

**Solicitation Number: RFP #031423****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Henderson Products Inc., 1085 South 3rd Street, Manchester, IA 52057 (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 Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems 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 May 30, 2027, 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 other 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 or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

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

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

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

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

7. CUSTOMER SERVICE

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, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the 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 Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

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

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

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

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

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

11. INDEMNITY AND HOLD HARMLESS

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

12. GOVERNMENT DATA PRACTICES

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

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. Use; Quality Control.

- a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

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

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

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

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

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 liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms 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 cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

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

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

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

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

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

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

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

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's

Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

Henderson Products Inc.

DocuSigned by:
Jeremy Schwartz
C0FD2A139D06489...
By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 5/17/2023 | 6:42 PM CDT

DocuSigned by:
Todd Fierro
3BFE2EA1F90B4C5...
By: _____
Todd Fierro
Title: President
Date: 5/17/2023 | 2:53 PM CDT

Approved:

DocuSigned by:
Chad Coquette
7E42B8F817A64CC...
By: _____
Chad Coquette
Title: Executive Director/CEO
Date: 5/17/2023 | 9:23 PM CDT

RFP 031423 - Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems

Vendor Details

Company Name: HENDERSON PRODUCTS INC
Address: 1085 SOUTH 3RD STREET SOUTH
MANCHESTER, IOWA 52057
Contact: JANET TOBIN
Email: JTOBIN@HENDERSONPRODUCTS.COM
Phone: 563-927-7267
Fax: 563-927-2521
HST#: 27-1184835

Submission Details

Created On: Saturday February 04, 2023 09:00:25
Submitted On: Monday March 13, 2023 14:43:24
Submitted By: JANET TOBIN
Email: JTOBIN@HENDERSONPRODUCTS.COM
Transaction #: 0833cfb8-a337-4ae1-a1ba-adca5d4c7929
Submitter's IP Address: 173.184.198.70

Specifications

Table 1: Proposer Identity & Authorized Representatives

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

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	HENDERSON PRODUCTS INC
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	THERE ARE NO SUBSIDIARY ENTITIES
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	THERE ARE NO ASSUMED NAMES OR DBA
4	Provide your CAGE code or Unique Entity Identifier (SAM):	KXC5MM6Z17X9 (SAM NUMBER)
5	Proposer Physical Address:	CORPORATE HEADQUARTERS & MANUFACTURING FACILITY: 1085 SOUTH 3RD STREET MANCHESTER IA 52057 UPFIT AND SERVICE CENTERS: (1) 11921 SMITH DRIVE HUNTLEY IL 60142 (2) 916 S.10TH STREET MANCHESTER IA 52057 (3) 400 W. SAINT EUNICE ROAD FULTON MO 65251 (4) 94 NORTH DELL AVENUE KENVIL NJ 07847 (5) 22686 FISHER ROAD WATERTOWN NY 13601 (6) 2177 STATE ROUTE 19 BUCYRUS OH 44820
6	Proposer website address (or addresses):	WWW.HENDERSONPRODUCTS.COM
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Todd Fierro, President Henderson Products Inc 1085 South 3rd Street Manchester IA 52057 tfierro@hendersonproducts.com 563-927-7121 (work) 563-929-0167 (mobile)
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Janet Tobin, Contract Administrator 1085 South 3rd Street Manchester IA 52057 jatobin@hendersonproducts.com 563-927-7267 (work)
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Glenn Beck, Vice President Sales 1085 South 3rd Street Manchester IA 52057 gbeck@hendersonproducts.com 563-927-7214 (work) 570-362-0955 (mobile)

