUNTY RFPD NO.2
 10 DESCHUTES PUBLIC LIBRARY SYSTEM
 11 EAST MULTNOMAH SOIL AND WATER CONSERVANCY
 12 GASTON RURAL FIRE DEPARTMENT
 13 GLADSTONE POLICE DEPARTMENT
 14 GLENDALE RURAL FIRE DISTRICT
 15 HOODLAND FIRE DISTRICT NO.74
 16 HOODLAND FIRE DISTRICT #74
 17 HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY
 18 KLAMATH COUNTY 9-1-1
 19 LANE EDUCATION SERVICE DISTRICT
 20 LANE TRANSIT DISTRICT
 21 MALIN COMMUNITY PARK AND RECREATION DISTRICT
 22 MARION COUNTY FIRE DISTRICT #1
 23 METRO
 24 METROPOLITAN EXPOSITION-RECREATION COMMISSION
 25 MONMOUTH - INDEPENDENCE NETWORK
 26 MULTONAH COUNTY DRAINAGE DISTRICT #1
 27 NEAH KAH NIE WATER DISTRICT
 28 NW POWER POOL
 29 OAK LODGE WATER DISTRICT
 30 OR INT'L PORT OF COOS BAY
 31 PORT OF ST HELENS
 32 PORT OF UMPQUA
 33 REGIONAL AUTOMATED INFORMATION NETWORK
 34 RIVERGROVE WATER DISTRICT
 35 SALEM AREA MASS TRANSIT DISTRICT
 36 SANDY FIRE DISTRICT NO. 72
 37 SUNSET EMPIRE PARK AND RECREATION
 38 THE NEWPORT PARK AND RECREATION CENTER

39 THE PORT OF PORTLAND
 40 TILLAMOOK PEOPLES UTILITY DISTRICT
 41 TUALATIN HILLS PARK AND RECREATION DISTRICT
 42 TUALATIN VALLEY FIRE & RESCUE
 43 TUALATIN VALLEY WATER DISTRICT
 44 UNION SOIL & WATER CONSERVATION DISTRICT
 45 WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT
 46 WEST VALLEY HOUSING AUTHORITY
 47 WILLAMALANE PARK AND RECREATION DISTRICT
 48 YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT

No. State Agencies

1 BOARD OF MEDICAL EXAMINERS
 2 OFFICE OF MEDICAL ASSISTANCE PROGRAMS
 3 OFFICE OF THE STATE TREASURER
 4 OREGON BOARD OF ARCHITECTS
 5 OREGON CHILD DEVELOPMENT COALITION
 6 OREGON DEPARTMENT OF EDUCATION
 7 OREGON DEPARTMENT OF FORESTRY
 8 OREGON DEPT OF TRANSPORTATION
 9 OREGON DEPT. OF EDUCATION
 10 OREGON LOTTERY
 11 OREGON OFFICE OF ENERGY
 12 OREGON STATE BOARD OF NURSING
 13 OREGON STATE POLICE
 14 OREGON TOURISM COMMISSION
 15 OREGON TRAVEL INFORMATION COUNCIL
 16 SANTIAM CANYON COMMUNICATION CENTER
 17 SEIU LOCAL 503, OPEU
 1 ADMIN. SERVICES OFFICE
 2 HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
 3 HAWAII HEALTH SYSTEMS CORPORATION
 4 SOH- JUDICIARY CONTRACTS AND PURCH
 5 STATE DEPARTMENT OF DEFENSE
 6 STATE OF HAWAII
 7 STATE OF HAWAII
 8 STATE OF HAWAII, DEPT. OF EDUCATION