



U.S. COMMUNITIES™
GOVERNMENT PURCHASING ALLIANCE



COMPETITIVE SOLICITATION

BY FRESNO UNIFIED SCHOOL DISTRICT

FOR

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

ON BEHALF OF ITSELF AND OTHER GOVERNMENT AGENCIES

AND MADE AVAILABLE THROUGH THE U.S. COMMUNITIES

GOVERNMENT PURCHASING ALLIANCE

RFP 12-22

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Registration Form

**RFP 12-22
CLEANING SUPPLIES, EQUIPMENT AND CUSTODIAL RELATED PRODUCTS,
SERVICES AND SOLUTIONS**

FAX BACK THIS SHEET ONLY

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

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

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

Name _____

Title _____

Organization _____

Street Address _____

Address (cont.) _____

City _____

State/Province _____

Zip/Postal Code _____

Work Phone _____

Fax _____

E-mail _____

NOTICE TO VENDORS

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

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

RFP 12-22

Proposals must be received prior to **2:01 P.M. on August 21, 2012** in the District's Purchasing Department, 4498 N. Brawley Ave., Fresno, CA 93722, after which time they will be opened and evaluated. Proposals must be sealed, prominently marked with the RFP number, title, due date, time, and name of vendor on outside of envelope. Facsimile (FAX) copies of the RFP will not be allowed. Proposals shall be submitted on forms prepared by the District.

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

Published July 23, 2012

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

This Proposal submitted by:

Name of Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

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

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

Vendor Legally Authorized Signature

Print Name

Title

Date

INTRODUCTION AND BACKGROUND OVERVIEW

1. INTRODUCTION

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

Proposals will be received prior to 2:01 P.M. on August 21, 2012. Envelopes must be sealed, prominently marked with the RFP number, RFP title, RFP opening time/date and name of vendor, and submitted to:

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

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

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

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

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

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

INTRODUCTION AND BACKGROUND OVERVIEW

2. OBJECTIVES

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

3. GENERAL TERMS AND CONDITIONS

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

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

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

INTRODUCTION AND BACKGROUND OVERVIEW

Purchasing. If not picked up within fifteen (15) calendar days after date of such notice, samples may be disposed of by the District. Vendors (or their agent) hereby assume all risks of loss or damage to samples whatever the cause.

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

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

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

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

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

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

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

INTRODUCTION AND BACKGROUND OVERVIEW

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

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

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

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

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4. GENERAL DEFINITION OF PRODUCTS AND/OR SERVICES

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

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

A. Cleaning Supplies

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

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

C. Cleaning and Maintenance Equipment

A complete selection of outdoor cleaning equipment, walk-behind scrubbers, rider scrubbers, scrubber-sweepers, rider sweepers, walk-behind sweepers and floor machines, burnishers, carpet extractors, vacuums, and any other cleaning and maintenance equipment offered by Supplier.

INTRODUCTION AND BACKGROUND
OVERVIEW

D. Related Cleaning and Maintenance Equipment Products, Services and Solutions –
The complete range of Related Cleaning and Maintenance Equipment, Services and Solutions offered by Supplier.

INTRODUCTION AND BACKGROUND U.S. COMMUNITIES

5. ABOUT U.S. COMMUNITIES

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

National Sponsors

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

Advisory Board

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

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

Current U.S. Communities Advisory Board Members

North Carolina State University, NC	Hillsborough Schools, FL
City of Los Angeles, CA	City of Houston, TX
Cobb County, GA	Los Angeles County, CA
Denver Public Schools, CO	Maricopa County, AZ
Fresno Unified School District, CA	Miami-Dade County, FL
City and County of Denver, CO	Salem-Keizer School District, OR
Hennepin County, MN	City of San Antonio, TX
Emory University, GA	San Diego Unified School District, CA
Fairfax County, VA	City of Seattle, WA
Harford County Public Schools, MD	Great Valley School District, PA
City of Kansas City, MO	Auburn University, AL

Participating Public Agencies

Today more than 50,000 public agencies utilize U.S. Communities contracts and suppliers to procure over \$1.2 Billion Dollars in products and services annually. Each month more than 400 new public agencies register to participate. The continuing rapid growth of public agency participation is fueled by the program's proven track record of providing public agencies unparalleled value.

INTRODUCTION AND BACKGROUND U.S. COMMUNITIES

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

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

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

Estimated Volume

The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$100 Million Dollars annually. This estimate is based on the anticipated volume of the Lead Public Agency, the U.S. Communities Advisory Board members, and current sales within the U.S. Communities program. While there is no minimum quantity of products required to be purchased under the proposed Master Agreement, Fresno Unified School District and the U.S. Communities Advisory Board Members are committed to utilizing the Master Agreement. The Advisory Board members shall determine if the Master Agreement is of value to their agency, and will promote the Master Agreement among other public agencies nationwide and internationally. The Advisory Board in 2011 purchased more than \$85 Million Dollars of products and services from existing U.S. Communities contracts.

Marketing Support

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

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

Marketplace

U.S. Communities has developed an online Marketplace, which gives Participating Public

INTRODUCTION AND BACKGROUND U.S. COMMUNITIES

Agencies the ability to purchase from many U.S. Communities contracts directly from our website. The Marketplace makes it easier for Participating Public Agencies to access many contracts through a single login and place orders using a procurement card, credit card or purchase order. Suppliers have the ability to add their products to the Marketplace at no cost.

Multiple Awards

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

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

Evaluation of Proposals

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

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

SUPPLIER QUALIFICATIONS COMMITMENTS

6. SUPPLIER QUALIFICATIONS AND COMMITMENTS

Commitments

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

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

(a) **Corporate Commitment.**

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

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

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

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

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

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

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

SUPPLIER QUALIFICATIONS COMMITMENTS

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

(b) **Pricing Commitment.**

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

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

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

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

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

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

SUPPLIER QUALIFICATIONS COMMITMENTS

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

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

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

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

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

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

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

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

(i) **Supplier Sales.** Supplier shall be responsible for proactive direct sales of Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All of Supplier's sales materials targeted towards

SUPPLIER QUALIFICATIONS COMMITMENTS

Public Agencies shall include the U.S. Communities logo. U.S. Communities hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the U.S. Communities name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill, rights, or benefits derived from Supplier's use of the U.S. Communities name, trademark, or logo shall inure to the benefit of U.S. Communities. U.S. Communities shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, Supplier grants to U.S. Communities an express license to reproduce and use Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist U.S. Communities by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides the best government pricing, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

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

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

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

- (A) A dedicated U.S. Communities internet web-based homepage containing:
 - (1) U.S. Communities standard logo with Founding Co-Sponsors logos;
 - (2) Copy of original procurement solicitation;
 - (3) Copy of Master Agreement including any amendments;
 - (4) Summary of Products and Services pricing;
 - (5) Electronic link to U.S. Communities' online registration page; and
 - (6) Other promotional material as requested by U.S. Communities.
- (B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.
- (C) A dedicated email address for general inquiries in the following format: uscommunities@(name of supplier).com.

SUPPLIER QUALIFICATIONS COMMITMENTS

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

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

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

SUPPLIER QUALIFICATIONS
U.S. COMMUNITIES ADMINISTRATION AGREEMENT

U.S. Communities Administration Agreement

The Supplier is required to execute the U.S. Communities Administration Agreement unaltered (attached hereto as Appendix B) prior to the award of the U.S. Communities contract. The Agreement outlines the Supplier's general duties and responsibilities in implementing the U.S. Communities contract.

The executed U.S. Communities Administration Agreement is required to be submitted with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification.

**SUPPLIER QUALIFICATIONS
SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION**

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

- A. State if pricing for all Products/Services offered will be the most competitive pricing offered by your organization to Participating Public Agencies nationally.
 YES____ NO____

- B. Does your company have the ability to provide service to any Participating Public Agencies in the contiguous 48 states, and the ability to deliver service in Alaska and Hawaii?
 YES____ NO____

- C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in all 50 U.S. states?
 YES____ NO____

- D. Did your company have sales greater than \$100 million last year in the United States?
 YES____ NO____

- E. Does your company have existing capacity to provide toll-free telephone and state of the art electronic, facsimile and internet ordering and billing?
 YES____ NO____

- F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting U.S. Communities program contract?
 YES____ NO____

- G. Does your company agree to respond to all agency referrals from U.S. Communities within 2 business days?
 YES____ NO____

- H. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with U.S. Communities to monitor program implementation progress?
 YES____ NO____

- I. Will your company commit to the following program implementation schedule?
 YES____ NO____

- J. Will the U.S. Communities program contract be your lead public offering to Participating Public Agencies?
 YES____ NO____

Submitted by: _____

(Printed Name)

(Signature)

(Title)

(Date)

**SUPPLIER QUALIFICATIONS
NEW SUPPLIER IMPLEMENTATION CHECKLIST**

New Supplier Implementation Checklist	Target Completion After Award
1. First Conference Call	One Week
<ul style="list-style-type: none"> Discuss expectations Establish initial contact people & roles Outline kickoff plan Establish WebEx training date 	
2. Second Conference Call	One Week
<ul style="list-style-type: none"> Review Contract Commitments 	
3. Administrative Agreement Signed	One Week
<ul style="list-style-type: none"> Lead Public Agency agreement signed 	
4. Supplier Login Established	One Week
<ul style="list-style-type: none"> Complete Supplier initiation form Complete Supplier product template Create user account & user ID - Communicate to Supplier 	
5. Initial Sr. Management Meeting	Two Weeks
<ul style="list-style-type: none"> Review commitments Discuss National Account Manager (NAM) role & staff requirements Discuss reporting process & requirements Review kickoff plan Determine field sales introductory communication plan 	
6. Initial NAM & Staff Training Meetings	Two Weeks
<ul style="list-style-type: none"> Discuss expectations, roles & responsibilities Introduce and review web-based tools Discuss sales organization & define roles Review with NAM Review process & expectations with NAM and lead referral person Discuss marketing plan and customer communication strategy Discuss Admin process/expectations & provide admin support training 	
7. Review Top 10 Local Government Contracts	Two Weeks
<ul style="list-style-type: none"> Determine strategies with NAM 	
8. Program Contact Requirements	Two Weeks
<ul style="list-style-type: none"> Supplier contacts communicated to U.S. Communities Staff Dedicated email Dedicated toll free number Dedicated fax number 	
9. Web Development	
<ul style="list-style-type: none"> Initiate IT contact 	Two Weeks
<ul style="list-style-type: none"> Website construction 	Three Weeks

**SUPPLIER QUALIFICATIONS
NEW SUPPLIER IMPLEMENTATION CHECKLIST**

Website final edit	Four Weeks
Product upload to U.S. Communities site	Four Weeks
10. Sales Training & Roll Out	
Regional Manager (RM) briefing - Coordinate with NAM	One Week
Initial remote WebEx training for all sales - Coordinate with NAM	Two Weeks
Top 10 metro areas - Coordinate with NAM & RM	Four Weeks
Initiate contact with Advisory Board (AB) members	Four Weeks
Training plan for other metros	Four Weeks
11. Marketing	
General announcement	
1 Page Summary with Supplier contacts	
Branding of program	
Supplier handbook	
Announcement to AB and Sponsors	
12. Green Initiative	
Identify Green Products	Two Weeks
- Certifications	
- New product identification	
Identify green expert	
Green reporting	Six Weeks
Upload product to U.S. Communities website	Four Weeks
- Product description	
- Picture	
- SKU	
Green marketing material	Six Weeks
- Approved by U.S. Communities	
- Printed/ Images	
- Articles/ Best Practices/ Supplier internal green practices	
- Workshops	
- Green tradeshow	
- 3rd Party green vendors	

SUPPLIER INFORMATION

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

Company

1. Total number and location of sales persons employed by your company in the United States;

Example:

NUMBER OF SALES REPRESENTATIVES	CITY	STATE
13	Phoenix	AZ
6	Tucson	AZ
10	Los Angeles	CA
12	San Francisco	CA
6	San Diego	CA
5	Sacramento	CA
3	Fresno	CA
	Etc.	Etc.
Total: 366		

2. Number and location of manufacturing facilities in the United States and Canada.
3. Number and location of distribution outlets in the United States (if applicable);
4. Number and location of support centers (if applicable);
5. Annual sales for 2009, 2010 and 2011 in the United States; Sales reporting should be segmented into the following categories:

SUPPLIER ANNUAL SALES IN THE UNITED STATE FOR 2009, 2010, AND 2011			
Segment	2009 Sales	2010 Sales	2011 Sales
Cities			
Counties			
K-12 (Public/Private)			
Higher Education (Public/Private)			
States			
Other Public Sector and Nonprofits			
Federal			
Private Sector			
Total Supplier Sales			

6. Submit your current Federal Identification Number and latest Dun & Bradstreet report.

SUPPLIER INFORMATION

7. Provide a list with contact information of your company's ten largest public agency customers. U.S. Communities Advisory Board Members are to be excluded from the list provided. Provide a list with contact information of five public agency customers that your company has lost in the last twelve months.
8. Provide three references in ATTACHMENT A that Supplier has provided products or services of similar size and scope as those outlined in this RFP. Include complete contact information, a description of products provided and/or services performed, and total dollar amount of product and/or services performed.

