

**Solicitation Number: RFP #070121****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and HMI Industries Inc., 1 American Rd., Suite 1250, Brooklyn, OH 44144 (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 HVAC Systems and Related Services 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.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires August 12, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **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 rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- 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 Sourcewell 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 Sourcewell 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.

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;
- 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 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 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. 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

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 Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, 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 Sourcwell 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;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell 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 Sourcwell, the Supplier will pay an administrative fee to Sourcwell 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 price to offset the Administrative Fee.

The Supplier will submit payment to Sourcwell 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 Agreement 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.

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, stored, used, 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.
 - 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. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. 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.

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.

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-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

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. *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.

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.

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 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). 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 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 not 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 an 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.

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

Sourcwell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcwell 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.

Sourcwell

HMI Industries Inc.

DocuSigned by:
Jeremy Schwartz
C0FD2A139D06489...
By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 8/11/2021 | 3:15 PM CDT

DocuSigned by:
Timothy Duggan
B3EBC2FFEAF343A...
By: _____
Timothy Duggan
Title: Vice President
Date: 8/12/2021 | 2:28 PM CDT

Approved:

DocuSigned by:
Chad Coquette
7E42B8F817A64CC...
By: _____
Chad Coquette
Title: Executive Director/CEO
Date: 8/12/2021 | 2:54 PM CDT

RFP 070121 - HVAC Systems and Related Services

Vendor Details

Company Name: FAMD INC
10601 Memphis Avenue, Suite 1275
Address: Brooklyn, 44144 OH
Contact: Tommy Weilbacher
Email: TWeilbacher@saneck.com
Phone: 616-466-2074
HST#: 83-2412855

Submission Details

Created On: Tuesday June 29, 2021 10:39:12
Submitted On: Thursday July 01, 2021 01:20:16
Submitted By: Tim Duggan
Email: tduggan@filterqueen.com
Transaction #: b1bc4aef-f99d-4f50-a1fb-d8d6f1af5122
Submitter's IP Address: 99.32.89.114

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):	HMI Industries Inc.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Health-Mor, Inc.
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Health-Mor, FilterQueen
4	Proposer Physical Address:	1 American Rd, Suite 1250 Brooklyn, OH 44144
5	Proposer website address (or addresses):	www.filterqueen.com
6	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):	Timothy Duggan, Vice President 1 American Rd, Suite 1250 Brooklyn, OH 44144 tduggan@filterqueen.com 440-846-7837
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Timothy Duggan, Vice President 1 American Rd, Suite 1250 Brooklyn, OH 44144 tduggan@filterqueen.com 440-846-7837
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Dan Duggan, Chairman and CEO 1 American Rd, Suite 1250 Brooklyn, OH 44144 fqap@aol.com 440-846-7814

