

**MASTER AGREEMENT #080525****CATEGORY: Underground Infrastructure Inspection and Rehabilitation Equipment with Related Services****SUPPLIER: Minicam Inc.**

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 Minicam Inc., 12600 Newburgh Road, Livonia, MI 48150-1002 (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 March 4, 2030, 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 #080525 to Participating Entities. In Scope solutions include:
1. Sourcewell is seeking proposals for Underground Infrastructure Inspection and Rehabilitation Equipment with Related Services intended for the inspection, assessment, monitoring, or rehabilitation of pipes, pipelines, manholes, basins, tanks, and stations, including, but not limited to:
 - a. Video, acoustic, scope, and other imaging equipment;
 - b. Flow and leak testing, detection, and locating equipment and tools;
 - c. Related sensors and other monitoring equipment and technologies;
 - d. Underground infrastructure rehabilitation equipment; and,
 - e. Products, accessories, supplies, parts, technology, software, and services related to the offering of solutions in subsections 1. a. - d. above.
- 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 Sourcewell 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

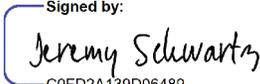
The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject,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

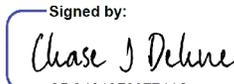
- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within 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

Minicam Inc.

Signed by:

C0FD2A139D06489...
 By: _____
 Jeremy Schwartz
 Title: Chief Procurement Officer
 Date: 2/27/2026 | 6:59 PM CST

Signed by:

CDC4640F907744C...
 By: _____
 Chase Dehne
 Title: President
 Date: 2/27/2026 | 1:25 PM CST

RFP 080525 - Underground Infrastructure Inspection and Rehabilitation Equipment with Related Services

Vendor Details

Company Name: Minicam Inc
Does your company conduct business under any other name? If yes, please state: Minicam
Address: 12600 Newburgh Road
Livonia, Michigan 48150
Contact: Chase Dehne
Email: chase.dehne@minicaminc.com
Phone: 734-744-5557
HST#: FEIN - 92-2712196

Submission Details

Created On: Friday August 01, 2025 13:09:30
Submitted On: Friday August 01, 2025 21:41:01
Submitted By: Curtiss Homan
Email: sales@minicaminc.com
Transaction #: 04143b31-a9f4-49c7-a583-fcd37efd0377
Submitter's IP Address: 147.243.183.49

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.	MiniCam Inc.
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Yes
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).	MiniCam Inc is the only entity supplying products on this proposal. There are no subsidiaries, D.B.A's or authorized affiliates included within this proposal.
4	Provide your CAGE code or Unique Entity Identifier (SAM):	MiniCam Inc's Cage Code is 9WE26 and Unique Entity Identifier (SAM) is TVLXLWDDX1L5.
5	Provide your NAICS code applicable to Solutions proposed.	811210 - Electronic and Precision Equipment Repair and Maintenance-
6	Proposer Physical Address:	MiniCam Inc. 12600 Newburgh Road Livonia, Michigan 48150-1002
7	Proposer website address (or addresses):	https://minicaminc.com/
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):	MiniCam Inc's Authorized Representative: Name: Chase Dehne Title: President Address: MiniCam Inc. 12600 Newburgh Road Livonia, Michigan 48150-1002 E-mail address: chase.dehne@minicaminc.com Phone: (734) 744 5557
9	Proposer’s primary contact for this proposal (name, title, address, email address & phone):	MiniCam Inc's Authorized Representative: Name: Chase Dehne Title: President Address: MiniCam Inc. 12600 Newburgh Road Livonia, Michigan 48150-1002 E-mail address: chase.dehne@minicaminc.com Phone: (734) 744 5557

10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	<p>MiniCam Inc.'s Authorized Representative:</p> <p>Name: Justin Szurgot</p> <p>Title: Director of Sales</p> <p>Address: MiniCam Inc. 12600 Newburgh Road Livonia, Michigan 48150-1002</p> <p>E-mail address: justin.szurgot@minicaminc.com</p> <p>Phone: 717-448-8440</p>
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Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *
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>Minicam Inc. – Company Overview</p> <p>Minicam Inc., the North American arm of the Minicam Group, specializes in the sales, service, and support of advanced pipeline inspection and trenchless rehabilitation equipment. Headquartered in Michigan, Minicam operates through a network of regional facilities and authorized dealers across the United States and Canada.</p> <p>Established in April 2023 following the acquisition of Visual Imaging Resources (VIR), Minicam Inc. has expanded its capabilities and reinforced its commitment to delivering exceptional customer service and technical support.</p> <p>Divisional Structure:</p> <p>Inspection (Proteus): Sales and service of Proteus mainline and lateral tractor systems. Push Camera (SOLO PRO+ and Hathorn): Distribution and support of portable push camera systems. Trenchless (Dancutter & Sewertronics): Sales and support of Dancutter rehabilitation cutters and Sewertronics UV LED curing systems. Service Excellence: Minicam is recognized for its high-quality service and fast turnaround times, minimizing equipment downtime and maximizing operational efficiency.</p> <p>Market Presence: Minicam serves municipal and industrial markets across North America through direct sales and a growing dealer network. The current network includes:</p> <p>80 Dealers:</p> <ul style="list-style-type: none"> - 20 Proteus (crawler) dealers - 53 Hathorn dealers - 5 Sewertronics dealers - 2 Dancutter dealers <p>- 6 Service Centers (5 U.S. & 1 Canada) (All operating across the U.S. and Canada)</p> <p>This network, supported by Minicam's dedicated sales and service teams, ensures comprehensive coverage and customer support throughout the region.</p> <p>Mission: Minicam is committed to providing world-class sales, service, and training, with a strategic focus on expanding its dealer network to enhance product accessibility and customer support across North America.</p> <p>MiniCam Core Values:</p> <ol style="list-style-type: none"> 1. Purposeful Innovation We develop advanced technologies that deliver exceptional performance and value. 2. Integrity We act with honesty, ethics, and accountability—always following through on our commitments. 3. Customer-Centric Solutions We prioritize our customers by delivering products and services that exceed expectations, supported by tailored after-sales programs. 4. Commitment to Quality

We manufacture durable, reliable equipment to the highest standards, driven by skilled and empowered employees.

5. Pride and Dedication

Our team is empowered to grow and contribute, fueling a passion for excellence that's reflected in every product and customer experience.

MiniCam Business Philosophy

Mission

To leverage our industry expertise and customer feedback to continuously innovate robust, user-friendly wastewater inspection and maintenance solutions for demanding environments.

Vision

To enhance field capabilities through smart inspection technology, helping prevent infrastructure issues and promoting safer communities—especially during natural disasters.

Strategy

We build a knowledgeable sales force and dealer network with full-service capabilities, including support, inventory, and rentals. Our team is thoroughly trained to be true MiniCam product specialists, capable of delivering expert demonstrations and support.

Market Approach

Our brand is promoted through industry-leading marketing and reinforced by rigorous training for all sales, service, and dealer personnel—ensuring a consistently exceptional customer experience.

MiniCam Beliefs

- Respect for all
- Transparent communication
- Honest and fair handling of mistakes
- Ownership and accountability
- Empowerment at every level
- Strong teamwork
- Continuous learning and improvement
- Opportunities for personal and professional growth

MiniCam's Legacy/Longevity in Underground Infrastructure Inspection and Rehabilitation

For over 25 years, MiniCam has been a trusted name in underground infrastructure inspection and rehabilitation equipment. Our commitment to quality and innovation ensures that every product is built for long-term, fault-free performance.

We take pride in our engineering excellence, supported by a team of seasoned professionals with decades of hands-on experience. Our engineers, technicians, and subject matter experts continuously refine our offerings to meet evolving industry needs.

MiniCam's strong relationships with customers, dealers, and partners—including our government SME partner, Aria CSS—have positioned us as consultants on major U.S. Government programs. We not only design and manufacture advanced equipment but also collaborate closely with stakeholders to drive continuous improvement across our products and operations.

Our flagship Proteus product line has been in global use for nearly 29 years, with other systems in service for over 17 years—testament to their durability and reliability.

