

**Solicitation Number: RFP #031224****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Lube-Tech & Partners, LLC, 900 Mendelssohn Ave. N., Golden Valley, MN 55427 (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 Garage and Fleet Services from which Supplier was awarded a contract.

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

1. TERM OF CONTRACT

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

EXPIRATION DATE AND EXTENSION. This Contract expires May 13, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

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

2. EQUIPMENT, PRODUCTS, OR SERVICES

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

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

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

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

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

3. PRICING

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

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

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

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 Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

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

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

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

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

6. PARTICIPATING ENTITY USE AND PURCHASING

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

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

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

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

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

The Report must contain the following fields:

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

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and

Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

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

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

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

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

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

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

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

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

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

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 Sourcwell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcwell 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 Sourcwell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcwell 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 Sourcwell, 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 Sourcwell 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

Lube-Tech & Partners, LLC

DocuSigned by:
Jeremy Schwartz
By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 6/4/2024 | 3:06 PM CDT

DocuSigned by:
Kelly Olson
By: F5075D042C864C6...
Kelly Olson
Title: Chief Financial Officer
Date: 6/4/2024 | 12:03 PM PDT

RFP 031224 - Garage and Fleet Services

Vendor Details

Company Name: Lube-Tech and Partners, LLC
Does your company conduct business under any other name? If yes, please state: Lube-Tech
Address: 900 Mendelssohn Ave North
Golden Valley, MN 55427
Contact: Jeff Weldon
Email: jeffwel@lubetech.com
Phone: 763-417-1294
HST#: 81-2450956

Submission Details

Created On: Tuesday January 30, 2024 14:16:53
Submitted On: Tuesday March 12, 2024 13:41:51
Submitted By: Jeff Weldon
Email: jeffwel@lubetech.com
Transaction #: 604e789a-f366-4a65-82ad-f2b5d23905cc
Submitter's IP Address: 24.197.184.178

Specifications

Table 1: Proposer Identity & Authorized Representatives

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

| Line Item | Question | Response * |
|-----------|--|---|
| 1 | Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier") | Lube-Tech & Partners, LLC. |
| 2 | Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal. | Lube-Tech Reliable Plus Inc; Lube-Tech Equipment Service Installation, Inc. |
| 3 | Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above. | Lube-Tech |
| 4 | Provide your CAGE code or Unique Entity Identifier (SAM): | 376K8 |
| 5 | Proposer Physical Address: | 900 Mendelssohn Ave N Golden Valley, MN 55427 |
| 6 | Proposer website address (or addresses): | www.lubetech.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): | Kelly Olson-Chief Financial Officer 900 Mendelssohn Ave N Golden Valley, MN 55427 kellyols@lubetech.com 763-417-1356 |
| 8 | Proposer's primary contact for this proposal (name, title, address, email address & phone): | Jeff Weldon-Sales Operations Specialist 900 Mendelssohn Ave N Golden Valley, MN 55427 jeffwel@lubetech.com 763-417-1294 |
| 9 | Proposer's other contacts for this proposal, if any (name, title, address, email address & phone): | Luke Bame 900 Mendelssohn Ave N Golden Valley, MN 55427 lukebam@lubetech.com 763-545-0707 |

Table 2: Company Information and Financial Strength

| Line Item | Question | Response * |
|-----------|----------|------------|
|-----------|----------|------------|

