

TIPS VENDOR AGREEMENT

Between TABLEX LLC and
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS),
a Department of Texas Education Service Center Region 8 for
TIPS RFP 200301 Furniture, Furnishings and Services

General Information

The Vendor Agreement (“Agreement”) made and entered into by and between The Interlocal Purchasing System (hereinafter “TIPS”) a government cooperative purchasing program authorized by the Region 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686 and the TIPS Vendor. This Agreement consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth shall control unless otherwise agreed by the parties in writing and by signature and date on the attachment.

A Purchase Order (“PO”), Agreement or Contract is the TIPS Member’s approval providing the authority to proceed with the negotiated delivery order under the Agreement. Special terms and conditions as agreed between the Vendor and TIPS Member should be added as addendums to the Purchase Order, Agreement or Contract. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some, but not all, of the possible addendums.

Terms and Conditions

Freight

All quotes to Members shall provide a line item for cost for freight or shipping regardless if there is a charge or not. If no charge for freight or shipping, indicate by stating “No Charge”, “\$0”, “included in price” or other similar indication. Otherwise, all shipping, freight or delivery charges shall be passed through to the TIPS Member at cost with no markup and said charges shall be agreed by the TIPS Member unless alternative shipping terms are agreed by TIPS as a result of the proposal award.

Warranty Conditions

All new supplies equipment and services shall include ***manufacturer's minimum standard warranty*** unless otherwise agreed to in writing. Vendor shall be legally permitted to sell all products offered for sale to TIPS Members if the offering is included in the Request for Proposal (“RFP”) category. All goods proposed and sold shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support for orders to TIPS Members as agreed by the Parties. Vendors shall respond to such requests within a commercially reasonable time after receipt of

the request. If support and/or training is a line item sold or packaged with a sale, support shall be as agreed with the TIPS Member.

Agreements

Agreements for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the TIPS Member participating government entities, but other means of placing an order may be used at the Member's discretion.

Tax exempt status

Most TIPS Members are tax exempt and the related laws and/or regulations of the controlling jurisdiction(s) of the TIPS Member shall apply.

Assignments of Agreements

No assignment of this Agreement may be made without the prior notification of TIPS. Written approval of TIPS shall not be unreasonably withheld. Payment for delivered goods and services can only be made to the awarded Vendor, Vendor designated reseller or vendor assigned company.

Disclosures

- Vendor and TIPS affirm that he/she, or any authorized employees or agents, 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 Agreement.
- Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with the TIPS program.
- The Vendor 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 Agreement.

Term and Renewal of Agreements

The Agreement with TIPS is for three (3) years with an option for renewal for an additional one (1) consecutive year if both parties agree. TIPS may or may not exercise the one-year extension beyond the base three-year term and whether or not to offer the extension is at the sole discretion of TIPS. The scheduled Agreement termination date shall be the last date of the month of the last month of the agreement's legal effect. **Example:** *If the agreement is scheduled to end on May 23, the anniversary date of the award, it would actually be extended to May 31 in the last month of the last year the contract is active.*

Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS Members Resulting from the Solicitation and with the Vendor Named in this Agreement.

No Agreement for goods or services with a TIPS Member by the awarded vendor named in this Agreement that results from the solicitation award named in this Agreement, may incorporate an automatic renewal clause that exceeds month to month terms with which the TIPS Member must comply. All renewal terms incorporated in an Agreement by the vendor with the TIPS Member shall only be valid and enforceable when the vendor receives written confirmation by purchase order, executed Agreement or other written instruction issued by the TIPS Member for any renewal period. The purpose of this clause is to avoid a TIPS

Member inadvertently renewing an Agreement during a period in which the governing body of the TIPS Member has not properly appropriated and budgeted the funds to satisfy the Agreement renewal. This term is not negotiable and any Agreement between a TIPS Member and a TIPS awarded vendor with an automatic renewal clause that conflicts with these terms is rendered void and unenforceable.

Shipments

The Vendor shall ship, deliver or provide ordered products or services within a commercially reasonable time after the receipt of the order from the TIPS Member. If a delay in said delivery is anticipated, the Vendor shall notify TIPS Member as to why delivery is delayed and shall provide an estimated time for completion of the order. TIPS or the requesting entity may cancel the order if estimated delivery time is not acceptable or not as agreed by the parties.

Invoices

Each invoice or pay request shall include the TIPS Member's purchase order number or other identifying designation as provided in the order by the TIPS Member. If applicable, the shipment tracking number or pertinent information for verification of TIPS Member receipt shall be made available upon request.

Payments

The TIPS Member will make payments directly to the Vendor, the Vendor Assigned Dealer or as agreed by the Vendor and the TIPS Member after receiving invoice and in compliance with applicable payment statute(s), whichever is the greater time or as otherwise provided by an agreement of the parties.

Pricing

Price increases will be honored according to the terms of the solicitation. All pricing submitted to TIPS shall include the participation fee, as provided in the solicitation, to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to TIPS Member customer.

Participation Fees and Reporting of Sales to TIPS by Vendor

The Participation Fee that was published as part of the Solicitation and the fee published is the legally effective fee, along with any fee conditions stated in the Solicitation. Collection of the fees by TIPS is required under Texas Government Code §791.011 Et seq. Fees are due on all TIPS purchases reported by either Vendor or Member. Fees are due to TIPS upon payment by the Member to the Vendor, Reseller or Vendor Assigned Dealer. Vendor, Reseller or Vendor Assigned Dealer agrees to pay the participation fee to TIPS for all Agreement sales upon receipt of payment including partial payment, from the Member Entity or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS. Thus, when an awarded Vendor, Reseller or Vendor Assigned Dealer receives any amount of payment, even partial payment, for a TIPS sale, the legally effective fee for that amount is due to TIPS from the Vendor.

Reporting of Sales to TIPS by Vendor

Vendor is required to report all sales under the TIPS contract to TIPS. If the TIPS Member entity requesting a price from the awarded Vendor requests the TIPS contract, Vendor must include the TIPS Contract number on any communications with the TIPS Member entity. To report sales, the Vendor must login to the TIPS Vendor Portal online at https://www.tips-usa.com/vendors_form.cfm and click on the PO's and Payments tab. Pages 3-7 of the [Vendor Portal User Guide](#) will walk you through the process of reporting sales to TIPS. Please refer to the TIPS [Accounting FAQ's](#) for more information about reporting sales and if you have further questions, contact the Accounting Team at accounting@tips-usa.com. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS. Failure to render the participation fee to TIPS shall constitute a breach of this agreement with our parent

governmental entity, Texas Education Service Center Region 8, as established by the Texas legislature and shall be grounds for termination of this agreement and any other agreement held with TIPS and possible legal action. Any overpayment of participation fees to TIPS by a Vendor will be refunded to the Vendor within ninety (90) days of receipt of notification if TIPS receives written notification of the overpayment not later than the expiration of six (6) months from the date of overpayment and TIPS determines that the amount was not legally due to TIPS pursuant to this agreement and applicable law. It is the Vendor's responsibility to identify which sales are TIPS Agreement sales and pay the correct participation fee due for TIPS Agreement sales. Any notification of overpayment received by TIPS after the expiration of six (6) months from the date of overpayment will be non-refundable. Region 8 ESC and TIPS reserve the right to extend the six (6) month deadline to notify if approved by the Region 8 ESC Board of Directors. TIPS reserves all rights under the law to collect the fees due. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees from and against all claims and suits by third parties for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and reasonable attorney's fees, arising out of, or resulting from, Vendor's performance under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Parties found liable shall pay their proportionate share of damages as agreed by the parties or as ordered by a court of competent jurisdiction over the case. **NO LIMITATION OF LIABILITY FOR DAMAGES FOR PERSONAL INJURY OR PROPERTY DAMAGE ARE PERMITTED OR AGREED BY TIPS/ESC REGION 8.** Per Texas Education Code §44.032(f), and pursuant to its requirements only, reasonable Attorney's fees are recoverable by the prevailing party in any dispute resulting in litigation.

State of Texas Franchise Tax

By signature hereon, the Vendor hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the Agreement or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS or TIPS Members will submit any orders at any time. TIPS reserves the right to request additional proposals for items or services already on Agreement at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a Purchase Order or contract modification occurs between the Vendor and the TIPS Member, TIPS must be notified within five (5) business days of receipt of change order.

Termination for Convenience of TIPS Agreement Only

TIPS reserves the right to terminate this agreement for cause or no cause for convenience with a thirty (30) days prior written notice. Termination for convenience is conditionally required under Federal Regulations 2 CFR part 200 if the customer is using federal funds for the procurement. All purchase orders presented to the Vendor, but not fulfilled by the Vendor, by a TIPS Member prior to the actual termination of this agreement shall be honored at the option of the TIPS Member. The awarded Vendor may terminate the agreement with ninety (90) days prior written notice to TIPS 4845 US Hwy North, Pittsburg, Texas 75686.

The vendor will be paid for goods and services delivered prior to the termination provided that the goods and services were delivered in accordance with the terms and conditions of the terminated agreement. This termination clause does not affect the sales agreements executed by the Vendor and the TIPS Member customer pursuant to this agreement. TIPS Members may negotiate a termination for convenience clause that meets the needs of the transaction based on applicable factors, such as funding sources or other needs.

TIPS Member Purchasing Procedures

Usually, purchase orders or their equal are issued by participating TIPS Member to the awarded vendor and should indicate on the order that the purchase is per the applicable TIPS Agreement Number. Orders are typically emailed to TIPS at tipspo@tips-usa.com.

- Awarded Vendor delivers goods/services directly to the participating member.
- Awarded Vendor invoices the participating TIPS Member directly.
- Awarded Vendor receives payment directly from the participating member.
- Fees are due to TIPS upon payment by the Member to the Vendor. Vendor agrees to pay the participation fee to TIPS for all Agreement sales upon receipt of payment including partial payment, from the Member Entity or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS.

Licenses

Awarded Vendor shall maintain, in current status, all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded Vendor. Awarded Vendor shall remain reasonably fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of goods or services under the Agreement. TIPS and TIPS Members reserves the right to stop work and/or cancel an order or terminate this or any other sales Agreement of any awarded Vendor whose license(s) required for performance under this Agreement have expired, lapsed, are suspended or terminated subject to a 30-day cure period unless prohibited by applicable statute or regulation.