<p>12</p>	<p>What are your company's expectations in the event of an award?</p>	<p>If awarded, MiniCam will actively promote the Sourcewell Program both internally and externally via our website, social media, trade shows, conventions, vendor and dealer events, and training sessions.</p> <p>Our dedicated team will host webinars and distribute marketing and training materials to staff, vendors, and dealers to ensure alignment and engagement.</p> <p>We view this potential partnership with Sourcewell as a strategic collaboration. Being selected as a Sourcewell vendor would present a significant opportunity to serve over 75,000 participating members and educate prospective members on the benefits of Sourcewell and its streamlined procurement process.</p> <p>Through the MiniCam-Sourcewell contract, we will deliver efficient, value-driven solutions to Sourcewell members. We are committed to leveraging platforms such as GovWin IQ and Aria CSS to reach and support participating entities (see attached: MiniCam_Marketing_&_Strategic_Sales – Aria CSS & GovWin IQ).</p> <p>Additionally, we aim to encourage eligible but non-participating customers to join Sourcewell and benefit from its extensive market expertise, competitive pricing structures, and collaborative procurement model.</p>
<p>13</p>	<p>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>	<p>Financial Strength and Stability Overview</p> <p>Since its inception, MiniCam has maintained a disciplined financial strategy focused on maximizing internal resources. With consistent ownership, low employee turnover, and strong internal governance, we have successfully funded our growth organically. As part of the Halma Group, we also benefit from access to extensive resources when needed.</p> <p>In 2024, MiniCam's revenue exceeded \$20 million, reflecting our continued upward trajectory. Our financial practices are conservative and responsible, emphasizing reinvestment in growth and product development. This approach has enabled us to operate without reliance on bank credit lines or external financing for contract execution or order fulfillment.</p> <p>Annual Revenue:</p> <p>2022: \$8,000,000 2023: \$12,000,000 2024: \$20,000,000 (includes Hathorn acquisition)</p> <p>While net income has remained stable due to reinvestment, we anticipate long-term profitability as a result of this strategic growth.</p> <p>MiniCam's financial statements are independently reviewed and conform to standard accounting practices. We maintain strong financial ratios across all key metrics and consistently receive credit ratings above 90% from major agencies. Our supplier relationships are well-established, with negotiated terms typically ranging from Net 30 to Net 60, though we rarely utilize the full term.</p> <p>Our financial strength is further validated by third-party assessments, strong credit scores, and enduring relationships with financial and supplier partners.</p> <p>For a detailed overview, please refer to the document titled "Financial Strength" under item (1) on the Downloads page of this submission.</p>

14	What is your US market share for the Solutions that you are proposing?	<p>MiniCam U.S. Market Share Overview</p> <p>MiniCam currently holds an estimated 5%–10% share of the U.S. market for the proposed solutions. Our strategic goal is to increase this to 15%–20% over the next four years.</p> <p>In key regions, our market penetration is notably higher: Michigan at 15%, Massachusetts at 20%, and approximately 15% across the broader New England area. States with established dealer networks and service centers show stronger performance, which is driving our focus on expanding these channels nationwide.</p> <p>Our government sector market share is significantly higher, supported by strong contracts, a dedicated sales team, and a growing reputation. Recent partnerships and rapid expansion over the past 12–18 months have contributed to this growth. The implementation of a new ERP system has enabled remote sales operations, allowing us to scale our team beyond traditional office boundaries.</p> <p>In addition to our manufacturing capabilities, our Sales Director has effectively leveraged relationships with partners and dealers to enhance responsiveness and customer service across the country.</p> <p>While our crawler product line has remained stable, the launch of our Trenchless division in 2024—featuring Dancutter and Sewertronics—has seen rapid growth. The addition of Hathorn has also been a key driver, with revenue increasing from \$2.6 million in 2020 to \$7 million in 2024.</p>
15	What is your Canadian market share for the Solutions that you are proposing?	<p>MiniCam currently holds an estimated 5% share of the Canadian market for the proposed solutions. In line with U.S. market trends, we anticipate this share will grow to 15–20% over the next four years. Canadian sales are around 3M for 2025 with about 50% municipal.</p> <p>We maintain a strong presence in Canada through a network of dealers and dedicated sales personnel. MiniCam actively engages with Canadian government procurement opportunities by responding to RFPs, RFQs, and solicitations across all levels of government. We subscribe to U.S. and Canadian bid platforms that provide access to procurement postings and contact information for participating agencies. If awarded a Sourcewell contract, we will leverage this network to expand our market presence through targeted marketing and sales outreach.</p> <p>A Sourcewell award would significantly enhance our ability to compete in the Canadian market, equipping our sales team with a valuable tool to streamline procurement discussions with government agencies. This would reduce purchasing friction and lower procurement costs for our clients.</p> <p>Additionally, our Sales Director is in active discussions with potential dealer partners to expand our sales, service, and warranty coverage. We are also recruiting new sales representatives to strengthen our presence in key regions. If awarded a Sourcewell contract, we plan to join Canoe to further support our Canadian growth strategy.</p> <p>Our current Canadian footprint includes one (1) outside sales representative in our Toronto Office, one (1) owned service & sales location in Markam, Ontario and dealer coverage in the following provinces:</p> <p>British Columbia – 2 dealers Alberta – 3 dealers Ontario – 2 dealers Nova Scotia – 1 dealer Saskatchewan – 1 dealer Quebec – 4 dealers Manitoba – 1 dealer</p> <p>(Refer to MiniCam_Participating_Dealer_List_2025 for the full list of dealers and vendors.)</p>
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.	<p>No, MiniCam Inc has never petitioned for bankruptcy protection.</p>

<p>17</p>	<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>MiniCam is best described as a B) manufacturer.</p> <p>MiniCam is primarily a manufacturer with a global footprint and a strong presence across North America.</p> <ul style="list-style-type: none"> - Operates five major manufacturing facilities worldwide. - Maintains five company-owned service centers and supports hundreds of authorized service and warranty centers across the U.S. - Offers mobile service in five U.S. states. - Supports a robust dealer network, including: <ul style="list-style-type: none"> - 20 Proteus (crawler) dealers - 53 Hathorn dealers - 5 Sewertronics dealers - 2 Dancutter dealers - 6 Service Centers (5 U.S. & 1 Canada) (All operating across the U.S. and Canada) - Partners with three OEM suppliers, collectively supporting over 175 participating dealers. <p>Sales & Support Network</p> <ul style="list-style-type: none"> - Combined sales force of 55+ professionals across the U.S. and Canada, including both MiniCam and dealer representatives. - Dealer sales personnel are licensed in their respective states and receive ongoing training—both in-person and online—on product updates and industry advancements. - MiniCam employs seven regional sales managers and partners with Aria CSS, specializing in government contracts and Sourcewell procurement. - All factory sales staff undergo continuous product and industry training. <p>Customer Engagement & Service</p> <ul style="list-style-type: none"> - MiniCam and its dealers collaborate closely with government agencies to ensure product specifications and performance meet customer needs. - On-site product demonstrations are available to allow prospective buyers to evaluate equipment firsthand. - Mobile service trucks are available in select areas for on-location repairs. - 24/7 phone support is provided for technical assistance. - A dedicated factory service team works in tandem with authorized repair centers and dealer service managers to deliver comprehensive support, including troubleshooting, warranty, and policy assistance.
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<p>18</p>	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>MiniCam Ltd holds all required licenses and certifications, as well as several additional credentials that reflect our commitment to quality, sustainability, and innovation.</p> <p>We received ISO 14001 certification in April 2025, demonstrating our commitment to systematic environmental management and continuous improvement in reducing our ecological footprint. Minicam Ltd is also an ISO 9001-certified company, reflecting our dedication to maintaining rigorous quality management systems.</p> <p>Our Salford site also completed its first EcoVadis assessment submission on 28 March 2025. This comprehensive evaluation examines our environmental practices, labor standards, ethical operations, and sustainable procurement efforts. We are awaiting the results, which will provide actionable insights to further strengthen our sustainability strategy.</p> <p>In May 2025, we achieved a Silver EcoVadis medal in the first assessment of our Minicam Ltd Salford site! This recognition is awarded to the Top 15% of companies assessed by EcoVadis in the 12 months prior to the medal issue date, reflecting the quality of our sustainability management system.</p> <p>EcoVadis is a globally recognized platform to assess the sustainability of companies in four key areas: Environment, Labour & Human Rights, Ethics and Sustainable Procurement.</p> <p>Our Sewertronics product line is dedicated to creating and developing innovative solutions that meet market needs. This commitment extends to ensuring worldwide legal protection for our inventions. As part of this policy, Sewertronics holds exclusive rights over various patent applications. Notable patents include EP16002230, EP16460093, EP17460001, and EP18382184, among others.</p> <p>Our patented technologies reflect our ongoing dedication to pioneering advancements in the field, reinforcing our position as a leader in the industry.</p> <p>Worldwide Patent Pending EP16002230 SpeedyLight+ UV LED system is protected by a family of patents claiming priority of patent application EP16002230 Worldwide Patent Pending EP18382184 WaterLight system is protected by a family of patents claiming priority of patent application EP18382184 Worldwide Patent Pending EP17460001 LEDRig products are protected by a family of patents claiming priority of patent application EP17460001 Worldwide Patent Pending EP19460048 QuickPatch products are protected by a family of patents claiming priority of patent application EP19460048</p> <p>Additional Documentation:</p> <p>Other licenses and certifications, including Certificates of Insurance and state business registrations (MI, DE, MN), are detailed in the attachment under item (3) Related Certificates.</p>
<p>19</p>	<p>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.</p>	<p>No "Suspension or Debarment" information has applied to our organization, MiniCam Inc., during the past ten years.</p>
<p>20</p>	<p>Describe any relevant industry awards or recognition that your company has received in the past five years.</p>	<p>We received ISO 14001 certification in April 2025, demonstrating our commitment to systematic environmental management and continuous improvement in reducing our ecological footprint. Minicam Ltd is also an ISO 9001-certified company, reflecting our dedication to maintaining rigorous quality management systems.</p> <p>Our Salford site also completed its first EcoVadis assessment submission on 28 March 2025. This comprehensive evaluation examines our environmental practices, labor standards, ethical operations, and sustainable procurement efforts. We are awaiting the results, which will provide actionable insights to further strengthen our sustainability strategy.</p> <p>In May 2025, we achieved a Silver EcoVadis medal in the first assessment of our Minicam Ltd Salford site! This recognition is awarded to the Top 15% of companies assessed by EcoVadis in the 12 months prior to the medal issue date, reflecting the quality of our sustainability management system.</p> <p>EcoVadis is a globally recognized platform to assess the sustainability of companies in four key areas: Environment, Labour & Human Rights, Ethics and Sustainable Procurement.</p>

