



MASTER AGREEMENT #031125
CATEGORY: Facilities Maintenance Services
SUPPLIER: Tradesmen International LLC

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Tradesmen International LLC, 9760 Shepard Road, Macedonia, OH 44056 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

Article 1:
General Terms

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on May 19, 2029, unless it is cancelled or extended as defined in this Agreement.
- a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in RFP #031125 to Participating Entities. In Scope solutions include:
- a) Janitorial, custodial, housekeeping, cleaning, and sanitizing services;
- b) Landscaping, groundskeeping, lawn mowing, snow removal or snow plowing, and grounds maintenance services;
- c) Maintenance, management, and operations of facilities, systems, components, and surfaced areas (horizontal and vertical facilities); and,
- d) Complementary services as long as one or a combination of the offerings listed above in a. – c. is included.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.
- 13) Supplier Representations:**

- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.
 - ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.
 - iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.
- 14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the term of this Agreement.
- 15) **Debarment and Suspension.** 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 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 Agreement. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time during the term of this Agreement.
- 16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement 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 Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.
- i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements 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.

ii) **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 comply with all applicable Davis-Bacon Act provisions.

iii) **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, 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 Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcwell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **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 Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **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 Agreement it will comply with applicable requirements as referenced above.

vi) **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.

vii) **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).

viii) **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.

ix) **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.

x) **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.

xi) **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 Agreement 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.

xii) **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.

xiii) **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.

xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement 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 Agreement or any purchase by an authorized user.

xv) **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 Agreement or any purchase by a Participating Entity.

xvi) **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.

xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement 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.

xviii) **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.

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

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

Article 2: Sourcewell and Supplier Obligations

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
 - Identify the applicable Sourcewell Agreement number;
 - Clearly specify the requested change;
 - Provide sufficient detail to justify the requested change;
 - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
 - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions 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 Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
 - Maintenance and management of this Agreement;
 - Timely response to all Sourcewell and Participating Entity inquiries; and
 - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms,

administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions 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;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or

remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement 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.
- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement 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 design, condition, or performance of Included Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.

19) **Grant of License.**

a) **During the term of this Agreement:**

i) **Supplier Promotion.** 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, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.

ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.

b) **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, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.

c) **Use; Quality Control.**

i) 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.

ii) 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. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.

d) **Termination.** Upon the termination of this Agreement 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.

20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and

Participating Entity to negotiate this term to within any transaction documents.

- 21) **Severability.** If any provision of this Agreement 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 Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement 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:
- a) **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 Agreement.
 - \$1,500,000 each occurrence Bodily Injury and Property Damage
 - \$1,500,000 Personal and Advertising Injury
 - \$2,000,000 aggregate for products liability-completed operations
 - \$2,000,000 general aggregate
 - b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
 - c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its 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 Agreement 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 Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

- 23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.
- 24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

Article 3: Supplier Obligations to Participating Entities

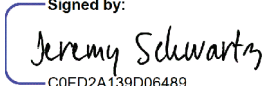
The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

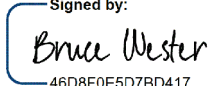
- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.
- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity's unique Sourcewell account number.
- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

Sourcewell

Tradesmen International LLC

Signed by:

 By: C0FD2A139D06489...
 Jeremy Schwartz
 Title: Chief Procurement Officer
 5/23/2025 | 9:18 AM CDT
 Date: _____

Signed by:

 By: 46D8F0E5D7BD417...
 Bruce A Wester
 Title: Institutional Director
 5/22/2025 | 3:58 PM CDT
 Date: _____

RFP 031125 - Facilities Maintenance Services

Vendor Details

Company Name:	Tradesmen International, LLC
Does your company conduct business under any other name? If yes, please state:	Tradesmen Services, LLC
Address:	9760 Shepard Road Macedonia, Ohio 44056
Contact:	Bruce Wester
Email:	bruce.wester@tradesmeninternational.com
Phone:	904-228-8469
Fax:	440-349-4092
HST#:	34-1696251

Submission Details

Created On:	Monday March 03, 2025 13:21:29
Submitted On:	Thursday March 06, 2025 09:45:51
Submitted By:	Bruce Wester
Email:	bruce.wester@tradesmeninternational.com
Transaction #:	93adca1d-1c71-460f-a0ae-f9324e46baa3
Submitter's IP Address:	147.243.179.14

Specifications

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

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).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer's corporate organization affiliation.

Line Item	Question	Response *	
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Tradesmen International LLC	*
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Y	*
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	Tradesmen International LLC and Tradesmen Services LLC	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	CAGE code: 4E3Q6 Unique Identifier: ZK6FDMJYZNK9	*
5	Provide your NAICS code applicable to Solutions proposed.	561210, 561320, 561330	
6	Proposer Physical Address:	9760 Shepard Road Macedonia, Ohio 44056	*
7	Proposer website address (or addresses):	https://www.tradesmeninternational.com/industry/institutional/	*
8	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):	Bruce A Wester - Institutional Director 9760 Shepard Road Macedonia, Ohio 44056 Email: bruce.wester@tradesmeninternational.com Mobile: (904) 228-8469	*
9	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Bruce A Wester - Institutional Director 9760 Shepard Road Macedonia, Ohio 44056 Email: bruce.wester@tradesmeninternational.com Mobile: (904) 228-8469	*
10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Hallie Schodowski - Strategic Accounts Coordinator 9760 Shepard Road Macedonia, Ohio 44056 Email: hallie.schodowski@tradesmeninternational.com Office: (440) 996-3154	*

Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *
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11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	<p>Since 1992 Tradesmen has become an industry leader in Facility Maintenance Services by providing janitorial, custodial, landscaping, grounds management, maintenance, and operations workforce team members to institutional clients across North America. Our team members can supplement an organizations team, or our workforce can be their entire team in any of these disciplines.</p> <p>With over 120 regional, brick and mortar offices, plus over 60 remote teams we serve most of the US and select markets in Canada. In our 30 plus years, we've assembled what is recognized as North America's premier trades related workforce.</p> <p>Our experience and expertise with skilled trades and general labor has us well prepared to assist Sourcewell members with their needs in facilities maintenance. Our deep bench of over 100,000 workers is ready and able to meet and exceed Sourcewell member needs and expectations. Providing high quality and productive workers on a totally flexible basis under our program enables Sourcewell members to easily implement the Tradesmen solution without any upfront costs, on-going commitments, hidden fees, and they can ramp up or down our workforce to meet their workload.</p> <p>Our core values & business philosophy are based on Safety, Honesty, Customer Responsiveness and Quality. These are the drivers we operate our business under on a daily basis.</p>	*
12	What are your company's expectations in the event of an award?	<p>We believe that an award with Sourcewell opens the door for many institutions to access our facility maintenance solutions. Numerous institutions we've connected with have asked if we have a Sourcewell contract, so we believe there is a large opportunity for both ourselves and Sourcewell to bring our facility maintenance solutions to Sourcewell members and the market. We also believe that the use of that award highly depends on our outreach to institutions at both existing Sourcewell members and with others that are not yet members to inform them on how this contract enables them to put in place the Tradesmen solution for facility maintenance.</p> <p>Our expectations would be that this would grow into a multi-million-dollar award where Sourcewell members benefit, Sourcewell benefits and Tradesmen benefits.</p>	*
13	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. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	<p>Tradesmen's longevity as an organization, since 1992, over 32 years, is one indicator of our strength and stability. A recent Dun & Bradstreet report, uploaded as supporting documents, from 3/4/2025, indicates Tradesmen's financial stability and includes a maximum credit recommendation of \$4,500,000 as a solid indicator of Tradesmen's ability and capability to be an on-going strong supplier to Sourcewell and your members. Our overall Supplier Evaluation Risk Rating is a 1 as LOW RISK according to D&B.</p> <p>In addition, Sourcewell members do not have any upfront fees or costs where their funds would be at risk.</p>	*
14	What is your US market share for the Solutions that you are proposing?	Tradesmen is a large provider of facilities maintenance solutions however this is a highly fractured market based on all the different solutions included in this category and ways those solutions are provided through both local business and national providers. We have high capability to meet the requirements of the RFP and with our national footprint we can meet and exceed Sourcewell member needs across the US. We estimate our market share in this specific segment to be in the 5% range due how diverse the solutions and providers are in this segment.	*
15	What is your Canadian market share for the Solutions that you are proposing?	Tradesmen has limited coverage in Canada, so we estimate our market share to be less than 1%.	*
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	Tradesmen has not ever been bankrupt or sought bankruptcy protection. We understand the requirement or notification if that were to happen though as a financially sound and long running business, we do not expect this to take place.	*

17	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b).</p> <p>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?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Tradesmen is a service provider with our entire sales and service force made up of company employees. Tradesmen has over 120 regional offices plus 60 satellite remote locations throughout North America. In addition to the over 650 sales and support staff throughout the country we have over 100,000 trades workers locally throughout North America. We also have a strong traveler workforce that can work anywhere including remote locations with high capabilities to handle a diverse range of trades when very specialized skills are needed.</p> <p>Attached under additional supporting documents is our TI-717 National Directory showing a listing of our regional offices.</p>	*
18	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.	Within our 100,000+ team we have many trades workers that hold licenses and certificates enabling them to provide that service within their specific trade, or on specific equipment, and in that area of the country. As those requirements are identified, we then match workers to those needs and can provide the documentation necessary.	*
19	Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.	Tradesmen has not been suspended or debarred as an organization during the past seven years or in prior years. We understand and agree that if it were to happen in the future our obligation to disclose.	*
20	Describe any relevant industry awards or recognition that your company has received in the past five years.	<p>Our most recent awards are:</p> <p>In 2024 Tradesmen was named #6 on the Indeed Work Wellbeing.</p> <p>In 2024 Tradesmen was named to the Forbes list of America's Best Temporary Staffing Firms.</p> <p>In addition, we are part of many projects where the project or organization is names a winner in some building categories so we can provide some of those if that is information you seek.</p>	*
21	What percentage of your sales are to the governmental sector in the past three years?	<p>As a company, our institutional business has been a more recent focus to where we now have better data and tracking of that segment of business though our numbers are blurred by the fact that we provide workers to contractors providing facilities maintenance services to institutions across the US where we do not have good data to understand where those workers are working on a day-to-day basis. In 2023 we started adding resources to focus on the institutional vertical and we are experiencing solid growth.</p> <ul style="list-style-type: none"> In 2022 our total institutional business we were able to track was .7% of our revenue. In 2023 our total institutional business we were able to track was 1.5% of our revenue. 2024 our total institutional business we were able to track was 2.7% of our revenue. In 2025 we expect our trackable institutional business to be over 6% of our revenue. Of the trackable institutional business in 2024 the government sector made up 35.5%. For prior years we expect the government sector percentage to be similar however it is not fully known. 	*