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	"In 1946, Henderson Manufacturing was founded by Ollie Henderson in Cedar Rapids, IA to manufacture agricultural attachments and spreading equipment. Ollie moved Henderson Manufacturing to Manchester, IA in 1958. Today, our products include a wide range of innovative dump bodies, snow plows, sand & salt spreaders, anti-ice systems, pre-wetting systems and combination bodies for heavy-duty trucks, as well as state-of-the-art brine production and management equipment. All of our products are produced in our 175,000 sq. ft. facility located in Manchester IA. Unlike most manufacturers, Henderson offers many custom features and benefits in each product category that improve user convenience and safety. Henderson's commitment to customers has earned it the reputation as ""The Dependable Ones"". Our core values are Grow, Improve, and Engage. We strive to keep the roads safe. "
11	What are your company's expectations in the event of an award?	We expect that between marketing, sales, and the Sourcwell contract we will provide a solution to Sourcwell members' needs for brine making equipment and services to keep roads safe for travel.
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	"Douglas Dynamics, Inc. who owns 100% of Henderson Products, Inc. is a well-known seasoned issuer on the New York Stock Exchange. We have had over \$480 million in sales in each of the last 3 years with adjusted EBITDA over \$75.0 million in each of these years as well. We have over 1,800 employees across all of our 21 locations. As of December 31, 2022, we had liquidity comprised of \$119.8 million comprised of approximately \$20.7 million in cash and cash equivalents and borrowing availability of approximately \$99.1 million under our revolving credit facility. <ul style="list-style-type: none"> • Financial Strength: DOC_Table 2_EXHIBIT B.1 Douglas Dynamic 2022 Annual Report • Credit: DOC_Table 2_EXHIBIT B.2 Douglas Dynamics Credit Agreement • Brand History: www.hendersonproducts.com
13	What is your US market share for the solutions that you are proposing?	Based on internal historical data, Henderson has approximately 30% market share in the automated brine maker category in the USA. There are currently no 3rd party agencies monitoring the industry to know a certain percentage.
14	What is your Canadian market share for the solutions that you are proposing?	Based on internal historical data, Henderson has approximately 5% market share in the municipal snow and ice industry in Canada. There are currently no 3rd party agencies monitoring the industry to know a certain percentage.
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	Douglas Dynamics, Inc.(owner) nor Henderson Products Inc have never petitioned for bankruptcy protection.
16	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?	Item (b) best describes Henderson Products Inc. We manufacture products dedicated to the snow and ice control industry specializing in Brine Equipment as applies to this RFP. Henderson utilizes six (6) installation distribution centers; one in each of the states of Iowa, Illinois, Missouri, Ohio, New Jersey and New York. We have 50+ dealers to cover the remainder of the key snow and ice geographical areas of the United States and Canada. Henderson utilizes manager positions aligned with each of the six installation distribution centers to coordinate sales and customer satisfaction for aftermarket support. There are additional resources focused solely on brine equipment sales with an aligned one-to-one relationship with a Henderson technical support specialist providing installation and service support. All of these direct go-to-market resources are employed by and managed directly by Henderson Products Inc. Our partnering dealers and their employees are managed independently.
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Henderson Products have opportunities to bid through our distributor/dealer network. Those distributor/dealer entities are the prime bidder and responsible for holding certification and licenses to conduct business in their states. Henderson certifies that an order under the Sourcwell contract will be processed according to the participating entity's states' laws and regulations.
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	None

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	New York State Association of Town Superintendents of Highways 2021 Vision Award - demonstrates ongoing exceptional service to New York's local highway industry. Henderson Corporate was designated as one of the 2022 Best Places for Working Parents in Iowa, a testament to the benefits offered to our employees. The Illinois Installation Facility was a McHenry County IL Business Champion nominee in 2017 and 2018.
20	What percentage of your sales are to the governmental sector in the past three years	90% of our end-users are in the government sector, either through our own sales divisions or through our dealer network.
21	What percentage of your sales are to the education sector in the past three years	5% of our end-users are in the education sector, either through our own sales divisions or through our dealer network
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	We do hold or are listed as a subcontractor on additional State / DOT Contracts. Some examples with 3 year Sales: Ohio DOT(\$899,040), Virginia DOT (\$1,294,578) and Pennsylvania DOT (\$1,311,414)
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Henderson does not have a GSA contract.

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *
City of Cedar Rapids, IA	Joy Huber, Fleet Manager	319-286-5886
City of Batavia, NY	Scott Allen, Superintendent	585-344-8508
Village of Oak Park, IL	Rob Sproule, Public Works Director	708-358-5700

Table 5: Top Five Government or Education Customers

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

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
Pennsylvania Department of Transportation	Government	Pennsylvania - PA	Brinemakers/Installation	1 to 2 Brinemakers Per Order	\$1,311,414
Virginia Dept of Transportation	Government	Virginia - VA	Brinemakers/Installation	1 to 2 Brinemakers Per Order	\$1,294,578
Ohio Department of Transportation	Government	Ohio - OH	Brinemakers/Installation	1 to 2 Brinemakers Per Order	\$899,050
Indiana Department of Transportation	Government	Indiana - IN	Brinemakers/Installation	1 to 2 Brinemakers Per Order	\$627,786
Missouri Department of Transportation	Government	Missouri - MO	Brinemakers/Installation	1 to 2 Brinemakers Per Order	\$241,881