21	What percentage of your sales are to the governmental sector in the past three years?	65% of MiniCam's sales are to the governmental sector in the past three years. MiniCam's sales percentages are: <ul style="list-style-type: none"> • 60% State, Local, Municipal • 35% commercial • 5% Federal 	*
22	What percentage of your sales are to the education sector in the past three years?	2% of MiniCams government sales are to education sector however with the additional of a Sourcewell contract we are hoping to increase that number.	*
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?	HGAC - \$750,000.00 BuyBoard - \$500,000.00 TIPS - \$1,450,000.00 Ohio STS - \$750,000.00 COSTARS - \$0 (Recently Awarded)	*
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?	MiniCam does not currently hold a GSA Contract but we are in the process of preparing a submission to GSA for our products.	*

Table 2B: References/Testimonials

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

Entity Name *	Contact Name *	Phone Number *	
Rogers Water Utilities (Arkansas)	Johnny Lunsford	479-621-1142	*
West Sound Utility District	J.J. Johnson	360-876-2545	*
City of College Place	Wade Antle	509-520-1828	*

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

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

Line Item	Question	Response *	

<p>26</p>	<p>Sales force.</p>	<p>Sales Organization Overview</p> <p>MiniCam's combined sales force—including our internal team and dealer network—comprises over 55 sales professionals across the U.S. and Canada.</p> <p>In North America, MiniCam employs 40 team members in North America, including:</p> <ul style="list-style-type: none"> - 9 Sales Representatives - 6 Sales Support Specialists - 7 Service Technicians <p>We also partner with Aria CSS, a government contracting specialist and our dedicated support team for public sector contracts, including Sourcewell.</p> <p>Sales Team Structure</p> <ul style="list-style-type: none"> - 6 U.S. Territory Managers - 3 Product Sales Directors - 1 Canadian Territory Manager <p>We have at each location internal Sales Support Staff for customer service and sales assistance. All factory sales managers are licensed in their respective states and are required to complete ongoing product and industry training.</p> <p>Sales & Service Locations</p> <p>Livonia, MI – Sales & Service Center Tyngsborough, MA – Sales & Service Center Lakeland, FL – Sales & Service Center Long Beach, CA – Sales & Service Center Groveport, OH – Sales & Service Center</p> <p>Dealer coverage includes:</p> <ul style="list-style-type: none"> - 20 Proteus (crawler) dealers - 53 Hathorn dealers - 5 Sewertronics dealers - 2 Dancutter dealers <p>14 Canadian dealers 80 U.S. dealers</p> <p>Government Contracting Partner – Aria CSS</p> <p>6 Sales Representatives: 3 in FL, 1 in CA, 1 in SC, 1 in OH with dealer locations in FL and OH.</p> <p>All sales personnel collaborate across dealer networks and internal teams, ensuring cohesive support and coverage throughout North America.</p> <p>For a detailed list of dealers and sales contacts, please refer to the attached document: MiniCam_Dealer_List_2025.</p>
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<p>27</p>	<p>Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.</p>	<p>MiniCam's dealer network is independently owned and operated, comprising 80 dealers across the U.S. and Canada. We regularly evaluate dealer performance and expand the network as needed.</p> <p>In addition to our dealers, MiniCam has established strategic partnerships with Truck Equipment Manufacturers (TEMs), truck/chassis suppliers, and Aria CSS to support growth in government sales and enhance our truck-mounted inspection systems.</p> <p>Together with our vendor partners, MiniCam has a combined network of 175 authorized resellers across North America.</p> <p>We also maintain strong relationships with various body manufacturers and service centers throughout the U.S. and Canada. These facilities often stock vehicles and parts for our truck/trailer-mounted systems and provide service coverage in regions where we lack direct presence.</p> <p>Manufacturing & Service Footprint MiniCam operates seven manufacturing and service facilities—six in the U.S. and one in Canada—supporting equipment distribution, service, and repair.</p> <p>Dealer Coverage Includes:</p> <ul style="list-style-type: none"> 20 Proteus (crawler) dealers 53 Hathorn dealers 5 Sewertronics dealers 2 Dancutter dealers 14 Canadian dealers 80 U.S. dealers <p>Vendor & Partner Highlights:</p> <p>Aria CSS: Six sales representatives (3 in FL, 1 in CA, 1 in SC, 1 in OH) with dealer locations in FL and OH. TruckCorp: 38 U.S. dealers, 25 Canadian dealers, supported by 3 outside and 4 inside sales staff.</p> <p>MiniCam and its partners operate under mutual agreements that allow shared use of resources, dealer networks, and facilities for sales, service, warranty, and inventory management.</p> <p>For a full list of participating dealers and vendors, refer to the MiniCam_Participating_Dealers_List_2025.</p>
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<p>28</p>	<p>Service force.</p>	<p>MiniCam Service Network Overview</p> <p>MiniCam operates six company-owned Sales & Service Centers across North America:</p> <ul style="list-style-type: none"> - Midwest – Livonia, MI - Massachusetts – Tyngsborough, MA - Florida – Lakeland, FL - California – Long Beach, CA - Ohio – Groveport, OH - Toronto – Markham, Ontario <p>In addition to these facilities, MiniCam maintains a robust network of authorized service and warranty centers throughout the U.S. and Canada. Our OEM, TEM, and supplier partners also provide nationwide dealer representation, enabling service access for both MiniCam and OEM products at numerous locations.</p> <p>TruckCorp Network TruckCorp supports our products through 63 dealers across the U.S. and Canada.</p> <p>Chassis Supplier Agreements Our truck-mounted products can be serviced at any authorized Ford, Chevrolet, Dodge, or GMC dealership across North America.</p> <p>Service Coordination Customers requiring service at partner locations should first contact MiniCam. We will coordinate the visit, including a pre-negotiated rate and defined scope of work.</p> <p>Warranty & Service Locator MiniCam maintains a vetted list of authorized service centers in all sales regions. We are currently developing a website feature that will allow users to search for nearby service locations quickly and easily.</p> <p>MiniCam Service Network Overview</p> <p>MiniCam operates six company-owned Sales & Service Centers across North America:</p> <ul style="list-style-type: none"> - Midwest – Livonia, MI - Massachusetts – Tyngsborough, MA - Florida – Lakeland, FL - California – Long Beach, CA - Ohio – Groveport, OH - Toronto – Markham, Ontario <p>In addition to these facilities, MiniCam maintains a robust network of authorized service and warranty centers throughout the U.S. and Canada. Our OEM, TEM, and supplier partners also provide nationwide dealer representation, enabling service access for both MiniCam and OEM products at numerous locations.</p> <p>TruckCorp Network TruckCorp supports our products through 63 dealers across the U.S. and Canada.</p> <p>Chassis Supplier Agreements Our truck-mounted products can be serviced at any authorized Ford, Chevrolet, Dodge, or GMC dealership across North America.</p> <p>Service Coordination Customers requiring service at partner locations should first contact MiniCam. We will coordinate the visit, including a pre-negotiated rate and defined scope of work.</p> <p>Warranty & Service Locator MiniCam maintains a vetted list of authorized service centers in all sales regions. We are currently developing a website feature that will allow users to search for nearby service locations quickly and easily.</p>
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<p>29</p>	<p>Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.</p>	<ul style="list-style-type: none"> • MiniCam Proposed Order Process: <ol style="list-style-type: none"> 1. MiniCam recognizes the direct impact that effective management of sales inquiries has on the number of resulting purchase orders. All sales inquiries made to MiniCam are welcomed by a friendly, customer focused, highly trained representative, with extensive product knowledge and outstanding customer service skills. 2. All Sourcewell specific sales inquiries made to MiniCam will immediately be handled by MiniCam's Sourcewell Representative and vetted. 3. Sourcewell specific sales inquiries made to dealers within MiniCam's dealer network will quickly be routed to territory managers and then directly to MiniCam's Sourcewell Representative. 4. MiniCams designated Sourcewell Representative will listen to the customers questions and comments with the intent of fully understanding the customer's needs. The Representative will also quickly identify whether the customer is a Sourcewell or Sourcewell-eligible Member. The Representative will provide the customer with accurate, complete information in response to the customers questions and comments and assist the customer in defining specific product options and various configurations that will comprehensively satisfy the customer's needs. 5. For customers that are identified Sourcewell Members, the Representative will then provide the customer with an appropriate quote, factoring in the customers product specifications and options, that is based on the most current Sourcewell contract price list. 6. Inquiring customers that are identified non-Sourcewell Members will be made aware of the benefits in becoming a Sourcewell Member and in using the Sourcewell Contract. The Representative will outline how the customer can become a Sourcewell Member, concisely explain using the Sourcewell contract, and educate the customer of proper procedures to follow when placing a Sourcewell order. 7. Upon receipt of a signed contract or valid purchase order, the Representative will review and compare the contract or purchase order with the original quote. If there are discrepancies between the contract or purchase order received and the original quote, the Representative will contact the customer. 8. The contract or purchase order becomes subject to Minicam's quality control protocols upon confirmation that all terms and conditions in the contract or purchase order and in the original quote match. The contract or purchase order will be processed in compliance with Minicam's procedure for processing orders, following the precise sequence of steps as enumerated in our procedure. 9. Minicam then processes the order and encodes it with the appropriate unique identifier assigned to the type of classification of the respective contract. Minicam organizes all contracts by type classification and differentiates between type classifications using the unique identifier that Minicam has assigned to each type of classification. Minicams contract type classifications include Commercial Contracts; State and Local Government Contracts; Sourcewell Contracts; etc. 10. The Sales Administrator creates a file for the individual contract and folder in the contract file where all documents pertaining to the individual contract will be stored. 11. The Sales Administrator uses Minicams ERP system and Contract Document Checklist to verify whether all necessary contract documents are on file. 12. The contract file is monitored by the Sales Administrator until all necessary contract documents are on file and verified through completion of the Contract Document Checklist. 13. The newly opened order is tracked in the ERP system and populates the data including budgets, due dates, customer information and will run quarterly reports for review to pay the Sourcewell Administration Fee on each order to be paid per quarter and reported. 14. Reseller Sales Process Reseller sales follow the standard internal process with one key difference: the reseller must complete the Reseller Form. Once completed, the form, along with the quote referencing the Sourcewell contract number and the customer PO, must be compiled into a single PDF and submitted to orders@minicaminc.com. Upon receipt, the order will be processed as usual. All reseller sales will be documented and included in the quarterly report used to calculate the contract fee. (See attached MiniCam_Reseller_Form)
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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>MiniCam Customer Service Overview</p> <p>MiniCam is committed to delivering exceptional service and support across all warranty and repair processes. Our customer service policy ensures a response within 24 hours of initial contact. Within two business days of our first response, we will provide a proposed resolution plan tailored to your needs, prioritizing efficiency and cost-effectiveness.</p> <p>Recognized for our industry-leading service quality, MiniCam and our authorized dealers strive to minimize equipment downtime through fast, accurate diagnostics and repairs. Our skilled technicians conduct thorough inspections during equipment servicing, identifying wear and recommending necessary maintenance to keep your systems operating at peak performance.</p> <p>Service Options</p> <ul style="list-style-type: none"> - Drop-Off Service: Visit either of our service centers. Please check our hours before arrival. - Advanced Booking: Schedule service in advance to better manage your workflow and reduce downtime. - Online Booking: Use our convenient online form to request service. A local team member will follow up promptly. - Courier Collection: We can arrange third-party courier pickup from your location to our service centers (fees apply; details available upon request). <p>Our retermination and cable services help maintain your push rod and cable systems, ensuring reliability and reducing costly interruptions.</p>
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities.	<p>MiniCam's full product line and support services are available to ALL Sourcewell participating entities in the United States.</p> <p>As mentioned above in previous answers we have positioned ourselves strategically in order to accomplish our willingness to provide our products and services to Sourcewell participating entities and also to market to non-sourcewell participating agencies so that they can become members.</p>
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>MiniCam is fully committed to serving Sourcewell participating entities across Canada.</p> <p>Our complete product line and support services are available to all Sourcewell members nationwide.</p> <p>We have strategically positioned ourselves to support Sourcewell participants and to engage with non-member agencies, encouraging their enrollment in the program.</p> <p>All Canadian transactions are conducted through direct sales involving MiniCam, our affiliate partners, OEM partners, or their authorized dealers, and the purchasing governmental entities. Our Canadian-based sales representatives and facilities actively respond to RFPs, RFQs, and public solicitations. We also subscribe to U.S. and Canadian government bid platforms, enabling us to submit proposals and access contact information for participating agencies.</p> <p>If awarded a Sourcewell contract, MiniCam will leverage this network to expand our market presence in both the U.S. and Canada. Strengthening our footprint in Canada is a key component of our long-term growth strategy, which is already underway. Key initiatives include:</p> <ol style="list-style-type: none"> 1. Partnering with Canoe Procurement Group upon contract award. 2. Operating a Canadian manufacturing facility, service and repair locations, and a network of dealers. 3. Deploying in-house and field sales teams to serve all Canadian provinces and their respective agencies. <p>We are actively pursuing new partnerships to further grow our Canadian presence. Our Director of Marketing & Dealer Sales is currently in discussions with additional dealers to support this expansion.</p> <p>To learn more or become a member, visit: https://canoeprocurement.ca</p>
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	<p>MiniCam is able and willing to fully serve all geographic areas of the United States and Canada through this proposed Contract, if awarded.</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.	<p>MiniCam is able and willing to fully serve all Sourcewell participating entity sectors anywhere in the United States and Canada through this proposed Contract, if awarded.</p>