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
9	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>Health-Mor was founded in 1928. We have been in the business of indoor air quality improvement since our founding 93 years ago. Currently, our core product is the FilterQueen Defender Room Air Cleaner, first invented in 1995. It was submitted to the U.S. Food & Drug Administration (FDA) for certification/registration as a Class II Medical Device, and was approved in 2000 as such. To our knowledge, we have the only portable air cleaner that has been a FDA Class II Medical Device for the past 20 years.</p> <p>Our philosophy in creating the Defender was to take the most current research on air contaminants and particle physics, and incorporate technology that best removes the most harmful of contaminants based on modern science. The result is an air cleaner that removes over 99.99% of particles down to 0.1 micron in size (which is 3 times better than the 80-year-old HEPA standard).</p> <p>Our products are designed for maximum lifetime use with minimal interaction and maintenance needed by the user.</p> <p>Health-Mor has been an accredited member of the Better Business Bureau for decades, and has an A+ rating from the Better Business Bureau. We are an American company, and all our appliances and medical grade filters are built at our world headquarters in Brooklyn, Ohio.</p> <p>Health-Mor has customers in over 40 countries around the world.</p>
10	What are your company's expectations in the event of an award?	Health-Mor expects to provide as many Defender products as needed under this contract. Our products are all built at our world headquarters in Ohio, and we have the capacity to increase production by at least six-fold in our current facility without any need for expansion of space in our existing facility.
11	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.	<p>Health-Mor is privately-held company. In the RFP informational webinar, it was stressed not to upload financial data if we did not want that confidential information to be available to the general public.</p> <p>Our financial strength and stability is best reflected by the fact that we are a successful 93-year-old business. We survived the Great Depression, World War II, and every traumatic event since then. During the COVID-19 pandemic, we were deemed an essential business in Ohio due to the fact that we were producing the only FDA Class II Medical Device air cleaner, and one that filters over 99.99% of particles down to 0.1 micron (with the COVID-19 virus being 0.125 in size).</p> <p>We never closed our doors, and actually increased the number of employees in our company in the last year. Our sales rose dramatically during the pandemic, as we broadened our reach to include schools, government entities, nursing homes, day care centers, dental offices and many other types of customers to our traditional base of residential and small business customers.</p> <p>We have also brought on major new partners, such as Skin Authority, Indoor Doctor, Allergy Buyers Club, Caracal, and others who have brought us (and will continue to bring us) substantial new business.</p> <p>We have recently partnered with the State of Ohio Jobs Program to hire additional employees, including veterans, returning citizens, and the chronically unemployed as we continue our growth trajectory.</p>
12	What is your US market share for the solutions that you are proposing?	We do not have any data that measures this. We have over one million Defenders sold, and Defenders are currently protecting tens of thousands of students in schools around the United States.
13	What is your Canadian market share for the solutions that you are proposing?	We do not have any data that measures this, but our company has had authorized FilterQueen distributors in Canada for over half a century.
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.
15	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. 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? 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>Health-Mor is the manufacturer of the FilterQueen Defender and all FilterQueen products. Health-Mor is the owner of all of the intellectual property, molds, trademarks, and designs for the Defender and all related filtration.</p> <p>Health-Mor has several sales and service channels. We have a direct, in-home sales force in many countries around the world. These are independent distributors.</p> <p>In the United States, we also have a retail sales channel that makes the Defender available to nearly 2,000 retail stores in the U.S. These stores are independently-owned resellers of our products.</p> <p>Health-Mor also sells products directly from its own website (www.filterqueen.com) as well as on our official Amazon Store, and through a select group of industry-specific leaders.</p> <p>It is important to note, however, that for the Sourcewell contract, ALL sales and service will be handled DIRECTLY by Health-Mor from its world headquarters in Ohio, and by Health-Mor employees only.</p>
16	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.	<p>Health-Mor is a registered manufacturer with the U.S. Food & Drug Administration. Our registration number is 3003007759.</p> <p>The Defender Room Air Cleaner is registered with the U.S. FDA as a Class II Medical Device under the category of "Medical Recirculating Air Cleaner."</p>
17	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	N/A.

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
18	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>Health-Mor was selected under NASA's "Adopt-a-City" program in 2016 to perform research on improvements to the performance of the Defender. Working with NASA's Glenn Research Center, NASA and Health-Mor engineers improved the air flow, efficiency and performance of the Defender using NASA's expertise in aerodynamics.</p> <p>Health-Mor has been an accredited member of the Better Business Bureau since 1992, with a BBB file that dates back to 1948. As of June 30, 2021, our BBB Profile gives us an A+ rating, with zero complaints.</p> <p>Satisfaction for the Defender is extremely high from customers rating the product on Amazon, Google, Allergy Buyers Club, and other sites, where our average rating is between 4.5 and 5 stars (out of a possible 5 stars).</p>
19	What percentage of your sales are to the governmental sector in the past three years	Less than 10%, not including the educational sector (see answer 20).
20	What percentage of your sales are to the education sector in the past three years	Less than 10% prior to the COVID-19 pandemic, but during the pandemic that percentage has increased to about 20-25%.
21	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?	N/A
22	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?	N/A

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Cleveland Metropolitan School District (OH)	Patricia Bogdanski	216-838-0377	*
Moraga School District	Sean Anderson	925-297-7138	*
Fairfield-Suisun Unified School District (CA)	Alex Kohler	707-373-5126	*
Westford Public Schools (MA)	Paul Fox, Jr.	978-399-2435	
Vacaville Unified School District	Kim McNeill	707-453-6963	

