

General Terms and Conditions of Master Agreement

THIS MASTER COOPERATIVE PURCHASING AGREEMENT (this "**Master Agreement**") is entered into by and between The Cooperative Council of Governments, Inc. ("**CCOG**"), Fellowes, Inc. ("**Winning Supplier**"), and Equalis Group, LLC ("**Equalis**" or "**Equalis Group**"). Throughout this Master Agreement, CCOG, Winning Supplier, and Equalis are referred to interchangeably as in the singular "Party" or in the plural "Parties."

1. RECITALS

A. CCOG is a Council of Governments formed under Chapter 167 of the Ohio Revised Code and serves as a lead agency (a "**Lead Public Agency**") for Equalis Group ("**Equalis Group**"), a national cooperative purchasing organization, by publicly procuring Master Agreements for products and services to be made available to current and prospective Equalis Group members ("**Equalis Group Member**" or "**Member**").

B. Equalis is the third-party procurement administrator for and duly authorized agent of CCOG, and in that role manages the procurement, contract management, marketing, sales, reporting, and financial activities of, for, and on behalf of CCOG at the direction and with the authorization of the CCOG Board of Directors.

C. To the extent that the laws of a state, region, territory, and/or country permit, any public sector entity may join Equalis Group as a Member. The term "**Public Sector Entities**" includes, but is not limited to, political subdivisions, municipal corporations, counties, townships, villages, school districts, special districts, public institutions of higher education or training, units of government, state/regional/territorial agencies, state/regional/territorial governments, federal/national agencies, federal/national governments, and other entities receiving financial support from tax monies and/or public funds.

D. Any organization that is exempt from federal income tax under Section 501(c)(3) of the IRS Code, and any other entity if permitted under the IRS Code and other applicable law, including for-profit companies, may also join Equalis Group as a Member.

E. Equalis Group makes its Master Agreements available through groups and associations ("**Association Partners**") that contract with Equalis for the purpose of providing additional benefits to the members of such Association Partners.

F. Members, Association Partners, and Association Partners' members are referred to throughout this Master Agreement as Equalis Group participants ("**Equalis Group Participants**").

G. CCOG issued a request for proposal ("RFP") on behalf of Equalis Group Participants and solicited responses from companies ("**Respondent**") for furniture solutions with related products and services and awarded a contract to Winning Supplier as a responsible Respondent whose proposal was most advantageous to CCOG. The products and services made available in this contract are defined by the contents of the Winning Supplier's Cost Proposal submission ("**Products & Services**").

H. CCOG and Equalis agree to make the Products & Services from Winning Supplier available to Equalis Group Participants and Winning Supplier agrees to provide the same to Equalis Group Participants who purchase Products & Services ("**Program Participants**") subject to the terms of this Master Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree to the following terms and conditions:

2. TERMS & CONDITIONS

2.1. Personnel & Equipment. The Parties agree that the number and types of any subcontractors, dealers, distributors, personnel, or specialized equipment which may be required to furnish Products & Services to Program Participants will be determined by Winning Supplier. Winning Supplier agrees to engage the number and types of subcontractors, personnel, and/or specialized equipment necessary to furnish the types of Products & Services to all Program Participants throughout the Term of this Master Agreement and any Customer Agreement.

2.2. Supplemental Agreements. Winning Supplier may enter into separate supplemental agreements with an Equalis Group Participant and/or Program Participant to further define the terms and conditions of purchasing Products & Services ("**Customer Agreement**"). Notwithstanding the foregoing, by ordering products or services under this Master Agreement, all terms and conditions of this Master Agreement will be incorporated into a resulting Customer Agreement unless the Customer Agreement as mutually agreed between Winning Supplier and the Program Participant states otherwise. Any Customer Agreement entered into as a result of this contract is exclusively between the Program Participant and Winning Supplier. Neither CCOG, Equalis Group, its agents, Member and employees shall be made party to any claim for breach of such agreement.

2.3. Pricing

a. Not-To-Exceed Pricing. All contract pricing is "*Not-To-Exceed Pricing*" where Members will receive pricing that does not exceed the per unit pricing provided by the Respondent in Attachment B. Winning Supplier may adjust pricing lower if needed, without any approval needed, but cannot exceed the pricing on their contract price list.

b. Pricing Adjustments. No price increases are permitted within the first ninety (90) days of this contract's Effective Date. Should it become necessary or proper during the Term of this Agreement to make any change in design or any alterations that will increase expense, Equalis Group must be notified immediately. Price increases must be approved by CCOG and no payment for additional materials or services, beyond the amount stipulated in the Agreement, shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter.

It is Winning Supplier's responsibility to keep all pricing up to date and on file with Equalis Group. All price changes must be provided to Equalis Group, using the same format as was accepted in the original contract.

c. Rates & Charges. The rates, fees, and charges to be charged to and paid by Program Participants for Products & Services are set forth in contract price list. Winning Supplier agrees that there are no other applicable rates, fees, charges, or other monetary incentives for Products & Services except those set forth in Winning Supplier's cost proposal.

2.4. The Term. This Master Agreement and the Appendices attached hereto will become effective as of effective date identified in the **Master Agreement Signature Form** (the "**Effective Date**"). This Master Agreement will remain in effect for four (4) years and will expire on the date identified in the **Master Agreement Signature Form** (the "**Termination Date**") unless extended, terminated, or cancelled as set forth in the Master Agreement (the "**Initial Term**"). This Master Agreement may be renewed for one (1) additional one (1) year period by CCOG (a "**Renewal Term**") unless this Master Agreement is terminated as set forth herein. By mutual consent of the Parties, the Term of this Master Agreement may be extended beyond the Initial and Renewal Term (the "**Extended Term**"). The Initial Term together with all Renewal Terms and Extended Terms exercised are hereinafter collectively referred to as the "**Term**."

2.5. Formation of Contract

a. **Respondent Contract Documents.** CCOG and Equalis Group will review proposed Respondent contract documents. Respondent's contract document shall not become part of CCOG and Equalis Groups' contract with Respondent unless and until an authorized representative of CCOG and Equalis Group reviews and approves it.

b. **Entire Agreement.** This Master Agreement, including its Recitals, together with all components of the RFP, the components of the Winning Supplier's proposal, attachments, appendices, and exhibits hereto, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior oral or written representations and agreements with regard to the same subject matter. The Parties acknowledge that this Master Agreement has been negotiated and incorporates their collective agreement as to the provisions to be contained herein. Therefore, no presumption will arise giving benefit of interpretation by virtue of authorship of any provision of this Master Agreement, and any ambiguity may not be construed for or against any Party. Winning Supplier's complete and final RFP response is hereby incorporated into and made part of this Master Agreement.

c. **Modification.** No release, discharge, abandonment, waiver, alteration, or modification of any of the provisions of this Master Agreement, or any of the Appendices incorporated herein, shall be binding upon any Party unless set forth in a writing signed by authorized representatives of the Parties.

d. **Assignment.** This Master Agreement and the rights and obligations hereunder may not be assignable by any Party hereto without the prior written consent of the other Parties, which consent shall not be unreasonably withheld, conditioned, or delayed, provided, however, that Winning Supplier and Equalis may assign their respective rights and obligations under this Master Agreement without the consent of the other Parties in the event either Winning Supplier or Equalis shall hereafter effect a corporate reorganization, consolidation, merger, merge into, sale to, or a transfer of all or substantially all of its properties or assets to another entity. Subject to the preceding sentence, this Master Agreement will be binding upon, inure to the benefit of, and be enforceable by the Parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this section shall be null and void. This Master Agreement may be extended to additional entities affiliated with the Parties upon the mutual agreement of the Parties. No such extension will relieve the extending Party of its rights and obligations under this Master Agreement.

e. **Order of Precedence.**

1. General terms and conditions of Master Agreement;
2. Specifications and scope of work, as awarded;
3. Attachments and exhibits to the Master Agreement;
4. The solicitation and all attachments thereto; and
5. The Respondent's proposal and all attachments thereto.

2.6. **Confidentiality.**

a. **Obligation.** The nature and details of the business relationship established by this Master Agreement, and the business information regarding the other Party(ies) (the "**Disclosing Party**") to which a Party(ies) (the "**Receiving Party**") may become privy during the Term of this Master Agreement (collectively, the "**Information**") constitute confidential and proprietary information, the disclosure, copying, or distribution of which could result in competitive harm to the Disclosing Party. Each Party agrees to maintain the other Parties' Information in the strictest confidence and agrees not to disclose, copy, or distribute the other Parties' Information, whether orally or in writing, directly or indirectly, in whole or in part, except to those of the Receiving Party's employees, agents, subcontractors, and suppliers

with a need to know the Information. The foregoing will not limit a Receiving Party, for purposes of marketing, from informing actual or potential Equalis Group Participants of the existence of a contractual relationship between the Parties. The Parties further agree that they will require that all of their employees, agents, subcontractors, and suppliers abide by the terms of these confidentiality obligations. The confidentiality obligations set forth in this section will continue in effect for the Term of this Master Agreement and for a period of two (2) years after the date this Master Agreement is terminated or expires.

b. Exceptions. Nothing herein will apply to any information (a) which is or becomes generally available to the public other than as a result of a disclosure by a Receiving Party or its representatives, (b) which was available on a non-confidential basis prior to its disclosure by the Disclosing Party or its representatives, (c) which becomes available to a Receiving Party on a non-confidential basis from a source other than the Disclosing Party or its representatives, provided that such source is not known to be subject to any prohibition against transmitting the information, (d) which is disclosed pursuant to an order of court; provided that in the event that proprietary information is disclosed or threatened to be disclosed pursuant to this clause (d), the Receiving Party will give the original Disclosing Party prompt, written Notice, as hereinafter defined, of such threatened disclosure and the right to defend against such disclosure, at Disclosing Party's expense, and provided further that the original Receiving Party will cooperate reasonably in such defense, or (e) which is subject to a Freedom of Information Act Request or other public records request to which a Party is, or may be, required to respond by applicable law.

2.7. Indemnification. Winning Supplier shall protect, indemnify, and hold harmless both CCOG and Equalis Group, administrators, employees, and agents ("**Indemnified Parties**") against all claims, damages, losses and expenses ("**Claims**") arising out of or resulting from the actions of Winning Supplier, Winning Supplier employees or subcontractors in the preparation of the solicitation and the later performance under the contract, including any Customer Agreements with Program Participants ("**Losses**").

2.8. Winning Supplier Insurance. During the Term of this Master Agreement, and for two (2) years following expiration or termination of this Master Agreement, Winning Supplier, at its own expense, shall maintain and shall require that its agents, subcontractors, and suppliers engaged in Winning Supplier's performance of its duties under this Master Agreement maintain general liability insurance, property insurance, and automobile insurance (at a minimum, in the amount of \$1,000,000 per occurrence/\$5,000,000 annual aggregate) applicable to any claims, liabilities, damages, costs, or expenses arising out of its performance under this Master Agreement, or any Appendix, and with respect to, or arising out of, Winning Supplier's provision of Products & Services to Program Participants. CCOG, Equalis, and their respective officers, directors, employees, and agents will be named as certificate holders on Winning Supplier's related insurance policies. All such insurance policies shall incorporate a provision requiring the giving of written Notice to CCOG and Equalis at least thirty (30) days prior to the cancellation, nonrenewal, and/or material modification of any such policies. Winning Supplier shall submit to Equalis within ten (10) calendar days after the Effective Date of this Master Agreement, and prior to furnishing Products & Services to any Program Participants, valid certificates evidencing the effectiveness of the foregoing insurance policies. Winning Supplier shall provide such valid certificates on an annual basis until the terms of this section are no longer applicable.

2.9. Termination Rights. The Parties shall have the termination rights set forth below.

a. Insolvency. If a petition in bankruptcy is filed by any Party, or if any Party is adjudicated as bankrupt, or if any Party makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of the insolvency of any Party, then the other Parties, without prejudice to any other right or remedy, may terminate this Master Agreement upon giving at least five (5) business days prior written Notice of such termination.

b. **Mutual Consent.** This Master Agreement, or any Appendix, may be terminated at any time by the mutual written consent of the Parties.

c. **Breach.** In the event that any Party commits a material breach of its obligations under this Master Agreement, except for a payment obligation, the non-breaching Party(ies) may provide written Notice describing the material breach to the breaching Party. The breaching Party will have thirty (30) calendar days to cure such breach or provide acceptable reassurance to the non-breaching Party(ies), or, if the Parties agree that a cure or reassurance is not feasible within thirty calendar (30) days, such period of time for cure or satisfactory reassurance as the Parties may agree in writing. If the breach is not cured within such period or if satisfactory reassurance is not accepted by the non-breaching Party(ies) in such period, then the Party(ies) not in breach may terminate this Master Agreement upon ten (10) business days written Notice at the Addresses for Notices.

2.10. Effects of Termination. Upon termination of this Agreement for any reason, all Customer Agreements entered into with Program Participants shall immediately terminate. Winning Supplier shall immediately cease any sales of Products & Services to any Program Participant under and through the terms of this Master Agreement. Following the date of termination, Winning Supplier shall not be precluded from selling its products and services to individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect either directly or through some other contract vehicle. Following the date of termination, CCOG and Equalis shall not be precluded from transitioning individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect to another agreement or Equalis Group supplier partner.

2.11. Audit of Winning Supplier. CCOG and Equalis, whether directly or through an independent auditor or accounting firm, shall have the right to perform audits, including inspection of books, records, and computer data relevant to Winning Supplier's provision of Products & Services to Program Participants pursuant to this Master Agreement, to ensure that pricing, inventory, quality, process, and business controls are maintained; provided, however, that such inspections and audits will be conducted upon reasonable notice to Winning Supplier and so as not to unreasonably interfere with Winning Supplier's business or operations.

2.12. Force Majeure. This Master Agreement will be temporarily suspended during any period to the extent that any Party during that period is unable to carry out its obligations under this Master Agreement or the Appendices by reason of an Act of God or the public enemy, act of terrorism, epidemic or pandemic, fire, flood, labor disorder not caused by Winning Supplier, civil commotion, closing of the public highways not caused by Winning Supplier, government interference, government regulations, or any other event or occurrence beyond the reasonable control of the affected Party ("**Event of Force Majeure**"). No Party will have any liability to the other Party(ies) for a delay in performance nor failure to perform to the extent this Master Agreement or any Appendix is so temporarily suspended; provided that nothing contained herein shall apply to payment obligations with respect to obligations which have already been performed under this Master Agreement. If the provision of Products & Services are impeded due to an Event of Force Majeure, then Winning Supplier may apportion the provision of Products & Services among its present and future customers on a fair and reasonable basis after consulting with Equalis and the Program Participants potentially affected and in a manner that would not reasonably be expected to disproportionately affect Program Participants.

2.13. Notices. All notices, claims, certificates, requests, demands, and other communications required or permitted hereunder ("**Notice**") must be in writing and will be deemed given to the Addresses for Notices (a) when delivered personally to the recipient, (b) upon delivery by reputable overnight courier service (charges prepaid), or (c) upon delivery or refusal of delivery by certified or registered mail, return receipt requested, and addressed to the intended recipient. The Parties agree that the day-to-day business communications, including notification of a change of address, pricing updates, or revisions to any Appendix, may be made via electronic communication.

a. **Addresses for Notices.** Written notices for the Winning Supplier will be sent to the remittance address provided with the Winning Supplier's proposal.

i. If to **CCOG**:

The Cooperative Council of
Governments, Inc.
Attn: Board President
6001 Cochran Road, Suite 333
Cleveland, Ohio 44139
Facsimile: 440.337.0002

ii. If to **EQUALIS**:

Equalis Group, LLC.
Attn: Eric Merkle, SVP
5550 Granite Parkway,
Suite 298
Plano, Texas 75024

2.14. Waiver. Other than the rights and obligations with respect to payment provided by this Master Agreement, waiver by any Party(ies) of or the failure of any Party(ies) hereto to enforce at any time its rights with regard to any breach or failure to comply with any provision of this Master Agreement by the other Party(ies) may not be construed as, or constitute, a continuing waiver of such provision, or a waiver of any other future breach of or failure to comply with the same provision or any other provision of this Master Agreement.

2.15. Governing Law; Invalidity. This Master Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Ohio without regard to rules of conflict of laws. If any provision of this Master Agreement is declared unlawful or unenforceable by judicial determination or performance, then the remainder of this Master Agreement shall continue in force as if the invalidated provision did not exist. Any suits filed by any Party pursuant to this Master Agreement shall be brought in a court of competent jurisdiction located in Cuyahoga County, Ohio. In the event any Party initiates a suit and that suit is adjudicated by a court of competent jurisdiction, the prevailing Party shall be entitled to reasonable attorney's fees and costs from the non-prevailing Party in addition to any other relief to which the court determines the prevailing Party is entitled or awarded.

2.16. No Third-Party Beneficiaries; Survival of Representations. This Master Agreement is made solely for the benefit of the Parties to it, and no other persons will acquire or have any right under or by virtue of this Master Agreement. Except as otherwise provided herein, all representations, warranties, covenants, and agreements of the Parties shall remain in full force and effect regardless of any termination of this Master Agreement, in whole or in part.

2.17. Execution in Counterparts. This Master Agreement may be executed in one or more counterparts, each of which will be deemed an original. For purposes of this Master Agreement, a facsimile, scanned, or electronic signature will be deemed an original signature.

2.18. Nondiscrimination & Intimidation.

a. Winning Supplier expressly agrees that in the hiring of employees for the performance of work or services under this Master Agreement or any subcontract that takes place in the State of Ohio, Winning Supplier, its subcontractors, or any person acting on a Winning Supplier's or its subcontractor's behalf shall not discriminate in the hiring of employees by reason of race, creed, sex, disability as defined in **Section 4112.01** of the Ohio Revised Code nor shall it discriminate against any citizen of the State of Ohio in the employment of labor or workers who are qualified and available to perform the Work to which the employment relates.

b. Winning Supplier expressly agrees that Winning Supplier, any of its subcontractors, or any person on behalf of Winning Supplier or its subcontractors in any manner shall not discriminate against or intimidate any

employee hired for the performance of work or services under this Master Agreement on account of race, creed, sex, disability as defined in **Section 4112.01** of the Ohio Revised Code, or color.

c. Winning Supplier expressly agrees to include principally similar provisions of this section in each of its written subcontractor agreements for the Products & Services subject to this Master Agreement.

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Technical Proposal



PROPOSAL FORM 1: TECHNICAL PROPOSAL

1. OVERVIEW & QUALIFICATIONS

1.1. Company Information

1.1.1. Company Name:	Fellowes, Inc.	
1.1.2. Corporate Street Address:	1789 Norwood Ave, Itasca, IL 60143	
1.1.3. Website:	www.fellowes.com	
1.1.4. Formation. In what year was the company formed? For how long has your company been operating under its present business name? If your company has changed its business name, include the most recent prior business name and the year of the name change.	<p>For over 50 years, Trendway has been dedicated to building beautiful products that create better places for people to enjoy work. We're committed to delivering them with remarkable quality, speed, and ease. Our full portfolio of fine-quality interior architecture, contract furniture, and air purification products are produced by a workforce dedicated to quality and performance, and equally committed to serving our communities.</p> <p>ESI is a customer-obsessive organization that designs, develops, and distributes work gear that allows individuals to create highly productive and comfortable environments. Leveraging a foundation of operational excellence, product innovation, and distribution management, ESI strives to exceed the expectation of our customers, users, team members, and stakeholders. We provide monitor arms, crank and electric height adjustable tables, keyboard combinations, power solutions, sit-to-stand solutions, wall-mounted and mobile workstations, laptop solutions, and task lighting. Geared for today's fast-paced lifestyle, our extensive catalog of work gear empowers workers to be energized and productive.</p> <p>Over 100 years ago, Harry Fellowes began presenting his original Bankers Box to Chicago area banks which addressed a growing problem: disorganized paper records. Today Fellowes Brands is a global leader in a broad range of innovative solutions which help professionals be their best and feel their best. Fellowes Brands is family-owned and led into its fourth generation, and its founding principles from the early days remain its heartbeat and compass. The culture at Fellowes is marked by people who care and have a sense of purpose that is committed to making a positive impact on the users of our solutions, our people, our earth, and our local communities. Fellowes was established in the State of Illinois in 1919.</p>	
1.1.5. Primary Point of Contact. Provide information about the Respondent representative/contact person authorized to answer questions regarding the proposal submitted by your company:	Contact Name:	Melissa Fuller
	Title:	Vertical Markets Contract Manager
	Phone:	812-639-8141
	E-Mail Address:	mfuller@fellowes.com

1.1.6. Authorized Representative. Print or type the name of the Respondent representative authorized to address contractual issues, including the authority to execute a contract on behalf of Respondent, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in 1.1.9., provide the following information on each such representative and specify their function).	Contact Name:	Melissa Fuller
	Title:	Vertical Markets Contract Manager
	Phone:	812-639-8141
	E-Mail Address:	mfuller@fellowes.com
1.2. Financial Strength & Legal Considerations		
1.2.1. Financial Strength. Demonstrate your financial strength and stability with meaningful data. This could include, but is not limited to, such items as financial statements, SEC filings, credit & bond ratings, letters of credit, and detailed reference letters. Note: If the information disclosed in your response is considered "Trade Secret" as defined in Ohio Revised Code, Respondents may mark the information as a "Trade Secret" and the response will be redacted from any future use of the RFP response.	Attachment 1 - CY23 Q2 Quarterly Compliance in Supplemental Information.	
1.2.2. Bankruptcy & Insolvency. Describe any bankruptcy or insolvency for your organization (or its predecessors, if any) or any principal of the firm in the last three (3) years.	Does not apply	
1.2.3. Litigation. Describe any litigation in which your company has been involved in the last three (3) years and the status of that litigation.	Deos not apply	
1.3. Industry Qualifications		
1.3.1. Company Identification. How is your organization best identified? Is it a manufacturer, distributor, dealer, reseller, or service provider?	Fellowes is a manufacturer. Our organization is a private family-owned business and consists of a leadership team and a Vertical Markets Team dedicated to Public Sector Contracts, as well as extensive field sales representatives across the United States and Canada that is outlined below.	
1.3.2. Manufacturer Authorization. If your company is best described as a distributor, dealer, reseller, or similar entity please certify that your organization is authorized to sell the products and services at the price points disclosed in this proposal.	n/a	

1.3.3. Authorized Distributors, Agents, Dealers, or Resellers. Describe the different channels in which this contract will be made available to Equalis Group Members. Your response should include, but is not limited to, whether your organization will serve as the single point of sale or if the contract will be made available through a network of distributors, agents, dealers, or resellers.