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number

of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	Henderson Products has a specific BrineXtreme Dealer Network in the United States and Canada that focus on liquid brine solutions products. Additionally, Henderson has direct sales & Technical Service & Installation Managers providing demonstrations with BrineXtreme demo trailers to demonstrate the production of salt brine at the customer location
27	Dealer network or other distribution methods.	Because Henderson BrineXtreme brinemakers require customer location installation and service, Henderson Products have both dealer (distributor) network, six company operated facilities (IA, MO, IL, OH, NY, NJ) and Henderson direct sales and field service-installation technicians in the United States and Canada. Each dealer has a local market sales force and focus on liquid brine solutions technologies. In addition, dealers support our municipal customers with parts and service. Our direct sales and technical field service group provide on-site customer demonstrations, site surveys for installation estimates, customer installations and service. Customer demonstrations of the equipment is a integral parts of the sales process. Henderson has mobile trailer installed brinemakers to provide live brine demonstrations at the customer location to show the features and benefits of our brinemaking and truck-fill station products.
28	Service force.	Henderson Products has six company operated facilities (IA, MO, IL, OH, NY, NJ), BrineXtreme specific dealers and 4 Henderson BrineXtreme Technical Service and Installation Managers. Because our Brine Products are at our customer's facility, our dealers and Henderson have company direct field service support. All brinemakers come equipped with a cellular gateway that provides the ability for our service personnel to operate and troubleshoot the brinemaker controls remotely by use of an BrineXtreme brinemaker app on a cell phone/or tablet. Because the customer's brinemaker is the heart of their snow and ice control program, it is imperative Henderson BrineXtreme has the ability to troubleshoot remotely for prompt service correction.
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	In our direct sales channel, Henderson Sales Reps and Inside Sales works with the Sourcewell member to quote as desired. Since in most cases installation is required at the customer location, a site survey is performed to determine the scope of the installation and provide direction of electrical and water source. Henderson has a BrineXtreme configurator for equipment quotations. Once quotations including installation and equipment have been provided to the customer, upon receiving the Purchase Order, the Inside Sales group enters the order. Once the order is entered in the system, the manufacturing scheduling begins. An order confirmation is sent to the dealer or customer. Once confirmation is provided to the dealer or customer, based on the delivery date of the product, installation is scheduled at the customer location for final delivery and training.
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Henderson Products strives to provide the best customer service in the brinemaker industry. At corporate headquarters, we are staffed with Inside Sales and Tech Service Representatives are available daily. Our Technical Field Service Reps have a company service truck and provides both field service at customer location and phone technical support. Each Technical Field Service representative have a region (3 US/Canadian regions) they serve to provide prompt field service support. Each brinemaker is equipped with a cellular gateway and with a cell phone/ or tablet app provides real time service troubleshooting of the system. In addition, Henderson has pre and post season maintenance programs that provide system operational review, advice on maintenance/repair components and operator training. Our pre and post season programs have become very popular and growing in excess of 20% per year because it assists the customer in making certain their brinemaker is free of service issues in the winter season. All employees are incentivized through annual reviews and compensation increases, and customer service is a contributing metric.
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	With Henderson's six local market facilities (IA, MO, IL, OH, NY, NJ) and our BrineXtreme specific dealers in the US, direct sales and Techical Service support we provide equipment, installation services and parts support throughout the United States. We attend multiple National Association Municipal Conferences and Local Market Association Municipal Conference, an indication of our on-going support and dedication to the customer base.
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Henderson Products has 2 key dealers in Canada that have multiple locations and have provided training to our dealers to support all Canadian Provinces. Our Field Service Technicians, if needed, travel to Canada to assist our dealers to support systems in Canada. Additionally, we have made our BrineXtreme control cellular gateways compatible to Canadian cell network to remotely troubleshoot and program thru our BrineXtreme cell phone / tablet app.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Henderson Products is able to service all 50 States in the U.S and all Provinces in Canada.

