



as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

5. **Indemnity.** The parties agree that under the Constitution and laws of the State of Texas, County cannot enter into an agreement whereby County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding or saving harmless Office Depot for any reason are hereby deleted.
6. **Applicable Law; Arbitration; Attorney Fees.** The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity. County does not agree to submit disputes arising out of the Agreement to binding arbitration. Therefore, any references to binding arbitration or the waiver of a right to litigate a dispute are hereby deleted. County does not agree to pay any and/or all attorney fees incurred by Office Depot in any way associated with the Agreement.
7. **No Waiver of Jury Trial.** The County does not agree that all disputes (including any claims or counterclaims) arising from or related to this Agreement shall be resolved without a jury. Therefore, any references to waiver of jury trial are hereby deleted.
8. **Certain State Law Requirements for Contracts.** The contents of this Section are required by Texas Law and are included by County regardless of content.
  - a. Agreement to Not Boycott Israel Chapter 2271 Texas Government Code: By signature below, Office Depot verifies Office Depot does not boycott Israel and will not boycott Israel during the term of this Agreement.
  - b. Texas Government Code § 2252.152 Acknowledgment: By signature below, Office Depot represents pursuant to § 2252.152 of the Texas Government Code, that Office Depot is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under § 806.051, § 807.051, or § 2252.153.
9. **Modifications.** The parties may not amend or waive this Agreement, except by a written agreement executed by both Parties.
10. **Human Trafficking.** BY ACCEPTANCE OF CONTRACT, OFFICE DEPOT ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.
11. **Use of Customer Name.** Office Depot may use County's name without County's prior written consent only in any Office Depot' customer lists, any other use must be approved in advance by County.

12. **Conflict.** In the event there is a conflict between this Addendum and the Agreement, this Addendum controls.
13. **Understanding, Fair Construction.** By execution of this Addendum, the parties acknowledge that they have read and understood each provision, term and obligation contained in this Addendum. This Addendum, although drawn by one party, shall be construed fairly and reasonably and not more strictly against the drafting party than the nondrafting party.
14. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.
15. **Electronic and Digital Signatures.** The Parties to this Agreement agree that any electronic and/or digital signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as the use of manual signatures.
16. **Personnel.** Office Depot represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Office Depot shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the services when and as required and without delays.

All employees of Office Depot shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Office Depot or agent of Office Depot who, in the opinion of County, is incompetent or by his conduct becomes detrimental to providing Services pursuant to this Agreement shall, upon request of County, immediately be removed from association with the Services required under this Agreement.

17. **Confidential Information.** Office Depot acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Office Depot or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Office Depot shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Office Depot) publicly known or is contained in a publicly available document; (b) is rightfully in Office Depot possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Office Depot who can be shown to have had no access to the Confidential Information.

Office Depot agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Office Depot uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market,

transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Office Depot shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Office Depot shall advise County immediately in the event Office Depot learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Office Depot will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Office Depot against any such person. Office Depot agrees that, except as directed by County, Office Depot will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Office Depot will promptly turn over to County all documents, papers, and other matter in Office Depot's possession which embody Confidential Information.

Office Depot acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Office Depot acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.

Office Depot in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

19. **Independent Contractor.** In the performance of work or services hereunder, Office Depot shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of Office Depot or, where permitted, of its subcontractors. Office Depot and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.
20. **Insurance.** Prior to commencement of the services under this Agreement, Office Depot shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Office Depot shall provide certified copies of insurance endorsements and/or policies if requested by County. Office Depot shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Office Depot shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or

approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:

- (a). Workers' Compensation insurance. Substitutes to genuine Workers' Compensation Insurance will not be allowed. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.
- (b). Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
- (c). Business Automobile Liability insurance with a combined Bodily Injury/Property Damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.
- (d). Professional Liability insurance with limits not less than \$1,000,000.

County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation. All Liability policies including Workers' Compensation written on behalf of Office Depot shall contain a waiver of subrogation in favor of County and members of Commissioners Court.

If required coverage is written on a claims-made basis, Office Depot warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of two years beginning from the time that work under the Agreement is completed.

