



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Monday, February 3rd, 2020

American Office Products Distributors, Inc. (AOPD)
ATTN: D. Mark Leazer
1652 E. Main Street, Suite 200
St. Charles, IL 60174

Re: Annual Renewal of NCPA contract #11-18

Dear Mark:

Region XIV Education Service Center is happy to announce that American Office Products Distributors, Inc. (AOPD) has been awarded a three-year term contract renewal for Office Supplies and Services based on the proposal submitted to Region XIV ESC.

The contract will expire on May 31st, 2023, completing the sixth year of a possible eight-year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in blue ink that reads "Shane Fields".

Shane Fields
Region XIV, Executive Director



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Monday, May 1st, 2017

American Office Products Distributors, Inc. (AOPD)
ATTN: D. Mark Leazer
1652 E. Main Street, Suite 200
St. Charles, IL 60174

Dear Mark:

Region XIV Education Service Center is happy to announce that American Office Products Distributors, Inc. (AOPD) has been awarded a contract for Office Supplies and Services based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on May 31st, 2020. The contract can then be renewed annually for an additional five years, if mutually agreed on by Region XIV ESC and American Office Products Distributors, Inc. (AOPD).

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in black ink, reading 'Ronnie Kincaid'. The signature is fluid and cursive, with a large, stylized 'R' and 'K'.

Ronnie Kincaid
Region XIV, Executive Director

American Office Products Distributors, Inc.
1652 E. Main St., Suite 220
St. Charles, IL 60174
(630) 761-0600 Fax (630)761-0691 www.aopd.com



April 18, 2017

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

To the Region 14 RFP Selection Committee;

On behalf of all of the members of American Office Products Distributors, I would like to thank you for the opportunity to respond to the Region 14 Educational Service Center's RFP, Solicitation Number 03-17, for Office Supplies and Services.

We are responding as instructed in RFP solicitation number 03-17 published on Tuesday March 21, 2017.

Accompanying this cover letter you will find AOPD's printed response to the RFP in a 3 ring binder, and two additional copies bound and indexed in file jackets. The RFP was uploaded to the two USB drives along with an electronic version of the core pricing in Excel with a tab that contains core priced alternate items. Additionally the non-core extended catalog containing 10,240 products with ceiling prices is included on the USB's.

We at AOPD are excited about this RFP and look forward to the possibility of continuing to serve Region 14 ESC and the Public Sector through an award utilizing the National Cooperative Purchasing Alliance. If there is any additional information needed in this consideration please don't hesitate to contact me. Thank you.

Sincerely,

D. Mark Leazer
Executive Director
American Office Products Distributors, Inc.
E-mail: mark@aopd.com
Telephone: 980-262-3634

Signature Form

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

Prices are guaranteed: **120 days**

Company name	American Office Products Distributors, Inc. (AOPD)
Address	1652 E. Main St. – Suite 220
City/State/Zip	St. Charles, Illinois 60174-4702
Telephone No.	630-761-0600
Fax No.	630-761-0691
Email address	mark@aopd.com
Printed name	D. Mark Leazer
Position with company	Executive Director
Authorized signature	<i>D. Mark Leazer</i>

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of May 1, 2017, by and between National Cooperative Purchasing Alliance (“NCPA”) and American Office Products Distributors (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated May 1, 2017, referenced as Contract Number 11-18, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Office Supplies and Services;

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

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

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

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

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

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

◆ General Terms and Conditions

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

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

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

◆ **Term of Agreement**

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

◆ **Fees and Reporting**

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

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

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

◆ General Provisions

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

National Cooperative Purchasing Alliance:

Vendor: American Office Products Dist.