Distribution

1. Describe how your company proposes to distribute the Products nationwide.
2. Identify all other companies that will be involved in processing, handling or shipping the Product to the end user.
3. State the effectiveness of the proposed distribution in providing the lowest cost to the end user.
4. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
5. If applicable, describe your company's ability to do business with dealer/distribution organizations that are either small or MWBE businesses as defined by the Small Business Administration.
6. State the company's standard delivery time, options for expediting delivery and return policies.
7. State restocking fees and procedures for returning products.

Marketing

1. Outline your company's plan for marketing the Products to State and local government agencies nationwide.
2. Explain how your company will educate its national sales force about the Master Agreement.
3. Explain how your company will market and transition the Master Agreement into the primary offering to Participating Public Agencies.
4. Explain how your company plans to market the Master Agreement to existing government customers and transition these customers to the Master Agreement. Please provide the amount of purchases of existing public agency clients that your company will transition to the U.S. Communities contract for the initial three years of the contract in the following format within your proposal.

SUPPLIER INFORMATION

- a. \$_____.00 will be transitioned in year one.
 - b. \$_____.00 will be transitioned in year two.
 - c. \$_____.00 will be transitioned in year three.
5. Explain how your company proposes to resolve any complaints, issues or challenges.
 6. Please submit the resume of the person your company proposes to serve as the National Accounts Manager. Also provide the resume for each person that will be dedicated full time to U.S. Communities account management along with key executive personnel that will be supporting the program.

Products

1. Provide a description of the Products, Services and Solutions to be provided by the major product categories set forth in the General Definition of Products and Services of the RFP. The primary objective is for each Supplier to provide its complete offering so that Participating Public Agencies may order a range of product, services and solutions as appropriate for their needs.
2. Describe any special programs that your company offers that will improve customers' ability to access Products, on-time delivery or other innovative strategies.
3. State your normal delivery time (in days).
4. State backorder policy. Do you fill or kill order and require Agency to reorder if item is backordered?
5. Describe the capacity of your company to broaden the scope of the contract and keep the product offerings current and ensure that latest products, standards and technology for Cleaning Supplies, Equipment and Custodial Related Products, Services and Solutions.

Services and Solutions

1. Describe your company's ability to offer training for custodial staff along with the types of training you offer. Associated costs, if any, should be included in cost proposal.
2. Describe the methodologies of how training is delivered; in-person, on-site, web, etc., and the languages the training is offered.
3. Describe whether training can accommodate staff with special needs such as physical or mental disabilities.
4. Describe your company's ability to provide trouble-shooting services. Associated costs, if any, should be included in cost proposal.
5. Describe your company's ability to provide on-site efficiency, safety, green cleaning, and cost-reduction audits. Associated costs, if any, should be included in cost proposal.

SUPPLIER INFORMATION

Quality

1. Describe your company's quality control processes from manufacture through delivery.
2. What testing methodologies do you use to ensure compliance with company specifications and industry standards?
3. Describe your problem escalation process.
4. How are customer complaints measured and categorized? What processes are in place to know that a problem has been resolved?
5. Describe and provide any product or service warranties.

Administration

1. Describe your company's capacity to employ EDI, telephone, ecommerce, with a specific proposal for processing orders under the Master Agreement. State which forms of ordering allow the use of a procurement card and the accepted banking (credit card) affiliation.
2. Describe your company's internal management system for processing orders from point of customer contact through delivery and billing. Please state if you use a single system or platform for all phases of ordering, processing, delivery and billing.
3. Describe your company's ecommerce capabilities, including details about your ability to create punch out sites and accept orders electronically (cXML, OCI, etc.). Describe order authorization hierarchies and unique user role capabilities. Please detail where you have integrated with a public agency's ERP (PeopleSoft, Lawson, Oracle, SAP, etc.) system in the past and include some details about the resources you have in place to support these integrations. List, by ERP provider, the following information: name of public agency, ERP system used, "go live" date, net sales per calendar year since "go live", and percentage of agency sales being processed through this connection.
4. Describe your company's implementation and success with existing multi-state cooperative purchasing programs, if any, and provide the entity's name(s), contact person(s) and contact information as reference(s).
5. Describe the capacity of your company to report monthly sales under the Master Agreement by Participating Public Agency within each U.S. state.
6. Describe the capacity of your company to provide management reports, i.e. commodity histories, procurement card histories, green spend, etc. for each Participating Public Agency.
7. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

SUPPLIER INFORMATION

National Staffing Plan

A staffing plan is required which describes the Supplier's proposed staff distribution to accomplish this work. The staffing plan should indicate a chart that partitions the time commitment of each professional staff member across the proposed tasks and a timeline for the project. It is mandatory that this section identify the key personnel who are to work on the project, their relationship to the contracting organization, and amount of time to be devoted to the project.

Environmental

1. Provide a brief description of any company environmental initiatives.
2. Describe how your company's products contribute to the LEED-EBOM rating system.
 - a. For cleaners (general purpose, bathroom, glass, hard surface, carpet and upholstery cleaners and degreasers), hand soaps, and hard floor care products (strippers, waxes, etc.), describe which products are Green Seal or EcoLogo certified. In addition provide any asthmagen screens as appropriate by product.
 - b. For specialty cleaning products (graffiti remover, metal polish, drain cleaners, etc.), describe which products are Green Seal, EcoLogo or DfE certified products.
 - c. Describe which paper products (toilet tissue, facial tissue, hand towels, napkins, etc.) and can liners meet U.S. EPA CPG recycled content minimums.
 - d. Describe which vacuums are certified by the Carpet and Rug Institute's (CRI's) Green Label program and which carpet extractors are certified by the CRI's Seal of Approval program.
 - e. Describe any product offerings which incorporate products with integrated dilution control devices which ensure correct dilution ratios without the need for mixing stations.
 - f. Describe any product offerings which support green cleaning (high performance cleaning) practices, such as microfiber dust mops and wiping cloths, or ergonomic, low-decibel, battery-powered or high efficiency equipment, etc.
 - g. Describe any additional product certifications which contribute to LEED-EBOM.
3. What is your company's environmental strategy?
4. What is your investment in being an environmentally preferable product leader?
5. Do you have any resources dedicated to your environmental strategy? Please describe.
6. What percentage of your offering is environmentally preferable and what are your plans to improve this offering?

SUPPLIER INFORMATION

Additional Information

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

GENERAL INFORMATION

1. SCOPE OF CONTRACT:

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

2. PRE-PROPOSAL CONFERENCE:

- 2.1. A pre-proposal conference will be held on August 1, 2012 at 2:00 P.M. local time at FUSD Purchasing Department 4498 N. Brawley Avenue, Fresno, California. The conference is not mandatory. Interested proposers are strongly encouraged to attend.

3. CONTRACT PERIOD AND RENEWAL:

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

4. CALENDAR OF EVENTS (Subject to Change):

<u>Event</u>	<u>Date</u>
Issue RFP	July 23, 2012
Pre-Proposal Conference	August 1, 2012 at 2:00 pm PDT
Deadline for receipt of questions via email	August 6, 2012 by 4:00 pm PDT
Issue Addendum/a (if required)	August 8, 2012
Proposal Due Date	August 21, 2012
Approval – Board of Education	September, 2012
Contract Effective Date	October 10, 2012

5. TECHNICAL PROPOSAL INSTRUCTIONS:

- 5.1. The Proposer must submit the Technical Proposal in a separate binder containing the following information. This information will be considered the minimum content of the proposal.

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Proposal contents shall be arranged in the same order and identified with headings as presented herein. It is required that ten (10) copies of the technical proposal be provided in CD or thumb drive format. The Proposer must include a notarized statement that the CD or thumb drive version is a true copy of the printed version.

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

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

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

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

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

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

Tab 4 – PROPOSER INFORMATION:

- a. **Supplier Qualifications** (Ref. pages 11-15): Proposer must include a narrative of its understanding and acceptance of the Supplier Commitments.
- b. Completed and signed Supplier Worksheet for National Program Consideration (Ref. page 21).
- c. Supplier Information (Ref. pages 24-29)

Tab 5 – STATEMENT OF QUALIFICATIONS:

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

- a. Organizational and Staff Experience: Proposers must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include direct experience with the specific subject matter.
- b. References: Provide three (3) references in Attachment A of public agencies where products or services of similar size and scope have been performed in the last twelve (12)

GENERAL INFORMATION

months. References must include organization names, addresses, names of contact persons, and telephone numbers for such references.

- c. **Personnel:** The manufacturing staff and dealer/distribution network staff who may be assigned direct work during this contract should be identified. Information is required which will show the composition of the work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical supervisors and key technical personnel, and approximate percentage of the total time each will be available for this contract.

Tab 6 – FINANCIAL STATEMENTS:

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

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

6. COST PROPOSAL INSTRUCTIONS:

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

It is required that ten (10) copies of the cost proposal be provided in CD or thumb drive format. The Proposer must include a notarized statement that the CD or thumb drive version is a true copy of the printed version.

- a. Provide the pricing using a **fixed percentage (%)** discount off PROPOSER'S CATALOG PRICE LIST or other objectively verifiable criteria.
- b. Provide the reference to the standard index or other objective criteria used to determine pricing of each Product category and state why this is most advantageous to Participating public Agencies. **Copies of the relevant price lists must be included in the Cost Proposal.**
- c. Price list should include a column to show product's environmental attributes such as chemical products third party "green" certification, paper products percent post-consumer waste and percent total recycled content, can liners HDPE, LLDPE or LDPE designation, etc.
- d. Provide the pricing for all services and solutions using a **mark-up percentage over cost.** Cost shall be substantiated by an actual invoice indicating the amount paid for services or solutions. Proposer may propose alternative methodologies for pricing services if it feels it is in the best interest of Participating Public Agencies.
- e. Detail any additional pricing incentives or rebates that may be available such as for large volume purchase by Participating Public Agencies.
- f. Prices/discounts shall be F.O.B. destination.

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- g. It is the Proposer's responsibility to provide the District and Participating Public Agencies with an up-to-date price list and any necessary brochures, finish material samples or related materials at no charge for the duration of the contract.
- 6.2. The Proposer must submit Sample Pricing in ATTACHMENT B for evaluation purposes only. Pricing should be based on Proposers fixed percentage discount off its manufacturer catalog price list. Proposer may take into consideration any pricing incentives or rebates it is offering through this contract.

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

7. CONTACT FOR CONTRACTUAL MATERS:

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

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

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

8. SUBMISSION OF PROPOSALS:

- 8.1. One (1) original (duly marked) and ten (10) copies of the Technical proposal, and one (1) original (duly marked) and ten (10) copies of the Cost proposal shall be delivered to the following address in sealed envelopes or packages with the proposal number, title and the Proposers name and address on the outside. In addition, ten (10) copies of the Technical proposal and ten (10) copies of the Cost proposal shall be provided in a CD or thumb drive format. The Proposer must include a notarized statement that the CD or thumb drive version is a true copy of the printed version. Electronically stamped delivery receipts are available.

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

- 8.2. Proposers are reminded that changes to the Request for Proposal, in the form of Addenda, are often issued. All addenda MUST be signed and submitted to the Purchasing Department, 4498 N. Brawley Avenue, Fresno, CA 93722 before the due date/time or must accompany the proposal. Notice of addenda will be posted at www.fresnounified.org/dept/operations/Purch. It is the Proposer's responsibility to monitor the web page for the most current addenda.
- 8.3. It is the Proposer's responsibility to clearly identify and to describe the products and services being offered in response to this Request for Proposal. Proposers are cautioned that organization of their response, as well as thoroughness is critical to the District's evaluation process. The

GENERAL INFORMATION

RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

8.4. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required. The District encourages the use of recycled paper, therefore it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides.

8.5. Each original and set of the ten (10) copies of the proposal shall consist of:

- a. Cover Sheet
- b. Technical proposal as required in the General Information section, paragraph 5, **TECHNICAL PROPOSAL INSTRUCTIONS.**
- c. Cost proposal as required in the General Information section, paragraph 6, **COST PROPOSAL INSTRUCTIONS.**

8.6. By executing the cover sheet, Proposer acknowledges that it has read this Request for Proposal, understand it, and agree to be bound by its terms and conditions. Proposals may be submitted by mail or delivered in person.

9. LATE PROPOSALS:

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

10. PERIOD THAT PROPOSALS REMAIN VALID:

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

11. EVALUATION OF PROPOSAL – SELECTION FACTORS:

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

11.1. **PROVEN EXPERIENCE** of the Company's success in providing Cleaning Supplies, Equipment and Custodial Related Products, Services and Solutions on a nationwide and local basis in a timely manner.

11.2. Depth of response to **TECHNICAL PROPOSAL INSTRUCTIONS** (Ref. General Information, paragraph 5).

11.3. Depth of response to **COST PROPOSAL INSTRUCTIONS** (Ref. General Information, paragraph 6).

11.4. Depth of response to **SUPPLIER QUALIFICATIONS AND SUPPLIER INFORMATION.**

GENERAL INFORMATION

12. TRADE SECRET/PROPRIETARY INFORMATION:

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

APPENDIX A
MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

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

RECITALS

WHEREAS, after a competitive solicitation and selection process by Lead Public Agencies, a number of Suppliers have entered into Master Agreements to provide a variety of goods, products and services based on national and international volumes (herein “Products and Services”);

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

WHEREAS, the parties desire to comply with the requirements and formalities of the Intergovernmental Cooperation Act as may be applicable to the laws of the State of purchase;

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

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

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

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

APPENDIX A
MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

6. The procuring party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The procuring party shall be responsible for the ordering of Products and Services under this agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the procuring party.
8. The exercise of any rights or remedies by the procuring party shall be the exclusive obligation of such procuring party.
9. This agreement shall remain in effect until termination by a party giving 30 days written notice to U.S. Communities at 2033 N. Main Street, Suite 700, Walnut Creek, CA 94596.
10. This agreement shall take effect after execution of the Lead Public Agency Certificate or Participating Public Agency Registration, as applicable.

