



Solicitation Number: RFP #040220

CONTRACT

This Contract is between **Sourcewell**, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **Kipper Tool Company**, 2375 Murphy Blvd., Gainesville, GA 30504 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to its members. Participation is open to all levels of governmental entity, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and its Members (Members).

1. TERM OF CONTRACT

- A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.
- B. EXPIRATION DATE AND EXTENSION. This Contract expires May 7, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. SURVIVAL OF TERMS. Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

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

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

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

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

C. **DEALERS AND DISTRIBUTORS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized Distributors/Dealers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

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

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

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Members. Members reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Member.

B. SALES TAX. Each Member is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, Members must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Members.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number
- Clearly specify the requested change
- Provide sufficient detail to justify the requested change
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change)
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. MEMBERSHIP, CONTRACT ACCESS, AND MEMBER REQUIREMENTS

A. **MEMBERSHIP.** Membership in Sourcewell is open to public and nonprofit entities across the United States and Canada; such as municipal, state/province, K-12 and higher education, tribal government, and other public entities.

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

Vendor is responsible for familiarizing its sales and service forces with Sourcewell membership requirements and documentation and will encourage potential members to join Sourcewell. Sourcewell reserves the right to add and remove Members to its roster during the term of this Contract.

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

6. MEMBER ORDERING AND PURCHASE ORDERS

A. **PURCHASE ORDERS AND PAYMENT.** To access the contracted Equipment, Products, or Services under this Contract, Member must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically a Member will issue a purchase order directly to Vendor. Members may use their own forms for purchase orders, but it should clearly note the applicable Sourcewell contract number. Members will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Member.

B. **ADDITIONAL TERMS AND CONDITIONS.** Additional terms and conditions to a purchase order may be negotiated between a Member and Vendor, such as job or industry-specific requirements, legal requirements (such as affirmative action or immigration status requirements), or specific local policy requirements. Any negotiated additional terms and conditions must never be less favorable to the Member than what is contained in Vendor's Proposal.

C. **PERFORMANCE BOND.** If requested by a Member, Vendor will provide a performance bond that meets the requirements set forth in the Member's purchase order.

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

E. **TERMINATION OF PURCHASE ORDERS.** Members may terminate a purchase order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Member fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal or state laws or regulations prohibit the purchase or change the Member's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Member.

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

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Member inquiries; and
- Business reviews to Sourcwell and Members, if applicable.

B. **BUSINESS REVIEWS.** Vendor must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to members, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcwell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

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

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Vendor will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Members. The Vendor will submit a check payable to Sourcwell for one percent (1%) multiplied by the total sales of all Equipment, Products, and Services purchased by Members under this Contract during each calendar quarter. Payments should note the Sourcwell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than forty-five (45) calendar days after the end of each calendar quarter.

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

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

9. AUTHORIZED REPRESENTATIVE

Sourcwell's Authorized Representative is its Chief Procurement Officer.

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

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **ASSIGNMENT.** Neither the Vendor nor Sourcwell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

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

C. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcwell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

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

11. LIABILITY

Vendor must indemnify, save, and hold Sourcwell and its Members, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

12. AUDITS

Sourcwell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of six (6) years from the end of this Contract. This clause extends to Members as it relates to business conducted by that Member under this Contract.

13. GOVERNMENT DATA PRACTICES

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

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

14. INTELLECTUAL PROPERTY

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

15. PUBLICITY, MARKETING, AND ENDORSEMENT

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

B. **MARKETING.** Any direct advertising, marketing, or offers with Members must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

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

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the

remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have thirty (30) calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Members as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Member order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor 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). At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer).

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability.*

During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. All policies must include there will be no cancellation, suspension, non-renewal, or reduction of coverage without thirty (30) days' prior written notice to the Vendor.

