



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Massachusetts, LLC 181 S. Franklin St. Holbrook MA 02343		CONTACT NAME: Margaret Herlihy PHONE (A/C, No, Ext): E-MAIL ADDRESS: mherlihy@twinbrook.com FAX (A/C, No):	
INSURED Pro Link Inc 45 Dan Road Canton MA 02021		INSURER(S) AFFORDING COVERAGE INSURER A: Peerless Insurance Company INSURER B: The Ohio Casualty Insurance Company INSURER C: West American Insurance Company INSURER D: INSURER E: INSURER F:	
		NAIC # 24198 24074 44393	

COVERAGES**CERTIFICATE NUMBER:** 20-21 MASTER**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BAS(21)55655219	08/01/2020	08/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAS(21)55655219	08/01/2020	08/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			US0(21)55655219	08/01/2020	08/01/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			XWS(21)55729870	08/01/2020	08/01/2021	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

MA, PA and NV are on the policy referenced above and GA is on a separate policy #BKS56223382
Blanket Additional insured per written contract on the GL
Blanket Add'l insured per written contract on a Primary & Non Contributory Basis on the G L
Blanket Additional insured - Vendors per written contract on the GL
Waiver of Subrogation per written contract on the GL

CERTIFICATE HOLDER**CANCELLATION**

Issued as evidence of insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pro-Link Organizational Chart

Brian Slack / President / CEO

Marie Hudson /
Marketing Manager

Tommie Taylor /
Coordinator Marketing

Christie Keene
Marketing Coordinator

Jade Moore
Marketing Coordinator

Jade Moore & Christie Keene
Marketing Coordinators

Mark Prosser VP of
Sales

Bruce Seich VP
Operations / Finance

Bob H

Cathy H.

Ginger M

Amiad Zionpur Vice
President / Supply
Chain

Karen Kane

Barbara D.

Mary H.

Karen F.

Allister S.