| | | |
|----|--|--|
| 10 | Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services. | <p>Lube-Tech is your partner for the most advanced energy, fluid technology, lubricants and services that simplify your operations, solve your biggest challenges and accelerate your performance. We promise to:</p> <p>INNOVATIVE SOLUTIONS</p> <p>We leverage our product design and development, engineering, testing and distribution capabilities to creatively meet the needs of complex applications and improve your business.</p> <p>SELECTION AND SUPPORT</p> <p>We offer the industry's best selection of premium brands, products and services customized for your business.</p> <p>RELATIONSHIPS THAT MATTER</p> <p>We empower our passionate team to bring you solutions that result in strategic, long-lasting relationships.</p> <p>SERVICE BEYOND EXPECTATIONS</p> <p>We are highly responsive and care deeply about making sure you get the consistent service you expect.</p> <p>Our Values:</p> <ul style="list-style-type: none"> - We Work Safely - We Do What's Right - We Love What We Do - We Build Relationships - We Think Differently <p>Learn more about Lube-Tech through our website www.lubetech.com, as well as through the "Introduction to Lube-Tech" powerpoint attached to documents portion.</p> |
| 11 | What are your company's expectations in the event of an award? | Lube-Tech has consistently offered a wide range of products and services tailored to meet the unique needs of municipalities, government entities, and non-profit organizations. Over the past decade, we've observed a significant surge in demand within the services sector. Securing the Fleet & Garage Services Contract would significantly bolster our mission to enhance government agencies by providing them with high-quality products and exceptional services. |
| 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. | Lube-Tech is a privately held company therefore; the only financial documents we can provide are audited financial statements. Upon executions of this contract, Lube-Tech is willing to provided audited statements only after a Non-Disclosure Agreement is mutually agreed upon and signed by both parties. Meaningful data to support our financial strength can be identified through documents attached to this proposal. |
| 13 | What is your US market share for the solutions that you are proposing? | Measuring our national presence across various market segments, products, and services, we acknowledge being a market leader in the automotive, fleet, and carwash sectors within the upper Midwest region. Additionally our specialized service network and recycling divisions complete extremely well in the same region. Moreover, our strategic focus on growth along the central corridor of the United States market is vital to our ongoing expansion. |
| 14 | What is your Canadian market share for the solutions that you are proposing? | Currently we do not have a Canadian focus for Fleet & Garage Services, however we are involved in the recycling market space. |
| 15 | Has your business ever petitioned for bankruptcy protection? If so, explain in detail. | No |

| | | | |
|----|--|--|---|
| 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? | Lube-Tech is best characterized as a strong manufacturer, large distributor, dealer and service provider that spans back to 1925. For the purposes of this RFP all of these apply. Lube-Tech is an authorized distributor/dealer of for the following: - ExxonMobil distributors (one of the largest) - Graco Equipment distributor (one of the largest pump distributors) - Rotary Lifts distributor (size/scale) - Mark VII carwash distributor - Wash World carwash distributor Lube-Tech is a family owned business and a manufacturer and and service provider with an extensive network of sales and service branches. Each branch network provides equipment, installation, and service to to our customers. Our Sales force and Service force are employees of Lube-Tech Reliable Plus that span from Canada down through Missouri depending on which market segment. | * |
| 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. | Lube-Tech has licensed technicians trained in the various areas pertaining to this RFP. Examples would include, but not limited to, carwash, lift & shop equipment installer and servicers. | * |
| 18 | Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years. | Not Applicable | * |

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 | Top Workplaces 2019-2024 Fortune Best Manufacturer 2024 Gold Level Supplier from Mobil | * |
| 20 | What percentage of your sales are to the governmental sector in the past three years | 5% | * |
| 21 | What percentage of your sales are to the education sector in the past three years | 5% | * |
| 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? | State of Minnesota (818,219 Gallons) Milwaukee county Transit (85,000 Gallons) City of Milwaukee (5,000 Gallons) | * |
| 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? | Lube-Tech does not currently hold any GSA contracts or Standing Offers and Supply Arrangements. | * |

Table 4: References/Testimonials

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

| Entity Name * | Contact Name * | Phone Number * | |
|-----------------------|----------------|----------------|---|
| City of Eden Prairie | Paul Schlueter | 952-294-5936 | * |
| City of Brooklyn Park | Dave Andryski | 763-493-9079 | * |
| City of Maple Grove | Jim Price | 763-494-6391 | * |

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 * | |
|--|---------------|--------------------|------------------------------------|------------------------|----------------------------------|---|
| City of Eden Prairie | Government | Minnesota - MN | Lubrication Equipment Installation | Large | \$22,711 | * |
| City of Lakeville | Government | Minnesota - MN | Lubrication Equipment Installation | Medium | \$12,751 | * |
| City of Shakopee | Government | Minnesota - MN | Lubrication Equipment Installation | Medium | \$11,103 | * |
| City of Maple Grove | Government | Minnesota - MN | Lubrication Equipment Installation | Medium | \$10,522 | * |
| MN Department of Transportation St Cloud | Government | Minnesota - MN | Lubrication Equipment Installation | Medium | \$9,080 | * |