Upon request, Vendor must provide to Sourcewell copies of applicable policies and endorsements, within ten (10) days of a request. Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to name Sourcewell and its Members, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. 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. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor 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 Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

F. SELF-INSURED RETENTIONS. Any self-insured retention in excess of \$10,000 is subject to Sourcewell's approval.

21. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Members.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor 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 Member. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Members that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Members may also require additional requirements based on specific funding specifications. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when

a Member accesses Vendor's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. § 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction

work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors 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. Vendors 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. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of three (3) years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

24. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon sixty (60) days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Termination of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to termination.

Sourcewell
DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...
Jeremy Schwartz

Title: Director of Operations & Procurement/CPO

Date: 5/5/2020 | 4:56 PM CDT

Kipper Tool Company
DocuSigned by:
By: Matt Groarke
8E6CE8A3B34548C...
Matt Groarke

Title: Sales Representative

Date: 5/6/2020 | 1:05 PM CDT

Approved:
DocuSigned by:
By: Chad Coauette
7E42B8F817A64CC...
Chad Coauette

Title: Executive Director/CEO

Date: 5/6/2020 | 1:06 PM CDT

RFP 040220 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories

Vendor Details

Company Name: KIPPER TOOL COMPANY
Address: 2375 MURPHY BLVD
Gainesville, GA 30504
Contact: Matt Groarke
Email: matt.groarke@kipperool.com
Phone: 678-989-1382
Fax: 770-532-4619
HST#:

Submission Details

Created On: Wednesday April 01, 2020 07:24:55
Submitted On: Thursday April 02, 2020 16:27:35
Submitted By: Tabitha Weaver
Email: tabitha.weaver@kipperool.com
Transaction #: 163a1053-baca-4021-ade6-b6c3f66feae3
Submitter's IP Address: 12.217.238.98

Specifications

Table 1: Proposer Identity & Authorized Representatives

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

Line Item	Question	Response *
1	Proposer Legal Name (and applicable d/b/a, if any):	Kipper Tool Company
2	Proposer Address:	2375 Murphy Blvd Gainesville, GA 30504
3	Proposer website address:	www.kippertool.com
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Matt Groarke; Sales Representative; 2375 Murphy Blvd., Gainesville, GA 30504; matt.groarke@kippertool.com; 678-989-1382
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Matt Groarke; Sales Representative; 2375 Murphy Blvd., Gainesville, GA 30504; matt.groarke@kippertool.com; 678-989-1382
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Dave Scott, Business Development Manager, dave.scott@kippertool.com, 678-617-3618; Chris Hulsey, Marketing & Business Development Executive, hulseyc@kippertool.com, 678-989-1435; Tabitha Weaver, Marketing Manager, tabitha.weaver@kippertool.com, 678-989-1361

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Kipper Tool Company (KTC) is an American, Woman-Owned Small Business (WOSB), with a corporate office and 300,000-square-foot warehouse facility located in Gainesville, GA. Established in 1994, and with over 25 years of government contracting experience, KTC is an authorized distributor for over 3,000 tool and industrial supply manufacturers. We are committed to providing the best industrial quality tools of all types to business, industry, and government agencies.</p> <p>Our company has assisted the U.S. military in their modernization efforts to meet critical requirements domestically and abroad. While we already had a strong presence in the firefighting equipment and rescue tools marketplace, over the last two years we have expanded our catalog to include more firefighting, rescue, and emergency equipment than ever before. Our expertise in this area is strengthened by the lasting partnerships we have with our suppliers, and by our sales force, who have hands-on experience with the products and services we offer.</p>
8	Provide a detailed description of the products and services that you are offering in your proposal.	Kipper Tool Company is offering a comprehensive selection of firefighting equipment and rescue tools, to include: a variety of ladders, adaptors, nozzles, valves, pumps, wrenches and other tools, CAF systems, rescue tools, forcible entry tools, halligans, saws, axes, extrication tools, cutters, spreaders, drills, lifting bags, cushions, combo tools, rescue equipment, pulleys, descenders, rings, shovels, hoses, helmets, tubing, flashlights, foam, adapters, tags, bags, tubes, tanks, wedges, kits, and more.
9	What are your company's expectations in the event of an award?	Kipper Tool Company will execute orders in the same fashion that it manages current GSA, FSSI, and other contracts for the federal government. We will use the same procedures from our ISO 9000:2015 registered processes to ensure that Sourcewell members receive excellent products and stellar customer service. Kipper Tool Company welcomes new opportunities and looks forward to working with Sourcewell to service its members.