NOTE: Respondents intending to authorize distributors, agents, dealers, or resellers must complete **Proposal Form 7 - Dealer, Distributor and Reseller Authorization Form.**

Local Representation: Fellowes distributes our products through our authorized dealer network that is authorized to sell and service Fellowes products on a local level. We have over 700 dealers nationwide. Fellowes also has a sales force of over 80 Independent Sales Reps. These Independent Sales Reps are responsible for distribution, overall account maintenance, and sales direction. Regionally located, they work directly with our Authorized Dealer Network and Participating Entities to develop account management plans as needed. Fellowes Authorize Dealer Listing is included in Supplemental Information, Attachment 4.

Direct Representation: Fellowes has 6 direct Regional Sales VPs who are responsible for providing account support and ensuring project integrity within their region. In addition, we have 3 direct Area Sales Managers located in Atlanta, San Francisco, and Connecticut. The Area Sales Managers are responsible for supporting the efforts of the Regional Sales VPs but also providing more direct factory support with both the Independent Sales Reps as well as the Authorized Dealers within their geographic region.

Fellowes also has 6 direct Architectural Product Representatives. This position is responsible for supporting existing and developing new business opportunities in consultation with Fellowes Independent Rep. Group(s), Fellowes Market Managers, and Fellowes dealers with the following:

- Collaboratively works with Fellowes Architectural Products dealer sales force members to ensure Fellowes products have name recognition and are preferred products within their company product portfolios.
 - Calls on and influences A&D firms, General Contractors, and Corporate Real Estate firms in order to get Fellowes Architectural products specified and selected for projects and/or clarify details for coordination of execution of the project.
 - Maintains a thorough understanding of Fellowes Architectural products and capabilities as well as competitive product lines.
 - Travels up to 60 percent of time away from the office to dealer locations, account locations, A&D firms, etc. to make sales presentations, call-on existing accounts, view installations, problem solve, etc.
 - Works in Dealer Development with Regional Manager by metro area.
 - Dealer development through training in; product details, project delivery, and process and sales tactics, and positioning.
- Fellowes also has 6 direct Architectural Product Tech Representatives to offer additional support for our Demountable Walls products.

	<p>Customer Service and Order Management: Each region has a dedicated Customer Service Representative and a dedicated Order Management Specialist. Contract Assistance: You will have a Vertical Market Contract Manager dedicated to The Equalis Group Contract.</p>
<p>1.3.4. Network Relationship. If your company is best described as a manufacturer or service provider, please describe how your dealer network operates to sell and deliver the Products & Services proposed in this RFP. If applicable, is your network independent or company owned?</p>	<p>Fellowes maintains relations with over 700 dealer partners in the United States. These dealer partners have been specifically selected to sell, service and install particular segments of our total product offering based on their demonstrated performance, market awareness, expertise and sound financial business practices.</p> <p>Fellowes' Authorized Distributors/Dealers will take the following steps to ensure customers are serviced throughout the country:</p> <ul style="list-style-type: none"> • Evaluation of product usage and application • Consulting the agency to make sure needs are met • Provide quotes and specifications • Provide product lead times • Provide color samples • Ensure product specifications are correct and quoted accurately • Place the purchase order with Fellowes • Reconcile the factory acknowledgment with the purchase order • Schedule delivery and installation • Walk-through on the final installation • Complete a construction punch list of missing items or replacements • Invoice end-user for completed project • Train agency on use of and care/maintenance of products • Obtain sign-off or approval that job is completed
<p>1.3.5. Industry Experience. How long has your company provided the products and services outlined in your proposal? What percentage of your company's revenue in each of the last three (3) full calendar years was generated from these products and services?</p>	<p>For over 50 years, Trendway has been dedicated to building beautiful products that create better places for people to enjoy work. We're committed to delivering them with remarkable quality, speed, and ease. Our full portfolio of fine-quality interior architecture, contract furniture, and air purification products are produced by a workforce dedicated to quality and performance, and equally committed to serving our communities.</p> <p>ESI is a customer-obsessive organization that designs, develops, and distributes work gear that allows individuals to create highly productive and comfortable environments. Leveraging a foundation of operational excellence, product innovation, and distribution management, ESI strives to exceed the expectation of our customers, users, team members, and stakeholders. We provide monitor arms, crank and electric height adjustable tables, keyboard combinations, power solutions, sit-to-stand solutions, wall-mounted and mobile workstations, laptop</p>

	<p>solutions, and task lighting. Geared for today's fast-paced lifestyle, our extensive catalog of work gear empowers workers to be energized and productive.</p> <p>Over 100 years ago, Harry Fellowes began presenting his original Bankers Box to Chicago area banks which addressed a growing problem: disorganized paper records. Today Fellowes Brands is a global leader in a broad range of innovative solutions which help professionals be their best and feel their best. Fellowes Brands is family-owned and led into its fourth generation, and its founding principles from the early days remain its heartbeat and compass. The culture at Fellowes is marked by people who care and have a sense of purpose that is committed to making a positive impact on the users of our solutions, our people, our earth, and our local communities.</p> <p>Trendway and ESI have been dedicated to the public sector, having held multiple state and federal contracts for over 50 years. Fellowes Brands acquired ESI in 2017 and Trendway in 2019, creating a team of people dedicated to offering the best in office products and commercial office furniture. ESI and Trendway customers will now have the advantage of the expansive international equity and reach of the 100-year historic Fellowes brand. We hold several contracts under the Trendway and ESI names that include Federal, State, Local, Education, and Cooperatives. We will be working in the next few months to novate these contracts to the Fellowes' name.</p> <p>We believe in a fully Integrated lifestyle of wellness for WorkLife. In all that we do, we convey a sense of vitality, optimism, and energy. We craft thoughtful experiences — with our products, our presence, and our people — that optimistically demonstrate the potential of how rich and vibrant our daily life can be. We are not a passive entity; we are on a journey of innovation that requires dedication, curiosity, and tenacity. As such, in all that we do we maintain a forward-looking posture — eager to imagine, create, test, and bring the very best solutions to life. This trait inspires us and our customers to never settle and always achieve our best. We're sincere, intentional, and candid. Simple as that. Our family-founded beginnings instilled a degree of earnestness and humility that still permeates and informs our brand today, and we lead with this commitment to authenticity in the way that we care for our customers and innovate with quality on their behalf.</p> <p>Fellowes Brands has made significant investments toward our ability to provide furniture solutions, workspace, modular walls, and air quality management solutions. We are excited about the potential to secure this agreement with The Equalis Group.</p>
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<p>1.3.6. Geographic Reach. Describe your company's <u>current</u> service area in the United States and which areas you intend to offer services under a resulting contract if awarded.</p>	<p>Fellowes can fully supply and service all areas of the United States and Canada through our Authorized Dealer Network.</p>
<p>1.3.7. Certifications and Licenses. Provide a detailed explanation outlining the licenses and certifications that are i) required to be held, and ii) actually held by your organization (including third parties and subcontractors that you use). Has your company maintained these certifications on an ongoing basis? If not, when and why did your company lose any referenced certifications?</p> <p>NOTE: Provide copies of any of the certificates or licenses included in your response in Proposal Form 5 - Certifications and Licenses.</p>	<p>Fellowes, Inc. does not hold any of these certifications.</p>
<p>1.4. Public Sector Experience</p>	
<p>1.4.1. Public Sector Cooperative Contracts. Provide a list of the public sector cooperative contracts (e.g., state term contracts, public sector cooperatives, etc.) you currently hold or are authorized to sell through (if contracts are held with a manufacturer) and the annual revenue through those contracts in each of the last three (3) calendar year.</p> <p>NOTE: Please exclude information and data associated with Federal or GSA contracts.</p>	<p>OMNIA (Trendway) 2020 - \$1,898,142.95 2021-\$5,969,725.25 2022-\$2,635,677</p> <p>OMNIA (ESI) 2020 - \$1,298,681 2021 - \$1,305,167 2022 - \$2,337,789</p> <p>BuyBoard (Trendway) 2020 - \$22,142.55 2021- \$20,699.81</p> <p>NCPA (Trendway) 2020 - \$1,051.54 2021- \$8,862.98 2022- \$140,493</p> <p>NCPA (ESI) 2020-\$98,234 2021 - \$156,378 2022 - \$73,725</p> <p>TIPS (Trendway) 2021- \$99,396.43 2022- \$28,801</p>

	<p>TIPS (ESI)</p> <p>2020 - \$37,206</p> <p>2021 - \$53,291</p> <p>2022 - \$111,037</p> <p>State of Alabama (Trendway)</p> <p>2020- \$85,929.53</p> <p>2021- \$86,959.76</p> <p>2022- \$192,050</p> <p>State of Alabama (ESI)</p> <p>2020 - \$61,608</p> <p>2021 - \$80,196</p> <p>2022 - \$57,363</p> <p>CMAS (Trendway)</p> <p>2020 - \$146,617.17</p> <p>2021- \$107,882.27</p> <p>2022- \$159,631</p> <p>CMAS (ESI)</p> <p>2020 - \$14,033</p> <p>2021 - \$74,955</p> <p>2022 - \$3,261</p> <p>State of Connecticut (Trendway)</p> <p>2020- \$71,745.59</p> <p>2021- \$483.22</p> <p>2022- \$219,077</p> <p>State of Florida (Trendway)</p> <p>2020- \$866,730.51</p> <p>2021- \$584,482.88</p> <p>2022- \$1,006,509</p> <p>State of Florida (ESI)</p> <p>2020 - \$271,737</p> <p>2021 - \$315,490</p> <p>2022 - \$658,036</p> <p>State of Georgia (Trendway)</p> <p>2020- \$310,322.46 3</p> <p>2021- \$531,482.58</p> <p>2022- \$331,076</p> <p>State of Mississippi (Trendway)</p> <p>2020- \$23,188.54</p> <p>2021- \$101,636.00</p> <p>2022- \$150,829</p>
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	<p>State of Mississippi (ESI)</p> <p>2020 - \$13,613</p> <p>2021 - \$61,368</p> <p>2022 - \$53,530</p>
	<p>State of North Carolina (Trendway)</p> <p>2020- \$166,265.83</p> <p>2021- \$132,341.84</p> <p>2022- \$112,289</p>
	<p>State of North Carolina (ESI)</p> <p>2020 - \$61,652</p> <p>2021 - \$44,020</p> <p>2022 - \$44,887</p>
	<p>State of NJ (Trendway)</p> <p>2020- \$452,339.21</p> <p>2021- \$358,198.45</p> <p>2022- \$341,987</p>
	<p>State of NY (Trendway)</p> <p>2020- \$67,256.53</p> <p>2021- \$326,337.42</p> <p>2022- \$260,721</p>
	<p>State of NY (ESI)</p> <p>2020 - \$64,849</p> <p>2021 - \$69,514</p> <p>2022 - \$67,845</p>
	<p>State of Ohio (Trendway)</p> <p>2020- \$45,141.96</p> <p>2021- \$70,149.02</p> <p>2022- \$73,606</p>
	<p>State of Pennsylvania (Trendway)</p> <p>2021- \$38,993.15</p> <p>2022- \$29,605</p>
	<p>State of Pennsylvania (ESI)</p> <p>2020 - \$124,107</p> <p>2021 - \$94,303</p> <p>2022 - \$119,651</p>
	<p>State of South Carolina (Trendway)</p> <p>2021- \$38,993.15</p> <p>2022- \$88,896</p>
	<p>State of South Carolina (ESI)</p>

	2020 - \$31,830 2021 - \$132,318 2022 - \$237,857 State of Wisconsin (Trendway) 2021- \$19,101.62 2022-\$24,914 State of New Mexico (ESI) 2020 - \$94,445 2021 - \$294,273 2022 - \$228,965
1.4.2. Education Success. What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to educational institutions (i.e., K-12 schools & school districts and high education)?	Education Sector Sales (Trendway) 2020 - 16% 2021 - 34% 2022 - 25% Education Sector Sales (ESI) 2020 - 5% 2021 - 6% 2022 - 7%
1.4.3. Government Success. What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to local governments (i.e., municipalities, counties, special districts, and state agencies)?	Governmental Sector Sales (Trendway) 2020 - 30% 2021 - 17% 2022 - 13% Governmental Sector Sales (ESI) 2020 - 11% 2021 - 12% 2022 - 13%
1.4.4. Customer References. Provide references of at least five (5) local government or educational institution customers for which your company has provided products and services similar in nature and scope to those defined in this RFP in the last three (3) years. Each reference should include: <ol style="list-style-type: none"> Customer contact person and their title, telephone number, and email address; A brief description of the products and services provided by your company; Customer relationship starting and ending dates; and, 	1. Stafford County Public Schools Wendy Cole, Procurement Officer Stafford, VA 22554 Phone: 540-658-6709 colewe@staffordschools.net Fellowes provided Air Purification Units and filters with a total of \$378,000 in volume in 2021. 2. University of Oregon Jeff Madsen, Assistant Director of Engineering and Utilities Design & Construction Capital Planning and Facilities Management Eugene, OR Office: 541.346.2256 Cell: 541.505.4850 jmadsen@uoregon.edu Fellowes provided Air Purification Units and filters with a total of \$112,988 in volume in 2021.

<p>d. Notes or other pertinent information relating to the customer and/or the products and services your company provided.</p>	<p>3. Jersey City Board of Education Franklin Walker, Superintendent Jersey City, NJ Phone: 201.915.6000 Fwalker@jcboe.org Fellowes provided Air Purification Units and filters with a total of \$3,617,512 in volume in 2021.</p> <p>4. Redstone Arsenal Ralph Berger Huntsville, AL 256-489-4466 ralph@redstonemovers.com Fellowes provided 760 Capture workstations in 2020 along with other large projects over the span of multiple years resulting in over \$1-\$2 million annually.</p> <p>5. Medgar Evers College Sherone Modeste Brooklyn, NY 718-270-6081 smodeste@mec.cuny.edu Fellowes provided Trendwall demountable walls. \$26,079.18 in volume over the past 3 years.</p>
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2. Products & Services

2.1. Products & Services

2.1.1. *Product & Services Description(s).* Provide a detailed description of the products and services you are offering as a part of your proposal.

Your response may include, but is not limited to, information related to product or market focus, differentiators, manufacturing capabilities & advantages, warranty information, turnkey capabilities, installation or set-up, training services, maintenance services, or any other piece of information that would help understand the breadth and depth of your products and service offering.

IMPORTANT. This description along with the products and services included in the **Attachment B – Cost Proposal** will be utilized to define the

We are in the business of creating comfortable, affordable, and safe workspaces that are delivered on time, every time. We build products that create better places for people to work and we deliver them with remarkable quality, speed, and ease.

- Modular Walls
- Panel Systems
- Freestanding
- Desks
- Storage
- Tables
- Ergonomic Solutions
- Seating
- Air Purifiers
- Work Space Accessories

From modular walls to workstations, and everything in between, Fellowes delivers with Industry-leading production times. Workspaces are evolving and change is a constant. Our product solutions adapt to change with flexibility and ease. Whether you

<p>overall products and services available under a resulting contract.</p>	<p>need to move people, add staff, or reconfigure your entire space, Fellowes products make it easier than ever to roll with the change. Fast installation and easy reconfiguration minimize downtime, maximize return on investment, and provide a sustainable solution.</p> <p>Architectural Products</p> <ul style="list-style-type: none"> •Volo Wall •Volo Frameless Wall •Trendwall <p>Systems + Freestanding</p> <ul style="list-style-type: none"> • Panel Systems • Frame and Tile Systems • Benching • Desking <p>Desks + Storage</p> <ul style="list-style-type: none"> • Desks • Storage • Executive • Benching <p>Tables</p> <ul style="list-style-type: none"> • Collaborative Tables • Training Tables • Height Adjustable Tables • Standing Height Tables • Conference Tables <p>Seating</p> <ul style="list-style-type: none"> • Conference Seating <p>Accessories</p> <ul style="list-style-type: none"> • Acrylic Panel Toppers • Acrylic Screens • Power Solutions • Lighting <p>Ergonomic Solutions</p> <ul style="list-style-type: none"> • Monitor Arms • Keyboard Solutions • Sit-to-Stand • Portable Work Gear
<p>2.1.2. Value-Add or Additional Offering. Please include any additional products and services not included in the scope of the solicitation that you think will enhance and</p>	<p>Fellowes and our dealer network provide a variety of training and educational programs for The Equalis Group Members. We are open to discussing opportunities with The Equalis Group. Costs for dealer services may vary depending on scope and nature of agreement.</p>

add value to this contract's participating agencies.	Fellowes provides published installation/ assembly instructions and user / maintenance manuals for products directly to the dealer network and Members at no additional cost.
2.1.3. Open Market Products. Provide a detailed description of your ability to accommodate requests for Open Market Products. Open Market Products is a category of products that cannot be found in your standard catalog offering or non-inventoried products.	Fellowes has a Custom Solutions Team that will work with The Equalis Group Member or the servicing dealer on providing a cost for product that is not offered in our price list or a modification of product.
2.1.4. Warranty. Provide a copy of the manufacturer's warranty. If required, please attach the warranty as an attachment, as instructed in this document. Describe notable features and/or characteristics of the warranty that a public sector customer would find interesting or appealing. Pricing related to the any extended warranty options must be included in <u>Attachment B – Cost Proposal</u> .	Please see Attachment 3 – Fellowes Warranty in Supplemental Information for our standard warranty.