Name: Matthew Mackel

Name: D. Mark Leazer

Title: Director, Business Development

Title: Executive Director

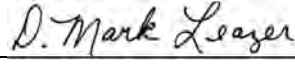
Address: PO Box 701273

Address: 1652 E. Main St. – Suite 220

Houston, TX. 77270

Signature: 

St. Charles, IL 60174

Signature: 

Date: May 1, 2017

Date: April 18, 2017

Tab 3 – Vendor Questionnaire

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

◆ States Covered

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

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

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

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

☐ American Samoa

☐ Northern Mariana Islands

☐ Federated States of Micronesia

☐ Puerto Rico

☐ Guam

☐ U.S. Virgin Islands

☐ Midway Islands

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

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

▪ **Minority / Women Business Enterprise**

- Respondent Certifies that this firm is a M/WBE



▪ **Historically Underutilized Business**

- Respondent Certifies that this firm is a HUB



◆ **AOPD and all its dealers are SBE's, but many of our dealer members are also woman owned, minority owned, veteran owned, service disabled veteran owned, and HUB certified.**

◆ **Residency**

- Responding Company's principal place of business is in the city of St. Charles,
State of Illinois

◆ **Felony Conviction Notice**

- Please Check Applicable Box;

☐ A publically held corporation; therefore, this reporting requirement is not applicable

☒ Is not owned or operated by anyone who has been convicted of a felony.

☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony

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

◆ **Distribution Channel**

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

☐ Manufacturer Direct

☐ Certified education/government reseller

☐ Authorized Distributor

☐ Manufacturer marketing through reseller

☐ Value-added reseller

☒ Other: **Marketing and Sales Association**

◆ Processing Information

➤ Provide company contact information for the following:

▪ Sales Reports / Accounts Payable

Contact Person: Shelley Tousignant
Title: Financials /Contracts Administrator
Company: American Office Products Distributors, Inc.
Address: 1652 E. Main St. - Suite 220
City: St. Charles State: Illinois Zip: 60174
Phone: 630-761-0600 x108 Email: shelley@aopd.com

▪ Purchase Orders

Contact Person: Joseph Breczka
Title: Director Business Development
Company: American Office Products Distributors, Inc.
Address: 1652 E. Main St. - Suite 220
City: St. Charles State: Illinois Zip: 60174
Phone: 716-912-9017 Email: joe@aopd.com

▪ Sales and Marketing

Contact Person: Angela Sumner Price
Title: National Marketing Director
Company: American Office Products Distributors, Inc.
Address: 1652 E. Main St. - Suite 220
City: St. Charles State: Illinois Zip: 60174
Phone: 630-761-0600 X106 Email: angela@aopd.com

◆ Pricing Information

➤ In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.

- If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

☒ Yes ☐ No

➤ Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

☒ Yes ☐ No

➤ Vendor will provide additional discounts for purchase of a guaranteed quantity.