10	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.	We have attached a document (Kipper Tool Company Financials and Reference Letters.pdf) to demonstrate our financial strength and stability. This document also includes reference letters from a supplier and business credit agency to support the provided credit information.	*
11	What is your US market share for the solutions that you are proposing?	We estimate that our market share is less than 1%. In FY 2019, we offered these items for sale through our GSA contracts under Schedule 51V Hardware Superstore, as well as the DLA FEDMALL platform.	*
12	What is your Canadian market share, if any?	Kipper Tool Company is not actively selling this product mix to Canadian government customers at this time, however, we do have experience in the Canadian marketplace as a subcontractor for prime vendors such as Boeing.	*
13	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	Kipper Tool Company has not petitioned for bankruptcy protection.	*
14	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Kipper Tool Company is best described as a distributor/dealer/reseller. We have relationships with over 3,000 manufacturers. We are ISO registered and compliant, and follow guidelines per these processes to vet and maintain relationships with these manufacturers. We require a commitment letter from manufacturers added to our GSA schedules and other sales streams.	*
15	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.	N/A	*
16	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Kipper Tool Company has not been suspended or disbarred during the past ten years.	*
17	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Firefighting water flow equipment; fire pumps; firefighting suppression, retardant, and extinguishing agents; firefighting attack and rescue tools; extrication tools; rescue equipment; ladders; hazardous material equipment; wildland firefighting equipment and tools; related tools and accessories; warranty services; training services	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *																											
18	Describe any relevant industry awards or recognition that your company has received in the past five years	The culture at Kipper Tool Company lends itself to service. We currently contribute service hours and in-kind donations to organizations such as the Boys and Girls Club, SISU, Northern Star - Georgia, Wounded Warriors in Action, and other various causes throughout the year. We were recognized as the 2017 Small Business Industry of the Year for Hall County, GA because of our commitment to the success of our people, our business, and our community. We have also recently been recognized by state and local media and authorities for our ability to adapt during the COVID-19 crisis – we have begun assembling face shields and sourcing other critical items for our local and regional healthcare systems.																											
19	What percentage of your sales are to the governmental sector in the past three years	Approximately 90% of our sales are to the governmental sector in the past three years.																											
20	What percentage of your sales are to the education sector in the past three years	This is currently less than 1% of our sales.																											
21	List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Kipper Tool Company does not currently hold any state or cooperative purchasing contracts. We are working toward a TXMAS state contract for the state of Texas at this time.																											
22	List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Please also see attached spreadsheet labeled "KTC GSA Contracts 17-19 Sales." <table border="1"> <tbody> <tr> <td>2017</td> <td>14,192,169.51</td> <td>GS-06F-0018L</td> </tr> <tr> <td>2017</td> <td>7,272,245.26</td> <td>GS-30F-0036X</td> </tr> <tr> <td>2017</td> <td>0.00</td> <td>47QSHA18DOOON</td> </tr> <tr> <td>2018</td> <td>16,594,862.08</td> <td>GS-06F-0018L</td> </tr> <tr> <td>2018</td> <td>7,815,652.23</td> <td>GS-30F-0036X</td> </tr> <tr> <td>2018</td> <td>2,078,936.68</td> <td>47QSHA18DOOON</td> </tr> <tr> <td>2019</td> <td>25,232,783.29</td> <td>GS-06F-0018L</td> </tr> <tr> <td>2019</td> <td>10,962,191.00</td> <td>GS-30F-0036X</td> </tr> <tr> <td>2019</td> <td>2,019,043.34</td> <td>47QSHA18DOOON</td> </tr> </tbody> </table>	2017	14,192,169.51	GS-06F-0018L	2017	7,272,245.26	GS-30F-0036X	2017	0.00	47QSHA18DOOON	2018	16,594,862.08	GS-06F-0018L	2018	7,815,652.23	GS-30F-0036X	2018	2,078,936.68	47QSHA18DOOON	2019	25,232,783.29	GS-06F-0018L	2019	10,962,191.00	GS-30F-0036X	2019	2,019,043.34	47QSHA18DOOON
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2019	2,019,043.34	47QSHA18DOOON																											