Novation

If awarded Vendor sells or transfers all assets, rights or the entire portion of the assets or rights required to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. A simple change of name agreement will not change the Agreement obligations of awarded vendor. TIPS will consider Contract Assignments on a case by case basis. TIPS must be notified within five (5) business days of the transfer of assets or rights.

Site Requirements (*only when applicable to service or job*)

Cleanup: When performing work on site at a TIPS Member's property, awarded Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member or as agreed by the parties. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded Vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded Vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded Vendor agrees that no employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are, or reasonably expected to be, present unless otherwise agreed by the TIPS Member. Awarded Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion. Awarded

Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge. **Safety measures:** Awarded Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded Vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Safety Measures

Awarded Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under Agreement shall adhere to the TIPS Member's or local smoking statutes, codes or policies.

Marketing

Awarded Vendor agrees to allow TIPS to use their name and logo within TIPS website, marketing materials and advertisement subject to any reasonable restrictions provided to TIPS in the Proposal to the Solicitation. The Vendor may submit an acceptable use directive for Vendor's names and logos with which TIPS agrees to comply. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this Agreement by awarded vendor must have prior approval from TIPS which will not be unreasonably withheld. Request may be made by email to TIPS@TIPS-USA.COM.

Supplemental Agreements

The TIPS Member entity participating in the TIPS Agreement and awarded Vendor may enter into a separate Supplemental Agreement or contract to further define the level of service requirements over and above the minimum defined in this Agreement such as but not limited to, invoice requirements, ordering requirements, specialized delivery, etc. Any Supplemental Agreement or contract developed as a result of this Agreement is exclusively between the TIPS Member entity customer and the Vendor. TIPS, its agents, TIPS Members and employees not a party to the Supplemental Agreement with the TIPS Member customer, shall not be made party to any claim for breach of such agreement unless named and agreed by the Party in question in writing in the agreement. If a Vendor submitting a Proposal requires TIPS and/or TIPS Member to sign an additional agreement, those agreements shall comply with the award made by TIPS to the Vendor. Supplemental Vendor's Agreement documents may not become part of TIPS' Agreement with Vendor unless and until an authorized representative of TIPS reviews and approves it. TIPS review and approval may be at any time during the life of this Vendor Agreement. TIPS permits TIPS Members to negotiate additional terms and conditions with the Vendor for the provision of goods or services under the Vendor's TIPS Agreement so long as they do not materially conflict with this Agreement.

Survival Clause

All applicable sales, leases, Supplemental Agreements, contracts, software license agreements, warranties or service agreements that were entered into between Vendor and TIPS or the TIPS Member Customer under the terms and conditions of this Agreement shall survive the expiration or termination of this Agreement. All Orders, Purchase Orders issued or contracts executed by TIPS or a TIPS Member and accepted by the Vendor

prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this agreement.

Legal obligations

It is the responding Vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in the applicable Solicitation that resulted in this Vendor Agreement and any awarded Agreement thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

Audit rights

Due to transparency statutes and public accountability requirements of TIPS and TIPS Members', the awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Agreement. TIPS and Region 8 ESC each reserve the right to audit the accounting of TIPS related purchases for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In order to ensure and confirm compliance with this agreement, TIPS shall have authority to conduct audits of Awarded Vendor's pricing or TIPS transaction documentation with TIPS Members with 30 days' notice unless the audit is ordered by a Court Order or by a Government Agency with authority to do so without notice. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third- party auditing firm to investigate any possible non- compliant conduct or may terminate the Agreement according to the terms of this Agreement. In the event of an audit, the requested materials shall be reasonably provided in the time, format and at the location acceptable to Region 8 ESC or TIPS. TIPS agrees not to perform a random audit the TIPS transaction documentation more than once per calendar year, but reserves the right to audit for just cause or as required by any governmental agency or court with regulatory authority over TIPS or the TIPS Member.

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.

Choice of Law

The Agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles.

Venue, Jurisdiction and Service of Process

Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees

that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue for any dispute resolution process, other than litigation, between TIPS and the Vendor shall be located in Camp or Titus County, Texas.

Project Delivery Order Procedures

The TIPS Member having approved and signed an interlocal agreement, or other TIPS Membership document, may make a request of the awarded Vendor under this Agreement when the TIPS Member desires goods or services awarded to the Vendor. Notification may occur via phone, the web, courier, email, fax, or in person. Upon notification of a pending request, the awarded Vendor shall acknowledge the TIPS Member's request as soon as possible, but must make contact with the TIPS Member within two working days.

Status of TIPS Members as Related to This Agreement

TIPS Members stand in the place of TIPS as related to this agreement and have the same access to the proposal information and all related documents. TIPS Members have all the same rights under the awarded Agreement as TIPS.

Vendor's Resellers as Related to This Agreement

Vendor's Named Resellers ("Resellers") under this Agreement shall comply with all terms and conditions of this agreement and all addenda or incorporated documents. All actions related to sales by Authorized Vendor's Resellers under this Agreement are the responsibility of the awarded Vendor. If Resellers fail to report sales to TIPS under your Agreement, the awarded Vendor is responsible for their contractual failures and shall be billed for the fees. The awarded Vendor may then recover the fees from their named reseller.

Support Requirements

If there is a dispute between the awarded Vendor and TIPS Member, TIPS or its representatives may, at TIPS sole discretion, assist in conflict resolution if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded Vendor's TIPS project files, documentation and correspondence related to the requesting TIPS Member's order. If there are confidentiality requirements by either party, TIPS shall comply to the extent permitted by law.

Incorporation of Solicitation

The TIPS Solicitation which resulted in this Vendor Agreement, whether a Request for Proposals, the Request for Competitive Sealed Proposals or Request for Qualifications solicitation, or other, the Vendor's response to same and all associated documents and forms made part of the solicitation process, including any addenda, are hereby incorporated by reference into this Agreement as if copied verbatim.

SECTION HEADERS OR TITLES

THE SECTION HEADERS OR TITLES WITHIN THIS DOCUMENT ARE MERELY GUIDES FOR CONVENIENCE AND ARE NOT FOR CLASSIFICATION OR LIMITING OF THE RESPONSIBILITIES OF THE PARTIES TO THIS DOCUMENT.

STATUTORY REQUIREMENTS

Texas governmental entities are prohibited from doing business with companies that fail to certify to this

condition as required by Texas Government Code Sec. 2270.

By executing this agreement, you certify that you are authorized to bind the undersigned Vendor and that your company (1) does not boycott Israel; and (2) will not boycott Israel during the term of the Agreement.

You certify that your company is not listed on and does not and will not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

You certify that if the certified statements above become untrue at any time during the life of this Agreement that the Vendor will notify TIPS within three (3) business day of the change by a letter on Vendor's letterhead from and signed by an authorized representative of the Vendor stating the non-compliance decision and the TIPS Agreement number and description at:

Attention: General Counsel
ESC Region 8/The Interlocal Purchasing System (TIPS)
4845 Highway 271 North
Pittsburg, TX,75686
And by an email sent to bids@tips-usa.com

Insurance Requirements

The undersigned Vendor agrees to maintain the below minimum insurance requirements for TIPS Contract Holders:

General Liability	\$1,000,000 each Occurrence/ Aggregate
Automobile Liability	\$300,000 Includes owned, hired & non-owned
Workers' Compensation	Statutory limits for the jurisdiction in which the Vendor performs under this Agreement.
Umbrella Liability	\$1,000,000

When the Vendor or its subcontractors are liable for any damages or claims, the Vendor's policy, when the Vendor is responsible for the claim, must be primary over any other valid and collectible insurance carried by the Member. Any immunity available to TIPS or TIPS Members shall not be used as a defense by the contractor's insurance policy. The coverages and limits are to be considered minimum requirements and in no way limit the liability of the Vendor(s). Insurance shall be written by a carrier with an A-; VII or better rating in accordance with current A.M. Best Key Rating Guide. Only deductibles applicable to property damage are acceptable, unless proof of retention funds to cover said deductibles is provided. "Claims made" policies will not be accepted. Vendor's required minimum coverage shall not be suspended, voided, cancelled, non-renewed or reduced in coverage or in limits unless replaced by a policy that provides the minimum required coverage except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to TIPS or the TIPS Member if a project or pending delivery of an order is ongoing. Upon request, certified copies of all insurance policies shall be furnished to the TIPS or the TIPS Member.

Special Terms and Conditions

- **Orders:** All Vendor orders received from TIPS Members must be emailed to TIPS at tipspo@tips-usa.com. Should a TIPS Member send an order directly to the Vendor, it is the Vendor's responsibility

to forward a copy of the order to TIPS at the email above within 3 business days and confirm its receipt with TIPS.

- **Vendor Encouraging Members to bypass TIPS agreement:** Encouraging TIPS Members to purchase directly from the Vendor or through another agreement, when the Member has requested using the TIPS cooperative Agreement or price, and thereby bypassing the TIPS Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS Program.
- **Order Confirmation:** All TIPS Member Agreement orders are approved daily by TIPS and sent to the Vendor. The Vendor should confirm receipt of orders to the TIPS Member (customer) within 3 business days.
- **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, updated pricing when effective. TIPS shall be notified when prices change in accordance with the award.
- **Back Ordered Products:** If product is not expected to ship within the time provided to the TIPS Member by the Vendor, the Member is to be notified within 3 business days and appropriate action taken based on customer request.

The TIPS Vendor Agreement Signature Page is inserted here.