APPENDIX B
ADMINISTRATION AGREEMENT

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

RECITALS

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

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

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

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

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

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

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

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

ARTICLE I

GENERAL TERMS AND CONDITIONS

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

1.2 U.S. Communities shall be afforded all of the rights, privileges and indemnifications afforded to Lead Public Agency under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to U.S. Communities under this Agreement

APPENDIX B ADMINISTRATION AGREEMENT

including, without limitation, Supplier's obligation to provide insurance and certain indemnifications to Lead Public Agency.

1.3 Supplier shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.

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

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

ARTICLE II

TERM OF AGREEMENT

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

ARTICLE III

REPRESENTATIONS AND COVENANTS

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

3.2 U.S. Communities' Representations and Covenants.

(a) Marketing. U.S. Communities shall proactively market the Master Agreement to Public Agencies using resources such as a network of major sponsors including the National League of Cities (NLC), National Association of Counties (NACo), United States Conference of Mayors (USCM), Association of School Business Officials (ASBO) and National Institute of Governmental Purchasing (NIGP) (collectively, the "Founding Co-Sponsors") and individual state-level sponsors. In addition, the

APPENDIX B ADMINISTRATION AGREEMENT

U.S. Communities staff shall enhance Supplier's marketing efforts through meetings with Public Agencies, participation in key events and tradeshow and by providing online tools to Supplier's sales force.

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

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

(a) Corporate Commitment.

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

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

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

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

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

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

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

APPENDIX B ADMINISTRATION AGREEMENT

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

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

(b) **Pricing Commitment.**

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

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

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

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

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

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

APPENDIX B ADMINISTRATION AGREEMENT

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

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

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

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

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

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

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

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

(i) **Supplier Sales.** Supplier shall be responsible for proactive direct sales of Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All of Supplier's sales materials targeted towards Public Agencies shall include the U.S. Communities logo. U.S. Communities hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the U.S. Communities name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill,

APPENDIX B ADMINISTRATION AGREEMENT

rights, or benefits derived from Supplier's use of the U.S. Communities name, trademark, or logo shall inure to the benefit of U.S. Communities. U.S. Communities shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, Supplier grants to U.S. Communities an express license to reproduce and use Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist U.S. Communities by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides the best government pricing, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

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

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

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

(A) A dedicated U.S. Communities internet web-based homepage
containing:

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

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

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

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

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

APPENDIX B ADMINISTRATION AGREEMENT

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

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

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

ARTICLE IV

PRICING AUDITS

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

ARTICLE V

APPENDIX B
ADMINISTRATION AGREEMENT

FEES & REPORTING

5.1 **Administrative Fees.** Supplier shall pay to U.S. Communities a monthly administrative fee based upon the total sales price of all purchases shipped and billed pursuant to the Master Agreement, excluding taxes, in the amount of two percent (2%) of aggregate purchases made during each calendar month (individually and collectively, "**Administrative Fees**"). Supplier's annual sales shall be measured on a calendar year basis. All Administrative Fees shall be payable in U.S. Dollars and shall be made by wire to U.S. Communities, or its designee or trustee as may be directed in writing by U.S. Communities. Administrative Fees shall be due and payable within thirty (30) days of the end of each calendar month for purchases shipped and billed during such calendar month. U.S. Communities agrees to pay to Lead Public Agency five percent (5%) of all Administrative Fees received from Supplier to help offset Lead Public Agency's costs incurred in connection with managing the Master Agreement nationally.

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

(a) Monthly Sales Reports shall include all sales reporting under the Master Agreement, and a breakout of Environmental Preferable (Green) sales reporting. Supplier must make reasonable attempts at filling in all required information and contact U.S. Communities with a plan to correct any deficiencies of data field population.

(b) Submitted reports shall be verified by U.S. Communities against its registration database. Any data that is inconsistent with the registration database shall be changed prior to processing.

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

5.4 **Online Reporting.** Within sixty (60) days of the end of each calendar quarter, U.S. Communities shall provide online reporting to Supplier containing Supplier's sales reporting for such calendar quarter. Supplier shall contact U.S. Communities within fifteen (15) days of receiving notification of the online reporting and report to U.S. Communities any concerns or disputes regarding the reports, including but not limited to concerns regarding the following:

**APPENDIX B
ADMINISTRATION AGREEMENT**

Report Name	Follow up with U.S. Communities
5 Qtr Drop Sales Analysis	Financial & Reporting Manager
Zero States Sales Report	Program Manager
Registered Agency Without Sales Report	Program Manager

Supplier shall have access to the above reports through the U.S. Communities intranet website. The following additional reports are also available to Supplier and are useful in resolving reporting issues and enabling Supplier to better manage its Master Agreement:

- (i) Agency Sales by Population/Enrollment Report
- (ii) Hot Prospect Sales Report
- (iii) New Lead Sales Report
- (iv) State Comparison Sales Report
- (v) Advisory Board Usage Report
- (vi) Various Agency Type Comparison Reports
- (vii) Sales Report Builder

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

ARTICLE VI

MISCELLANEOUS

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

6.2 Attorney's Fees. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.

6.3 Assignment.

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

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

APPENDIX B
ADMINISTRATION AGREEMENT

or any JAMS employees, are confidential, privileged, and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. If the dispute is not resolved within thirty (30) days from the date of the submission of the dispute to mediation (or such later date as the parties may mutually agree in writing), the administration of the arbitration shall proceed. The mediation may continue, if the parties so agree, after the appointment of the arbitrator. Unless otherwise agreed by the parties, the mediator shall be disqualified from serving as arbitrator in the case. The pendency of a mediation shall not preclude a party from seeking provisional remedies in aid of the arbitration from a court of appropriate jurisdiction, and the parties agree not to defend against any application for provisional relief on the ground that a mediation is pending.

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

[Remainder of Page Intentionally Left Blank – Signatures Follow]

APPENDIX B
ADMINISTRATION AGREEMENT

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

U.S. Communities:

U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE

By _____

Name: _____

Title: _____

Supplier:

By _____

Name: _____

Title: _____

APPENDIX B
ADMINISTRATION AGREEMENT

EXHIBIT A

MASTER AGREEMENT

(Upon Contract approval by Fresno Unified School District School Board,
the RFP response and any subsequent negotiation documents will become the Master Agreement.)

APPENDIX B
ADMINISTRATION AGREEMENT

EXHIBIT A

SALES REPORT FORMAT

Appendix B - US (Data Format)													
Sales Report Template													
TIN	Supplier ID	Account No.	Agency Name	Dept Name	Address	City	State	Zip	Agency Type	Year	Qtr	Month	Amount
956000735	160	89518997	CITY OF LA/MGMT EMPL SVCS	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2012	2	5	1525.50
956000222	160	34868035	LOS ANGELES COUNTY	Facilities	350 S FIGUEROA ST STE 700	LOS ANGELES	CA	90071	30	2012	2	5	1603.64
956000735	160	89496461	CITY OF LA/ENVIRON AFFAIR	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2012	2	5	1625.05
956000735	160	89374835	CITY OF LA/COMMUNITY DEV	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2012	2	5	45090.79
066002010	160	328NA0001053	GROTON TOWN OF PUBLIC WORKS	Water	123 A St.	GROTON	CT	06340	20	2012	2	5	318.00
066001854	160	328NA0001051	GROTON CITY OF	Administration	123 A St.	GROTON	CT	06340	20	2012	2	5	212.00
SALES REPORT DATA FORMAT													
Column Name	Required	Data Type	Length	Example	Comment								
TIN	Optional	Text	9	956000735	No Dash, Do not omit leading zero.								
Supplier ID	Yes	Number	3	111	See Supplier ID Table Below								
Account No.	Optional	Text	25 max		Depends on supplier account no.								
Agency Name	Yes	Text	255 max	Los Angeles County									
Dept Name	Optional	Text	255 max	Purchasing Dept									
Address	Yes	Text	255 max										
City	Yes	Text	255 max	Los Angeles	Must be a valid City name								
State	Yes	Text	2	CA									
Zip	Yes	Text	5	90071	No Dash, Do not omit leading zero, Valid zip code								
Agency Type	Yes	Number	2	30	See Agency Type Table Below								
Year	Yes	Number	4	2010									
Qtr	Yes	Number	1	4									
Month	Yes	Number	2	12									
Amount	Yes	Number	variable	45090.79	Two digit decimal point, no \$ sign or commas								
Agency Type Table													
Agency Type ID	Agency Type Description												
10	K-12												
11	Community College												
12	College and University												
20	City												
21	City Special District												
22	Consolidated City/County												
30	County												
31	County Special District												
40	Federal												
41	Crown Corporations												
50	Housing Authority												
80	State Agency												
81	Independent Special District												
82	Non-Profit												
84	Other												

**FEMA STANDARD TERMS AND CONDITIONS ADDENDUM
FOR CONTRACTS AND GRANTS**

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

In addition, Contractor agrees to the following specific provisions:

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

FEMA STANDARD TERMS AND CONDITIONS ADDENDUM
FOR CONTRACTS AND GRANTS

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

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

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

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

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

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

STATE NOTICE ADDENDUM

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

Nationwide:

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

Other states:

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

State: HI

Account Type: K-12

ST JOHN THE BAPTIST
 PACIFIC BUDDHIST ACADEMY
 HAWAII TECHNOLOGY ACADEMY
 CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.
 MARYKNOLL SCHOOL
 ISLAND SCHOOL
 KE KULA O S. M. KAMAKAU
 KAMEHAMEHA SCHOOLS
 HANAHAU`OLI SCHOOL
 EMMANUAL LUTHERAN SCHOOL

Account Type: County

BOARD OF WATER SUPPLY
 MAUI COUNTY COUNCIL

Account Type: Non-Profit

Naalehu Assembly of God
 University of the Nations
 outrigger canoe club
 St. Theresa School
 Hawaii Peace and Justice
 Kauai Youth Basketball Association
 NA HALE O MAUI
 LEEWARD HABITAT FOR HUMANITY
 WAIANAE COMMUNITY OUTREACH
 NA LEI ALOHA FOUNDATION
 HAWAII FAMILY LAW CLINIC DBA ALA KUOLA

STATE NOTICE ADDENDUM

BUILDING INDUSTRY ASSOCIATION OF HAWAII
 UNIVERSITY OF HAWAII FEDERAL CREDIT UNION
 LANAKILA REHABILITATION CENTER INC.
 POLYNESIAN CULTURAL CENTER
 CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST
 BISHOP MUSEUM
 ALOCHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA
 ASSOSIATION OF OWNERS OF KUKUI PLAZA
 MAUI ECONOMIC DEVELOPMENT BOARD
 NETWORK ENTERPRISES, INC.
 HONOLULU HABITAT FOR HUMANITY
 ALOHACARE
 ORI ANUENUE HALE, INC.
 IUPAT, DISTRICT COUNCIL 50
 GOODWILL INDUSTRIES OF HAWAII, INC.
 HAROLD K.L. CASTLE FOUNDATION
 MAUI ECONOMIC OPPORTUNITY, INC.
 EAH, INC.
 PARTNERS IN DEVELOPMENT FOUNDATION
 HABITAT FOR HUMANITY MAUI
 W. M. KECK OBSERVATORY
 HAWAII EMPLOYERS COUNCIL
 HAWAII STATE FCU
 MAUI COUNTY FCU
 PUNAHOU SCHOOL
 YMCA OF HONOLULU
 EASTER SEALS HAWAII
 AMERICAN LUNG ASSOCIATION
 St. Francis Medical Center
 MAUI FAMILY YMCA
 WAILUKU FEDERAL CREDIT UNION
 ST. THERESA CHURCH
 HALE MAHAOLU
 Hawaii Island Humane Society
 First United Methodist Church
 AOA0 Royal Capitol Plaza
 Hawaii Carpenters Market Recovery Program Fund
 Saint Louis School
 Kroc Center Hawaii

Account Type: College and University

ARGOSY UNIVERSITY
 HAWAII PACIFIC UNIVERSITY
 UNIVERSITY OF HAWAII AT MANOA
 RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII

STATE NOTICE ADDENDUM

BRIGHAM YOUNG UNIVERSITY - HAWAII
 University Clinical Research and Association
 CHAMINADE UNIVERSITY OF HONOLULU

Account Type: Other

Hawaii Information Consortium
 Leeward Community Church

Account Type: Unknown

TURTLE BAY RESORT GOLF CLUB

Account Type: Community College

COLLEGE OF THE MARSHALL ISLANDS

Account Type: State Agency

DOT Airports Division Hilo International Airport
 STATE OF HAWAII, DEPT. OF EDUCATION
 ADMIN. SERVICES OFFICE
 SOH- JUDICIARY CONTRACTS AND PURCH
 STATE DEPARTMENT OF DEFENSE
 HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
 HAWAII HEALTH SYSTEMS CORPORATION
 HAWAII AGRICULTURE RESEARCH CENTER
 STATE OF HAWAII