21. **Severability.** If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

(Execution Page Follows)  
(Remainder of Page Intentionally Left Blank)

IN WITNESS WHEREOF, this Addendum is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Addendum and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

**FORT BEND COUNTY**

**OFFICE DEPOT, LLC**

\_\_\_\_\_  
KP George  
County Judge

\_\_\_\_\_  
Authorized Agent – Signature

\_\_\_\_\_  
Date

Steve Blyth  
\_\_\_\_\_  
Authorized Agent- Printed Name

ATTEST:

SVP  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Laura Richard  
County Clerk

07.24.20  
\_\_\_\_\_  
Date



**AUDITOR'S CERTIFICATE**

I hereby certify that funds in the amount of \$\_\_\_\_\_ are available to pay the obligation of Fort Bend County within the foregoing Agreement.

\_\_\_\_\_  
Robert Ed Sturdivant, County Auditor

Exhibit A: Office Depot's Proposal Number 504765 and Terms and Conditions of Purchase (Furniture)

Exhibit B: NIPA Region 4 ESC R142212 Contract

# Exhibit A

**Mission Bend Community Center**

Line#	Qty	Product	Unit	Extended
1	1	<b>Order Note:</b> NIPA Region 4 ESC R142212 (TCPN)	\$ 0.00	\$0.00
<b>TOTAL:</b>				<b>\$0.00</b>

**Arts and Craft Room (111)**

2	3	<b>OD365Q</b> Robust Collection Table Top	\$ 190.44	\$571.32
		FINISH Rustic		
3	3	<b>2142242BW</b> 22w x 41h base, Black	\$ 148.27	\$444.81
		TL214 Textured Black Round Base C42 Textured Black 42" Column		
4	12	<b>OD60RED</b> Backless bar stool, Red (must order in increments of 4)	\$ 73.33	\$879.96
5	6	<b>OD365Q</b> Robust Collection Table Top	\$ 190.44	\$1,142.64
		FINISH Rustic		
6	6	<b>2142230BW</b> Standard height base, Black	\$ 137.60	\$825.60
		TL214 Textured Black Round Base C30 Textured Black 30" Column		
7	24	<b>OD58RED</b> Distressed stack chair, Red	\$ 88.00	\$2,112.00
<b>TOTAL:</b>				<b>\$5,976.33</b>

**Club Director Office (102)**

8	1	<b>PL101</b> Desk Shell, 71"W x 36"D	\$ 168.33	\$168.33
		Laminate Color Selection CG LAM: Coastal Grey		
9	1	<b>PL166</b>	\$ 161.68	\$161.68

**Mission Bend Community Center**

Line#	Qty	Product	Unit	Extended
		Full pedestal, Box/box/file		
		Laminate Color Selection CG LAM: Coastal Grey		
		Pull Selection STD Standard Black Pull		
10	1	<b>PL175</b> Full pedestal, File/file	\$ 166.15	\$166.15
		Laminate Color Selection CG LAM: Coastal Grey		
		Pull Selection STD Standard Black Pull		
11	1	<b>656GRYBLK</b> Gray Mesh High Back Task Chair, Black seat and Black Base	\$ 149.99	\$149.99
12	1	<b>656COVER02RYL</b> Seat Cover for 656GRY, Royal Blue	\$ 7.91	\$7.91
13	1	<b>PLT36R</b> Round top, 36" dia	\$ 71.33	\$71.33
		Laminate Color Selection CG LAM: Coastal Grey		
14	1	<b>PLTRB2328</b> Standard Height Round Base,	\$ 137.67	\$137.67
		PLTRBBASE23BRU Brushed Aluminum Base		
		PLTRBPOST28BRU Brushed Aluminum 28" Post		
15	4	<b>BU-503G-TW01</b> Budg it Mesh Back Guest Chair, Black 4 Leg Frame with Fabric Seat, Black	\$ 114.67	\$458.68
16	1	<b>CMPBF</b> Hanging Mini Pedestal	\$ 141.04	\$141.04
		Metal Finish Selection SILVER FIN: Silver		
17	1	<b>CUSH1019BLU</b> Top cushion for CMPBF, Celestial Blue	\$ 39.33	\$39.33
18	1	<b>CPPCASTERS</b> Casters for CMPBF, set of 4	\$ 10.33	\$10.33
19	1	<b>PL156</b> Bookcase, 32"W x 14"D x 71"H	\$ 154.00	\$154.00