TIPS Vendor Agreement Signature Form

RFP 200301 Furniture, Furnishings and Services

Company Name TABLEX LLC

Address 555 CATHY LANE

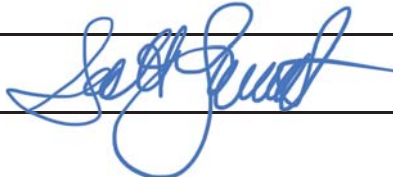
City JASPER State IN Zip 47546

Phone 812-481-1177 Fax 812-481-1178

Email of Authorized Representative scott@tablex.com

Name of Authorized Representative Scott Quandt

Title VP of Sales

Signature of Authorized Representative 

Date 4/8/20

TIPS Authorized Representative Name Meredith Barton

Title Chief Operating Officer

TIPS Authorized Representative Signature 

Approved by ESC Region 8 

Date 5/21/2020

NOTICE TO MEMBERS REGARDING ATTRIBUTE RESPONSES

TIPS VENDORS RESPOND TO ATTRIBUTE QUESTIONS AS PART OF TIPS COMPETITIVE SOLICITATION PROCESS. THE VENDOR'S RESPONSES TO ATTRIBUTE QUESTIONS ARE INCLUDED HEREIN AS "SUPPLIER RESPONSE." PLEASE BE ADVISED THAT DEVIATIONS, IF ANY, IN VENDOR'S RESPONSE TO ATTRIBUTE QUESTIONS MAY NOT REFLECT VENDOR'S FINAL ATTRIBUTE RESPONSE, WHICH IS SUBJECT TO NEGOTIATIONS PRIOR TO AWARD. PLEASE CONTACT THE TIPS OFFICE AT 866-839-8477 WITH QUESTIONS OR CONCERNS REGARDING VENDOR ATTRIBUTE RESPONSE DEVIATIONS. PLEASE KEEP IN MIND THAT TIPS DOES NOT PROVIDE LEGAL COUNSEL TO MEMBERS. TIPS RECOMMENDS THAT YOU CONSULT YOUR LEGAL COUNSEL WHEN EXECUTING CONTRACTS WITH OR MAKING PURCHASES FROM TIPS VENDORS.



200301

TablEx LLC

Supplier Response

Event Information

Number: 200301
Title: Furniture, Furnishings and Services
Type: Request for Proposal
Issue Date: 3/5/2020
Deadline: 4/24/2020 03:00 PM (CT)

Contact Information

Address: Region 8 Education Service Center
4845 US Highway 271 North
Pittsburg, TX 75686
Phone: +1 (866) 839-8477
Email: bids@tips-usa.com

TableX LLC Information

Contact: Vicky Mehringer
Address: 555 Cathy Lane
Jasper, IN 47546
Phone: (812) 481-1177
Fax: (812) 481-1178
Toll Free: (812) 481-1177
Email: vmehringer@tablex.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Vicky Mehringer

Signature

Submitted at 4/16/2020 7:26:19 AM

vmehringer@tablex.com

Email

Requested Attachments

Vendor Agreement

200301_Vendor_Agreement.pdf

The vendor must download the Vendor Agreement from the attachment tab, fill in the requested information and upload the completed agreement.

DO NOT UPLOAD encrypted or password protected files.

Agreement Signature Form

200301_Agreement_Signature_Form.pdf

If you have not taken exception or deviation to the agreement language in the solicitation attributes, download the AGREEMENT SIGNATURE FORM from the "ATTACHMENTS" tab. This PDF document is a fillable form. Download the document to your computer, fill in the requested company information, print the file, SIGN the form, SCAN the completed and signed AGREEMENT SIGNATURE FORM, and upload here.

If you have taken exception to any of the agreement language and noted the exception in the deviations section of the attributes for the agreement, complete the AGREEMENT SIGNATURE FORM, but DO NOT SIGN until those deviations have been negotiated and resolved with TIPS management. Upload the unsigned form here, because this is a required document.

Pricing Spreadsheet #1

200301_Pricing_form_1.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.

DO NOT UPLOAD encrypted or password protected files.

Pricing Spreadsheet #2

200301_Pricing_form_2.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.

DO NOT UPLOAD encrypted or password protected files.

References

Reference_Form.xls

The vendor must download the References spreadsheet from the attachment tab, fill in the requested information and upload the completed spreadsheet. DO NOT UPLOAD encrypted or password protected files.

Proposed Goods and Services

TableX_Overview.pdf

Please upload one or more documents or sheets describing your offerings, line cards, catalogs, links to offerings OR list links to your offerings that illustrate the catalog of proposed lines of goods and or services you carry and offer under this proposal. It does not have to be exhaustive but should, at a minimum tell us what you are offering. It could be as simple as a sheet with your link to your online catalog of goods and services.

Resellers/Dealers - COMPLETE AND UPLOAD ONLY IF YOU HAVE RESELLER OF YOUR GOODS OR SERVICES PROPOSED

If the PROPOSING vendor has resellers that will be selling for the vendor UNDER this contract, the vendor must download the Resellers/Dealers spreadsheet from the attachment tab, fill in the requested information and upload the completed spreadsheet.

DO NOT UPLOAD encrypted or password protected files.

D/M/WBE Certification OPTIONAL

No response

D/M/WBE Certification documentation may be scanned and uploaded if you desire to claim your status as one of the identified enterprises. (Disadvantaged Business Enterprise, Minority Business Enterprise and/or Woman Business Enterprise) If vendor has more than one certification scan into one document. (PDF Format ONLY)

DO NOT UPLOAD encrypted or password protected files.

Warranty

TableX Warranty 2020BC.pdf

Warranty information (if applicable) must be scanned and uploaded. (PDF Format ONLY)

DO NOT UPLOAD encrypted or password protected files.

Supplementary

TableX Supplementary Brochures.pdf

Supplementary information may be scanned and uploaded. (Company information, brochures, catalogs, etc.) (PDF Format ONLY)

DO NOT UPLOAD encrypted or password protected files.

All Other Certificates

No response

All Other Certificates (if applicable) must be scanned and uploaded. If vendor has more than one other certification scan into one document. (PDF Format ONLY)

DO NOT UPLOAD encrypted or password protected files.

Logo and Other Company Marks

logo.jpg

If you desire, please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the Supplementary section or another non-required section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred

Conflict of Interest Form CIQ- ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

No response

ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

Conflict of Interest Form for Vendors that are required to submit the form. The Conflict of Interest Form is included in the Base documents or can be found at <https://www.tips-usa.com/assets/documents/docs/CIQ.pdf>.

Certificate of Corporate Offerer - COMPLETE ONLY IF OFFERER IS A CORPORATION

No response

COMPLETE AND UPLOAD FORM IN ATTACHMENTS SECTION ONLY IF OFFERER IS A CORPORATION

Disclosure of Lobbying Activities Standard Form LLL

No response

ONLY IF you answered "I HAVE Lobbied per above" to attribute #66, please download and complete and upload the Standard Form-LLL, "disclosure Form to Report Lobbying," in the Response attachments section.

Confidentiality Form

CONFIDENTIALITY_CLAIM_FORM.pdf

REQUIRED CONFIDENTIALITY FORM. Complete the form according to your company requirements, make any desired attachments and upload to the appropriate section under "Response Attachments" THIS FORM DETERMINES HOW ESC8/TIPS RESPONDS TO LEGAL PUBLIC INFORMATION REQUESTS.

Bid Attributes

1	<p>Yes - No</p> <p>Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.</p> <p><input type="text" value="NO"/></p>
----------	---

2 Yes - No

Historically Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB as defined by the State of Texas at <https://comptroller.texas.gov/purchasing/vendor/hub/> or in a HUBZone as defined by the US Small Business Administration at <https://www.sba.gov/offices/headquarters/ohp>

Proof of one or both may be submitted. Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.

No

3 Yes - No

The Vendor can provide services and/or products to all 50 US States?

Yes

4 States Served:

If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)

No response

5 Company and/or Product Description:

This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)

TableX: The table experts. Located in the mid-west heartland of furniture manufacturing, TableX opened its doors in 1998. We answered the call of furniture dealers and the design community wanting a simple process when purchasing tables for their customers. The "keep it simple" philosophy has been our driving force and the results speak for themselves. We pride ourselves with intelligent, attentive, and professional customer service. Experience our comprehensive offering to enhance the performance and style of your workspace, educational or medical landscape. Talk with us about power & data, wire management and privacy options. Today's market is looking for tables that can creatively multitask. Talk with us about mobility, height adjustability, nesting, and folding applications. The complete answer to design, pricing, availability, finishes, and creativity in one manufacturer. Minimize your efforts and maximize your results... talk with us!
TableX. Let's talk tables.

6 Primary Contact Name

Primary Contact Name

Scott Quandt

7 Primary Contact Title

Primary Contact Title

VP of Sales

8 Primary Contact Email

Primary Contact Email

scott@tablex.com

9 Primary Contact Phone

Enter 10 digit phone number. (No dashes or extensions)

Example: 8668398477

317-869-7118

10	Primary Contact Fax Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477
<input type="text" value="812-481-1178"/>	

11	Primary Contact Mobile Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477
<input type="text" value="812-481-1177"/>	

12	Secondary Contact Name Secondary Contact Name
<input type="text" value="Vicky Mehringer"/>	

13	Secondary Contact Title Secondary Contact Title
<input type="text" value="Customer Service Manager"/>	

14	Secondary Contact Email Secondary Contact Email
<input type="text" value="vmehring@tablex.com"/>	

15	Secondary Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477
<input type="text" value="812-481-1177"/>	

16	Secondary Contact Fax Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477
<input type="text" value="812-481-1178"/>	

17	Secondary Contact Mobile Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477
<input type="text" value="No response"/>	

18	Admin Fee Contact Name Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.
<input type="text" value="Vicky Mehringer"/>	

19	Admin Fee Contact Email Admin Fee Contact Email
<input type="text" value="Customer Service Manager"/>	

20	Admin Fee Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477
<input type="text" value="812-481-1177"/>	

21	Purchase Order Contact Name Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.
<input type="text" value="Vicky Mehringer"/>	

22	Purchase Order Contact Email Purchase Order Contact Email
<input type="text" value="vmehringertablex.com"/>	

23	Purchase Order Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477
<input type="text" value="812-481-1177"/>	

24	Company Website Company Website (Format - www.company.com)
<input type="text" value="https://tablex.com/"/>	

25	Federal ID Number: Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)
<input type="text" value="20-4495876"/>	

26	Primary Address Primary Address
<input type="text" value="555 Cathy Lane"/>	

27	Primary Address City Primary Address City
<input type="text" value="Jasper"/>	

28	Primary Address State Primary Address State (2 Digit Abbreviation)
<input type="text" value="IN"/>	

29	Primary Address Zip Primary Address Zip
<input type="text" value="47546"/>	

3
0 **Search Words:**

Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)

Tablex, tables, training, conference, nesting, folding, flip top, adjustable height, ratchet height, counter balanced height, crank height, classroom, standing height, casegoods, modesty panels, electric height adjustable.