22	What percentage of your sales are to the education sector in the past three years?	<p>As a company, our institutional business has been a more recent focus to where we now have better data and tracking of that segment of business though our numbers are blurred by the fact that we provide workers to contractors providing facilities maintenance services to institutions across the US where we do not have good data to understand where those workers are working on a day-to-day basis. In 2023 we started adding resources to focus on the institutional vertical and we are experiencing solid growth.</p> <ul style="list-style-type: none"> • In 2022 our total institutional business we were able to track was .7% of our revenue. • In 2023 our total institutional business we were able to track was 1.5% of our revenue. • 2024 our total institutional business we were able to track was 2.7% of our revenue. • In 2025 we expect our trackable institutional business to be over 6% of our revenue. • Of the trackable institutional business in 2024 the education sector was 47.3. • For prior years we expect the government sector percentage to be similar however it is not fully known. 	*
23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	<p>TIPS Cooperative:</p> <ul style="list-style-type: none"> • 2022 – no contract • 2023 – late year contract start \$32,485 • 2024 - \$591,587 <p>The Equalis Group:</p> <ul style="list-style-type: none"> • 2022 – no contract • 2023 - no contract • 2024 - new contract \$0 	*
24	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?	We do not hold any GSA contracts or SOSA contracts.	*

Table 2B: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *	
The University of Tulsa	Sue-Anna Miller	(918) 631-2658	*
Orlando Housing Authority	Janet Bridges	(407) 648-0002	*
University of Tennessee	Wes Willoughby	(865) 974-7768	*
Syracuse Housing Authority	Jalyn Clifford	(315) 470-4232	

Table 3: Ability to Sell and Deliver Solutions (150 Points)

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

Line Item	Question	Response *	
26	Sales force.	Tradesmen's sales force is made up of over 400 team members geographically dispersed throughout the United States, all of which are direct full-time employees. Our sales network is based out of over 120 regional brick and mortar offices with an additional 60+ remote teams enabling us with those 185+ teams to cover a vast majority of the populated areas of the US. We have attached a listing of those Tradesmen office city locations and phone numbers in the additional supporting documents section.	*
27	Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.	All of Tradesmen services will be provided through directly working with Tradesmen team members and Tradesmen offices.	*

28	Service force.	<p>There are two main components of our service force.</p> <p>Tradesmen has over 250 recruiters / assignment team members that work with our sales force to assure we fulfill client roles. Our Project Coordinators and Workforce Coordinators are also dispersed throughout the country to be close to the workers and clients enabling us to better understand local needs.</p> <p>Tradesmen has a bench of over 100,000 workers that work directly for Tradesmen to meet the needs of clients. Our workforce is highly diverse covering roles from janitorial, landscaping, to all skilled trades with facilities maintenance. Our team is dispersed throughout the United States where most of our workers for institutional clients come from the local market. We also have traveling workers that are in high demand skilled roles where they can be deployed to meet client needs anywhere in the country when those skills are not available locally.</p>	*
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>Sourcewell members will work directly with Tradesmen team members with all aspects of this facilities maintenance service as the ideal way to make sure their needs are met. Proposers would be a Tradesmen employee; we would not be subcontracting under the agreement.</p> <p>All Sourcewell members would be assigned an Account Executive as an easy single point of contact to put Tradesmen to work and move our team forward in aligning the proper personnel to meet the specific needs of the Sourcewell member. The Sourcewell member is also connected to our local General Manager as a second contact point. Customers can text, email, or call to get our local team moving the process forward and lining up any number of workers to meet their needs.</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>Sourcewell members will be assigned an Account Executive as their primary point of contact, they also will be connected to a local General Manager as a secondary point of contact. In addition, we have an inside sales group at our corporate offices that any customer can reach out to for customer service. We provide a 100% Satisfaction Guarantee on all the workers we assign to a client. That Satisfaction Guarantee is just a phone call, text, or email to their local contact, and we pull that worker from the assignment, do not charge for the initial hours of work that day and then we connect with the client to identify the proper skilled team member that will meet their expectations and deploy that person for their project. Our goal is to provide replacement workers the next day.</p> <p>Our company goal is to respond to all emails, phone calls or text messages within two (2) hours. In most cases our actual response time is 30 minutes or less with clients.</p>	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities.	Tradesmen has over 120 regional offices plus 60 remote teams and over 32 years of providing facilities maintenance workforces. We are one of the largest providers of those services in the US, we have high capabilities and capacity to provide our services to Sourcewell participating entities throughout the United States. We are in growth mode focusing additional resources on the institutional market and are ready and able to support Sourcewell members and Sourcewell.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	We have limited resources in Canada with workers in the Vancouver area only. All other areas are potentially expansion areas in the future however we do not have a timeline on if or when that could take place.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	<p>In the United States we serve all states other than New Jersey.</p> <p>In Canada we only offer our services in the Vancouver area.</p>	*
34	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	Tradesmen will serve all entity sectors (government, education and non-profit), we are a national provider, and we have no limitations based on other contracts. We will see the Sourcewell contract as our lead contract for the future if we earn an award.	*
35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Sourcewell members would not have any restrictions other than the few geographic areas we do not serve. In order to deploy workers, there needs to be a service agreement in place between the Sourcewell member and Tradesmen. This agreement does not commit them to any costs or usage, it simply covers legal aspects to protect both parties and specifies items such as background checks or drug testing requirements to ensure a smooth process. Tradesmen can customize the service agreement to work with Sourcewell members.	*
36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	Yes	*

Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *
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37	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Tradesmen would develop supporting marketing materials for both internal and external tools to properly position and promote this opportunity.</p> <p>Internally:</p> <ul style="list-style-type: none"> Quick reference guides would quickly be developed for our 400 plus sales team members. These would become part of our new Account Executive training program and our on-going sales training where we would hold regional team roll-out meetings to cover this important opportunity. We would incorporate the use of these along with the Sourcewell training resources to bring our team up to date on using the Sourcewell contract to grow business for all. If the Value of Sourcewell video or others are available, we would incorporate those into our training plan. Within Salesforce we have an Institutional Broadcast Channel where messaging goes out to the entire sales force. We would push out an initial message with details on the Sourcewell award along with the rollout plan plus we would plan on quarterly reminders and updates to keep Sourcewell top of mind with the sales team. Our Regional Managers would establish individual territory goals, contact lists and monitor the progress of our team in regard to client presentations & usage. <p>Externally:</p> <ul style="list-style-type: none"> We would use what marketing materials Sourcewell provide to keep a consistent message in the market for Sourcewell but if there is an opportunity to customize them our marketing team would go to work on that aspect providing our team with handout and electronic documents to provide clients and prospects. We would put those on our internal literature page for download and ordering. If materials are not available our marketing department will create custom materials. Once such example piece is loaded in the supporting documentation section. We have business development presentations we use with prospective clients, and we would add Sourcewell and the contract information into that presentation for our sales force to incorporate into their meetings. We participate in approximately 10 tradeshow / summits annually so we would plan to incorporate Sourcewell signage into our booths and discussions at these events. We would develop a plan to announce the Sourcewell program and contract with our social media campaigns via LinkedIn & Facebook. If there are opportunities to participate in Sourcewell events or as part of a group of suppliers in a future tradeshow we would be interested.
38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Tradesmen has an effective program to use social media platforms (LinkedIn and Facebook) very effectively today, and we can use co-branding messages to incorporate Sourcewell into our program. Tradesmen has over 71,000 followers on LinkedIn and 70,000+ on Facebook.</p> <p>We also publish case studies and articles focusing on how we can help solve the market needs in social media. Below are links to a few of those as reference where we could create articles on how the Sourcewell contract enabled an institution to solve their challenges.</p> <ul style="list-style-type: none"> https://www.linkedin.com/feed/update/urn:li:activity:7105194693113610240 https://www.linkedin.com/feed/update/urn:li:activity:7101921783129260033 https://www.linkedin.com/posts/tradesmen-international-inc_affordability-for-our-customers-activity-7060196178017091584-dWRE?utm_source=share&utm_medium=member_desktop https://www.tradesmeninternational.com/news-events/finding-skilled-trades-workers/ <p>We also have a loyalty program for our workers where they earn points while working with us, providing an incentive for them to do a great job for our clients and continue to perform at high levels to meet and exceed customer expectations.</p> <ul style="list-style-type: none"> https://www.linkedin.com/posts/tradesmen-international-inc_rtw-keepsafetyone-tradesmenplusrewards-activity-7108514219381161984-WBeh?utm_source=share&utm_medium=member_desktop <p>We also have some of the videos on our website about recruiting resources and showcasing how we can help Sourcewell customers with the challenges they face in having workers to handle projects from A to Z. We could explore creating a video or adding a Sourcewell video and link on our website.</p> <ul style="list-style-type: none"> https://www.tradesmeninternational.com/video/
39	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	<p>We see it as a collaborative effort where Sourcewell continues to promote the value and use of its program to grow the number of institutions through their efforts though most of the promotion is a collective effort of all the suppliers in the program. Tradesmen would gladly support that aspect if awarded.</p> <p>Tradesmen would integrate the Sourcewell awarded contract into our sales process as described in the answers provided in questions 37 and 38 above.</p>

40	Are your Solutions available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Tradesmen's solution is not currently available via an e-procurement ordering process due to needing to fully understand the client, their needs with types of work, locations, schedules and numerous other elements.	*
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Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)

Line Item	Question	Response *	
41	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.	Tradesmen can provide safety bulletin documents throughout the year or safety training talks as an option to clients at no additional cost. Tradesmen team members regularly hold short safety trainings on-site with our team members and we are glad to offer that insight to other employees of the Sourcewell member.	*
42	Describe any technological advances that your proposed Solutions offer.	Tradesmen has an electronic system where customers can use to sign-off or adjust timecards for the week either through the system or simply by clicking a link in an email. They can also use electronic payment methods.	*
43	Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.	Tradesmen is in a role where we follow the client's program so where client's have a "green Initiative" program we are glad to participate and instruct our team to handle all aspects of our role properly to meet the specific program requirements.	*
44	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Similar to in 43, Tradesmen's role is to follow client directions with regard to their programs with energy efficiency, conservation, or any resource or green initiatives. We are glad to participate in these programs, direct our team members to operate under the plan of the initiative, however they are client-initiated programs that we follow.	*
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<ul style="list-style-type: none"> • Total Flexibility – Tradesmen brings Sourcewell members a totally flexible program that enables them to use any number of our team members to supplement their staff of act as their entire workforce. • Single Source Solution Provider - We are a provider of all different facilities maintenance team members as a one call solution to meet a wide range of operational needs. • Proven Provider – Tradesmen has been providing flexible facilities maintenance staffing and labor management since 1992. • Nationwide - We have over 180 support teams across the country to work with clients on a local basis. • Large Workforce – Tradesmen has the deepest bench of workers with over 100,000 available. • Satisfaction Guarantee – Our Satisfaction Guarantee covers all our workers with a written policy and practice with clients. • Skilled Trades – We excel in the hardest category of this RFP with our skilled trades workforce segment where we have the largest field-tested workforce in the industry. 	*
46	What processes and technologies do you employ to monitor and manage access control, surveillance, and incident response in public agency facilities, and how do you adapt these measures to meet evolving security threats?	For the most part, these aspects fall under the security program of our client's, however we understand and treat these aspects with the critical importance they deserve by ensuring that all assigned workers fully understand the protocols involved and that they follow the program. We fully support clients in their day-to-day decisions, updates and program changes and will direct our staff accordingly. We agree to make all workers aware of all programs in place and we agree to document acceptance of those programs by our workforce by having them individually sign appropriate documentation.	