Table 6: Ability to Sell and Deliver Service

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

| Line Item | Question | Response * | |
|-----------|---|--|---|
| 26 | Sales force. | Lube-Tech has a direct sales force of business professionals supporting our vast range of customers across the Midwest. | * |
| 27 | Dealer network or other distribution methods. | Lube-Tech currently works with a number of partners across the United States to meet the wants and needs of our large network of customers. If Lube-Tech cannot personally service these customers, we can leverage our partnerships to provide a local level of service that matches the service levels that Lube-Tech prides itself on. | * |
| 28 | Service force. | Lube-Tech has a direct service force of certified technicians that meet and exceed the expectations of our customers through high quality and professional expertise. | * |
| 29 | Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others. | <p>Orders can be placed through our multiple customer service departments that are specific to needs, as well as through our Ecommerce online portal (www.lubetech.com).</p> <p>Participating entities will be provided with a account login to access this portal to view all offerings and associated pricing.</p> <p>Customer Service can be reached at the following locations and phone numbers. Equipment, Service, Installation (763 417-1378) Iowa Division (515-243-4450) Recycling (763-417-1391) Minnesota Division (651-636-7990) Wisconsin Division (414-462-6457)</p> | * |

| | | | |
|----|--|---|---|
| 30 | Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises. | <p>Customer Experience is responsible for:</p> <ul style="list-style-type: none"> - Customer Support - Delivery questions/support/order eta's - Product availability and pricing requests - Processing returns and credits - Sales order entry when customers do not order online - Facilitating rush orders - Setting up customers to receive email notifications - Setting up customers to place orders online - Answering calls through our phone queue M-Th 8am-430pm, F 8am-4pm <p>Our expectation on response time:</p> <ul style="list-style-type: none"> - Email and Phone Calls – within 3 hours during business hours, within 24 hours if received outside of business hours - Order entry and confirmation- within 3 hours during business hours, within 24 hours if received outside of business hours <p>Measuring success: The CE team has metrics they are measured on to ensure our customers are being served to our standards, these metrics include orders entered and calls answered per hour worked, missed calls, order entry errors and returns."</p> | * |
| 31 | Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States. | Lube-Tech is willing to work with all participating entities directly or indirectly through the proposed contract. | * |
| 32 | Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada. | Lube-Tech is unwilling to work with any participating entities in Canada. | * |
| 33 | Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract. | Lube-Tech is not be serving Canada through the proposed contract. Lube-Tech is willing to work with all other participating United States entities directly or indirectly. | * |
| 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? | Lube-Tech is willing to work with all participating entities directly or indirectly through the proposed contract. | * |
| 35 | Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories. | Hawaii and Alaska are currently out of our service area, but offer third party shipping capabilities to support the distribution of equipment and ancillary products to support service requests. With Lube-Tech's strong network of partners, we can leverage these relationships to offer potential support for various inquiries. | * |
| 36 | Describe the scalability of your company's offering in relation to size, scope, locations, and services. | See "Introduction to Lube-Tech" presentation that is attached to documents. The attached presentation highlights size, scope, locations, and services. | |
| 37 | Describe your process for incorporating additional service locations (whether owned, franchised, or third-party), including details around screening, selection, and retention. | When Lube-Tech is expanding service locations we will perform extensive internal and external market research to support the services in that general geography. While the intent is to vertically integrate while expanding there are opportunities that make more sense to partner to allow for quicker expansion. Ultimately there are many factors that propel or deter from growth in certain geographies. | |