Account Type: Consolidated City/County

CITY AND COUNTY OF HONOLULU

State: LA

Account Type: K-12

Orleans Parish School Board
 Brother Martin High School
 Morris Jeff Community School
 Alexandria Country Day School
 DARBONNE WOODS CHARTER SCHOOL, INC.
 MENTORSHIP ACADEMY
 CADDO PARISH SCHOOLS
 JESUS THE GOOD SHEPHERD SCHOOL
 HOSANNA FIRST ASSEMBLY OF GOD
 DIOCESE OF LAFAYETTE
 NORTHEAST BAPTIST SCHOOL
 CHILDREN'S CHARTER MIDDLE SCHOOL
 VISITATION OF OUR LADY CATHOLIC SCHOOL
 DELHI CHARTER SCHOOL

STATE NOTICE ADDENDUM

ACADIA PARISH SCHOOL BOARD
ST. AMANT HIGH SCHOOL
AVOUELLES PARISH SCHOOL BOARD
BEAUREGARD PARISH SCHOOL BOARD
CALCASIEU PARISH SCHOOL SYSTEM
CATAHOULA PARISH SCHOOL BOARD
VIDALIA JUNIOR HIGH SCHOOL
DeSoto Parish School Board
EAST CARROLL PARISH SCHOOL BOARD
IBERVILLE PARISH SCHOOL BOARD
JACKSON PARISH SCHOOL BOARD
JEFFERSON DAVIS PARISH SCHOOL BOARD
JEFFERSON PARISH SCHOOL BOARD
LINCOLN PARISH SCHOOL BOARD
Recovery School District
MADISON PARISH SCHOOL BOARD
MOREHOUSE PARISH SCHOOL BOARD
OUACHITA PARISH SCHOOL BOARD
RICHLAND PARISH SCHOOL BOARD
ST. BERNARD PARISH PUBLIC SCHOOL DISTRICT
ST LANDRY PARISH SCHOOL BOARD
St.Mary Parish School Board
TANGIPAHOA PARISH SCHOOL SYSTEM
NEWELLTON ELEMENTARY SCHOOL
UNION PARISH SCHOOL BOARD
VERMILION PARISH SCHOOL BOARD
VERNON PARISH SCHOOL BOARD
WEST BATON ROUGE PARISH SCHOOL BOARD
WEST CARROLL PARISH SCHOOL BOARD
WINN PARISH SCHOOL BOARD
MONROE CITY SCHOOLS
ST JOSEPH THE WORKER
Parkview Baptist
ST. MARIA GORETTI CHURCH
ST MARY'S DOMINICAN HS
ST. AUGUSTINE HIGH SCHOOL
ARCHBISHOP RUMMEL HIGH SCHOOL
CATHOLIC OF POINTE COUPEE SCHOOL
Archbishop Shaw High School
E.D. WHITE CATHOLIC HIGH
CENTRAL PRIVATE SCHOOL
CENTRAL SCHOOL CORP.
EPISCOPAL HIGH SCHOOL OF BATON ROUGE
OAK FOREST ACADEMY
RIVERSIDE ACADEMY

STATE NOTICE ADDENDUM

HOLY TRINITY LUTHERAN CHURCH AND SCHOOL
 OPELOUSAS CATHOLIC SCHOOL
 ST. JOHN ELEMENTARY/MIDDLE SCHOOL
 LIVINGSTON PARISH PUBLIC SCHOOLS
 THE DUNHAM SCHOOL
 EXCELSIOR CHRISTIAN SCHOOL
 STATE DEPARTMENT OF EDUCATION
 GRACE LUTHERAN CHURCH AND EARLY CHILDHOOD CENTER
 ST. CLETUS SCHOOL
 CLAIBORNE PARISH SCHOOL BOARD
 LAFAYETTE PARISH SCHOOL SYSTEM
 LORANGER HIGH SCHOOL FOOTBALL
 ST. PIUS X SCHOOL
 ACADEMY OF THE SACRED HEART
 ST. JOAN OF ARC SCHOOL
 ST. DOMINIC SCHOOL
 WESTMINSTER CHRISTIAN ACADEMY
 CATHOLIC HIGH SCHOOL
 Parkview Elementary PTO
 Cedar Creek School
 Faith Lutheran High School
 Advocacy for the Arts & Technology
 LITTLE ANGELS SCHOOL AND DAY CARE
 CADDO PARISH MAGNET HIGH SCHOOL
 BOSSIER PARISH SCHOOL BOARD
 RAPIDES PARISH SCHOOL BOARD
 St. Edward School
 LaSalle Parish School District
 LSMSA
 Bogalusa School Board
 St. Charles Parish Public Schools
 Parkview Baptist School
 Ursuline Academy of New Orleans
 Bossier Parish School Board (BPSB)

Account Type: County

Vermilion Parish Police Jury
 ST.CHARLES SHERIFFS OFFICE
 St Landry Parish Government
 St. James Parish Government
 Calcasieu Parish Sheriff's Office
 JEFFERSON PARISH DISTRICT ATTORNEY
 ASSUMPTION PARISH LIBRARY
 ST. BERNARD PARISH ADULT DRUG COURT
 WINN PARISH DISTRICT ATTORNEY

STATE NOTICE ADDENDUM

GRANT PARISH POLICE JURY
BIENVILLE PARISH POLICE JURY
BOSSIER PARISH ASSESSOR
BOSSIER PARISH CLERK OF CT
BOSSIER SHERIFFS DEPARTMENT
CADDO PARISH TAX ASSESSOR
CALDWELL PARISH CLERK OF COURT
CLAIBORNE PARISH POLICE JURY
DESOTO PARISH POLICE JURY
EAST BATON ROUGE PARISH CLERK OF COURT
EAST FELICIANA PARISH SHERIFF OFFICE
JACKSON PARISH POLICE JURY
LINCOLN PARISH LIBRARY
MOREHOUSE PARISH POLICE JURY
CITY OF OPELOUSAS
OUACHITA PARISH POLICE JURY
POINTE COUPEE PARISH POLICE JURY
RAPIDES PARISH POLICE JURY
ST. CHARLES PARISH
ST JOHNS THE BAPTIST PARISH
ST. MARY PARISH GOVERNMENT
UNION PARISH HOMELAND SECURITY
WEBSTER PARISH POLICE JURY
WEST CARROLL PARISH SHERIFFS DEPT.
WEST FELICIANA COMMUNICATIONS DISTRICT
WINN PARISH POLICE JURY
CATAHOULA PARISH POLICE JURY
JEFFERSON PARISH GOVERNMENT
TENSAS PARISH POLICE JURY
ST TAMMANY FIRE DISTRICT 4
IBERVILLE PARISH COUNCIL
OUACHITA MULTI-PURPOSE COMMUNITY ACTION PROGRAM, INC
SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION
CALDWELL PARISH HOUSING AUTHORITY
FRANKLIN ECONOMIC DEVELOPMENT FOUNDATION
RICHLAND PARISH LIBRARY
ORLEANS PARISH CRIMINAL SHERIFFS OFFICE
THIRD JUDICIAL DISTRICT COURT
RAPIDES PARISH LIBRARY
Fl Parish Juvenile Detention Center
PARISH OF ASCENSION
Lafourche Parish Government State Of Louisiana
JUDICIAL EXPENSE FUND
GRANT PARISH POLICE JURY GAS DEPT.
LA SALLE PARISH POLICE JURY

STATE NOTICE ADDENDUM

DESOTO PARISH EMS
 DESOTO PARISH TAX ASSESSOR
 CADDO PARISH COMMISSION
 RICHLAND PARISH SHERIFF DEPARTMENT
 CONCORDIA PARISH POLICE JURY
 East Baton Rouge Parish Drug Court Treatment Center
 OUACHITA PARISH POLICE JURY
 St. Tammany Parish Assessor
 Livingston Council On Aging
 St. Landry Parish Tourist Commission
 PLAQUEMINES PARISH GOVERNMENT
 East Baton Rouge Parish Family Court
 Acadia Parish Clerk of Court

Account Type: Non-Profit

St. Landry Parish Community Action Agency
 Zoar Baptist Church
 East Baton Rouge Mortgage Finance Authority
 Rebuilding Together New Orleans
 Touro Infirmary
 Acadiana CARES
 Presbytery of South Louisiana - Project Homecoming
 family service of greater new orleans
 The Magnolia School, Inc
 Church United for Community Development
 Plaquemines Community C.A.R.E. Center
 jerico road episcopal housing initiative
 greater mount calvary baptist church
 LA ASSOCIATION COMMUNITY ACTION PARTNERSHIPS
 BOOST FOUNDATION, INC.
 NEW GENERATIONS CHURCH OF MONROE, INC
 SUMMER GROVE BAPTIST ACADEMY
 NALC BRANCH 136
 GRACE COMMUNITY CHURCH
 COMITE BAPTIST CHURCH
 GULF COAST HOUSING PARTNERSHIP
 COMMITTEE FOR PLAQUEMINES RECOVERY
 THE FULLER CENTER FOR HOUSING OF NWLA
 DESOTO PARISH LIBRARY
 SEEKER SPRINGS MINISTRY CENTER
 THE CELL COMMUNITY SCHOOL & RESOURCE CENTER
 ELDERCARE SUPPORT SERVICES
 MARY BIRD CANCER CENTER
 LOUISIANA HEALTH CARE QUALITY FORUM
 LEWIS CME

STATE NOTICE ADDENDUM

ST. BERNARD PROJECT
PRIDE COMMUNITY ASSOCIATION
HARVEST CHURCH
ALLEGIANCE HEALTH MANAGEMENT
UPWARD BOUND MINISTRIES, INC.
IBTS
HANDS ON NETWORK
CROSSROADS CHURCH
ST. PAUL BAPTIST CHURCH
COMMUNITY SUPPORT PROGRAMS, INC.
LAFAYETTE TEEN COURT, INC
THE SHREVEPORT-BOSSIER KOREAN PRESBYTERIAN CHURCH
URBAN IMPACT MINISTRIES
Cornerstone Church of Zachary Inc
GOOD SAMARITANS OF FRANKLIN
LOUISIANA ASSOCIATION OF HEALTH PLANS
LOUIS INFANT CRISIS CENTER
GRACE LIFE FELLOWSHIP
FAMILY WORSHIP CENTER CHURCH INC
UNITY FOR THE HOMELESS, INC.
NEW TABERNACLE BAPTIST CHURCH
CENLA AREA AGENCY ON AGING, INC.
UNITED METHODIST HOPE MINISTRIES
HEALING PLACE CHURCH
RAPIDES PRIMARY HEALTH CARE CENTER
K AND S CHILDHOOD DEVELOPMENT CENTER
MOUNT HERMON BAPTIST CHURCH
PLEASANT VALLEY UNC
LIVINGSTON PARISH PRESIDENT-COUNCIL
LINCOLN GENERAL HOSPITAL
CROSSPOINT BAPTIST CHURCH
MACEDONIA MISSIONS, INC.
MT. PLEASANT COMMUNITY DEVELOPMENT CORP. INC.
Jefferson Chamber of Commerce
FAMILY RESOURCES OF NEW ORLEANS
LOUISIANA FAMILY FORUM
PCPFHF
FAMILY MEDICAL CLINIC OF MER ROUGE
NEW BEGINNINGS CDC
FAITH TABERNACLE CHURCH
THE WAY OF HOLINESS APOSTOLIC CHURCH
MIRACLE PLACE CHURCH
THE HARVEST
POLICE JURY ASSOCIATION OF LOUISIANA
NSU CHILD AND FAMILY NETWORK

STATE NOTICE ADDENDUM

MOREHOUSE GENERAL HOSPITAL
 BROADMOOR CHRISTIAN CHURCH
 MW PRINCE HALL MASONIC HALL TEMPLE
 LITTLE THEATRE OF MONROE, INC.
 BOSSIER CHAMBER OF COMMERCE
 ST. ANDREW PRESBYTERIAN CHURCH
 WEST JEFFERSON MEDICAL CENTER
 IBERIA MEDICAL CENTER
 BROADMOOR UNITED METHODIST PRESCHOOL
 ST.ANSELM CATHOLIC CHURCH
 ST. FRANCES XAVIER CABRINI CATHOLIC CHURCH
 KIWANIS INTERNATIOINAL
 Tulane Hillel
 DISABLED VETERNS OF LA CHAPTER 4
 SHREVEPORT ELECTRICAL HEALTH AND WELFARE FUND
 LAFAYETTE PARISH CONVENTION & VISITORS COMMISSION
 ISTROUMA AREA COUNCIL OF BOY SCOUTS
 UNITED CEREBAL PALSY OF GREATER NEW ORLEANS, INC
 RIDGE AVENUE BAPTIST CHURCH
 Girls Scouts Louisiana East
 CHILDREN'S HOSPITAL
 LOUISIANA SPCA
 FIRST BAPTIST CHURCH RUSTON
 GIRL SCOUTS OF LA - PINES TO GULF
 UNITED WAY OF NORTHEAST LOUISIANA, INC.
 LOUISIANA REALTORS ASSOCIATION
 LOUISISANA HIGH SCHOOL ATHLETIC ASSOCIATION
 ST. GEORGE CHURCH
 JACKSON PARISH HOSPITAL
 ROMAN CATHOLIC CHURCH OF THE DIOCESE OF BATON ROUGE
 ARCHDIOCESE OF NEW ORLEANS
 TOTAL COMMUNITY ACTION, INC.
 AVOYELLES PROGRESS ACTION COMMITTEE, INC
 CENLA COMMUNITY ACTION COMMITTEE, INC.
 PCSS
 ST. MICHAEL SPECIAL SCHOOL
 MACON ECONOMIC OPPORTUNITY
 LIVINGSTON PARISH CHAMBER OF COMMERCE
 FIRST BAPTIST CHURCH COVINGTON
 JEWISH FEDERATION OF GREATER BATON ROUGE
 COOK BAPTIST CHURCH
 ST. MARY CAA, INC.
 OUR LADY OF PROMPT SUCCOR CHURCH
 NEW CHAPEL HILL BAPTIST CHURCH
 The Arc Of Iberia