Table 5: Top Five Government or Education Customers

Line Item 24. 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 *	
Fairfield-Suisun School District	Education	California - CA	Defender Room Air Cleaners and Filters for Classrooms	1,300 Defender units and replacement filters	682,500.00	*
Vacaville Unified School District	Education	California - CA	Defender Room Air Cleaners and Filters for Classrooms	694 Defender units and replacement filters	255,150.00	*
Westford Public Schools	Education	Massachusetts - MA	Defender Room Air Cleaners and Filters for Classrooms	250 Defender units and replacement filters	106,370.00	*
The Meadows School	Education	Nevada - NV	Defender Room Air Cleaners and Filters for Classrooms	140 Defender units and replacement filters	69,860.00	*
Petaluma City Schools	Education	California - CA	Defender Room Air Cleaners and Filters for Classrooms	150 Defender units	54,750.00	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell 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 *	
25	Sales force.	Internal sales force of 15 people, all employees.	*
26	Dealer network or other distribution methods.	Network of 32 Independent Distributors across the United States and Canada.	*
27	Service force.	Network of 32 Independent Distributors across the United States and Canada	*
28	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>The Defender unit requires no maintenance other than periodic filter changes (once per year for the medical grade filter). Changing the filter takes about a minute and requires no tools. It is very simple.</p> <p>Customers can reach us easily in whatever format they prefer: 800 customer service number, a customer service email address, an inquiry form on our website, or via real-time chat functions on both our website and Facebook page. Our customer service is outstanding, and our service team members have an average of 14 years of experience in the FilterQueen product -- so there is no question or issue they cannot cheerfully address instantly.</p> <p>Should repair service be required, the Defender is a FDA Class II Medical Device, so all service is done at our factory by our trained personnel in compliance with FDA rules. In the rare event of a service need, Health-Mor's service representatives arrange for the transport of the unit back here, service to be performed, and shipped directly back to the customer, typically within 3-4 days.</p> <p>As reference, with over a million Defenders sold, Health-Mor receives on average only 2 per week that need service (and many of these because the unit was dropped or damaged by the user, not because of mechanical failure). These are very reliable units, with an expected motor life of over 100,000 hours.</p>	*
29	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	<p>We provide full sales and support to several million customers around the U.S. and Canada. We keep a large inventory in stock in order to be able to ship nearly all orders out either the same day or next day. We handle orders of any size, and provide all shipping arrangements needed with our in-house employees.</p> <p>Our service reps and technicians average over 10 years of experience as employees with Health-Mor, and are fully versed in all aspects of the product from simple filter change guidance to advanced trouble-shooting.</p>	*
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Our same staff in answer 29 above is available to our Canadian customers. In addition, we have an authorized Canadian Distributor with numerous locations in Canada that is also trained to do full service work. We have been active in the Canadian market for over half a century, and our current Canadian Distributor has been with us for 25 years.	*
31	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	N/A	*
32	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?	N/A	*
33	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	N/A	*

Table 7: Marketing Plan

Line Item	Question	Response *
34	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.	We already conduct frequent mailings and phone calls to schools and other government entities, along with targeted electronic advertising in appropriate forums. We have an extensive sales and marketing force in the U.S. and Canada that has built many relationships over the years with influencers in these circles. We will continue to utilize these existing relationships, while also expanding the conversation to point them to Sourcewell as a resource where they can get better pricing on the Defender products as well as other items they may need.
35	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Our in-house marketing department develops and coordinates all of our digital media efforts. We have ongoing advertising using Google Ads, Facebook, Instagram, Twitter and other methods. In addition, our staff creates blog and video content that are both information-based and solutions-oriented. We place this content in the stream where the targeted audience tends to congregate online. As they express interest, we move them down the decision-making funnel step-by-step so they have the relevant content needed for the specific stage they are at in their decision-making. Our team is very-well versed in the effective techniques of imbedding our websites, blogs, videos, and advertising with the optimum search terms, metadata, and key words. We constantly monitor changes in the algorithms used by Google and others so that our efforts remain efficient and effective.
36	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?	We will assign at least two of our staff to become "Sourcewell Experts," and these will be the key resources internally to get the most out of our relationship with Sourcewell. As a 93-year-old sales company with diverse sales channels (in-home, direct-to-consumer, B2B, online, etc.), we adopt and adapt very quickly to each new opportunity. We expect the Sourcewell channel to be full of unique opportunities to find new customers, and we look forward to integrating these contracts into our everyday business processes.
37	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.	Our products are available for purchase electronically via our website. For a government or institutional order, we have set up both volume discount options that calculate automatically based on quantity order. For some institutional customers, we provide them with a unique Promo Code that they can enter when they order, and the system automatically adjusts the price accordingly. All of our web design and e-commerce activity is done in-house by our sales and marketing team (all employees). This gives us maximum flexibility to create unique web landing pages, volume discount tiers, or unique Promo Codes – whichever option works best for the entity, and we do it quickly.