35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	MiniCam does not have any specific contract requirements or restrictions that would apply to Sourcewell participating entities in Hawaii, Alaska, or in US Territories.	*
36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	Yes	*

Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *
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>MiniCam Marketing Strategy for Promoting Sourcewell Contract (Upon Award)</p> <ol style="list-style-type: none"> 1. Public Announcement A formal press release and coordinated social media campaign will announce the contract award. 2. Contract Visibility <ul style="list-style-type: none"> - The contract will be listed on Compare Co-Ops and Pavilion, platforms commonly used by government agencies to locate cooperative contracts. - It will also be featured on GovWin IQ (refer to attachment: MiniCam_Marketing_&_Strategic_Sales – Aria CSS & GovWin IQ). 3. Dedicated Web Presence <ul style="list-style-type: none"> - A dedicated Sourcewell contract page will be created on MiniCam’s website. - Dealer and vendor/partner sites will host mirrored pages to ensure consistent messaging. - A hyperlink to the contract will be embedded on MiniCam’s government page, redirecting users to the Sourcewell landing page and contracts section. - A mock-up of this page is provided (see Marketing_Sample_Webpage), showcasing Sourcewell membership benefits through visuals and embedded videos. 4. Sourcewell Resources Integration <ul style="list-style-type: none"> - Selected Sourcewell videos will be embedded or linked based on content type and length. - Vendor resources from Sourcewell’s website will be regularly reviewed and updated to maintain accuracy. 5. Promotional Outreach <ul style="list-style-type: none"> - Email campaigns will notify customers and dealers of the new contract. - Social media platforms will be used to share updates and relevant Sourcewell content. - A product brochure detailing offerings under the Sourcewell contract will be developed (see Marketing_MiniCam_Sample_PL_Brochure). - Individual flyers for each duct model will include product descriptions, specifications, options, and contact information for the designated Sourcewell representative. - These materials will be distributed at trade shows, during customer visits, and via mail/email campaigns. Customized versions will be provided to vendor partners and dealers (see Marketing_Sales_&_Trade-Show_Brochure_Sourcewell_Sample, Marketing_Sample_Flyer, Marketing_Sample_Mailer_Sourcewell, and Marketing_Sales_&_Trade-Show-Brochure). 6. Lead Generation & Market Intelligence <ul style="list-style-type: none"> - MiniCam will continue using Aria CSS and GovWin IQ to gather agency data, build targeted lead lists, and access pre-RFQ budget insights (see MiniCam_Marketing_&_Strategic_Sales – Aria CSS & GovWin IQ). 7. MiniCam’s Engagement Strategy with Sourcewell <p>MiniCam employs a multi-channel outreach strategy, including email campaigns, direct mail, phone calls, and site visits to engage both prospective and existing customers and vendors. Our primary objective with Sourcewell is to encourage eligible entities to become participating agencies. To achieve this, we prioritize personalized relationship-building efforts.</p> <p>Our secondary objective is to leverage the Sourcewell contract to support and expand sales to both existing customers and Sourcewell participants. This will be accomplished through all aforementioned communication channels.</p> <p>We have compiled a lead list from GovWin IQ, containing over 100,000 budget reports for pipeline inspection equipment, covering Q3 2024 and beyond. This data, sourced from GovWin IQ and Aria CSS, includes contact details, product types, and budget allocations (see attached: GovWin_Pipeline_Inspection_Equipment).</p> <p>Our strategy is to engage these leads early in the procurement cycle—prior to RFQ issuance—informing them of our Sourcewell contract and converting them into participating agencies. These leads will be distributed to our sales team, dealers, and partners across the U.S. and Canada.</p>