STATE NOTICE ADDENDUM

MCIO HEAD START
FRANKLIN MEDICAL CENTER
HOSPITAL SERVICE DISTRICT NO.1, D/B/A TRI-WARD
EASTER SEALS LOUISIANA
VOLUNTEERS OF AMERICA OF GREATER NEW ORLEANS
ST. ALOYSIUS CATHOLIC SCHOOL
LOUISIANA DISTRICT ATTORNEYS ASSOCIATION
ODYSSEY HOUSE LOUISIANA, INC.
HAVEN NURSING CENTER, INC.
KING OF KINGS EVANGELICAL LUTHERAN CHURCH
ST. JEAN VIANNEY CHURCH
Southern Financial Exchange
new home ministries
HEBRON BAPTIST CHURCH
ST THOMAS AQUINAS CATHOLIC CHURCH
GREATER OUACHITA WATER COMPANY
MT. VERNON BAPTIST CHURCH
LA ASSEMBLY OF THE CHURCH OF GOD
CENTRAL CITY EOC
ST. MARY PARISH TOURIST COMMISSION
PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY
UNIVERSITY CHURCH OF CHRIST
CITY OF FAITH PRISON MINISTRIES, INC.
THE SPIRIT OF FREEDOM MINISTRIES
BONITA ROAD BAPTIST CHURCH
EVANGELINE BAPTIST CHURCH
HOPEWELL BAPTIST CHURCH
PENIEL BAPTIST CHURCH
ASSOCIATED PROFESSIONAL EDUCATORS OF LOUISIANA
PHILADELPHIA BAPTIST CHURCH
HOSANNA LUTHERAN CHURCH
MOUNT CANAAN MISSIONARY BAPTIST CHURCH
NEW DAUGHTERS OF ZION MISSIONARY BAPTIST CHURCH IN
MARION BAPTIST CHURCH
VERNON COMMUNITY ACTION COUNCIL, INC.
FIRST CHURCH OF GOD IN OAK GROVE, INC.
Ouachita Baptist Church
OLIVE BRANCH BAPTIST CHURCH
FIRST APOSTOLIC CHURCH
SOLOMON TEMPLE BAPTIST CHURCH
WEST BATON ROUGE CHAMBER OF COMMERCE
IFA CHURCH
LA ONE CALL
ST. FRANCIS DINER
SWEETWATER BAPTIST CHURCH

STATE NOTICE ADDENDUM

THE CHURCH OF THE LIVING GOD
 WORKFORCE INVESTMENT BOARD SDA-83
 TRAILBLAZER RESOURCE AND CONSERVATION AREA, INC.
 PRESBYTERIAN CHURCH OF RUSTON
 ADVOCACY CENTER FOR THE ELDERLY AND DISABLED, INC.
 ST.MARY PARISH LIBRARY
 THE HOUSE OF FAITH HOPE AND CHARITY
 THE SALVATION ARMY
 EMMANUEL BAPTIST CHURCH
 BOY SCOUTS OF AMERICA
 FIRST BAPTIST CHURCH
 FIRST UNITED METHODIST CHURCH
 ST. JOHN THE BAPTIST CATHOLIC CHURCH
 FIRST BAPTIST CHURCH
 ST PATRICK CHURCH
 GRACE EPISCOPAL CHURCH
 TRINITY LUTHERAN CHURCH
 FIRST BAPTIST CHURCH
 EMMANUEL BAPTIST CHURCH
 ANTIOCH BAPTIST CHURCH
 ST. JOHN THE BAPTIST CATHOLIC CHURCH
 TRINITY BAPTIST CHURCH
 Baton Rouge Soccer Association
 ST. PAULS UNITED METHODIST CHURCH
 PARKVIEW BAPTIST CHURCH
 OPEN DOOR BAPTIST CHURCH
 Galilee Baptist Academy
 Volunteers of America of North Louisiana
 GIBSON AREA HOSPITAL
 First United Methodist Church
 Port City Enterprises
 Baton Rouge Children's Advocacy Center
 Go Care
 Trinity Episcopal Church
 Beginners Mind Inc
 Wisner Foundation
 Berean Church
 South Central Laborers
 Southern United Neighborhoods
 Franklin Medical Center
 Livingston Parish Council
 New Orleans Museum Of Art
 Our Lady of Victory
 Ingleside United Methodist Church
 congregation temple sinai

STATE NOTICE ADDENDUM

NORTHWEST LOUISIANA LIONS EYE BANK
NEW HORIZONS
UNITED AUTO WORKERS UNION
STEEPLE CHASE BAPTIST CHURCH
METRO/REGIONAL BUSINESS INCUBATOR
BENTON UNITED METHODIST CHURCH
EMMANUEL MISSIONARY BAPTIST CHURCH
ELIZABETH BAPTIST CHURCH
LITTLE UNION BAPTIST CHURCH
BARKSDALE UNITED METHODIST CHURCH
MORING STAR BAPTIST CHURCH
PEACEFUL REST BAPTIST CHURCH
UNITED WAY OF NW LOUISIANA
WORD OF LIFE MINISTRIES
FROM BONDAGE TO FREEDOM
LANE CHAPEL CME
NATIONAL SAFETY COUNCIL
PLEASEAN HILL BAPTIST CHURCH
MT. ZION CME CHURCH
CENTRAL ASSEMBLY OG GOD
MEYERS MEMORIAL CHAPEL
LAKE BETHLEHEM BAPTIST CHURCH
BROADMOOR PRESBYTERIAN CHURCH
ST. MARYS BAPTIST CHURCH
GREATER HOPE BAPTIST CHURCH
STERLINGTON HOLINESS TABERNACLE
YMCA OF SHREVEPORT, LA
SUMMER GROVE BAPTIST CHURCH
STARLIGHT BAPTIST CHURCH
ST. REST BAPTIST CHURCH
LAKESIDE BAPTIST CHURCH
EMMANUEL BAPTIST CHURCH
SHOWERS OF BLESSING MINISTRIES
CALVARY BAPTIST CHURCH
GREATER ELIZABETH BAPTIST CHURCH
SHREVEPORT REGIONAL ARTS COUNCIL
NEW TESTAMENT UNITED PENTECOSTAL CHURCH
CHRISTVIEW CHRISTIAN CHURCH
NEW GREENWOOD BAPTIST CHURCH
BARKSDALE FEDERAL CREDIT UNION
TRINITY WORSHIP CENTER
Lafayette Habitat for Humanity
Nativity of Our Lady Church
Full Gospel Church
Health Care Centers In Schools

STATE NOTICE ADDENDUM

First United Methodist Church of Slidell
 HOUSE OF RUTH, INC.
 Habitat for Humanity St. Tammany West
 Volunteers of America Greater Baton Rouge, Inc.
 New Orleans BioInnovation Center
 Our Lady of Perpetual Help Catholic Church
 St. Peter Catholic Church
 St. Agnes Catholic Church
 Goodwill Industries
 Capital Area Alliance for Homeless
 New Life Missionary Baptist Church
 Louisiana Hemopheilia Foundation Inc
 ST. ALBAN'S CHAPEL
 lisamaye fighting lupus and raising awareness
 Broadmoor Improvement Association
 Divine Touch Community development Center
 Galvez Football Club Inc

Account Type: College and University

Louisiana Universities Marine Consortium
 CAMERON COLLEGE
 LOUISIANA TECHNICAL COLLEGE
 SOUTHEASTERN LOUISIANA UNIVERSITY
 LOUISIANA STATE UNIVERSITY
 CENTENARY COLLEGE OF LOUISIANA
 DILLARD UNIVERSITY
 LOYOLA UNIVERSITY OF NEW ORLEANS
 THE ADMINISTRATORS OF THE TULANE EDUCATIONAL FUND
 NOTRE DAME SEMINARY
 NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
 OUR LADY OF HOLY CROSS COLLEGE
 LSUHSC - SHREVEPORT
 Kappa Kappa Gamma
 Louisiana State University
 Louisiana, University Of Lafayette
 SOUTHERN UNIVERSITY
 McNeese State University

Account Type: Other

Vermilion Parish Sheriff Dept.
 st. charles united methodist church
 New Orleans Redevelopment Authority
 Chris Raggio
 NWL TECHNICAL COLLEGE
 ACI ST JOHN LLC

STATE NOTICE ADDENDUM

SOUTHSIDE ECONOMIC DEVELOPMENT
 A AND B NOTARY
 NEW ORLEANS JAZZ ORCHESTRA
 HAVEN REHABILITATION CENTER, INC.
 PONCHATOULA AREA RECREATION DISTRICT NO.1
 UNITECH TRAINING ACADEMY
 VERMILION PARISH WATERWORKS DISTRICT NO.1
 BOSSIER PARISH MAXIMUM SECURITY JAIL
 WEST BATON ROUGE S/O WORK RELEASE
 LOD AND CAROL COOK CONFERENCE CENTER AND HOTEL
 G B COOLEY SERVICES
 NORTH CADDO MEDICAL CENTER
 Union Community Action, Association
 WEST BATON ROUGE PARISH POLICE JURY
 UNION COUNCIL ON AGING
 REPUBLICAN PARTY OF LA
 CHITIMACHA TRIBE OF LOUISIANA
 CAJUNDOME
 AGAPE LOVE
 Port Shreveport Bossier
 Greater Elizabeth
 CALLAWAY ENTERPRISES
 APOSTOLIC DELIVERANCE U.P.C. INC.
 UNION SPRINGS MBC
 WILLIAMS MEMORIAL CME
 LAKESIDE DAY CARE
 AMERICAN CHILD DAY CARE CENTER
 WILLIS-KNIGHTON FEDERAL CREDIT UNION
 MT. SINAI MBC
 Shell Robert Training & Conference Center
 St. John the Baptist Parish Library
 Louisiana Workforce LLC
 First Baptist Church

Account Type: Unknown

SHREVEPORT OXYGEN
 CALDWELL MEMORIAL HOSPITAL
 Housing Authority City of Natchitoches AMP20
 Larose Lower Elementary
 LA DEPARTMENT OF MILITARY AFFAIRS
 Terrebonne Parish Consolidated Government Warehouse

Account Type: City Special District

FIRE PROTECTION DIST. NO. 5
 RAYNE HOUSING AUTHORITY

STATE NOTICE ADDENDUM

GREATER NEW ORLEANS EXPRESSWAY COMMISSION
Sewerage and Water Board

Account Type: Independent Special District

UNIVERSITY HOUSE@ACADIANA
ALLEN PARISH FIRE PROTECTION DISTRICT FIVE
ST. GEORGE FIRE PROTECTION DISTRICT NO.2
POVERTY POINT RESERVOIR DISTRICT
BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS
LAFAYETTE AIRPORT COMMISSION
CAPITAL AREA LEGAL SERVICES CORP
NEW ORLEANS REGIONAL BUSINESS PARK
ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 3
BOSSIER PARISH COMMUNICATIONS DISTRICT NO. 1

Account Type: City

City of Morgan City/Planning and Zoning
Town of St. Francisville
CITY OF VILLE PLATTE
BUNKIE FIRE DEPT
MONROE CITY
TOWN OF ARCADIA
TOWN OF BENTON
CITY OF BOSSIER
CADDO PARISH CLERK OF COURT
CITY OF COVINGTON
EVANGELINE PARISH SHERIFF DEPT.
TOWN OF FARMERVILLE
TOWN OF HAYNESVILLE
TOWN OF JONESVILLE
CITY OF LAKE CHARLES FIRE DEPT
CITY OF LEESVILLE
CITY OF MINDEN
CITY OF NEW ROADS
TOWN OF OLLA
CITY OF PLAQUEMINE
PONCHATOULA POLICE DEPT.
TOWN OF RAYVILLE
CITY OF RUSTON
ST. BERNARD PARISH GOVERNMENT
ST LANDRY PARISH SHERIFF DEPT
Sewerage and Water Board of New Orleans
CITY OF SHREVEPORT
CITY OF SLIDELL
CITY OF WEST MONROE

STATE NOTICE ADDENDUM

CITY OF WINNFIELD
 CITY OF WINNSBORO
 CITY OF KENNER
 CITY OF WESTLAKE
 TOWN OF CHURCH POINT
 VILLAGE OF PALMETTO
 TOWN OF WHITE CASTLE
 TOWN OF WATERPROOF
 CITY OF BAKER POLICE DEPARTMENT
 BREAUX BRIDGE HOUSING AUTHORITY
 CAPITAL CITY PRESS
 TOWN OF GRAND ISLE
 ASCENSION PARISH LIBRARY
 GREATER NEW ORLEANS FOUNDATION
 LOUISIANA PUBLIC EMPLOYEES COUNCIL 17 AFSCME AFL- CIO BUILDING CORP
 VILLAGE OF FENTON
 TOWN OF PEARL RIVER
 VILLAGE OF FOREST HILL
 BALL POLICE DEPARTMENT
 TOWN OF ROSEFINE
 TOWN OF LEONVILLE
 DENHAM SPRINGS CITY MARSHAL
 CITY OF PORT ALLEN
 CITY OF MONROE
 CITY OF HAMMOND
 CITY OF ALEXANDRIA
 Pelican State Credit Union
 City of Harahan
 TOWN OF HOMER
 TOWN OF STERLINGTON
 TOWN OF JONESBORO
 St John Sheriff Office
 city of gretna
 City Of Rayne
 City of Westwego Parks & Recreation