Rock A-Ludger

Anthony Dowd

Michael Kaufman/New
Member Development SA

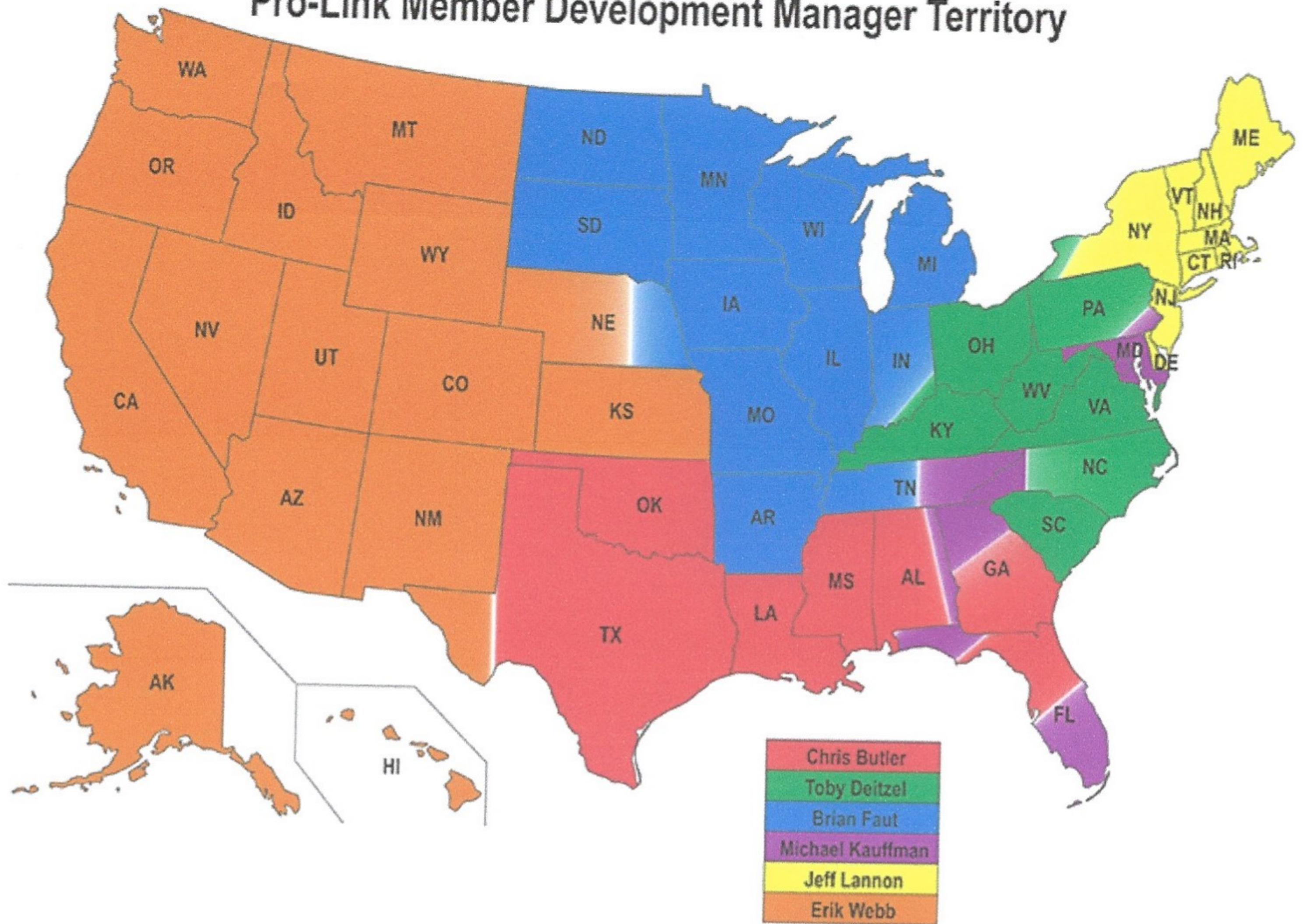
Al Hudson

Don G.

Jeff L Brian F Toby D Chris Butler Erik W.

Feb-17

Pro-Link Member Development Manager Territory



Updated April 2018

Sales Team Contact Information

Name	Phone
Chris Butler (/component/contact/contact/397-pro-link-sales/240-chris-butler?Itemid=435)	781-364-7320
Toby Deitzel (/component/contact/contact/397-pro-link-sales/50-toby-deitzel?Itemid=435)	412-780-1984
Brian Faut (mailto:brian.faut@prolinkhq.com)	773-550-4699
Al Hudson (/component/contact/contact/397-pro-link-sales/44-al-hudson?Itemid=435)	678-325-5648
Michael Kauffman (/component/contact/contact/397-pro-link-sales/49-michael-kauffman?Itemid=435)	781-956-8671
Jeff Lannon (/component/contact/contact/397-pro-link-sales/48-jeff-lannon?Itemid=435)	508-740-4538
Mark Prosser (/component/contact/contact/397-pro-link-sales/544-mark-prosser?Itemid=435)	216-272-0949
Erik Webb (/component/contact/contact/397-pro-link-sales/47-erik-webb?Itemid=435)	510-872-1001

Quality Requirements		Yes	No
1	Minimum of 5 years of experience in providing multiple options for Custodial Supplies and Related Products.	x	
2	References have been provided.	x	
3	The Respondent has clearly demonstrated that the company has the staff with the skills and certifications necessary to supply Custodial Supplies and Related Products.	x	
4	The Respondent has provided evidence that the products offered comply with the most current standards and of significant quantity to serve the needs of public sector agencies.	x	
5	The Respondent has provided evidence of capabilities to provide products or explicit intentions of establishing the capabilities of providing products online, preferably through the Florida Buy Marketplace.	x	

Attachment 3
Florida Buy State Cooperative Purchasing Agency
REFERENCE FORM

Respondent: Pro-Link

Provide references from no less than three (3) schools, school districts, or other eligible entities.