38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>MiniCam's Technology and Digital Marketing Strategy</p> <p>MiniCam continues to prioritize direct sales while leveraging digital marketing, AI, and intelligent systems to expand reach and engage new market segments.</p> <ul style="list-style-type: none"> - Website: Our website, www.minicaminc.com, now in its sixth major iteration, is optimized for user experience and product visibility. Advanced analytics and intelligence tools monitor user behavior across our digital assets. - SEO Optimization: The domain www.minicaminc.com is structured for search engine performance, utilizing strategic metadata and page naming. Rankings are routinely assessed to enhance visibility. - Social Media: MiniCam maintains active profiles on Facebook, LinkedIn, YouTube, Instagram, and Twitter to promote products, share updates, and support marketing campaigns. - Digital Catalogs: Comprehensive digital catalogs and product grids are available for aftermarket parts, equipment models, and inventory of new and used products. - Industry Resources: Our platforms provide direct access to relevant government and industry websites, including targeted landing pages for specific sectors. - Analytics & Tracking: We utilize detailed tracking of page visits, email engagement, and campaign performance to refine our digital strategies. - GovWin IQ & Intelligence Platforms: Through GovWin IQ and our partner Aria CSS, we access market intelligence, historical award data, and competitor insights. Additional platforms include BidNet Direct, GovSpend, Sam.gov, GovTenders, BidSync, Onvia/Demand Star, and state-specific portals. - LinkedIn Sales Navigator: In partnership with Aria CSS, we use LinkedIn Sales Navigator to identify procurement officials and execute targeted campaigns for awarded contracts and product offerings.
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>MiniCam's Perspective on Sourcewell's Role in Promoting Contracts from this RFP:</p> <ul style="list-style-type: none"> - Sourcewell will issue an award announcement to all members. - Training and onboarding will be provided to Sourcewell staff and members regarding the newly awarded contracts. - A dedicated Sourcewell landing page will feature MiniCam's contract details and product information for member access. - MiniCam will incorporate the Sourcewell contract into its sales strategy through internal training materials, meetings, and videos, led by a full-time Director of Government Accounts. - A designated Sourcewell Point of Contact (POC) will oversee contract execution and personnel management. - Mr. Chase Dehne will serve as MiniCam's Contract Manager, supported by the Contract Administrator and Sales Team. - Mr. Justin Szurgot will act as Sourcewell's Contract Administrator. - Dealers and vendor partners will appoint Sourcewell Contract Managers to ensure compliance and alignment with contract objectives. All Sourcewell-related leads and sales will be routed through the Sourcewell Manager and Administrator, then assigned to the appropriate territory manager. - The inside sales team will support territory managers as needed. <p>MiniCam will drive contract adoption by setting sales targets for managers and dealers, focusing on key government and municipal accounts. Dealers and partners will receive presentation templates, marketing materials, and member lists tailored to their regions. Quarterly joint sales calls with factory representatives will reinforce engagement and performance.</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.	<ul style="list-style-type: none"> • MiniCam's products are not available through an e-procurement ordering process. We are base model company with customization e-procurement is not available currently for our products.

Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)

Line Item	Question	Response *
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<p>41</p>	<p>Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.</p>	<p>MiniCam Training & Support Overview</p> <p>MiniCam offers comprehensive training programs tailored to the products we provide, including OSHA compliance, safety protocols, equipment operation, maintenance, and supervisory training. All sessions are conducted by MiniCam-certified trainers, who are either certified by the OEMs or accompanied by OEM representatives. Training is customized based on the specific needs of each customer and is scheduled on a case-by-case basis.</p> <p>Training Fees Training is billed at \$150 per hour per trainer, plus per diem expenses for travel, meals, and lodging.</p> <p>Training Resources MiniCam and our dealer network provide access to parts and service manuals both online and with each product. Additionally, our vendors and partners offer detailed training videos, accessible via email, YouTube, or direct links to their websites. On-site training is also available upon request.</p> <p>Online Training for Sourcewell Members All Sourcewell members receive free access to online training materials. Coordination can be done through a MiniCam representative, dealer, or vendor partner via phone or scheduling links.</p> <p>Annual & Ongoing Training Opportunities</p> <ul style="list-style-type: none"> - Annual Dealer Training Week: Held at our Florida service center early each calendar year. Dealers typically send one or more technicians for in-depth training. - Detroit Dealer Training: Available year-round for dealers seeking one-on-one training for new technicians. - Detroit End-User Training: Offered year-round. End-users can schedule 2- to 3-day sessions based on the equipment to be covered by contacting our service manager.
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<p>42</p>	<p>Describe any technological advances that your proposed Solutions offer.</p>	<p>MiniCam Integration & Inspection Solutions</p> <p>MiniCam leverages OEM electronic interfaces to seamlessly integrate our diagnostic tools, service centers, and upfit solutions.</p> <p>Inspection Products:</p> <p>Tractor Wheels Engineered for optimal performance across various pipe diameters and conditions.</p> <p>Quick Release Lock Proteus crawlers feature a patented wheel lock system, allowing quick wheel changes with a single Allen wrench—no additional tools required.</p> <p>Portable Cube A weatherproof, welded aluminum enclosure weighing under 800 lbs. Features include a swing-up hood, heavy-duty lifting eyelets, glare-reducing interior, fork skids, integrated shelving, washdown capability, and a 200W generator housing.</p> <p>Hathorn H12+ The industry's brightest 12" impact-resistant LCD screen, offering superior daylight visibility, high contrast, and 8x digital pan & zoom for unmatched image clarity.</p> <p>Proteus Inspection Systems:</p> <p>Mainline Systems Inspect pipes from 4" to 86" with up to 1,600 ft of range. The modular Proteus system allows any tractor-camera combination to pair with any cable reel.</p> <p>Proteus Lite A compact, budget-friendly system for hard-to-reach mainlines. Fits 6" to 18" pipes with an adjustable camera lift and 820 ft of cable on a manual reel.</p> <p>Lateral Systems Launch from 6" to 20" mainlines into 2.5"+ laterals. Built-in sonde enables precise location and inspection of lateral connections.</p> <p>CRP300 Tractor Our most powerful tractor, compatible with all Proteus Mainline systems. Centers cameras in 12"-40" pipes, or up to 86" with an extension platform.</p> <p>Crawler Cradle An affordable upgrade for CRP140 and Lite systems, expanding inspection capabilities up to 40" pipes and culverts.</p> <p>Push Camera Systems:</p> <p>SOLO PRO+ Push up to 390 ft with three rod flexibility options. Available with self-leveling axial or Pan & Rotate cameras, optional laser measurement, and centering skids for 3"-8" pipes.</p> <p>Hathorn Systems Offers four rod lengths, four flexibilities, and five camera sizes. Compatible with traditional control modules or wireless video output to mobile devices. Built for heavy-duty daily use.</p> <p>Mainline Rehabilitation:</p> <p>SpeedyLight+ Revolutionary UV LED curing system for felt, invertible glass-fiber, and pull-in liners. Cures 2"-24" pipes up to six times faster than traditional methods.</p> <p>LED Rig A versatile UV LED curing system optimized for pipes 6" and larger. Balances speed, size, and weight for efficient operation.</p> <p>QuickPatch Portable UV LED spot repair system for 3"-18" pipelines. Delivers fast, high-quality sectional repairs with ease.</p> <p>Innovation & Patents: Sewertronics is committed to innovation and holds exclusive rights to several patented technologies, including:</p> <p>EP16002230 – SpeedyLight+ UV LED System EP18382184 – WaterLight System EP17460001 – LED Rig Products EP19460048 – QuickPatch Products These patents reflect our dedication to advancing pipeline inspection and rehabilitation technologies.</p>
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<p>43</p>	<p>Describe any “green” initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.</p>	<p>MiniCam Environmental Sustainability Commitment</p> <p>At MiniCam, we are committed to minimizing our environmental impact through responsible practices, resource conservation, and waste reduction. We actively engage our employees, partners, and community in promoting environmental stewardship and are dedicated to integrating sustainability into every aspect of our operations.</p> <p>Planet</p> <ul style="list-style-type: none"> - Launch a Sustainable Travel Policy across all group companies - Optimize energy use during non-operational hours - Transition to 100% renewable electricity by 2026 - Achieve net-zero Scope 1 & 2 emissions by 2050 - Substantially reduce Scope 3 emissions <p>People</p> <ul style="list-style-type: none"> - Develop talent roadmaps and employee development plans - Achieve 40–60% gender balance across the workforce by 2026 - Lower accident frequency rate to 3.5 - Embed sustainability discussions in all-employee meetings <p>Product</p> <ul style="list-style-type: none"> - Apply circular design principles in new product development - Integrate environmental and social criteria into procurement - Repurpose 10% of cardboard used by 2026 - Reduce landfill waste by 40% from FY24 levels <p>Progress & Innovation</p> <p>We’ve implemented energy-efficient LED lighting and motion sensors, and promoted low-carbon commuting through our cycle-to-work scheme. Solar panel integration in our custom van-fits has extended battery life, reduced replacements, and decreased reliance on the national grid—demonstrating our commitment to circular design.</p> <p>Certifications & Recognition</p> <ul style="list-style-type: none"> - ISO 14001 certification achieved at our Salford, UK site (April 2025) - ISO 9001 certified for quality management - EcoVadis Silver Medal awarded in May 2025, placing us in the top 15% of companies assessed globally - Completed our first EcoVadis assessment in March 2025, covering environment, labor, ethics, and sustainable procurement <p>We recognize that sustainability is an ongoing journey and remain committed to continuous improvement. See attached (MiniCam_Environmental_Sustainability)</p>
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<p>44</p>	<p>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.</p>	<p>Our Approach to Sustainability</p> <p>Minicam's Vision At Minicam, we are committed to embedding sustainability into every aspect of our operations. We support Halma's mission to build a safer, cleaner, and healthier future by fostering a diverse, inclusive, and responsible workplace.</p> <p>We aim to achieve net-zero Scope 1 and 2 emissions by 2050, reduce Scope 3 emissions, and minimize resource use and waste through circular design principles.</p> <p>Our Focus Areas</p> <p>Planet</p> <ul style="list-style-type: none"> - Launch a Sustainable Travel Policy across group companies - Reduce out-of-hours energy consumption - Source 100% renewable electricity by 2026 - Achieve net-zero Scope 1 & 2 emissions by 2050 - Significantly reduce Scope 3 emissions <p>People</p> <ul style="list-style-type: none"> - Develop talent roadmaps and employee growth plans - Achieve 40–60% gender balance by 2026 - Lower accident frequency rate to 3.5 - Embed sustainability discussions in company-wide meetings <p>Product</p> <ul style="list-style-type: none"> - Apply circular design principles in new product development - Integrate environmental and social criteria into procurement - Repurpose 10% of cardboard used by 2026 - Cut landfill waste by 40% from FY24 levels <p>Trenchless Solutions for a Greener Future Minicam designs and manufactures trenchless technology that supports the maintenance of critical wastewater infrastructure with minimal environmental impact. Our solutions reduce ground disturbance, emissions, noise, and waste—contributing to cleaner, quieter, and more sustainable communities.</p> <p>Net Zero Commitment We are actively reducing emissions across our UK sites, targeting net-zero by 2050. Continuous improvement in our operations ensures we deliver durable, low-impact solutions.</p> <p>Sustainable Procurement We collaborate with suppliers to reduce emissions and uphold ethical and environmental standards. Our procurement practices align with the UN Sustainable Development Goals, particularly:</p> <ul style="list-style-type: none"> - Goal 6: Clean Water and Sanitation - Goal 11: Sustainable Cities and Communities - Goal 12: Responsible Consumption and Production <p>Circular Design & Waste Reduction We design products for longevity, reparability, and recyclability. Our service model extends product life and reduces waste, supporting a circular economy and preserving resources for future generations.</p> <p>Certifications & Recognition</p> <ul style="list-style-type: none"> - ISO 14001: Environmental Management (Salford site, April 2025) - ISO 9001: Quality Management - EcoVadis Silver Medal (May 2025): Top 15% of companies assessed globally for sustainability performance <p>Our first EcoVadis assessment (March 2025) provided valuable insights to further enhance our sustainability strategy. EcoVadis evaluates companies across four pillars: Environment, Labor & Human Rights, Ethics, and Sustainable Procurement. See attached (MiniCam_Environmental_Sustainability)</p>
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<p>45</p>	<p>What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?</p>	<p>MiniCam has leveraged both internal expertise and customer feedback to drive its Continuous Improvement Program. Our equipment has been deployed across the U.S. and Canada, consistently performing in some of the harshest environments, including during emergency response situations.</p> <p>We offer state-of-the-art equipment, training, and engineering capabilities that enable us to deliver:</p> <ul style="list-style-type: none"> - Precision machining and tooling. - Advanced engineering support, including pre-award product design to ensure customer confidence and satisfaction. - Cutting-edge computer-aided design and simulation tools for real-world performance analysis and validation. <p>Dancutter specializes in trenchless pipeline rehabilitation, offering robotic systems for cutting, grinding, and milling. Our product line includes the DC MINI BIKE, DC SUPER FLEX, and DC MAXI FLEX. These cutters are compatible with various materials—PVC, liner, concrete, and steel—and allow for quick tool head changes, enhancing on-site efficiency.</p> <p>Sewertronics delivers advanced pipe renovation technologies, including LED-based light curing systems that redefine cured-in-place trenchless solutions. Headquartered in Poland, we support global operations through a network of offices and partners. Our engineering team excels in robotics, electromechanical systems, and CNC programming, ensuring innovation and reliability.</p> <p>Hathorn provides rugged, high-performance plumbing inspection cameras designed for both municipal and contractor use. With thousands of units in operation across the U.S., Canada, and Australia, Hathorn cameras are built to perform reliably in any environment.</p> <p>Minicam Inspection offers a full range of inspection solutions—from push cameras to mainline and lateral launch tractors—designed for pipe diameters from 1.5" to 86".</p> <p>Minicam Trenchless provides versatile UV relining and robotic cutting systems for both small-diameter and mainline trenchless rehabilitation applications.</p>
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Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment
46	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	n/a
47		Minority Business Enterprise (MBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	n/a
48		Women Business Enterprise (WBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	n/a
49		Disabled-Owned Business Enterprise (DOBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	n/a
50		Veteran-Owned Business Enterprise (VBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	n/a
51		Service-Disabled Veteran-Owned Business (SDVOB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	n/a
52		Small Business Enterprise (SBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	n/a
53		Small Disadvantaged Business (SDB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	n/a
54		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 *
55	Describe your payment terms and accepted payment methods.	MiniCam's payment terms are net 30 days for government agencies If sold through dealer payment terms are at the discretion of the dealer selling the product. Payment terms can always be negotiated at the time of sale.