Account Type: County Special District

st. landry parish solid waste
 15TH JUDICIAL DISTRICT COURT
 FIRE PROTECTION DISTRICT NO 1 OF TENSAS PARISH
 GRANT PARISH SHERIFF
 IBERIA PARISH GOVERNMENT
 TANGIPAHOA MOSQUITO ABATEMENT DISTRICT
 SULPHUR PARKS AND RECREATION
 DEMCO

STATE NOTICE ADDENDUM

BOSSIER LEVEE DISTRICT
 EAST CENTRAL BOSSIER PARISH FIRE DISTRICT #1
 Castine Center
 St. Mary Parish Recreation District #3

Account Type: Community College

THE ART STATION
 COMPASS CAREER COLLEGE
 SOUTH LA COMMUNITY COLLEGE
 DELGADO COMMUNITY COLLEGE
 GRETNA CAREER COLLEGE
 Acadiana Technical College
 sowela tech comm college

Account Type: State Agency

The Housing Authority of the City of Opelousas
 Isu health systems
 Leonard J Chabert Medical Center
 LA State Board Of Medical Examiners
 LA RESEARCH PARK CORPORATION
 CONCEALED HANDGUN PERMIT UNIT
 DEPT OF CULTURE RECREATION AND TOURISM
 DEPARTMENT OF REVENUE/LOUISIANA
 LA. DIVISION OF ADMINISTRATION
 LOUISIANA TECH UNIVERSITY
 DHH-OFFICE OF PUBLIC HEALTH
 LOUISIANA DEPARTMENT OF STATE
 LA DEPT OF WILDLIFE AND FISHERIES
 VERNON WORKFORCE CENTER
 LA SHERIFFS PENSION AND RELIEF FUND
 Richland Parish Tax Assessors office
 THE SPRINGS OF RECOVERY ADOLESCENT PROGRAM
 HAMMOND DEVELOPMENTAL CENTER
 HOUMA-TERREBONNE HOUSING AUTHORITY
 METROPOLITAN DEVELOPMENTAL CENTER
 COLUMBIA DEVELOPMENT CENTER
 LINCOLN COUNCIL ON THE AGING
 26TH JUDICIAL DISTRICT PUBLIC DEFENDER
 LA OFFICE OF STATE PARKS
 LOUISIANA HOUSING FINANCE AGENCY
 SPECIAL EDUCATION DISTRICT NO.1 OF LAFOURCHE
 ELAYN HUNT CORRECTIONAL CENTER
 LSU AGCENTER EXTENSION SERVICE OFFICE
 18TH JDC-ALVIN BATISTE, JR JUDGE
 LOUISIANA BOARD OF CHIROPRACTIC EXAMINERS

STATE NOTICE ADDENDUM

LOUISIANA STATE GOV. PROPOSALS
 MHSD/CHARTRES-PONTCHARTRAIN BEHAVIOR HEALTH CENTER
 Covington Housing Authority
 Department of Children and Family Services/Child Welfare/West Jefferso
 Southeast Louisiana Hosp
 State of Lousiana Office of Legislative Auditor
 26 TH JUDICIAL COURT
 C.A.S.S.E.
 FLETCHER TECHNICAL COMMUNITY COLLEGE
 Orleans Parish Communication District
 LSUHSC/E.A. CONWAY MEDICAL CENTER
 Louisiana Board of Barbers Examiners
 LSU Bogalusa Medical
 Tahgipahoa Parish Sheriff's Office
 DCFS/CW/WEST JEFFERSON
 Ruston Housing Authority

Account Type: Consolidated City/County

City of New Orleans

Account Type: Federal

METRO NARCOTICS DEA TASK FORCE
 MONROE HOUSING AUTHORITY
 HOUSING AUTHORITY OF THE TOWN OF VINTON
 career systems development corporation
 first castle federal credit union

Account Type: Housing Authority

Vernon Parish Housing Authority
 Haynesville Housing Authority
 St. John the Baptist Housing Authority
 Lake Arthur Housing Authority
 MORGAN CITY HOUSING AUTHORITY
 HOUSING AUTHORITY OF BOSSIER CITY
 ST. LANDRY PARISH HOUSING AUTHORITY
 HOUSING AUTHORITY OF JEFFERSON PARISH
 SIMMESPORT HOUSING AUTHORITY
 SOUTHWEST ACADIA HOUSING AUTHORITY
 LMHA - LOUISIANA MANUFACTURED HOUSING ASSOCIATION
 YOUNGSVILLE HOUSING AUTHORITY
 Gibsland Housing Authority
 Arcadia Housing Authority
 Welsh Housing Authority
 SABINE PARISH HOUSING AUTHORITY
 PROVIDENCE HOUSE

STATE NOTICE ADDENDUM

Gueydan Housing Authority
 Cottonport Housing Authority
 Logansport Housing Authority
 Mansfield Housing Authority
 Jennings Housing Authority
 White Castle Housing Authority
 Housing Authority of St. Martinville
 Ville Platte Housing Authority
 East Carroll Housing Authority

State: OR

Account Type: K-12

VALLEY CATHOLIC SCHL
 Bethel School District #52
 Portland YouthBuilders
 Wallowa County ESD
 Fern Ridge School District 28J
 MOLALLA RIVER ACADEMY
 HIGH DESERT EDUCATION SERVICE DISTRICT
 SOUTHWEST CHARTER SCHOOL
 WHITEAKER MONTESSORI SCHOOL
 CASCADES ACADEMY OF CENTRAL OREGON
 NEAH-KAH-NIE DISTRICT NO.56
 INTER MOUNTAIN ESD
 STANFIELD SCHOOL DISTRICT
 LA GRANDE SCHOOL DISTRICT
 CASCADE SCHOOL DISTRICT
 DUFUR SCHOOL DISTRICT NO.29
 hillsboro school district
 GASTON SCHOOL DISTRICT 511J
 BEAVERTON SCHOOL DISTRICT
 COUNTY OF YAMHILL SCHOOL DISTRICT 29
 WILLAMINA SCHOOL DISTRICT
 MCMINNVILLE SCHOOL DISTRICT NO.40
 Sheridan School District 48J
 THE CATLIN GABEL SCHOOL
 NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH
 CENTRAL CATHOLIC HIGH SCHOOL
 CANYONVILLE CHRISTIAN ACADEMY
 GEN CONF OF SDA CHURCH WESTERN OR
 PORTLAND ADVENTIST ACADEMY
 OUR LADY OF THE LAKE SCHOOL
 NYSSA SCHOOL DISTRICT NO. 26
 ARLINGTON SCHOOL DISTRICT NO. 3

STATE NOTICE ADDENDUM

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

STATE NOTICE ADDENDUM

ASTORIA SCHOOL DISTRICT 1C
SEASIDE SCHOOL DISTRICT 10
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
VERNONIA SCHOOL DISTRICT 47J
SOUTH COAST EDUCATION SERVICE DISTRICT
COOS BAY SCHOOL DISTRICT NO.9
COOS BAY SCHOOL DISTRICT
NORTH BEND SCHOOL DISTRICT 13
COQUILLE SCHOOL DISTRICT 8
MYRTLE POINT SCHOOL DISTRICT NO.41
BANDON SCHOOL DISTRICT
BROOKING HARBOR SCHOOL DISTRICT NO.17-C
REDMOND SCHOOL DISTRICT
DESCHUTES COUNTY SD NO.6 - SISTERS SD
DOUGLAS EDUCATION SERVICE DISTRICT
ROSEBURG PUBLIC SCHOOLS
GLIDE SCHOOL DISTRICT NO.12
SOUTH UMPQUA SCHOOL DISTRICT #19
YONCALLA SCHOOL DISTRICT NO.32
ELKTON SCHOOL DISTRICT NO.34
DOUGLAS COUNTY SCHOOL DISTRICT 116
HOOD RIVER COUNTY SCHOOL DISTRICT
PHOENIX-TALENT SCHOOL DISTRICT NO.4
CENTRAL POINT SCHOOL DISTRICT NO. 6
JACKSON CO SCHOOL DIST NO.9
ROGUE RIVER SCHOOL DISTRICT NO.35
MEDFORD SCHOOL DISTRICT 549C
CULVER SCHOOL DISTRICT NO.
JEFFERSON COUNTY SCHOOL DISTRICT 509-J
GRANTS PASS SCHOOL DISTRICT 7
LOST RIVER JR/SR HIGH SCHOOL
KLAMATH FALLS CITY SCHOOLS
LANE COUNTY SCHOOL DISTRICT 4J
SPRINGFIELD SCHOOL DISTRICT NO.19
CRESWELL SCHOOL DISTRICT
SOUTH LANE SCHOOL DISTRICT 45J3
LANE COUNTY SCHOOL DISTRICT 69
SIUSLAW SCHOOL DISTRICT
SWEET HOME SCHOOL DISTRICT NO.55
LINN CO. SCHOOL DIST. 95C - SCIO SD
ONTARIO MIDDLE SCHOOL
GERVAIS SCHOOL DIST. #1
NORTH SANTIAM SCHOOL DISTRICT 29J
JEFFERSON SCHOOL DISTRICT
SALEM-KEIZER PUBLIC SCHOOLS

STATE NOTICE ADDENDUM

MT. ANGEL SCHOOL DISTRICT NO.91
MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES
MORROW COUNTY SCHOOL DISTRICT
MULTNOMAH EDUCATION SERVICE DISTRICT
GRESHAM-BARLOW SCHOOL DISTRICT
DALLAS SCHOOL DISTRICT NO. 2
CENTRAL SCHOOL DISTRICT 13J
St. Mary Catholic School
CROSSROADS CHRISTIAN SCHOOL
ST. ANTHONY SCHOOL
HERITAGE CHRISTIAN SCHOOL
BEND-LA PINE SCHOOL DISTRICT
GLENDALE SCHOOL DISTRICT
LINCOLN COUNTY SCHOOL DISTRICT
PORTLAND PUBLIC SCHOOLS
REYNOLDS SCHOOL DISTRICT
CENTENNIAL SCHOOL DISTRICT
NOBEL LEARNING COMMUNITIES
Three Rivers School District
Pedee School
Fern Ridge School District
JESUIT HIGH SCHL EXEC OFC
LASALLE HIGH SCHOOL
Southwest Christian School
Stayton Christian School
Willamette Christian School
Westside Christian High School
CS LEWIS ACADEMY
Portland America School
Forest Hills Lutheran School
Sunrise Preschool
Mosier Community School
Koreducators Lep High
Warrenton Hammond School District
Sutherlin School District
Malheur Elementary School District
Ontario School District
Parkrose School District 3
Riverdale School District 51J
Tillamook School District
Trinity Lutheran Church and School
Siletz Valley School
Madeleine School
South Columbia Family School
Corvallis School District 509J

STATE NOTICE ADDENDUM

Falls City School District #57
 Portland Christian Schools
 Yamhill Carlton School District
 Imbler School District #11
 monument school
 St. Paul School District
 Ukiah School District 80R
 North Lake School District 14

Account Type: County

GILLIAM COUNTY OREGON
 HOUSING AUTHORITY OF CLACKAMAS COUNTY
 UMATILLA COUNTY, OREGON
 MULTNOMAH LAW LIBRARY
 CLACKAMAS COUNTY DEPT OF TRANSPORTATION
 CLATSOP COUNTY
 COLUMBIA COUNTY, OREGON
 COOS COUNTY HIGHWAY DEPARTMENT
 CROOK COUNTY ROAD DEPARTMENT
 CURRY COUNTY OREGON
 DESCHUTES COUNTY
 GILLIAM COUNTY
 GRANT COUNTY, OREGON
 HARNEY COUNTY SHERIFFS OFFICE
 HOOD RIVER COUNTY
 JACKSON COUNTY HEALTH AND HUMAN SERVICES
 Josephine County Sheriff
 KLAMATH COUNTY VETERANS SERVICE OFFICE
 LANE COUNTY
 LINN COUNTY
 MARION COUNTY , SALEM, OREGON
 MULTNOMAH COUNTY
 SHERMAN COUNTY
 WASCO COUNTY
 YAMHILL COUNTY
 WALLOWA COUNTY
 ASSOCIATION OF OREGON COUNTIES
 NAMI LANE COUNTY
 BENTON COUNTY
 DOUGLAS COUNTY
 JEFFERSON COUNTY
 LAKE COUNTY
 LINCOLN COUNTY
 POLK COUNTY
 UNION COUNTY

STATE NOTICE ADDENDUM

WASHINGTON COUNTY

MORROW COUNTY

Tillamook County Estuary

Job Council

Mckenzie Personnel Services

Columbia Basin Care Facility

BAKER CNTY GOVT

TILLAMOOK CNTY

Account Type: Non-Profit

Salem First Presbyterian Church

Rolling Hills Baptist Church

Baker Elks

Turtle Ridge Wildlife Center

Grande Ronde Model Watershed Foundation

Western Environmental Law Center

Mercy Flights, Inc.

HHoly Trinity Greek Orthodox Cathedral

Beaverton Christians Church

Oregon Humanities

St. Pius X School

Community Connection of Northeast Oregon, Inc.