34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	All Sourcewell participating entities, including Canada / Canoe, will be included in our offering.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	We actively do business in Alaska with a strong dealer to support, so there are no known requirements or restrictions on services and products. Although Henderson has no dealers in Hawaii we have the capability to support that state if/when the need arises.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Our shows and events will include the Sourcewell banners and flags. Our product literature will include the official Sourcewell brand logo as well as our contract number. Henderson Products Inc will update all videos to include Sourcewell. Our website has a dedicated page for national contracts where Sourcewell will be featured. This page provides all existing Sourcewell Members our active contract numbers and also provides new/potential Sourcewell members with the information needed to buy Henderson products through Sourcewell. In addition, the following strategies will be utilized to promote the contract: a) On the Henderson Products Inc website – 150,000 visits per year b) Include the opportunity within all relevant print and/or digital advertising campaigns, national and local c) Include the opportunity within all relevant e-blasts – 70-90 sent out each year d) Inclusion in our annual calendar, for year round coverage which is distributed to over 3,000 customers each year e) Generate a specific/promotional flyer to be used by all sales personnel	*
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Henderson Products Inc currently utilizes social media for weekly updates as a blast to our followers. New products are added to a video channel which is made available to the public for purpose of features and benefits, as well as proper operation. Henderson Products Inc regularly reviews metadata captured on our social media posts and is altered when we release new clips. The metadata is used in the business development for how we staff our parts department based on when our material is viewed in and out of use season. Henderson Products Inc utilizes a CRM email blast function, a customer engagement platform, to promote new products and contracts.	*
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	We believe Sourcewell's role is to provide support to integrate larger accounts to adapt Sourcewell contracts either by piggyback of Sourcewell contract, participating addendums from any state or thru adaptation of Sourcewell as the recognized purchasing vehicle. For our general municipal customers - Sourcewell's attendance at municipal trade shows is very helpful support to answer customer questions and additional promotion of the contract. Henderson will provide Sourcewell contract pricing thru our BrineXtreme price configurator indicating the Sourcewell contract #, Logo and discounts applied. We will advertise the Sourcewell contract on our literature and other promotional tools.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Henderson does not offer an e-procurement ordering process at this time. Henderson Products Inc utilizes both an outside dealer network and an internal sales force as our channel to customers for whole good and installation sales. After-market sales for parts, service, and warranty are handled through our installation facilities, regional technicians, or through our partnering dealers. While Henderson Products Inc is able to deliver customizable whole goods, it is important our employees are available and included during ordering to ensure proper specifications and aftermarket customer service.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
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40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Henderson offers an optional pre-season and post season machine preparation and inspection. During this time hands on training and maintenance tips will be performed as part of the program. Henderson Products has BrineXtreme specific dealers and 4 Henderson BrineXtreme Technical Service and Installation Managers who provide the pre and post season service program. Because our Brine Products are at our customer's facility, our dealers and Henderson have company direct field service support. In addition, as part of the training all brinemakers come equipped with a cellular gateway. This provides the ability for our service personnel to operate and train users. The brinemaker can be remotely controlled by use of an BrineXtreme brinemaker app on a cell phone/or tablet. New installations are provided with operator training as outlined in the attached pricing workbook.	*
41	Describe any technological advances that your proposed products or services offer.	All of our brine makers feature continuous flow technology which provides high output of salt brine at precise salt concentration by use of feedback from density meter sensor. Most competitors in the field offer batch production which many time is a manual process. By doing this our concentration levels are very accurate and keeps logs of what was produced. All of our production equipment has standard cell gate ways so that the BrineXtreme control system can be operated remotely. We also have patents on our continuous self-cleaning machine that allows uninterrupted brine production while removing unwanted sediment. In addition, we can reach production flows exceeding 6,000 gallons per hour with our continuous flow technology.	*
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>"The major impacts from winter maintenance practices come from fossil fuel emissions and chloride damage to the environment (storm water, drinking water sources, inland lakes, and infrastructure). While, to our knowledge, there is no certifying body for snow and ice control equipment in this regard, Henderson has taken an industry leading role in the development of green technology. This provides for faster – more efficient achievement of performance objectives reducing greenhouse gas impacts from post storm clean-up operations as well as increased precision in material application systems that regulate and reduce material application rates, retaining more of it on the target surface and out of green spaces. Henderson's ""Green"" program targets three key areas: Environmental Sustainability, Economic Viability and Public Safety. Environment - helping maintain cleaner roadside, ditches and ground water. Economy - cutting costs by reducing application rates (up to 50%), the number of trips required, manpower required and fuel consumption. Safety - improving travel conditions faster and more effectively. Please note our green products are not sanctioned nor certified by any agency. Please see attached Exhibit E Henderson Green Brochure"".</p> <p>Henderson Products Inc operates on the basis of LEAN principals for both manufacturing and management, having at its core a "reduce waste" objective. This involves everything from reducing the amount of scrap (nesting, design for manufacture) to reducing travel (less gas, less emissions, etc.) Our manufacturing facilities have implemented robust recycling programs for the following items: Batteries, Light bulbs, Ballasts, Electronic components, Absorbent matting, Waste oil, Cardboard, Scrap metal, brass/copper, Bottles/cans, Confidential documents (shred and recycled).</p> <p>As a division of Douglas Dynamics, Henderson utilizes the Douglas Dynamics Management System (DDMS) for LEAN manufacturing and operating management. To spearhead its efforts to advance both sustainable operations as well as innovation in product design to reduce the environmental impacts of our products as used in the field, in 2016 Douglas Dynamics established the position of Sustainability Manager. "</p>	*
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	The BrineXtreme control panel is UL certified.	*
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Henderson Products Inc has no WMBE or SBE certifications.	*