3. Business Operations

3.1. Logistics

<p>3.1.1. Store & Showroom Locations; Distribution & Shipping Capabilities. Describe how supplier proposes to distribute the products & services in Respondent's defined geographic reach.</p> <p>Your response may include, but is not limited to, information related to the number of store or showroom locations, distribution facilities, supply chain partners, fill rates, on-time delivery rates, and your ability to accommodate expedited orders.</p>	<p>Fellowes maintains relations with over 700 dealer partners in the United States. These dealer partners have been specifically selected to sell, service and install particular segments of our total product offering based on their demonstrated performance, market awareness, expertise and sound financial business practices. Many dealers have Fellowes' products in their showroom.</p> <p>Fellowes' Authorized Distributors/Dealers will take the following steps to ensure customers are serviced throughout the country:</p> <ul style="list-style-type: none"> • Evaluation of product usage and application • Consulting the agency to make sure needs are met • Provide quotes and specifications • Provide product lead times • Provide color samples • Ensure product specifications are correct and quoted accurately • Place the purchase order with Fellowes • Reconcile the factory acknowledgment with the purchase order • Schedule delivery and installation • Walk-through on the final installation
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	<ul style="list-style-type: none"> • Complete a construction punch list of missing items or replacements • Invoice end-user for completed project • Train agency on use of and care/maintenance of products • Obtain sign-off or approval that job is completed <p>Showrooms</p> <p>Fellowes Design & Experience Center location 311 N. Green St. Chicago, IL 60607 phone (800) 833-3746</p> <p>Fellowes - Mesa location 1314 N. Recker Road Mesa, AZ 85205 phone (800) 833-3746</p> <p>Fellowes - Quincy location 13467 Quincy St Holland, MI 49424 phone (616) 399-3900</p>
3.2. Customer Service	
<p>3.2.1. <i>Customer Service Department.</i> Describe your company's customer service department & operations. Your description may include, but is not limited to, hours of operation, number and location of service centers, parts outlets, number of customer service representatives. Clarify if the service centers are owned by your company or if they are a network of subcontractors.</p>	<p>Fellowes is well-known for a responsive and empowered customer service team. The most overwhelming aspect of our customer service mission is that We Answer the Phone! There are no automated systems here. We believe in the importance of direct and immediate communication with our dealers and customers.</p> <p>Phil Hansen, our Director of Customer Service, has been with Fellowes for the past 12 years and has built an exceptional team of specialists. They receive constant product training not only on current products, but also on other products currently being introduced and used throughout the office furniture industry that relate to Fellowes products in some way.</p> <p>Customer Support is comprised of Customer Service Specialists, a Product Specialist that is available to communicate with dealers and customers directly, and our Customer Service Manager. They are all equally trained to answer product and account questions no matter the part of the World the request originates from. Our Product Specialist and one of our Customer Service Specialists are bi-lingual to enhance the experience of our Spanish- speaking callers.</p> <p>Call Us</p>

	800.833.3746 Representatives are available Monday through Friday from 7:00am to 5:00pm Arizona time.
3.3. Customer Set Up; Order & Invoice Processing; Payment	
<p>3.3.1. Proposal Development, Order, and Invoice Process. Describe your company's proposal development, order, and invoice process.</p>	<p>The Equalis Group Members will place their order directly with Fellowes Authorized Dealers. Fellowes Authorized Dealers will accept and enter the order as the seller using the Fellowes Partner Portal CPQ System. Fellowes Authorized Dealers will process purchase orders and process payments on this contract as payment terms may be negotiated between Member and the Authorized Dealer.</p> <p>The CPQ system is integrated with all Fellowes' business systems through EDI transactions that provide a constant, audited flow of the order information. The CPQ system will allow us to provide quotes, custom product pricing, orders, invoices, reports, and additional data.</p> <p>The The Equalis Group Member will initiate orders by sending a written purchase order to Fellowes Authorized Dealers containing the required information listed below:</p> <ul style="list-style-type: none"> • The Equalis Group Fellowes contract # • v Member purchase order number. • The Equalis Group Member ID # • "Ship To" and "Bill To" information • Complete Fellowes product model numbers, specifications, and quantities • The Equalis Group Member cost • Requested delivery date • Special shipping requirements <p>Incomplete orders or changes will delay processing and shipment until receipt of all necessary information and Fellowes issuance of revised Sales Order Acknowledgment that will go to the Authorized Dealers. Upon receiving an order, Fellowes will send an acknowledgment with exact pricing information and a scheduled shipping date.</p> <p>Any request for cancellation or change to an order must be submitted within twenty-four (24) hours of receipt of order acknowledgment by Fellowes. Any requested cancellation or change received thereafter will incur a fee. Order changes include the addition/deletion of line items or changes in quantity or requested Ship Date or Ship To address. Order changes that result in a quantity reduction may be subject to an adjustment in pricing.</p>

	<p>Change or cancellation requests are not considered accepted until Fellowes provides a revised Sales Order Acknowledgment. Changes may result in processing delays or shipping delays. Under no circumstances will changes or cancellations be accepted on any special order, custom product, or worksurface order without the express written consent of Fellowes. All such custom and special orders are non-returnable.</p> <p>Lead-Times and Delays. Fellowes reserves the right to alter lead times as demand for products fluctuate. Stated lead-times begin after a complete order is entered and scheduled. Shipments are subject to product availability. Special products and larger orders may entail extended lead-times. Orders placed by dealers without a requested delivery date will be assigned a delivery date for custom product orders as currently published at www.fellowes.com for our Authorized Dealers.</p> <p>Customer's Own Material or COM. The Fellowes COM program allows customers to use special materials. By complying with the COM testing procedure in the steps below, Fellowes will be able to identify if your material is appropriate for application to the products you specify. To comply with the COM process, please follow these steps:</p> <ol style="list-style-type: none"> 1. Select the COM material. 2. Authorized Dealers can check first with www.fellowes.com/, and consult the COM library to determine if this material has already passed testing for manufacturability on the intended product. 3. If the material is pre-approved in the COM Library, customer must submit a COM Order Submission Form (available from Fellowes Customer Service Representative). 4. If the material requested is not in the COM Library, customer must submit a COM test request on-line at www.fellowes.com, send a sample of the COM material (see Test Yardage Requirements below) and include a list of Fellowes product numbers designated for the COM application. Material sample should include pattern name, pattern number and color, manufacturer, direction material should be applied, and Control number from the COM Request Form automated e-mail response. 5. Ship COM samples to: U.S. Mail and UPS/ FedEx Shipment: Fellowes - Attn: COM Request 13467 Quincy Street Holland, MI 49424 6. You will be notified within five working days of receiving the material sample by Fellowes, whether your COM has been approved or disapproved for application.
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	<p>NOTE: Most fabric houses have a yard- age minimum or an upcharge on less than one-yard cuts.</p> <p>NOTE: All COM applications are priced at Grade 1 or Grade A. If Customer desires to use its own material in the production of Fellowes' products, it is necessary to obtain the prior written consent of Fellowes. Whether purchased by Customer or by Fellowes on Customer's behalf, material provided by the Customer shall be shipped to Fellowes at Customer's sole expense and risk of loss. Fellowes will hold Customer's own materials for up to one (1) year from the date of receipt and thereafter return or dispose of such material at Customer's sole cost and expense. Customer hereby holds Fellowes harmless against any and all claims for loss, liability, injury, or damage arising from use of Customer-provided material; and Customer takes full responsibility for performance and quality of Customer-provided material. Customer should also be aware that Customer-provided materials may not qualify for UL Listings and may not meet fire codes. Please discuss specific concerns and special needs with Fellowes Customer Service before to placing your order.</p> <p>Custom Color.</p> <p>Fellowes' Custom Color program allows the customer to specify their own color on many of Fellowes' products. See www.fellowes.com for product availability, individual product guidelines and lead times. Set up fees and lead times are product specific and will vary.</p> <p>To request a Custom Color:</p> <ol style="list-style-type: none"> 1. Complete a Custom Color Request form 2. Send request form along with two 2"x3" samples to Fellowes Customer Service Color Coordinator. 3. After the receipt of the request, Fellowes will provide customer with one color sample. 4. If approved, Dealer or customer completes custom color form, providing the custom match color number on the back of the sample, signs, and returns by fax or mail to Custom Color Coordinator. 5. Samples will be matched under cool white florescent lighting. All orders processed under the Custom Color program will be manufactured within commercially acceptable tolerances. 6. If applicable, dealer will be sent an invoice for \$250 color matching fee per customer, per color. Specials Request form for details.
<p>3.3.2. <i>Financing.</i> Does your company offer any financing options or programs? If yes, describe the financing options available to Members.</p>	<p>Dimension Funding</p> <p>For most established businesses on deals up to \$500k, Dimension offers our unique "Credit Pre-Screen" provided without any cost or obligation and which requires only the following very minimal customer/client information. Leasing Credit Application is attached in the Standard Transaction Documents section.</p>

3.4. Sustainability, Reclamation, and Recycling Initiatives

3.4.1. Sustainable Company Initiatives. Describe the ways in which your company is addressing the issue of sustainability.

Fellowes, a family-owned company providing trusted workplace solutions for 106 years, is proud to announce that nearly 70 of its contract interiors workspace products have been certified as achieving BIFMA LEVEL 2, the trusted furniture sustainability certification program created to provide a comprehensive and transparent means to confidently source responsibly manufactured products.

SCS Global Services, a leading third-party sustainability certifier, evaluated the Fellowes contract interior products to measure them against multiple criteria defined in the ANSI/BIFMA e3 Furniture Sustainability Standard. Included among the 70 products is Rising™ monitor arms, which launched on the market in late February by redefining the monitor arm as a piece of functional beauty that enhances any workspace, all while adhering to the sustainability standards required to achieve LEVEL 2 certification.

“Sustainability is a core strategy with Fellowes. There is no better way to measure industry sustainability standards than through BIFMA’s Level certification process, and the entire Fellowes team is immensely proud of the achievement of going from Level 1 to Level 2 with our Accessories and Table products,” said Todd Holderness, General Manager, Contract Interiors, at Fellowes. “Our commitment to sustainability will continue to grow as we measure and report on our reduction, reuse and recycling of materials: energy use reduction and reuse; VOC and Greenhouse Gas Emissions reduction; and toxic waste elimination.”

See Attachment 2, BIFMA Level Certificates


4. PRICING

4.1. Cost Proposal

4.1.1. Pricing Model. Provide a description of your pricing model or methodology identifying how the model works for the products and services included in your proposal.

The Fellowes pricing model is a catalog discount for all product series. This model is one in which tiered discounts apply to all product lines. Those discounts are used as a percentage off list pricing for dock delivery with the below freight terms. List pricing for all parts and unit numbers for the products lines on the discount schedule are included in our published Product Catalogs, which is attached in the "Pricing" section with this proposal. Also attached is the proposed discounts to The Equalis Group Members. The pricing model applies to all Fellowes product lines (all series can be combined to receive volume discounting) in the price lists.

Freight terms are as follows:

	<p>For U.S.:</p> <ul style="list-style-type: none"> • Orders under \$2,500 list will incur a flat \$25 net fee • Orders between \$2,501 list and \$5,000 list will incur a flat \$100 net fee • Orders between \$5,001 list and \$7,000 list will incur a flat \$200 net fee • Orders over \$7,001 list ship free
<p>4.1.2. Auditable. Describe how the proposed pricing model is able to be audited by public sector agencies or CCOG to assure compliance with pricing in the Master Agreement.</p>	<p>Fellowes processes thousands of orders and deliveries every week. Fellowes has implemented specific processes for our contracts. Upon award of this contract, Fellowes will create a Special Pricing Agreement (SPA) number, which when entered with the order, will automatically assign the correct discounting and terms of the contract. Fellowes will also request a copy of the Participating Agency PO at the time of order entry so we can ensure that our Authorized Dealers are giving the Participating Agency the correct pricing.</p>
<p>4.1.3. Cost Proposal Value. Which of the following statements best describes the pricing offered included in Respondent's cost proposal.</p>	<p>The prices offered in your Cost Proposal are:</p> <p><input type="checkbox"/> lower than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input checked="" type="checkbox"/> equal to what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> higher than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> not applicable. Please explain below.</p>
<p>4.1.4. Additional Savings. Describe any quantity or volume discounts or rebate programs included in your Cost Proposal.</p>	
<p>4.1.5. Cost of Shipping. Is the cost of shipping included in the pricing submitted with your response? If no, describe how cost associated with freight, shipping, and delivery are calculated.</p>	<p>Freight terms are as follows:</p> <p>For U.S.:</p> <ul style="list-style-type: none"> • Orders under \$2,500 list will incur a flat \$25 net fee • Orders between \$2,501 list and \$5,000 list will incur a flat \$100 net fee • Orders between \$5,001 list and \$7,000 list will incur a flat \$200 net fee • Orders over \$7,001 list ship free • Residential freight deliveries will incur a flat \$70 net fee.

	<p>For Canada:</p> <ul style="list-style-type: none"> • Orders under \$3,125 (CAD) list will incur a flat \$50 (CAD) net fee • Orders between \$3,126 (CAD) list and \$6,250 (CAD) list will incur a flat \$125 (CAD) net fee • Orders between \$6251 (CAD) list and \$9375 (CAD) list will incur a flat \$250 (CAD) net fee • Orders over \$9,376 (CAD) list ship free • Residential freight deliveries will incur a flat \$140 (CAD) net fee.
<p>4.1.6. Pricing Open Market or Sourced Goods. If relevant, propose a method for the pricing of Open Market Items. For example, you may supply such items "at cost" or "at cost plus a percentage" or you supply a quote for each such request.</p> <p>NOTE: For a definition of Open Market Items, please refer to Part One, Section 5.4 – Other Pricing Scenarios.</p>	<p>Fellowes will mirror the same discounts in our pricing model for open market products. The list price of the open market items will be determined when the custom model is requested.</p>
<p>4.1.7. Total Cost of Acquisition. Identify any components included in the total cost of acquisition that are <i>NOT</i> included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Respondent.</p>	<p>Exceptions to standard prepaid freight are as follows:</p> <ul style="list-style-type: none"> • Customer directed expedites (Air Freight, Team Hauls) will be prepaid by Fellowes and Customer will be billed the difference between standard and expedited freight. • Truckload deliveries that are requested to deliver on weekends, Holidays or after 12:00 noon EST on Fridays will have an additional charge of \$450 per truck. • Excessive unloading (in excess of 2 hours) will be billed at \$50 per hour after the initial 4 hour unloading period. • LTL shipments normally deliver between 8:00 am and 5:00 pm, Monday through Friday. A specific delivery time on your assigned delivery date can be requested for an additional charge of \$150. This charge does not apply to full-truckload shipments. Requests for specific dates/times falling outside standard delivery timeframe for the carrier serving your area constitute Expedites (see Customer-Directed Expedites, above). Expedite charges do apply to full-truckload shipments. • Lift gate service will have an additional charge of \$85 for an LTL carrier. For lift gate service on a truckload, contact Customer Service. • Inside delivery service starts at \$50. Call Customer Service for quote. • Reconsignment cost after shipment starts at \$50. Call Customer Service for quote. • Special equipment requirements call for a quote. <p>Installation. Installation and servicing of Fellowes products are normally handled</p>

	<p>directly by Fellowes-authorized dealers. When this is not possible, assistance is available by calling Fellowes' Customer Service Department. On-site field measurement and installation support is available as a service. The fees are listed below:</p> <p>Field Installation Assistance: 2 Day On-Site, \$1,200 Field Installation Assistance: 3 Days On-Site, \$1,800 Field Installation Assistance: 4 Days On-site, \$2,400 Field Installation Assistance: 5 Days On-Site, \$3,000 *Days include ½ day travel to and ½ day travel from location. These fees are based on a minimum fourteen (14) business days advanced notification and booking. *Service requests booked less than fourteen (14) business days in advance may be subject to additional fees due to added travel cost. For more information or to place a request, contact Fellowes Customer Service at 1-800-833-3746.</p>
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5. GO-TO-MARKET STRATEGY

5.1. Respondent Organizational Structure & Staffing of Relationship

5.1.1. Key Contacts. Provide contact information and resumes for the person(s) who will be responsible for the following areas;

1. Executive Contact
2. Contract Manager
3. Sales Leader
4. Reporting Contact
5. Marketing Contact.

***Indicate who the primary contact will be if it is not the Sales Leader.

1. Executive Contact:

Rob Day

rday@fellowes.com

Office Phone: 480.424.6353

Mobile Phone: 770.891.0210

2. Contract Manager:

Melissa Fuller

mfuller@fellowes.com

Mobile Phone: 812.639.8141

3. Sales Leader

Amy Maxey

amaxey@fellowes.com

Mobile Phone: 812.661.0599

4. Reporting Contact

Laura Putzer

lputzer@fellowes.com

Office: 480.424.6331

5. Marketing Contact

Ashley Berridge

aberridge@fellowes.com


Mobile Phone: 615.473.0154

<p>5.1.2. Sales Organization. Provide a description of your sales organization, including key staff members, the size of the organization, in-house vs. third-party sales resources, geographic territories, vertical market segmentation, etc.</p>	<p>Local Representation: Fellowes distributes our products through our authorized dealer network that is authorized to sell and service Fellowes products on a local level. We have over 700 dealers nationwide. Fellowes also has a sales force of over 80 Independent Sales Reps. These Independent Sales Reps are responsible for distribution, overall account maintenance, and sales direction. Regionally located, they work directly with our Authorized Dealer Network and Participating Entities to develop account management plans as needed.</p> <p>Direct Representation: Fellowes has 6 direct Regional Sales VPs who are responsible for providing account support and ensuring project integrity within their region. In addition, we have 3 direct Area Sales Managers located in Atlanta, San Francisco, and Connecticut. The Area Sales Managers are responsible for supporting the efforts of the Regional Sales VPs but also providing more direct factory support with both the Independent Sales Reps as well as the Authorized Dealers within their geographic region.</p> <p>Fellowes also has 6 direct Architectural Product Representatives. This position is responsible for supporting existing and developing new business opportunities in consultation with Fellowes Independent Rep. Group(s), Fellowes Market Managers, and Fellowes dealers with the following:</p> <ul style="list-style-type: none"> • Collaboratively works with Fellowes Architectural Products dealer sales force members to ensure Fellowes products have name recognition and are preferred products within their company product portfolios. • Calls on and influences A&D firms, General Contractors, and Corporate Real Estate firms in order to get Fellowes Architectural products specified and selected for projects and/or clarify details for coordination of execution of the project. • Maintains a thorough understanding of Fellowes Architectural products and capabilities as well as competitive product lines. • Travels up to 60 percent of time away from the office to dealer locations, account locations, A&Dfirms, etc. to make sales presentations, call-on existing accounts, view installations, problem solve, etc. • Works in Dealer Development with Regional Manager by metro area.
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	<ul style="list-style-type: none"> • Dealer development through training in; product details, project delivery, and process and sales tactics, and positioning. Fellowes also has 6 direct Architectural Product Tech Representatives to offer additional support for our Demountable Walls products. <p>Customer Service and Order Management: Each region has a dedicated Customer Service Representative and a dedicated Order Management Specialist.</p> <p>Contract Assistance: You will have a Vertical Market Contract Manager dedicated to The Equalis Group Contract.</p>
5.2. Contract Implementation Strategy & Expectations	
5.2.1. Contract Expectation. What are your company's expectations in the event of a contract award?	<p>Management of the overall national program will be led by the Vertical markets team and specifically the Director of Vertical Markets and the Vertical Market Contract Manager. This team, along with the Fellowes sales team, will be actively involved with The Equalis Group and events such as NIGP, NAEP, and multiple other regional trade shows targeting The Equalis Group participating entities. We will create a master marketing plan for the The Equalis Group contract that will include</p> <ul style="list-style-type: none"> • A comprehensive training program for our sales team • Regular emails to our resellers • Working with The Equalis Group on marketing opportunities to their Members • Keeping The Equalis Group in front of our sales team and distribution through monthly newsletters and marketing materials focused on The Equalis Group for our sales team to distribute. <p>We have a Vertical Market Contract Manager dedicated to Nationwide contracts and they will be managing the The Equalis Group Contract. Source The Equalis Group well will be a priority for Fellowes and the Vertical Market Contract Manager will be dedicated to keeping the contract current and ensure any changes/updates are being communicated effectively to the sales team.</p> <p>The Vertical Market Contract Manager will work closely with The Equalis Group to ensure we are doing everything we can to market to the The Equalis Group Member effectively as well as our sales team and dealers and to make sure we are utilizing all of the tools available to us through The Equalis Group.</p>

	<p>First and foremost, Fellowes will notify our Regional VP of Sales who will coordinate training with our Independent Sales Representatives and our Authorized Dealers.</p> <p>Within one week of award: Fellowes' Vertical Markets Contract Manager, jointly with The Equalis Group, will work to create and launch a press release announcing the new contract and award. Fellowes will communicate the award through social media and email distribution.</p> <p>Within 30 days of award:</p> <ul style="list-style-type: none"> • Fellowes will schedule a meeting with The Equalis Group to review contract expectations. • Fellowes will develop a nationwide joint marketing/sales plan with The Equalis Group. • Fellowes' Vertical Markets Contract Manager, along with the Director of Vertical Markets, will review, train, and present contract conditions with our Regional VP of Sales, Independent Sales Reps, Customer Service, Order Entry, and Marketing teams. <p>Within 90 days of award:</p> <ul style="list-style-type: none"> • Fellowes will develop a training schedule for Fellowes' Regional VP of Sales, Independent Sales Reps, and our Authorized Dealers that highlight the new award. • Fellowes will design co-branded marketing materials on our internal website and The Equalis Group's website and distribute to our Independent Sales Reps. • Fellowes will complete the training presentation and roll it out to Fellowes Authorized Dealers. • Fellowes will develop a tracking plan for new contract progress.
<p>5.2.2. Five (5) Year Sales Vision & Strategy. Describe your company's vision and strategy to leverage a resulting contract with Equalis over the next five (5) years. Your response may include but is not limited to; the geographic or public sector vertical markets being targeted; your strategy for acquiring new business and retaining existing business; how the contract will be deployed with your sales team; how you will market the contract, including deployment of the contract on your company website; how you will market the contract, including deployment of the contract on your</p>	<p>See above.</p> <p>After concentrated training, our Fellowes Independent Sales Representatives, along with our Authorized Dealers will promote the contract. We will train our Authorized Dealers on the features of benefits of The Equalis Group contract, and how to best promote the contract. Along with our training, we will also provide our Independent Sales Representatives and Authorized Dealers with tools and resources to be successful in promoting the contract.</p> <p>Along with our Authorized Dealers, Fellowes will:</p> <ul style="list-style-type: none"> •Prioritize targets by working with The Equalis Group Sales Team •Collaborate with The Equalis Group with quarterly calls •Utilize The Equalis Group resources.

<p>company website; and the time frames in which this will be completed.</p>	<p>Fellowes agrees to develop a marketing plan to reach public agencies nationwide participating in the The Equalis Group program. At the very least, Fellowes will develop a direct marketing approach that will communicate the requirements of The Equalis Group as well as a program to follow up with those agencies. Fellowes will:</p> <ul style="list-style-type: none"> • Share internal marketing plans/goals with The Equalis Group • Discuss upcoming campaigns so together we can identify opportunities to supplement effort through web content, social media, etc. • Keep The Equalis Group informed of new offerings, initiatives, and promotions • Create case studies • Fellowes will follow up with the leads established by The Equalis Group Partners in a timely manner and will continue to take a proactive approach to public agencies nationwide.
<p>5.2.3. Sales Objectives. What are your top line sales objectives in each of the five (5) years if awarded this contract?</p>	<p>Year one of the contract, Fellowes will work to train our sales teams and our dealers on the importance of the cooperative contract.</p> <p>In the following years, Fellowes will build upon our historic success in leveraging cooperative contracts within the marketplace by mobilizing our strong team of independent sales representatives and company direct sales leaders. Through our sales professionals, we will market, promote, and provide training regarding the Master Agreement to our Authorized Dealers, members of the Architect and Design (A+D) community, as well as Participating Agencies. Our sales professionals will recognize the importance of The Equalis Group contract and we will develop personal measurable goals. Fellowes' sales organization will partner with The Equalis Group regionals in their area to grow sales by strategizing on target accounts, as well as leveraging existing relationships.</p>
<p>6. <u>ADMIN FEE & REPORTING</u></p>	
<p>6.1. Administration Fee & Reporting</p>	

<p>6.1.1. Administrative Fee. Equalis Group only generates revenue when the Winning Supplier generates revenue based on contract utilization by current and future Members.</p> <p>The administrative fee is normally calculated as a percentage of the total Spend for agencies accessing product and services through the Master Agreement and is typically two percent (2%) to three percent (3%). In some categories, a flat fee or another fee structure may be acceptable.</p> <p>Please provide your organization's proposed Administrative Fee percentage or structure.</p> <p>NOTE: The proposed Administrative Fee language for this contract is based on the terms disclosed in the <u>Attachment A – Model Administration Agreement</u>.</p>	
<p>6.1.2. Sales & Administrative Fee Reporting. Equalis Group requires monthly reports detailing sales invoiced the prior month and associated Administrative Fees earned by the 15th of each month. Confirm that your company will meet this reporting requirement. If not, explain why and propose an alternative time schedule for providing these reports to Equalis Group.</p>	<p>Acknowledge and Agree</p>
<p>6.1.3. Self-Audit. Describe any self-audit process or program that you plan to employ to verify compliance with your proposed contract with Equalis Group. This process includes ensuring that you sales organization provides and Members obtain the correct pricing, reports reflect all sales made under the Contract, and Winning Supplier remit the proper admin fee to Equalis.</p>	<p>Fellowes processes thousands of orders and deliveries every week. Fellowes has implemented specific processes for our contracts. Upon award of this contract, Fellowes will create a Special Pricing Agreement (SPA) number, which when entered with the order, will automatically assign the correct discounting and terms of the contract. Fellowes will also request a copy of the Participating Agency PO at the time of order entry so we can ensure that our Authorized Dealers are giving the Participating Agency the correct pricing.</p>

Required Forms



PROPOSAL FORM 3: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise ("DBE")

Respondent certifies that this firm is a SBE or DBE: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

c. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

d. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

e. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

f. Other

Respondent certifies that this firm is a recognized diversity certificate holder: ☐Yes ☒No

List certifying agency: [Click or tap here to enter text.](#)

PROPOSAL FORM 4: CERTIFICATIONS AND LICENSES

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to provide the products and services included in their proposal which can include, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

Please also list and include copies of any certificates you hold that would show value for your response and was not already included with the requested information above.