Table 8: Value-Added Attributes

Line Item	Question	Response *
38	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.	Regarding the use of the Defender Room Air Cleaner unit itself, one of its most desirable qualities is that it needs no training to use. It is designed as a "plug-and-play" device that is ready to go right out of the box. The user just plugs it in, and turns it on. The ongoing maintenance is both minimal and simple. Once per year, the user simply unplugs the Defender, removes a hand-nut on the bottom, takes out the old filter and installs the new filter, then replaces the hand-nut. The unit is then ready to run for another whole year. The filter change process takes about 60 seconds to do. We also have a video online that shows how to do this, for people who would like to see it done first before they do it. This strategy has proven very successful over the decades, and is greatly appreciated by our clients. In cases where a client or potential client is looking to be educated on issues related to indoor air quality, air purification technology, and the costs and benefits of different types of indoor air quality solutions, our expert staff is always just a phone call or email away. Often times our institutional clients need assistance in determining the proper quantity and placement strategy of Defenders for their specific facility. Our staff can take the information about their facility (e.g., number of rooms, square footage of each room, layout of the facility, number of people utilizing each space, other ventilation factors, etc.), analyze that information, and present the client with a specific recommendation tailored to their exact needs. In many cases, the client's point of contact with us needs to be able to present the relevant information to their superior, a board, or other approval group. In those cases, we create a Power Point Presentation for that person so they can effectively transfer the factual information in a professional and organized manner. We never charge for any of our technical support or training. Instead, we view our role as experts and educators to be just one of the value-added services that we offer to the public.
39	Describe any technological advances that your proposed products or services offer.	In our view, this may be the most important question in this entire RFP. The HEPA standard, which is what nearly all other air purifiers in the world still use as their standard of capability, is from the 1940's -- and has never been updated in the 80 years since. However, our knowledge of indoor air pollution, of particle physics, and of air purification technology has changed dramatically. The Defender is designed so that it captures over 99.99% of all particles at 0.1 micron in size. We picked that standard because modern research has found that the 0.1 particle size is the HARDEST size particle to capture. Particles larger than 0.1 micron are more likely to impact a filter media, which is intuitive. Counter-intuitive, however, are the findings that particles SMALLER than 0.1 micron are ALSO easier to capture. The reason has to do with a physics phenomenon known as the Browning Effect -- whereby particles smaller than 0.1 are so light that they leave the air flow path at higher rates than the 0.1 particle and therefore also impact the filter media more frequently, just as the larger particles do. Based on these modern research findings, Health-Mor focused specifically on developing a portable air cleaner that could capture the most difficult particle size to catch at a rate of at least 99.99%, with the understanding that everything larger AND smaller will be captured at an even higher efficiency. The important point here is that the Defender was designed SPECIFICALLY to capture the hardest of all particles to capture -- 0.1 micron particles -- at a level above 99.99% on the first pass through. That means that all particles smaller and larger are also being filtered out at a level above 99.99% on the first pass through. That, to us, is the ONLY measurement that really matters because it is the very purpose of buying an air cleaner -- to remove as much bad stuff as possible from the air. Our filtration rating (>99.99% at 0.1 micron), combined with the room changes per hour (10.35 times in a 10 x 10 room on high speed; 6.2 times on low speed), tells the true and accurate story of what the Defender will do in a school, office or medical setting. In 2015, Ghent University Hospital's Infection Control Team was looking for an effective air purifier that could be used in their hospital to protect their patients from harmful contaminants -- especially those with compromised immune systems. They selected the Defender to analyze because of its superior filtration levels. The results of their test, which was published as a study and can be found in the National Institutes of Health library, were so impressive that they are now using Defenders in their hospital. That study can be found here: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4474710/pdf/2047-2994-4-S1-P52.pdf