☒ Yes ☐ No

North American Dealers	Main Location	Branch Locations	Total AOPD Locs	Socioeconomic Status	Principal / Main Contact	Phone	E-mail Address
A & W Office Supply	Knoxville, Tennessee	(1)Johnson City, TN	2	SDVOSB - Small, Service Disabled Veteran Owned	Mike Taylor	(865) 218-7907	mike.taylor@awos.com
A to Z Office Resource	Columbia, Tennessee	(8) Madison, AL - Cookeville, Gray, Jackson, Knoxville, Morristown, & Nashville, TN - Abingdon, VA	9	SBE - Small	Miles Oakley	(651)471-9175	moakley@azorinc.com
AAA Business Solutions	Pittsburgh, Pennsylvania		1	SBE/SDVOSB - Small, Service Disabled Veteran Owned	Frank N. Fera	(412) 489-1364	frankn@shopaaabusiness.com
Accurate Office Supply	Carol Stream, Illinois		1	SBE - Small	Joseph Krelle	(630) 784-4700	joekrelle@accurateofficesupply.com
American Paper & Twine	Nashville, Tennessee	(5) Little Rock, AR - Chattanooga, Knoxville & Memphis, TN - Austell, GA	6	SBE - Small	David Morris	(615) 350-9000	dmorris@aptcommerce
Apex Office Products	Tampa, Florida	(5) Inverness, Ocala, Orlando, Sarasota & Tallahassee, FL	6	SBE/MBE/VOSB - Small, Minority, Veteran Owned, Disadvantaged	Alex Llorente	(813) 871-2010	allorete@apexop.com
Barren County B.S.	Glasgow, Kentucky	Glasgow, KY	2	SBE/WOSB - Small, Woman Owned	Lisa Dreher	(270) 659-2061	ldreher@bcbsupply.com
Bulldog Office Products	Pittsburgh, Pennsylvania	(1) Cleveland, OH	2	SBE/WOSB - Small, Woman Owned.	Frank L. Fera	(412) 787-3333	frankl@bulldogop.com
Business Essentials	Grapevine, Texas		1	SBE/WOSB/HUB - Small, Woman Owned, Hub Zone	Marty Beck	(817)328-1617	mbeck@beofficesupply.com
Chuckal's Office Products	Tacoma, Washington		1	SBE - Small	Jon Rossman	(253) 620-2350	rossmanj@chuckals.net
Coastal Office Solutions	Victoria, Texas		1	WOSB/HUB	Shad Estes	(361) 578-5392	shad@coastaltx.com
Complete Office	Seattle, Washington	Spokane, WA - Boise, ID	3	SBE	Dave Patterson	(206) 336-5175	dpatterson@complete-office.com
Complete Office	Cerritos, California	Orange, & San Diego, CA	3	SBE	James Southwood	(917) 743-5160	jsouthwood@completeofficeca.com
Complete Office	Germantown, Wisconsin	Appleton, Madison & Rothschild, WI	4	SBE	Chuck Schwarting	(608) 220-5596	cschwarting@cowiweb.com
COS Business Products	Chattanooga, Tennessee	Dalton, GA	2	SBE	Skip Ireland	(423)424-4730	sireland@cosonline.com
Drumrights Office Supply	Fresno, California		1	SBE - Small	Stephen Cavalla	(559) 252-4695	stephenc@drumrights.com
Eaton Office Supply	Amherst, New York		1	SBE - Small	Bruce Eaton	(716) 691-6100	bceaton@eatonofficesupply.com
Economy Office Supply	Glendale, California		1	SBE/WOSB - Small, Woman Owned.	Jeff Stine	(818) 548-1525	jeff@economyofficesupply.com
El Paso Office Products	El Paso, Texas		1	SBE/MBE/HUB - Small, Minority Owned, Hub Zone	Sandy Grodin	(915) 593-9000	sgrodin@elpasoop.com
EON Office Products	Denver, Colorado		1	SBE/WOSB/DBE - Small, Woman Owned, Disadvantaged	Jackie Willems	(720) 570-5469	jwillems@eonoffice.com

North American Dealers	Main Location	Branch Locations	Total AOPD Locs	Socioeconomic Status	Principal / Main Contact	Phone	E-mail Address
FSlooffice	Charlotte, North Carolina	(7) Greensboro, Lumberton, Raleigh & Wilmington, NC - Greenville, Ladson, & W. Columbia, SC	8	SBE/WOSB - Small, Woman Owned.	Kim Leazer	(704) 598-8971	kim.leazer@formsandsupply.com
Garvey's Office Products	Niles, Illinois		1	SBE - Small	Bernie Garvey	(847) 588-1315	bgarvey@getgarveys.com
GBP Direct, Inc.	Kenner, Louisiana	(1) Baton Rouge, LA	2	SBE/WOSB - Small, Woman Owned.	Randy Durbin	(504) 464-0000	randydurbin@gbpdirect.com
Greenwood Office Outfitters	Fort Worth, Texas	(1) Dallas, TX	2	SBE - Small	Amy Wells	(817) 926-0281	awells@greenwoodoffice.com
Guernsey, Inc.	Dulles, Virginia	(5) Beltsville, MD, Greencastle & Middletown, PA, Richmond and Virginia Beach, VA	6	SBE - Small	Gordon Thrall	(703) 788-3201	gthrall@buyguernsey.com
Heights Office Products	San Antonio, Texas		1	SBE - Small	Ed Zazula	(210) 822-9671	ezazula@heightsofficeproducts.com
Herald Office Solutions	Dillon, South Carolina	Columbia, Sumter, Cheraw, Charleston, Myrtle Beach, Greenville, Greenwood, North Charleston, SC, & Whiteville, NC	10	SBE - Small	Myers Jordan	(843) 632-1758	myers@heraldoffice.com
hsc*officeproducts	Aiea, Hawaii		1	SBE/MBE/VOSB - Small, Minority/Veteran Owned, Disadvantaged	Frank Tsukano	(808) 748-7211	frank@hscofficeproducts.com
Impact Office Products	Beltsville, Maryland	(2) Mt. Laurel, NJ - Fairfax, VA	3	SBE - Small	Phill Scott	(240) 542-1375	pscott@impactoffice.com
Independence B.S.	Cleveland, Ohio	(1) Youngstown, OH	2	SBE - Small	Steve Gordon	(216) 398-8880	steve.gordon@ibuyibs.com
Innovative Office Solutions	St. Paul, Minnesota	(2) Owatonna & Waite Park, MN	3	SBE/WOSB - Small, Woman- Owned	Jennifer Smith	(952) 698-9222	jsmith@innovativeos.com
Keeney's Office Supply	Redmond, Washington		1	WOSB	Lisa Keeney McCarthy	(425) 869-7555	lisak@keeney.com
Keeton's Office Supply	Bradenton, Florida		1	SBE - Small	Brent Hoopingarner	(941) 747-2995	bremtj@keetonsonline.com
Kyle Office Solutions	Tuscaloosa, Alabama		1	SBE - Small	Bruce Bovett	(205) 345-5573	bbovett@kyleofficesolutions.com
Marco Office Supply	Naples, Florida		1	SBE - Small	Philip Penzo	(239) 775-7513	philip@marcoofficesupply.com
Midwest Office	Springfield, Illinois	(10) Bloomington, Effingham, Peoria, IL - Columbia, Rolla, St. Joseph, MO - Chanute, Coffeyville, Independence, KS - Temecula, CA	11	SBE - Small	Bill Schuette	(866) 978-5555	bschuette@midwestoffice.com

