

## MUTUAL USE CONTRACT

THIS Contract is made and entered into, effective as of \_\_\_\_\_, by and between the City of Las Vegas (the "City"), a municipal corporation in the State of Nevada, and L.N. Curtis & Sons (the "Company"), a corporation organized and existing under the laws of the State of California.

### RECITALS

WHEREAS, the Company and Sourcewell (the Cooperative Purchasing Organization) have entered into that Contract dated April 22, 2024 (RFP No. 020124-LNC), which provides for Firefighting Equipment, Rescue Tools and Accessories (the "Company Contract"); and

WHEREAS, pursuant to NRS 332.195, governmental entities within this State may join or use the contracts of other governmental entities and cooperative purchasing organizations with the authorization of the Company; and

WHEREAS, the City desires to use the Company Contract between the Company and the Cooperative Purchasing Organization; and

WHEREAS, the City and Company intend to enter into an agreement between themselves using the terms, conditions and specifications of the Company Contract to the extent such are incorporated by reference herein.

NOW, THEREFORE, in consideration of the above premises, the parties hereto agree to the following:

1. The following documents are hereby incorporated into this Contract: Exhibit "A", Special Conditions (three (3) pages), attached hereto and made a part hereof, and Exhibit "B" (forty-five (45) pages, incl. cover page), the terms, conditions and covenants of the Company Contract, attached hereto and made a part hereof. In the event of a conflict between the specific language set forth in this Contract and Exhibits, this Mutual Use Contract shall take precedence followed by Exhibit "A" and Exhibit "B" in that order.
2. As required pursuant to NRS 332.195, the Company hereby authorizes and consents to the City using the terms, conditions and covenants of the Company Contract as the basis for this Contract, and the City hereby agrees, in consideration of such authorization and consent, to be bound by the terms, conditions and covenants of the Company Contract to the extent that the same are incorporated herein as a part of this Contract.
3. The Company Contract is based upon the estimated procurement figures of the Cooperative Purchasing Organization. The City hereby agrees to the purchase of supplies and/or services in greater or lesser amounts than estimated in the Company Contract. The City reserves the right, however, to terminate this Contract and bid or negotiate a new contract if procurements by the City under this Contract are significantly greater than the estimated amounts in the Company Contract. This is a non-exclusive Contract.
4. The Contract Amount shall not exceed eight hundred eighty thousand (\$880,000.00) per year.
5. This Contract and the rights granted hereunder to the City shall continue in force and effect for the period of time set forth in the Company Contract. This performance period is from Date of Award through and including April 4, 2028 and includes three (3) one (1) year renewal options. For the benefit of the City, the City shall provide written notice to the Company of such option extension (s), and the Company may not assume an automatic renewal. Exercise of a one (1) year option does not commit the City to exercise any further options. The City reserves the right to exercise an option to temporarily extend this Contract for up to one hundred eighty (180) calendar days from the expiration date, for any reason.  
In the event that the Company Contract is terminated for any reason, including the failure of the Cooperative Purchasing Organization to exercise any or all of the options granted thereunder, the City shall have the right to continue this Contract in force and effect despite such termination, and to exercise any and all of the options which Cooperative Purchasing Organization fails to exercise thereunder.
6. The City reserves its right to terminate this Contract and its use of the Company Contract for any reason whatsoever, and such termination shall be effective ten (10) days after written notice is provided to the Company. The City's exercise of its right to terminate herein shall have no effect on the Company Contract between the Company and the Originating Government Entity or Cooperative Purchasing Organization. On the effective date of the termination, the Company shall

terminate all work and take all reasonable actions to mitigate expenses. The Company shall submit a written request for incurred costs for services performed through the date of termination, and shall provide any substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the Company within thirty (30) days after receipt of a correct, adequately documented written request. The City's sole liability under this Section is for payment of costs for services requested by the City and actually performed by the Company.

7. Any change or modification to the Company Contract between the Company and the Cooperative Purchasing Organization shall be applicable to the City if so agreed to in writing by the City. In the event that such change or modification adversely impacts the City, the City may elect not to incorporate the change or modification as part of this Contract.
8. Unless the content indicates otherwise, references in the Company Contract to the Cooperative Purchasing Organization shall be understood and interpreted to refer to the City for purposes of this Contract.
9. This Contract may be executed in counterparts. All such counterparts will constitute the same contract and the signature of any party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the parties hereto, regardless of whether originals are delivered thereafter.  
The parties agree that this Contract may be signed electronically via the City's designated electronic signature platform, and that the electronic signatures appearing herein shall be considered the same as handwritten signatures for the purposes of validity, admissibility, and enforceability.
10. Discrimination: The City of Las Vegas is committed to promoting full and equal business opportunity for all persons doing business in Las Vegas. The Company acknowledges that the City has an obligation to ensure that public funds are not used to subsidize private discrimination. Company recognizes that if the Company or their subcontractors or consultants are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status; City may declare the Company in breach of contract and terminate Contract.
11. Fair Employment Practices: In connection with the performance of work under this Contract, the Company agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status. Such agreement shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.  
The Company further agrees to insert this provision in all subcontracts hereunder. Any violation of such provision by a Company shall constitute a material breach of this Contract.  
In accordance with the Immigration Reform and Control Act of 1986, the Company agrees that it will not employ unauthorized aliens in the performance of this Contract.
12. City/Company Representative [CAO - 08/22/2019]
  - (a) All routine Company inquiries should be directed to the person identified by the City on the Purchase Order.
  - (b) The Company Representative for this Contract is Angela Mackey, Director of Customer Service Fire/Rescue, amackey@incurtis.com. The Company Representative shall have full authority to act for the Company on all matters arising under or relating to this Contract until written notice to the City is provided by the Company of any change in the person acting in this capacity.
13. Legal Notice [CAO-4/2020]
  - (a) Any legal notice required to be given hereunder shall be deemed to have been given when written notice is (i) received by the party to whom it is directed by personal service; (ii) three (3) days after deposit with the United States Post Office, by registered or certified mail, postage prepaid and addressed to the party to be notified at the address for such party; or (iii) one (1) day after deposit with a nationally recognized air courier service such as FedEx.

All notices shall be effective upon receipt by the party to which notice is given or if it is delivered by email, when the recipient acknowledges having received that email, with an automatic "read receipt" not constituting acknowledgment of an email for notice purposes. Either party hereto may change its address by giving ten (10) days advance notice to the other party as provided herein. Phone and fax numbers, if listed, are listed for information only:

FOR THE CITY:                      Manager, Purchasing and Contracts  
City of Las Vegas  
495 South Main Street, 4th Floor  
Las Vegas, Nevada 89101-2986  
Email: purchasing@lasvegasnevada.gov

FOR THE COMPANY:              Angela Mackey, Director of Customer Service Fire/Rescue  
L.N. Curtis & Sons  
185 Lennon Lane, Suite 110  
Walnut Creek, CA 94598  
amackey@lncurtis.com

- (b) The parties shall provide written notification of any change in the information stated above.
  - (c) For purposes of this Contract, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Contract.
  - (d) Routine correspondence should be directed to the City or Company Representative, as appropriate.
14. The Company agrees to provide and maintain insurance coverages as defined in Exhibit "A", Section A-2, Insurance for the entire term of this Contract. Certificates of insurance and other required documents must be received and validated as compliant by the City's designated certificate tracking service prior to City execution of the Contract.
15. Certification - No Boycott: By signing this Contract, the Company certifies that it is not engaged in, and agrees for the duration of the Contract not to engage in, a boycott of the State of Israel per NRS 332.065.

"Boycott of Israel" means refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

"Company" means any domestic or foreign sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited-liability partnership, limited-liability company, or other domestic or foreign entity or business association, including, without limitation, any wholly owned subsidiary, majority owned subsidiary, parent company or affiliate of such an entity or business association, that exists for the purpose of making a profit.

A violation of this Section by Company shall be considered an incurable Event of Default of this Contract, thereby allowing the City to immediately terminate this Contract upon giving written notice to Company.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives.


**CITY OF LAS VEGAS**

**L.N. CURTIS & SONS**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Signed by:  
 12/9/2024 | 4:35 PM PST  
\_\_\_\_\_  
Signature Date

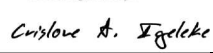
Angela Mackey  
\_\_\_\_\_  
Printed Name

Director of Customer Service, Fire/Rescue  
\_\_\_\_\_  
Title

**ATTEST:**

\_\_\_\_\_  
Dr. LuAnn D. Holmes, MMC Date  
City Clerk

**APPROVED AS TO FORM:**

DocuSigned by:  
 12/9/2024 | 10:38 AM PST  
\_\_\_\_\_  
7A0C1A87A10D431 Deputy City Attorney Date

Crislove A. Igeleke  
\_\_\_\_\_  
Printed Name

## EXHIBIT A - SPECIAL CONDITIONS

### A-1 Invoices [CAO-9/2020]

- (a) The Company shall timely submit a detailed invoice to the City within sixty (60) days after shipment of Goods for the quantities delivered and accepted. Each invoice shall contain the following information:
- (i) the date of the invoice and invoice number;
  - (ii) the Purchase Order number;
  - (iii) the Contract Item against which charges are made; and
  - (iv) the performance dates covered by the invoice.
- (b) Upon reconciliation of all errors, corrections, credits, and disputes, payment to the Company will be made in full within thirty (30) calendar days. **Invoices received without a valid Purchase Order number will be returned unpaid.** If the Company does not timely submit a detailed invoice to the City as required herein, the City shall not have any obligation or liability to effect any payment for said late invoice. The City shall also not be liable for any errors or omissions in an invoice once said invoice is paid by the City, all of which shall be expressly waived by Company. Notwithstanding the foregoing, this paragraph shall in no way waive the City's rights and remedies should the City find any errors or omissions in an invoice before or after said invoice is paid by the City.