45	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?	"As a custom manufacturer, we have the unique ability to meet many application and equipment specifications our customers require. With six installation and service locations, Henderson Products Inc ensures our customers the most complete snow and ice fighting solutions and service available. Henderson Products Inc also utilizes direct sales for our Brine product line, which has a one-to-one relationship with an installation and aftermarket technician. This close partnership facilitates consistent and effective communication. Henderson's management leadership is dedicated to quality and leading edge innovative products and solutions for municipal snow and ice removal. Henderson's sales staff are experienced, trained, dedicated and highly technical resources for providing customers with total solutions to their snow and ice removal needs. Henderson Products Inc holds patents on several innovative products, including our industry exclusive BrineXtreme Infinity with Auto Clean™ Technology which provides continuous brine making capability. "	*
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Table 9: Warranty

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

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	Yes	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Operator negligence not following requirements for service in the manual is not covered under warranty	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Warranty only covers parts and labor for removal and installation	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Henderson can cover all geographic regions. All service and warranty will be supported through our Tech Service department for planning and scheduling of customer needs.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Yes, all warranty and service for product made by other manufactures will be handled through Henderson Technical Service department if provided on original order from Henderson.	*
51	What are your proposed exchange and return programs and policies?	Henderson Warranty Policy and process is attached.	*
52	Describe any service contract options for the items included in your proposal.	Henderson provides full turnkey, retro, spare parts, and/or service as needed per customer request.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Payment terms for equipment and turnkey trucks are net 30 days after shipment or cash in advance. We accept corporate checks, money orders, ACH and wire transfers as different forms of payment.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	Currently, Henderson does not have a leasing program or financing options available.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Sourcewell Members will be provided a quote from the Sourcewell contract. The Sourcewell Member will issue purchase order directly to Henderson or an authorized Henderson dealer trained to sell the Sourcewell contract. Henderson will process PO from either Sourcewell Member or Dealer into a Customer Order. A line item on the Customer Order will indicate the order is related to the Sourcewell contract. Product and upfitting services will be invoiced when products or completed trucks are shipped. All purchase orders, customer orders and invoices are recorded in a Sourcewell Sales Report to track sales activity and administration fees. All documents are retained for audit purposes. Please refer to Table 13_Audit Process. Examples of Henderson quote and invoice as follows: QUOTE 160819 CITY OF BELTON and INVOICE 363380 CITY OF BELTON	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Henderson does accept P-card and credit card payments for purchases \$2,000 or less per total order. Purchases greater than \$2,000 per total order require check, money order, ACH, or wire transfer.	*