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible for Sourcewell membership.

Entity Name *	Contact Name *	Phone Number *
City of Gainesville, GA	Christy Beck	678-343-8128
Colorado State University	Jeb Stuart	970-491-5105
City of Gainesville Fire Department	Jerome Yarbrough	770-294-1737

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
US Army General Supply	Government	Texas - TX	Construction Tool Kits, Power Tool Kits, Construction Equipment	Varies by contract	\$5,735,000
DLA Defense Depot	Government	California - CA	Construction Tool Kits, Power Tool Kits, Construction Equipment	Varies by contract	\$4,335,084.00
US Army Depot	Government	California - CA	Construction Tool Kits, Power Tool Kits, Construction Equipment	Varies by contract	\$1,687,036.00
DLA Distribution	Government	Pennsylvania - PA	Construction Tool Kits, Power Tool Kits, Construction Equipment	Varies by contract	\$1,650,292.00
DDSP New Cumberland	Government	Pennsylvania - PA	Construction Tool Kits, Power Tool Kits, Construction Equipment	Varies by contract	\$1,533,292.00

Table 6: Ability to Sell and Deliver Service

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

Line Item	Question	Response *
25	Sales force.	Kipper Tool Company has a salesforce comprised of over 20 people well-versed in government and commercial procurement that are supported by manufacturer representatives for technical assistance, and a sourcing team of nearly 10 to ensure quality, pricing, and item specifications meet all requirements. Our office is located in Gainesville, GA, and is convenient to the nation's largest and busiest airport, Hartsfield Jackson International (ATL) in Atlanta, GA. We have members of our team who travel constantly to meet the needs of our customers and are willing to make customer visits for product training, follow-up, or any other in-person needs.
26	Dealer network or other distribution methods.	Our dealer network for this offering is comprised of quality options and close professional relationships. As a small business, we value manufacturer relationships as we feel it better serves our end users and in this case, Sourcwell members. Our manufacturing partners are available for product training,
27	Service force.	We have a dedicated customer service team (5 members) and a quality team (3 members) standing by to make sure the needs of Sourcwell members are met. Our shipping department (17 members) has experience shipping in the Continental US as well as overseas, as we meet the needs of our deployed servicemen and women. We also partner with our manufacturing suppliers to ensure extra resources for training, installation, and any other needs.
28	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Kipper Tool Company's customer service team is in the office Monday through Friday from 7:30 EST to 5:00 EST. During weekends and holidays, we have an on-call representative for emergency situations. We are committed to answering members via phone or email within 24 hours of receipt and finding a resolution as soon as possible. Our ISO registered processes can be found in the uploaded documents section of this submission.
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Kipper Tool Company is prepared to serve members in any geographic area of the US and Canada.
30	Identify any Sourcwell Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Kipper Tool Company is prepared to serve members in any Sourcwell sector.
31	Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories.	The only contract requirement or restriction that would apply to the Members in Hawaii and Alaska and in US Territories would be the OCONUS shipping charge that would be quoted separately in addition to prices quoted herein.