56	Describe any leasing or financing options available for use by educational or governmental entities.	<p>MiniCam offers flexible leasing and financing options, including solutions tailored for schools and government entities.</p> <p>We partner with select third-party financial agencies known for their commitment to customer satisfaction. These agencies are chosen based on their integrity, customer-centric approach, and ability to deliver customized financial solutions aligned with each client's unique needs and long-term goals.</p> <p>One of our primary financing partners is NCL Government Capital, which holds a Sourcewell-awarded contract (#011620-NCL)—a valuable resource for our public sector clients. Our vendor partners and dealers also have access to NCL for financing and leasing support.</p> <p>For more details, please refer to the attached document: MiniCam_Financing_NCL.</p>	*
57	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>1. Quote Identification: Include a Sourcewell quote form clearly indicating it is based on a Sourcewell-awarded contract.</p> <p>2. Customer Order Documentation: Provide a purchase order or order document from the customer referencing both the quote and the Sourcewell contract.</p> <p>3. Order Processing: The order is created from the quote and customer PO, and accompanies the product through to final payment.</p> <p>4. Vendor Purchase Orders: If the product is not manufactured by MiniCam (e.g., truck or trailer upfits), a vendor PO is issued to initiate the order with the quoted vendor.</p> <p>5. Customer Acknowledgment: A thank-you letter is sent to acknowledge the customer's order.</p> <p>6. Submission & Tracking: All Sourcewell-related orders must be submitted to orders@minicaminc.com. Resellers, dealers, and contract users are required to complete the attached Sourcewell Reseller Form at the time of order. The completed and signed form, along with the original quote (including contract number) and the customer PO, must be combined into a single PDF and emailed to MiniCam. This documentation is logged and tracked through delivery and payment. MiniCam will invoice the Sourcewell fee upon reseller payment and remit the fee to Sourcewell.</p> <p>Attachments: - MiniCam_Quote-Order_Form_Sample - MiniCam_Reseller_Contract_Sales_Reporting_Form</p>	*
58	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	<p>Yes, MiniCam accepts the P-card procurement and payment process. Additionally, the majority of dealers in MiniCam's dealer network also accept the P-card procurement and payment process for awards under \$50,000.00</p> <p>No, there is no additional cost to Sourcewell participating entities for using this process.</p>	*
59	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>MiniCam Sourcewell Pricing Overview</p> <p>MiniCam offers Sourcewell members a 24% discount off MSRP on all products and options, as detailed in the attached pricing document: MiniCam_Sourcewell_Product_PL_2025.</p> <ul style="list-style-type: none"> - This submission reflects MiniCam's most competitive pricing for all eligible products. - A 24% line-item discount applies to all models and options. - An additional 1% volume discount is available for single orders exceeding nine (9) units. - Pricing includes all products and options offered under this RFP. Taxes, freight, and other applicable charges will be quoted separately to provide a complete, final price at the time of order. - All products, including those sold through authorized resellers or participating dealers, will be priced consistently under the MiniCam Sourcewell contract. - Commissions to OEMs or dealers are included in the submitted pricing and will not exceed the agreed-upon contract rates. 	*