**Mission Bend Community Center**

Line#	Qty	Product	Unit	Extended
		Laminate Color Selection	CG	LAM: Coastal Grey
		Pull Selection	STD	Standard Black Pull
		<b>TOTAL:</b>		<b>\$1,666.44</b>

**Computer Lab (110)**

20	8	<b>PLT2460</b> Rectangular top, 24"D x 60"W		\$ 82.33	\$658.64
		Laminate Color Selection	CG	LAM: Coastal Grey	
21	8	<b>PBF60</b> Budget Flip Top Base (For PLT2460 Top only)		\$ 152.05	\$1,216.40
		Paint Color Selection	TI	Titanium	
22	16	<b>3080</b> OfficeSource armless Stackable Side Chair w/Chrome Frame		\$ 44.00	\$704.00
		Shell Color Selection	NAV (A12)	Navy	
		<b>TOTAL:</b>			<b>\$2,579.04</b>

**Conference Room (103)**

23	2	<b>PL237THALF</b> Half Boat-Shaped Conference Table, Top Only, 60"W x 48"D, Laminate		\$ 174.00	\$348.00
		Laminate Color Selection	CG	LAM: Coastal Grey	
24	1	<b>PL37MOD1CG</b> Coastal Gray Mod w/2 cut outs		\$ 54.00	\$54.00
25	1	<b>PL3678EP2CG</b> Coastal Gray Bases		\$ 90.00	\$90.00
26	2	<b>PLTBPOWERSI</b> Power Insert (2 power/1 data/1 phone/1 USB/1 HDMI)		\$ 204.67	\$409.34
27	10	<b>656GRYBLK</b> Gray Mesh High Back Task Chair with Black Base		\$ 149.99	\$1,499.90
28	10	<b>656COVER02RYL</b> Seat Cover for 656GRY, Royal Blue		\$ 7.91	\$79.10

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## Mission Bend Community Center

Line#	Qty	Product	Unit	Extended
29	2	<b>PL172</b> Buffet credenza	\$ 395.25	\$790.50
		Laminate Selection COASTAL G LAM: Coastal Gray Handle Color Selection BLACK FIN: Black Handle		
<b>TOTAL:</b>				<b>\$3,270.84</b>

## Front desk (104)

30	2	<b>656GRYBLK</b> Gray Mesh High Back Task Chair with Black Base	\$ 149.99	\$299.98
31	2	<b>656COVER02RYL</b> Seat Cover for 656GRY, Royal Blue	\$ 7.91	\$15.82
32	3	<b>CMPBF</b> Hanging Mini Pedestal	\$ 141.04	\$423.12
		Metal Finish Selection SILVER FIN: Silver		
33	3	<b>CUSH1019BLU</b> Top cushion for CMPBF, Celestial Blue	\$ 39.33	\$117.99
34	3	<b>CPPCASTERS</b> Casters for CMPBF, set of 4	\$ 10.33	\$30.99
35	1	<b>PL156</b> Bookcase, 32"W x 14"D x 71"H	\$ 154.00	\$154.00
		Laminate Color Selection CG LAM: Coastal Grey Pull Selection STD Standard Black Pull		
<b>TOTAL:</b>				<b>\$1,041.90</b>

## Game room (122)

36	18	<b>1043H</b> Snap Desk Boomerang Platinum Leg - 32"H x 36.7"W x 24"D	\$ 271.03	\$4,878.54
		Top Finish 7949 Asian Night Laminate Edge Finish HGRN Green		
37	4	<b>3080DOLLY</b>	\$ 35.67	\$142.68