#### The Company shall submit the original invoice to:

Department of Finance  
ATTN: Accounts Payable  
City of Las Vegas  
495 South Main Street, 4<sup>th</sup> Floor  
Las Vegas, NV 89101 – 2986

- (c) A duplicate copy of the invoice is to be sent to the City's designated representative, Gary Woll at [gwill@lasvegasnevada.gov](mailto:gwill@lasvegasnevada.gov)

The City may subtract or offset from any unpaid invoice from the Company any claims, which the City may have incurred for failure of the Company to comply with the terms, conditions or covenants of this Contract, or any damages, costs and expenses caused by, resulting from, or arising out of the negligent act or omission of the Company in the performance of the services under this Contract. Within ten (10) calendar days, the City shall provide a written statement to the Company of the off-set which has been subtracted from any payment to the Company along with appropriate documentation and receipts, if any, and a description of the failure, error or deficiency attributed to the Company. The Company may dispute the right or amount of the off-set made by the City by providing written notification to the City within ten (10) calendar days after receipt of the City's written notice. The City shall provide a written response to the Company within ten (10) calendar days of receipt of the Company's written dispute notice.

### A-2 Taxes/Compliance with Laws [CAO-08/01/13]

- (a) The City is exempt from paying Sales and Use Taxes under the provisions of Nevada Revised Statutes 372.325(4), and Federal Excise Tax, under Registry Number 88-87-0003k. The Supplier shall pay all taxes, levies, duties and assessments of every nature and kind which may be applicable to any work under this Contract. The Supplier shall make any and all payroll deductions required by law. The Supplier agrees to indemnify and hold the City harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions.
- (b) The Supplier, in the performance of the obligations of this Contract, shall comply with all applicable laws, rules and regulations of all governmental authorities having jurisdiction over the performance of this Contract including, but not limited to, the Federal Occupational Safety and Health Act.

### A-3 Insurance [CAO-3/31/2022]

The Company shall procure and maintain insurance as required by law and as appropriate for this Contract, including Workers' Compensation, Professional Liability, General Liability and Auto Liability Insurance coverage, at its own expense, for all work related to the performance of this Contract. The Company must remedy at its own expense all injuries to persons

and damage or loss to any City property caused in whole or in part by the Company, its subcontractors or anyone employed, directed, or supervised by the Company.

#### **A-4 Indemnification [CAO-4/2020]**

- (a) In addition to the insurance requirements set forth in Section A-2, Insurance, and not in lieu thereof, the Company shall protect, defend, indemnify and hold harmless the City, its elected officials, officers, employees, agents, and consultants (collectively herein the "City") from and against any and all claims, liabilities, damages, losses, suits, actions, decrees, arbitration awards and judgments including attorney's fees, court costs or other expenses of any and every kind or character (collectively herein the "Liabilities") which may be recovered from or sought against the City, as a result of, by reason of, or as a consequence of (i) any act or omission, negligent or otherwise, on the part of the Company, its officers, employees, independent contractors, vendors, suppliers, consultants, or agents in the performance of the terms, conditions and covenants of the Contract; or (ii) a breach of any agreement between the Company and its employees, vendors, independent contractors, suppliers, consultants or agents; or (iii) any default in the performance of any obligation on Company's part to be performed under the terms of this Contract, regardless of whether the Liabilities were caused in part by the City. Company agrees that it is assuming the sole risk of any Liabilities related to the contraction by Company's officers, employees, vendors, suppliers, agents, independent contractors, and consultants or any other person of any viral infection or other disease, including, without limitation, COVID 19, related to the performance of this Contract and that Company's indemnity obligations contained herein cover any such Liabilities. In no event shall the language in this Section constitute or be construed as a waiver or limitation of the City's rights or defenses with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the Federal and State Constitutions or by law.
- (b) If a third party claim against the City for negligent performance by the Company is within the limits of its liability insurance, and the insurance company has accepted the City's tender of defense, then the City will pay the Company what is due and owing to them within the payment method specified in this Contract. However, if the claim is greater than the coverage amount, the City, for its protection, may retain any money due and owing the Company under this Contract, until the claim has been resolved. In the event no money is due and owing, the surety, if required, of the Company, may be held until all of the Liabilities have been settled and suitable evidence to that effect furnished to the City.
- (c) It is expressly agreed that the Company shall defend the City at Company's expense, by legal counsel reasonably satisfactory to City, against the Liabilities and in the event that the Company fails to do so, the City shall have the right, but not the obligation, to defend the same and to charge all direct and incidental costs, including attorney's fees and court costs, to the Company. Company's indemnity obligations herein are not intended to nor shall they relieve any insurance carrier of its obligations under policies required to be carried by Company pursuant to the provisions of this Contract. Company's obligations under this Section shall survive any termination of this Contract.

#### **A-5 Marketing Restrictions [CAO-4/2020]**

The Company shall at all times be in compliance with Las Vegas Municipal Code 1.08.050, and shall not publish or sell any information from or about this Contract without the prior written consent of the City. This restriction does not apply to the use of the City's name in a general list of customers, so long as the list does not represent an express or implied endorsement of the Company or its services. The City logo shall not be used without the prior written consent of the City.

#### **A-6 Audit of Records [CAO-5/2/12]**

- (a) The Company agrees to maintain the financial books and records (including supporting documentation) pertaining to the performance of this Contract according to standard accounting principles and procedures. The books and records shall be maintained for a period of three (3) years after completion of this Contract, except that books and records which are the subject of an audit finding shall be retained for three (3) years after such finding has been resolved. If the Company goes out of business, the Company shall forward the books and records to the City to be retained by the City for the period of time required herein.
- (b) The City or its designated representative(s) shall have the right to inspect and audit (including the right to copy and/or transcribe) the books and records of the Company pertaining to the performance of this Contract during normal business hours. The City will provide prior written notice to the Company of the audit and inspection. If the books and records are not located within Clark County, the Company agrees to deliver them to the City, or to an address designated by the City within Clark County. In lieu of such delivery, the Company may elect to reimburse the City for the cost of travel

(including transportation, lodging, meals and other related expenses) to inspect and audit the books and records at the Company's office. If the books and records provided to the City are incomplete, the Company agrees to remedy the deficiency after written notice thereof from the City, and to reimburse the City for any additional costs associated therewith including, without limitation, having to revisit the Company's office. The Company's failure to remedy the deficiency shall constitute a material breach of this Contract. The City shall be entitled to its costs and reasonable attorney fees in enforcing the provisions of this Section.

- (c) If at any time during the term of this Contract, or at any time after the expiration or termination of the Contract, the City or the City's designated representative(s) find the dollar liability is less than payments made by the City to the Company, the Company agrees that the difference shall be either: (i) repaid immediately by the Company to the City or (ii) at the City's option, credited against any future billings due the Company.

#### **A-7 Official, Agent and Employees of the City Not Personally Liable [CAO-01/20/16]**

It is agreed by and between the parties of this Contract, that in no event shall any official, officer, employee, or agent of the City in any way be personally liable or responsible for any covenant or agreement therein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Contract.

#### **A-8 Conflict of Interest (City Officials) [CAO-4/2020]**

- (a) An official of the City, who is authorized on behalf of the City to negotiate, make, accept or approve, or take part in negotiating, making, accepting, or approving this Contract, payments under this Contract, or work under this Contract, shall not be directly or indirectly interested personally in this Contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of, or for the City, who is authorized on behalf of the City to exercise any legislative, executive, supervisory or other similar functions in connection with this Contract, shall become directly or indirectly interested personally in this Contract or in any part hereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to this Contract.
- (b) Each party represents that it is unaware of any financial or economic interest of any public officer or employee of the City relating to this Contract. Notwithstanding any other provision of this Contract, if such interest becomes known, the City may immediately terminate this Contract for default or convenience, based on the culpability of the parties.

#### **A-9 Disputes**

The laws of the State of Nevada shall govern the validity, construction, performance and effect of this Contract, without giving effect to its conflict of law provisions. Each party hereto consents to, and waives any objection to, the State courts located in the County of Clark, State of Nevada as the proper and exclusive venue for any disputes arising out of or relating to this Contract or any alleged breach thereof. Each party hereby waives trial by jury in any action, proceeding or counterclaim brought by either of them against the other on any matters whatsoever arising out of or in any way connected with this Contract.