North American Dealers	Main Location	Branch Locations	Total AOPD Locs	Socioeconomic Status	Principal / Main Contact	Phone	E-mail Address
Miller's Supplies at Work	Lorton, Virginia	Waynesboro and Winchester, VA	3	SBE/WOSB - Small, Woman Owned	Wayne Stillwagon	(703) 644-2200	wstillwagon@millersoffice.com
Minton-Jones	Norcross, Georgia		1	SBE - Small	Chip Jones	(770) 449-4787	cjones@mintonjones.com
MySupplies	Atlanta, Georgia		1	SBE/WOSB - Small, Woman Owned.	Nancy Balkcom	(404) 768-2387	nancy@mysupplies.com
Navajo Office Products	Amarillo, Texas		1	SBE/HUB - Small, Hub Zone	John Navarette	(806) 331-1658	jjnav@navajo-office.com
Office Basics	Boothwyn, Pennsylvania	(3) Moorestown, NJ - Bethlehem & Lancaster, PA	4	SBE - Small	John Leighton	(610) 471-1000	jleighton@officebasics.com
Office Edge	Austin, Texas		1	SBE/HUB/WOSB - Small, HUB, Woman Owned	Danny Lowe	(512) 997-1401	danny@getanedgeup.com
Office Essentials	St. Louis, Missouri	(1) Kansas City, MO	2	SBE - Small	Kate Dougherty	(314) 432-4666	kdougherty@oeistl.com
Office Express	Troy, Michigan		1	WBE - Small	Anna Sinagra	(877) 795-2600	annas@oexusa.com
Office Solutions	Yorba Linda, California	(2) Santa Fe Springs, CA & Las Vegas, NV	3	SBE/MBE/WOSDB -Small, Minority, Woman Owned, Disadvantaged	Zoya Lister	(714) 696-7245	zlistner@officesolutions.com
Officewise Supply	Amarillo, Texas	(2) Lubbock & Midland, TX	3	SBE/VOSB/HUB - Small, Veteran Owned, Hub Zone	Tommy Sansom	(806) 766-8888	tsansom@officewiseco.com
Office360	Indianapolis, Indiana	(2) Mishawaka & Richmond, IN	3	SBE - Small	Steve Nahmias	(317)378-8618	steve.nahmias@office3sixty.com
Perimeter Office Products	Norcross, Georgia		1	SBE - Small	Mike Evert	(800)923-5780	mevert@perimeterop.com
Petter Business Systems	Paducah, Kentucky	(3) Hopkinsville, Owensboro, KY and Mt. Vernon, IL	4	SBE - Small	Bruce Austin	(270) 575-5078	baustin@petter-business.com
Porter's Office Products	Rexburg, Idaho	(2) Pocatello, ID - Logan, UT	3	SBE - Small	Mark Porter	(208) 356-4616	mwporter@portersop.com
Preferred Office Products	Dallas, Texas		1	SBE/VOSB - Small, Veteran Owned	Andrew Atkinson	(214) 358-1200	andrewa@popexpress.com
Ritter's Office Outfitters	Columbus, Ohio	(2) Mansfield & Willoughby, OH	3	SBE - Small	Gordon Pepper	(614) 895-2071	gpepper@charlesritter.com
Rudolph's Office Supply	Baltimore, Maryland		1	SBE/WOSB - Small, Woman Owned	Christina Ensley	(410) 931-4150	censley@rudolphsupply.com
Sandia Office Supply	Albuquerque, New Mexico		1	SBE/MBE - Small, Minority Owned	Todd Sandoval	(505) 341-4900	todd@sosnm.com
Smith & Butterfield	Evansville, Indiana		1	SBE - Small	Teri Barnes	(812) 422-3261	tbarnes@smithbutterfield.com
Source Office Products	Golden, Colorado	(8) Boulder & Grand Junction, CO - Norcross, GA - Casper, Cheyenne, Gillette, Laramie & Sheridan, WY	9	SBE - Small	Sam Winfrey	(303) 964-8100	sam@sourceot.com