Table 11: Pricing and Delivery

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

Line Item	Question	Response *
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	The pricing workbook as provided in the upload section of the response, provides our MSRP list pricing. Sourcewell members have access to all products offered in our pricing workbook and will receive a 10 % discount off MSRP list price. Each line item has a unique identifier to help differentiate the product options. Our Brine makers and truck fill station are configurable products that allow the Sourcewell member to customize their unit to best fit their needs and budget.
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	The pricing discount Henderson Products, Inc is proposing to the Sourcewell member is 10% off the MSRP List pricing as noted in the pricing workbook attached.
59	Describe any quantity or volume discounts or rebate programs that you offer.	Additional discounting for brine makers and truck filling stations will be considered for Sourcewell members as follows: 5-9 units, 3% additional discount; 10-15 units, 5% additional discount; 16+ units, 7% additional discount
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	All open market items as requested by the Sourcewell member, will be quoted on an individual basis.
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Freight is not included in the list pricing provided for the brine makers, truck fill stations, storage tanks, and shelters. Freight is the responsibility of the Sourcewell member. Installation pricing is provided in the workbook. Training is included in the installation price for up to five-users after initial installation is complete and at start up. Additional installation materials, labor or training will be quoted to the Sourcewell member as requested.
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Henderson works with a variety of freight carriers to provide the best freight rates possible for all products manufactured and shipping from our facility. In the event of sourced or open market items, Henderson may elect to ship direct to the Sourcewell member and freight terms will be prepaid and invoiced to the member.
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	All freight or shipping outside of the continental United States (including Alaska, Hawaii, and Canada) is the responsibility of the Sourcewell member.
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Henderson does not have any unique distribution or delivery methods.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Henderson Products Inc will utilize our configurator quoting tools for pricing all Sourcewell customer quotes. When the quote is to a Sourcewell customer, the configurator quote must contain the Sourcewell member number to activate the proper discount to match the pricing submitted to Sourcewell for this contract. When an order is placed by a Sourcewell member, our order entry personnel must include an item number on the customer order that represents the Sourcewell/Henderson contract plus enter the Sourcewell customer's member number in the header record of our customer order. The Contract Administration department is responsible for the gathering and reporting of all booked / invoiced orders quoted through the Sourcewell/Henderson contract. Henderson allows our dealer network to quote using the Sourcewell/Henderson contract. Once the products and/or services are invoiced to the Sourcewell customer, the Contract Administration department logs in to the administrative fee report the sales amount, invoice number and date and the appropriate administration fee is applied. Please refer to supporting document titled DOC_Table 13_Audit Process for Compliance with Sourcewell Contract for detailed flowchart.
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Growth in Sourcewell sales year over year, new customer acquisitions are two examples of metrics we would monitor to evaluate success on the contract. In addition, our sales team be fully educated on how Sourcewell can streamline the municipal procurement process.
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Henderson proposes paying 2% on all sales

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

Line Item	Question	Response *
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Mobile and stationary brine makers, truck fill stations, storage tanks, shelters, service and installation.
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Brine makers are available with integral or remote mounted control systems, we offer both pre and post season inspection and service contracts. Installation includes a pre-site survey consultation

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

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

Line Item	Category or Type	Offered *	Comments	
71	Salt;	<input type="radio"/> Yes <input checked="" type="radio"/> No	Henderson Products Inc does not provide the raw material	*
72	Brine;	<input type="radio"/> Yes <input checked="" type="radio"/> No	Henderson Products Inc does not provide the raw material	*
73	Anti-icing or or de-icing solids, liquids, and agents designed or intended for de-icing or anti-icing applications;	<input type="radio"/> Yes <input checked="" type="radio"/> No	Henderson Products Inc does not provide the raw material	*
74	Storage tanks and systems designed to produce brine, anti-icing, or de-icing agents with related supplies and accessories	<input checked="" type="radio"/> Yes <input type="radio"/> No	Brine making equipment and truck filling stations	*

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

Line Item 75. NOTICE: To identify any exception, or to request any modification, to the Sourcwell 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 Sourcwell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

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 Sourcwell 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 Sourcwell.
3. Sourcwell may reject any response where any document(s) cannot be opened and viewed by Sourcwell.
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](#) - HENDERSON_RFP 031423 - PRICING WORKBOOK.zip - Friday March 10, 2023 11:05:56
- [Financial Strength and Stability](#) - Henderson_Douglas Dynamics Financial Strength.zip - Friday March 10, 2023 11:06:44
- [Marketing Plan/Samples](#) - HENDERSON LITERATURE.zip - Friday March 10, 2023 11:24:46
- WMBE/MBE/SBE or Related Certificates (optional)
- [Warranty Information](#) - HENDERSON_WARRANTY POLICY & PROCEDURE.zip - Friday March 10, 2023 11:07:09
- [Standard Transaction Document Samples](#) - HENDERSON_STANDARD TRANSACTION DOCUMENTS.zip - Friday March 10, 2023 11:07:28
- [Upload Additional Document](#) - HENDERSON AUDIT PROCESS.zip - Monday March 13, 2023 13:08:40

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. - Todd Fierro, President, Henderson Products 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_2_Salt_and_Brine_RFP_031423 Mon March 6 2023 04:36 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Salt_and_Brine_RFP_031423 Thu February 16 2023 02:52 PM	<input checked="" type="checkbox"/>	1