Table 7: Marketing Plan

Line Item	Question	Response *
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Our marketing strategy includes a multi-faceted approach, spread across industry-specific conferences, targeted sales calls with accompanying promotional materials, digital and print advertising, catalog and directory listings, email marketing campaigns, and social media interaction. We have partnered with suppliers to create customized marketing pieces, such as banners, flyers, and tradeshow booth graphics featuring their products, and have incorporated cooperative advertising funds into our marketing strategy as well. As an existing Sourcewell vendor, we have incorporated the "Sourcewell Awarded Vendor" logo on our website and targeted marketing pieces. Our goal is to take advantage of the publications and trade shows that Sourcewell is already participating in while expanding the news that we are a Sourcewell Awarded Vendor to our existing customer base.
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Kipper Tool is currently working to develop a new website (scheduled to go live the end of Q3 2020), which will feature our entire MAS catalog with extended descriptions and photos and links to purchasing options. The site will have login portals for shopping carts and account history management and will incorporate a Facebook Pixel and coding specific to our Google Ads for targeted advertising efforts. We will also incorporate scheduled posts about the contract on our social media pages (Facebook, LinkedIn, Instagram, Twitter, and Youtube), making sure to share these posts in the appropriate groups and feeds and to coordinate with industry events. In addition to our scheduled efforts, we will also interact with Sourcewell followers and members organically across our social media presence.
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	It is our goal (and responsibility) to take advantage of Sourcewell's resources - attending webinars, viewing training videos, and incorporating marketing tips and guidelines within our sales and marketing strategies. We see Sourcewell's role as a valuable tool to facilitate our sales and marketing efforts: when applicable, we will utilize the Sourcewell cooperative purchasing reference guide to verify existing customers and find the most effective way to for them to make purchases; we plan to make use of the Sourcewell training videos and to participate in webinars to better understand government procurement needs; we also intend to share this information with our sales and management teams and use it to train our sales force for the duration of our contract.
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Kipper Tool has an existing online shopping cart, but in the process of updating our website, we are giving this feature a facelift and increased functionality (the rollout for this new and improved shopping cart is scheduled for the end of Q3 2020). Our online payment and ordering process is managed with Magento. Once a purchase is submitted, the order is processed through the normal purchasing means and the customer touchpoints are automated (such as order updates and shipping information). Sales history and inbound RFQs are also available within our e-commerce site.

Table 8: Value-Added Attributes

Line Item	Question	Response *
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell Members. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Typically, most of our products do not require training. If a case arises that it does it would have to be evaluated on a case by case basis, but our salesmen have been trained on the products we sell, and our manufacturers are also willing to assist if any specific item training is requested – our staff and supplier network are readily available to provide on-site training as needed. All training services offered are optional.
37	Describe any technological advances that your proposed products or services offer.	Kipper Tool Company leverages our diverse supplier catalog to ensure that we are offering the most innovative solutions for our customers. Our custom kits are engineered in-house to include the most up-to-date tools and equipment, and we partner with name-brand suppliers that are leading the market in new product development.
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	While we do not have any "certified" initiatives active on-site, we are environmentally conscious. We have installed timers and motion-sensing switches on the lights in our restrooms and other low-volume sections of our building; we use large fans and ceiling vents to control airflow and temperature in our 300,000 square-foot warehouse; we do not turn on lights in any section of the building we are not using; we have low-water consumption toilets installed in some of our restrooms on-site; we recycle all cardboard and plastics used in our facility; and, we have an on-site employee garden, which we allow our employees to harvest and use for meals throughout the year. Our garden has actually been featured in local newspapers because it takes unused space that was originally a maintained grass area and saves several hundred thousand gallons of water per year.
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Kipper Tool does not currently hold any ratings of this nature.
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Kipper Tool Company has not obtained any third-party certifications, we are self-certified through the Small Business Administration (SBA) as a Woman-Owned Small Business.
41	What unique attributes does your company, your products, or your services offer to Sourcewell Members? What makes your proposed solutions unique in your industry as it applies to Sourcewell members?	Kipper Tool Company's proven ability to manage and maintain large federal government contracts makes us an excellent choice to expand that expertise into other government sectors. Our expertise and knowledge would benefit Sourcewell's members in ease of procurement and stellar customer service. Kipper Tool Company's storage Solution and Integration Install team have been certified by companies like Stanley Vidmar to install, assemble, and manage their projects.
42	Identify your ability and willingness to provide your products and services to Sourcewell member agencies in Canada.	Kipper Tool Company is able and willing to provide products to Sourcewell member agencies in Canada.