#### **A-10 Public Records [CAO-5/2/12]**

The City is a public agency as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City's Records are public records, which are subject to inspection and copying by any person (unless declared by law to be confidential). This Contract and all supporting documents are deemed to be public records.

#### **A-11 Miscellaneous [CAO-4/2020]**

- (a) In the event of a dispute under this Contract which results in litigation or other formal dispute resolution proceedings, the prevailing party shall be entitled to reimbursement of its or their actual reasonable attorney's fees and costs in connection with such proceeding.
- (b) Time is of the essence of the Contract and each of its provision

**EXHIBIT B - COMPANY TERMS, CONDITIONS & COVENANTS**

**LIST OF DOCUMENTS**

<b><u>Section</u></b>	<b><u># Pages</u></b>
Contract No. 020124 .....	18
RFP Documents .....	22
Pricing .....	4

020124-LNC



**Solicitation Number: #020124**

## **CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and L.N. Curtis & Sons, 185 Lennon Lane, Suite 110, Walnut Creek, CA 94598 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Firefighting Equipment and Rescue Tools with Related Supplies and Accessories from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

### **1. TERM OF CONTRACT**

A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.

**EXPIRATION DATE AND EXTENSION.** This Contract expires April 4, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

### **2. EQUIPMENT, PRODUCTS, OR SERVICES**

020124-LNC

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcwell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcwell receives the most current information.

### 3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

020124-LNC

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. **SALES TAX.** Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. **HOT LIST PRICING.** At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

020124-LNC

- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

020124-LNC

subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

**B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

**C. SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

**D. TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

**E. GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

020124-LNC

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

#### **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted

020124-LNC

price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

## **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

020124-LNC

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

## **11. INDEMNITY AND HOLD HARMLESS**

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

## **12. GOVERNMENT DATA PRACTICES**

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

## **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

### **A. INTELLECTUAL PROPERTY**

1. *Grant of License.* During the term of this Contract:
  - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

020124-LNC

b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

020124-LNC

#### **14. GOVERNING LAW, JURISDICTION, AND VENUE**

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

#### **15. FORCE MAJEURE**

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

#### **16. SEVERABILITY**

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

#### **17. PERFORMANCE, DEFAULT, AND REMEDIES**

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

020124-LNC

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an “AM BEST” rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers’ Compensation and Employer’s Liability.*

Workers’ Compensation: As required by any applicable law or regulation.

Employer’s Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office (“ISO”) Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

020124-LNC

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability.* During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

020124-LNC

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

020124-LNC

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 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 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with

020124-LNC

the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 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 contractor 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. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 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 40 hours in the work week. The requirements of 40 U.S.C. § 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. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 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 of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 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 certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

020124-LNC

Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 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 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 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 certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must 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. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and

020124-LNC

records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

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020124-LNC

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

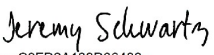
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

## 22. CANCELLATION


Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

L.N. Curtis & Sons

DocuSigned by:  
  
By: C0FD2A139D06489...  
Jeremy Schwartz  
Title: Chief Procurement Officer

Date: 4/22/2024 | 1:23 PM CDT

DocuSigned by:  
  
By: 0481CBBDFB8F456...  
Angela Mackey  
Title: Director of Customer Service  
Fire/Rescue

Date: 4/22/2024 | 12:49 PM CDT

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# RFP 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories

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## Vendor Details

Company Name: L.N. Curtis & sons  
Does your company conduct business under any other name? If yes, please state: Curtis  
Address: 185 Lennon Lane  
Suite 110  
Walnut Creek, CA 94598  
Contact: Angela Mackey  
Email: amackey@lncurtis.com  
Phone: 206-305-4057  
HST#:

## Submission Details

Created On: Friday January 19, 2024 13:59:16  
Submitted On: Thursday February 01, 2024 15:49:43  
Submitted By: Angela Mackey  
Email: amackey@lncurtis.com  
Transaction #: 0ab15004-0642-4ec6-bf4d-518a7fa20c4f  
Submitter's IP Address: 73.11.118.189

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**Specifications****Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	L.N. Curtis & sons (Curtis)
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	N/A
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Curtis / L.N. Curtis / LNCurtis
4	Provide your CAGE code or Unique Entity Identifier (SAM):	5E720
5	Proposer Physical Address:	185 Lennon Lane, Suite 110 Walnut Creek, CA 94598
6	Proposer website address (or addresses):	<a href="https://lncurtis.com/">https://lncurtis.com/</a>
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Angela Mackey, Director of Customer Service Fire/Rescue 185 Lennon Lane, Suite 110 Walnut Creek, CA 94598 AMackey@LNCurtis.com   206-305-4057
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Angela Mackey, Director of Customer Service Fire/Rescue 185 Lennon Lane, Suite 110 Walnut Creek, CA 94598 AMackey@LNCurtis.com   206-305-4057
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Jeff Curtis, Vice President 185 Lennon Lane, Suite 110 Walnut Creek, CA 94598 JCurtis@LNCurtis.com   510-268-3325

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Our values have remained as our foundation through 95 years of successfully supporting emergency responders: Quality, Service, Integrity and Caring.</p> <p>Curtis is a company whose principal product is service; whose principal resource is people; and, whose principal purpose is to be a distinguished leader in the field of supplying firefighting, search &amp; rescue, safety, HAZMAT and emergency products/services. The company and its employees are proud to be associated with America's emergency responders; our country's bravest and best.</p> <p>Since 1929, Curtis has been delivering exceptional customer service and a comprehensive line of firefighting and emergency products and services to local, state, and federal agencies throughout the United States and to various U.S. Government agencies located worldwide.</p>

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11	What are your company's expectations in the event of an award?	<p>In the event of an award, Curtis will maintain the highest level of customer service for Sourcewell's members by delivering exceptional customer service and a comprehensive line of firefighting and emergency products and services to local, state, and federal agencies throughout the United States and to various U.S. Government agencies locate worldwide.</p> <p>Curtis will maintain the existing high level of customer service as a premier provider for equipment to first responders. This will be done by fulfilling customer requirements, accurately, timely and with significant value. Curtis expects to make the ensuing contract very valuable to Sourcewell and to the membership.</p> <p>Curtis expects to make a fair profit and will maintain the existing high level of customer service we've been providing to Sourcewell member agencies under current contract 032620 since 2020.</p>	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Please refer to the attached document "Curtis Financial Statements 12312023"	*
13	What is your US market share for the solutions that you are proposing?	For our primary market which is the Western 13 states, we have anywhere from a 30% market share to a 60% market share, depending on the segment or product category.	*
14	What is your Canadian market share for the solutions that you are proposing?	Curtis does not sell into the Canadian market at this time. *	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	Curtis has never petitioned or entered into bankruptcy protection. *	*
16	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>a) Curtis is a distributor/dealer/reseller for all brands and models that are included in this proposal.</p> <p>Curtis continues to be a premier provider of firefighting equipment to municipalities and government agencies after 90+ years.</p> <p>Please note that written authorization from our manufacturers is available on request.</p>	*
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Curtis holds a license to conduct business in the thirteen Western States, with 12 facilities spread throughout Washington, Oregon, Colorado, Utah, Arizona, Idaho, Nevada, and California.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	All products included in this Curtis proposal comply to the related and associated national standards and industry segment requirements, including NFPA, USFS/NFES, ANSI, ASTM, and 29 Code of Federal Regulations (CFR) 1910 (OSHA).	*

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**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	Curtis has received multiple dealer recognition awards from industry manufacturers for high achievement, including from Globe, MSA, Workrite, Hurst, and more.	*
20	What percentage of your sales are to the governmental sector in the past three years	Government/Municipal = 99+%	*
21	What percentage of your sales are to the education sector in the past three years	Education entities comprised less than 1% of total corporate sales.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Curtis has several cooperative purchasing contracts in place at the state, regional, and national levels. Of note:</p> <p>NPPGov: Sales on these multiple nation-wide contracts have gross sales, on average, of two-million dollars per reporting quarter.</p> <p>Houston-Galveston Area Council: Sales on these multiple nation-wide contracts have gross sales, of on average, approximately ten-thousand dollars per reporting quarter.</p> <p>GSA: Sales on this national/world-wide cooperative, of on average, approximately four-million dollars per year.</p>	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Curtis is conducting activities in support of our second twenty-year GSA contract (GSA Contract 47QSWA18D009Y). Sales have averaged in excess of four-million dollars, per year.	*

**Table 4: References/Testimonials****Line Item 24.** Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Santa Clara Fire Department California	Nicole Gresham Management Analyst	408-615-4944	*
Fountain Hills Fire Department Arizona	Fire Chief Dave Ott	480-837-9820	*
Matsu Borough Fire Department Alaska	Jake Boothby	907-745-4801	*