North American Dealers	Main Location	Branch Locations	Total AOPD Locs	Socioeconomic Status	Principal / Main Contact	Phone	E-mail Address
Stationers, Inc.	Huntington, West Virginia		1	SBE - Small	Jennifer Walters	(304) 528-2780	jwalters@champion-industries.com
Storey Kenworthy	Des Moines, Iowa	(8) Ames, Decorah, Cedar Rapids, Fort Dodge, Marshalltown, Mason City, Spirit Lake, & Waterloo, IA	9	SBE - Small	John Kenworthy	(515) 558-6073	jkenworthy@storeykenworthy.com
Strickland Companies	Birmingham, Alabama	(5) Huntsville, Mobile & Montgomery, AL - Pensacola, FL - Columbus, MS	6	SBE/WOSB - Small, Woman Owned	Kim Crook	(205) 798-3000	kcrook@stricklandbp.com
Suburban Stationers	Middleton, Connecticut		1	WOSB	Bob Shulman	(860) 347-0299	bobs@suburbanop.com
Tejas Office Products, The Chapman Printing Co.	Houston, Texas		1	SBE/MBE/VOSB/8A/Hub- Small, Minority, Veteran Owned, Disadvantaged, Hub Business	Alisa Fraga-Kautzmann	(713) 802-4553	alisak@tejasoffice.com
	Lexington, Kentucky	(1) Charleston, WV	2	SBE - Small	Jennifer Walters	(304) 528-2780	jwalters@champion-industries.com
The Office City	Hayward, California	(5) Richmond, Los Banos, Mariposa, Merced & Stockton, CA	6	SBE - Small	Bill Jones	(650) 385-2631	billj@theofficecity.com
TSRC, Inc.	Ashland, Virginia	(8) Hanover & Jessup, MD - Bridgewater, Charlottesville, Fredericksburg, Harrisonburg, Lynchburg, Norfolk, Roanoke & Sterling, VA	9	SBE/WOSB - Small, Woman Owned	Dutch Jones	(804) 412-2748	djones@tsrcinc.com
The Weeks Lerman Group,	Maspeth, New York		1	SBE - Small	Sidney Lerman	(718) 803-4800	sid@weekslerman.com
V-Quest Office Supply	Georgetown, Texas		1	SBE/WOSB- HUB - Small, Woman Owned, HUB Business	Tara Brown	(512) 763-8800	tara@v-questtx.com
Warehouse Direct	Chicago, Illinois		1	SBE - Small	John Moyer	(847) 631-7102	johnmoyer@warehousedirect.com
Wist Office Products	Tempe, Arizona		1	SBE - Small	Ian Wist	(480) 921-2900	ianw@wist.com
World Class Business Products	New York City, New York		1	SBE - Small	Victor Diao	(718) 472-7300	vdiao@wcbus.com
Yuletide Office Supply	Memphis, Tennessee		1	SBE - Small	Chris Miller	(901) 372-8588	chrismiller@yuletideop.com
		Total US Locations>>>	191				

Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
- ◆ The following is a list of suggested (but not limited to) categories. List all categories along with manufacturer that you are responding with:
 - Office Supplies - **YES to all in this category**
 - Basic Supplies
 - Binders and Accessories
 - Filing and Storage
 - Mailing, Shipping and Envelopes
 - Pens, Pencils and Markers
 - Paper - **YES to all in this category**
 - Art and Craft Paper
 - Copy and Print Paper
 - Notebooks and Journals
 - Ink and Toner - **YES to all in this category**
 - Break Room - **YES to all in this category**
 - Appliances
 - Water, Soda, Juice , Coffee, Tea, Food and Candy
 - Cups and Plates
 - Cleaning - **YES to all in this category**
 - Cleaning Chemicals and Equipment
 - Hand Soap and Sanitizers
 - Restroom Supplies
 - Wastebaskets and Trash Bags
 - Furniture - **YES to all in this category**
 - Bookcases
 - Desks and Workstations
 - File Cabinets
 - Office Chairs and Seating
 - Technology - **YES to all in this category**
 - Computer Accessories
 - Monitors and Projectors
 - Data Storage and Media
 - Printers, Scanners, Copiers and Fax
 - Print Services - **YES to all in this category**
 - Custom Printing
 - Security Solutions
 - Promotional Products

◆ Office Supply Requirements

- Describe your company's ability to meet the following specifications. Bidders will respond to each item by checking Comply or Deviate box. No bid items shall be marked as such in the Deviate box.

Requirement	Comply	Deviate
Vendor shall provide a broad based line of office products of at least 10,000 items in available inventory.	X	
All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.	X	
The vendor's catalog shall include a variety of major manufacturers of the specified products and services. Office supplies shall comprise at least 80% of catalog products.	X	
The catalog shall contain a minimum of 10,000 items.	X	
Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	X	
Vendor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features include: product lookup that shows <u>contract</u> price; ability to set purchasing authorization limits; ability to download order and invoice history reports.	X	
Orders of stocked products will be shipped within 48 hours of receipt of order. The participating entity shall be notified by the vendor if the product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.	X	
Contractor will maintain a minimum monthly average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	X	
No "restocking" fees may be collected on items cancelled for failure to be delivered within the specified time frame.	X	
Products sold under the contract must be guaranteed by the contractor for a minimum of one year. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.	X	
The minimum dollar value of an order delivered to a single location shall be no more than \$50.00, unless a different amount is required by a member agency.	X	
Orders not filled and partials shall be indicated on the packing list. Vendor shall inform member of anticipated delivery date for unfilled and partial orders.	X	
All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the member's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.	X	

General office supplies shall include, but not be limited to, pencils, pens, markers, and other writing instruments; correction fluid, tape, film and other correction products; tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers, and organization systems.	X	
Calculators shall include, but not be limited to electronic handheld, desktop and scientific printing and non-printing calculators.	X	
Paper products shall include, but not be limited to white and color copy and duplicator paper; linen office papers; envelopes; index cards; writing pads; composition books; loose-leaf paper; card and cover stock; and other paper supplies.	X	
Miscellaneous equipment shall include, but not be limited to paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets, and labeling equipment.	X	
Specialty equipment and supplies shall include, but not be limited to signs, nameplates, name badges, computer carrying cases, briefcases, and housekeeping supplies.	X	
Vendor will provide various Copy and Print Services	X	
Vendor will provide E-Commerce for Print orders. Ability to send the orders electronically and either pick them up or have them delivered.		X Available in some areas
Vendor will have the ability to print collate, and either staple or bind the materials.	X	
Vendor will have the ability to turn around within 24 hours for certain copy and print jobs	X	
Vendor will have the ability to print business cards and turn around within 5-7 days.	X	
Vendor will have the ability to Accept Purchase order for Print and Copy Services	X	
Vendor will have the ability to ship materials via UPS, Fed Ex or Common Carrier. These materials can include copy or printed materials but may also include materials brought to the vendor's facility for shipping.	X	
Vendor will provide a discount below the standard retail rate for Print, Copy, and Ship materials.	X	
Vendor will include Promotional Materials in the catalogues for the members.		X By some dealers
The Promotional Materials will include discounts below standard retail rate		X Pricing negotiable
The Vendor will have the ability to provide Office Furniture and Chairs of various manufacturers.	X	
The Vendor will have experience with ordering and installing furniture orders.	X	