40	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.	<p>Health-Mor has an ongoing program of review and reduction for the use of cardboard, paper and other resources, and an internal recycling program for all recyclable materials.</p> <p>The Defender has several aspects that make it friendly to the environment. Its energy use is very low, using as little as 29 Watts/0.24 Amps. It produces ZERO ozone, unlike many of the other air cleaners on the market. (The EPA warns Americans NOT to use any air cleaner that produces ozone, citing multiple health hazards from using such devices.)</p> <p>The Defender is approved for sale in the state of California. California has an additional set of strict standards to keep air cleaners that create environmental hazards from being sold or shipped into the state. Our approval from the California Air Resources Board was received a decade ago, in June of 2011.</p> <p>Health-Mor is compliant with the European Union's "Waste from Electrical and Electronic Equipment (WEEE)" standard. Our indoor air quality appliances are designed for long-term sustainability, and every one of the appliances made going back at least until the 1940's can still be serviced today. In other words, even a Health-Mor appliance built 75 years ago has all the parts and service expertise still available to keep it operating as well or better than when it was first built. We believe that once we make a product, we have an obligation to provide parts and service for that product for at least 50 years.</p>
41	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.	Our approval from the California Air Resources Board was received a decade ago, in June of 2011.
42	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.	N/A
43	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>Health-Mor has 93 years of continuous experience in solving indoor pollution problems. We innovate and apply modern research, materials and design techniques to our products, while maintaining a goal of making products that are durable for decades.</p> <p>We are a proud American company that has exported products and knowledge to over 40 countries around the world, with a distribution network that brings us vast experiences and knowledge of new technologies and concerns in real time.</p> <p>Most of our suppliers are located in North America, with a large percentage located within a few hours of our world headquarters in Brooklyn, Ohio. This allows for great consistency in our ability to supply any amount of product needed in a short time-frame. For orders of up to 1,000 Defender units, the turnaround time is typically 1-3 days. Larger orders can typically be accommodated within 1-2 weeks.</p> <p>Most other air cleaners are private-labeled products made in Asia. During the pandemic, many experienced months-long interruptions in their supply chains. We experienced absolutely no interruptions.</p> <p>Our FDA Class II Medical Device status also distinguishes our company and the Defender product. As an FDA-registered company, we are subject to regular audits and inspections mandated by the FDA, and must meet the documentation, manufacturing and quality standards necessary to pass these audits. This requires an intense and substantial level of quality and consistency in order to remain in compliance year in and year out. This is one of the reasons that the Defender is the only air purifier that has been registered with the FDA as a Class II Medical Device for the past twenty years.</p> <p>We offer our advice and expertise free of charge, whether or not we are chosen as the supplier for a school or entity. We believe that the more data and education an entity has, the better-informed their decision will be. We happily supply the documents to back up every one of our product claims.</p>

Table 9A: 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 *
44	Do your warranties cover all products, parts, and labor?	Yes, our warranty is a complete two-year warranty. After the two-year warranty, the entity may choose an extended service option indefinitely. The extended service option, which is \$89 per year, INCLUDES a free annual Medi-Filter Cartridge. By purchasing this option each year, the Defender will continue to be covered indefinitely under Health-Mor's manufacturer's warranty terms, AND the entity will not have to pay for their Medi-Filter cartridge each year.
45	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No. The warranty has no usage restrictions. The Defender is designed to operate 24-hours a day, 7 days a week. It cannot be overused, and we encourage 24-hour usage for maximum benefit.
46	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Since the Defender is a Class II Medical Device, all repairs are done at our manufacturing headquarters in Ohio. We arrange shipment of the product to and from our facility.
47	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?	No. Because the Defender is a Class II Medical Device, all repairs for U.S. units are done at our manufacturing headquarters in Ohio. For Canada, we can arrange service either through our Canadian Distributor network, OR directly from our manufacturing headquarters -- whichever option works best for the Canadian entity.
48	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?	N/A
49	What are your proposed exchange and return programs and policies?	We accept returns for all items not used for up to 90 days. We do NOT charge any restocking fee.
50	Describe any service contract options for the items included in your proposal.	Other than the service option described in Answer 44, we do not have any other service contract options. However, we would be happy to develop service options with an entity who wished for additional options. As the Defender is designed to be simple to use and maintenance-free (other than the annual filter change), service contracts are typically not applicable to our product.