These certification do not apply to Fellowes, Inc.

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PROPOSAL FORM 5: UNRESOLVED FINDINGS FOR RECOVERY

O.R.C. Chapter 9.24 prohibits CCOG from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if such finding for recovery is “unresolved” at the time of award. By submitting a proposal, a Respondent warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under **O.R.C. Chapter 9.24** prior to the award of any contract arising out of this RFP, without notifying CCOG of such finding. The Proposal Review Team will not evaluate a proposal from any Respondent whose name, or the name of any of the subcontractors proposed by the Respondent, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

Is your company the subject of any unresolved findings for recoveries?

- ☐ Yes
☒ No

PROPOSAL FORM 6: MANDATORY DISCLOSURES

1. *Mandatory Contract Performance Disclosure.*

Disclose whether your company's performance and/or the performance of any of the proposed subcontractor(s) under contracts for the provision of products and services that are the same or similar to those to be provided for the Program which is the subject of this RFP has resulted in any formal claims for breach of those contracts. For purposes of this disclosure, "**formal claims**" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. For any such claims disclosed, fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration, or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims will not automatically disqualify a Respondent from consideration, at the sole discretion of Equalis Group, such claims and a review of the background details may result in a rejection of a Respondent's proposal. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Respondent's performance of the work, and the best interests of Members.

Provide statement here. Fellowes has no formal claims to disclose.

2. *Mandatory Disclosure of Governmental Investigations.*

Indicate whether your company and/or any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to your company's performance of services similar to those described in this RFP. If any such instances are disclosed, Respondents must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against the Respondent by the governmental agency. While disclosure of any governmental action will not automatically disqualify a Respondent from consideration, such governmental action and a review of the background details may result in a rejection of the Respondent's proposal at Group's sole discretion. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Respondent's performance of the work, and the best interests of Members.

Provide statement here. Fellowes has not been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to your company's performance of services similar to those described in this RFP. If any such instances are disclosed, Respondents must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against the Respondent by the governmental agency.

PROPOSAL FORM 7: DEALER, RESELLER, AND DISTRIBUTOR AUTHORIZATION

CCOG allows Suppliers to authorize dealers, distributors, and resellers to sell the products and services made available through, and consistent with the Terms and Conditions set forth in, the Master Agreement. If Supplier intends to authorize their dealers, distributors, or resellers access to the Master Agreement in the event of a contract award Supplier must provide a list, either in the form of a document or a weblink, to identify those organizations who are being authorized access to the Master Agreement.

Will the Supplier authorize dealers, distributors, resellers access to Master Agreement?

☒ **Yes**

☐ **No**

If yes, how will Supplier disclose which organization(s) will have access to the Master Agreement? This list can be updated from time to time upon CCOG's approval.

Respondent Response: Please see the attached list of authorized dealers. Fellowes will agree to update this listing with CCOG's approval.

Supplemental Information



Dealer Name	City	State	Zip	Phone	Fax
2010 Office Furniture	South El Monte	CA	91733	909-260-8461	626-444-2011
4With Company	Cincinnati	OH	45246	513-477-6882	
5 Star Office Furniture	Avondale Estate	GA	30002	404-496-4182	404-806-7186
9 To 5 Office Furniture	Bend	OR	97701	541-480-3088	
A To Z Furnishings, Inc	Pensacola	FL	32505	850-393-0298	850-479-4453
A & W Supply, Inc	Knoxville	TN	37932	865-218-7935	865-966-2004
Aaa Business Supplies	San Francisco	CA	94124	415-821-4430	415-821-2601
Accent Workplace Envi	Stonewall	MB	RoC 2Z0	204-467-3450	866-296-4569
Accent Workplace Environments	Stonewall	MB	RoC 2Z0	204-467-3450	866-296-4569
Action Office Interiors	Saskatoon	SK	S7K 1V8	306-653-4047	306-665-0207
Advanced Office Environ	Malvern	PA	19355	856-546-1212	610-993-3460
Advantage Office Solutions	Villa Rica	GA	30180	770-830-6868	770-830-7072
Advent Office Furniture	Santa Rosa	CA	95402-7511	707-575-7000	
Aegismro Inc	San Antonio	TX	78245	210-409-3799	888-531-2929
Affordable Ofc Interiors	St Louis	MO	63103	314-534-5900	314-266-4344
Affordable Office Interiors Of Madison, Llc	Madison	WI	53716	630-784-7730	630-665-3063
Agile Interiors	Houston	TX	77024	713-572-6723	
Agile Office Llc	Greenbelt	MD	20770	301-559-7100	301-559-7044
Aguila Office Solutions	Ontario	CA	91761	323-362-7645	
Advanced Furniture Solutions	Jacksonville	FL	32207	904-398-0807	908-398-0019
Alabama Office Supply Llp	Opelika	AL	36801	334-749-3456	334-749-5583
Alberta Office Furniture	Calgary	AB	T2G 3C3	403-808-6892	
Alexander's Office Center	Dublin	GA	31040	478-272-6495	478-272-4748
Alfred Williams & Company	Raleigh	NC	27601	919-832-9570	919-832-7626
Align 1 Solutions Llc	Fort Lauderdale	FL	33301	844-425-4461	
All Office Design Llc	Buford	GA	30518	770-560-1961	
Allspace	Saskatoon	SK	S7M 0X2	306-956-6767	306-956-6769
Allstate Office Interiors	Robbinsville	NJ	8619	732-438-1244	
Alpha Corp Designs Inc	Chesapeake	VA	23320	757-495-6160	757-495-6141
Alpha Omega Shelving, Inc	Carnegie	PA	15106	412-276-1200	412-276-5580
Altitude Bus Furniture	Cutler	IN	46920-9611	765-491-7940	
American Design Associate	Baltimore	MD	21234	410-823-5500	410-823-5508
Amp Bus Interiors Inc	Yardley	PA	19067	215-321-0332	215.321.3206
Anacapa Office Furn & Des	Oxnard	CA	93030	805-988-2222	
Anchor Commercial Interiors	Farragut	IA	51638	712-385-8125	
Anderson And Worth Office Furniture	Coppell	TX	75019	972-332-4262	
Antares Furniture Group	Emory	TX	75440	903-473-4306	903.473.4582
BOS Orlando	Lake Mary	FL	32746	407-805-9911	407-805-9977
Apex Facility Resources	Kent	WA	98031	206-686-3357	206-932-1198
Applica Solutions Inc	Manassas	VA	20110	703-843-7171	
Apricot Office Interiors	Miami Gardens	FL	33169	305-525-3700	305-517-3988
Valuebiz	Charlotte	NC	28273	704-522-1968	704-522-1699
Arbee Associates Md	Gaithersburg	MD	20877		
Arbee Associates Nj	Piscataway	NJ	8854	732-424-3825	732.752.6034
Arco Murray National Cons	Downers Grove	IL	60515	331-251-2726	
Ard Facilities Mngt Grp	Branchburg	NJ	8876	908-393-9990 x211	
Arenson Ofc Furnishings	Edison	NJ	08837-3728		212-991-4577
Associated Office Systems Of Louisiana, Inc.	New Orleans	LA	70130	504-561-8400	504-561-1155
Atrium Facilities & Interiors, Llc	Vienna	VA	22182	703-926-1890	703-891-2309
Augusta Bus Interiors	Augusta	GA	30909	706-737-3014	706-737-9484
The Avens Group	Hillsboro	OR	97124	303-731-0530	

Awe Corporate Interiors	Phoenix	AZ	85014	602-841-7480	
Awesome Office Interiors	Lake Hopatcong	NJ	7849	973-249-7417	973-249-7418
B & H Total Ofc Solutions	Southlake	TX	76092	817-430-8345	817-693-0009
B + C Furniture Solutions	San Diego	CA	92101	858-549-3735	619-330-2670
Interior Environments	Novi	MI	48374	248-996-6235	
Ball Office Products Llc	Richmond	VA	23230	804-204-1774	
Bam Associates	Norristown	PA	19401	610-279-2600	
Barneston Group Inc	Mission Hills	CA	91346	818-970-0191	
Bassett Office Furniture	Auburn	IN	46706	260-925-2316	
Bay Drive, Inc	Nottingham	MD	21236	443-504-8052	
Bay Product Development	Wheat Ridge	CO	80033	303-962-6770	720-389-8329
Beattie Stationery Limited	St Catherines	ON	L2S 3T4	905-688-4040	905-688-6268
Beaux Arts Installation Group Of Florida, Inc	Tampa	FL	33613	813-880-8686	813-889-8757
Beck Total Ofc Interiors	Albuquerque	NM	87113	505-883-6471	505-883-3116
Beck Total Office Interio	Fort Collins	CO	80524	970-893-1293	
Beckley's Inc	Rochester	MN	55904	507-282-8659	507-282-9419
Beehive, Llc	Charleston	SC	29412	843-343-3001	843-761-6636
Beirman Furniture	Urbandale	IA	50322	515-314-0456	
Bench-Tek Solutions, Llc	San Jose	CA	95164	408-653-1100	408-653-1103
Benhar Office Interiors	New York	NY	10018	212-481-6666	212-685-1010
Benjamin Roberts, Ltd	Lancaster	PA	17603-4081	717-291-1001	
Benson Method, Llc	Overland Park	KS	66204	913-221-0930	913-815-6029
Benton-Thomas Office Products	South Boston	VA	24592	424-572-3577	424-572-1322
Benton Design Interiors	London	ON	N5X 4N7	519-636-8543	519-913-3290
Berkshire Business Equip	Pittsfield	MA	01201-3807	413-442-8217 ext 11	
Business Essentials	Minneapolis	MN	55421	763-595-5300	766-546-5633
Jc White Architectural Int	Miramar	FL	33025	954-499-6677	954-499-6678
Best Office Solutions	Waynesboro	GA	30830	706-437-9771	706-437-9772
Business Supplies	Monroe	NY	10950	845-782-4956	718-879-5816
Ardant Group	Indianapolis	IN	46250	317 201-2463	
Better Office Supply Solutions, Llc	Walhalla	SC	29691	864-888-7852	
Bielefeld Group					
Big Sky Design Inc	Wilmington	NC	28403	910-793-3992	910-312-3560
Bkm Office Works Llc	San Diego	CA	92121	858-569-4700	858-277-8931
Blaisdell's Business Products	Richmond	CA	94804	510-483-3600	510-483-0959
Blue Skies Interiors	Colorado Spring	CO	80903	480-61-24494	719-368-8558
Microage Basics Ltd	Goderich	ON	N7A 2Z8	519-524-9863	519-524-4812
Bmc Office Furniture	Scranton	PA	18509	570-344-1295	570-346-8592
Bold Office Solutions Llc	Omaha	NE	68117	402-934-6337	402-455-8001
Boomerang Usa Inc	Pennsauken	NJ	8109	856-348-4039	856-582-0104
Bottom Line Design Llc	Boulder	CO	80301	303-443-3666	
Brad Richardson, Llc	Farmers Branch	TX	75244	972-503-8326	
Bret Broussard Inc	San Antonio	TX	78218	210-224-6220	210-224-6212
Brezach Solutions Inc	Ottawa	ON	K1J 1H7	613-742-0051	613-824-4608
Broadway Business Int	Brownsburgh	IN	46112	800-289-6683	303-698-2154
Broadway Office Interiors	Springfield	MA	1104	413-734-8911	713-734-9943
Brooks-Corning Company	Vancouver	BC	V5Y 1C8	604-688-6655	
Brothers Bus Interiors	Milwaukee	WI	53204	414-238-2530	414-278-8830
Broxton Design & Development, Inc	Centennial	CO	80015	720-298-3203	
Office 1010	Indianapolis	IN	46268-1136	317-912-4470	317-536-0572
Building Block Interiors	Danville	CA	94506	925-457-6561	925-380-6274
Building Service, Inc	Waukesha	WI	53186	262-488-0791	



Fellowes
Authorize Dealer Listing

Burgess And Company Inc	Birmingham	AL	35203	205-870-7853	205-731-2113
Burhani Enterprises Inc	Chicago	IL	60638	773-529-3863	773-586-1827
Burkett's Ofc Furnishings	Sacramento	CA	95828	916-329-1617	
Burovision Ottawa, Inc	Ottawa	ON	K1R 7S3	613-722-1833	
Business Design Solutions	Mechanicsburg	PA	17050	717-728-0706	717-728-0706
Business Environments	Parsippany	NJ	7054	973-335-7700	973-335-7710
Business Environments	Evansville	IN	47715	812-474-4260	812-474-4259
BF Workplace	Winnipeg	MB	R3H 0G1	204-489-4191	204-489-0606
Business Furniture	Flowood	MS	39232	601-420-0912	601-420-0915
Business Interiors By Staples	Stoneham	MA	2180	781-832-3273	
Business Interiors By Staples	Lombard	IL	60148	630-282-1265	
Business Interiors By Staples	La Mirada	CA	90638	714-868-4625	
Business Interiors By Staples	Bristol	PA	19007	610-505-6420	267-295-4571
Business Interiors By Staples	San Diego	CA	92131	443-844-4705	
Business Interiors By Staples	Hanover	MD	21076		
Business Interiors By Staples	Houston	TX	77040	713-934-6358	
Business Interiors By Staples	Orlando	FL	32824		
Business Interiors By Staples	Tolleson	AZ	85353	602-909-9480	
Business Interiors By Staples	Richfield	OH	44286		
Business Interiors By Staples	St Louis	MO	63134-2400	314-401-9722	
Business Interiors By Staples	Pittsburgh	PA	15205	412-952-3817	
Business Interiors By Staples	Memphis	TN	38118		
Business Interiors By Staples	Pembroke Park	FL	33023	954-744-3116	954-744-3101
Business Interiors By Staples	Atlanta	GA	30328	404-217-7956	
Business Interiors By Staples	Pleasanton	CA	94566	510-608-6806	
Business Interiors By Staples	Raleigh	NC	27609	919-802-1451	
Business Interiors By Staples	San Antonio	TX	78216	210-301-3008	
Business Interiors By Staples	Arden Hills	MN	55112-3738	612-719-5615	
Business Interiors By Staples	Irving	TX	75063	630-418-2260	
Business Interiors By Staples	Auburn	WA	98001	253-778-3335	
Business Interiors By Staples	Edmonton	AB	T6B 2W1	780-468-8888	
Business Interiors By Staples	Vancouver	BC	V6A 3P5	604-251-4343	
Business Interiors By Staples	Aurora	CO	80011	303-373-8261	
Business Interiors By Staples	Albuquerque	NM			
Business Interiors By Staples	Calgary	AB	T2G 5N9	403-605-1117	
Business Interiors By Staples	Omaha	NE	68144	402-952-0417	
Business Interiors By Staples	Clifton Park	NY	12065	518-391-0438	
Business Interiors By Staples	New York	NY	10001	609-381-9038	
Business Interiors By Staples	Onalaska	WI	54650	608-406-3814	
Business Interiors By Staples	Indianapolis	IN	46278	317-280-4943	317-280-4960
Business Interiors By Staples	Livonia	MI	48152-3972	586-943-5715	
Business Interiors By Staples	Salt Lake City	UT	84084		
Contemporary Office Interiors	Mississauga	ON	L4Z 1P3	905-502-1633	
Business Interiors Llc	Hockessin	DE	19707	302-777-0400	
Business Interiors, Inc	Ridgeland	MS	39158	601-969-1000	601-969-5999
Business Interiors	Birmingham	AL	35233	205-939-1008	205-939-3349
Business Environments	Atlanta	GA	30326	770-667-3338	770-667-0922
Business Office Interiors	Batavia	IL	60510	630-699-0933	
Business Office Outfitter	San Diego	CA	92142	858-751-2744	858-751-2746
B.I.L. Office Furn Inc	Middleville	NY	11379	646-235-7116	
Blair's Atwork Office Furniture	Woodbridge	ON	L4X 2T2	416-213-7475	905-851-7817
Camp Contract Furnishings	Las Vegas	NV	89166	808-941-4994	808-941-1441

Capital Furniture Source	Houston	TX	77041	713-69-08325	713-690-8334
Capital Office Interiors	Nepean	ON	K2E 7Y7	613-723-2000	613-723-2006
Capital Office	Anchorage	AK	99508	907-777-1500	907-777-1515
Carolina Furnishing	West End	NC	27376	910-673-1010	910-673-0990
Carrollton Office Equipment Company, Inc	Carrollton	GA	30117	770-834-4436	770-834-4628
Catalyst Office Archi.Texture Llc	Irvine	CA	92723	714-916-3635	
Engaged Spaces	Canton	MA	2021	781-825-5352	
Interior Landscapes	Kansas City	MO	64108	816-842-2120	816-842-2121
Century House, Inc	Madison	WI	53705	608-233-4488	608-231-5182
Chandler - A Division Of J.D. Irving, Limited	Saint John	NB	E2L 4L9	506-658-8008	506-642-6296
Charles County Office Fur	White Plains	MD	20695	240-222-2426	
Chase Associates, Llc	West Valley Cty	UT	84119	801-532-7761	801-521-9120
Chase Office Interiors	West Vancouver	BC	V7T 1A2	604-922-0118	604-677-6553
Choice Office Furniture	Calgary	AB	T2H 2A6	403-730-9922	403-730-8495
Cj & Associates, Inc	New Berlin	WI	53151	262-786-1772	
Ck Office Designs	Coral Springs	FL	33076	305-587-0881	
Cmf Business Supplies Inc	S Plainfield	NJ	7080	908-753-0800	908-753-0420
Codesign, Llc	Emeryville	CA	94608	415-407-6114	
Full Line Office Interiors	Ottawa	ON	K2E 6T9	613-225-9111	613-225-8608
Collaborative Office Interiors, Inc.	Houston	TX	77046	281-403-4477	281-403-4411
Commercial Concepts & Furnishings	Independence	MO	64055	816-254-7400	816-254-7447
Commercial Design Service	Tampa	FL	33634	407-774-4832	813.884.6200
Commercial Design Service	W Jacksonville	FL	32256	904-365-6929	
Commercial Furniture Solutions	Knoxville	TN	37939	865-806-9306	865-381-1363
Commercial Office Environments Inc	Indianapolis	IN	46268	317-876-9200	
Commercial Office Furniture Company	Philadelphia	PA	19133	215-291-4648	
Commercial Office Int	San Jose	CA	95131	408-432-9400	408.432.9403
Commercial Works, Inc	Columbus	OH	43228	614-870-2342	614-870-6478
Commercial Works	Indianapolis	IN	46241	317-895-9202	
Complete Office Of California, Inc	Cerritos	CA	90703	714-880-1287	562-926-4336
Complete Office Supply	Indianapolis	IN	46250	317-845-1950	317-845-4186
Connors Contract Furn	Milton	MA	2186	617-750-9204	
Construction Systems, Inc	Columbus	OH	43219	614-252-0708	614-251-8043
Conte Office Interiors	Greenfield	MA	1301	413-774-7581	
Contemporary Wall Sys	East Hanover	NJ	7936	973-884-0474	973-884-1606
Contract Business Int Inc	Marietta	GA	30067	404-684-0800	404-684-0802
Contract Furnishings, Inc	Denver	CO	80205	720-956-1515	
Contract Furnishings	Kansas City	MO	64111	816-931-0900	
Contract Furniture Inc	Tampa	FL	33605	813-247-6622	813-247-6655
Contract Furniture Srvc	Cedar Park	TX	78613		
Contract Furniture	Knoxville	TN	37932	866-743-9804	
Contract Furniture Options, Inc	Bethesda	MD	20817	301-299-9778	301-299-0535
Contract Interior Service	Annapolis	MD	21401	410-353-5392	420-268-2941
Contract Merchandising Specialists Inc	Olathe	KS	66061	913-269-0704	913-492-9231
Contract Resource Group	Spokane	WA	99202	509-458-0411	509-458-0425
Contract Source Inc	Broadview Hgts	OH	44147	216-351-7575	
Core Business Interiors	Fresno	CA	93711	559-297-6400	
Corporate Business Interiors, Inc	Newport Beach	CA	92660	949-225-3900	714-671-1814
Corporate Business Supplies, Inc	New Orleans	LA	70123	504-734-3072	504-734-3035
Corporate Concepts	Lexington	KY	40509	859-351-0333	859-264-8536
Corporate Design Group	Roseville	CA	95661	916-781-6543	
Corporate Design Interiors Llc	Waukesha	WI	53186	262-521-1010	262-521-1276