Reference Dothan City Schools Contact Sharla Godwin

Address: 1665 Honeysuckle Rd. Dothan, 36305 Phone 793-1397

Email: shgodwin@dothan.k12.al.us

Description and date(s) of services provided: They buy every month from us and have for the last 2 years. Training Sessions also.

Reference Jackson County Schools Contact Cindy James

Address: 140 Taverns Rd. Mariana Fl 32446 Phone 850-482-1200

Email: cindy.james@jcsb.org

Description and date(s) of services provided: They have also been buying from us for the past 2 years. We have also provided training during Covid.

Reference _____ Cottondale High and Middle, Mariana Florida _____
Contact _____ Pamela Cutchins _____

Address: _____ 2680 Leroy St. Cottandale, FL 32434 _____ Phone _____
_____ 850-482-9821 _____

Email: _____ Pamela.Cutchins@jcsb.org _____

Description and date(s) of services provided: _____ They have also been buying from us for the
past 2 years. _____ We have also provided training during
Covid. _____

Attachment 4

Florida Buy State Cooperative Purchasing Agency MEMBERSHIP ACKNOWLEDGEMENT FORM

I fully understand and agree that an award of the RFP requires enrollment in the Florida Buy State Cooperative Purchasing program and a 2% Administrative Fee for sales generated off this contract will be paid quarterly to the Panhandle Area Educational Consortium's Florida Buy State Cooperative Purchasing program, along with a sales report (a template of which will be provided by Florida Buy State Cooperative Purchasing) for contract management, marketing, and facilitation of this agreement. The fees will be based off the actual amount invoiced to the entity utilizing the contract and the 2% fee is not to be added to the invoice or otherwise passed to any entity choosing to use this agreement.

I fully understand that the award and contract are approved by a single governmental entity, the Washington County, Florida School District as PAEC's fiscal agent (and lead agency), and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, all other governmental entities and other entities contractually performing work on behalf of an eligible entity provided all state and local public procurement regulations are followed).

I also understand that the contract/agreement may be utilized for eligible entities outside of the state of Florida provided it is allowed under such state's procurement laws and under the same terms and conditions of this agreement.

Print Name Christopher P .. Butler

Signature 

Date 5.17.21

Attachment 5
Florida Buy State Cooperative Purchasing Agency
PRICING SHEET

RFP #21-14 Custodial Supplies and Related Products

General Comparison Worksheet

Please use this worksheet or compatible worksheet to list pricing proposals. It may be expanded to add other options/products. This is for comparative analysis only.

Company Pro-Link Name:						
	Custodial Supplies and Related Products	Quantity	Labor (leave black in not applicable)	MSRP or List Price	Contract Price	Percentage Discount
A	Chemicals	10000		85	63.75 or	25% off

					more	catalog Price or more per every item
B	Paper	15000		50	37.50 or more	25% off catalog Price or more per every item
C	Gloves	1000		55	41.25 or more	25% off catalog Price or more per every item
D.	Liners	8000		32	24	25% off catalog Price or more per every item
E.	Skin Care	25000		40	30	25% off catalog Price or more per every item

Attachment 6

Florida Buy State Cooperative Purchasing Agency

QUESTIONNAIRE

RFP #21-14 Custodial Supplies and Related Products

Instructions: Please complete the questionnaire below by placing your company's answers in the correlating response column.