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**Table 5: Top Five Government or Education Customers**

**Line Item 25.** Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Defense Logistics Agency (DLA)	Government	Pennsylvania - PA	Provide a wide array of firefighting equipment, tools, aircraft/crash rescue, hazardous material response, emergency medical services, homeland security, and domestic preparedness serving a worldwide DoD customer base.	Range from a few hundred dollars to a millions of dollars	Averaging approximately twenty-million dollars per years, 2020 - 2023	*
General Services Administration (GSA)	Government	Texas - TX	Provide a wide array of firefighting equipment, tools, technical services, and related equipment and services for a worldwide federal agency customer base.	Range from a few hundred dollars to a few thousand dollars	Averaging approximately four-million dollars per year	*
The County of Los Angeles Fire Department	Government	California - CA	Provide a wide array of firefighting equipment, tools technical services, and related equipment,	Averages around \$50,000+	Average yearly sales volume totals approximately \$2M+	*
The City of Los Angeles Fire Department	Government	California - CA	Provide a wide array of firefighting equipment, tools technical services, and related equipment,	Averages around \$50,000+	Average yearly sales volume totals approximately \$2.5M+	*
Clark County Fire Department	Government	Nevada - NV	Provide a wide array of firefighting equipment, tools technical services, and related equipment,	Averages around \$95,000+	Average yearly sales volume totals approximately \$3M+	*

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
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26	Sales force.	<p>The Curtis Operation Center is the primary resource available to our customers for receiving technical and product support and customer service. Curtis' Fire &amp; Emergency Services Operation Centers are located in the following locations:</p> <p>Curtis Walnut Creek Operations Center - Corporate HQ Special Program Office (Programs and Contracts Management) 185 Lennon Lane, Suite 110 Walnut Creek, California 94598</p> <p>Curtis Intermountain Operations Center - Fulfillment Center 1635 Gramercy Road Salt Lake City, Utah 84101</p> <p>Curtis Northwest Operations Center 6507 S. 208th Street Kent, Washington 98032</p> <p>Curtis Pacific North Operations Center 6723 Sierra Court, Suite C Dublin, CA 94568</p> <p>Curtis Pacific South Operations Center 15523 Carmenita Road Santa Fe Springs, CA 90670</p> <p>Curtis Southwest Operations Center 4647 South 33rd Street Phoenix, AZ 85040</p> <p>Curtis PPE Care &amp; Maintenance (Main Facility) 517 West Sunset Road Henderson, NV 89011</p> <p>Curtis Customer Service will support the Sourcewell Program in several critical areas of sales support who provide face-to-face, in person customer contact for sales and marketing activities; product (technical and sales) information; on-site service activities; and monitoring of customer satisfaction. The sales force is directly supported by 40+ customer service reps and specialists on a daily basis.</p> <p>See attached document "Curtis-Sales-Territories-Map"</p>	*
27	Dealer network or other distribution methods.	Other than local, regional, national and international shipping companies, Curtis will deploy no additional distribution channel networks.	*
28	Service force.	<p>In addition to providing significant pre-sales support and services, Curtis deploys teams to provide significant post-sales support to our customer community:</p> <ul style="list-style-type: none"> <li>• Warehousing &amp; Inventory—logistics management and inventory control specialists who ensure the right parts go to the right customer.</li> <li>• Marketing Specialists—provides educational information and familiarization on a wide array of Heavy Rescue Tools, Extrication and Stabilization industry topics; product families and industry-specific standards, specifications and requirements. Such as: HazMat, ladders, wildland, suppression, rope rescue, confined space, water rescue, personal protective equipment, self-contained breathing apparatus, respirators, thermal imaging, hydraulics and water flow, and gas detection.</li> <li>• Factory-certified Product Technicians—provides in-house and mobile repair and maintenance services; warranty repairs, and annual, or as requested preventative maintenance.</li> <li>• Personal Protective Equipment and Ensemble Care &amp; Maintenance—A six-facility operation, provides inspection, cleaning, and repair services of personal protective equipment to all National Fire Protection Association (NFPA) standards.</li> <li>• Manufacturer Field and Product Technician Teams—Curtis has access to supplier specialists and technical teams for customer support and education.</li> <li>• CurtisCARE—Curtis provides our customers with education and on-boarding support, inspection, repair and maintenance services for Heavy Rescue Tools, Extrication and Stabilization equipment, and other related products.</li> </ul>	*

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29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	<p>Curtis Procedures for Processing Orders</p> <p>Curtis has developed straight forward procedures for order processing. Our order handling procedures are consistently applied to process routine, urgent, and emergency orders, product returns, and discrepant orders. Order processing is fully integrated into our automated distribution software platform (Oracle-NetSuite). This electronic system provides our sales, marketing, purchasing, accounting, and management with real time order status, while tracking inventory and shipping status.</p> <p><b>ORDERS</b></p> <p>Delivery order is considered issued upon receipt of order by mail, telephone, or facsimile, email, or on-line.</p> <p><b>ORDER PROCESSING</b></p> <p>After an order is received, Curtis uses a simple and consistent series of procedures for processing customer orders. The sourcing determination, made by the Customer Service Manager during the customer purchase order review process, is the primary factor made to determine the specific path to be taken by our staff while processing each individual order (e.g., ship from a Curtis warehouse; ship direct from the manufacturer; consolidate at a Curtis warehouse [bills-of-material orders]).</p> <p><b>ORDER SCHEDULING &amp; DELIVERY</b></p> <p>Order scheduling at Curtis is based upon one of two customer requirements. Curtis' typical commercial customer requests product delivery per product availability as specified by the supplier. Or the customer specifies a required delivery date. Curtis accommodates both scheduling requirements efficiently and effectively using our distribution software and consistent status reviews of all active orders.</p> <p><b>ORDER CONFIRMATION</b></p> <p>Customer orders are confirmed by Curtis after the Customer Service Manager has reviewed the customer purchase order (customer information, product and quantity requirements, pricing and availability, and the existence of any special requirements from the customer) and entered the order into our enterprise resource planning platform (Oracle-NetSuite).</p> <p><b>NOT-IN-STOCK CONDITIONS</b></p> <p>Curtis processes not-in-stock product orders by determining lead times necessary to complete the order, contacting the ordering activity, and advising current lead time of product. At customer preference, Curtis offers alternative in-stock substitute products of equal or higher quality and at equal value for customer consideration.</p> <p><b>PARTIAL DELIVERY / BACK ORDER PROCEDURES</b></p> <p>Curtis strives to ship the entire order complete and on time. However, if Curtis is in a low stock position on a particular product and the customer will accept a substitute item and accept a partial delivery, the order will be processed during Curtis' pre-order set-up to ensure that all items possible will be shipped either direct from our supplier or from one of the Curtis warehouses to provide the level of service our customer requests.</p> <p>Back-orders are tracked via the Company's ERP system and reports generated showing "non-fills" until the order is shipped complete.</p> <p>Partial deliveries and back-orders status are provided to the customer on a regular basis until the order is filled.</p> <p><b>ORDER BILLING</b></p> <p>Curtis will submit invoices only after receiving assurances that our customer's requirements have been met. Once the order has been shipped complete and all required activities specified within the order have been accomplished, Curtis will submit invoices as required by the order.</p> <p><b>PAYMENT FOR GOODS RECEIVED</b></p> <p>Curtis extends payment terms of net thirty (30) days from date of invoice.</p>
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30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>Although customer and technical support is available between the hours of 7:00am and 5:00pm, local time, Monday through Friday at each of our Customer Service Operation Centers, Curtis understands that "normal office hours" has lost all real meaning in the global marketplace.</p> <p>Serving a world-wide customer community spanning all time zones, Curtis' customers contact a company representative in any of several ways, twenty-four hours a day, seven days a week, and three-hundred, sixty-five days a year (24/7/365) to discuss order placement, order tracking, problem resolution, and the myriad of other topics that will arise throughout the term of a business relationship.</p> <p>Curtis' customers contact company customer sales, service, and technical representatives via telephone, cell phone, email, or facsimile using the contact information listed on our web-site and also included in this section.</p> <p>It is a standard operating procedure that all outside sales representatives and management provide office, cell phone numbers, and email addresses to the company's customers. This enables Curtis' customers to contact the company's sales force directly for sales and service requests 24/7/365.</p> <p>Additionally, using toll-free numbers during "outside-of-normal" business hours or on national holidays, CURTIS representatives are contacted directly or via message service 24/7/365 in order to immediately respond to emergency or non-emergency situations. CURTIS' representatives will respond to all customer inquiries within 4 hours between the hours of 7am-5pm (local) Monday through Friday or within 24 hours during non-duty hours or national holidays.</p>	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Curtis has successfully provided products and services to Sourcewell member agencies under current contracts 032620 & 040220 since 2020. With the sales force detailed in #26 and the service force detailed in #28, Curtis is willing and able to support all Sourcewell users, while maintaining the contract requirements.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Curtis does not sell into the Canadian market at this time.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	<p>All products included in this Curtis proposal are available to the membership located in the thirteen Western States of Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, Nevada, California, Alaska, Hawaii, and other states as may be acceptable to our manufacturing partners, without limitations.</p> <p>Curtis will, with manufacturer approval on a case-by-case basis, provide products to members, nation-wide.</p>	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	<p>As previously discussed in #33, all products included in Curtis' proposal are available to the membership located in the thirteen Western States of Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, Nevada, California, Alaska, Hawaii, and other states as may be acceptable to our manufacturing partners, without limitations.</p> <p>Curtis will, with manufacturer approval on a case-by-case basis, provide products to members, nation-wide.</p>	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	<p>Shipments to customers located in the continental 48 states, as well as Alaska and Hawaii: FOB: Origin, freight added, or as otherwise required by the customer.</p> <p>List Price less the Brand Discount plus an (estimated) Freight Charge. The customer invoice will include actual freight charges as a separate line item.</p> <p>Note: For those customers who require a delivered price when the quote is prepared, Curtis will follow the same procedure by utilizing available freight calculators to determine quoted freight costs.</p> <p>Curtis will, with manufacturer approval on a case-by-case basis, provide products to members, nation-wide.</p>	*