47	Demonstrate how you ensure the security of public agency facilities, including compliance with government regulations, and safeguarding sensitive information	<p>This starts with our hiring and assignment process. All new hires are processed through E-Verify, all assigned team members undergo the agreed upon background checks and drug testing of that specific institution. We also go through fingerprinting processes when that is a preference of an institution. As an organization we do not allow a worker on site until we have the results of these tests back.</p> <p>In many cases, our worker access to sensitive information is limited since our workforce is in roles that do not have those types of system access. However, we take our responsibility with this as critical importance and make sure our assigned team members fully understand the client's directive regarding the various elements involved. We understand that there are many security points in the path to safety protocols. Building access, room access, card access management, systems access, and we hold a role that is important in this process.</p> <p>We will implement protocols of the client into our practices, and we agree to review those protocols with all assigned employees and have our workers sign documentation regarding confidentiality or other compliance requirements.</p>
48	Describe your staffing recruitment, selection, and retention capabilities for participating entities at various stages of facilities maintenance or management services outsourcing (initial implementation, provider transition, hybrid service model, etc.)	<p>Tradesmen's facilities maintenance solutions are totally flexible to meet the needs of Sourcewell members. We can answer the call in all situations – initial implementation, provider transition, hybrid service model, on-going provider, back up provider... we can provide workers in any quantity, role and skill level to meet the circumstances. As one example, if they need a skilled trades worker, possibly a plumber or electrician due to one of their team being out for a knee replacement or some other event, we can put in place that worker until that person is ready for full duty. If the Sourcewell member needs an on-going team of 10, 25, 50, or more, we can meet those needs as well.</p> <p>Tradesmen has an existing workforce of over 100,000 workers that we shift from client to client, project to project, so in many cases the workers come from our existing team.</p> <p>In the cases where we are hiring new team members, Tradesmen uses E-Verify as a standard operating procedure with our hiring process. Our workers undergo a standard background check consisting of person, county, and national criminal search for felony convictions in the past seven years and misdemeanor convictions in the past three years. We also run a standard drug screening with a 5-panel test. These are performed by an outside qualified third party. Where client's needs include fingerprinting, we are glad to add that to the process.</p> <p>With new hires, we review every candidate against our SCORE evaluation. This structured interview ensures we assess, document, and rate their aptitude on the following areas: safety, craftsmanship, ownership, reliability, and eagerness for work. The key points below outline the SCORE process. Additionally, we will utilize MOC codes and skill specific questions related to the job and depending on scope.</p> <ul style="list-style-type: none"> • Safety Focused - Conscientious, aware of their surroundings and the impact of their actions, committed to following process and procedure. • Craftsmanship - Quality mindset, skilled in their trade, experienced and knowledgeable, takes pride in their work, interest in enhancing skillset. • Ownership - Accountable, willing to step-up, able to manage themselves in an "on-call" environment. • Reliable - Consistent, trustworthy, dependable, follows through on commitments, communicates changes and challenges. • Eager - Wants to work, willing to prove themselves in multiple settings, sees value in the opportunity to work on different client assignments and jobsites. <p>On the retention side we have numerous programs that are briefly summarized in the infographic provided as additional supporting documents.</p> <ul style="list-style-type: none"> • A company benefits package that includes insurance options if they choose to participate. • A program that includes vacation days, sick days, holidays once they meet the requirements. • A company 401K program with company contributions if they choose to participate. • Tradesmen + Plus Rewards enables workers to accumulate points based on hours worked to get free merchandise, trips or other rewards. • A referral bonus program for helping us bring on additional great team members.