Responding Company's Name:	Pro-Link
Instructions: For those responding to the RFP, please respond to the questions below.	
Question	Response
1. As you envision it, what is your company's role in this partnership? Please include sales and marketing strategies.	WE are a national sales and marketing company with over 100 members throughout the united states. We market PAEC as a buying coop like ourselves. Our members utilize the contract to go after new business that are forced in schools sometimes to use contracts such as PAEC. We market through social media campaigns, internet blasts, and through all our 100 members.
2. Does your company have the capability to provide training seminars?	Yes the regional managers and sales reps constantly are doing seminars and training events monthly.
3. Describe the warranties on your products.	Most have a 1 year warranty. Chemicals 1 years, disposables, unless messed up in shipping 1 year.
4. Describe your company's ordering process and what methods can be used by members to place or create orders?	Most create orders through step 1 system. Order is generated, then sent to us and we then create invoice through our RDC program. We handle all invoicing internally through our customer service specialists.
5. Does your company offer online ordering?	Yes we offer online ordering through DDI and Step 1. Our systems talks to the other members systems.
6. Does your company have regional sites around Florida and equipped for rapid response if desired by a customer?	Yes we have members all over florida and rapid responses is in my and my members best interest
7. Please explain the process of responding to a work order.	We really don't have work orders as we are a sales and marketing company with janitorial and sanitation products. If in regards to Equipment work orders... I will defer to the members as they utilize their own work orders and are all different.
8. What are your payment terms?	3.5% net 10 if paid within 10 days, otherwise, 1.5% net 30
9. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	Yes we do accept credit cards and members are not assessed a fee with credit cards.

10. Does your company offer any prompt payment discounts? If so, please describe.	Yes 3.5% net 10 if paid within 10 days.
11. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	Yes, we have a minimum purchase order of \$2,500 from our RDCS, and if member is placing an order direct, every manufacturer has different cost brackets on weight or a \$ figure.
12. Briefly explain your policy and the lead time required from a member placing an order to receipt of products/services.	We deliver within 3 days from our RDC's. A member places an order and they usually receive within 2-4 days depending on shipping point. Our policy is if you place order by 9:00 am est, your order is shipped that day.
13. Does your company assess fuel surcharges for responses? If so, what is the charge?	No we do not.
14. At times there are issues with service? Please describe your process for addressing these issues.	Most of the time no, unless there is a pandemic or something out of the ordinary. Sometimes pallets will come in broken and we have to go to carrier to get it fixed.
15. State your company's process for handling dissatisfied customers.	Well we are a member group so if a disgruntled member is unhappy they just leave. However, most of our members have been involved for over 40 years as part of Pro-Link.
16. State your company's process for introducing new products to the list of services you offer.	We are constantly sending out new items from vendors and promoting the Pro-Link branded line as well as direct manufacturer lines. We have new products that come out weekly and our Marketing department sends usually 5 emails out every Thursday.
17. Would your company consider a dedicated inside sales representative that would be familiar with the Florida Buy State Cooperative Purchasing contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?	Yes, I would be considered that person as I introduced PAEC and pro-link about 3 years ago. Chris Butler would be your main point of contact and I know Judy and Larche. If ever a problem arises, we handle the situation.
18. Would your company be willing to work with each of the Florida regions on sending/mailling out printed material to members?	Absolutely. I would like to get our members more involved with PAEC by promoting the brand and sending out materials to members about PAEC.
19. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to the Florida Buy State Cooperative Purchasing to ensure a	30 day roll out. Introduction to members about PAEC from Chris Butler Zoom calls with members that use PAEC. Marketing materials to members from our marketing dept. Yes we have the staff and members group and owners of members group to take care of everything in a timely manner. We probably have over 800 DSRS (sales reps) along with pro-link to take care of

successful roll-out in a timely, well communicated, responsive fashion?	everything in a timely manner.
<p>20. Please list the contracts your company currently holds that may compete directly with the Florida Buy State Cooperative Purchasing program and describe how you will position the Florida Buy State Cooperative Purchasing program versus other contracts. Will you lead with the Florida Buy State Cooperative Purchasing Contract, if awarded? Please answer yes or no.</p> <p>If other contracts are available, is the Florida Buy State Cooperative Purchasing pricing the same or lower than pricing offered under your existing contracts?</p> <p>If other contracts are available, please describe the process Florida Buy State Cooperative Purchasing would need to take to transition a current purchaser who requests to utilize our program/contract instead of their current contract.</p>	<p>ISSA membership KPN Yes we will lead with the PAEC as it is the only co-op we have within the group. PAEC pricing is lower than most we have. Most contracts that we have direct with members will not go through PAEC.</p> <p>The PAEC is only utilized when buying co-ops are necessary.</p> <p>However, we will promote more as membership gets more involved and educated in 2021.</p>
<p>21. How would you educate your sales representatives on the strengths of our contract?</p> <p>Would sales representatives be willing to conduct on-site visits with cooperative staff to members to explain the benefits of the Florida Buy State Cooperative Purchasing Program?</p>	<p>I would tell them the benefits of locking the schools into the contract and the ease of use of the contract. Once you get them locked, in they cannot go outside of the contract.</p> <p>Yes sales staff would conduct on site visits to explain the benefits of the PAEC to promote growth.</p>
22. Please describe your marketing plan to reach and connect with our members in Florida. Please note what touch points and connection those members have with sales representatives.	Email member blasts to all members in Florida market. Have DSRS and Owners connect with me to go over action plan. All members have their own staff and sales reps and train them accordingly. If a member does not have a sales manager, they usually report to me.