Table 7: Marketing Plan

Line Item	Question	Response *
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36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Curtis' sales teams will target the areas with the greatest population densities because population densities typically correlate directly with the number of serving firefighters. However, our outside sales and customer service representative teams will also target ALL potential agency participants within the western 13 states as agency near-term procurement plans are identified. Specifically, immediately after the contract award, our marketing department will announce the award on our website and other on-line public forums in which we participate with our customers. Additionally, Curtis' marketing department will prepare marketing collateral for distribution by our sales teams and through e-blast notifications to targeted customers (customers with near-term, open requirements). This collateral will explain the cooperative purchasing opportunity that is available to our customers through the new contract, and how, using this new contract the public agency may purchase a wide variety of products and services while saving time, manpower, and money. We also offer a commitment to support Sourcewell in marketing campaigns and industry conferences to advertise the cooperative purchasing opportunities made available to the membership and to potential new members via the new contract.</p> <p>Please refer to attached "Curtis Brochure".</p>	*
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Curtis recognizes the importance of utilizing technology and digital data to drive marketing effectiveness. Multiple, robust cross-digital marketing programs are already in place and being developed on a regular basis to support Curtis's sales initiatives, brand awareness, and product promotion.</p> <p>Metadata is reviewed to determine potential changes and alternate means to increase the reach and effectiveness of the marketing message in alignment with the program goals.</p> <p>A showcase of Curtis cross-digital program abilities include:</p> <ul style="list-style-type: none"> <li>• LNCurtis.com Homepage – Main Product Merchandising Space</li> <li>• LNCurtis.com Homepage – Call to Action Banner for Lead Generation</li> <li>• LNCurtis.com – Call to Action Pop-up Modal for Lead Generation</li> <li>• Social Media Posts and Ads</li> <li>• Email Marketing</li> <li>• Industry Website Ads</li> <li>• Search Engine Ads</li> <li>• Search Engine Optimization includes, among other parameters <ul style="list-style-type: none"> <li>o Keyword Campaigns</li> <li>o Metadata</li> <li>o Rich Content</li> <li>o Backlinking</li> </ul> </li> </ul> <p>Curtis has a substantial marketing and merchandising team that focuses on maintaining and improving the Curtis online footprint.</p>	*
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	<p>As previously discussed, marketing collateral will be provided to the Curtis Sales Teams during a contract kick-off (K/O) meeting. New contract Kick-Off meetings [virtual or physical presence] are standard operating procedures.</p> <p>Sourcewell Personnel are encouraged to attend these K/O meetings whenever possible to establish relationships with Curtis's personnel and to make sure all necessary information is exchanged.</p> <p>Subjects covered during Curtis' K/O meetings include program / contract introduction and overview; brands, prices and discounts offered; rules of engagement (contract terms and conditions) ; procedures for quotes, order entry and post-sales support; and any other program-specific information that will help the sales force gain understanding of and motivation to exploit the opportunities afforded by the new contract.</p> <p>In our view, Sourcewell can play as large or as small a part as the COOP may desire. Curtis is well versed in conducting successful sales and marketing campaigns and fully expects to "hit the ground" prepared, running, and successful.</p>	*

DocuSign Envelope ID: 0579A0D8-F91E-407B-95BC-59A7D9372F7E

39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Curtis website offers customers a secure, fast and easy to use online experience featuring a robust product catalog, advantaged search features and product details and specifications to make informed shopping decisions.</p> <p>Curtis also offers Agency online accounts for departments, businesses and special agreements which offer enhanced features of these custom web portals to include:</p> <p>Tax Exempt ordering with appropriate qualifications and approvals  Net 30 Terms with credit approval from LN Curtis &amp; sons  Customer Specific Pricing  Customer Specific product catalog (exclusive to individual or group of customers)  Online Quoting  Quartermaster Ordering – Ability to have order approval processes  User based access – Ability to control who can order, see invoices or create shopping lists  Quick Re-Order at the order and product level  Custom designed shopping lists to make shopping easier by department or team</p> <p>For more details: <a href="https://lncurtis.com/agency-accounts/">https://lncurtis.com/agency-accounts/</a></p> <p>Curtis+ Program allows customers to maintain a single source allotment or allowance program with Curtis. Manage, track and control allowance-based purchases. For more details: <a href="https://lncurtis.com/curtis-plus/">https://lncurtis.com/curtis-plus/</a></p>	*
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**Table 8: Value-Added Attributes**

Line Item	Question	Response *	
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>It's not JUST about products!</p> <p>Curtis will provide product familiarization whenever appropriate and can coordinate training from factory certified personnel where appropriate. Curtis has a robust technical service team to support Breathing Air Compressors, SCBA, &amp; Hurst extrication tools. Curtis also operates 6 PPE Care facilities to help customers clean, repair and maintain their turnout and wildland gear.</p> <p>Curtis' CurtisCARE Program offers members significant opportunities to receive presales and post-delivery education and other related product support. Curtis' post-delivery services are usually provided as a part of a purchase order coupled with a statement of work (SOW) that Curtis receives from the customer. Curtis often works with the customer to define and develop an appropriate SOW. Often, Curtis provides customer education in equipment use; inspection, repair, maintenance; and safety during deployment at no cost to the member.</p> <p>A sampling of available value-added education, available through our CurtisCARE program, includes:</p> <ul style="list-style-type: none"> <li>• Complete Personal Protective Equipment (PPE) product education, maintenance, repair, and cleaning services</li> <li>• Complete Self-Contained Breathing Apparatus (SCBA) product education, fit-testing, and maintenance services.</li> <li>• Complete gas detection product education, and maintenance services</li> <li>• Complete rescue tool product education, and maintenance services</li> <li>• Complete breathing air compressor product education, and maintenance services</li> <li>• Complete Firefighting towers and buildings, and Firefighting training-prop product education, and maintenance service</li> </ul> <p>CurtisCARE is provided by Curtis' product and service specialists, including service technicians, PPE education specialists, rescue tool education specialists, and several product demonstration vehicles that routinely visit customer sites.</p> <p>An integral part of Curtis' product education involves our outside sales representatives. These professionals provide product education, seminars, and hands-on demonstrations. Additionally, Curtis' suppliers are a valuable and valued asset for product and service education programs.</p>	*
41	Describe any technological advances that your proposed products or services offer.	Curtis provides the ability through our state of the art website for agencies to create accounts and receive their co-op pricing online. Allowing the customer to buy on the Sourcewell contract through the medium that works best for them.	*

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42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Curtis understands the importance of continually improving its sustainability and - proactively over the last 10 years - worked to transition what were paper heavy process into paper-less process. Our fulfillment center works to consolidate shipments whenever possible to reduce our burden on the transportation and oil dependence while each of our locations participates in their local recycling programs. Whenever possible and reasonable, we have updated facilities to more energy efficient lighting, water heaters and HVAC equipment. Most recently, Curtis has begun experimenting with Electric Vehicles to see how we can move forward with properly servicing our customers, but also improving our sustainability.	*
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	We look to work closely with manufacturers that have sustainability programs and initiatives.	*
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>As a very competitive small business that successfully competes against larger companies, Curtis is intimately aware that small businesses can often provide faster, more efficient and satisfactory customer-focused support than what is typical of large organizations. Therefore, it is Curtis policy to develop and utilize to the greatest extent possible, suppliers of quality product and services provided by historically underutilized businesses.</p> <p>Small Business, Small Disadvantaged Business, Women-Owned Small Business, Service-Disabled Veteran-Owned Small Business, Veteran-Owned Small Business, Minority-Owned Small Business, and HUBZone Businesses account for an increasing segment of Curtis suppliers. Curtis' goal is to develop and more fully utilize these businesses as suppliers and business partners.</p> <p>Curtis views the programs such as the up-coming Sourcewell Firefighting PPE Program as a platform with which to provide new opportunities to underutilized businesses.</p> <p>However, given the critical life-support functions performed by a majority of the manufacturers in Curtis' proposed product catalog, the ability to source THE BEST and MOST RELIABLE products must take precedence over any concerns about business entity-type.</p>	*