Corporate Environment Sol	Forest Hill	MD	21050	410-382-9612	
Corporate Environments	Bethlehem	PA	18020	610-974-7990	610-974-7994
Corporate Environments Of Georgia, Inc	Atlanta	GA	30329	404-679-8999	404-679-8950
Corporate Interior Sys	Phoenix	AZ	85040	602-243-7878	602-304-1020
Corporate Interiors Inc	New Castle	DE	19720	800-690-9101	302-353-1089
Corporate Interiors Inc	Frisco	TX	75033	214-705-7879	214-705-7878
Corporate Interiors Of Alabama, LLC	Birmingham	AL	35209	205-903-0177	
Corporate Interiors, Inc	Saint Louis	MO	63146	314-909-1990	
Corporate Modular Service	Orange	CA	92868	833.821.7100	949-860-1827
Corporate Ofc Specialists	West Hartford	CT	6107	860-233-8000	860-233-8058
Corporate Source Of Co	Denver	CO	80202	303-571-5400	303-571-5300
CSI Fullmer	Pasadena	CA	91101	626-486-2266	626-486-2271
Cos Business Products & Interiors	Chattanooga	TN	37406	423-624-0011	423-424-4788
Create Your Space With Class, LLC	Tucson	AZ	85742	520-572-3918	520-572-3679
Creative Furnishings And Design	Houston	TX	77043	713-463-2856	713.465.6449
Creative Library Concepts	Plant City	FL	33567	813-777-7068	
Creative Library Concepts	Manalapan	NJ	7726	973-202-7704	
Creative Office Interiors	St Clair Shores	MI	48081	586.445.6155	586-445-6164
Creative Office Resources	Edison	NJ	8837	212-991-4577	
Creative Office Resources	Boston	MA	2210		
Creative Office Pavilion, LLC	Boston	MA	2210	617-956-4100	
Creative Office Solutions & More, Inc	Miami	FL	33616	305-407-8907	
Creative Office Systems Of New York, Inc	Clifton Park	NY	12065	518-348-1240	518-348-0236
Creative Office Environments Of Richmond, LLC	Ashland	VA	23005	804-329-0400	804-321-3134
Crider Contract Interiors	Harrisburg	PA	17110	714-502-4480	
Crosley Resource Group	Bakersfield	CA	93301	661-336-8239	
Cuna Supply Llc	Bellaire	TX	77401	713-349-9205	713-349-0572
Curate Workplace	Greenwood Vllge	CO	80111	303-771-9530	303-740-8104
Custom Office Interiors	Bowling Green	KY	42103	270-202-3820	
Cwc,Llc	Atlanta	GA	30340	404-895-5697	770-243.2977
D'real Office & Desi	Guaynabo	PR	00969-5375	787-447-9078	
D & A Associates Inc	Rockville	MD	20853-1709	410-446-8111	
D & B Company Inc	Portland	OR	97214	503-232-1974	
D & R Office Works, Inc	El Monte	CA	91731	626-454-4660	626-454-4666
Da Contracting Llc	Southfield	MI	48076	248-569-7040	248-714-1477
Daf Office Networks	Cicero	NY	13039	315-699-7070	
Dancker Llc	Somerville	NJ	8876	908.231.1600	908.231.7438
Scott Rice Office Interior	Wichita	KS	67219	316-269-2700	316-269-3527
DC Interiors	San Antonio	TX	78238	210-521-9900	
Daubman Ofc Environmen	Poughkeepsie	NY	12603	8454543379 x 106	845-454-6203
David Martin Inc	Jonesboro	AR	72401	870-972-0180	
Dawkins Office Supplies & Equipment Co	Greenville	MS	38701	662-332-5448	662-332-5449
Gl Seaman & Co Houston	Houston	TX	77024	713-718-1300	
Dei Incorporated	Cincinnati	OH	45240	800-654-9319	513-825-1947
Dekalb Office Environment	Alpharetta	GA	30004	770-360-0369	770-360-0305
Designers West Interiors	Orlando	FL	32809	321-258-1208	407-704-3142
Workplace Purchasing Associates	Rancho Cascades	CA	91342-1476	818-381-8700	
Details, Llc	Cumming	GA	30041	678-481-7045	
Direct Office Solutions	Ft Lauderdale	FL	33309	954-440-4410	954-982-2175
Dispatch Furniture Installation, Inc	Guntersville	AL	35976	678-472-4199	
Workpointe	Seattle	WA	98118	206-774-6879	206-763-4961
Diversified Office Solutions, Inc	Parlin	NJ	08859-1606	908-313-1778	



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Diversified Res Grp	Norcross	GA	30071	678-282-0760	678.282.0761
Division 12 Consulting	Birmingham	AL	35236	205-440-2695	888-309-9532
The Bradley Company	Columbus	OH	43229	614.847.6020	614.847.6036
Eakes Office Solutions	Dayton	OH	45439	937-294-1643	937-294-5345
Dod Office Interiors Llc	Fort Mills	SC	29707	704-614-1135	
Douron, Inc	Owings Mills	MD	21117	410-363-2600	410-363-1659
Dr Consultants	West Simsbury	CT	6092	413-348-3622	
Dso Furniture, Llc	Wilmington	DE	19807	302-996-0652	302-996-0692
Duet Resource Group Inc	Milwaukee	WI	53204	920-609-6798	414-273-1280
Eakes Office Solutions	Grand Island	NE	68802-2098	308-398-6857	
Eaton Office Supply Co.	Amherst	NY	14228	716-691-6100	716-691-0074
Eclipse Brand Builders	Suwanee	GA	30024	678-894-4360	678-894-4361
Eco Trenz Office Environ	Glenwood	GA	30428	912-423-0275	
Ecotech Ofc Environments	Buffalo	NY	14207	716-580-3725	
Edson Neil Incorporated	Flower Mound	TX	75027	214-287-1065	
Edwards & Hill Comm, Llc	Annapolis Jnctn	MD	20701	301-317-4250	202-478-1777
Efficient Bus Design Inc	Hollywood	FL	33019	561-541-4944	561.549.8703
EG-office	North Wales	PA	19454	215-361-9076	
Ej Schuster Discount Office Furniture, Inc	Lakewood	NJ	8701	732--349-2060	732-905-7700
Design Elements	Virginia Beach	VA	23464	757-502-4379	
Cny Office Furniture	Syracuse	NY	13220	315-289-9165	315-752-4012
Elliott Interiors, Llc	Goshen	NY	10924	845-321-0219	
Elontec,Llc	Phoenix	AZ	85043	602-759-5500 X479	602-759-5501
Empire Office, Inc - Ga	Alpharetta	GA	30004	770-360-0226	
Empire Office, Inc	New York	NY	10016	212-607-5500	212-607-5650
Enterprise Frn Consultan	Baltimore	MD	21202	410-342-0630	410.342.0631
Environments 4 Business	Akron	OH	44333	330-294-1384	330.294-1390
Ernie Morris Enterprises	Bushnell	FL	33513	352-793-2745	352-793-2778
Ernie Morris Enterprises	Cumming	GA	30040		404-581-5169
Espace Concepts, Llc	Lynchburg	VA	24502	434-439-2849	
Evans Facility Consultant	Webster Groves	MO	63119	314-374-6824	866-390-9789
Evensonbest Llc	New York	NY	10003	212-549-8000	212-549-8012
Evensonbest, Llc	Washington	DC	20005	973-919-3885	
Evergreen Furniture, Fixtures And Equipment, Llc	Bothell	WA	98011	3602174181 Ext 704	360-217-4182
Exceptional Int Design	Mcallen	TX	78504	956-874-7496	
Executive Furn Of Wa Dc	Silver Spring	MD	20905	301-622-9584	301-622-7729
Executive Suites Llc	Bridgeport	CT	6610	203-339-7490	
Express Office Environments, Inc	Santa Ana	CA	92705	949-975-0280	949-975-0282
Facilities Equipment	Pittsford	NY	14534	585-586-5422	585-586-6642
Facilities Resource Inc	Cedar Park	TX	78641	512-371-1232	512-371-9155
Facility Services	Newport Beach	CA	92660	949-427-5152 ext 702	
Facility Services	Annapolis	MD	21403		
Facility Solutions Plus	Katy	TX	77449	281-245-1771	
Fe-Ri Construction, Inc	San Juan	PR	00936-3136	787-783-0307	787-781-8527
Fellowes Mesa	Mesa	AZ	85205	800-833-3746	
Fens Associates, Llc	Alpharetta	GA	30005	770-889-8884	978-372-6483
Fens Associates, Llc	Groveland	MA	1834	978-372-2650	978-372-6483
Fineline Furniture	Indianapolis	IN	46268	317-802-2200	317-802-2210
Flatwater Solutions	Bellevue	NE	68005	402-618-2535	402-614-7921
Fluid Interiors Llc	Minneapolis	MN	55403	612-746-8700	612-746-8701
Formcraft Interiors Inc	Philadelphia	PA	19103	610-532-4600	610-532-2331
Forms & Supply Inc	Charlotte	NC	28256-3953	704 598-8971 EXT 2293	704-598-8917

Forward Space, Llc	Wood Dale	IL	60191	630-589-5500	630-589-5637
Forward Tilt, Llc	Scottsdale	AZ	85251	480-237-3737	
Frameworkx	Delta	BC	V4M 1M4	604-369-4820	
Frank Cooney Co, Inc	Elk Grove Villg	IL	60007	630-694-8800	630-694-8804
Fsi Consolidated Inc	Jacksonville	FL	32255-1630	904-421-3899	
Fsi Office	Chesapeake	VA	23323		
Fulcrum International	Landover	MD	20785	301-322-7700	301-322-2414
Furngully, Llc	Marshfield	MA	2050	508-328-7939	
Palazzo Interiors	Titusville	NJ	8560	212-971-5401	212-971-5402
Furniture Consultants Inc	New York	NY	10018	212-229-4500	212-807-0036
Furniture Consultants Miami Inc	Miami	FL	33127	305-856-2220	305-856-2660
Furniture Network, Inc.	Charlotte	NC	28277-8851	704-451-1569	704-847-0768
Furniture Solutions Inc	Lake Worth	FL	33454-0891	561-965-0031	
Corporate Source, Ltd	Dallas	TX	75207	214-468-0468	214-468-0469
Furniture4You	Ottawa	ON	K1C 2J9	613-834-9957	613-590-7317
Orion Growth	Charlotte	NC	28203	704-281-3735	
Gardiner C Vose	Bloomfield Hill	MI	48302	248-332-7000	
Gateway Printing & Office	San Antonio	TX	78247	210-650-3995	210-650-5506
Gazor Group Inc	San Francisco	CA	94108	415-291-8300	415-291-8383
Gcs Group	Acworth	GA	30101	770-514-0822	770-514-2004
General Office Products Company	Minneapolis	MN	55416	952-925-7500	952-925-7531
Georgia Specialty Equipment, LLC	Fayetteville	GA	30214	770-461-2090	
Gf Health Products, Inc	Atlanta	GA	30360	770-368-4700	770-368-2680
Gl Seaman & Company	Carrollton	TX	75007	817-336-5400	817-336-5442
Global Commercial Furnishings, LLC	Naples	FL	34110	651-592-5710	
Global Office Solutions	Novi	MI	48375	248-449-9100	
Total Office Interiors	Franklin Lakes	NJ	7417	201-651-0700	201-651-0701
Gmanfredo Design, Inc	Fresno	CA	93722	(559) 284-5464	559-492-1125
Goodmans Interiors	Phoenix	AZ	85002-3289	602-263-1110	602-263-0624
Government Business Interiors, LLC	Redlands	CA	92373	909-556-2115	909-533-2261
Government Contract Sales	Lakewood	CO	80226	303-988-5959	
Grand And Toy Office Max Canada	Dartmouth	NS	B3B 0A6	613-295-3558	
Grand And Toy Office Max Canada	Vaughan	ON	L4L 9C7	416-401-6300	905-264-0257
Grayline Office Solutions	Brampton	ON	L6P 1W6	416-930-4190	
Great Journey West Llc	Saint Charles	MO	63303	314-478-5792	
Great Lakes Contract	Kalamazoo	MI	49007		
Great Lakes Furniture	Holland	MI	49423	616-796-3245	
Great River Office Products	St Paul	MN	55107	651-293-1135	
Group Four Business	Calgary	AB	T2J 5L6	403-617-3629	403-225-0524
Groupe Api Inc	Montreal	QC	H3K 1G6	514-564-9881	
Gsn Office Furniture	Prince Frederic	MD	20678	301-855-1555	410-535-4188
H & B Solutions	Waco	TX	76708	254-654-0373	
Ha Office 515, Inc	Lithonia	GA	30058	770-879-6703	770-879-6703
Hallmark Office Products	Houston	TX	77040	713-688-1333	713-688-1412
Hampton Stationery	Hampton	VA	23669	757-722-7712	757-722-4317
Hart Contract Int Consult	Winnipeg	MB	R3B 1M6	204-944-8194	
Hartman Office Furniture	Whippany	NJ	7981	973-428-2929	973-428-2885
Harvesttime Office Furniture, Llc	Suffolk	VA	23435	757-617-2673	
Health By Design	Rochester	MI	48309	248-760-7575	
Heenan Construction Llc	Crocker	MO	65452	573-736-5275	
Henricksen Co Inc	Itasca	IL	60143	630-250-9090	
Henricksen	New York	NY	10018	917-733-4028	646-918-7041



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Henriksen Butler Design Group, LLC	Salt Lake City	UT	84111	801-363-5881	801-359-4326
Henriksen Butler Design Group, LLC	Las Vegas	NV	89101	775-800-5076	
My Office Design	Huber Heights	OH	45424	937-260-9226	
Hicaps, Inc	Greensboro	NC	27409	336-665-1234	336-665-1855
DMG Interiors	Reston	VA	20190	703-801-0911	703-537-8611
Hitouch Business Serv-Ga	Atlanta	GA	30328		
Hitouch Business Serv-Md	Ellicott City	MD	21043	859-308-9631	
Hitouch Business Serv-Nj	Saddle Brook	NJ	7663	201-636-9900	
Hitouch Business Serv-Oh	Wilmington	OH	45177	859-308-9631	
Hitouch Business Serv-Pa	Philadelphia	PA	19102	267-225-3108	
Hitouch Business Services	La Vergne	TN	37086	866-448-6824	
Be.Workplace Design	Concord	CA	94520	925-687-5454	
Hpg Design Group Llc	Corpus Christi	TX	78418	210-332-3267	
Hst Corporate Interiors	Nashville	TN	37210	205.532.4073	615-312-4066
Hudson Office Supply	Dothan	AL	36302	334-792-3155	334-793-2761
Hudson Valley Office Furniture, Inc	Poughkeepsie	NY	12601	845-471-7910	845-471-3274
Hummel's Office Plus	Herkimer	NY	13350	315-574-8300	315-866-4152
I Space Furniture, Inc	Minneapolis	MN	55405	612-819-3774	612-0312
Ideal Office Solutions	Methuen	MA	1844	978-327-5327	978-327*5328
Image Office Environments	Mountainside	NJ	7092	908-518-1670	908-654-8436
Impact Office Furnishings	Vancouver	BC	V5M 2G7	604-215-9797	604-215-9996
Impact Office Interiors	Griffin	GA	30224	(404) 402-5311	770-233-9429
Impact Office Products	Elkridge	MD	21075-7349	443-461-1495	240.542.1410
Impact Interiors	Kansas City	KS	66106	785-221-2599	
Inc Office Interiors	Bensenville	IL	60106	847-630-3207	630-227-9322
Independent Marketing Associates, Inc	Mequon	WI	53092	262-391-6858	262-242-8964
ICC Business Products	Indianapolis	IN	46226	317-547-9621	317-543-5738
Indoff - Dallas	Dallas	TX	75233	682-472-9685	
Indoff - Los Angeles	Los Angeles	CA	90036	917-373-0823	
Indoff Commercial Int	Macon	GA	31201	478-361-7250	
Indoff Inc - Mn	North Mankato	MN	56003	507-993-7295	
Indoff Inc	Glendale	AZ	86310	303-521-4070	
Indoff, Inc - Austin	Austin	TX	78709	925-518-2144	
Indoff, Inc - N Carolina	Asheville	NC	28805	828-545-7096	
Indoff, Inc	St.Louis	MO	63146	315-316-0136	314-558-9248
Indoff, Inc	Spruce Grove	AB	T7X 2W1	780-915-9635	
Indoff, Inc	Fort Mill	SC	29708	803-493-1142	
Indoff, Inc	Big Cabin	OK	74332	918-625-9989	
Indoff, Inc	New York Mills	NY	13417	315-316-0136	
Indoff, Inc	Onalaska	WI	54560	608-779-9510	
Indoff, Inc	Chatham	IL	62629		
Indoff, Inc	Orange	CT	6477	203-610-2237	
Indoff	Altoona	IA	50009	515-943-9099	
Industries For The Blind And Visually Impaired	West Allis	WI	53214	414-778-3040 xt 405	414-778-3390
Infinity Office Interior	Hartford	CT	6103	860-964-7137	
Innerspace Architectural	Birmingham	AL	35201-1911		
Innovative Commercial Interiors, Inc	West Trenton	NJ	8628	609-538-8800	609-406-7978
Innovative Intelligent	Lafayette	LA	70501	337-236-9107	337-236-9108
Innovative Office Solutions LLC	Burnsville	MN	55337	651.289.9159	952-894-7153
Insalco Corp	Wallingford	CT	6492	203-269-1238	203-265-9378
Inside Out Office Interiors LLC	Salt Lake City	UT	84102	801-973-2009	801-973-0573
Inside Source Inc	San Carlos	CA	94070	650-508-9101	650.595.3286

Inside Source Washington	Seattle	WA	98119	253-872-4648	
Inside Space	Encinitas	CA	92024	760-944-1213	
Inside The Lines, Llc	Columbia	MO	65203	573-234-0778	573-234-0777
Inspired Business Int	Winnipeg	MB	R2G OH1	204-414-9410	
Institutional Interiors	Raleigh	NC	27615	919-981-5811	919-981-8979
Integrated Environments	West Chester	PA	19380-5934	610-698-7518	
Integrated Spaces Llc	Downers Grove	IL	60515	630-863-5622	
Integrity Business Sol	Grand Rapids	MI	49512	616-656-6041	616-656-6015
Integrity Interior Solutions, LLC	Kent	WA	98032	206-734-8723	206-767-0637
Intelligent Interiors Inc	Addison	TX	75001	972-716-9979	
Interior Alliance	North Salt Lake	UT	84054	801-694-1855	
Interior Connections	Eldersberg	MD	21784	410-952-9966	
Interior Design & Architecture, Inc	Brentwood	TN	37027	615-695-9255	
Interior Fusion Llc	Largo	FL	33773	727-275-1200	813-354-4475
Interior Image Inc	Novi	MI	48377	248-553-0816, x1000	248.553.0856
Interior Investments, Llc	Lincolnshire	IL	60069	847-325-1000	847-325-1001
Interior Logistics	Tulsa	OK	74105	405-820-7317	918-382-9038
Interior Motions	Emeryville	CA	94608	510-653-6100	510-380-5223
Interior Office Concepts	Jacksonville	OR	97504	541-776-4043	541-776-3812
Peoplespace	Irvine	CA	92614	949-724-9444	949-724-9449
Interior Resource Group	Crystal River	FL	34429	410-654-3611	
Interior Showplace, Ltd	Honolulu	HI	96814	808-593-8420	808-591-8324
Interior Solutions Of Arizona, LLC	Phoenix	AZ	85040	480-223-9213	801-531-7545
Interior Spaces Corp	Sacramento	CA	95834	916-417-9808	
Interior Workplace Solutions, LLC	Allentown	PA	18106	570-852-1207	610-391-1155
Interiors By Design, Llc	Adamstown	MD	21710	301-792-5645	888-238-2137
Interiors By Guernsey	Chantilly	VA	20151	703-631-3375	703-802-7373
Interwork Office Solution	Cherry Hill	NJ	8003	855-755-9675	
Intivity Nyc	Brooklyn	NY	11201	718-225-7100	
Intivity, Inc	East Rochester	NY	14445	585-673-2719	585-387-9222
Office Elements	Sioux City	IA	51104-1904	712-255-0181	712-255-0203
Albuquerque Office Systems	Albuquerque	NM	87109	505-345-2824	505-345-1466
Jc Office Consultants	Somerville	NJ	8876	908-842-2153	908-842-2154
Jeff Leist & Associates	Coeur D'alene	ID	83814	208-664-8974	
Busby Office Supply	Clinton	MS	39056	601-924-7979	601-924-1182
Jerry Gronske & Assoc	Charlotte	NC	28211	908-307-6485	
Applied Ergonomics	Skokie	IL	60076	847-679-5148	
Jmj Corporation	Henrico	VA	23294	804-270-7400	804-270-7333
Advance Office & Janitorial	North Las Vegas	NV	89032	702-735-0213	
John A Marshall Co	Lenexa	KS	66219	913-599-4700	913-599-4838
Johnson Business Products	Midland Park	NJ	7432	201-422-6600	201-493-9750
Jonas Office Products Ltd	Fort Atkinson	WI	53538	920-728-4015	920-563-3177
JS Interior Innovations	Youngstown	OH	44512	330-518-3293	330-758-2470
Joyce Contract Interiors	Westford	MA	1886	978-251-2226	978-251-0550
Jsd Office Furniture L	Toms River	NJ	8753	908-304-5269	
Trico Office Interiors	Bellingham	WA	98225	360-734-1470	360-734-7372
K & R Design Enterprises	East Setauket	NY	11733	631-689-0664	631-689-0603
Kad Associates, Llc	Woodbridge	NJ	7095	732-943-2192	732-943-2194
Kinetic Concept Interiors	Henrico	VA	23231	210-669-7540	
Katherine W Anderson	Tuscaloosa	AL	35405	205-396-7540	
Kavanaugh's Inc	Springfield	OH	45503	937-605-1098	937-322-0678
Kbm Office Equipment	San Jose	CA	94108	408-351-7100	408-938-0699