Living Opportunities, Inc.

Coos Art Museum

OETC

Blanchet House of Hospitality

Merchants Exchange of Portland, Oregon

Coalition for a Livable Future

Human Solutions, Inc.

The Wallace Medical Concern

The Ross Ragland Theater and Cultural Center

Cascade Health Solutions

Umpqua Community Health Center

ALZHEIMERS NETWORK OF OREGON

NATIONAL WILD TURKEY FEDERATION

TILLAMOOK ESTUARIES PARTNERSHIP

LIFEWORCS NW

COLLEGE HOUSING NORTHWEST

PARALYZED VETERANS OF AMERICA

Independent Development Enterprise Alliance

MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC

HALFWAY HOUSE SERVICES, INC.

REDMOND PROFICIENCY ACADEMY

OHSU FOUNDATION

SHELTERCARE

STATE NOTICE ADDENDUM

PRINGLE CREEK SUSTAINABLE LIVING CENTER
PACIFIC INSTITUTES FOR RESEARCH
Mental Health for Children, Inc.
The Dreaming Zebra Foundation
LAUREL HILL CENTER
THE OREGON COMMUNITY FOUNDATION
OCHIN
WE CARE OREGON
SE WORKS
ENTERPRISE FOR EMPLOYMENT AND EDUCATION
OMNIMEDIX INSTITUTE
PORTLAND BUSINESS ALLIANCE
GATEWAY TO COLLEGE NATIONAL NETWORK
FOUNDATIONS FOR A BETTER OREGON
GOAL ONE COALITION
ATHENA LIBRARY FRIENDS ASSOCIATION
Coastal Family Health Center
CENTER FOR COMMUNITY CHANGE
STAND FOR CHILDREN
ST. VINCENT DEPAUL OF LANE COUNTY
EAST SIDE FOURSQUARE CHURCH
CORVALLIS MOUNTAIN RESCUE UNIT
InventSuccess
SHERIDAN JAPANESE SCHOOL FOUNDATION
MOSAIC CHURCH
HOUSING AUTHORITY OF LINCOLN COUNTY
RENEWABLE NORTHWEST PROJECT
INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION
CONSERVATION BIOLOGY INSTITUTE
THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT-OREGON, INC.
BLACHLY LANE ELECTRIC COOPERATIVE
MORNING STAR MISSIONARY BAPTIST CHURCH
NORTHWEST FOOD PROCESSORS ASSOCIATION
INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON
OREGON EDUCATION ASSOCIATION
HEARING AND SPEECH INSTITUTE INC
SALEM ELECTRIC
MORRISON CHILD AND FAMILY SERVICES
JUNIOR ACHIEVEMENT
CENTRAL BIBLE CHURCH
MID COLUMBIA MEDICAL CENTER-GREAT 'N SMALL
TRILLIUM FAMILY SERVICES, INC.
YWCA SALEM
PORTLAND ART MUSEUM
SAINT JAMES CATHOLIC CHURCH

STATE NOTICE ADDENDUM

SOUTHERN OREGON HUMANE SOCIETY
VOLUNTEERS OF AMERICA OREGON
CENTRAL DOUGLAS COUNTY FAMILY YMCA
METROPOLITAN FAMILY SERVICE
OREGON MUSUEM OF SCIENCE AND INDUSTRY
FIRST UNITARIAN CHURCH
ST. ANTHONY CHURCH
Good Shepherd Medical Center
Salem Academy
ST VINCENT DE PAUL
OUTSIDE IN
UNITED CEREBRAL PALSY OF OR AND SW WA
WILLAMETTE VIEW INC.
PORTLAND HABILITATION CENTER, INC.
OREGON STATE UNIVERSITY ALUMNI ASSOCIATION
ROSE VILLA, INC.
NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE
BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA
Oregon Research Institute
WILLAMETTE LUTHERAN HOMES, INC
LANE MEMORIAL BLOOD BANK
PORTLAND JEWISH ACADEMY
LANECO FEDERAL CREDIT UNION
GRANT PARK CHURCH
ST. MARYS OF MEDFORD, INC.
US CONFERENCE OF MENONNITE BRETHREN CHURCHES
FAITHFUL SAVIOR MINISTRIES
OREGON CITY CHURCH OF THE NAZARENE
OREGON COAST COMMUNITY ACTION
NORTHWEST REGIONAL EDUCATIONAL LABORATORY
COMMUNITY ACTION TEAM, INC.
EUGENE SYMPHONY ASSOCIATION, INC.
STAR OF HOPE ACTIVITY CENTER INC.
SPARC ENTERPRISES
SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
SALEM ALLIANCE CHURCH
Lane Council of Governments
FORD FAMILY FOUNDATION
TRAILS CLUB
NEWBERG FRIENDS CHURCH
WOODBURN AREA CHAMBER OF COMMERCE
CONTEMPORARY CRAFTS MUSEUM AND GALLERY
CITY BIBLE CHURCH
OREGON LIONS SIGHT & HEARING FOUNDATION
PORTLAND WOMENS CRISIS LINE

STATE NOTICE ADDENDUM

THE SALVATION ARMY - CASCADE DIVISION
WILLAMETTE FAMILY
WHITE BIRD CLINIC
GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES
PLANNED PARENTHOOD OF SOUTHWESTERN OREGON
HOUSING NORTHWEST
OREGON ENVIRONMENTAL COUNCIL
LOAVES & FISHES CENTERS, INC.
FAITH CENTER
Bob Belloni Ranch, Inc.
GOOD SHEPHERD COMMUNITIES
SACRED HEART CATHOLIC DAUGHTERS
HELP NOW! ADVOCACY CENTER
TENAS ILLAHEE CHILDCARE CENTER
SUNRISE ENTERPRISES
LOOKING GLASS YOUTH AND FAMILY SERVICES
SERENITY LANE
EAST HILL CHURCH
LA GRANDE UNITED METHODIST CHURCH
COAST REHABILITATION SERVICES
Edwards Center Inc
ALVORD-TAYLOR INDEPENDENT LIVING SERVICES
NEW HOPE COMMUNITY CHURCH
KLAMATH HOUSING AUTHORITY
QUADRIPLIGICS UNITED AGAINST DEPENDENCY, INC.
SPONSORS, INC.
COLUMBIA COMMUNITY MENTAL HEALTH
ADDICTIONS RECOVERY CENTER, INC
METRO HOME SAFETY REPAIR PROGRAM
OREGON SUPPORTED LIVING PROGRAM
SOUTH COAST HOSPICE, INC.
ALLFOURONE/CRESTVIEW CONFERENCE CTR.
The International School
REBUILDING TOGETHER - PORTLAND INC.
PENDLETON ACADEMIES
PACIFIC FISHERY MANAGEMENT COUNCIL
DOGS FOR THE DEAF, INC.
PUBLIC DEFENDER SERVICES OF LANE COUNTY, INC.
EMMAUS CHRISTIAN SCHOOL
DELIGHT VALLEY CHURCH OF CHRIST
SAINT CATHERINE OF SIENA CHURCH
PORT CITY DEVELOPMENT CENTER
VIRGINIA GARCIA MEMORIAL HEALTH CENTER
CENTRAL CITY CONCERN
CANBY FOURSQUARE CHURCH

STATE NOTICE ADDENDUM

EMERALD PUD
VERMONT HILLS FAMILY LIFE CENTER
BENTON HOSPICE SERVICE
INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION
COMMUNITY CANCER CENTER
OPEN MEADOW ALTERNATIVE SCHOOLS, INC.
CASCADIA BEHAVIORAL HEALTHCARE
WILD SALMON CENTER
BROAD BASE PROGRAMS INC.
SUNNYSIDE FOURSQUARE CHURCH
RELEVANT LIFE CHURCH
211INFO
SONRISE CHURCH
LIVING WAY FELLOWSHIP
Women's Safety & Resource Center
SEXUAL ASSAULT RESOURCE CENTER
IRCO
NORTHWEST YOUTH CORPS
TILLAMOOK CNTY WOMENS CRISIS CENTER
SECURITY FIRST CHILD DEVELOPMENT CENTER
CLASSROOM LAW PROJECT
YOUTH GUIDANCE ASSOC.
PREGNANCY RESOUCCE CENTERS OF GRETER PORTLAND
ELMIRA CHURCH OF CHRIST
JASPER MOUNTAIN
ACUMENTRA HEALTH
WORKSYSTEMS INC
COVENANT CHRISTIAN HOOD RIVER
OREGON DONOR PROGRAM
NAMI OREGON
OLIVET BAPTIST CHURCH
SILVERTON AREA COMMUNITY AID
CONFEDERATED TRIBES OF GRAND RONDE
CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK
CATHOLIC COMMUNITY SERVICES
NEW AVENUES FOR YOUTH INC
LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER
DECISION SCIENCE RESEARCH INSTITUTE, INC.
WESTERN STATES CENTER
HIV ALLIANCE, INC
PARTNERSHIPS IN COMMUNITY LIVING, INC.
FANCONI ANEMIA RESEARCH FUND INC.
BLIND ENTERPRISES OF OREGON
OREGON BALLET THEATRE
SMART

STATE NOTICE ADDENDUM

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

STATE NOTICE ADDENDUM

FIRST CHURCH OF THE NAZARENE
WESTSIDE BAPTIST CHURCH
UNION GOSPEL MISSION
GRACE BAPTIST CHURCH
COMMUNITY ACTION ORGANIZATION
OUTSIDE IN
MAKING MEMORIES BREAST CANCER FOUNDATION, INC.
COMMUNITY HEALTH CENTER, INC
Greater Portland INC
Boys & Girls Club of Corvallis
PDX Wildlife
Viking Sal Senior Center
Albany Partnership for Housing and Community Development
Polk Soil and Water Conservation District
Street Ministry
First Baptist Church
Portland Community Reinvestment Initiatives, Inc.
GeerCrest Farm & Historical Society
College United Methodist Church
Oregon Social Learning Center
environmental law alliance worldwide
Community in Action
Safe Harbors
Pacific Classical Ballet
Depaul Industries
African American Health Coalition
Ministerio International Casa
Jesus Prayer Book
Workforce Northwest Inc
Coalition Of Community Health
New Paradise Worship Center
River Network
CCI Enterprises Inc
Oregon Nurses Association
GOODWILL INDUSTRIES OF THE COLUMBIA WILLAMETTE
Mount Angel Abbey
YMCA OF ASHLAND
YMCA OF COLUMBIA-WILLAMETTE ASSOCIATION SERVICES
Multnomah Law Library
Friends Of Tryon Creek State P
Ontrack Inc.
Calvin Presbyterian Church
HOLT INTL CHILD
St John The Baptist Catholic
Portland Foursquare Church

STATE NOTICE ADDENDUM

Portland Christian Center
Church Extension Plan
Occu Afghanistan Relief Effort
EUGENE FAMILY YMCA
Christ The King Parish and School
Congregation Neveh Shalom
Newberg Christian Church
First United Methodist Church
Zion Lutheran Church
Hoodview Christian Church
Southwest Bible Church
Community Works Inc
Masonic Lodge Pearl 66
Molalla Nazarene Church
Transition Projects, Inc
St Michaels Episcopal Church
Saint Johns Catholich Church
Access Inc
Step Forward Activities Inc
Lane Arts Council
Community Learning Center
Old Mill Center for Children and Families
Sunny Oaks Inc
Little Flower Development Center
Hospice Center Bend La Pine
Westside Foursquare Church
Relief Nursery Inc
Morning Star Community Church
Providence Health System
Holy Trinity Catholic Church
Holy Redeemer Catholic Church
Alliance Bible Church
Mid Columbia Childrens Council
Intergral Youth Services
Our Redeemer Lutheran Church
Kbps Public Radio
Skyball Salem Keizer Youth Bas
Open Technology Center
Grace Chapel
CHILDREN'S MUSEUM 2ND
Oregon District 7 Little League
Portland Schools Alliance
My Fathers House
Solid Rock
West Chehalem Friends Church

STATE NOTICE ADDENDUM

Eugene Creative Care
 Guide Dogs For The Blind
 Children Center At Trinity
 St. Katherine's Catholic Church
 Scottish Rite
 THE NEXT DOOR
 NATIONAL PSORIASIS FOUNDATION
 NEW BEGINNINGS CHRISTIAN CENTER
 HIGHLAND UNITED CHURCH OF CHRIST
 OREGON REPERTORY SINGERS
 HIGHLAND HAVEN
 FAIR SHARE RESEARCH AND EDUCATION FUND
 First Baptist Church of Enterprise
 Oregon Nikkei Endowment
 Eastern Oregon Alcoholism Foundation
 Grantmakers for Education
 The ALS Association Oregon and SW Washington Chapter
 Children's Relief Nursery
 Energy Trust of Oregon
 Oregon Psychoanalytic Center
 Store to Door
 Depaul Industries
 Union County Economic Development Corp.
 Camelto Theatre Company
 Camp Fire Columbia
 TAKE III OUTREACH
 Sandy Seventh-day Adventist Church
 1000 FRIENDS OF OREGON
 NAMI of Washington County
 Temple Beth Israel
 Albertina Kerr Centers
 St. Matthew Catholic School
 Serendipity Center Inc
 Ashland Art Center
 DOUGLAS FOREST PROTECTIVE
 Oregon Lyme Disease Network
 Ecotrust
 SPECIAL MOBILITY SERVICES
 Portland Oregon Visitors Association
 Grace Lutheran School
 Western Mennonite School