3
1 **Do you want TIPS Members to be able to spend Federal grant funds with you if awarded? Is it your intent to be able to sell to our members regardless of the fund source, whether it be local, state or federal?**

Most of our members receive Federal Government grants and they make up a significant portion of their budgets. The Members need to know if your company is willing to sell to them when they spend federal budget funds on their purchase. There are attributes that follow that include provisions from the federal regulations in 2 CFR part 200. Your answers will determine if your award will be designated as Federal or Education Department General Administrative Regulations (EDGAR) compliant.

Do you want TIPS Members to be able to spend Federal grant funds with you if awarded and is it your intent to be able to sell to TIPS Members regardless of the fund source, whether it be local, state or federal?

Yes

3
2 **Yes - No**

Certification of Residency (Required by the State of Texas) The vendor's ultimate parent company or majority owner:

(A) has its principal place of business in Texas;

OR

(B) employs at least 500 persons in Texas?

This question is required as a data gathering function for information to our members making purchases with awarded vendors. It does not affect scoring with TIPS.

No

3
3 **Company Residence (City)**

Vendor's principal place of business is in the city of?

Jasper

3
4 **Company Residence (State)**

Vendor's principal place of business is in the state of?

IN

35 Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION

Remember this is a MINIMUM discount percentage. So, be sure that the discount percentage inserted here can be applied to ANY OFFERING OF GOODS OR SERVICES THROUGHOUT THE LIFE OF THE CONTRACT

CAUTION: BE CERTAIN YOU CAN HONOR THIS MINIMUM DISCOUNT PERCENTAGE ON ANY OFFERED SERVICE OR GOOD NOW OR DURING THE LIFE OF THE CONTRACT.

What is the MINIMUM percentage discount off of any item or service you offer to TIPS Members that is in your regular catalog (as defined in the solicitation specifications document), website, store or shelf pricing or when adding new goods or services to your offerings during the life of the contract? The resulting price of any goods or services Catalog list prices after this discount is applied is a ceiling on your pricing and not a floor because, in order to be more competitive in the individual circumstance, you may offer a larger discount depending on the items or services purchased and the quantity at time of sale.

Must answer with a number between 0% and 100%.

36 TIPS Administration Fee

By submitting a proposal, I agree that all pricing submitted to TIPS shall include the Administration Fee, as designated in the solicitation or as otherwise agreed in writing which shall be remitted to TIPS by the Vendor, or the vendor's named resellers, and as agreed to in the Vendor Agreement. I agree that the fee shall not and will not be added by the Vendor as a separate line item on a TIPS member invoice, quote, proposal or any other written communications with the TIPS member.

37 Yes - No

Vendor agrees to remit to TIPS the required administration fee or, if resellers are named, Vendor agrees to guarantee the fee remittance by or for the reseller named by the vendor?

TIPS/ESC Region 8 is required by Texas Government Code § 791 to be compensated for its work and thus, failure to agree shall render your response void and it will not be considered.

38 Yes - No

Do you offer additional discounts to TIPS members for large order quantities or large scope of work?

39 Years experience in category of goods or services

Company years experience in this category of goods or services? This is an evaluation criterion worth a maximum of 10 points. See RFP for more information.

4

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Resellers:

Does the vendor have resellers that it will name under this contract? Resellers are defined as other companies that sell your products under an agreement with you, the awarded vendor of TIPS.

EXAMPLE: BIGmart is a reseller of ACME brand televisions. If ACME were a TIPS awarded vendor, then ACME would list BIGmart as a reseller.

(If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.

Yes

4

1

Pricing discount percentage are guaranteed for?

Does the vendor agrees to honor the proposed pricing discount percentage off regular catalog (as defined in the RFP document), website, store or shelf pricing for the term of the award?

YES

4

2

Right of Refusal

Does the proposing vendor wish to reserve the right not to perform under the awarded agreement with a TIPS member at vendor's discretion?

Yes

4

3

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- 1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- 2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
- 3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- 4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.

4 4 CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ - Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement?

Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement? YES or NO

If you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS.

You may find the Blank CIQ form on our website at:

Copy and Paste the following link into a new browser or tab:

<https://www.tips-usa.com/assets/documents/docs/CIQ.pdf>

There is an optional upload for this form provided if you have a conflict and must file the form.

4 5 Filing of Form CIQ

If yes (above), have you filed a form CIQ by uploading the form to this RFP as directed above?

4 6 Regulatory Standing

I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question.

4 7 Regulatory Standing

Regulatory Standing explanation of no answer on previous question.

4 8 Antitrust Certification Statements (Tex. Government Code § 2155.005)

By submission of this bid or proposal, the Bidder certifies that:

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;

(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.

Suspension or Debarment Instructions

Instructions for Certification:

1. By answering yes to the next Attribute question below, the vendor and prospective lower tier participant is providing the certification set out herein in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participants,” “person,” “primary covered transaction,” “principal,” “proposal” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.

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Suspension or Debarment Certification

By answering yes, you certify that no federal suspension or debarment is in place, which would preclude receiving a federally funded contract as described above.

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

By answering yes, you certify that no federal suspension or debarment is in place, which would preclude receiving a federally funded contract as described above.

5
1

Non-Discrimination Statement and Certification

In accordance with Federal civil rights law, all U.S. Departments, including the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

(Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities)

All U.S. Departments, including the USDA are equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree by answering YES will render your proposal non-responsive and it will not be considered. I certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited and all other applicable laws and regulations.

5 **2 CFR PART 200 Contract Provisions Explanation**

2 Required Federal contract provisions of Federal Regulations for Contracts for contracts with ESC Region 8 and TIPS Members:

The following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.

The ESC Region 8 and TIPS Members are the subgrantee or Subrecipient by definition. Most of the provisions are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200. Others are included within 2 CFR part 200 et al.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

5 **2 CFR PART 200 Contracts**

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

Notice: Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree?

5 **2 CFR PART 200 Termination**

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

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.

Does vendor agree?

5
5

2 CFR PART 200 Clean Air Act

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

Pursuant to the Clean Air Act, et al above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to comply with all of the above regulations, including all of the terms listed and referenced therein.

Does vendor agree?

5
6

2 CFR PART 200 Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and during the life of any contract with ESC Region 8 and TIPS Members resulting from this procurement process the vendor certifies to the terms included or referenced herein.

Does vendor agree?

5
7

2 CFR PART 200 Federal Rule

Compliance with all applicable standards, orders, or requirements issued under 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). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under 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).

Does vendor certify that it is in compliance with the Clean Air Act?

5 8 2 CFR PART 200 Procurement of Recovered Materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?

5 9 Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

6 0 If you answered "I HAVE lobbied" to the above Attribute Question

If you answered "I HAVE lobbied" to the above Attribute question, you must download the Lobbying Report "Standard From LLL, disclosure Form to Report Lobbying" which includes instruction on completing the form, complete and submit it in the Response Attachments section as a report of the lobbying activities you performed or paid others to perform.

**6
1 Subcontracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.**

Do you ever anticipate the possibility of subcontracting any of your work under this award if you are successful?

IF NO, DO NOT ANSWER THE NEXT ATTRIBUTE QUESTION. . IF YES, and ONLY IF YES, you must answer the next question YES if you want a TIPS Member to be authorized to spend Federal Grant Funds for Procurement.

**6
2 ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement, do you agree to comply with the following federal requirements?**

ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement,

do you agree to comply with the following federal requirements?

Federal Regulation 2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a)The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs(1) through (5) of this section.

6
3 **Indemnification**

The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified with "to the extent permitted by the Constitution and laws of State of Texas."

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

6
4 **Remedies**

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder MAY be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas.

Do you agree to these terms?

6
5 **Remedies Explanation of No Answer**

6
6 **Choice of Law**

The agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles.
THIS DOES NOT APPLY to a vendor's agreement entered into with a TIPS Member, as the Member may be located outside Texas.

Do you agree to these terms?

6
7 **Venue, Jurisdiction and Service of Process**

Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Any dispute resolution process other than litigation shall have venue in Camp County or Titus County Texas.

Do you agree to these terms?

6
8 **Infringement(s)**

The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights attributed to or claims based on the Vendor's proposal or Vendor's performance of contracts awarded and approved.

Do you agree to these terms?

6
9 **Infringement(s) Explanation of No Answer**

7
0 **Contract Governance**

Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

7
1

Payment Terms and Funding Out Clause

Payment Terms:

TIPS or TIPS Members shall not be liable for interest or late payment fees on past-due balances at a rate higher than permitted by the laws or regulations of the jurisdiction of the TIPS Member.

Funding Out Clause:

Vendor agrees to abide by the laws and regulations, including Texas Local Government Code § 271.903, or any statutory or regulatory limitations of the jurisdiction of any TIPS Member which governs contracts entered into by the Vendor and TIPS or a TIPS Member that requires all contracts approved by TIPS or a TIPS Member are subject to the budgeting and appropriation of currently available funds by the entity or its governing body.

See statute(s) for specifics or consult your legal counsel.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.

Do you agree to these terms?

7
2

Insurance and Fingerprint Requirements Information

Insurance

If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.

Fingerprint

It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

If the vendor has staff that meet both of these criterion:

- (1) will have continuing duties related to the contracted services; and
- (2) has or will have direct contact with students

Then you have "covered" employees for purposes of completing the attached form.

TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474.

See form in the next attribute to complete entitled:
Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

I certify that:

NONE (Section A) of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

OR

SOME (Section B) or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

None

7 **Texas Business and Commerce Code § 272 Requirements as of 9-1-2017**

4 SB 807 prohibits construction contracts to have provisions requiring the contract to be subject to the laws of another state, to be required to litigate the contract in another state, or to require arbitration in another state. A contract with such provisions is voidable. Under this new statute, a “construction contract” includes contracts, subcontracts, or agreements with (among others) architects, engineers, contractors, construction managers, equipment lessors, or materials suppliers. “Construction contracts” are for the design, construction, alteration, renovation, remodeling, or repair of any building or improvement to real property, or for furnishing materials or equipment for the project. The term also includes moving, demolition, or excavation. BY RESPONDING TO THIS SOLICITATION, AND WHEN APPLICABLE, THE PROPOSER AGREES TO COMPLY WITH THE TEXAS BUSINESS AND COMMERCE CODE § 272 WHEN EXECUTING CONTRACTS WITH TIPS MEMBERS THAT ARE TEXAS GOVERNMENT ENTITIES.