60	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.	<ul style="list-style-type: none"> • See attached (MiniCam_Sourcewell_Product_PL_2025) • MiniCam pricing is based of off line item discounts from List Price. MiniCam is offering 24% off of list price for all items submitted on this RFP. 	*
61	Describe any quantity or volume discounts or rebate programs that you offer.	<ul style="list-style-type: none"> • An additional 1% quantity discount will be given for orders in excess of nine (9) units on a single order. The additional 1% is applied after deducting Sourcewell's 24% standard discount. 	*
62	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.	<p>MiniCam is equipped to provide both our standard manufactured product line and a wide range of sourced or open-market items and related services. Thanks to our strong partnerships and supplier network, we offer an extensive and diverse product selection.</p> <p>Pricing for sourced products will be determined by MiniCam or our authorized dealers and partners. We are committed to offering the most competitive pricing available. These items will be clearly identified as "open market items" in each proposal.</p>	*
63	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.	<ul style="list-style-type: none"> - Upon request, MiniCam will provide training options for any product or equipment offered through Sourcewell. Specific training requests will be itemized separately in our proposal, including associated pricing. - Detailed information about the training—such as duration, proposed schedule, and content outline—will be included in the relevant section of the proposal. - MiniCam supplies various levels of maintenance, instruction, and parts manuals with each product. - Optional operator training guides are available for all product models and equipment. - Inspection, setup, and demonstration services are available and priced separately, as each customer's scope of work varies. 	*
64	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	<p>Shipping Policy for Sourcewell Members</p> <p>MiniCam is committed to providing Sourcewell members with the most accurate and cost-effective shipping options. Shipping, freight, or delivery charges are calculated at the time of quotation and are based on actual costs. These charges are in addition to the product price and will vary depending on the delivery location.</p> <p>Rather than applying a fixed nationwide shipping rate, MiniCam leverages a competitive bidding process among a vetted network of transportation providers. This approach ensures members receive the best available rate while maintaining high service standards. Selection is based on price, delivery timelines, and past performance, including customer feedback.</p> <p>For truck and trailer builds, we strive to maintain shipping rates below industry averages. All other products are shipped via LTL or common freight carriers.</p> <p>A dedicated MiniCam shipping coordinator will manage communication throughout the shipping process—from pickup to delivery. They will also assist with any special requirements, such as unstacking, offloading, or third-party services (e.g., crane support), at no additional cost to the customer. These services are provided as a courtesy to ensure a smooth delivery experience.</p>	*
65	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	<ul style="list-style-type: none"> • The same competitive method of calculating travel and delivery charges as listed in number 14 above also apply for Alaska, Hawaii, Canada, or OConus. MiniCam offers door-to-door delivery programs for shipping to those areas outside of the continental U.S. or any other location offshore. Each specific Sourcewell quotation shall include travel expense, delivery or shipping costs at the time of quotation, if applicable. 	*

66	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>Shipping and Delivery Methods</p> <p>For truck- and trailer-mounted products, MiniCam utilizes a network of preferred transportation providers. When a unit is ready for shipment, we initiate a competitive bidding process among these carriers to secure the most cost-effective rate. Selection is based not only on price but also on past performance, delivery reliability, and estimated arrival times.</p> <p>To optimize cost-efficiency for our customers, MiniCam employs a variety of delivery methods, including power-only trucks, flatbeds, step decks, cargo containers, and maritime options such as roll-on/roll-off and breakbulk shipping.</p> <p>When feasible, we also consolidate and stack shipments to reduce freight costs for Sourcewell.</p>	*
67	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.	<p>MiniCam Self-Audit Process in Compliance with Sourcewell Proposal</p> <p>Each offer will include a pricing sheet that Sourcewell can cross-reference with MiniCam's option list to verify contract-compliant pricing. MiniCam routinely conducts this audit across multiple contracts. To ensure competitiveness and value, the sheet also includes a discount line item, reflecting ongoing pricing updates based on market trends and cost fluctuations.</p> <p>If awarded the contract, MiniCam will maintain a digital logbook for all orders under this agreement. This log will support compliance with Sourcewell's record-retention requirements. On a quarterly basis, MiniCam will use this log to generate a sales report, calculate the administrative fee based on the agreed percentage, and submit the Quarterly Report along with the corresponding payment to Sourcewell.</p>	*
68	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.	<p>1. Lead Management & Reporting All incoming leads are captured in our CRM/ERP system, which tracks their source, conversion status, associated contracts, and other key metrics. This data enables comprehensive reporting to evaluate lead generation effectiveness and contract performance.</p> <p>2. Performance Monitoring We maintain a centralized SharePoint dashboard to track company-wide KPIs, including contract and sales/marketing performance. These metrics are reviewed quarterly to identify areas for improvement.</p> <p>3. Contract Tracking Each quote is linked to an awarded contract number, which is also tied to order processing documentation. This ensures accurate tracking of administrative fee payments and supports detailed sales reporting by contract.</p> <p>4. Reseller Compliance Resellers are required to submit a reseller form for each sale and notify us of all quotes to ensure proper documentation and oversight.</p>	*
69	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The proposed 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.	MiniCam proposes to pay Sourcewell an administrative fee for facilitating, managing, and promoting the Sourcewell Contract in the event that we are awarded a Contract. MiniCam's proposed administrative fee is the amount equal to 1% of MiniCam's quarterly sales acquired through this Contract.	*

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
70	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	24% discount off list price. See attached pricing spread sheet.

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

Line Item	Question	Response *
71	Provide a detailed description of all the solutions offered, including used Solutions if applicable, offered in the proposal.	<p>MiniCam is offering their complete product line for inspection & rehabilitation equipment with options including customizable vehicle build outs that store all the equipment in a safe enclosed environment for those tough on the go jobs in multiple types of climate conditions.</p> <p>Our products offered are wide variety of Underground Infrastructure Inspection & Rehabilitation Equipment with options.</p> <p>MiniCam Product Offering Overview</p> <p>MiniCam provides a comprehensive range of underground infrastructure inspection and rehabilitation equipment. Our solutions include customizable vehicle build-outs—vans, trailers, box trucks, portable cubes, and ATVs—designed to securely house equipment for reliable performance in diverse and demanding environments.</p> <p>Product Categories:</p> <p>Inspection Equipment:</p> <p>Mainline:</p> <ul style="list-style-type: none"> - Proteus Mainline <p>Proteus Mainline systems are expertly engineered to make inspection of sewer lines simple. With our Proteus Mainline range, you can inspect pipes from 4" up to 86" while crawling over 1,600ft in a mainline. Utilizing our interchangeable Proteus connection system, you are able to connect any of our Tractor and Camera combinations to any of our Cable Reel options, for whatever wastewater pipe you need to inspect.</p> <ul style="list-style-type: none"> - Proteus Lite <p>The Proteus Lite system is a budget friendly and ultra-portable tractor system, specifically designed for inspection of Sewer Mainlines, while being portable enough to access manholes where a vehicle can't reach. Proteus Lite will comfortably fit into a 6" mainline and center the camera in up to 18" pipes, utilizing the manually adjustable camera lift arm. Proteus Lite comes with 820ft of cable on a compact manual cable reel.</p> <ul style="list-style-type: none"> - SOLO PRO+ <p>The SOLO PRO+ push camera can push up to 390ft in a mainline, with our stiffest 1/2" push rod, when combined with our 6" or 8" roller skids. SOLO PRO+ systems are available with a self-levelling axial camera or a Pan & Rotate camera with optional lasers for built-in measurement functions</p> <p>Lateral:</p> <ul style="list-style-type: none"> - Proteus Lateral Systems <p>Proteus Lateral Systems utilize a mainline tractor system as a satellite point to launch into lateral pipes. Proteus Lateral Systems can easily launch into any lateral pipe 2.5" and up, from Mainline pipes as small as 6" all the way up to 20". With the built-in Lateral Camera Sonde, Proteus Lateral Systems are a great solution for locating lateral connections as well as inspections when you can't access the cleanout.</p> <ul style="list-style-type: none"> - SOLO PRO+ Push Camera Systems <p>With 3 different rod flexibility options, our SOLO PRO+ push cameras can navigate tight lateral bends or push up to 390ft in the longest of laterals. SOLO PRO+ can also center in 3" and 4" with our centering skids and in even bigger laterals with our roller skids, perfect for accurate LACP reporting. SOLO PRO+ systems are available with a self-levelling axial camera or a Pan & Rotate camera with optional lasers for built-in measurement functions.</p> <ul style="list-style-type: none"> - Hathorn Push Camera Systems <p>With 4 rod lengths, 4 rod flexibility and 5 camera size options, Hathorn Push Cameras have a solution for every lateral inspection. Hathorn Push Camera systems also have the option to be used with both a traditional control module with keyboard, or Wireless Video output to a phone or tablet. Hathorn Push Camera systems are our most reliable and robust push camera systems designed for everyday heavy usage.</p> <p>Service Line:</p> <ul style="list-style-type: none"> - Hathorn Push Cameras <p>Hathorn Push Camera systems have a configuration for every service line, our Micron cameras can navigate 90° bends in as small as a 1.5" pipes, while our large camera reels come with 400ft of Push Rod. Hathorn push cameras are our most reliable and robust push camera systems designed for everyday heavy usage, with solutions to work with both a traditional control module with keyboard, or budget-friendly Wireless Video output to a phone or tablet.</p> <ul style="list-style-type: none"> - SOLO PRO+ Push Cameras <p>With 3 different rod flexibility options, our SOLO PRO+ push cameras can navigate tight service line bends or push up to 390ft in the longest of service lines. SOLO</p>

PRO+ systems are available with a self-levelling axial camera or a Pan & Rotate camera with optional lasers for built-in measurement functions. SOLO PRO+ systems all include a command module capable of creating detailed reports, perfect for providing a professional service for your customers.