Table 9B: Performance Standards or Guarantees

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

Line Item	Question	Response *
51	Describe any performance standards or guarantees that apply to your services	Our products will perform as promised, guaranteed. We place no limitations on this guarantee.
52	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.)	N/A

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *
53	Describe your payment terms and accepted payment methods?	Payment is typically requested 30 days from shipment. However, if an entity has specific needs for extended terms, we can usually accommodate their needs. We accept payment by check, ACH, or wire transfer.
54	Describe any leasing or financing options available for use by educational or governmental entities.	We do not have any leasing options. We can offer payment terms to educational or government entities on a case-by-case basis. For example, if an entity wanted to pay 33% in 30 days, another 33% in 60 days, and the balance in 90 days, we can usually accommodate that where needed. We do not charge interest under any of our payment arrangements.
55	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	When an entity sends us a request for a quote, we email a quote based on the desired specifications. This quote will include all taxes (if applicable) and shipping (if applicable). The entity will then send a P.O. for the order, at which point the order is entered into our system. Upon shipment, the entity will be sent the shipping information (including tracking numbers and contacts) and an invoice. We typically grant Net 30 day terms to all school and government entities, but on a case-by-case basis we can extend this up to 60 days. At the moment we are transitioning from GP to NetSuite for our manufacturing and CRM systems. Both GP and NetSuite are integrated programs that track an order from the quote stage to the order and shipment and payment stages. Full reporting capabilities are part of the NetSuite program.
56	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.	Our documents will include (as needed by the entity) a quote, an order acknowledgement, a shipping confirmation, and an invoice.
57	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?	We are not set up for the P-card procurement and payment process, but are willing to do so if that is desired by Sourcewell or its participating entities. We would not charge an additional cost for entities using this process.

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 *
58	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 standard retail price for the Defender Room Air Cleaner is \$799.00. This is the price of the unit when purchased either from our website (www.filterqueen.com) or on our Amazon Store. The Sourcewell Discount price is \$349.00. The standard retail price for the annual Medi-Filter Cartridge is \$139.95. The Sourcewell Discount price is \$69.95. The Defender also has an optional activated charcoal wrap, which some entities may wish to use in situations where odors or gasses are a concern. The standard retail price for the Enviropure Charcoal Wrap is \$39.95. The Sourcewell Discount price is \$19.95.
59	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.	The proposal price for the Defender represents a 56% discount from our list price. The proposal price for the annual Medi-Filter Cartridge represents a 50% discount from our list price. The proposal price for the optional Enviropure Charcoal Wrap represents a 50% discount from our list price.
60	Describe any quantity or volume discounts or rebate programs that you offer.	Our Sourcewell proposal price is deeply discounted for any quantity of orders. There is no minimum quantity necessary to benefit from this discount. For very large volume orders from a single entity (over 1,000 units), we may be able to offer even higher discounts.
61	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.	N/A. Since the Defender is an FDA Class II Medical Device, all products and parts associated with it come from our FDA-audited manufacturing site. There are no "non-standard" options included for this medical device.
62	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.	There are NO additional costs for these products.
63	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Health-Mor works with over a dozen pre-screened and qualified shipping companies, so we can usually get the best rates available for any entity ordering from us. Our policy is to get at least 3 quotes for any shipment, and to choose the least expensive option for the entity. For entities that wish to arrange their own shipping, we fully accommodate those requests as well. It is always up to the entity to determine what method works best for them.
64	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	We have regular shipments already each month to Hawaii and Canada. These work exactly as described in Answer 63. While we do not have any Distributors in Alaska at present, the shipping options would be UPS or FedEx for smaller quantities, or a trucking company for larger quantities.
65	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Our deliver methods and options are all standard. We have flexible options for our trucking where we can add a lift gate, insurance, or other options if requested by the entity.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
66	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	The pricing we typically sell the Defender for to large volume school entities is \$499. The Sourcewell price we are offering is an additional \$150 below that pricing.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
67	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.	Our new NetSuite program has powerful and flexible reporting capabilities. Every Sourcewell entity that requests a quote from Health-Mor will be permanently identified from the beginning as a Sourcewell-based order. With that identifier, we can run daily, weekly, monthly, quarterly and annual reports of quotes, sales, shipments, product quantities, prices, etc. These reports will be submitted to Sourcewell as requested by Sourcewell, and all related information will be available to Sourcewell at any time for inspection or audit.
68	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.	Our primary metrics will be: 1) Number of individual entities requesting quotes; 2) Number of individual entities placing orders; 3) Overall volume of product ordered; 4) Diversity of entity locations; 5) Diversity of entity types.
69	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.)	Health-Mor proposes a 3% fee paid to Sourcewell. This fee will be calculated from the sales price of all Defender units and replacement filters purchased by Sourcewell entities.