7 **Texas Government Code 2270 Verification Form**

5 Texas Government Code 2270 Verification Form

Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will be codified as Texas Government Code § 2270 and 808 et seq.

The relevant section addressed by this form reads as follows:

Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract engaged by:

ESC Region 8/The Interlocal Purchasing System (TIPS)
4845 Highway 271 North
Pittsburg, TX, 75686

I verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company’s position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company’s failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

AND

Our company is not listed on and we do not do business with companies that are on the the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

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

YES

**7
6** Logos and other company marks

Please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the "Logo and Other Company Marks" section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred

Potential uses of company logo:

* Your Vendor Profile Page of TIPS website

* Potentially on TIPS website scroll bar for Top Performing Vendors

* TIPS Quarterly eNewsletter sent to TIPS Members

* Co-branding Flyers and or email blasts to our TIPS Members (Permission and approval will be obtained before publishing)

**7
7** Solicitation Deviation/Compliance

Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation?

Yes

**7
8** Solicitation Exceptions/Deviations Explanation

If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.

TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.

No response

**7
9** Agreement Deviation/Compliance

Does the vendor agree with the language in the Vendor Agreement?

Yes

**8
0** Agreement Exceptions/Deviations Explanation

If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.

No response

**8
1** **Felony Conviction Notice**

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.” Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.” (c) This section does not apply to a publicly held corporation. The person completing this proposal certifies that they are authorized to provide the answer to this question.

Select A., B. or C.

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

OR B. My firm is not owned nor operated by anyone who has been convicted of a felony, OR

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony. (if you answer C below, you are required to provide information in the next attribute.

B. Firm not owned nor operated by felon; per above

**8
2** **If you answered C. My Firm is owned or operated by a felon to the previous question, you are REQUIRED TO ANSWER THE FOLLOWING QUESTIONS.**

If you answered C. My Firm is owned or operated by a felon to the previous question, you must provide the following information.

1. Name of Felon(s)
2. The named person's role in the firm, and
3. Details of Conviction(s).

No response

**8
3** **Long Term Cost Evaluation Criterion # 4.**

READ CAREFULLY and see in the RFP document under "Proposal Scoring and Evaluation". Points will be assigned to this criterion based on your answer to this Attribute. Points are awarded if you agree not increase your catalog prices (as defined herein) more than X% annually over the previous year for years two and three and potentially year four, unless an exigent circumstance exists in the marketplace and the excess price increase which exceeds X% annually is supported by documentation provided by you and your suppliers and shared with TIPS, if requested. If you agree NOT to increase prices more than 5%, except when justified by supporting documentation, you are awarded 10 points; if 6% to 14%, except when justified by supporting documentation, you receive 1 to 9 points incrementally. Price increases 14% or greater, except when justified by supporting documentation, receive 0 points.

increases will be 5% or less annually per question

**8
4** **Required Confidentiality Claim Form**

Required Confidentiality Claim Form

This completed form is required by TIPS. By submitting a response to this solicitation you agree to download from the “Attachments” section, complete according to the instructions on the form, then uploading the completed form, with any confidential attachments, if applicable, to the “Response Attachments” section titled “Confidentiality Form” in order to provide to TIPS the completed form titled, “CONFIDENTIALITY CLAIM FORM”. By completing this process, you provide us with the information we require to comply with the open record laws of the State of Texas as they may apply to your proposal submission. If you do not provide the form with your proposal, an award will not be made if your proposal is qualified for an award, until TIPS has an accurate, completed form from you.

Read the form carefully before completing and if you have any questions, email Rick Powell at TIPS at rick.powell@tips-usa.com

85 Choice of Law clauses with TIPS Members

If the vendor is awarded a contract with TIPS under this solicitation, the vendor agrees to make any Choice of Law clauses in any contract or agreement entered into between the awarded vendor and with a TIPS member entity to read as follows: "Choice of law shall be the laws of the state where the customer resides" or words to that effect.

86 Venue of dispute resolution with a TIPS Member

In the event of litigation or use of any dispute resolution model when resolving disputes with a TIPS member entity as a result of a transaction between the vendor and TIPS or the TIPS member entity, the Venue for any litigation or other agreed upon model shall be in the state and county where the customer resides unless otherwise agreed by the parties at the time the dispute resolution model is decided by the parties.

87 Automatic renewal of contracts or agreements with TIPS or a TIPS member entity

This clause **DOES NOT** prohibit multiyear contracts or agreements with TIPS member entities. Because TIPS and TIPS members are governmental entities subject to laws that control appropriations of funds during their fiscal years for contracts and agreements to provide goods and services, does the Vendor agree to limit any automatic renewal clauses of a contract or agreement executed as a result of this TIPS solicitation award to not longer than "month to month" and at the TIPS contracted rate.

88 Indemnity Limitation with TIPS Members

Texas and other states restrict by law or state Constitution the ability of a governmental entity to indemnify others. TIPS requires that any contract entered into between a vendor and TIPS or a TIPS Member as a result of an award under this Solicitation limit the requirement that the Customer indemnify the Vendor by either eliminating any such indemnity requirement clauses in any agreements, contracts or other binding documents **OR** by prefacing all indemnity clauses required of TIPS or the TIPS Member entity with the following: "To the extent permitted by the laws or the Constitution of the state where the customer resides, ".

Agreement is a required condition to award of a contract resulting from this Solicitation.

89 Arbitration Clauses

Except for certain circumstances, TIPS forbids a mandatory arbitration clause in any contract or agreement entered into between the awarded vendor with TIPS or a TIPS member entity. Does the vendor agree to exclude any arbitration requirement in any contracts or agreement entered into between TIPS or a TIPS member entity through an awarded contract with TIPS?

90 Required Vendor Sales Reporting

By responding to this Solicitation, you agree to report to TIPS all sales made under any awarded Agreement with TIPS. Vendor is required to report all sales under the TIPS contract to TIPS. If the TIPS Member entity requesting a price from the awarded Vendor requests the TIPS contract, Vendor must include the TIPS Contract number on any communications with the TIPS Member entity. If awarded, you will be provided access to the Vendor Portal. To report sales, login to the TIPS Vendor Portal and click on the PO's and Payments tab. Pages 3-7 of the [Vendor Portal User Guide](#) will walk you through the process of reporting sales to TIPS. Please refer to the TIPS [Accounting FAQ's](#) for more information about reporting sales and if you have further questions, contact the Accounting Team at accounting@tips-usa.com. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS.