The Vendor will be able to provide Furniture pricing within 2% of GSA pricing.	X	
The Vendor will match or lower any pricing of comparable contracts with similar volume. IE every year the volume discounts may go lower to the agencies as the volume of the program goes up.	X	
The Vendor will honor pricing and will not have “Floors” in their pricing. This includes fixed prices and discounts of catalogues.	X	
Vendors that have storefronts will have a process to register an entity's P-Cards to ensure the entity is getting the contract price or the store price, whichever is the lowest.	X	
Vendor is not being investigated for Overcharging by any State or Federal Agency.	X	
Vendor will notify NCPA of any changes in ownership and the vendor will notify any entity requesting this information.	X	
Vendor may request NCPA sign a non-disclosure agreement until such change in ownership is complete.	X	
Vendor acknowledges that NCPA has the right to terminate its contract with the vendor upon change of ownership at its sole discretion.	X	
Vendor will notify NCPA of any changes in financial stability including changes in debt ratings. Vendor will notify NCPA of any supplier putting credit holds upon the vendor and why such hold is in place. Vendor may request NCPA sign a non-disclosure agreement regarding this matter.	X	
Vendor will supply NCPA a performance bond upon request to ensure its members will be supplied by vendor under this contract. (NCPA may or may not request this at its sole discretion)	X	Available upon request
If a Performance bond is requested the Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company.	X	Negotiable between dealers and buying entities
Upon request Vendor will supply a Performance Bond will be equal to the amount of 12 months of volume under the vendor and NCPA program	X	Negotiable between dealers and buying entities
Vendor will supply NCPA a payment bond upon request to ensure its members will be supplied by vendor under this contract.	X	Negotiable between dealers and buying entities
If a Performance bond is requested The Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company. (NCPA may or may not request this at its sole discretion)	X	Negotiable between dealers and buying entities
Upon request Vendor will supply a Payment Bond that will be equal to the amount of 3 months of volume under the vendor and NCPA program	X	Negotiable between dealers and buying entities
Upon Request Vendor will offer a rebate program to agencies that meet certain minimum ordering requirements.	X	
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of fixed prices of 100 items, 200 items, & 300 items.	X	
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of a percentage discount of 100 items, 200 items, & 300 items.	X	

Tab 7 – Pricing

- ◆ Please submit price list electronically (pricing can be submitted as Discount off MSRP, cost plus, etc.). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services (Tab 5) that are available and also establish pricing per item.
- ◆ Price lists must contain the following:
 - Product name and part number (include both manufacturer part number and respondent part number if different from manufacturers).
 - Description
 - Vendor's List Price
 - Percent Discount to NCPA participating entities
- ◆ Submit price list electronically on CD, DVD, or Flash Drive. Include respondents name, name of solicitation, and date on media of choice.
- ◆ Not To Exceed Pricing
 - NCPA requests pricing be submitted as "not to exceed pricing" for any participating entity.
 - The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.
 - NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.

The non-core extended catalog is contained on the accompanying USB's, as instructed

Confidentiality Statement

All items and prices listed in the market basket and the accompanying Not To Exceed Pricing Catalog, including those marked with a ++, are requested to be held as confidential and subject to exception to The Open Records Act under section 552.104(a) Information Relating to Competition or Bidding as outlined on pages 86 and 87 of the Texas Public Information Handbook, 2016. Release of specific proprietary pricing information would provide an advantage to competition.