<p>23. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.</p>	<p>There are not any....</p>
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Attachment 7
Florida Buy State Cooperative Purchasing Agency
Contract Offer and Award
RFP #21-14
Custodial Supplies and Related Products

OFFER TO BE COMPLETED BY RESPONDENT

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Florida Buy State Cooperative Purchasing's RFP and related documents; and being familiar with all the conditions surrounding the proposed project, hereby offer and agree to furnish all products and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance of this proposal.

The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the Florida Buy State Cooperative Purchasing as stated in the evaluation section, will be a consideration in making the award.

This contract binds said vendor to all terms and conditions stated in the proposal and the award will be activated on the date signed by the Lead Agency of the Florida Buy State Cooperative Purchasing Program.

Company Name: Pro-Link

Address 45 Dan Rd. Phone Number 781-364-7320

City: Canton State: MA Zip: 02021

Contract Contact Person: Chris Butler Email: chris.butler@prolinkhq.com

Authorized Signature:  Date: 5.17.21

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE LEAD AGENCY OF PAEC FLORIDA BUY STATE COOPERATIVE PURCHASING

Your RFP for contracting services is hereby accepted by the PAEC fiscal agent and District of Record, the Washington County Florida School Board on July 12, 2021. As , you are now bound to sell the materials and services listed by the attached RFP based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Request for Proposal. The parties intend this contract to constitute the final and complete agreement between the Agency and Respondent, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remained of this contract shall not be affected thereby. The term of the agreement will be for 3 years with the option to renew for two additional 12-month terms. After the first 12 months, the contract may be cancelled by either party upon receipt of a 30-day notice provided all client obligations created under the contract have been satisfied.

Awarding Agency: PAEC fiscal agent and District of Record, the Washington County Florida School Board

Agency Executive: Herbert J. Taylor, Superintendent: Signature _____ Date _____

Agency Executive: John T. Selover, Executive Director, PAEC: Signature _____ Date _____

Attachment 8
Florida Buy State Cooperative Purchasing
RFP #21-14 Custodial Supplies and Related Products
EVALUATION MATRIX
Informational Only

INSTRUCTIONS FOR EVALUATORS: Florida Buy has assigned each evaluation criterion a specific number of points. The questions under each evaluated area help measure the quality of the Respondent's response. Do not assign points to individual questions: instead, award a total score for each evaluation criterion. Make a brief comment and give the initial score of the proposal evaluation worksheet.

CONFLICT OF INTEREST: Each evaluator must review the list of offerors submitting proposals and determine if they or any immediate family members have a conflict of interest with regard to a Respondent. By signature on a proposal evaluation worksheet, evaluator is confirming no conflict of interest exists with the offeror being evaluated.