Kdi Design Inc	Geneva	IL	60134	630-402-9517	630-208-9370
Kennedy Office Supply	Raleigh	NC	27604	919-878-5400	919-878-4088
Kentwood Ofc Furn - Chi	Lombard	IL	60148	630-693-2263	630-693-2253
Kentwood Ofc Furn - Det	Novi	MI	48375		
Kentwood Ofc Furn - Gr	Grand Rapids	MI	49512	616-957-2320	616-957-2361
Kentwood Ofc Furn - Indy	Indianapolis	IN	46256	616-466-5039	616-957-2361
Kentwood Ofc Furn - Jkn	Jackson	MI	49202	517-990-0362	616-957-2361
Kentwood Ofc Furn - Lans	Lansing	MI	48917	517-492-7000	
Kerr Office Group Inc	Elizabethtown	KY	42701	270-765-6171	270-765-7332
Kershner Office Furniture	King Of Prussia	PA	19406	610-768-0200	
Executive Business Product	Fresno	CA	93744	559-224-8300	
Kirkpatrick & Assoc, Inc	Albuquerque	NM	87113	(505) 342-0402	505-342-0411
Kor, Llc	Cedar Rapids	IA	52405	319-310-5770	
Kotero Design, Llc	Cary	NC	27513	808 778 7202	
Ktt Workflow Solutions	Haverhill	IA	50120	800-516-3307	
Sarah Kuchar Studio Llc	Chicago	IL	60661	312-624-9206	
Kyle Office Solutions	Tuscaloosa	AL	35403	205-345-5573	205-349-6468
L & M Office Furniture	Tulsa	OK	74146	918-947-8440	918-663-7608
L & M Office Furniture	Little Rock	AR	72202	501-231-6306	
Laboratory Interiors	Peabody	MA	01960-3741	978-535-0533	
Lammco	Lafayette	IN	47903-6187	765-447-7400	
Lakeshore Bus Interiors	Manitowoc	WI	54220	920-683-3711	920-683-3853
Lan Marketing Ltd	Barrington	IL	60010	312-287-2222	312-251-0501
Landesign, Inc	Fallbrook	CA	92028	949 981 8312	949-940-0203
Lane Office Furniture Inc	New York	NY	10018	212-233-4100	212-693-2124
Langit Pacific, Llc	Honolulu	HI	96825	808-394-2987	808-394-2988
Langit & Associates Inc	Walden	NY	12586	845-692-6446	845-695-1841
Lc Industries, Inc	Durham	NC	27703	919-596-8277	919-598-1179
Furniture Solutions	Richardson	TX	75081	214-669-8747	214-272-8612
Learning Environments Inc	Liberty	NC	27298-1127	336-622-4296	336-622-4298
Legacy Designs Nw	Renton	WA	98057	206-217-0310	206-217-0231
Lerdahl Business Interior	Middleton	WI	53562	608-831-1010	
Lewis Stevenson Office Solutions	New York	NY	10001	212-279-8200	
Lexington Group, Inc	West Springfiel	MA	1089	413-746-3064	413-788-0789
Library Design Assoc Inc	Powell	OH	43065	614-923-4600	
Library Design Associates	Plymouth	MI	48170-2213	734-459-5000	
Library Furniture Int'l	Wheeling	IL	60090	847-564-9497	847-564-9337
Library Interiors, Inc.	Metairie	LA	70002	504-885-4040	504-887-8632
Library Interiors, Inc	Brick	NJ	8723	732-262-8600	732-262-8601
Liddy's Office Products	Northport	AL	35476	205-339-4465	205-339-3287
Lincoln Office Llc	Washington	IL	61571	309-427-2500	309-427-2600
Link Interiors	Morgantown	PA	19543	215-514-9173	
Linkspace, Llc	Chicago	IL	60642	312-533-0510	
Llv Office Concepts	Saratoga Spring	NY	12866	518-587-0104	518-684-9257
Longs' Cards And Books	Penn Yan	NY	14527	315-536-3131	
Lorick Office Products	Columbia	SC	29202	803-252-5380	803-799-2342
Loth Inc	Cincinnati	OH	45241		513-554-8837
Loth, Inc	Columbus	OH	43215	614-487-4312	
Luxe Interiors	Ann Arbor	MI	48108	734-320-9411	
M & M Office Interiors	Pewaukee	WI	53072	262-781-2600	262-783-5070
Mach5 Office Furniture	Doylestown	PA	18901	215-237-7370	
Mainspace Office Solution, LLC	Hattiesburg	MS	39402	601-297-4848	

Keeney's Office Supply Inc	Redmond	WA	98052	425-869-7555	425-556-1742
Makecayke, Inc	River Forest	IL	60305	630-818-7499	
Malone Office Environments	Columbus	GA	31902	706-322-2513	706-324-2379
Office Furniture Heaven	New York	NY	10016	212-989-8600	
Info-com Business Products	Altadena	CA	91001	626-818-2312	818-957-0865
Margen Designs, Inc	Seaford	NY	11783	516-315-9792	866-491-7416
Marnoy Interest, Ltd	Houston	TX	77040	713-803-0000	713-803-0001
Office Furniture USA	Las Vegas	NV	89101	702-457-6387	702-457-5858
Marxmoda Inc	Detroit	MI	48226	248.365.6473	616-774-8354
Mayhew Inc	Richmond Hill	ON	L4B 2N9	905-707-4747	905-707-4748
Mb Contract Furniture Inc	Concord	CA	94520	925-391-2448	925-849-8918
Mbi Business Design Llc	Salt Lake City	UT	84111	801-322-0444	801-322-0454
Mc Edward Corp	New Orleans	LA	70181	504-734-2260	504-734-2275
Mckearney Associates Inc	S. Boston	MA	2127	617-269-7600	
Mcnerney & Son, Inc	Toledo	OH	43604	419-666-0200	419-666-9500
Mcwaters Inc	Columbia	SC	29201	803-256-8303	803-252-5567
Mcwaters Inc	Augusta	GA	30909	803-212-4222	706-396-5401
Standard Office Supply	Washington	DC	20011	202-829-4820	202-722-4600
Mdv Interiors Llc	Potomac	MD	20854	240-551-7982	240-559-1329
Merchants Office Furnitur	Denver	CO	80205	303-297-1100	303-297-0300
Exterus Business Furniture	Shelburne	VT	5482	802-383-1756	802-658-6917
Meteor Education, Llc	Sacramento	CA	95834	559-476-0306	352.373.0622
Mfg Interiors Llc	Farmington Hill	MI	48331	248-479-7288	
Northern Interiors Inc	Redding	CA	96003	530-221-3310	530-221-3454
Michael E Powers & Assoc	Azuza	CA	91702	626-812-8637	626-812-9226
Office Furnitre Expo	Doraville	GA	30340-1129	770-455-0440	770-458-9541
Midas Diamond Corporation	San Juan	TD		868-222-8466	
Midcity Office Equipment	Buffalo	NY	14214	716-832-0138	716-832-0892
Midwest Commercial Interiors	Salt Lake City	UT	84101	801-359-7681	801-355-2713
Midwest Office Interiors	Woodridge	IL	60517	630-633-2734	630-783-2182
Midwest Storage Solutions	Omaha	NE	68137	402-935-0357	402-935-3061
Miles Treaster & Assoc	Sacramento	CA	95811	916-373-1800	916-373-1899
Miller's Supplies At Work	Newington	VA	22122	703-644-2200	703-644-8405
Miller Office Equipment Co. Services Inc	Charlotte	NC	28236	704-372-3320	
Mills Office Productivity	Vancouver	BC	V5L 3K3	604-254-7211	888-254-7282
Minnesota Office Furniture, Inc	Maple Grove	MN	55369	612-791-8593	
Mister Paper Inc	Gainesville	FL	32627	352-377-2737	352-376-0186
Mitsch Design, Inc	Carmel	IN	46032	317-805-1174	317-573-2230
Modern Business Interiors	St Charles	MO	63303	314-575-2502	314-344-1000
Modern Business Interiors	Lenexa	KS	66215	913-387-1100	
Modern Business Workplace Solutions, Llc	Augusta	GA	30914	706-305-3971	706-724-4654
Modern Environments	Arlington	VA	22202	757-801-9000 x125	
Modern Interiors Inc	Coopersville	MI	49404	616-997-8608	
Modular Ofc Environments	Oakland Park	FL	33311	954-735-1183	954-735-1174
Modular Systems Ca	Santee	CA	92071	619-843-3275	
Moi, Inc	Richmond	VA	23219	804-554-5718	
Moi, Inc	Baltimore	MD	21230	443-780-2000	
Moi, Inc	Virginia Beach	VA	23462	757-201-3547	
Monarch Office Furniture	Coppell	TX	75019	972-314-9333	972-314-9338
Monk Office Supply Ltd	Victoria	BC	V9A 4V1	250-384-0565	
J2 Business Products	Kalispell	MT	59901	406-752-8520	
Mulder's Moving & Storage	Kalamazoo	MI	49004	269-207-7172	269-381-3687



Fellowes
Authorize Dealer Listing

Multi Corp Office Service	Whitby	ON	L1N oA3	416-644-6447	416-289-3713
Munson Business Interiors	Louisville	KY	40206	502-589-1236	502-589-1317
Solutions De Bureau Mf	Edmundston	NB	E3V 2Hg	506-739-8859	506-739-5220
Narup Designs Llc	Ben Lomond	CA	95005	714-737-4018	
Nashville Office Interiors	Nashville	TN	37210	615-329-1811	615-329-1822
National Bus Furn N Cal	San Francisco	CA	94109		
National Bus Furn S Tx	Cypress	TX	77433		
National Bus Furn W Pa	Export	PA	15632	412-742-879	
National Business Furn Az	Phoenix	AZ	85050	602-445-6395	213-365-1183
National Business Furn Ca	Los Angeles	CA	90010	213-365-1100	213-365-1183
National Business Furn Co	Denver	CO	80222	720-545-4050	414.276.8371
National Business Furn Ct	Milford	CT	6460	646-531-4500	
National Business Furn Fl	Miami	FL		414-615-3552	
National Business Furn Fl	Tampa	FL			
National Business Furn Ga	Atlanta	GA	30338		404-351-2158
National Business Furn Il	Chicago	IL	60654	616-994-5409	414-276-8371
National Business Furn In	Brownsburg	IN	46112		
National Business Furn Ma	Charlton	MA	1507	774-454-0139	
National Business Furn Md	Silver Springs	MD	20904	804-231-0044	
National Business Furn Mi	Detroit	MI	48226	248-318-8940	
National Business Furn Mn	Lakeville	MN	55044	651-294-9331	414-276-8371
National Business Furn Mo	Maryland Hgts	MO	63043	314-504-3663	414-276-8371
National Business Furn Nc	Lancaster	SC	29720	704-351-4310	
National Business Furn Nv	Las Vegas	NV	89135		
National Business Furn Ny	New York	NY	10121		414.276.8371
National Business Furn Oh	Lewis Center	OH	43035	614-639-1879	
National Business Furn Ph	Philadelphia	PA		856-577-1660	
National Business Furn Ri	Coventry	RI	2816	401-245-4885	414-276-8371
National Business Furn Tx	Dallas	TX	75244	972-866-0101	414.276.8371
National Business Furn Ut	Highland	UT	84003		
National Business Furn Wa	Redmond	WA	98052	253-213-3238	213-365-1183
National Business Furn Wi	Milwaukee	WI	53214	414-615-3584	414-276-2025
National Office Products & Printing	Sault St Marie	MI	49783	906-632-3095	906.632.6836
National Premier Company	Granbury	TX	76048	817-767-1059	
National Project Group	Cherry Hill	NJ	8003	609-744-8899	856-428-6984
Nbf Catalog Sales - Ca	Los Angeles	CA	90010	414-276-8511	
Nbf Catalog Sales - Ga	Atlanta	GA	30338	414-276-8511	
Nbf Catalog Sales - Wi	Milwaukee	WI	53214	414-276-8511	
Nelson Interiors, Llc	San Antonio	TX	78238	210-684-2624	
NGC Group	Lincoln	NE	68508	402-261-5489	402-261-5446
New Horizons Interiors	Louisville	KY	40213	502-636-4104	502-214-7829
New Paradigm Interiors	Fenton	MO	63026		636-717-0151
Tangram Interiors	Santa Fe Spring	CA	90670	562-365-5000	562-365-5399
Tangram Interiors	Dallas	TX	75212	214-601-3505	214-902-7201
Newground Canada Corp	Waterloo	ON	N2L oC7	519-883-6757	
Next Eoic, Llc	Apache Junction	AZ	85117	602-391-3800	
Nexus Office Environments	Glendora	CA	91740	626-470-7826	
Ni Systems Inc	Bronxville	NY	10708	914-337-1686	914-337-0021
Nickerson Ny, Llc	Bay Shore	NY	11706	631-666-0200	631-666-2667
KDA Furniture & Interiors	Fort Wayne	IN	46809	260-478-5300	
North Sound Industries	Woodinville	WA	98072	877.500.4115	425.486.1600
Workspace Studio	Middleton	WI	53562	608-83-36868	



Fellowes
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Nu-Idea School Supply Co	Sumter	SC	29151	803-773-7389	803-773-0787
Nw Office Interiors, Llc	Milwaukie	OR	97222	503-785-1515	503-785-1554
Odyssey Commercial Interiors Inc.	Fridley	MN	55432	763-286-1506	
Oes Office Furniture Office & Ergonomic Solutions	Rancho Cucamong	CA	91730	909-527-4643	909-527-4647
OAI, Inc.	Haymarket	VA	20169	703-801-4422	703-754-3254
Office Basics, Inc	Boothwyn	PA	19061	800-541-5855	800-225-4049
Office Concepts, Llc	Newington	CT	6111	860-665-0855	
Office Concepts	Waterloo	IA	50703	319-234-1221	319-234-6506
Office Design Concepts Co	Houston	TX	77036	214-772-8851	
Office Design Group	Irvine	CA	92618	949-215-5557	949-215-5599
Office Design Solutions	Mcdonough	GA	30252	404-597-7683	
Office Design & Furnishng	Jackson	MI	49202	(734) 217.2717	
Office Design & Interiors	San Jose	CA	95164	650-291-3388	866-523-5753
Office Environment Compan	Boise	ID	83702	208-385-0507	
Office Environments Inc	Birmingham	AL	35203	205-443-8300	205-930-0386
Office Environments, Inc	So. Burlington	VT	5403	802-864-3000	802-865-2590
Office Equipment Company Of Mobile Inc	Mobile	AL	36607	251-471-3368	251-471-0019
Office Express U.P. Inc.	Houghton	MI	49931	810-599-5260	
Office Express, Inc	Troy	MI	48083	877-795-2600	
Office Furn Solutions Inc	Commerce Twp	MI	48390	248-668-0077	
Office Furn Solutions Llc	Gulfport	MS	39507	228-864-3379	228-864-1153
Office Furniture Outlet	Green Bay	WI	54304	920-432-3333	
Office Furniture Solution Of Florida LLC	Pompano Beach	FL	33064	954-973-7997	954-944-1963
Office Furniture Sol, Llc	Holladay	UT	84121	801-974-1970	
Office Furniture Warehous	Waukesha	WI	53188	262-691-8838	
Office Furniture Whse Llc	Chattanooga	TN	37406	423-790-1376	866-623-6313
Office Furniture Solutions, Inc	St Cloud	MN	56303	320-203-7957	320-203-7969
Office Interiors Of South Carolina Llc	Greer	SC	29650	770-804-1589	770-804-8861
Office Interiors Of Va	Sandston	VA	23150	804-550-0003	804-550-7648
Office Interiors, Inc.	Atlanta	GA	30303	770-804-1589	770-804-8861
Office Interiors, Inc	Granger	IN	46530	574-277-3400	574-277-3344
Office One Furniture & Services Inc	Valley View	OH	44125	216-901-1681	216-901-1775
Office Peeps Inc.	Watertown	SD	57201-0907	605-886-6488	605-886-6807
Office Pro Inc.	Beloit	WI	53511	608-521-6001	
Office Products Center	Carroll	IA	51401	712-792-3901	712-792-3904
Office Project Solutions	Palmyra	NJ	8065	856-786-4187	856-786-0395
Office Relief Inc	San Leandro	CA	94577	510-383-1190	510-383-1199
Office Resource-Jax Llc	Jacksonville	FL	32220	904-545-4058	
Office Resources	Boston	MA	2210	339.933.2949	617-451-0488
Office Revolution Ii, Llc	Columbus	OH	43215	312-222-1110 x136	
Office Revolution, Llc	Bannockburn	IL	60015	630-400-7320	312-222-1115
Office Sales Inc	Fayetteville	NC	28303	910-223-6000	
Office Services	Savannah	GA	31415	912-232-7500	912-232-7700
Office Solutions Inc	Kalamazoo	MI	49001	269-370-0327	
Montana Office Machines	Missoula	MT	59801	406-541-2020	406-541-2222
Office Space Inc	Oak Park	IL	60301	708-948-7850	
Office Value, Inc.	Meridian	ID	83642	208-342-1025	208-345-8879
Office Works Llc	Knoxville	TN	37919	865-588-7280	865-588-4155
Officeworks Pennsylvania	Plymouth Meetng	PA	19462	610-834-9877	
Officeworks	Fishers	IN	46037-7940	317-577-3529	317-577-3550
Ofix Furniture Warehouse	Brockville	ON	K6V 5Y6	613-802-2060	
Office Furniture Marketing	Frederick	MD	21701	301-467-1052	

Ohio Desk	Cleveland	OH	44115-1292	216-623-0600	216.556.8988
Oloe Training Acct - Can	Holland	MI	49422		
Oloe Training Acct - Usa	Holland	MI	49422		
Opacs, Inc	Mesa	AZ	85274	480-634-2424	602-952-8239
Opensquare Holdings Llc	Seattle	WA	98108	206-768-8000	206-768-0236
Osterman Cron Louisville	Louisville	KY	40241	513-771-3377	513-771-3380
Ottawa Business Interiors	Nepean	ON	K2E 7J4	613-226-4090	643-226-6552
Ottawa Office Works Inc	Ottawa	ON	K1E 3E6	613-228-1164	613-228-7583
Outback Office Inc	Evergreen	CO	80439	303-952-9252	888-253-2316
Pod Office	San Francisco	CA	94131	415-813-2502	
Pacific Ergonomics, Inc	San Diego	CA	92121	619-546-0872	
Pacific Office Designs	San Jose	CA	95112	919-754-7796	
Paradigm Shift	Ottawa	ON	K2J 2Y4		
Parameters, Ltd	Minneapolis	MN	55402	612-455-7269	
Parron-Hall Corporation	San Diego	CA	92123	858-268-1212	858-292-7077
Partnr Haus	Birmingham	MI	48009	248-792-9537	
Path Interiors	Cardiff	CA	92007	760-580-8552	
Patrick Cassidy & Assoc.	Toronto	ON	M6K 3E3	416-260-4777	416-260-5540
Paxton Industries	Ramona	CA	92065	760-315-0981	760-787-9369
Pci Industries Inc	Oak Park	MI	48237	248-556-4184	248-542-3077
Peabody Office Furn - Dc	Washington	DC	20005	202-450-6398	
Peabody Office Furn - Ma	Boston	MA	2110	617-542-1902	617-542-2741
American Business Interior	Melbourne	FL	32901	321-723-5003 x24	321-984-4221
Phelan's Interiors	Cedar Rapids	IA	52401	319-363-9634	319-362-2163
Phillips Workplace Interiors Inc	Harrisburg	PA	17112	717-930-2901	717-388-4847
Phoenician Concepts And Installation, Llc	Peoria	AZ	85380	602-769-3568	
Pigott Inc	Des Moines	IA	50312	515-279-8879	
Pinnacle Design Group Llc	Norman	OK	73071	405-360-1102	405-360-0055
Pioneer Contract Services	Houston	TX	77210-4346	713-464-8200	713-464-7100
Pomerantz & Co.	Philadelphia	PA	19109-1094	215-408-2100	215-408-2110
Pradere Office Products	Hialeah	FL	33014	305-823-0190	305-823-0192
Premier Office Solutions	Willow Grove	PA	19090	215-734-2300	215-734-2310
Price Modern Inc	Baltimore	MD	21211	410-366-5500	410-235-8382
Professional Office	Maryland Height	MO	63043	314-621-0606	
Prospace Interiors, Inc	Delta	CO	81416	970-874-8006	971-874-3883
Ptera Sigma, Inc	Long Beach	CA	90807	562-548-1243	
Pulse Technology Of Il	Schaumburg	IL	60173	847-879-6400	847-879-6411
Pulse Technology Of In	Merrillville	IN	46410	219-924-1400	219-924-9208
Quality Office Products	Greenville	SC	29608	864-529-6071	
Qwrk Collective Environments, LLC	Baltimore	MD	21211	301-364-4337	
Q+E Design Source Llc	Denver	CO	80238	303-355-2700	
Shore Total Office	San Diego	CA	92131	858-444-1961	
Randall Business Interiors, Inc.	Annandale	VA	22003	703-642-2506	703-750-3176
Raven Studio Inc	London	ON	N6H 5L6	519-471-8816	
Rds Office Furniture	Carmel	IN	46033	317-414-5038	317-843-0906
Ispace Office Interiors	Indianapolis	IN	46219	317-694-7197	317-534-3118
The Emerald Group	Pembina	ND	58271	701-825-5719	701-825-6570
Reimagine Office Furnishings	Tampa	FL	33605	813-241-4515	813-248-5612
Reliant Group Inc	Des Moines	WA	98198	206-575-6757	
Resource One	Springfield	IL	62701	2177535742 ext 32	217-753-5748
Source America	Douglasville	GA	30135	770-713-6281	770-234-5055
Right Price Companies Inc	Syracuse	NY	13205	315-701-2380	315-701-2384