Table 7: Marketing Plan

| Line Item | Question | Response * |
|-----------|--|--|
| 38 | Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response. | <p>At Lube-Tech, we carry out a wide variety of marketing strategies to promote our products and services to reach our potential and current customers, including government entities. Our Marketing Team utilizes print and digital marketing tactics to reach our target markets in the Garage and Fleet space. We also have an excellent and experienced Sales Team that is constantly building relationships with key customers and prospects to promote our unique capabilities.</p> <p>Email Marketing: Lube-Tech's email marketing strategy is designed to effectively engage a large and segmented audience exceeding thousands of customers and prospects. We deliver multiple targeted emails weekly to our key business segments - Automotive, Fleet, Industrial and Car Wash. This includes promotional content, valuable service information and product updates. Our email program utilizes our built-in segmentation to ensure targeted messaging reaches the most relevant audience. This allows for a more personalized experience and increased engagement.</p> <p>Digital Marketing: Lube-Tech's digital marketing strategy is centered on the creation and distribution of high-quality content. We publish a minimum of two relevant, in-depth blog posts per month, totaling at least 24 annually, to establish ourselves as an information resource in the industry. We also utilize our social platforms, such as LinkedIn, Facebook and YouTube to reach a greater audience and stay connected digitally. On our YouTube channel, you will find an extensive list of professional videos showcasing our unique capabilities. Our content strategy focuses on attracting and engaging potential customers, existing clients and the general interested public, and leading them to our website to inquire further about our offering. Our blogs, social media and videos provide a unique promotional and selling opportunity for all our customer segments. By providing valuable insights and expertise, we aim to build trust and position our company as a reliable resource.</p> <p>Building Relationships: On top of our key marketing initiatives to promote Sourcewell, our experienced Sales team doesn't just stop at generating leads. They're out there every day building strong, long-lasting relationships with customers and prospects at tradeshow, industry events, community events and regular face-to-face interactions. Understanding the importance of building trust and fostering connections, they ensure a positive customer experience from the very first interaction. This dedication to relationship building and customer service allows Lube-Tech to become a trusted "one-stop-shop," partner, exceeding customer expectations and building customer loyalty with repeat business.</p> |
| 39 | Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness. | <p>To back up our email and digital marketing strategies, Lube-Tech utilizes several avenues of technology for data review and analysis. Our digital distribution platforms use robust analytical tools to track results. For emails, we review each one for open-rates, click-rates and conversion rates. We also audit our internal contact catalog weekly – ensuring a consistent, up to date list of prospects and contacts for perspective campaigns. Our social media analytics utilize A/B testing to determine what posts do well and what doesn't, taking that data for further internal review, using it for a guidepost for future social media campaigns. For our websites, we use SEO optimization tools to ensure each page, blog post and link is optimized to perform best in both organic and paid search results. To back that up with hard data, we regularly review Google Analytics to ensure we stay on top of what pages are most visited, allowing us to come up with plans to replicate their success, or make improvements.</p> |
| 40 | In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process? | <p>Sourcewell is a trusted brand that government entities can rely on to provide a wide variety of products and services. They aim to simplify the purchasing and procurement process of government entities.</p> <p>Lube-Tech would like Sourcewell to send an announcement out to all participating government entities on awarding of the contract as well as allowing Lube-Tech to create some marketing collateral introducing our company to potential customers if possible.</p> <p>Lube-Tech will hold internal meetings around current customers and future relationships that would fit into the Sourcewell targeted recipients that would benefit the most from our products and services. "</p> |
| 41 | Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it. | <p>Lube-Tech offers our customers an Ecommerce portal for access to the following:</p> <ol style="list-style-type: none"> 1. Easy online product re-order 2. Quickly find products you need 3. Access historical invoices and purchase history 4. Product and safety data sheets 5. Real time order status tracking 6. Visibility to pricing <p>Customers are given a login where they can gain access to all the capabilities highlighted above. We aim to give these customers an easy tool to navigate through to meet their needs.</p> |