RATING SCALE FOR ASSESSING OFFEROR RESPONSES: Florida Buy intends this rating scale to establish guidelines within that range to ensure members of the RFP evaluation committee perform their evaluation with consistency. Evaluators may assign any value for a given criteria from 0 to the maximum number of points. A zero value typically constitutes no response or an inability of the Respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

Evaluation Criteria	Points	Vendor A	Vendor B	Commits
A. Quality of Response	35 Points			
The Respondent has all the required license and certifications required to do business in Florida.	0-2			
The Respondent has provided a clearly defined narrative that details the nature, leadership, business model, and a complete understanding of the requirements of the RFP.	0-5			
The Respondent has clearly demonstrated that the company has the capacity, inventory, and variety of products to satisfactorily provide options for use by public agencies and other eligible users.	0-8			
The Respondent has provided evidence of worker's Compensation and Liability Insurance.	0-10			
Conformance to Terms and Conditions	0-10			
B. Previous Experience	5 Points			
	0-2.5			

The Respondent has provided evidence of at least 5 years of experience in working with public entities to provide custodial supplies and related products.				
The Respondent has provided evidence of at least three references willing to offer comments relative to the experience of working with the company or individual.	0-2.5			
C. Pricing/Warranty	30 Points			
The relative ranking of this Respondent's pricing and warranty proposal compared to other RFP submissions based on information provided on Attachment 5 and Section 6.	0-30			
D. Regional/State Use of Contract-Marketing	10 Points			
The extent to which the Respondent has demonstrated the ability to provide products and services to eligible customers in multi-county districts in Florida and beyond.	0-5			
The extent to which the Respondent has a marketing plan relevant to the Florida Buy State Cooperative Purchasing contract and willingness to execute it.	0-5			
E. Contract Terms & Conditions	20			
The extent to which the Respondent, adherence to formatting, and met all the terms and conditions outlined in the proposal.	0-10			
Comparative analysis of questionnaire and participation in the Florida Buy State Cooperative Purchasing program (attachment 4 and 6).	0-10			
TOTAL		100 Points	-	-


Attachment 9
Florida Buy State Cooperative Purchasing Agency
AFFIDAVIT OF NON-COLLUSION

Instructions: This form must be signed by the business's authorized representative and notarized below

The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing Request for Proposal (RFP) (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other respondents, or with any official of the **Florida Buy State Cooperative Purchasing Agency**, or any employee thereof, or any person, business or corporation under contract with **Florida Buy** whereby the respondent, in order to induce the acceptance of the foregoing RFP by the **Florida Buy State Cooperative Purchasing Agency**, has paid, or is to pay to any other respondent, or to any of the aforementioned persons, anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement, or agreement, with any other respondent/s which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing RFP .

1. This is to certify that the respondent, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
2. This is to certify that neither I, nor to the best of my knowledge, information and belief, the respondent, nor any officer, director, partner, member or associate of the respondent, nor any of its employees directly involved in obtaining contracts with **Florida Buy State Cooperative Purchasing**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
3. This is to certify that the respondent, or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the RFP submittal.
4. This is to certify that if awarded a contract, the respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this RFP.
5. This is to certify that the respondent is authorized by the manufacturer(s) to sell all proposed products on a statewide basis.
6. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these RFP forms.

4

<u>Christopher P Butler</u> Authorized Representative (Please print or type) <u>Regional Sales Manager</u> <u>Christopher P Butler</u> Title (Please print or type)  Signature of Authorized Representative	<u>45 Dan Rd.</u> Mailing Address <u>Canton, MA 02021</u> City, State, Zip <u>5.17.21</u> Date
--	---

Subscribed and sworn to before me this 7th day of June, 2021

Notary Public in and for County of OCONEE State of GEORGIA
My Commission Expires on JULY 21, 2023 Signature Shirley E. Horvath

Attachment 10
Florida Buy State Cooperative Purchasing Agency
Uniform Guidance "EDGAR" Certification 2 CFR Part 200

When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the "Uniform Guidance" or new "EDGAR". All vendors submitting proposals must complete this EDGAR Certification form regarding the vendor's willingness and ability to comply with certain requirements which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the vendor's authorized representative check and initial the applicable boxes and sign the acknowledgement at the end of this form. If a vendor fails to complete any item of this form, Florida Buy State Cooperative Purchasing will consider and may list the response, as the vendors is unable to comply. A "No" response to any of the items below may impact the ability of a purchasing agency to purchase from the vendor using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding vendor default are included in Florida Buy State Cooperative Purchasing's terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as Florida Buy State Cooperative Purchasing's terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

Yes, I agree x No, I disagree _____ Initials CPG

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the vendor's return policy. If the participating agency has paid the vendor for goods and services not year provided as the date of termination, vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency's purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency's purchase order, ancillary agreement or construction contract agreed to by the vendor, the participating agency's provision shall control.