Storm Line:

- Proteus Mainline Systems with CRP300

Minicam's CRP300 is our biggest and heaviest tractor ever, centering the camera in pipes from 12" up to 40", or up 86" pipes with our optional camera extension platform. The CRP300 works with all existing Proteus Mainline systems, so can be purchased as an add-on to our Mainline systems, or as part of a brand-new standalone Proteus System.

- Proteus Mainline Systems with Crawler Cradle

Minicam's Crawler Cradle is the perfect add-on to our CRP140 Proteus Mainline systems and our Proteus Lite Systems for the ultimate versatile mainline and storm drain inspection system. The crawler cradle is an affordable solution to increase your existing mainline system's inspection capabilities up to 40" diameter pipes and culverts.

Manhole:

- Proteus Lite with Camera Adaptor

Minicam's Camera Adaptor is the perfect addition to the Proteus Lite mainline inspection system for a simple and versatile, yet budget-friendly, Manhole Inspection solution. With the camera adaptor, you can use the Pan-Rotate camera and cable reel from a Proteus Lite system and use it as a simple yet effective drop camera.

- SOLO PRO+ Push Cameras

When configured with our Pan & Rotate camera, the CAM026, Minicam's SOLO PRO+ Push Cameras can be utilized as a Manhole Inspection Camera and with built in reporting functionality on the control unit, SOLO PRO+ can also be used to complete manhole surveys. With up to 4 different Push Rod lengths and 3 different Rod Flexibility options, the SOLO PRO+ can be configured for any job.

- RinnoVision Manhole Systems

Minicam is pleased to be able to offer the 360-degree drop camera and scanner solutions from RinnoVision in specific territories across the USA. Designed with manhole inspections in mind, RinnoVision's efficient solutions enable you to complete Manhole Surveys quickly and with ease, while also enabling full MACP reporting.

Vehicle Builds

- Van Builds - Minicam's highly customizable van buildouts have plenty of space to accommodate all the inspection equipment you could need, while still having plenty of workspace as well as any extra facilities or equipment you would like.

- Minicam's durable trailer builds are an economical equipment transport option that can still be customized to your needs, while being able to be towed behind the vehicle you already own.

- Box Truck Builds - Minicam's spacious box truck builds are the ultimate sewer inspection vehicles, with plenty of office space as well as storage and even dedicated workshop space, Minicam's box trucks can be customized to your needs.

- Portable Cube & ATV Builds - The rugged, weatherproof Outpost inspection transport enclosure powers, protects and organizes all your sewer inspection equipment, including crawler, cable reel, monitor and computer. A slide out drawers holds your tractor, camera heads and accessories. Rack shelving to store a PC and mount a monitor. Also includes built in wash bay.

Trenchless

Dancutter and Sewertronics provide comprehensive solutions for both cutting and relining sewer mainlines, addressing a wide variety of needs within the sewer maintenance and rehabilitation industry. Whether you're dealing with small-scale residential pipes or large-scale municipal systems, their advanced equipment is designed to offer versatility, efficiency, and precision in tackling a broad spectrum of pipe sizes—ranging from as small as 2 inches to as large as 24 inches in diameter.

Lateral Rehab:

- SpeedyLight+ - UV LED Curing

Its revolutionary LED technology allows contractors to optimize their operations by increasing working efficiency at the job site up to six times. It is designed to cure felt liners, invertible glass-fibre liners and fibre-glass pull-in liners. SpeedyLight+ works in 2" up to 24" with different configurations of curing heads.

- SpeedyLight VX - UV LED Curing

SpeedyLight VX LED is designed for vertical and in-house no-dig rehabilitation. This system drastically reduces curing times, eliminating downtimes and safety hazards associated with ambient curing resins. Ideal for residential, apartment, small commercial, in-slab, and vertical applications suitable from 2" to 6" pipelines.

- SUPER FLEX Cutting System

DC SUPER FLEX is Dancutter's extremely flexible cutter suitable from 3" to 6" pipelines. This dynamic cutter can effortlessly move through several 90-degree bends in 4" pipes. Whether dealing with straight runs or intricate bends, the DC SUPER

		<p>FLEX operates with unmatched precision.</p> <ul style="list-style-type: none"> - MINI BIKE Cutting System <p>Dancutter compact, versatile, and powerful cutter for 2" to 3" pipelines. The DC MINI BIKE is your go-to solution for precise and efficient cutting, grinding, and milling across a variety of materials including PVC, liner, concrete, cast iron, and steel. The DC MINI BIKE, Dancutter's most compact cutter, is specially designed to navigate through narrow pipes as small as 2" lined pipes. Its small size belies its robust performance, making it an ideal choice for challenging environments.</p> <p>Mainline Rehab:</p> <ul style="list-style-type: none"> - SpeedyLight+ - UV LED Curing <p>Its revolutionary LED technology allows contractors to optimize their operations by increasing working efficiency at the job site up to six times. It is designed to cure felt liners, invertible glass-fibre liners and fibre-glass pull-in liners. SpeedyLight+ works in 2" up to 24" with different configurations of curing heads.</p> <ul style="list-style-type: none"> - LEDRig - UV LED Curing <p>LED Rig is the perfect blend of versatility and efficiency. Designed to deliver optimal curing speeds for its size and weight, this system adapts seamlessly to various liner diameters and thicknesses. Whether you're dealing with a small or large project, LED Rig is your LED choice when frequently working above 6".</p> <ul style="list-style-type: none"> - QuickPatch - UV LED Curing <p>QuickPatch LED by Sewertronics offers fast, efficient, and portable spot-sectional pipe renovation in 3" to 18" pipeline with advanced LED curing technology, ensuring high-quality repairs and ease of use on the job site.</p> <ul style="list-style-type: none"> - MAXI FLEX Cutting System <p>DC MAXI FLEX is Dancutter's most powerful cutter covering pipelines from 4" to 16". With an extremely powerful motor which makes the cutter both fast and efficient. The DC MAXI FLEX is flexible and can go through several 45° bends in a 6" pipe and works effortlessly whether the pipe is straight or has bends.</p>
72	<p>Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.</p>	<ul style="list-style-type: none"> • Vehicle & trailer mounted build outs. • Sewer inspection equipment • Sewer inspection trucks • Sewer inspection software • Asset management software • Manhole inspection • Sewer cleaning nozzles • Drain inspection cameras • Push cameras • Cross-bore location • Lateral launch inspection • Sewer rehabilitation
73	<p>Describe the integration and compatibility of any software products offered, with industry hardware.</p>	<p>MiniCam software is compatible with a wide range of industry-standard hardware platforms and supports most modern inspection equipment.</p>
74	<p>Describe the integration and compatibility of any hardware products offered, with industry software.</p>	<p>MiniCam hardware products are compatible with a variety of infrastructure database software products and can be easily adapted to virtually any software platform in the industry.</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
75	Video, acoustic, scope, and other imaging equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, MiniCam provides advanced equipment for visual inspection of sewer and stormwater infrastructure, including mainline and lateral launch crawlers, inspection vehicles, push and zoom cameras, HD video nozzles, automated manhole inspection systems, and asset management software. The company also offers crawler accessories for laser profiling and side scanning.
76	Flow and leak testing, detection, and locating equipment and tools	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, We do sell locating equipment and tools.
77	Related sensors and other monitoring equipment and technologies	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, However, they are incorporated into our buildouts and turnkey solutions. We typically do not sell them individually unless as parts the sensors and flow meters are manufactured by our sister companies Crowcon and HWM.
78	Underground infrastructure rehabilitation equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, MiniCam provides advanced solutions for sewer and stormwater infrastructure repair, including point repair sleeves and installation tools, sewer rehabilitation cutters for various pipe diameters, drain jetting camera systems, and LED-based curing equipment for GIPP liners.
79	Products, accessories, supplies, parts, technology, software, and services related to the offering in 75-78.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, MiniCam supports its sewer and stormwater inspection and repair equipment with a comprehensive suite of services, including parts and accessories, maintenance and repairs, operator and technician training, equipment rental, customer support (phone, email, and on-site), data management software, and consulting.

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

Line Item 80. 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:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcwell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcwell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Pricing.zip - Friday August 01, 2025 13:31:10
- [Financial Strength and Stability](#) - Financial_Strength_&_Stability.zip - Friday August 01, 2025 21:35:45
- [Marketing Plan/Samples](#) - Marketing_Plan-Samples.zip - Friday August 01, 2025 13:31:27
- [WMBE/MBE/SBE or Related Certificates](#) - Certificates_&_Industry_Recognition.zip - Friday August 01, 2025 13:31:36
- [Standard Transaction Document Samples](#) - Standard_Transaction_Documents.zip - Friday August 01, 2025 13:31:44
- [Upload Additional Document](#) - Additional_Documents.zip - Friday August 01, 2025 13:31:54
- Requested Exceptions (optional)

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. - Chase Dehne, President, MiniCam Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the 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_2_Underground_Infrastructure_Inspection_RFP_080525 Mon July 28 2025 04:16 PM	<input checked="" type="checkbox"/>	1
Addendum_1_Underground_Infrastructure_Inspection_RFP_080525 Fri July 25 2025 04:22 PM	<input checked="" type="checkbox"/>	1