Rightsize Facility Performance Of Illinois	Chicago	IL	60654	312-724-0482	312-698-6961
Rmrm Inc	Colorado Spring	CO	80907	719-473-4040	719-473-6669
Consolidated Ofc Systems	Anaheim	CA	92806	(714) 525-1500	714-525-1534
Roi, Refurbished Office Interiors	Fitchburg	MA	1420	978-342-3366	
Royal Business Systems	Spokane	WA	99207	509-928-6555	509-928-6333
Ruby & Quiri Inc	Johnstown	NY	12095	518-762-7829	518-736-3555
Rudolph's Office And Computer Supply Inc	Elkridge	MD	21075	410-931-4150	410-931-4158
Ryan Staiert Interior Design	W Des Moines	IA	50265	515-216-4345	
Safety & Security International, Inc	Greensboro	NC	27410	757-274-2613	
Santa Barbara Office Interiors, Inc.	Goleta	CA	93111	805-883-8697	
Sawyer Contract Interiors, Inc.	Seabrook	NH	3874	978-375-2347	
Saxton Bradley	Mesa	AZ	85212	602-399-8259	
Saxton Inc., Design Group	Cedar Rapids	IA	52401-2010	515-244-6116	319-365-2316
School Furniture And	Rochester	NY	14602	588-387-0561	585-387-0428
School Health Corporation	Rolling Meadows	IL	60008	800-323-1305	800-235-1305
School Source Az, Inc	Mesa	AZ	85203	480-688-3232	480-962-6340
Schwerdt Contract Int	Topeka	KS	66614	785-596-8929	785-273-7579
Shi Office Furniture	Salt Lake City	UT	84116	801-355-8811	801-355-8822
Scs Integrated Support	Winchester	VA	22601	703-494-5025	800.784.7514
Scs Integrated Support	Winchester	VA	22601	703-494-5025	800-784-7515
Sdv Office Systems, LLC	Downers Grove	IL	60515	262-309-7538	630-852-1401
Seats And Stations Consulting Corporation	Roseville	CA	95747	916-786-8005	916-783-8006
Seats More Office Interiors, LLC	Oak Brook	IL	60523	630-930-8412	
Seely Office Solutions	Fort Wayne	IN	46825	260-969-4999	260-969-4998
Sensyst The Business Interiors Group Inc	Mississauga	ON	L5T 2K6	905-565-9700	905-565-9499
Indica Interiors	Panora	IA	50216	641-757-2102	412-854-1940
Shelby Distributions, Inc	El Paso	TX	79906	915-590-3050	915-590-3080
Shelton-Keller Group Inc	Austin	TX	78744	512-481-1500	512-481-1550
Sherman Design Group, Inc	Long Beach	CA	90807	562-424-2227	562-424-2327
Sherute, Llc	Hamilton	NJ	8961	609-570-1007	609-570-1002
Sierra Office Systems & Products Inc	Sacramento	CA	95827	916-369-0491	
Sierra School Equipment Company	Bakersfield	CA	93380-0667	661-399-2993	661-399-0218
Simmons Office Interiors	Greensboro	NC	27404	336-292-8525	
Simplova	St Albert	AB	T8N 6W8	587.206.2929	
Simpson Furones Int'l Llc	Westminster	CO	80035-0938	303-800-5621	866-273-6510
Siterlet Design &	Pleasant Plains	IL	62677	217-494-1752	618-867-6430
Sli Group Inc	Houston	TX	77084	713-465-4650	
Slm Contract Furniture	San Diego	CA	92117	858-277-9700	858-277-9702
Smart Business Source Llc	Troy	MI	48084	248-577-0740	248-577-0739
Smart Office Environments	Bellvue	WA	98006	206-730-8871	206-260-8969
Sorensen Office Solutions	Melbourne	FL	32935	888-775-2080	321-242-5702
Source 10 Specialties	Phoenix	AZ	85016	602-920-6670	
Citron Workspaces	Golden	CO	80403	307-200-0544	303-964-8010
Source Office Furniture And Systems Ltd	Kelowna	BC	V1X 7Y6	250-862-2688	250-862-2689
Source Office Furniture And Systems Ltd	Calgary	AB	T2E 6N5	250-862-2688	250-862-2689
Source Office Furniture And Systems Ltd	Edmonton	AB	T5L 2L5	250.862.2688	250.862.2689
Source Office Furniture And Systems Ltd	Burnby	BC	V5J 0C7	604-255-9200	250.862.2689
Source Office Furniture And Systems Ltd	Brampton	ON	L6W 4T7	905-457-8484	905-457-3636
Source One Furniture Llc	Cherry Hill	NJ	8003	609-744-8889	609-801-1036
Southeast Distribution	Pelham	AL	35124	205-568-2881	205-449-1332
Southern Business Supply	Meridian	MS	39302	604-485-2447	
Southwest Facility Llc	Tempe	AZ	85282	480-543-7156	



Fellowes
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Elements Iv Interiors	Dayton	OH	45414	937-918-1000	937-918-1001
Spaces Group South	Cordova	TN	38018	901-348-4600	901-345-1969
Spaces Inc.	Lenexa	KS	66215	913-894-8900	913-894-8890
Spaces Inc	Edmond	OK	73034	405-216-8800	405-216-8802
Spacesaver Systems, Inc	Kensington	MD	20895	301-962-9936	301-929-0361
Spear Enterprises, Inc	Westlake Villag	CA	91361	805-499-5900	
Spectrum Paper Co., Inc	El Paso	TX	79906	915-595-0020	
Business Equipment Company	Springfield	OH	45501	937-322-3828	937-328-7923
Spry, Inc	Anderson	IN	46013	317-214-6185	765-649-4855
Spur Plantation, Llc	Pike Road	AL	36064	334-399-4792	
Staples	Columbia	SC	29224	604-251-4343	
Stonehill Sales & Service	Middletown	NY	10940	ext 5369	
Storr Office Environments	Raleigh	NC	27617	919-313-3700	919-313-3720
Strategic Spaces Llc	Boston	MA	2210	617-426-0777	
Straughn Trout Architects	Lakeland	FL	33803	863-665-6205	
Studio 71 Office Furnish	Jacksonville	FL	32217	904-993-4774	
Studio Office Solutions	New York	NY	10036	646-829-9732	646-583-1374
Superior Office Interiors	St Johns	NL	A1C 5L7	709-753-3490	709-753-1682
Sustainable Ofc Solutions	Liverpool	NY	13088	315-579-7283	315-579-9010
Syracuse Business Center	Syracuse	NY	13204	315-422-1076	315-422-0620
Syracuse Office Environments	Syracuse	NY	13202	315-476-9091	315-476-9094
System Supply Stationery	Carson	CA	90746	310-223-0880	
Systematic Facility Solutions, Llc	Jacksonville	FL	32255-1024	904-438-8066	
Systems Furniture Inc	De Pere	WI	54115	920-347-4045	920-336-4008
Systems Source, Inc	Seattle	WA	98108	206-285-2208	
Talimar Sytems Inc	Santa Ana	CA	92704	714-557-4884	714-557-6107
Talotta Contract Interior	Myrtle Beach	SC	29588	843-650-7903	843-650-2373
Talu, Llc	Apex	NC	27502		
Talu, Llc	Herndon	VA	20171	919-924-9979	
Tanner Furniture	Harrisburg	PA	17111	717-985-9700	717-985-9500
Taylor Office Furniture	Fruitport	MI	49415	231-557-2540	231-902-6000
Taylor Ray Design Ltd	Westlake	OH	44145	888-274-1948	
Tech Valley Office Interiors, Inc	Albany	NY	12205	518-437-1089	518-437-1265
Interior Resources Group	Dallas	TX	75207	972-619-7400	972-619-7401
Texas Wilson	San Antonio	TX	78238-4536	210-647-8800	210-647-3110
The Davis Group Of Ohio	Columbus	OH	43201	614-562-3529	
The Norman Company, Inc	Fort Smith	AR	72908	479-424-1600	
The Office Connection Llc	Chicago	IL	60612	312-683-0300	312-683-0400
The Office Connection	Farmington Hill	MI	48331	248-871-2011	248.489.9260
The Office Furniture Specialists Inc	Keller	TX	76262	951-310-7729	817-514-8701
Thurman Business Interiors	Tustin	CA	92780	714-271-9864	
The Worek Company Inc	Trenton	NJ	8605	609.396.5445	609-695-8888
The Workspace Studio	Kirby	TX	78219	210-432-5966	210-432-1296
Thrifty Office Furniture	Raleigh	NC	27675	919-598-8454	919-596-4802
Tib Office, Inc	Merrillville	IN	46411	219-662-2860	
T2b Commercial Interiors Inc	Altoona	PA	16603	814-942-3250	814-942-3258
Total Business Solutions	Portsmouth	VA	23707	757-398-8312	757-398-8314
Total Corporate Solutions	Torrance	CA	90501	310-436-8600	310-436-1594
Total Office Concepts Inc	Walla Walla	WA	99362	509-525-5600	509-529-0320
Trade Products Corp	Fairfax	VA	22030	703-502-9000	703-502-9399
Trade Products Corp	Apex	NC	27502	703-502-9000	
Trader Boys, Inc	Los Angeles	CA	90064	310-477-0741	

Transitions	Mississauga	ON	L5M oZg	905-607-5338	
Trellis Partners, Llc	Grand Rapids	MI	49503	313 378 0979	
Trendway/Ab, Bc		BC			
Trendway/Az, Nm,		AZ		602-749-0576	602-943-8564
Trendway/Co, Wy, Ut		CO		303-697-4967	303-697-5159
Trendway/E Wa, Id, Mt		ID		208-664-8974	
Trendway/Ga,Tn,Ms,Al,La		GA			
Trendway/Illinois		IL		312-661-1808	312-661-0823
Trendway/Ks, Mo, Ne, Ia		MO		913-381-8915	913-381-3859
Trendway/L3 Communicat	Salt Lake City	UT		469-698-2567	
Trendway/Lazy Boy Overage	Holland	MI	49424		
Trendway/Ma,Me,Nh,Ct,Vt		MA		617-515-9215	
Trendway/Mb, Sk		AB			
Trendway/Md, Dc, Va		MD		202-408-7460	202-408-7469
Trendway/Mn,Nd,Sd,Ne,Ia,K		MN		651-322-5930	651-322-9265
Trendway/N Ca		CA		916-343-2020	
Trendway/N Tx, Ok, Ar		TX		972-866-6661	972-866-6664
Trendway/Ns,Nb,Pei,Nf,Lb		NS			
Trendway/Nyc, N Nj	New York	NY		212-689-0300	212-689-7143
Trendway/Ontario		ON		519-239-8674	
Trendway/Ottawa		ON			
Trendway/Quebec		QC			
Trendway/S Nj, De, E Pa		NJ		856-235-7450	856-722-9706
Trendway/Se Texas		TX		713-974-4083	713-974-5683
Trendway/Up State Ny		NY		585-624-8185	585-624-3851
Trendway/W Pa		PA		412-370-0356	
Trendway/W Wa,Or,Ak,Hi		WA		425-741-0331	425-742-6198
Trendway/Wi		WI			
Tri-R Incorporated	Hainesport	NJ	8036	908-528-7128	609.354.0553
Tri-State Office Furnitur	Mckees Rocks	PA	15136	412-771-0760	412-771-0764
Tri Furniture Design Llc	Lakewood	NJ	8701	732-364-7439	844-933-3876
Tri State Office Interior	New York	NY	10010	646-935-3555	646-935-3555
Tri State Office Interior	Lyme	CT	6371	860-659-7771	
Triangle Office Equipment	Chapel Hill	NC	27514	919-929-4203	919-929-7647
Trinity Properties And Development	Boise	ID	83709	208-891-4955	
Trivia Office Furniture	St Leonard	QC	H1R 1A5	514-324-4650	514-324-1913
Palace Business Solutions	Santa Cruz	CA	95065	831-476-3815	831-476-5576
The Supply Room	Ashland	VA	23005	804-412-2820	804-412-0100
Turn Key Solutions Inc	Somerset	WI	55082	612-366-3630	
United Office Products	Olathe	KS	66051	913-782-4441	913-780-4514
Van Hoozer Group, Llc	Kansas City	KS	66109	913-406-8925	913-745-4859
Velocity Business Products	Houston	TX	77032	281-453-0101	281-453-0150
Ven-Rez Products Ltd	Shelburne	NS	BoT 1Wo	902-875-3178	902-875-3371
Verkpleys, Llc	Palm Springs	CA	92262	323-455-7904	
Vertex Business Interiors	Tustin	CA	92780	714-669-9668	714-669-1247
Vertical Office Solutions	Fort Worth	TX	76118	817-616-3304	
Veteran Office Design	Charlotte	NC	28210	704-998-8575	
Vip Office Furn & Supply	Hinesville	GA	31313	912-877-5222	
Villa Park Office Equipment	Villa Park	IL	60181	630-279-2312	630-834-3634
Innovative Materials	Kansas City	MO	64141-1492	816-756-0912	816-931-1099
Vpi Rep	Seattle	WA	98134	206-763-6601	
Waldner's Business Environments, Inc	Farmingdale	NY	11735		631-694-3503



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Walker's Office Supplies	Rocklin	CA	95677	530-823-8737	
Warehouse Direct Inc	Des Plaines	IL	60018	847-952-1925	847-956-5815
Washington Office Interiors, LLC	Silver Spring	MD	20896	301-770-4327	888-792-2135
Washington Workplace Inc	Arlington	VA	22206	703-979-7835	703-979-7887
Wb Mason - Albany	Albany	NY	12204	860-234-0613	
Wb Mason - Buffalo	Cheektowaga	NY	14225	973-445-0782	
Wb Mason - Rochester	Rochester	NY	14624	585-532-8517	
Wb Mason - Syracuse	Syracuse	NY	13209	315-720-3571	
Wb Mason Co	Brockton	MA	2403	774-360-9836	
Wb Mason Delaware	Newark	DE	19711	302-530-8900	
Wb Mason New Jersey	Bellmawr	NJ	8031	508-436-1541	508-436-1262
Wb Wood Ny, LLC	New York	NY	10003	212-647-6200	212-206-9222
West Coast Ergonomic Design	Vista	CA	92084	619-838-4942	760.630.8437
Wj Office	Boone	NC	28607	828-355-7023	828-264-0972
West Michigan Ofc Int	Holland	MI	49423	616-796-0107	616-396-9903
Western Office Equipment Of Greatfalls Inc	Great Falls	MT	59403	406-761-7473	406-761-0245
Westfall Commercial Furniture Inc	Los Angeles	CA	90071	213-629-0009	213-629-0059
Westmoreland Contract Furn	Greensburg	PA	15601	724-838-7748	
White Howard Brands, LLC	Atlanta	GA	30331	404-789-5573	
Wi Office Depot - 01Chg	Lombard	IL	60148		847-622-9750
Wi Office Depot - 01Det	Warren	MI	48089	800-462-1903	800-824-9944
Wi Office Depot - 04Dal	Dallas	TX	75266-0113	888-438-8998	817-684-4427
Wi Office Depot - 04Hou	Houston	TX	77056	713-996-3200	713-996-3338
Wi Office Depot - 04Ksc	Edwardsville	KS	66111		
Wi Office Depot - 22Bos	Billerica	MA	1821	508-460-5011	505-485-5515
Wi Office Depot - 24Nny	Carlstadt	NJ	7072		
Wi Office Depot - 24Phi	Bristol	PA	19007	215-244-2230	215-244-2233
Wi Office Depot - 24Wdc	Columbia	MD	21046	410-381-4006	
Wi Office Depot - 29Col	Columbus	OH	43228		
Wi Office Depot - 29Lou	Louisville	KY	40223		
Wi Office Depot - 29Pit	Cranberry Twnsp	PA	16066		
Wi Office Depot - 32Atl	Norcross	GA	30092		770-806-4090
Wi Office Depot - 32Mia	Miramar	FL	33025	410-381-4006	
Wi Office Depot - 32Nfk	Chesapeake	VA	23320		
Wi Office Depot - 85Lac	Los Angeles	CA	90034	714-230-1621	
Wi Office Depot - 85Phx	Phoenix	AZ	85043	206-679-2466	561.438.8729
Wi Office Depot - 87Dnv	Denver	CO	80238	303-576-1000	303-576-1234
Wi Office Depot - 87Sea	Seattle	WA	98104	206-679-2466	206-381-5394
Wi Office Depot - 87Sfr	Menlo Park	CA	94025	503-855-5866	415-358-5725
Wi Office Depot -32Cha	Charlotte	NC	28269		
Wi Office Depot -Richmond	Richmond	VA	23228	215-692-9120	
Wi Officemax - 87Sea	Seattle	WA	98134	206-304-7238	206-381-5394
Widmer Interiors	Peoria	IL	61615	309-439-9134	309-693-9353
Wist Supply & Equipment	Tempe	AZ	85283	480-921-2900	
Wittigs Office Interiors	San Antonio	TX	78213	210-270-0100	210-270-0118
Wolverine Commercial Furnishings, Inc	Ann Arbor	MI	48108	734-477-6922	734-477-6923
Working Spaces, Inc	Denver	CO	80210	303-744-6106	
Workplace Design Inc	Ancaster	ON	L9G 4V5	905-304-3114	905-304-6120
Workplace Resource LLC	San Antonio	TX	78218	210-226-5141	210-661-0568
Workplace Solutions, Inc	Virginia Beach	VA	23454	757-438-6183	
Workscape, LLC	Bath	OH	44210	216-938-5734	
Workspace 101	N Chesterfield	VA	23237	804-351-5255	



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Workspace Concepts Corp.	Nampa	ID	83686	208-859-5414	
Workspace Dynamics, Inc	Albuquerque	NM	87110	505-254-2000	505-255-8210
Workspace Solutions LLC	San Antonio	TX	78247	210-366-4414	210-336-2470
Workspace, LLC	Philadelphia	PA	19147	215-733-9770	
Workplace Resource Group	Carrollton	TX	75007-4648	972-446-9100	972-446-1209
Wurk Space Office Consult	Millersville	MD	21108	443-517-6106	866-215-3682
Xotive Facility Solutions	Media	PA	19063	610-476-5100	484-442-8472
Yba Business Interiors, LLC	Newton	NJ	7860	973-579-0033	
You-nyted Furniture	Tucson	AZ	85713	844-968-6983	
Young Office Environ	Greenville	SC	29607	864-281-9500	864-281-9555
Your Office Connection	Westtown	PA	19395	610-399-4300	610-399-8221
Your Office, Inc	Wilton Manors	FL	33311	954-530-0137	954-567-1439
Zoom, Inc	Rockville	MD	20847	301-299-7155	

PROPOSAL FORM 8: MANDATORY SUPPLIER & PROPOSAL CERTIFICATIONS

CCOG may not enter into contracts with any suppliers who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Companies responding to any CCOG RFP MUST certify that they are NOT ineligible by signing each of the statements below. **Failure to provide proper affirming signature on any of these statements will result in a Respondent's proposal being deemed nonresponsive to this RFP.**

I, Jameson Eisenmenger, hereby certify and affirm that Fellowes, Inc., has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I, Melissa Fuller, hereby certify and affirm that Fellowes, Inc., is in compliance with all federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act and the Ohio Bureau of Employment Services and the following:

- Not penalized or debarred from any public contracts or falsified certified payroll records or any other violation of the Fair Labor Standards Act in the last three (3) years;
- Not found to have violated any worker's compensation law within the last three (3) years;
- Not violated any employee discrimination law within the last three (3) years;
- Not have been found to have committed more than one (1) willful or repeated OSHA violation of a safety standard *(as opposed to a record keeping or administrative standard)* in the last three (3) years;
- Not have an Experience Modification Rating of greater than 1.5 (a penalty-rated employer) with respect to the Bureau of Workers' Compensation risk assessment rating; and
- Not have failed to file any required tax returns or failed to pay any required taxes to any governmental entity within the past three (3) years.

AND

I, (Melissa Fuller), hereby certify and affirm that (Fellowes, Inc.), is not on the list established by the Ohio Secretary of State, pursuant to **ORC Section 121.23**, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

I, (Melissa Fuller), hereby certify and affirm that (Fellowes, Inc.) either is not subject to a finding for recovery under **ORC Section 9.24**, or has taken appropriate remedial steps required under that statute to resolve any findings for recovery, or otherwise qualifies under that section to enter into contracts with CCOG.