Authorized Reselling Company Name	Full Address	Main Phone	Ext.1	Contact	Contact Ph	Ext	Contact Email	Website	Fax
310 Procurement	302 Jefferson Street, Raleigh NC 27605	919-838-9310		Paul	919-838-9310		paullf@310ai.com	https://310ai.com/	
Action Business Furniture	3802 S. Cedar St. Ste A, Tacoma WA	253-627-8633		Allison Forsythe	253-627-8633		https://actionbusfurniture.com	https://actionbusfurniture.com	253-627-8729
Airea	23231-B Industrial Park Dr., Farmington Hills MI 48335	248-426-0100			248-426-0100		www.aireainc.com	www.aireainc.com	248-426-5500
Alamo Classroom Solutions	PO Box 33295, San Antonio TX 78239	2104731585		Miriam Guzman	2104731585		mguzman@alamocrsolutions.com	https://alamocrsolutionscatalog.com/	
Alfred Williams & Company	P.O. Box 591, Raleigh NC 27602	919-832-9570			919-832-9570		clitus@alfredwilliams.com	https://alfredwilliams.com/	919-832-7626
Alternative Business Furniture Inc.	6533 Flying Cloud Drive #800, Eden Prairie MN 55344	952-937-7688		LaRon	952-937-7688		LaRon@altbusfurn.com	https://altbusfurn.com/	952-937-7691
American Business Interiors	2015 S. Waverly Place, Melbourne FL 32901	321-723-5003		Johanna	321-723-5003		JGeorges-Etienne@abinteriors.com	http://www.abinteriors.com/	321-984-4221
American Business Supply	1 West Park Drive, Birmingham AL 35211	205-313-1533		Debra	205-313-1533		DPARDUE@americanbusinesssupply.com	https://www.americanbusinesssupply.com	205-664-8945
Ardant Group	PO Box 501878, Indianapolis IN 46250	317-201-2463		Pam	317-201-2463		pam@ardantgroup.com	https://www.ardantgroup.com/	
Arthur O'Hara Inc.	2801 Centre Circle Dr, Downers Grove IL 60515	650-786-5454		Maureen McKinney	650-786-5454		maureen@arthurphohara.com>	https://www.arthurphohara.com/	
Ashland Office Supply, Inc.	2100 29th Street, Ashland KY 41105	606-325-9119		Todd Butler	606-325-9119		todd.butler@ashlandoffice.com	www.ashlandoffice.com	606-324-4214
Ashton Woods dba Centro Stile	3820 Mansell Rd. Ste 400, Alpharetta GA 30022	770-998-7494		Pam Stephenson	770-998-7494		pam.stephenson@ashtonwoods.com	https://www.ashtonwoods.com/	
Beaux-Arts Group	4750 New Broad St., Orlando FL 32814	407-302-0092		Lindsay Kennedy	407-302-0092		lkennedy@beauxartsgroup.com	https://beauxartsgroup.com/	407-302-3329
Big Sky Design	4037 Masonboro Loop Road, Wilmington NC 28409	910-793-3992		Kirsten	910-793-3992		kirsten@bigskydesignonline.com	https://www.bigskydesignonline.com/	
BOS Orlando	200 Technology Park, Lake Mary FL 32746	407.805.9911		Julie Kelly	407.805.9911		Julie.Kully@bos.com	https://www.bos.com/florida/	407.805.9977
Brooks Office Interiors	2299 Territorial Rd, St Paul MN 55114	612-331-6300			612-331-6300			https://www.brooksofficeinteriors.com/n	612-331-6304
Business Environments	5611 Morgan Ave., Evansville IN 47715	812-474-4260		Kirk Mitchell	812-474-4260			https://busenvir.com/	474-4259
Business Equipment Co.	PO Box 1385, Springfield OH 45501	937-322-3828		Alexa Wilson	937-322-3828		jenna@becosolutions.com	https://becosolutions.com/	937-322-1804
Business Furnishing LLC	4102 Meghan Beeler Ct., South Bend IN 46628	574-243-3255			574-243-3255		ktownsend@business-furnishings.net	https://www.business-furnishings.net/	574-243-3266
Business Furnishings & Design	2575 Woodland Ct., West Des Moines IA 50266	515-226-8846		Lauri Weissenburger	515-226-8846		BUSINESSFURN@AOL.COM		
Business Furniture LLC.	8421 Bearing Dr, Ste 200 East, Indianapolis IN 46268	800-774-5544			800-774-5544			https://www.businessfurniture.net/	317-216-1601
Business Interiors by Staples	PO Box 102422, Columbia SC 29224	866-387-9873			866-387-9873		furniturevendordcommunication@staples.co		866-387-9869
Capital Furniture Source Inc.	5155 Blalock, Houston TX 77041	713-690-8325			713-690-8325		rjordan@capitalfurniture.net	http://www.capitalfurniture.net/	713-690-8334
Carithers-Wallace-Courtenay, LLC	dba CWC, LLC., Atlanta GA 30340	770-493-8200			770-493-8200		oren.statum@c-w-c.com	https://www.c-w-c.com/	770-491-6374
Carolina Furnishings + Design LLC	PO Box 348, West End NC 27376	910-673-1010			910-673-1010		accounting@cfplused.com	https://www.cfplused.com/	910-673-0990
Carolina Office Xchange LLC	4205 Global St. Ste 100, Raleigh NC 27610	919-377-0240			919-377-0240		info@carolinaofficeexchange.com	https://www.carolinaofficeexchange.com/	919-882-8388
CastleRock Design Group, Inc.	2501 Margaret Drive, Suite A, Newport Beach CA 92663	949-274-4424			949-274-4424		accounting@castlerockdesign.com	https://castlerockdesign.com/	
Catalyst Workplace Activation	1707 Dock Street, Tacoma WA 98402	253-592-6002			253-592-6002				253-592-6001
Charles Ritter Company	35 W. Sixth Street, Mansfield OH 44901	419-522-1911		Gordie Pepper	419-522-1911				419-522-7799
Chuckals Office Products	Rossman Enterprises DBA, Tacoma WA 98402	253-620-2350			253-620-2350		estradam@chuckals.net	https://chuckals.net/	253-620-2359
CJ & Associates	16915 West Victor Road, New Berlin WI 53151	262-786-1772			262-786-1772		cs@cjasociatesinc.com		262-786-7220
Commercial Design Services, Inc.	5805 Barry Road, Tampa FL 33634	813.886.0580		Stewart Davis	813.886.0580				813.884.6200
Commercial Environments, Inc.	505 Carden Jennings Lane, Ste 500, Knoxville TN 37932	865-671-9700		Missy Sims	865-671-9700		jenniferriidner@comenviro.com		865-671-9704
Commercial Office Environments	7301 Zionsville Road, Indianapolis IN 46268	317-876-9200		Sara Cook	317-876-9200				317-871-5572
Complete Office	PO Box 88379, Seattle WA 98138	206-628-0059			206-628-0059		acctspayable@complete-office.com	https://www.complete-office.com/	206-628-8366
Continental Office Environment	9202 E. 33rd St., Indianapolis IN 46235	317-630-2315			317-630-2315				
Continuum Office Environments LLC	720 N Fancher Road, Spokane Valley WA 99212	509-241-3320		Israel Guerrero	509-241-3320		accounting@coespokane.com	http://www.coespokane.com/	
Contract Business Interiors	4020 Yancey Rd., Charlotte NC 28217	865-321-4900		Sally Lawrence	865-321-4900		accountspayable@cbi-nc.com	https://cbi-nc.com/	865-342-4872
Contract Resource, Inc.	935 West Chestnut St., Chicago IL 60622	312-455-8300		Kurt Vogel	312-455-8300				312-455-8397
Contract Source, Inc.	2 Corporate Center, Broadview Heights OH 44147	216-351-7575			216-351-7575		afaustina@contractsource.com	https://contractsource.com/	216-741-4272
Corporate Interiors & Sales Inc.	PO Box 35106, Fayetteville NC 28305	910-483-7000			910-483-7000		corporateinteriors.barrett@earthlink.net	https://www.corporateinteriorsnc.com/	910-483-7006
Crawford Office Supply	301 S. Leighton Ave., Anniston AL 36207	256-237-3310			256-237-3310		mspivey@crawfordofficesupply.com	https://www.crawfordofficesupply.com/	256-237-2994
Creative Business Interiors	8720 Fleet Service Drive, Raleigh NC 27617	919-786-4800			919-786-4800		mhunt@creativebusinessnc.com	https://creativebusinessnc.com/cms/	
Crosby Mook Office Equipment	558 High St. NE, Warren OH 44483	330-399-8926			330-399-8926		cindy@crosbymook.com	https://www.crosbymook.com/	
Current Office Solutions	211 W High St, Bryan OH 43506	419-636-6563		Tim Martin	419-636-6563		timm@currentofficesolutions.com	www.currentofficesolutions.com	419-636-9222
DBI Business Interiors	912 East Michigan Avenue, Lansing MI 48912	517-485-3200		George Snyder	517-485-3200				517-485-3200
Delaney & Associates, Inc.	547 Grandshire Drive, Cranberry Township PA 16066	724.772.8091		Kevin Delaney	724.772.8091		kevin@delaney-brothers.com		724.772.8092
Douron Inc.	10 Painters Mill Rd., Owings Mills MD 21117	410-363-2600			410-363-2600		CWRIGHT@DOURON.COM	https://douron.com/	
Edge Office, LLC	4208 Six Forks Road, Raleigh NC 27607	919-235-0933			919-235-0933		ageiner@edgeoffice.com	http://www.edgeoffice.com/	919-235-0934
Elements IV Interiors	3680 Wyse Road, Dayton OH 45414	937-918-1000		Mary Trissell	937-918-1000				937-918-1001
Empire Office Inc.	396 Route 6 & 209, Milford PA 18337	954-707-6200			954-707-6200		acknowledgments@empireoffice.com	https://www.empireoffice.com/	954-707-6222
Ernie Morris Enterprises Inc.	PO Box 818, Bushnell FL 33513	352-793-2745		MaryAnn Rettig	352-793-2745		salesteam@erniemorris.com		352-793-2778
Evo Business Environments	415 N. McKinley, Ste 1250, Little Rock AR 72205	501.244.9696			501.244.9696		karen@evoarkansas.com		501.244.9620
Exterus Business Furniture	4750 Shelburne Rd., Shelburne VT 5482	802-383-1770			802-383-1770		tina@mesacontract.com	https://www.exterus.net/	802-658-6917
Fine Line Furniture	7868 Zionsville Rd., Indianapolis IN 46268	317-802-2200		Lindsay Cross	317-802-2200		finelinefurn@hotmail.com		317-802-2210
Frank Cooney Company, Inc.	1226 N. Michael Drive, Wood Dale IL 60191	630-694-8800			630-694-8800		kelly@frankcooney.com		630-694-8804