49	Demonstrate your process for development of participating entity statements of work, service levels, quality control plans, and performance standards (as applicable).	<p>Tradesmen brings a team of resources to develop and implement new programs and assure a smooth transition and successful deployment. That team includes our Institutional Director working to finalize any contract components, our Institutional Regional Managers, along with our local team made up of a General Manager, a Sales Manager, an Account Executive, a Project Coordinator and a Workforce Coordinator.</p> <p>In those cases where a team is needed, we hold exploratory meetings with clients to discuss all aspects of the assignment including timelines, scope of work, workforce requirements, invoice processing steps, and client expectations. This allows us to understand the resources necessary for successful implementation and client satisfaction. We work with the client to put together the working plan and involve the necessary internal resources to execute the plan. Then we get to work to align the workforce based on the agreed upon timeline. We hold weekly update meetings both internally and with the client to keep them informed.</p> <p>With our service of providing a worker or a team of workers, we offer a 100% satisfaction guarantee to our clients where our workers come with a 4 hour guarantee that if the worker does not meet the expectations of the client for any reason we will pull that worker from the assignment, not charge for those initial hours, and we will replace the worker with a different worker.</p> <p>We have a workforce quality program where we rate our team members based on client satisfaction. As part of our standard operating procedures, we make sure that clients are connected to our team members for outreach, and we regularly hold check point meetings to review client satisfaction with workers, their work, to understand any concerns, plus future needs. These meeting would include the Sourcewell member key personnel along with our local support team as part of the implementation and on-going work plan. The frequency of those meetings is client determined, though weekly and or monthly connect points are highly recommended.</p>
50	Demonstrate any procedures related to supplier-provided equipment, products, and supplies, and the ability to meet participating entity requirements (cost, inventory, sustainability, etc.).	Tradesmen is a service provider and does not sell equipment. Our skilled trades team members do have tools related to their trade and those are available for their use in performing tasks for the Sourcewell member as part of their hourly rate. These tools are not for sale, do not cost Sourcewell members anything and they remain the property of the worker.
51	Demonstrate how you ensure the qualifications, training, and certifications of your staff meet the requirements for maintaining public agency facilities and how you plan to maintain these items.	<p>Tradesmen fulfills roles / job descriptions with team members that those requirements. We listen and pay attention to details to properly assign individual team members. It's built into our process with our 100% Satisfaction Guarantee we will not charge if our person does not meet the expectations of the client.</p> <p>If a specific certification or license is required, that will become part of the assignment process and on-going review to assure that certification or license is kept up to date and in place.</p> <p>Weekly check-point meetings with our team on site and with the client are key to understanding that we and our team are meeting the client needs and requirements.</p>
52	Describe your emergency response protocols and processes for handling urgent or unexpected maintenance issues. What is your typical response time, and how do you ensure minimal disruption to operations.	Sourcewell member clients all have our key local team members points of contact including cell phone numbers so if an emergency need comes up, we are one call or one text away. We can mobilize a team of workers rapidly to deploy within hours in these circumstances. One call/text gains our clients access to boiler operators, carpenters, electricians, hvac techs, janitors, landscapers, plumbers, welders. Most of our work is planned, however we are glad to jump in with our resources for any need.

Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment	
53	Select 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 and a listing of dealerships, HUB partners or resellers if available. Select all that apply.		<input type="radio"/> Yes <input checked="" type="radio"/> No	Tradesmen is a large entity that is private equity owned so we do not meet any of these requirements.	*
54		Minority Business Enterprise (MBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
55		Women Business Enterprise (WBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
56		Disabled-Owned Business Enterprise (DOBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
57		Veteran-Owned Business Enterprise (VBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
58		Service-Disabled Veteran-Owned Business (SDVOB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
59		Small Business Enterprise (SBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
60		Small Disadvantaged Business (SDB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*
61		Women-Owned Small Business (WOSB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	*

Table 6A: Pricing (400 Points, applies to Table 6A and 6B)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *	
62	Describe your payment terms and accepted payment methods.	Tradesmen can extend terms to most institutions of Net-30 days. We accept most payment options such as ACH, checks, or credit cards / procurement cards (with processing fees).	*
63	Describe any leasing or financing options available for use by educational or governmental entities.	Tradesmen provides a service, there are no financing options.	*

64	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	<p>There are no upfront costs, on-going commitments, or obligations with working with Tradesmen, however, we do have two (2) items we put in place:</p> <p>A Master Service Agreement that specifies both parties' roles, puts in place the proper legal separation when providing personnel which protects the client with our workers being at their facilities, documents any background checks or drug testing needed and sets the stage for our working arrangement. We are willing and able to customize that service agreement to work with institutions as part of our having an in-house legal team. As an alternative we can work with our legal department to explore using a Sourcewell member's contract.</p> <p>A basic Account Application with basic billing information that enables us to properly process billing information. In many cases, institutions have a pre-filled out reference letter that answers many of the questions on our form.</p> <p>We uploaded a sample MSA and Account Application document to the Standard Transaction Document Samples section.</p>	*
65	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?	Yes, Tradesmen is glad to accept P-cards for payment though we pass along the processing costs of 3% that goes along with the convenience those payments.	*