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45	<p>What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?</p>	<p>Curtis is focused on being a long term partner with customers. We look to provide value and solutions to members through our full service offering: Support with the initial discovery, and review of products. Procurement of selected items. Maintenance and repair to support the product for its lifespan.</p> <p>Curtis has conducted over ninety years of successful business focusing on supporting the fire, rescue, &amp; emergency response industries. Curtis provides our customers with exceptional products, customer service, and product support covering an extremely broad-based product catalog.</p> <p>Curtis' Customer Service Operations are located in Kent, WA, Salt Lake City, UT, Walnut Creek, CA, Santa Fe Springs (Los Angeles), CA, and Phoenix, AZ. A consolidated state-of-the-art warehousing facility, providing Curtis customers with a complete suite of Integrated Logistics Services, is located in Salt Lake City, UT.</p> <p>Curtis is fully qualified to provide superior service to Sourcewell members. In addition to our many large contracts with city and state agencies, Curtis continues to perform on three programs that have honed our capabilities to manage and serve major accounts with a complex array of product &amp; service offerings.</p> <p>Curtis has a contract with the General Services Administration (GSA contract 47QSWA18D009Y). Curtis services over a thousand customers a year who purchase from our GSA product catalog.</p> <p>Additionally, Curtis is a contractor to the Defense Logistics Agency (DLA) Troop Support under the provisions of a prime contract supporting the United States Defense Department's Fire and Emergency Services Tailored Logistics Support Program and the United States Fire Service (DLA contracts SPE8EH-19-D-0015) supporting agencies of the United States Federal Government located world-wide.</p> <p>A great source of corporate pride and import, Curtis achieved great success while supporting the members of other COOPS. Since the launch of these COOP-type contracts, the Company has experienced a significant increase in customer acceptance of this "piggyback" contract mechanism and a related year-to-year growth in sales.</p> <p>Curtis' Corporate Mission (why we do what we do): "L.N. Curtis &amp; sons provides critical products and services that enable our nation's first responders to accomplish their missions so that they are able to return safely home."</p> <p>Curtis' proposal to Sourcewell has been prepared to ensure full compliance with solicitation requirements. We have assembled a team from our stable of excellent manufacturers to form a robust compilation of products required to support firefighting and rescue operations. The purpose of our proposal is to provide an array of the most common products used by today's Fire Service.</p> <p>Curtis' offer includes one or more brands for each of the following product categories:</p> <ul style="list-style-type: none"> <li>* Firefighting water flow equipment;</li> <li>* Fire pumps, skid units, and compressed air foam systems (CAFS);</li> <li>* Firefighting suppression;</li> <li>* Firefighting attack, ventilation, and rescue tools;</li> <li>* Thermal imaging and similar situational awareness equipment;</li> <li>* Extrication tools and equipment;</li> <li>* Technical, vertical, trench, and confined space rescue equipment;</li> <li>* Portable ladders;</li> <li>* Hazardous materials (HazMat) response equipment;</li> <li>* Wildland firefighting equipment and upfits for vehicles, ATV/UTVs; and,</li> <li>* Related tools and accessories complementary to the offering of 1.a.i – x.</li> </ul>
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**Table 9: Warranty**

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
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46	Do your warranties cover all products, parts, and labor?	<p>Curtis provides the manufacturers' warranties for all proposed supplies. Additionally, Curtis will offer any extended warranties if available, at additional costs.</p> <p>The warranties provided under Curtis' proposed program will be the same as offered to the public and will include products, parts and labor (standard commercial practice).</p> <p>Please refer to attachment, "Curtis Terms &amp; Conditions"</p>	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, where stated as part of the Manufacturer's standard warranty.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	<p>All products and product support to perform warranty servicing included in this Curtis proposal are available to membership located in the thirteen Western States of Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, Nevada, California, Alaska, and Hawaii without limitations.</p> <p>When warranty support is required outside the 13 western states, Curtis will coordinate warranty servicing and support directly with the manufacturer to ensure warranty commitments are quickly met.</p>	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	We take responsibility for what we sell. Curtis offers warranty service for all brands and models that we sell and that are included in this proposal.	*

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51	What are your proposed exchange and return programs and policies?	<p>Curtis strives to maintain the highest level of customer service. In accordance Curtis will re-fund or exchange your purchase within the following guidelines:</p> <p>Product must be returned in new, unused condition within 30 days of receipt. Any product you desire to return after that date is subject to review by Curtis and may be non-returnable.</p> <p>Product that has been used, damaged, or not purchased through LNCurtis.com or CurtisBlueLine.com or from a Curtis location will not be refunded.</p> <p>Product that has been altered by engraving, stamping, marking, stenciling, etc., is not eligible for return. Clearance or Used product is also non-returnable. Custom, special-order products and/or non-stock product may be returned only if acceptable to our vendor. A re-stocking and handling fee, as determined by our vendor and transportation costs to return to our vendor will be charged.</p> <p>Return your product(s) by following these steps:</p> <ol style="list-style-type: none"> <li>1. Contact Customer Service at 877.488.0469 or CustomerService@LNCurtis.com to request a return or exchange.</li> <li>2. A Return Authorization (RA) will be issued to you and is required to be included with the return of any product.</li> <li>3. Return your product by bringing it into or shipping to the Curtis location specified in the RA.</li> <li>4. When shipping to a Curtis location, carefully pack the product to avoid damage during shipment. Product that arrives in damaged condition is not eligible for return credit and will be shipped back to you.</li> <li>5. Return the product prepaid to the address specified on the RA. Make sure you include a copy of the RA with the product being returned. We recommend that you keep a copy of the RA and the receipt for the return shipment from the shipping service you use. Curtis does not take title to returned product until received by Curtis at our return location in undamaged condition. We will only consider a refund for products that arrive at our facility in undamaged new and unused condition.</li> </ol> <p>Curtis reserves the right to reject all product returns. All returns are subject to re-view upon our receipt of the product and inspection. Product received in conditions other than originally shipped may be rejected and shipped back to you.</p> <p>You may request an exchange, a credit on your account or a refund if the product has already been paid for and funds received by us. All refunds are issued using the original payment method and may take up to ten (10) business days for the refund process to complete.</p>	*
52	Describe any service contract options for the items included in your proposal.	Curtis offers service and repair based upon manufacturers' recommendations and customer requirements. Pricing is typically based upon the specific requirements for each service or repair action.	*

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**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Curtis offers Net 30 terms for municipal and government agencies and accepts MasterCard, Visa and American Express for all end users. Non-agency customers can apply for terms and varying credit limit based on financial credit application. Payment terms are net 30 days from invoice date with no discounts or retention of any kind or sort allowed. Interest will accrue on invoices unpaid after the net due date at the annual rate of 12% or the maximum legal contract interest rate, whichever is less.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	Agencies can request a lease-to-own option with flexible terms and payment schedule.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	After an order is received, Curtis uses a simple and consistent series of procedures for processing customer orders. The sourcing determination, made by the Customer Service Manager during the customer purchase order review process, is the primary factor made to determine the specific path to be taken by our staff while processing each individual order (e.g., ship from a Curtis warehouse; ship direct from the manufacturer; consolidate at a Curtis warehouse [bills-of-material orders]).  See attached "Sourcewell RFP 020124 Sample"	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Curtis accepts P-Card payments with no processing fees.	*

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	The Pricing Offered in this Proposal is detailed in the attachment, "SWE 020124 RFP Curtis Price Offering."  Curtis' proposed pricing model is based upon a set discount off list price, by brand or in certain cases when a brand offers several models or categories, by model or category. The pricing model is applicable to the brand's entire published catalog.	*
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Curtis' proposed program is based upon offering, by brand, a fixed percentage (%) discount off the manufacturers' Suggested (List) Price.	*
59	Describe any quantity or volume discounts or rebate programs that you offer.	Curtis will offer customers deeper discounts than proposed, depending on volume, product specifications, and market conditions.	*
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	When a customer requests a quote containing both on-contract and open market products or services, Curtis will offer the customer the following:  On-Contract Products & Services: Price will be the list price less as contracted discount for the brand/model, plus freight.  Open Market Products & Services: Curtis will supply the customer with a quote consistent with the price offered our Most Favored Customer, plus freight.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Curtis adds no additional costs to member prices, unless the customer requests open market products or services that relate to the on-contract item but that are not on contract.	*