**Mission Bend Community Center**

Line#	Qty	Product	Unit	Extended
		Black Chair Dolly		
38	38	<b>3080</b> OfficeSource armless Stackable Side Chair w/Chrome Frame	\$ 44.00	\$1,672.00
		Shell Color Selection NAV (A12) Navy		
39	2	<b>8036</b> Storage Cabinet w/Four adjustable shelves 72"H x 36"W x 18"D	\$ 374.67	\$749.34
		Color Selection BLK Black (Finish in Stock)		
40	2	<b>1520</b> Flex Fully Upholstered Round Ottoman, 20" Dia x 18" H	\$ 381.87	\$763.74
		Fabric Grade ,1 Grade 1		
		Grade 1 Fabrics ,DILLON-OC Dillon Ocean		
		Casters Option ,~ No Casters (Std)		
		Dry Erase Top Option ,~ No Dry Erase Top		
41	2	<b>9703</b> Silver Legs Sofa	\$ 652.57	\$1,305.14
		Upholstery Color Selection BLK Black Leather-Soft Vinyl		
		<b>TOTAL:</b>		<b>\$9,511.44</b>
<b>Gym (120)</b>				
42	20	<b>D1000</b> Sideline chair, black & blue folding chair.	\$ 181.33	\$3,626.60
		<b>TOTAL:</b>		<b>\$3,626.60</b>
<b>Gym Office (119)</b>				
43	1	<b>PL103</b> Desk Shell, 60"W x 30"D	\$ 126.93	\$126.93
		Laminate Color Selection CG LAM: Coastal Grey		
44	1	<b>PL107</b> Hanging pedestal 3/4 Box/file 22"D	\$ 116.61	\$116.61
		Laminate Color Selection CG LAM: Coastal Grey		
		Pull Selection STD Standard Black Pull		

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## Mission Bend Community Center

Line#	Qty	Product	Unit	Extended
45	1	<b>656GRYBLK</b> Gray Mesh High Back Task Chair, Black seat and Black Base	\$ 149.99	\$149.99
46	1	<b>656COVER02RYL</b> Seat Cover for 656GRY, Royal Blue	\$ 7.91	\$7.91
47	1	<b>BU-503G-TW01</b> Budg it Mesh Back Guest Chair, Black 4 Leg Frame with Fabric Seat, Black	\$ 114.67	\$114.67
			<b>TOTAL:</b>	<b>\$516.11</b>

## Kid Café Room (116)

48	5	<b>PLT42R</b> Round top, 42" dia  Laminate Color Selection      CG      LAM: Coastal Grey	\$ 82.33	\$411.65
49	5	<b>PLTRB2328</b> Standard Height Round Base  PLTRBPOST28BRU Brushed Aluminum Post PLTRBBASE23BRU Brushed Aluminum Base	\$ 137.67	\$688.35
50	4	<b>PLT42S</b> 42" Square Top 42"W x 42"D  Laminate Color Selection      CG      LAM: Coastal Grey	\$ 82.33	\$329.32
51	4	<b>PLTRB2328</b> Standard Height Round Base  PLTRBPOST28BRU Brushed Aluminum Post PLTRBBASE23BRU Brushed Aluminum Base	\$ 137.67	\$550.68
52	36	<b>3080</b> OfficeSource armless Stackable Side Chair w/Chrome Frame  Shell Color Selection      NAV (A12)      Navy	\$ 44.00	\$1,584.00
			<b>TOTAL:</b>	<b>\$3,564.00</b>

## Lead Staff Office (113A)

53	1	<b>BU-503G-TW01</b>	\$ 114.67	\$114.67
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**Mission Bend Community Center**