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

Line Item	Question	Response *
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	We offer the FilterQueen Room Air Cleaner, an FDA Class II Medical Device that is portable and easy to use. This device is used in classrooms, medical offices, dentist offices, surgical centers, hospitals, courthouses and various local, state and federal government offices. The Medi-Filter Cartridge in the Defender filters over 99.99% of particles down to 0.1 micron in size. This is 3 times BETTER than the HEPA standard (which was created 80 years ago and has not been updated since). The Enviropure Activated Charcoal Wrap is an activated carbon wrap that can be added to the Defender for situations where odors or gasses are a concern. It is made of HEGA (High Efficiency Gas Absorption) material to remove over 300 gasses and odors.
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Indoor Air Quality System

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
72	HVAC, IAQ, and water heating or treatment infrastructure, equipment, components, products, parts, and related technology	<input checked="" type="radio"/> Yes <input type="radio"/> No	The Defender is an FDA Class II Medical Device Room Air Cleaner. It is a portable device that removes over 99.99% of particles down to 0.1 micron (3 times smaller than HEPA).
73	Sensors, controls, thermostats, gauges, and system automation or management products and technology	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A
74	Services related to the offering of the solutions described in Lines 72 and 73 of Table 14B above, including installation, maintenance, repair, refurbishment, replacement, system upgrades, emergency or short-term HVAC equipment rental, assessment, integration, training, support, and customization	<input checked="" type="radio"/> Yes <input type="radio"/> No	No installation is necessary, as these are designed to be "plug-and-play" devices that simply need to be plugged in and turned on. There is not installation or programming necessary. Our services do include any repair or replacement that needs to be done on the products for the entire lifetime of the products, as well as making all replacement filters available for purchase as needed. All entities will have access to all of our customer service support personnel and engineering staff as needed to answer any questions about the products or to help determine suitability of the products for the purpose intended by the entity.

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

Line Item 75. NOTICE: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
N/A	N/A	N/A

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](#) - PRICING - Line Item 58 - SKUs and Pricing for Defender Room Air Cleaner Line of Products.xlsx - Thursday July 01, 2021 01:14:03
- [Financial Strength and Stability](#) - FINANCIAL STABILITY - Line Item 11 - Letter from TCF Bank Stating HMI Industries' Good Standing - June 30 2021.pdf - Thursday July 01, 2021 01:14:18
- [Marketing Plan/Samples](#) - MARKETING PLAN-SAMPLES.zip - Thursday July 01, 2021 01:14:32
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information (optional)
- [Standard Transaction Document Samples](#) - STANDARD TRANSACTION DOCUMENT SAMPLES.zip - Thursday July 01, 2021 01:14:45
- [Upload Additional Document](#) - ADDITIONAL DOCUMENTS.zip - Thursday July 01, 2021 01:15:01

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 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. - Timothy Duggan, Vice President, HMI Industries Inc.

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_4_HVAC_Systems_Services_RFP_070121 Tue June 22 2021 04:10 PM	<input checked="" type="checkbox"/>	1
Addendum_3_HVAC_Systems_Services_RFP_070121 Wed May 26 2021 04:55 PM	<input checked="" type="checkbox"/>	1
Addendum_2_HVAC_Systems_Services_RFP_070121 Tue May 18 2021 03:45 PM	<input checked="" type="checkbox"/>	1
Addendum_1_HVAC_Systems_Services_RFP_070121 Mon May 17 2021 01:50 PM	<input checked="" type="checkbox"/>	1