Account Type: College and University

OREGON UNIVERSITY SYSTEM
 WESTERN STATES CHIROPRACTIC COLLEGE

STATE NOTICE ADDENDUM

GEORGE FOX UNIVERSITY
 LEWIS AND CLARK COLLEGE
 PACIFIC UNIVERSITY
 REED COLLEGE
 WILLAMETTE UNIVERSITY
 LINFIELD COLLEGE
 MULTNOMAH BIBLE COLLEGE
 NORTHWEST CHRISTIAN COLLEGE
 NATIONAL COLLEGE OF NATURAL MEDICINE
 BLUE MOUNTAIN COMMUNITY COLLEGE
 PORTLAND STATE UNIV.
 CLACKAMAS COMMUNITY COLLEGE
 MARYLHURST UNIVERSITY
 OREGON HEALTH AND SCIENCE UNIVERSITY
 BIRTHINGWAY COLLEGE OF MIDWIFERY
 CONCORDIA UNIV
 Marylhurst University
 Corban College
 Oregon Center For Advanced T

Account Type: Other

eickhoff dev co inc
 Illinois Valley Fire District
 Life Flight Network LLC
 TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE
 COVENANT RETIREMENT COMMUNITIES
 PENTAGON FEDERAL CREDIT UNION
 SAIF CORPORATION
 MID-COLUMBIA CENTER FOR LIVING
 GOLD BEACH POLICE DEPARTMENT
 GREATER HILLSBORO AREA CHAMBER OF COMMERCE
 LANE ELECTRIC COOPERATIVE
 USAGENCIES CREDIT UNION
 DOUGLAS ELECTRIC COOPERATIVE, INC.
 ROGUE FEDERAL CREDIT UNION
 PACIFIC CASCADE FEDERAL CREDIT UNION
 PACIFIC STATES MARINE FISHERIES COMMISSION
 NORTH BEND CITY- COOS/URRY HOUSING AUTHORITY
 LOCAL GOVERNMENT PERSONNEL INSTITUTE
 MID COLUMBIA COUNCIL OF GOVERNMENTS
 TRAINING EMPLOYMENT CONSORTIUM
 CLACKAMAS RIVER WATER
 GRANTS PASS MANAGEMENT SERVICES, DBA
 SPIRIT WIRELESS
 SISKIYOU INITIATIVE

STATE NOTICE ADDENDUM

Clatskanie People's Utility District
 CITY/COUNTY INSURANCE SERVICE
 PIONEER COMMUNITY DEVELOPMENT
 Cornerstone Association Inc
 COMMUNITY CYCLING CENTER
 Portland Impact
 Eagle Fern Camp
 NORTHWEST VINTAGE CAR AND MOTORCYCLE
 K Churchill Estates
 KLAMATH FAMILY HEAD START
 MULTNOMAH DEFENDERS INC
 RIVER CITY DANCERS
 KEIZER EAGLES AERIE 3895
 HUMANE SOCIETY OF REDMOND
 CSC HEAD START
 SPRINGFIELD UTILITY BOARD
 Oregon Public Broadcasting
 Halsey-Shedd Fire District
 Apostolic Church of Jesus Christ

Account Type: Unknown

Ppmc Education Committee
 NPKA
 Shangri La
 Cvalco
 P E C I
 Oregon Permit Technical Association
 Pgma/Cathie Bourne
 Astra
 Beit Hallel

Account Type: City Special District

Molalla Rural Fire Protection District
 MONMOUTH - INDEPENDENCE NETWORK
 MALIN COMMUNITY PARK AND RECREATION DISTRICT
 TILLAMOOK PEOPLES UTILITY DISTRICT
 GLADSTONE POLICE DEPARTMENT
 THE NEWPORT PARK AND RECREATION CENTER
 RIVERGROVE WATER DISTRICT
 WEST VALLEY HOUSING AUTHORITY
 TUALATIN VALLEY FIRE & RESCUE
 GASTON RURAL FIRE DEPARTMENT
 CITY COUNTY INSURANCE SERVICES
 METRO
 Roseburg Police Department

STATE NOTICE ADDENDUM

SOUTH SUBURBAN SANITARY DISTRICT
 OAK LODGE SANITARY DISTRICT
 SOUTH FORK WATER BOARD
 SUNSET EMPIRE PARK AND RECREATION
 Tillamook Urban Renewal Agency
 Boardman Rural Fire Protection District

Account Type: Independent Special District

Silverton Fire District
 Lewis and Clark Rural Fire Protection District
 Rainbow Water District
 METROPOLITAN EXPOSITION-RECREATION COMMISSION
 REGIONAL AUTOMATED INFORMATION NETWORK
 OAK LODGE WATER DISTRICT
 THE PORT OF PORTLAND
 WILLAMALANE PARK AND RECREATION DISTRICT
 TUALATIN VALLEY WATER DISTRICT
 UNION SOIL & WATER CONSERVATION DISTRICT
 LANE EDUCATION SERVICE DISTRICT
 TUALATIN HILLS PARK AND RECREATION DISTRICT
 PORT OF SIUSLAW
 CHEHALEM PARK AND RECREATION DISTRICT
 PORT OF ST HELENS
 LANE TRANSIT DISTRICT
 CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
 HOODLAND FIRE DISTRICT NO.74
 WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT
 SALEM AREA MASS TRANSIT DISTRICT
 Banks Fire District #13
 KLAMATH COUNTY 9-1-1
 GLENDALE RURAL FIRE DISTRICT
 COLUMBIA 911 COMMUNICATIONS DISTRICT
 NW POWER POOL
 Lowell Rural Fire Protection District
 TriMet Transit
 La Pine Park & Recreation District
 Siuslaw Public Library District
 Columbia River Fire & Rescue
 Seal Rock Water District
 Tillamook Fire District
 Jefferson Park and Recreation

Account Type: City

Brookings Fire / Rescue
 City of Veneta

STATE NOTICE ADDENDUM

CITY OF DAMASCUS
Hermiston Fire & Emergency Svcs
CEDAR MILL COMMUNITY LIBRARY
CITY OF LAKE OSWEGO
EUGENE WATER & ELECTRIC BOARD
LEAGUE OF OREGON CITIES
CITY OF SANDY
CITY OF ASTORIA OREGON
CITY OF BEAVERTON
CITY OF BOARDMAN
CITY OF CANBY
CITY OF CANYONVILLE
CITY OF CENTRAL POINT POLICE DEPARTMENT
CITY OF CLATSKANIE
CITY OF CONDON
CITY OF COOS BAY
CITY OF CORVALLIS
CITY OF CRESWELL
CITY OF ECHO
CITY OF ESTACADA
CITY OF EUGENE
CITY OF FAIRVIEW
CITY OF GEARHART
CITY OF GOLD HILL
CITY OF GRANTS PASS
CITY OF GRESHAM
CITY OF HILLSBORO
CITY OF HOOD RIVER
CITY OF JOHN DAY
CITY OF KLAMATH FALLS
CITY OF LA GRANDE
CITY OF MALIN
CITY OF MCMINNVILLE
CITY OF HALSEY
CITY OF MEDFORD
CITY OF MILL CITY
CITY OF MILWAUKIE
CITY OF MORO
CITY OF MOSIER
CITY OF NEWBERG
CITY OF OREGON CITY
CITY OF PILOT ROCK
CITY OF POWERS
RAINIER POLICE DEPARTMENT
CITY OF REEDSPORT

STATE NOTICE ADDENDUM

CITY OF RIDDLE
CITY OF SCAPPOOSE
CITY OF SEASIDE
CITY OF SILVERTON
CITY OF STAYTON
City of Troutdale
CITY OF TUALATIN, OREGON
CITY OF WARRENTON
CITY OF WEST LINN/PARKS
CITY OF WOODBURN
CITY OF TIGARD, OREGON
CITY OF AUMSVILLE
CITY OF PORT ORFORD
CITY OF EAGLE POINT
CITY OF WOOD VILLAGE
St. Helens, City of
CITY OF WINSTON
CITY OF COBURG
CITY OF NORTH PLAINS
CITY OF GERVAIS
CITY OF YACHATS
FLORENCE AREA CHAMBER OF COMMERCE
PORTLAND DEVELOPMENT COMMISSION
CITY OF CANNON BEACH OR
CITY OF ST. PAUL
CITY OF ADAIR VILLAGE
CITY OF WILSONVILLE
HOUSING AUTHORITY OF THE CITY OF SALEM
CITY OF HAPPY VALLEY
CITY OF SHADY COVE
CITY OF LAKESIDE
CITY OF MILLERSBURG
CITY OF GATES
KEIZER POLICE DEPARTMENT
CITY OF DUNDEE
CITY OF AURORA
THE CITY OF NEWPORT
CITY OF ALBANY
CITY OF ASHLAND
CITY OF LEBANON
CITY OF PORTLAND
CITY OF SALEM
CITY OF SPRINGFIELD
CITY OF BURNS
CITY OF COTTAGE GROVE

STATE NOTICE ADDENDUM

CITY OF DALLAS
 CITY OF FALLS CITY
 CITY OF PHOENIX
 CITY OF PRAIRIE CITY
 CITY OF REDMOND
 CITY OF SANDY
 CITY OF SHERWOOD
 CITY OF GRANTS PASS
 City of Monmouth
 City of Philomath
 City of Lake Oswego
 Woodburn City Of
 NW PORTLAND INDIAN HEALTH BOARD
 Portland Patrol Services
 City Of Bend
 City Of Coquille
 City Of Molalla
 City Of North Bend
 Columbia Gorge Community
 City of St. Helens
 Toledo Police Department
 City of Independence
 City of Baker City
 City of Ontario
 North Lincoln Fire & Rescue #1
 CITY OF LINCOLN CITY

Account Type: County Special District

Netarts-Oceanside RFPD
 Rogue River Fire District
 Southern Coos Hospital
 Oregon Cascades West Council of Governments
 MULTONAH COUNTY DRAINAGE DISTRICT #1
 PORT OF BANDON
 OR INT'L PORT OF COOS BAY
 DESCHUTES COUNTY RFPD NO.2
 YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT
 HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY
 CENTRAL OREGON IRRIGATION DISTRICT
 MARION COUNTY FIRE DISTRICT #1
 COLUMBIA RIVER PUD
 SANDY FIRE DISTRICT NO. 72
 BAY AREA HOSPITAL DISTRICT
 NEAH KAH NIE WATER DISTRICT
 PORT OF UMPQUA

STATE NOTICE ADDENDUM

EAST MULTNOMAH SOIL AND WATER CONSERVANCY

Benton Soil & Water Conservation District

DESCHUTES PUBLIC LIBRARY SYSTEM

CLEAN WATER SERVICES

PARROTT CREEK CHILD & FAM

South Lane County Fire And Rescue

Account Type: Community College

CENTRAL OREGON COMMUNITY COLLEGE

UMPQUA COMMUNITY COLLEGE

LANE COMMUNITY COLLEGE

MT. HOOD COMMUNITY COLLEGE

LINN-BENTON COMMUNITY COLLEGE

SOUTHWESTERN OREGON COMMUNITY COLLEGE

PORTLAND COMMUNITY COLLEGE

CHEMEKETA COMMUNITY COLLEGE

ROGUE COMMUNITY COLLEGE

COLUMBIA GORGE COMMUNITY COLLEGE

TILLAMOOK BAY COMMUNITY COLLEGE

KLAMATH COMMUNITY COLLEGE DISTRICT

OREGON COMMUNITY COLLEGE ASSOCIATION

Oregon Coast Community College

Account Type: State Agency

Office of the Ong Term Care Ombudsman

OREGON TOURISM COMMISSION

OREGON STATE POLICE

OFFICE OF THE STATE TREASURER

OREGON DEPT. OF EDUCATION

SEIU LOCAL 503, OPEU

OREGON DEPARTMENT OF FORESTRY

OREGON STATE DEPT OF CORRECTIONS

OREGON CHILD DEVELOPMENT COALITION

OFFICE OF MEDICAL ASSISTANCE PROGRAMS

OREGON OFFICE OF ENERGY

OREGON STATE BOARD OF NURSING

BOARD OF MEDICAL EXAMINERS

OREGON LOTTERY

OREGON BOARD OF ARCHITECTS

SANTIAM CANYON COMMUNICATION CENTER

OREGON DEPT OF TRANSPORTATION

OREGON TRAVEL INFORMATION COUNCIL

OREGON DEPARTMENT OF EDUCATION

Oregon Tradeswomen

Oregon Convention Center

STATE NOTICE ADDENDUM

OREGON SCHL BRDS ASSOCIAT
OREGON DEPARTMENT OF HUMAN SERVICES
CARE OREGON
Kdrv Channel 12
Central Oregon Home Health and Hos
Oregon Health Care Quality Cor
Opta Oregon Permit Technician
STATE OF OREGON

Account Type: Federal

US FISH AND WILDLIFE SERVICE
USDA Forest Service
Yellowhawk Tribal Health Center

Account Type: Housing Authority

HOUSING AUTHORITY OF PORTLAND
MARION COUNTY HOUSING AUTHORITY
Housing Authority of Yamhill County

ATTACHMENT A
REFERENCES

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

Reference 1

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

Description of products or services provided:

Total dollar amount: _____

Reference 2

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

Description of products or services provided:

Total dollar amount: _____

Reference 3

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

Description of products or services provided:

Total dollar amount: _____