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62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	<p>All Sourcewell orders are quoted as Shipping Point, unless otherwise noted. Curtis may, in its sole discretion, select the shipping method, the carrier and the applicable freight charges (unless otherwise agreed in writing). Curtis maintains strong freight and parcel carrier relationships with competitive pricing which is good for customers.</p> <p>We can quote customers shipping in different ways so they have options to choose from.</p>	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	<p>All Sourcewell orders are quoted as Shipping Point, unless otherwise noted. Curtis may, in its sole discretion, select the shipping method, the carrier and the applicable freight charges (unless otherwise agreed in writing). Curtis maintains strong freight and parcel carrier relationships with competitive pricing which is good for customers.</p> <p>We can quote customers shipping in different ways so they have options to choose from.</p>	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>Curtis offers our customers an integrated approach to logistics supply support that encompasses all management actions, procedures, and techniques used to determine requirements to:</p> <ul style="list-style-type: none"> <li>• Acquire support items and spare parts</li> <li>• Catalog the items</li> <li>• Receive the items</li> <li>• Store and warehouse the items</li> <li>• Transfer the items to where they are needed</li> <li>• Issue the items</li> <li>• Dispose of secondary items</li> <li>• Provide for initial support of the system</li> <li>• Acquire, distribute, and replenish inventory</li> <li>• And, provide value-added resources by combining</li> </ul> <p>Commodity Management with our Logistics and Kitting services for complete "end-to-end" customer support.</p> <p>Logistics Solutions</p> <p>Curtis offers complete transportation and logistics management services. By contracting and managing a network of national, regional, and local carriers we can offer a complete package of freight handling services – the integrated logistics solution you require to increase efficiency and lower costs. Additional transportation services we can provide include:</p> <ul style="list-style-type: none"> <li>• Expedited</li> <li>• Port and Rail Drayage</li> <li>• Intermodal</li> <li>• International (Ocean Freight/Air Freight)</li> <li>• Less-than-truckload</li> <li>• Specialized Equipment – temperature controlled, HAZMAT, etc.</li> <li>• Freight Forwarding</li> </ul> <p>Kitting Solutions</p> <p>When end users are required to combine multiple products into new product kits, our kitting services can help. We have experience breaking down bulk materials and products, unitizing and creating multi-packs, even custom-made kits with bar-code or RFID labeling. Our product kitting and assembly services allow customers to:</p> <ul style="list-style-type: none"> <li>• Reduce inventory</li> <li>• Respond quickly and economically to changing demand for custom packs</li> <li>• Fulfill individual custom orders</li> <li>• Fulfillment capabilities help you manage inventory throughout the kitting cycle, from individual components to creation of new SKUs.</li> <li>• Our team maps efficient kitting processes and builds in quality checks to ensure the accuracy of final kits.</li> <li>• Our labor solutions help you economically manage activity spikes and meet last-minute requests.</li> </ul>	*

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**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	See attached "SWE 020124 RFP Curtis Price Offering."

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Customer Service Managers within the Curtis organization review daily sales orders to ensure proper contract pricing is provided to end users. Curtis administration will provide a contract sales activity report to the Sourcewell representative assigned to this contract no later than 45 days after the end of each calendar quarter. The report will contain all of the fields described in the contract template.
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	<p>Per our standard operating procedures, Curtis tracks Key Performance Indicators (KPIs) to make sure our business is tracking per plan.</p> <p>KPI-related data is extracted from our Enterprise Resource Planning platform, Oracle-NetSuite. Oracle-NetSuite, a cloud ERP solution that automates front and back-office processes enable the Company to track all critical business functions including financial management, revenue management, fixed assets, order entry/management/tracking, billing, and inventory management. Oracle-NetSuite enables Curtis management to generate real-time performance and status reports (e.g., sales (orders and frequency) fill rates vendor performance returns due to improper shipments and defective items and back-orders).</p> <p>Using Oracle-NetSuite, Curtis tracks performance of all orders, awards, contracts, and programs, including, should Curtis be honored with a contract, the Company's performance in support of Sourcewell.</p> <p>Curtis has seen a regular increase in annual sales throughout the duration of the current Sourcewell PPE &amp; FFE contracts.</p>
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Curtis proposes to pay Sourcewell a 1% administrative fee of total net revenues (gross sales, less product returns), on a quarterly basis.

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**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response *
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>As the largest stocking distributor of firefighting equipment in the West and one of the largest distributors of firefighting equipment and services in America, Curtis is offering the premium brand of products in the defined categories along with on-site product support and customer service.</p> <p>In addition to products being offered at best pricing, Curtis offers the membership a full suite of Integrated Logistics Support and Services and full-time product specialists who are trained and certified by manufacturers to provide deployment support and, product familiarization in use, care, maintenance and repair, and safety.</p>
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>Curtis' proposal includes products representing the following categories and subcategories:</p> <ul style="list-style-type: none"> <li>* Firefighting water flow equipment;</li> <li>* Fire pumps, skid units, and compressed air foam systems (CAFS);</li> <li>* Firefighting suppression;</li> <li>* Firefighting attack, ventilation, and rescue tools;</li> <li>* Thermal imaging and similar situational awareness equipment;</li> <li>* Extrication tools and equipment;</li> <li>* Technical, vertical, trench, and confined space rescue equipment;</li> <li>* Portable ladders;</li> <li>* Hazardous materials (HazMat) response equipment;</li> <li>* Wildland firefighting equipment and upfits for vehicles, ATV/UTVs; and,</li> <li>* Related tools and accessories complementary to the offering of 1.a.i – x.</li> </ul>

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**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
71	Equipment, tools, supplies, and accessories used for all types of fire and rescue service, including structural firefighting, wildland firefighting, vehicle extrication, technical rescue, vehicle and aircraft rescue, HazMat, and EMS	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Water Flow, Heavy Rescue, Pumps, Suppression, Wildland, etc	*
72	Firefighting water flow equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Hose, Nozzles, Monitors, Foam, Hydrant Accessories, Pumps, Tanks, etc	*
73	Fire pumps, skid units, and compressed air foam systems (CAFS)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Dewatering Pumps, Fire Pump Testing, Portable Pumps, Skid Units, etc	*
74	Firefighting suppression	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Foam Agents, Foam Attachments, Extinguishers, etc	
75	Firefighting attack, ventilation, and rescue tools	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Rescue Tools, Hand Tools, Ventilation Fans, Saws, Cutters, etc	
76	Thermal imaging and similar situational awareness equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Thermal Imaging Cameras & Accessories, etc	
77	Extrication tools and equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Extrication Tools, Confined Space Rescue Equipment, Building Collapse & Shoring, etc	
78	Technical, vertical, trench, and confined space rescue equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Rescue Rope, Rapid Intervention Team Rescue, Urban Search & Rescue, Confined Space Rescue Equipment, Building Collapse & Shoring, etc	
79	Portable ladders	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Aluminum, Fiberglass, Folding, Ladder Accessories, etc	
80	Hazardous materials (HazMat) response equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Boots, Decon, Suits, Test Kits, Gas Detection, etc	
81	Wildland firefighting equipment and upfits for vehicles, ATV/UTVs	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Fire Shelters, Nozzles, Hand Tools, Ignition Devices, Instruments, Bags & Packs, Skid Units, etc	
82	Related tools and accessories complementary to the offering of 1.a.i – x	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Firefighter Props, Hydration & Rehab Equipment, Area Lights, etc	*
83	Complementary services related to the equipment offered in 1. a. i – x. above, including training, testing, certifications, maintenance or repair, installation and warranty programs	<input checked="" type="radio"/> Yes <input type="radio"/> No	Such as: Disaster Preparedness, Firefighting Education, etc	*

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**Table 15: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 84. NOTICE:** To identify any exception, or to request any modification, to Sourcewell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Contract.

Do you have exceptions or modifications to propose?	Acknowledgement *
	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Documents****Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”
  - [Pricing](#) - SWE 020124 RFP Curtis Price Offering.xlsx - Thursday February 01, 2024 15:00:34
  - [Financial Strength and Stability](#) - Curtis Financial Statements 12312023.pdf - Wednesday January 31, 2024 21:44:59
  - [Marketing Plan/Samples](#) - Curtis Brochure.pdf - Wednesday January 31, 2024 22:16:11
  - WMBE/MBE/SBE or Related Certificates (optional)
  - [Warranty Information](#) - Curtis Terms & Conditions.pdf - Wednesday January 31, 2024 22:26:31
  - [Standard Transaction Document Samples](#) - Sourcewell RFP 020124 Sample.pdf - Thursday February 01, 2024 14:24:36
  - [Upload Additional Document](#) - Curtis-Sales-Territories-Map.pdf - Wednesday January 31, 2024 22:11:50
  - Requested Exceptions (optional)

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## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
  3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

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by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Angela Mackey, Director of Customer Service, Fire/Rescue, Curtis

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_1_Firefighting_Equipment_RFP_020124 Fri January 19 2024 12:49 PM	<input checked="" type="checkbox"/>	1