Table 8: Value-Added Attributes

| Line Item | Question | Response * |
|-----------|---|---|
| 42 | Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply. | <p>"Lube-Tech provides lubricant & chemical training free of charge, many times this is coupled with fluid analysis results to better understand the useful life. Additionally we provide OMA (Oil Monitoring Analysis) MLT (Machine Lubrication Training) Carwash Operation Training to customers.</p> <p>Pricing is \$995 per person for OMA or MLT training Carwash Operation training varies based on type of equipment installed OMA/MLT, XOM involvement, etc"</p> |
| 43 | Describe any technological advances that your proposed products or services offer. | <p>In general our advantage is: - Broad product portfolio and technical support. - High % of synthetic or performance products. - Multi-Site testing and lab support - Condition monitoring program and portal - Ability to create high performance, custom fluids for unique and/or challenging applications"</p> <p>"Lube-Tech develops 100+ new product formulations annually, many are based on technology advances in chemistry, new regulatory requirements and environmental needs</p> <p>Lube-Tech provides real time filtration service called "Up-Time Clean", which is typically targeted at manufacturers or companies with large systems of fluids that need to be periodically cleaned to increase longevity of the system.</p> <p>Lube-Tech provides proprietary software solutions that help companies drive and execute on digital solutions that will drive efficiencies for their respective facilities. (e.g.; digital tracking, telemetry, automation, AI, various connectivity solutions, etc. "</p> |
| 44 | 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>Lube-Tech is involved in several "green" initiatives related to our products and services. Lube-Tech formulates and blends a number of biodegradable fluids and is beginning work on immersion and cold plate fluids in a continued effort toward a greener future. There are several pieces of literature attached in the documents of the bid submission.</p> |
| 45 | 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. | <p>Reference literature attached in the documents of the bid submission.</p> |
| 46 | Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response. | <p>Cool Fuels LLC Trucking Company is a company under the umbrella of companies that is 100% female owned. Lube-Tech also has a rich history of hiring veterans, disabled employee work opportunities and higher than industry average of female employees.</p> |
| 47 | What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities? | <p>Lube-Tech has a diverse portfolio that includes various maintenance services, the products that wrap around services as well as the flexibility to be creative to come up with the right solution at the right place and time.</p> <p>Lube-Tech is uniquely positioned to offer standard solutions today or create the new and different solutions that haven't been thought of yet for tomorrow.</p> |

| | | |
|----|--|--|
| 48 | Describe technology and software applications used for record keeping and reporting; additionally, identify the ability to integrate with participating entity technology or software applications, as applicable. | <p>JD Edwards is Lube-Techs main Enterprise Resource Planning software that can integrate with participating technology and software through API connections. Our experienced IT group, can also provide support to identify and develop solutions for other integrating capabilities.</p> <p>Halo BI (Business Intelligence) is a platform used gain new insights, as well as track and improve company performance. Halo offers the capability to produce very specific sales and financial data support to report upon request.</p> <p>Every business has a unique set of assets, software, capabilities and needs, for each individual case we would perform a site assessment visit to determine the correct solution based on companies needs.</p> |
|----|--|--|

Table 9: Performance Standards or Guarantees

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

| Line Item | Question | Response * | |
|-----------|--|---|---|
| 49 | Describe any performance standards or guarantees that apply to your services | <p>We offer a standard 1-year warranty for equipment and parts, and a 90-day warranty on labor.</p> <p>An Extended Warranty for 2-Years is available for purchase.</p> | * |
| 50 | Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.) | <p>For vehicle wash and equipment service: Reliable Plus dispatches service calls by priority. The highest priority being a down bay, then a running wash with high priority and finally, service needed when we are in the area.</p> <p>In most cases, we will respond the very same day for a down bay unless the call comes in after 12:30pm, in those cases we will respond the same day or the next morning. Lower priority calls will be handled on a first come first serve basis.</p> <p>Chemical Loyalty Members will receive the higher priority with all scheduling.</p> | * |

Table 10: Payment Terms and Financing Options

| Line Item | Question | Response * | |
|-----------|--|---|---|
| 51 | Describe your payment terms and accepted payment methods. | <p>NET30 Terms</p> <p>Accepted payment methods also include credit card and ACH.</p> | * |
| 52 | Describe any leasing or financing options available for use by educational or governmental entities. | No leasing or financing options available. | * |
| 53 | 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. | Lube-Tech will not propose any standard transaction documents in connection with an awarded contract. | * |
| 54 | 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? | P-card procurement is accepted. There is a 3% processing fee as allowed per state. | * |