I, (Melissa fuller), hereby affirm that this proposal accurately represents the capabilities and qualifications of (Fellowes, Inc.), and I hereby affirm that the cost(s) proposed to CCOG for the performance of services and/or provision of goods covered in this proposal in response to this CCOG RFP is a firm fixed price structure as described in the Cost Proposal, inclusive of all incidental as well as primary costs. *(Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal.)*

PROPOSAL FORM 9: CLEAN AIR ACT & CLEAN WATER ACT

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

Authorized signature:

DocuSigned by:

Melissa Fuller

5A03CC4E666343B...

Printed Name: Melissa Fuller
Company Name: Fellowes, Inc.
Mailing Address: 1789 Norwood Ave., Itasca, IL 60143
Email Address: mfuller@fellowes.com
Job Title: Vertical markets Contract Manager

PROPOSAL FORM 10: DEBARMENT NOTICE

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

Respondents Name:	Fellowes, Inc.
Mailing Address:	1789 Norwood Ave., Itasca, IL 60143
Signature	<div>DocuSigned by: <i>Melissa Fuller</i> 5A03CC4E666343B...</div>
Title of Signatory:	Vertical Markets Contract Manager

PROPOSAL FORM 11: LOBBYING CERTIFICATIONS

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

The undersigned certifies, to the best of his/her knowledge and belief, on behalf of Respondent that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding one hundred thousand dollars (\$100,000) in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Signature: 
Date: 10/31/2023

PROPOSAL FORM 12: CONTRACTOR CERTIFICATION REQUIREMENTS

1. Contractor’s Employment Eligibility

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

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

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

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

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

2. Fingerprint & Criminal Background Checks

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

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

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

DocuSigned by:
Melissa Fuller
5A03CC4E666343B...

Signature: _____

Date: 10/31/2023

PROPOSAL FORM 13: BOYCOTT CERTIFICATION

Respondent must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. “Boycott” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Does Respondent agree? Yes
(Initials of Authorized Representative)

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PROPOSAL FORM 14: FEDERAL FUNDS CERTIFICATION FORMS

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or “EDGAR” requirements).

All Respondents submitting proposals must complete this Federal Funds Certification Form regarding Respondent’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to Members for their use while considering their purchasing options when using federal grant funds. Members may also require Supplier Partners to enter into ancillary agreements, in addition to the contract’s general terms and conditions, to address the member’s specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, respondent should certify their agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a Respondent fails to complete any item in this form, CCOG will consider the Respondent’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Supplier Partner using federal funds.

1. *Supplier Partner Violation or Breach of Contract Terms*

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

Any contract award will be subject to Terms and Conditions of the Master Agreement, as well as any additional terms and conditions in any purchase order, participating agency ancillary contract, or Member construction contract agreed upon by Supplier Partner and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the CCOG Terms and Conditions.

The remedies under the contract are in addition to any other remedies that may be available under law or in equity. By submitting a proposal, you agree to these Supplier Partner violation and breach of contract terms.

Does Respondent agree? yes

(Initials of Authorized Representative)

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2. *Termination for Cause or Convenience*

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of ten thousand dollars (\$10,000) resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Respondent

will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does Respondent agree? yes
(Initials of Authorized Representative)

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3. *Equal Employment Opportunity*

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Supplier Partner agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Supplier Partner agrees that it shall comply with such provision.

Does Respondent agree? yes
(Initials of Authorized Representative)

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4. *Davis-Bacon Act*

When required by Federal program legislation, Supplier Partner agrees that, for all participating agency prime construction contracts/purchases in excess of two thousand dollars (\$2,000), Supplier Partner shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Supplier Partner is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Supplier Partner shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Supplier Partner agrees that, for any purchase to which this requirement applies, the award of the purchase to the Supplier Partner is conditioned upon Supplier Partner's acceptance of the wage determination.

Supplier Partner further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States". The Act provides that each Supplier Partner or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does Respondent agree? yes
(Initials of Authorized Representative)

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5. **Contract Work Hours and Safety Standards Act**

Where applicable, for all participating agency contracts or purchases in excess of one hundred thousand dollars (\$100,000) that involve the employment of mechanics or laborers, Supplier Partner agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Supplier Partner is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does Respondent agree? yes

(Initials of Authorized Representative)

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6. **Right to Inventions Made Under a Contract or Agreement**

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

Supplier Partner agrees to comply with the above requirements when applicable.

Does Respondent agree? yes

(Initials of Authorized Representative)

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7. **Clean Air Act and Federal Water Pollution Control Act**

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

When required, Supplier Partner agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does Respondent agree? yes

(Initials of Authorized Representative)

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8. **Debarment and Suspension**

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance

with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Supplier Partner certifies that Supplier Partner is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier Partner further agrees to immediately notify the Cooperative and all Members with pending purchases or seeking to purchase from Supplier Partner if Supplier Partner is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does Respondent agree? yes

(Initials of Authorized Representative)

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9. *Byrd Anti-Lobbying Amendment*

Byrd Anti-Lobbying Amendment (31 USC 1352) – Supplier Partners that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Supplier Partner agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does Respondent agree? yes

(Initials of Authorized Representative)

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10. *Procurement of Recovered Materials*

For participating agency purchases utilizing Federal funds, Supplier Partner agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency maybe required to confirm estimates and otherwise comply. The requirements of Section 6002 includes procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds ten thousand dollars (\$10,000) or the value of the quantity acquired during the preceding fiscal year exceeded ten thousand dollars (\$10,000); procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does Respondent agree? yes

(Initials of Authorized Representative)

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11. *Profit as a Separate Element of Price*

For purchases using federal funds in excess of one hundred fifty thousand dollars (\$150,000), a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.324(b). When required by a participating

agency, Supplier Partner agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier Partner agrees that the total price, including profit, charged by Supplier Partner to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Supplier Partner's Group Purchasing Agreement.

Does Respondent agree? yes

(Initials of Authorized Representative)

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12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does Respondent agree? yes

(Initials of Authorized Representative)

DS
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13. Domestic preferences for procurements

For participating agency purchases utilizing Federal funds, Respondent agrees to provide proof, where applicable, that the materials, including but not limited to, iron, aluminum, steel, cement, and other manufactured products are produced in the United States.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Does Respondent agree? yes

(Initials of Authorized Representative)

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14. General Compliance and Cooperation with Members

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a Member, it shall make a good faith effort to work with Members to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does Respondent agree? yes

(Initials of Authorized Representative)

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15. *Applicability to Subcontractors*

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Respondent agree? yes

(Initials of Authorized Representative)

DS
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By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Authorized signature:

DocuSigned by:
Melissa Fuller
5A03CC4E666343B...

Printed Name:

Melissa Fuller

Company Name:

Fellowes, Inc.

Mailing Address:

1789 Norwood Ave., Itasca, IL 60143

Job Title:

Vertical Markets Contract Manager

PROPOSAL FORM 15: FEMA FUNDING REQUIREMENTS CERTIFICATION FORMS

Please answer the following question. If yes, complete this Proposal Form.

In the event of a contract award, does the Respondent intend to make their products and services available to public agencies utilizing FEMA funds or seeking reimbursement from FEMA?	<input checked="checked" type="checkbox"/> Yes
	<input type="checkbox"/> No

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or “EDGAR” requirements). Additionally, Appendix II to Part 200 authorizes FEMA to require or recommend additional provisions for contracts.

All bidders submitting proposals who desire to work with Members utilizing FEMA funds must complete this FEMA Recommended Contract Provisions Form regarding bidder’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using FEMA funds. This completed form will be made available to Members for their use while considering their purchasing options when using FEMA grant funds. Members may also require Supplier Partners to enter into ancillary agreements, in addition to the contract’s general terms and conditions, to address the member’s specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Bidder should certify bidder’s agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a Bidder fails to complete any item in this form, CCOG will consider the respondent’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Supplier Partner using federal funds.

16. Access to Records

For All Procurements

The Winning Supplier agrees to provide the participating agency, the pass-through entity (if applicable), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Winning Supplier agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Winning Supplier agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

Does Respondent agree? Yes

(Initials of Authorized Representative)

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For Contracts Entered into After August 1, 2017, Under a Major Disaster or Emergency Declaration

In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the participating agency, and the Winning Supplier acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.”

Does Respondent agree? Yes

(Initials of Authorized Representative)

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17. *Changes*

FEMA recommends that all contracts include a changes clause that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may depend on the nature of the contract and the procured item(s) or service(s). The participating agency should also consult their servicing legal counsel to determine whether and how contract changes are permissible under applicable state, local, or tribal laws or regulations.

Does Respondent agree? yes

(Initials of Authorized Representative)

DS
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18. *Use of DHS Seal, Logo, and Flags*

The Winning Supplier shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The contractor shall include this provision in any subcontracts.

Does Respondent agree? yes

(Initials of Authorized Representative)

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19. *Compliance with Federal Law, Regulations, And Executive Orders and Acknowledgement of Federal Funding*

This is an acknowledgement that when FEMA financial assistance is used to fund all or a portion of the participating agency's contract with the Winning Supplier, the Winning Supplier will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

Does Respondent agree? yes

(Initials of Authorized Representative)

DS
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20. *No Obligation by Federal Government*

The federal government is not a party to this or any contract resulting from this or future procurements with the participating agencies and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

Does Respondent agree? yes

(Initials of Authorized Representative)

DS
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21. *Program Fraud and False or Fraudulent Statements or Related Acts*

The Winning Supplier acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

Does Respondent agree? yes

(Initials of Authorized Representative)

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22. Affirmative Socioeconomic Steps

If subcontracts are to be let, the Winning Supplier is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Does Respondent agree? yes

(Initials of Authorized Representative)

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23. License and Delivery of Works Subject to Copyright and Data Rights

The Winning Supplier grants to the participating agency, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Winning Supplier will identify such data and grant to the participating agency or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Winning Supplier will deliver to the participating agency data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the (insert name of the non-federal entity).

Does Respondent agree? Yes

(Initials of Authorized Representative)

DS
mf

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Authorized signature:

DocuSigned by:
Melissa Fuller
5A03CC4E666343B...

Printed Name: Melissa Fuller
Company Name: Fellowes, Inc.
Mailing Address: 1789 Norwood Ave., Itasca, IL 60143
Job Title: Vertical Markets Contract Manager

PROPOSAL FORM 16: ARIZONA CONTRACTOR REQUIREMENTS

Please answer the following question. If yes, please complete this Proposal Form.

Does the awarded supplier intend to make their products and services available to public agencies in the State of Arizona?	<input checked="" type="checkbox"/>	Yes
	<input type="checkbox"/>	No

In the event the Awarded Supplier desires to pursue public sector opportunities in the State of Arizona, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the Respondent with documentation that could be relevant to the providing products & services to public agencies in the State of Arizona. It is the responsibility of the public agency to ensure they are in compliance with local requirements.

AZ Compliance with Federal and State Requirements

Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

AZ compliance with workforce requirements

Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, ...” every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program”

CCOG reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. CCOG and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

AZ Contractor Employee Work Eligibility

By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. CCOG and/or CCOG members may request verification of compliance from any contractor or sub-contractor performing work under this contract. CCOG and CCOG members reserve the right to confirm compliance. In the event that CCOG or CCOG members suspect or find that any contractor or subcontractor is not in compliance, CCOG may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

AZ Non-Compliance

All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed upon costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

Registered Sex Offender Restrictions (Arizona)

For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the CCOG member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Offshore Performance of Work Prohibited

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

Terrorism Country Divestments: In accordance with A.R.S. 35-392, CCOG and CCOG members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.

Does Respondent agree? yes
(Initials of Authorized Representative)

DS
mf

Date: 10/31/2023

PROPOSAL FORM 17: NEW JERSEY REQUIREMENTS

Please answer the following question. If yes, please complete this Proposal Form.

Does the awarded supplier intend to make their products and services available to public agencies in the State of New Jersey?	<input checked="" type="checkbox"/>	Yes
	<input type="checkbox"/>	No

In the event the Awarded Supplier desires to pursue public sector opportunities in the State of New Jersey, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the Respondent with documentation that could be relevant to the providing products & services to public agencies in the State of New Jersey. It is the responsibility of the public agency to ensure they are in compliance with local requirements.

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

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

A. Ownership Disclosure Form (N.J.S. 52:25-24.2)

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

Company Name: Fellowes, Inc.
Street: 1789 Norwood Ave.
City, State, Zip Code: Itasca, IL 60143

Complete as appropriate:

I, Click or tap here to enter text., certify that I am the sole owner of Click or tap here to enter text., that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

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

OR:

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

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

Name	Address	Interest
James E. Fellowes	1789 Norwood Ave, Itasca, IL 60143	16.79%

Deborah D. Fellowes	1789 Norwood Ave, Itasca, IL	60143	11.54%
John E. Fellowes	1789 Norwood Ave, Itasca, IL	60143	12.46%
Jeanne C. Fellowes	1789 Norwood Ave, Itasca, IL	60143	10.67%

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

DocuSigned by:
Melissa Fuller
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Signature: _____

Date: 10/31/2023 _____

B. Non-Collusion Affidavit

Respondent Name: Fellowes, Inc.

Street Address: 1789 Norwood Ave.

City, State Zip: Itasca, IL 60143

State of Indiana

County of Daviess

I, Jameson Eisenmenger of the Itasca, IL in the County of Dupage, State of Illinois of full age, being duly sworn according to law on my oath depose and say that:

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

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

Authorized signature: Melissa Dawn Fuller

Job Title: Vertical Markets Contract Manager

Subscribed and sworn before me

this 31st day of October, 2023

Erin Kellar

Notary Public of New Jersey

My commission expires 08/08/2029

SEAL



C. **Affirmative Action Affidavit (P.L. 1975, C.127)**

Company Name: Fellowes, Inc.
Street Address: 1789 Norwood Ave.
City, State, Zip Code: Itasca, IL 60143

Bid Proposal Certification:

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

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Suppliers must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval
OR
2. A photo copy of their Certificate of Employee Information Report
OR
3. A complete Affirmative Action Employee Information Report (AA302)

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

☐ No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township Board of Education

☒ Approved Federal or New Jersey Plan – certificate enclosed

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

Authorized Signature: 
Title of Signatory: Vertical Markets Contract Manager
Date: 10/31/2023

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

MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment

Certification **66688**

CERTIFICATE OF EMPLOYEE INFORMATION REPORT **INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Mar-2022** to **15-Mar-2029**

FELLOWES, INC
4030 E QUENTON DRIVE
MESA

AZ 85215



Elizabeth Maher Muoio
ELIZABETH MAHER MUOIO
State Treasurer

advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

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

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

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

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

Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

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

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

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

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

DocuSigned by:

Melissa Fuller

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Signature of Procurement Agent

D. C. 271 Political Contribution Disclosure Form

PUBLIC AGENCY INSTRUCTIONS

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 (https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html. They will be updated from time-to-time as necessary.
 - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d) The form may be used “as-is”, subject to edits as described herein.
 - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

CONTRACTOR INSTRUCTIONS

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

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

NOTE: This section does not apply to Board of Education contracts.

¹ N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

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

Part I – Vendor Information

Vendor Name:		Fellowes, Inc.	
Address:		1789 Norwood Ave.	
City:	Itasca	State:IL	Zip:60143

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

<div>DocuSigned by: <i>Melissa Fuller</i> 5A03CC4E666343B...</div>	Melissa Fuller	Vertical Manager	Markets	Contract
Signature of Vendor	Printed Name	Title		

Part II – Contribution Disclosure

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

X Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
n/a			\$

☐ Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

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

County:

Freeholders
{County Executive}

County Clerk
Surrogate

Sheriff

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

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED, CUSTOMIZABLE FORM.

E. Stockholder Disclosure Certification

Name of Business:

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

OR

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

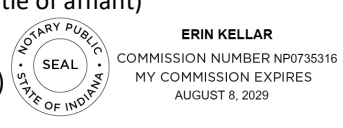
Check the box that represents the type of business organization:

- ☐ Partnership
- ☒ Corporation
- ☐ Sole Proprietorship
- ☐ Limited Partnership
- ☐ Limited Liability Corporation
- ☐ Limited Liability Partnership
- ☐ Subchapter S Corporation

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

Stockholders:

Name: Stockholder Name	James E. Fellowes	Name: Stockholder Name	Deborah D. Fellowes
Home Address:	1789 Norwood Ave,	Home Address:	1789 Norwood Ave,
Home Address	Itasca, IL 60143	Home Address	Itasca, IL 60143
Name: Stockholder Name		Name: Stockholder Name	

Home Address: John E. Fellowes Home Address: 1789 Norwood Ave, Itasca, IL 60143	Home Address: Jeanne C. Fellowes Home Address: 1789 Norwood Ave, Itasca, IL 60143
Name: Stockholder Name Home Address: Home Address:	Name: Stockholder Name Home Address: Home Address:
Subscribed and sworn before me this <u>31st</u> day of <u>October</u> , 2 <u>023</u> (Notary Public)	<u>Erin Kellar</u> (Affiant) Erin Kellar (Print name & title of affiant) (Notary Seal)
My Commission expires: 08/08/2029	

Notarized remotely via Notarize, Inc.

PROPOSAL FORM 18: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM

Check one of the following responses to the General Terms and Conditions in this solicitation, including the Master Agreement:

☒ We take no exceptions/deviations to the general terms and conditions.
(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

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☐ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

n/a

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. CCOG shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

PROPOSAL FORM 19: EQUALIS GROUP ADMINISTRATION AGREEMENT DECLARATION

Attachment A - Sample Administration Agreement of this solicitation is for reference only. Contracting with Equalis Group and the Winning Supplier will occur after contract award.

Execution of the Administration Agreement is required for the Master Agreement to be administered by Equalis Group. **Attachment A - Sample Administration Agreement** defines i) the roles and responsibilities of both parties relating to marketing and selling the Program to current and prospective Members, and ii) the financial terms between Equalis Group and Winning Supplier.

Redlined copies of this agreement should not be submitted with the response.

Should a Respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the Respondent. Respondents must select one of the following options for submitting their response.

- ☐ Respondent agrees to all terms and conditions in **Attachment A - Sample Administration Agreement**.
- ☒ Respondent wishes to negotiate directly with Equalis Group on terms and conditions in the Sample Administration Agreement. Negotiations will commence after CCOG has completed contract award.

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PROPOSAL FORM 20: MASTER AGREEMENT SIGNATURE FORM

RESPONDENTS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED FOR AWARD.

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

Company Name	<u>Fellowes, Inc.</u>
Address	<u>1789 Norwood Ave.</u>
City/State/Zip	<u>Itasca, IL 60143</u>
Phone Number	<u>812.661-0599</u>
Email Address	<u>mfuller@fellowes.com</u>
Printed Name	<u>Melissa Fuller</u>
Job Title	<u>Vertical Markets Contract Manager</u>
Authorized Signature	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>5A03CC4E666343B...</small> </div>

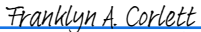
Initial Term of the Master Agreement


Contract Effective Date:	<u>January 1, 2024</u>
Contract Expiration Date:	<u>December 31, 2027</u>
Contract Number:	<u>COG-2152C</u>

(Note: Contract Number will be applied prior to CCOG and Equalis Group countersigning.)

The Cooperative Council of Governments, Inc.
6001 Cochran Road, Suite 333
Cleveland, Ohio 44139

Equalis Group, LLC.
5550 Granite Parkway, Suite 298
Plano, Texas 75024

By: 
Franklyn A. Corlett (Jan 19, 2024 08:43 EST)
 Name: Franklyn A. Corlett
 As: CCOG Board President
 Date: Jan 19, 2024

By: 
Eric Merkle (Jan 18, 2024 14:49 CST)
 Name: Eric Merkle
 As: EVP, Procurement & Operations
 Date: Jan 18, 2024










Agreement - Fellowes & CCOG (Master) - 2024.01.01

Final Audit Report

2024-01-19

Created:	2024-01-18
By:	David Robbins (drobbins@equalisgroup.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHJW37E3kKbTDnyEOxMHIHuHt4_K3iz62

"Agreement - Fellowes & CCOG (Master) - 2024.01.01" History

-  Document created by David Robbins (drobbins@equalisgroup.org)
2024-01-18 - 7:26:19 PM GMT- IP address: 98.123.160.114
-  Document emailed to Eric Merkle (emerkle@equalisgroup.org) for signature
2024-01-18 - 7:27:42 PM GMT
-  Email viewed by Eric Merkle (emerkle@equalisgroup.org)
2024-01-18 - 8:49:10 PM GMT- IP address: 104.47.56.254
-  Document e-signed by Eric Merkle (emerkle@equalisgroup.org)
Signature Date: 2024-01-18 - 8:49:19 PM GMT - Time Source: server- IP address: 216.201.207.58
-  Document emailed to fcorlett@solonohio.org for signature
2024-01-18 - 8:49:20 PM GMT
-  Email viewed by fcorlett@solonohio.org
2024-01-19 - 1:43:36 PM GMT- IP address: 64.85.173.2
-  Signer fcorlett@solonohio.org entered name at signing as Franklyn A. Corlett
2024-01-19 - 1:43:45 PM GMT- IP address: 64.85.173.2
-  Document e-signed by Franklyn A. Corlett (fcorlett@solonohio.org)
Signature Date: 2024-01-19 - 1:43:47 PM GMT - Time Source: server- IP address: 64.85.173.2
-  Agreement completed.
2024-01-19 - 1:43:47 PM GMT