66	<p>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.</p>	<p>Tradesmen will provide Sourcewell members with line-item discounts across all worker designations through special pricing. We will incorporate a 1.56 pay rate maximum multiplier or less for Sourcewell member pricing as a national structure on all employees pay rate vs. our standard multiplier of 1.64 or higher to provide a 5% or greater discount off standard rates. This discounted multiplier is the ideal method to assure Sourcewell members of consistent discounted pricing since pricing does vary by market location in the US and Canada due to local market pay rates; and since pricing also varies by worker based on trade, experience, skills, knowledge, and equipment. This pricing structure enables Sourcewell members to get discounted pricing in combination with quality, productive, and reliable workers. Pricing in this manner is also easy to understand, calculate and audit for all involved. For evaluation of the RFP, we uploaded a price chart to the Pricing section showing three (3) price scales.</p> <ul style="list-style-type: none"> Average Cost Market – this represents the average of the range of pricing for 80% or more of the country. Workers for most of the country will be available at those prices, or less, listed by trade and skill level within a variance of plus or minus \$2-\$3 to adjust for the specific worker's experience, knowledge, skill level and/or specialty equipment. <p>For instance, an electrician at a journeyman level average cost market price is \$46.80 so a Sourcewell member can expect to pay within a range of \$44 - \$49 in most markets. At time of placing specific workers, they would know the exact price of an individual or individuals available.</p> <ul style="list-style-type: none"> Higher Cost Market – this represents the average of the range of pricing for higher cost markets in a handful of market locations by trade and skill level. In these markets the variance from worker to worker could be plus or minus \$3 to adjust for the specific worker's experience, knowledge, skill level and/or specialty equipment. <p>The electrician journeyman level example cost in a high-cost market is \$61.88 so the Sourcewell member can expect to pay within a range of \$59 - \$65 in that type of market.</p> <ul style="list-style-type: none"> Not to Exceed Pricing – this represents the highest prices by trade and skill level for those extreme situations for isolated locations and where worker demand has driven rates to a very unusual level. <p>These bill rate includes all associated taxes, insurances, workers compensation, and profit. Specific trade and skill level rates are provided in the uploaded pricing chart.</p> <p>In addition, Sourcewell members will receive additional discounts if or when any overtime is required. Tradesmen's standard mark-up of 1.5 from standard time (up to 40 hours) will be discounted to 1.45 as a preferential rate.</p> <p>Note that the 5% discount or the overtime discount does not change the pay rate of the team member, that discount comes from Tradesmen profits.</p> <p>Tradesmen also has the capacity to track, document, and properly support Sourcewell members needing workers for projects dealing with Prevailing Wages and/or Davis-Bacon Act requirements. Having experienced team members in these areas enables institutions to use our services when work requires us to comply with those government requirements. In those circumstances, the pay rate would differ from the rates in our submitted pricing tables only when the U.S. Department of Labor establishes rates of pay and fringes, if required per the project, that are above our established rates. Sourcewell members would still receive the discounted mark-up rate, or lower, for a minimum of a 5% discount. This is not a unique to Tradesmen variance from standard pricing, it would affect all providers in those cases.</p>	
67	<p>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.</p>	<p>The proposed pricing represents a 5-percentage minimum discount from our average pricing we charged other clients. Our average mark-up is 1.64 vs. the proposed pricing for Sourcewell members of 1.56. Our pricing file shows the variance per hour and discounted percentage. On average that represents over \$2.00 per hour of savings.</p>	

68	Describe any quantity or volume discounts or rebate programs that you offer.	If a client implements a long-term on-going workforce of over 50 workers, then an additional 3% discount is possible.	*
69	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". 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.	Sourced or open market roles would be at the same mark-up of 1.56 of pay rate enabling Sourcewell members to acquire any related workers under the same discounted program.	*
70	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.	The pricing provided is all-inclusive for local workers. If a unique situation exists where a client's needs are for a specialized role and that person or people are not available locally then there may be per diem costs involved to bring a person or people from outside of the local area to meet that need. Those per diem costs would be discussed and agreed to in advance of any placement.	*
71	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Our service and the rates are based on a start work and quit work time at the site. There are no freight, delivery or shipping charges.	*
72	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	There are no freight, shipping, or delivery charges in Alaska, Hawaii, Canada or other place.	*
73	Describe any unique distribution and/or delivery methods or options offered in your proposal.	This is not applicable to our facilities maintenance services.	*
74	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing.	All Sourcewell members will be entered into our computer system as a Sourcewell affiliate where their purchases are automatically tracked. We pull and monitor monthly reporting on purchases to ensure we are correctly billing those invoices and to ensure tracking for the Sourcewell associated fee. A verification process of checking individual client billings against the agreed upon pricing will be implemented for each new client to ensure proper bill rates for their first 30 days and then as a random process on a quarterly basis.	*
75	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	We will assign and track KPI's on both the outreach and resulting sales of team members. Our regional managers will develop prospect lists for the sales force team members and assign those in Salesforce as a prospect account providing us tracking of the calls, emails, meetings / presentations on the outreach side. Regional managers will assign specific territory outreach goals and monitor results. Regional managers will also assign sales team members with territory specific Sourcewell monthly sales goals that will be tracked and monitored.	*
76	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	Tradesmen proposes a straight 2% of sales administrative fee based on Sourcewell members using this contract to facilitate business.	*

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
77	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	This pricing is the most competitive pricing we have offered to a cooperative.	*

Table 7A: Depth and Breadth of Offered Solutions (200 Points, applies to Table 7A and 7B)