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 * |
|-----------|---|--|
| 55 | 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. | We provide a written proposal for all products and services. In many cases, labor is required for installation/service and the pricing for that varies greatly depending on the scope of work, distance traveled, time on site, etc. We sell equipment from many manufacturers who have varied pricing models, hence we do not provide a price list for all products sold. Service is typically charged on a per hour of labor basis. Ancillary products and pricing can be located via our Ecommerce site (www.lubetech.com). Participating entities will be given login credentials to use to see this information. Ancillary product pricing is 25% of list price. |
| 56 | 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. | Refer to answer on Q55. |
| 57 | Describe any quantity or volume discounts or rebate programs that you offer. | Not offered. Everything quoted on a per-job basis. |
| 58 | 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. | Each request will be accompanied with a a detailed quote for scope of work. |
| 59 | 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. | While site visits and inspections can be needed before a final service solution proposal is given, there is not a mandatory charge associated with pre-deliver, pre-inspection or site visits for any services provided. If there are outlying circumstances those would be communicated on a per basis with the customer. |
| 60 | If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program. | Freight delivery will be handled on job by job basis. Participating entities will be responsible for any freight charges. These added charges will be disclosed and added to any quote for member review. Lube-Tech does utilize a Transportation Management Service software that finds the best rate internally and externally. |
| 61 | Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery. | Freight to these regions carry a specific logistical barrier which carry added costs such as , ferry, port and driver costs both to and from the mainland. These added costs will be disclosed and added to any quote for the member to review. |
| 62 | Describe any unique distribution and/or delivery methods or options offered in your proposal. | Lube-Tech will utilize the power and expertise of the already established direct transportation network, as well as our partnerships with third party carries. |

Table 12: Pricing Offered

| Line Item | The Pricing Offered in this Proposal is: * | Comments |
|-----------|---|---|
| 63 | c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments. | Ancillary products 25% of list price. All other products are services will inquire a written proposal for work. |

Table 13: Audit and Administrative Fee

| Line Item | Question | Response * |
|-----------|--|--|
| 64 | 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. | Lube-Tech utilizes a Halo Business Intelligence tool. The platform is used gain new insights, as well as track and improve company performance. Halo offers the capability to produce very specific sales and financial data support to report upon request. |
| 65 | 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. | Lube-Tech will utilize it's Halo Business Intelligence tool to report out metrics specific to the Sourcewell contract to ensure we are having success and identify areas of improvement. Example: Special coding will be applied to participating entities to track growth, buying trends, etc. |
| 66 | 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.) | Lube-Tech will provide Sourcewell a 2% administrative fee for all sales with participating entities working directly through the Sourcewell contract. |

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

| Line Item | Question | Response * |
|-----------|---|--|
| 67 | Provide a detailed description of the equipment, products, and services that you are offering in your proposal. | Collateral is attached in documents. Reliable Plus Brochure; M360 Brochure, and Equipment & Services Sell Sheet. |
| 68 | Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services. | All subcategories can be seen through the provided collateral highlighted in Q67. |
| 69 | Describe available options for customization of the equipment and products offered in your proposal and any related order processes. | There are endless customization options for vehicle wash equipment and lubrication equipment. We have capabilities to meet most building requirements from customers. |
| 70 | Describe available remount or refurbishing services included within your proposal, the pricing method for such services, and any related order processes. | We typically do not offer refurbished equipment. |
| 71 | Describe your compliance with US standards for the equipment and products offered in your proposal, including applicable Federal and state requirements. | The Product Regulatory Department supports the creation and maintenance fo safety data sheets, which is an OSHA requirement. We also support label compliance to ensure products we manufacture are OSHA and CPSC compliant. We support California OEHHA for Proposition 65 and if applicable, we ensure the product labe contains the appropriate warning. We follow all local, state, and federal standards related to OSHA and EPA/MPCA. |
| 72 | Describe your compliance with Canadian standards for the equipment and products offered in your proposal, including applicable federal and provincial requirements. | When requested by the customer, the Product Regulatory Departments supports CCCR and WHIMS requirements when it comes to SDS's and labeling. If applicable, we provide USMCA (free trade agreements) support for the lubricants and chemicals we supply our customers. |

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

Indicate below if your proposal offers the listed types of equipment, products, and services. Provide an additional explanation in the text box provided, as necessary.