FriendsOffice	2300 Bright Road, Findlay OH 45840	419-427-1704		419-427-1704		
Furniture Solutions For The Workplace	1340 Clay St., Cincinnati OH 45202	513-891-2010		513-891-2010	jana@furnituresolutionsftw.com	https://www.furnituresolutionsftw.com/
GBI	7111 Commerce Way, Brentwood TN 37064	615-425-5252	Adam Cohen	615-425-5252	invoices@gbinashville.com	615-425-5250
GBP Direct Inc.	133 East Third Street, Kenner LA 70062	504-464-0000		504-464-0000	lanasmith@gbpdirect.com	https://www.gbpdirect.com/
GL Seaman & Company	100 N. Forest Park Blvd. #100, Fort Worth TX 76102	817-336-5400		817-336-5400	ap@glsc.com	http://glsc.com/home.aspx
Global Commercial Furnishings Inc	3132 Fortune Way D1, Wellington FL 33414	561-429-4004	Angie Haynes	561-429-4004	ahaynes@gcfnew.com	www.gcfnew.com
Grand River Office	99 W. Western Ave., Muskegon MI 49442	231-260-1201		231-260-1201	margaret@grandriveroffice.com	http://grandriveroffice.com/
Grooms Office Environments	1285 East Montclair, Springfield MO 65804	417-883-4646		417-883-4646	tdadams@groomsinc.com	http://groomsinc.com/
H.D.W. Commercial Interiors	2274 West 93rd Ave, Merrillville IN 46410	219-472-8383	Weber Laura	219-472-8383	orders@hdwinteriors.com	219-472-8094
Hallmark Office Products	5650 Guhn Rd. #124, Houston TX 77040	713-688-1333		713-688-1333	ar@hallmarkoffice.com	http://www.hallmarkoffice.com/Hallmark
Hampton Office Products	248 Donohoe Road, Greensburg PA 15601	724-836-6430	Gary Hampton	724-836-6430		724-836-1469
Harris WorkSystems	11530 SW Tiedeman Ave., Tigard OR 97223	503-643-3018		503-643-3018	Acknowledgements@HarrisWorkSystems.c	https://harrisworksystems.com/
Henricksen, Peoria	1070 W. Ardmore Ave., Itasca IL 60143	630-250-9090	Steve Mefford	630-250-9090		630-250-9112
HER Commercial Interiors	306 Royal Oaks Dr, Fairborn OH 45324	937-873-2510	Crystal Watkins	937-873-2510	mechelle@HERcommercialinteriorscompany	937-873-2136
Hertz Furniture	170 Williams Dr, Suite 201, Ramsey NJ 7446	201-529-2100		201-529-2100	lorraine@hertzfurniture.com	https://www.hertzfurniture.com/
HiTouch Business Services	320 Tech Park Dr. Ste 100, Lavergne TN 37085	877-696-7266		877-696-7266	Dana Teti <dana.teti@hitouchbusinessservic	https://www.hitouchbusinessservices.com
Hoffman Office Supply	PO Box 385, 116 E. 7th St., Jasper IN 47547	812-482-4224	Mike Hoffman	812-482-4224	hofmnofc@psci.net	812-482-9561
HST Interior Elements	650 Rundle Ave, Nashville TN 37210	615.321.9590	Jackie Gooden	615.321.9590	jgooden@intelements.com	www.hstinteriorelements.com
Huston's Office Supplies	3078 S.E. Monroe St., Stuart FL 34997	772-283-4594		772-283-4594	linda@hustonscommercialinteriors.com	772-283-4628
ID Collaborative Inc	201A State St, Greensboro NC 27408	336-370-1117		336-370-1117	kwarfie@dcbiz	https://dcbiz/
ID&A	1700 S. 5th Street, Louisville KY 40208	502-562-9255	Mark Eley	502-562-9255		502-562-9270
Indoff	P.O. Box 46900, St. Louis MO 63146	574-971-1485	Brent Stephens	574-971-1485	brent.stephens@indoff.com	877-479-1641
Innerplan	7001 Innerplan Drive, North Little Rock AR 72113	501-371-0300	Laura Bushman	501-371-0300	info@innerplan.com	501-372-3838
Innovative Office Solutions LLC	151 East Cliff Road, Burnsville MN 55337	952-808-9900		952-808-9900	furnack@innovativeos.com	https://www.innovativeos.com/
Innovative Office Solutions, Inc.	8016 Industrial Dr., Maria Stein OH 45860	419-925-5433	Eric Eyink	419-925-5433	gnietfeld@ios-inc.com	419-925-0311
Intereum	9800 8th Avenue North, Plymouth MN 55441	763-417-3300		763-417-3300	AccountsPayable@intereum.com	https://intereum.com/
Interior Environments	48700 Grand River Ave, Novi MI 48374	248-213-3010	Randy Balconi	248-213-3010		248-213-3011
Interior Office Solutions	240 North Broadway Suite 100, Portland OR 97227	503-205-2200		503-205-2200	kolson@iosinc.net	503-534-0200
Interior Products LLC	17W695 Butterfield Rd, Unit G, Oakbrook Terrace IL 60181	312-733-1186	George Depalma	312-733-1186	cbutler@interiorproducts-chicago.com	
Interior Space Consultants Inc.	2120 Enclave Mill Drive, Dacula GA 30019	770-564-1115		770-564-1115	beth@interiorspaceconsultants.com	http://www.interiorspaceconsultants.com
Interiors for Business, Inc.	409 N. River St., Batavia IL 60510	630-761-1070	Dani Fell	630-761-1070	dfell@interiorsforbusiness.com	www.interiorsforbusiness.com
Interphase Office Interiors, Inc.	3036 Eastern Ave SE, Grand Rapids MI 49508	616-245-0800		616-245-0800	info@interphaseinc.com	616-245-3974
iSpace Environments	811 Glenwood Avenue, Minneapolis MN 55405	612-922-1300		612-922-1300	demoaccounting@ispaceenvironments.com	https://ispaceenvironments.com/
John A. Marshall Co.	10930 Lackman Road, Lenexa KS 66219	913-599-4700	Chad Hammond	913-599-4700	Ashleys@jamarshall.com	www.jamarshall.com
Jones Office Interiors	2232 S. Main St., Ann Arbor MI 48103	734.829.8401	Greg Jones	734.829.8401	gregjonesinc@yahoo.com	
Koch Office Group	325 Grand Ave., Des Moines IA 50309	515-283-2451		515-283-2451	c.dole@kchofficegroup.com	https://kchofficegroup.com/
Kor	808 3rd Ave. SE, Cedar Rapids IA 52403	319-362-0055	Mary Segriff	319-362-0055	bfranzek@korllc.com	www.korllc.com
Lee Company	27 South 12th. St., Terre Haute IN 47807	812.235.8155		812.235.8155	dmcdonald@leecompanyinc.com	www.leecompanyinc.com
Lee Graphics	143 Mesa Drive, St. Albans WV 25177	304-755-1002		304-755-1002	tammymjenkins@leegraphicsinc.com	http://leegraphicsinc.com/
Legacy Group	1600 SW 43rd St., Ste 100, Renton WA 98057	206-217-0310		206-217-0310	INFO@legacy-us.com	https://www.legacy-us.com/
Leland International	5695 Eagle Drive SE, Grand Rapids MI 49512	616-975-9260		616-975-9260	accounting@lelandinternational.com	https://lelandinternational.com/
Level 5, LLC	2018 Powers Ferry Rd, Ste 750, Atlanta GA 30339	404-761-0008		404-761-0008	bbarnes@level5.com	https://www.level5.com/
Loth Inc.	3574 East Kemper Rd., Cincinnati OH 43215	614-487-4000		614-487-4000	vtoporowski@lothinc.com	https://www.lothinc.com/
Lowery McDonnell Co	960 Lively Blvd, Wood Dale IL 60191	630-227-1000		630-227-1000	apdept@lmccinc.net	http://www.lowerymcdonnell.com/
Malone Office Environments	1345 13th Avenue, Columbus GA 31901	706-322-2513		706-322-2513	PAYMENTS@MALONEOFFICE.COM	https://www.maloneoffice.com/
Marrcor Inc	40 N Mojave Rd, Las Vegas NV 89101	702-457-6387		702-457-6387	paulah@ofusalv.com	702-932-6668
Martin Public Seating LLC	PO Box 469, Chardon OH 44024	440-285-9175		440-285-9175	ap@martinpublicseating.com	https://www.martinpublicseating.com/
MarxModa	751 Griswold St, Detroit MI 48150	855-242-9292	Julie Allen	855-242-9292	accounts.payable@marxmoda.com	https://marxmoda.com/
Michigan Office Environments	177 Portage St., Kalamazoo MI 49007	269-343-0630		269-343-0630	jcheasley@moe1.com	269-343-0930
Midwest Educational Furnishings Inc.	21191 N. Valley Rd., Kildeer IL 60047	847-847-1865		847-847-1865	mwelster@mwfurnishings.com	
Midwest Office Interiors	10330 Argonne Woods Dr. Ste 600, Woodridge IL 60517	630-850-8700		630-850-8700	georgestavropoulos@midwestofficeinc.com	http://www.midwestofficeinc.com/?doing
Ming Inc	2496 Rocky Ridge Rd, Birmingham AL 35243	205-979-2900	South	205-979-2900	ming_1@charter.net	http://www.minginc.com/
Mitsch Design	200 S. Rangeline Rd, Ste 213, Carmel IN 46032	317.573.2222		317.573.2222	lbryan@mitschdesign.com	https://www.mitschdesign.com/
National Office Systems, Inc.	120 East 42nd St., Savannah GA 31401	912-238-0539		912-238-0539	april@natoffsys.com	https://www.natoffsys.com/
NBS	2595 Bellingham, Troy MI 48083	419-662-2040	Payable Accounts	419-662-2040	jkleiss@yournbs.com	www.yournbs.com
Norby's Work Perks	11 South 4th St., Grand Forks ND 58201	701-746-9441		701-746-9441	andrea@norbys.com	http://norbys.com/
OEC Business Interiors	900 North Church Rd., Elmhurst IL 60126	630-589-5500	Vita Cardone	630-589-5500		630-589-5637
Office City Express	149 Johnson Dr., Delaware OH 43015-8500	740-363-1765	Glenn Brown	740-363-1765	gbrown@officecityexpress.com	740-362-4858
Office Environment Company	1136 W. Market St., Louisville KY 40203	502.585.5161	Tricia B. OEC	502.585.5161		502.587.6817