Line#	Qty	Product	Unit	Extended
		Budg it Mesh Back Guest Chair, Black 4 Leg Frame with Fabric Seat, Black		
54	1	<b>PL103</b> Desk Shell, 60"W x 30"D	\$ 126.93	\$126.93
		Laminate Color Selection	CG	LAM: Coastal Grey
55	1	<b>PL107</b> Hanging pedestal 3/4 Box/file 22"D	\$ 116.61	\$116.61
		Laminate Color Selection	CG	LAM: Coastal Grey
		Pull Selection	STD	Standard Black Pull
56	1	<b>656GRYBLK</b> Gray Mesh High Back Task Chair with Black Base	\$ 149.99	\$149.99
57	1	<b>656COVER02RYL</b> Seat Cover for 656GRY, Royal Blue	\$ 7.91	\$7.91
58	1	<b>CMPBF</b> Hanging Mini Pedestal	\$ 141.04	\$141.04
		Metal Finish Selection	SILVER	FIN: Silver
59	1	<b>CUSH1019BLU</b> Top cushion for CMPBF, Celestial Blue	\$ 39.33	\$39.33
60	1	<b>CPPCASTERS</b> Casters for CMPBF, set of 4	\$ 10.33	\$10.33
61	1	<b>PLT30R</b> Round Table Top 30"	\$ 57.00	\$57.00
		Laminate Color Selection	CG	LAM: Coastal Grey
62	1	<b>PLTRB2328</b> Standard Height Round Base	\$ 137.67	\$137.67
		PLTRBBASE23BRU Brushed Aluminum Base		
		PLTRBPOST28BRU Brushed Aluminum 28" Post		
		<b>TOTAL:</b>		<b>\$901.48</b>

**Learning Center (112)**

**Mission Bend Community Center**

Line#	Qty	Product	Unit	Extended
63	6	<b>PLT3072</b> Rectangular top, 30"D x 72"W  Laminate Color Selection CG LAM: Coastal Grey	\$ 104.00	\$624.00
64	12	<b>PLTULEG30A2</b> Unite Leg Base, 30"D  Finish Option Selection SI Silver	\$ 68.00	\$816.00
65	41	<b>3080</b> OfficeSource armless Stackable Side Chair w/Chrome Frame  Shell Color Selection NAV (A12) Navy	\$ 44.00	\$1,804.00
66	1	<b>SL33017</b> Booktruck, 3-shelf, yellow	\$ 307.44	\$307.44
67	1	<b>ZFLROCK18</b> Zuma Floor Rocker, green apple	\$ 127.40	\$127.40
68	1	<b>ZFLROCK18</b> Zuma Floor Rocker, Sky Blue	\$ 127.40	\$127.40
69	2	<b>ZFLROCK15</b> Zuma Floor Rocker, green apple	\$ 127.40	\$254.80
70	2	<b>ZFLROCK15</b> Zuma Floor Rocker, Sky Blue	\$ 127.40	\$254.80
<b>TOTAL:</b>				<b>\$4,315.84</b>

**Lobby (104)**

71	1	<b>74965BLUE</b> Visionary Curve Mobile 3x4	\$ 541.81	\$541.81
72	1	<b>9703</b> Silver Legs Sofa  Upholstery Color Selection BLK Black Leather-Soft Vinyl	\$ 652.57	\$652.57
73	1	<b>9701</b>	\$ 341.93	\$341.93



by Office DEPOT  
 1246 Silber Road  
 Houston, Texas 77055

**Rosalinda Gonzalez**  
 Business Development Manager  
 Tel: 713.443.4885  
 Rosalinda.Gonzalez@WorkspaceInteriorsOD.cc

**Leah Gibson**  
 Mission Bend Community Center  
 8709 Addicks Clodine Road  
 Houston, TX 77083  
 281-238-3097

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## Mission Bend Community Center

Line#	Qty	Product	Unit	Extended
		Silver Legs Chair		
		Upholstery Color Selection	BLK	Black Leather-Soft Vinyl
74	1	<b>11490BLK</b> Bench with Silver Frame, Black Upholstery		<b>\$ 185.76</b> <b>\$185.76</b>
<b>TOTAL:</b>				<b>\$1,722.07</b>

## STEAM Room (113)

75	4	<b>210603</b> Height Adjustable Mobile Contemporary Laminate Laptop Desk, Black		<b>\$ 79.99</b> <b>\$319.96</b>
76	1	<b>SL33017</b> Booktruck, 3-shelf, yellow		<b>\$ 307.44</b> <b>\$307.44</b>
77	15	<b>3080</b> OfficeSource armless Stackable Side Chair w/Chrome Frame		<b>\$ 44.00</b> <b>\$660.00</b>
		Shell Color Selection	NAV (A12)	Navy
78	15	<b>1043H</b> Snap Desk Boomerang Platinum Leg - 32"H x 36.7"W x 24"D		<b>\$ 271.03</b> <b>\$4,065.45</b>
		Top Finish	7949	Asian Night Laminate
		Edge Finish	HGRN	Green
<b>TOTAL:</b>				<b>\$5,352.85</b>