SUPPLIER	PRODUCT	DISCOUNT OFF LIST	COOP CONTRACT	CONTRACT (PRODUCT) CATEGORY
Agility Technologies	Rescue Kits	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Air Shelters USA/Zumro	Shelters	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Ajax	Chisels, Pneumatic	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Akron Brass	Nozzles, Hose	26%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Akron Brass	Waterflow Equipment	26%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Akron Brass	Lighting and mounts	20%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Allegro	Ventilation Systems	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Amerex	Fire extinguishers	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.c. Firefighting suppression;
Ansul	Foam, Firefighting	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.c. Firefighting suppression;
Ansul	Fire extinguishers	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.c. Firefighting suppression;
Bullard	Thermal Imagers	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.e. Thermal imaging and similar situational awareness equipment;
Bullard	Thermal Imagers, Model TSX	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.e. Thermal imaging and similar situational awareness equipment;
Bulldog Hose	Hose, Firefighting	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
C & S Supply	Nozzles, Hose	20%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
C & S Supply	Waterflow Equipment	20%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
CET	Pumps, Firefighting	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.b. Fire pumps, skid units, and compressed air foam systems (CAFS);
CET	Skid Unit	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.b. Fire pumps, skid units, and compressed air foam systems (CAFS);
CMC	Rope Rescue Equipment	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.g. Technical, vertical, trench, and confined space rescue equipment;
CMC	Tools, Rescue	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.g. Technical, vertical, trench, and confined space rescue equipment;
Council Tools	Tools, Hand Firefighting Attack	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
CurtisCARE	Service and Maintenance, Heavy Rescue Tools	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
CurtisCARE	Product Familiarization, Heavy Rescue Tools	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Duo Safety	Ladders	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.h. Portable ladders;
Elkhart Brass	Nozzles, Hose	23%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Elkhart Brass	Waterflow Equipment	23%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Euramco	Ventilation Systems	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Euramco	Fans	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Fire Engineering	Training & Educational Materials	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Fire Hooks	Tools, Firefighting Attack	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Fire Research	Firefighting Foam Proportioning & Refill Systems	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.c. Firefighting suppression;
Fire Research	Lighting, Video, Flow & Misc. Systems	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Fire Research	Ladders, Skull Savers	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Foi-Da-Tank	Portable Water Tanks and Related Equipment	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Fotokite	Drones	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Fotokite	Accessories, Parts, Options & Services	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Fountainhead	Pump, Backpack	20%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.j. Wildland firefighting equipment and upfits for vehicles, ATV/UTVs;
Fox Manufacturing	Saw, Windshield Glass	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Foxfury	Lighting and mounts	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.

SUPPLIER	PRODUCT	DISCOUNT OFF LIST	COOP CONTRACT	CONTRACT (PRODUCT) CATEGORY
FBI North America	Shelters	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Hale	Pumps, Firefighting	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.b. Fire pumps, skid units, and compressed air foam systems (CAFS);
Hale - Class 1	Gauges, Firefighting	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Harrington	Adapters & Fittings, Hose	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Harrington	Hose & Drafting Equipment	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Harrington	Valves	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Harrington	Waterflow Devices, Tools & Mounts	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Hurst Jaws of Life	Tools, Rescue Hydraulic	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Hurst Jaws of Life	Tools, Rescue Battery-Powered (e-Draulic)	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Hurst Jaws of Life	Tools, Rescue, Strong Arm	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Hurst Jaws of Life	Parts	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Hurst Jaws of Life	Specialty Accessories	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Husky	Spill Containment	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Husky	Decontamination	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Husky	Portable Water Tanks and Related Equipment	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Husqvarna	Diamond Tools, and Soft-Cut & Surface Prep Tooling	20%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Husqvarna	Saws, Power Cutters, Cordless & Related Equipment	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
IFSTA	Training & Educational Materials, e-Books	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
IFSTA	Training & Educational Materials, Fire Protection Publications Manuals	3%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
IFSTA	Training & Educational Materials, Fire Protection Publications Curriculum & Support	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
IFSTA	Training & Educational Materials, Manuals & Curriculum	8%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
IFSTA	Training & Educational Materials, Support Products	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
IFSTA	Training & Educational Materials, Instructor Resource Kits	3%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Junkin	First Aid	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Kocheck	Waterflow Devices & Equipment	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.j. Wildland firefighting equipment and upfits for vehicles, ATVs/UTVs;
Koehler/Brightstar	Lighting	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
K-Tool	Tools, Entry	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Leatherhead Tools	Tools, Firefighting	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Little Giant	Ladders	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.h. Portable ladders;
Meret	Bags, Medical	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Miti	Showers/pools/wands, Decon	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
MSA	Thermal Imagers	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.e. Thermal imaging and similar situational awareness equipment;
MSA	Instrumentation, Parts (MSA)	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
MSA	Instrumentation, Portable (MSA)	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Nasco Healthcare	Training Aids and Mannequins	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
National Foam	Foam, Firefighting	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.c. Firefighting suppression;
North American Hose	Hose, Firefighting	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Nupla	Tools, Firefighting	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;

SUPPLIER	PRODUCT	DISCOUNT OFF LIST	COOP CONTRACT	CONTRACT (PRODUCT) CATEGORY
Paratech	Tools, Forcible Entry	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d, Firefighting attack, ventilation, and rescue tools;
Paratech	Tools Air Lifting Bags	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f, Extrication tools and equipment;
Paratech	Tools Stabilization	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f, Extrication tools and equipment;
Paratech	Tools, Trench Rescue	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f, Extrication tools and equipment;
Pearson	Training & Educational Materials	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Pelican	Lighting	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Pelican	Cases	15%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Pelican	Rehab Coolers & Outdoor Equipment	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Performance Advantage	Tool Storage, Mounts	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Perimeter Solutions	Foam, Firefighting	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.c, Firefighting suppression;
Petzl	Rope Rescue Equipment	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.g, Technical, vertical, trench, and confined space rescue equipment;
PMI	Rope Rescue Equipment, Standard	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.g, Technical, vertical, trench, and confined space rescue equipment;
PMI	Rope Rescue Equipment, Special	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.g, Technical, vertical, trench, and confined space rescue equipment;
Public Safety Group	Training & Educational Materials	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Rapco Industries	Saws, Chains and related Rescue Equipment	1%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d, Firefighting attack, ventilation, and rescue tools;
Red Head Brass	Adapters, Hose, Speedswivel	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Red Head Brass	Adapters, Hose	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Red Head Brass	Couplings, Hose	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Red Head Brass	Fittings, Hose	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Red Head Brass	Valves	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Red Head Brass	Waterflow Devices, Tools & Mounts	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Rescue 42	Tools, Stabilization	2%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f, Extrication tools and equipment;
RIT Safety Solutions	Bags, Rapid Intervention Team (RIT)	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Sam Carbis	Ladders	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.h, Portable ladders;
Scotty Firefighter	Water Flow Backpacks, Devices & Tools	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Seco	Bags	5%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Snap-lite Hose	Hose, Firefighting	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
South Park	Wrenches	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
South Park	Adapters & Fittings, Hose	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
South Park	Couplings, Hose	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
South Park	Waterflow Devices and Mounts	25%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Sterling	Rope Rescue Equipment	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.g, Technical, vertical, trench, and confined space rescue equipment;
Streamlight	Flashlights	30%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Super Vac	Fans, Smoke Machines & Ventilation Equipment	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d, Firefighting attack, ventilation, and rescue tools;
Super Vac	Saws & Related Equipment	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d, Firefighting attack, ventilation, and rescue tools;
Super Vac	Rehab Equipment	10%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k, Related tools and accessories complementary to the offering of 1.a-j.
Task Force Tips	Adapters, Hose	27%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;
Task Force Tips	Waterflow Equipment	27%	Sourcewell 020124 • Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a, Firefighting water flow equipment;

SUPPLIER	PRODUCT	DISCOUNT OFF LIST	COOP CONTRACT	CONTRACT (PRODUCT) CATEGORY
Task Force Tips	Nozzles, Hose	27%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.a. Firefighting water flow equipment;
Task Force Tips	Health-Air Decontamination & Monitoring	2%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Tempest	Smoke Machines & Ventilation Systems	12%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Tempest	Saws & Related Equipment	12%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Tempest	Safety Equipment	12%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.d. Firefighting attack, ventilation, and rescue tools;
Tingley	Boots, HAZMAT	25%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.i. Hazardous materials (HazMat) response equipment;
Turtle Plastics	Cribbing, Ramps & Flooring/Matting	5%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.f. Extrication tools and equipment;
Waterax	Pumps, Firefighting	2%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.b. Fire pumps, skid units, and compressed air foam systems (CAFS);
Waterous	Pumps, Firefighting	5%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.b. Fire pumps, skid units, and compressed air foam systems (CAFS);
Wolfpack	Packs, Wildland	2%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.j. Wildland firefighting equipment and upfits for vehicles, ATV/UTVs;
Yates	Rope Rescue Equipment	5%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.g. Technical, vertical, trench, and confined space rescue equipment;
Zistos	Camera, Systems Search & Rescue	1%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.
Zistos	Video Systems, Search & Rescue	1%	Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories	1.k. Related tools and accessories complementary to the offering of 1.a-j.