Office Environments, Inc.	1500 Grundy's Lane, Bristol PA 19007	267-553-1000		267-553-1000	lkappeler@oeonline.net	https://www.oeonline.net/	
Office Equipment Company	104 E I-65 Service Rd. N., Mobile AL 36607	251-471-3368		251-471-3368		www.oecbi.com	
Office Furniture & Design Concepts	11866 Metro Parkway, Fort Myers FL 33966	239-337-1212	Linda Andre	239-337-1212			239-337-4910
Office Furniture Solutions (MS)	4300 Hewes Avenue, Gulfport MS 39507	228.864.3379	Mike Fitzgerald	228.864.3379	wesleyb1978@cableone.net		228.865.1153
Office Furniture Solutions of Florida	1751 W Copans Rd., Pompano Beach FL 33064	954.973.7997	Lise Wagner	954.973.7997	lise@officesolutionsfl.com		
Office Furniture Warehouse	11660 Keleket Drive, Pittsburgh PA 15136	412-331-6711		412-331-6711	lauren@myofficefurniture.net		412-331-6794
Office Interior Concepts	12600 SW 68th Avenue, Portland OR 97223	503-546-4100		503-546-4100	Martha Monce <mm@oicfurniture.com>	https://oicfurniture.com/	503-546-4141
Office Interiors	12170 Tejon St, Westminster CO 80234	303-953-2425		303-953-2425	deb@officeinteriorsinc.com		
Office Interiors of Memphis	7891 Stage Hills Blvd, Ste 101, Memphis TN 38133	901-372-0023		901-372-0023			901-372-0089
Office Space Planners, Inc.	7150 SW Hampton St., Suite 101, Portland OR 97223	877-918-1947		877-918-1947	derekh@officespaceplanners.com	https://www.officespaceplanners.com/	877-853-1676
OfficeWorks LLC	318 Nancy Lynn Lane Suite 12, Knoxville TN 37919	865-588-7280	Cory Bond	865-588-7280	officeworks@bellsouth.net		865-588-4155
Offisource Inc.	2137 Niles Ave., Saint Paul MN 55116	651.690.0456	Julie Gronholm	651.690.0456	julie@offisource.net		651.690.0457
One Eleven Design	203 East Berry Street, Fort Wayne IN 46802	260-424-1113		260-424-1113	kls@111designonline.com	https://111designonline.co	
Payless Office Products Inc.	13467 Chandler Rd, Omaha NE 66214	402-891-6210		402-891-6210	bserfass@paylessoffice.com	https://www.paylessoffice.com/	
PeopleSpace	240 North Broadway Suite 100, Portland OR 97227	503-205-2200		503-205-2200	kolson@iosinc.net	https://www.peoplespace.com/	503-534-0200
Phelan's Inc,	728 Third Avenue SE, Cedar Rapids IA 52401	319-363-9634	Paul Phelan	319-363-9634	nbirkicht@phelansinteriors.com	www.phelansinteriors.com	319-362-2162
Pigott Inc.	3815 Ingersoll Avenue, Des Moines IA 50312	515-279-8879		515-279-8879	crichards@pigottnet.com		515-279-7338
Professional Office Environments Inc.	222 Millwell Drive, Maryland Heights MO 63043	314-621-0606		314-621-0606	Cathy Louis <clouis@poe-inc.com>	https://www.poe-inc.com/	314-621-0746
Progressive AE	1811 4 Mile Road, NE, Grand Rapids MI 49525	616-447-3326		616-447-3326	galdisi@progressiveae.com	https://www.progressiveae.com/	
Purgistics, LLC	6704 Whitestone Road, Woodlawn MD 21207	443-200-3337		443-200-3337	CHANA@PURGISTICS.COM	https://www.purgistics.com/	
RCF Group	6454 Centre Park Drive, West Chester OH 45069	513.612.7307		513.612.7307	AP@thercfgroup.com	https://www.thercfgroup.com/	513.612.7313
Resource Office Interiors	28970 Cabot Dr Suite 200, Novi MI 48377	248.553.0836	Colleen Backkus	248.553.0836	colleen@roi-llc.com		248.553.0856
Rightsize Facility	5000 W Roosevelt Rd, Chicago IL 60644	312-698-6960	Mason Awtry	312-698-6960	orderacknowledgement@rightsizefacility.co	https://rightsizefacility.com/	312-698-6961
Rivers Edge Innovative Workspaces	301 N. Main St. Ste 1203, Winston-Salem NC 27101	336-245-9632		336-245-9632	info@riversedge-ws.com	https://reworkspaces.com/	
RJE Business Interiors	621 E. Ohio Street, Indianapolis IN 46202	317-293-4051	Michelle Hazel	317-293-4051			317-297-8513
RSFI	401 E Wilson Bridge Rd, Worthington OH 43085	614-880-9110	Joanne Simmons	614-880-9110	joanne@rsfi.com		
School Specialty	PO Box 1017, Appleton WI 54912	920.734.5712	Amy Fuss	920.734.5712			920.882.5992
Schroeder Solutions	1920 South Calhoun Rd., New Berlin WI 53151	262-207-6399		262-207-6399	ap@schroedersolutions.com	http://schroedersolutions.com/	262-786-9486
Scott Rice Office Works	14720 West 105th Street, Lenexa KS 66215	913-888-7600	Steve Jobe	913-888-7600		www.scottrice.com	913-227-7793
Sharp School Services, Inc.	6400 Lincolnway, Hobart IN 46342	219-942-6903	David W. Sharp	219-942-6903	progers@sharpschoolservices.com		219-942-4215
SOS Office Furniture	2441 University Ave., St. Paul MN 55114	651-644-6494		651-644-6494	chris@sosofficefurniture.com	https://www.sosofficefurniture.com/	
Spaces Group	7760 Trinity Road, Ste 106, Cordova TN 38018	901.348.4600		901.348.4600	kemerson@spacesgrp.com		901.345.1969
Spaces, Inc.	14950 W. 86th Street, Lenexa KS 66215	913-894-8900	Chris M. Conmack	913-894-8900	spacesinc.com		913-894-8890
Storey Kenworthy	1333 Ohio Street, Des Moines IA 50314	515-288-3243	Annie Combs	515-288-3243	furnquote@storeykenworthy.com		5152889807
Storr Office Environments	10800 World Trade Blvd., Raleigh NC 27617	336-217-4500		336-217-4500	ahall@storr.com	https://www.storr.com/	336-217-4501
Tallgrass Business Resources	218 2nd Street, Coralville IA 52241-2608	319.364.8148	Doug Parsons	319.364.8148	tvandervvaart@tallgrassbiz.com		319.364.1882
Tenjam	7790 Hastings Rd., Baxter MN 56425	218-824-3170	Mike Collins	218-824-3170	customercare@tenjam.com	https://tenjam.com/	218-829-8677
The Bradley Company	5164 Sinclair Rd., Columbus OH 43229	614-847-6020		614-847-6020	Adam Bradley <abradley@thebradleycompa	https://www.thebradleycompany.com/	614-847-6036
The Furniture Guide	3341 Delta Ave., Minnetonka MN 55305	952-930-0278		952-930-0278	thefurnitureguide@yahoo.com		
The Ohio Desk Company	1122 Prospect Ave., Cleveland OH 44115	216.623.0600	David Humphrey	216.623.0600	acknowledgements@ohiodesk.com	www.ohiodesk.com	216.623.0611
Thrifty Office Furniture Inc.	6321 Angus Drive, Raleigh NC 27617	919-598-8454		919-598-8454	khampson@thriftyofficefurniture.com	http://www.thriftyofficefurniture.com/	
Total Office Interiors	PO Box 822, Salem OR 97308	503-399-1111		503-399-1111	toni@officesalem.com		503-399-9101
Total Office Products & Service	3326 Kramers Lane, Louisville KY 40216	502-636-9278	Chris Vessels	502-636-9278			502-636-3269
Total Office Solutions	3615 Franklin Ave, #328, Waco TX 76710	254-235-8200		254-235-8200	christine@mytotaloffice.com	https://www.mytotaloffice.com/	254-235-8226
W.B. Mason	PO Box 111, Brockton MA 02301	888.926.2766	Don Whitman	888.926.2766		www.wbmason.com	508.588.5167
Walter E. Smithe Furniture	1251 West Thorndale Avenue, Itasca IL 60143	630-285-8000		630-285-8000	wespo@smithe.com	https://www.smithe.com/	630-285-8022
Warehouse Direct	2001 S. Mount Prospect Road, DesPlaines IL 60018	847-631-7168	Ken Johnson	847-631-7168			847-956-5869
Wasser's Furniture	19 NE 1st Ave, Hallandale Beach FL 33009	954.454.9500		954.454.9500	info@wassersfurniture.com		954.457.1240
Way Office Plus	691 S. Division St., Dubois PA 15801	814-371-9100		814-371-9100	cheryl@wayofficeplus.com	www.wayofficeplus.com	814-371-9650
Western Office	500 Citadel Drive, Los Angeles CA 90040	323-271-1800		323-271-1800	SAtencio@westernoffice.com		
Williams Interior Designs, Inc.	2168 City Gate Dr., Columbus OH 43219	614-418-7250	Carolyn Francis	614-418-7250			614-418-9047
Wise Office Supply	PO Box 748, Troy AL 36081	334-566-3790	Layne Wise	334-566-3790	wise@troycable.net		
Workscapes	501 E. Kennedy Blvd, Ste 100, Tampa FL 33602	877-967-5722		877-967-5722	hpick@workscapes.com	https://www.workscapes.com/	
Workspace Ohio LLC	dba: Dupler Office, Columbus OH 43215	614-227-5640	Carrie Dupler	614-227-5640	purchaseorders@dupleroffice.com	https://www.dupleroffice.com/	
Wrk Lab Inc	3605 N.W. 115th Ave., Doral FL 33178	305-400-8101		305-400-8101	acknowledgements@wrklab.com	https://wrklab.com/	
Zimmerman School Equipment	PO Box 209, Blacklick OH 43004	614-861-6383	Mark Zimmerman	614-861-6383	markzimm24@yahoo.com	www.zimmermanschoolequipment.com	614-759-4486

Required Confidential Information Status Form

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS (ESC8) IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Texas Gov't Code or other law(s), you **must attach a copy of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials then scan, name "CONFIDENTIAL" and upload with your proposal submission.** (You must include all the confidential information in the submitted proposal. The copy uploaded is to indicate which material in your proposal, if any, you deem confidential in the event the receives a Public Information Request.) ESC8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law. Upon your claim and your defense to the Office of Texas Attorney General is required to make the final determination whether the information submitted by you and held by ESC8 and TIPS is confidential and exempt from public disclosure.

TableX LLC

Name of company

James Skillman, President

Printed Name and Title of authorized company officer declaring below the confidential status of material

555 Cathy Lane Jasper IN 47546 812-481-1177

Address City State ZIP Phone

ALL VENDORS MUST COMPLETE THE ABOVE SECTION.

I DO CLAIM parts of my proposal to be confidential and DO NOT desire to expressly waive a claim of confidentiality of all information contained within our response to the solicitation. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials.

ATTACHED ARE COPIES OF _____ PAGES OF CLAIMED CONFIDENTIAL MATERIAL FROM OUR PROPOSAL THAT WE DEEM TO BE NOT PUBLIC INFORMATION AND WILL DEFEND THAT CLAIM TO THE TEXAS ATTORNEY GENERAL IF REQUESTED WHEN A PUBLIC INFORMAITON REQUEST IS MADE FOR OUR PROPOSAL.

Signature _____ Date 4/9/20

OR -----

I DO NOT CLAIM any of my proposal to be confidential, complete the section below.

Express Waiver: I desire to expressly waive any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

Signature James Skillman Digitally signed by James Skillman Date: 2020.03.12 14:39:52 -04'00' Date 4/9/20



effective January 1, 2020

TableX merchandise limited warranty on the original purchase covers normal use for 50 years from date of shipment against defect regarding workmanship and materials.

Electrical components are covered for 1 year. Moving components; such as, but not exclusive to; casters, flip top mechanisms and height adjustment mechanisms are covered for 5 years. Note of exception on Nesting Extrusions, warranty is 10 years.

Formica, Wilsonart, Pionite, and Nevamar laminates, and Butcher Block tops are covered by the specified surface manufacturer under their particular warranty only. TableX does not promote laminate "self edge" tops due to their tendency to be damaged during everyday use. Self edge tops are done by special request only and are covered for 1 year.

Finishes, when exposed to ultraviolet rays, may change color. Desktop accessories with rubber or plastic feet can penetrate or burn a finish. These issues are not warranted and will not be the responsibility of TableX.

Exclusions include:

- Normal wear and tear over course of ownership or abuse beyond originally intended use of product.
- Modifications or additions to the product, or final product assembly that is not TableX approved.
- Product used for rental purposes
- Damage caused by misapplication of cleaning chemicals or improper use of core and cleaning procedures.
- Surface materials damaged by excessive humidity or dryness in an uncontrolled environment.

When ordering tops or bases ONLY; TableX will not be held liable for any tops or bases used in conjunction with any other manufacturer's products.

Any repairs or modifications by the customer must receive specific written authorization from TableX prior to being executed, or warranty may be voided.

In no event shall liability under this warranty exceed the original purchase price of the product.

All TableX products are tested to meet or exceed BIFMA standards.