Yes, I agree x No, I disagree _____ Initials CPG

3. Equal Employment Opportunity

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

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

Yes, I agree x No, I disagree Initials CPB

4. Davis Bacon Act

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

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

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

Yes, I agree x No, I disagree Initials CPB

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, vendor is required to compute the wages of every mechanic and laborer based on 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 the 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Yes, I agree x No, I disagree Initials CPB

6. Right to Inventions Made Under a Contract or Agreement

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

Yes, I agree x No, I disagree Initials CPB

7. Clean Air Act and Federal Water Pollution Control Act

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

Yes, I agree x No, I disagree Initials CPB

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p.

189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain 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. Vendor certifies that the vendor is not current listed and further agrees to immediately notify Florida Buy State Cooperative Purchasing and all participating agencies with pending purchases or seeking to purchase from the vendor if vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under stat statutory or regulatory authority other than Executive Order 12549.

Yes, I agree x No, I disagree Initials CPB

9. Byrd Anti-Lobbying Amendment

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

Yes, I agree ☒ No, I disagree ☐ Initials CPD

10. Procurement of Recovered Materials

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

Yes, I agree ☒ No, I disagree ☐ Initials CPB

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, vendor agrees that the total price, including profit, charged by the vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the vendors contract with Florida Buy State Cooperative Purchasing.

Yes, I agree ☒ No, I disagree ☐ Initials CPB

12. General Compliance with Participating Agencies

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

Yes, I agree ☒ No, I disagree ☐ Initials CPB

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

Pro-Link

Name of Company



Signature of Authorized Personnel

Printed Name Christopher P. Bruce

Date 5.17.21

Attachment 11
Florida Buy State Cooperative Purchasing
Deviations from Section 6 (Specifications)

Please provide and explanation for items marked "Deviate" from the specifications table listed between A.1 and A.19 in Section 6.


Deviations

Instructions:

1. If "no" is marked with an "X" below, complete this form by signing it at the bottom.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the responder's name and identifying information as to which item the response refers must appear on each page.
4. Deviations to local, state, or federal laws cannot be accepted under this RFP.

<input type="checkbox"/>	No , this responder does not have deviations (exceptions or alternates) to the specifications listed between A.1 and A.19 in Section 6
<input type="checkbox"/>	Yes , this responder has the following deviations to the specifications listed between A.1 and A.19 in Section 6

Specification (describe)	Details of Deviation
no	no

Signature:  Date: 5.17.21

Attachment 12
Florida Buy State Cooperative Purchasing Agency
COMPANY INFORMATION

Please provide updated information for our Florida Buy website. Please include all information you would like to show up on the webpage for your contract. The more information you give

Company Information	
Name	Pro-Link
Logo	
Homepage URL	www.prolinkhq.com
Company Email	Chris.butler@prolinkhq.com
Company Phone	800-745-4657
Company Fax	(781)828-9551
Company Address	45 Dan Rd. Canton MA 02021
Company Overview	National sales and Markeing Group with 100 members
Contract Benefits	Membership of over 100 members throughout USA.
How to Order	cporders@prolinkhq.com or orders direct to member (easiest)
FAQ	
Contact #1	
Name	Chris Butler
Title	Regional Sales Rep
Phone	781-364-7320
Email	Chris.butler @prolinkhq.com
Contact #2	
Name	Mark Prosser
Title	VP of sales
Phone	216.272.0949
Email	Mark.prosser@prolinkhq.com
Other information	
DUNS Number	

the better.