Table 9: Warranty

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

Line Item	Question	Response *
43	Do your warranties cover all products, parts, and labor?	Kipper Tool Company evaluates all items for warranty claims on a case-by-case basis, depending on the product line and the issue. We are available to assist with any manufacturer warranties through our customer service department. We ensure any installations or training services performed by our direct staff.
44	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Warranties are evaluated in-house using the process attached titled Warranty Work Instruction. Typically, uncovered damages would be caused by misuse and abuse of the item.
45	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	The manufacturer warranty will in certain cases cover expenses for motorized equipment, software, and valid warranty claims. Warranty claims would be evaluated on a case by case basis. A typical situation for storage equipment would be that the item return at the manufacturer's expense.
46	Are there any geographic regions of the United States (and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?	Kipper Tool Company and its dealer network are prepared to travel in the United States and Canada as determined fit for warranty issues.
47	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Kipper Tool Company processes warranty claims in-house and works with the manufacturer to solve warranty issues. Most of our products are made by other manufacturers, and warranty claims are handled first by ensuring all avenues with OEMs are followed. Kipper Tool ensures any work performed in-person by our employees.
48	What are your proposed exchange and return programs and policies?	Kipper Tool Company will exchange or return unopened, unused, uninstalled items as necessary. Please note there may be a restocking fee required depending on the item and the manufacturer.
49	Describe any service contract options for the items included in your proposal.	Kipper Tool Company does not provide any service or maintenance contracts for these products.

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *
50	What are your payment terms (e.g., net 10, net 30)?	Credit cards are preferred for products at the line item level only. Customers who need net terms may contact us to initiate those terms. Custom quoted projects and installs may have special payment terms depending on the scope of the project.
51	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	Kipper Tool Company does not offer leasing or financing options at this time.
52	Describe your formal trade-in program or policy for the products or equipment offered in your proposal, if any. Upload trade-in program materials (if applicable) in the document upload section of your response.	Kipper Tool Company does not have a formal trade-in program in place.
53	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.	Kipper Tool Company will process Sourcewell Members' purchase orders in house. We have the ability to take orders over the phone, email, and via EDI. Kipper Tool Company will follow its ISO registered order entry processes as outlined in the attached work instruction. Kipper Tool Company currently participates in Transactional Data Reporting with their GSA contracts and is prepared to report quarterly sales to Sourcewell as described in the contract template.
54	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?	Kipper Tool Company does accept P-card payments, all major credit cards, wire transfers and checks for payment. There is no additional cost for any of these payment methods.

Table 11: Pricing and Delivery

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

Line Item	Question	Response *
55	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Please see attached labeled KTC Price File. Discounts are at the line item level based on the list price, less 50%, current market, and discounts allowed.
56	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Pricing discounts included in this proposal are 50% off of list price and this is reflected in our attached price file.
57	Describe any quantity or volume discounts or rebate programs that you offer.	Volume discounts are available.
58	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Complete projects including outfitting are to be quoted per job. Customers who are interested in these services should contact Kipper Tool Company directly for competitive pricing.
59	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Items purchased at the line item level are quoted FOB Destination. Any custom jobs will identify additional costs on the quote received from the project manager.
60	If freight, delivery, or shipping is an additional cost to the Sourcewell Member, describe in detail the complete freight, shipping, and delivery program.	Items purchased at the line item level are quoted FOB Destination. Any custom jobs will identify additional costs on the quote received from the project manager.
61	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Items purchased at the line item level are quoted FOB Destination. Any custom jobs will identify additional costs on the quote received from the project manager.
62	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Kipper Tool Company does not foresee and need for unique methods at the line item level. For custom jobs that include installation, Kipper Tool Company will work with the end-user to best serve their timelines and delivery schedule to be in line with the scope of the project.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
63	a. the same as the Proposer typically offers to an individual municipality, university, or school district.	offering pricing similar to what they would offer other government entities, federal and otherwise.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
64	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	Kipper Tool Company has systems in place to ensure proper contract maintenance. We utilize Epicor Prophet 21's Contract Maintenance module to maintain pricing for items offered on multiple contracts/platforms. We have a full-time Contracts Executive as well as a Pricing Analyst that work together to provide quarterly monitoring to ensure each order's pricing is consistent with its contract or platform. Weekly reports are sent to IT, management, and our pricing analyst that highlight and initiate action for any inconsistencies.
65	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Kipper Tool Company proposes to match its current GSA administration fee of 0.75%.