Line Item	Question	Response *
78	Provide a detailed description of all the Solutions offered, including used Solutions if applicable, offered in the proposal.	<p>Tradesmen can provide most facilities maintenance roles to Sourcewell members. Below is a list of the most common roles we provide. If a Sourcewell member is seeking alternative roles then the same pricing structure is available, and we will explore locating and assigning that worker or workers to meet their needs.</p> <p>Asbestos/Insulation Workers/Pipe Coverers Boiler Operators Bricklayers - Apprentice Level Bricklayer - Journeyman Level Carpenters - Apprentice Level Carpenters - Journeyman Level Carpenters - Master Level Concrete Form/Set/Finish - Apprentice Level Concrete Form/Set/Finish - Journeyman Level Custodian Drywall Hang/Tape/Finish -Apprentice Level Drywall Hang/Tape/Finish - Journeyman Level Electrician -Apprentice Level Electrician - Journeyman Level Electrician - Master Level Elevator Constructors Equipment Operators - Apprentice Level Equipment Operators - Journeyman Level General Laborers General Maintenance Workers Glaziers - Apprentice Level Glaziers - Journeyman Level Groundskeeping Grounds Maintenance Landscapers HVAC- Apprentice Level HVAC - Journeyman Level Janitor Mason / Tile Setter - Apprentice Level Mason / Tile Setter - Journeyman Level Millwrights - Apprentice Level Millwrights - Journeyman Level Painters- Apprentice Level Painters - Journeyman Level Pipefitters- Apprentice Level Pipefitters- Journeyman Level Plumber - Apprentice Level Plumber- Journeyman Level Plumber - Master Level Roofer - Apprentice Level Roofer - Journeyman Level Sheet Metal Workers - Apprentice Level Sheet Metal Workers - Journeyman Level Welders/Iron Workers - Apprentice Level Welders/Iron Workers - Journeyman Level</p>
79	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>Tradesmen covers multiple subcategories of solutions within the Facilities Maintenance Services RFP.</p> <p>a. Janitorial & custodial are regular workforce assignments we handle for clients.</p> <p>b. Landscaping, groundskeeping, lawn mowing, snow removal or snow plowing, and grounds maintenance are regular workforce assignments we handle for clients.</p> <p>c. Maintenance roles for operations of facilities, systems, components, and surfaced areas (horizontal and vertical facilities) are regular workforce assignments we handle for clients.</p> <p>d. Complementary services with providing a team member or members to supplement or providing an entire team of workers for the above are part of the solution we bring to Sourcewell members.</p>

Table 7B: Depth and Breadth of Offered Solutions

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

Line Item	Category or Type	Offered *	Comments	
80	Janitorial, custodial, housekeeping, cleaning and sanitizing services	<input checked="" type="radio"/> Yes <input type="radio"/> No	Janitorial and custodial are regularly roles we provide. We can seek to provide the others but we do not have an existing workforce in those roles.	*
81	Landscaping, groundskeeping, lawn mowing, snow removal or snow plowing, and grounds maintenance services	<input checked="" type="radio"/> Yes <input type="radio"/> No	These roles are standard roles we provide.	*
82	Maintenance, management, and operations of facilities, systems, components, and surfaced areas (horizontal and vertical facilities)	<input checked="" type="radio"/> Yes <input type="radio"/> No	This is where we excel far beyond other providers with it being our specialty.	*
83	Complementary services as long as one or a combination of the offerings listed above in a. – c. is included.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Our flexible program enables Sourcwell members access to workers as needed to supplement their teams.	

Table 8: Exceptions to Terms, Conditions, or Specifications Form

Line Item 84. NOTICE: To identify any exception, or to request any modification, to Sourcwell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement 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 Sourcwell and will not automatically be included in the Master Agreement.

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

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

- Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
- Documents should NOT have a security password, as Sourcwell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcwell.
- Sourcwell may reject any response where any document(s) cannot be opened and viewed by Sourcwell.
- 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](#) - Tradesmen Sourcwell Pricing 3.6.25.pdf - Thursday March 06, 2025 08:52:29
 - [Financial Strength and Stability](#) - Dun Bradstreet 03.04.2025.pdf - Wednesday March 05, 2025 14:38:54
 - [Marketing Plan/Samples](#) - Sourcwell Example Marketing 3.4.25.pdf - Thursday March 06, 2025 08:53:49
 - WMBE/MBE/SBE or Related Certificates (optional)
 - [Standard Transaction Document Samples](#) - Tradesmen Master Service Agreement & Account Application.pdf - Thursday March 06, 2025 08:57:25
 - Requested Exceptions (optional)
 - [Upload Additional Document](#) - Tradesmen Locations and Retention Beenefits Infographic.pdf - Thursday March 06, 2025 09:05:54

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

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 award.
3. The Proposer certifies that:
 - (1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
 - (2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.
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 is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.
5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.
6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. 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, 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. - Bruce Wester, Institutional Director, Tradesmen International, 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 obligations contemplated in the solicitation proposal.

☒ 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 10 Facilities Maintenance Services RFP 031125 Tue March 4 2025 08:21 AM	<input checked="" type="checkbox"/>	1
Addendum 9 Facilities Maintenance Services RFP 031125 Tue February 25 2025 01:24 PM	<input checked="" type="checkbox"/>	1
Addendum 8 Facilities Maintenance Services RFP 031125 Mon February 24 2025 11:36 AM	<input checked="" type="checkbox"/>	1
Addendum 7 Facilities Maintenance Services RFP 031125 Fri February 21 2025 07:18 AM	<input checked="" type="checkbox"/>	2
Addendum 6 Facilities Maintenance Services RFP 031125 Fri February 14 2025 02:59 PM	<input checked="" type="checkbox"/>	2
Addendum 5 Facilities Maintenance Services RFP 031125 Wed February 12 2025 07:52 AM	<input checked="" type="checkbox"/>	2
Addendum 4 Facilities Maintenance Services RFP 031125 Fri February 7 2025 08:29 AM	<input checked="" type="checkbox"/>	2
Addendum 3 Facilities Maintenance Services RFP 031125 Mon February 3 2025 07:44 AM	<input checked="" type="checkbox"/>	1
Addendum 2 Facilities Maintenance Services RFP 031125 Fri January 24 2025 10:17 AM	<input checked="" type="checkbox"/>	1
Addendum 1 Facilities Maintenance Services RFP 031125 Wed January 22 2025 02:43 PM	<input checked="" type="checkbox"/>	2