| Line Item | Category or Type | Offered * | Comments |
|-----------|--|--|--|
| 73 | Preventative maintenance Services | <input checked="" type="radio"/> Yes <input type="radio"/> No | Lube-Tech has a preventative maintenance division that can provide a variety of services in various industries such as industrial, manufacturing, automotive, fleet, construction, carwash, etc. Services commonly provided are preventative maintenance program setup, VMI activities, critical asset management tracking through CMMS solutions, remote telemetry monitoring, etc. |
| 74 | Car Wash and Detailing Services | <input checked="" type="radio"/> Yes <input type="radio"/> No | Full range of services, products and offering based on needs. Lube-Tech has the ability to build, repair and service car wash and related detailing. |
| 75 | Towing dispatch and Impound Lot Management with related Auction Services | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| 76 | Shop fluid disposal and recycling services | <input checked="" type="radio"/> Yes <input type="radio"/> No | Lube-Tech has a fleet of mobile equipment and vehicles equipped to service, pickup and dispose of fluids at their end of life. Serviceability may vary based on location. |

Table 14C: Depth and Breadth of Offered Equipment Products and Services - Complementary/Incidental Offering

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 |
|-----------|---|--|--|
| 77 | Parts, supplies, and accessories complementary or incidental to the services described in Line Items 73 - 76 in Table 14B above | <input checked="" type="radio"/> Yes <input type="radio"/> No | Automotive hard parts, e.g.; starters, alternators, wipe blades, oil filters, etc. Over 10,000 lubricants and chemicals utilized in various garage services. Ancillary components to hoists, lifts, tanks, hose reels and various garage capital expenditures commonly found. |
| 78 | Services, software, maintenance, and support complementary or incidental to the offering of the solutions described in Line Items 73 - 76 in Table 14B above. | <input checked="" type="radio"/> Yes <input type="radio"/> No | Lube-Tech has a proprietary critical asset management software that is implemented at customer sites to improve their Overall Equipment Effectiveness (OEE) of assets within their facility. Through software solution (SaaS) products Lube-Tech can help customers maintain their equipment more effectively for longer to reduce downtime and subsequently increase productivity. Data from software solutions can then be used to make more timely asset decisions as components and equipment as they get closer to their end of life. |

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

Line Item 79. NOTICE: To identify any exception, or to request any modification, to Sourcewell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the "Bid Documents" section. Proposer must upload the redline in the "Requested Exceptions" upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Contract.

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

Documents

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

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Lube-Tech Sourcewell Pricing.docx - Monday March 11, 2024 15:27:05
- [Financial Strength and Stability](#) - 2022 Annual Report_Final (1).pdf - Monday March 11, 2024 15:29:14
- Marketing Plan/Samples (optional)
- WMBE/MBE/SBE or Related Certificates (optional)
- [Warranty Information](#) - Terms & Conditions - Lube-Tech.html - Monday March 11, 2024 15:28:59
- Standard Transaction Document Samples (optional)
- [Requested Exceptions](#) - Contract_Template_Garage_Fleet_Services March 3 2024.docx - Monday March 11, 2024 15:32:49
- [Upload Additional Document](#) - Lube-Tech Documentation Zip File.zip - Monday March 11, 2024 15:33:35

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. - Jeffrey Weldon , Sales Operations Specialist, Lube-Tech and Partners, LLC

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 8 Garage and Fleet Services RFP 031224 Mon March 4 2024 04:06 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum 7 Garage and Fleet Services RFP 031224 Thu February 15 2024 02:34 PM | <input checked="" type="checkbox"/> | 2 |
| Addendum 6 Garage and Fleet Services RFP031224 Tue February 13 2024 02:59 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum 5 Garage and Fleet Services RFP 031224 Mon February 12 2024 03:39 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum 4 Garage and Fleet Services RFP 031224 Tue February 6 2024 03:03 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum 3 Garage and Fleet Services RFP 031224 Thu January 25 2024 03:20 PM | <input checked="" type="checkbox"/> | 2 |
| Addendum 2 Garage and Fleet Services RFP 031224 Wed January 24 2024 03:19 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum 1 Garage and Fleet Services RFP 031224 Tue January 23 2024 02:52 PM | <input checked="" type="checkbox"/> | 1 |