Table 14: Industry Specific Questions

Line Item	Question	Response *
66	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Contracts are evaluated on a quarterly and yearly basis to measure success. We look at overall sales, profit margin, and potential for growth. Kipper Tool Company is committed to customer satisfaction and fulfillment of products sold. Our Operations team analyzes our fulfillment metrics to ensure stock availability and delivery. All of our goals and metrics are posted internally and reviewed by upper management to ensure our commitment to contracts and customer satisfaction. Additionally, as part of our ISO registration, we are all our processes are externally audited annually.
67	Describe the unique design and feature attributes of the products and/or equipment offered in your proposal.	All products offered in this proposal meet or exceed the descriptions outlined within Section B - Requested Equipment, products or services, and our price sheets match the categories set forth in the aforementioned section.
68	Describe available options for customization of the products and/or equipment offered in your proposal.	Customization requests can be forwarded to Kipper Tool Company project manager directly and will be evaluated on a case-by-case basis. The nature of our business allows for customization at many levels.
69	If you provide on-site or in-person sales, service, training, and/or support, explain how those activities are handled and the unique attributes of your process.	Kipper Tool Company offers both inside and outside sales options. We are available to visit a Sourcewell member's location and explain our products and services and take orders on-site and we are able to offer in-person training through our sales team and/or manufacturer/supplier representatives. Our team is also available for any service, training, or support via email, phone, video-conferencing, or in-person.
70	Describe your compliance with applicable national standards for the products and/or equipment offered in your proposal, such as: National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and American National Standards Institute (ANSI).	Kipper Tool Company operates in compliance with NFPA, OSHA, ANSI and all other national standards. We are evaluated annually through our ISO registration company, Advantage Registrar.

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

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

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

- [Financial Strength and Stability](#) - Kipper Tool Company Financial Strength Statements.pdf - Thursday April 02, 2020 16:18:47
- [Marketing Plan/Samples](#) - Kipper Tool Company Marketing Samples.pdf - Thursday April 02, 2020 16:19:33
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information (optional)
- [Pricing](#) - RFP #040220.xlsx - Thursday April 02, 2020 16:26:58
- [Additional Document](#) - MVI_0012_3_MobileHD.mp4 - Thursday April 02, 2020 16:25:06

Proposers Assurance of Comp

PROPOSER ASSURANCE OF COMPLIANCE

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell member agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this RFP and any resulting Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP; and, the Proposer has not participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named solicitation.
3. The contents of the Proposer's proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer and will not be communicated to any such persons prior to the official opening of the proposals.
4. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted and included with the Proposer's Proposal.
5. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
6. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

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. - Matt Groarke, Sales Representative, Kipper Tool Company

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_3_Firefighting_Eqpt_and_Tools_RFP040220 Thu March 19 2020 10:41 AM	<input checked="" type="checkbox"/>	1
Addendum_2_Firefighting_Eqpt_and_Tools_RFP040220 Wed March 4 2020 11:38 AM	<input checked="" type="checkbox"/>	2
Addendum_1_Firefighting_Eqpt_and_Tools_RFP040220 Wed February 19 2020 03:16 PM	<input checked="" type="checkbox"/>	2