## Teen Room (101)

79	2	<b>1520</b> Flex Fully Upholstered Round Ottoman, 20" Dia x 18" H		<b>\$ 381.87</b> <b>\$763.74</b>
		Fabric Grade	,1	Grade 1
		Grade 1 Fabrics	,DILLON-OC	Dillon Ocean
		Casters Option	,~	No Casters (Std)
		Dry Erase Top Option	,~	No Dry Erase Top
80	1	<b>1503</b> Flex Fully Upholstered Three Seat Chair/Sofa, 60" x 30" x 30"H		<b>\$ 1,492.27</b> <b>\$1,492.27</b>
		Fabric Grade	,1	Grade 1
		Grade 1 Fabrics	,DILLON-OC	Dillon Ocean (seat)

**Mission Bend Community Center**

Line#	Qty	Product		Unit	Extended
			,DORSET-DE	Dorset Denim (back)	
81	1	<b>1508</b> Flex Fully Upholstered Corner Chair, 30" x 30" x 30"H			<b>\$ 1,078.93</b>
			Fabric Grade ,1	Grade 1	
			Grade 1 Fabrics ,DILLON-OC	Dillon Ocean (seat)	
			,DORSET-DE	Dorset Denim (back)	
82	1	<b>1539</b> Flex Fully Upholstered Quartile Bench/Ottoman, 20" x 20" x 18"H			<b>\$ 413.87</b>
			Fabric Grade ,1	Grade 1	
			Grade 1 Fabrics ,DILLON-OC	Dillon Ocean (seat)	
			Casters Option ,~	No Casters (Std)	
83	2	<b>1506</b> Flex Fully Upholstered Three Seat Bench/Ottoman, 60" x 20" x 18"H			<b>\$ 794.67</b>
			Fabric Grade ,1	Grade 1	
			Grade 1 Fabrics ,DILLON-OC	Dillon Ocean (seat)	
84	3	<b>1507</b> Flex Fully Upholstered One & One Half-Seat Chair, 30" x 30" x 30"H			<b>\$ 881.07</b>
			Fabric Grade ,1	Grade 1	
			Grade 1 Fabrics ,DILLON-OC	Dillon Ocean (seat)	
			,DORSET-DE	Dorset Denim (back)	
			Casters Option ,~	No Casters (Std)	
85	3	<b>H105R2448</b> 48Wx24D Rectangle Worksurface			<b>\$ 131.65</b>
			Select Top Laminate Color \$(L1STD)	Grd L1 Standard Laminates	
			Select Top Laminate Color .S	LAM: Charcoal	
			Edge Color S	Charcoal	
86	6	<b>HLSL24410</b> Voi 24D x 41H O-Leg Support for Worksurfaces			<b>\$ 214.43</b>
			Select Paint Color \$(CHOICE)	PAINT: Select Choice Paint	
			Select Grade 2 Paint .T1	Platinum Metallic	
87	6	<b>HMG5</b> Motivate 4-Leg Cafe Ht Stool			<b>\$ 197.47</b>

**Mission Bend Community Center**

Line#	Qty	Product			Unit	Extended
		Select Arm Type	.N	Arm: No Arm		
		Select Caster Option	.E	Standard Nylon Glide		
		Select Shell Color	.RE	COLOR: Regatta		
		Select Frame Color	.PLAT	FRAME: Platinum Metallic		
88	2	<b>ZFLROCK18</b> Zuma Floor Rocker, green apple			\$ 127.40	\$254.80
89	2	<b>ZFLROCK18</b> Zuma Floor Rocker, Sky Blue			\$ 127.40	\$254.80
90	1	<b>WGB2109266</b> Hammock Chair			\$ 81.55	\$81.55
91	1	<b>WBB1400879</b> Stand			\$ 165.53	\$165.53
92	1	<b>PLT48R</b> Round top, 48" dia			\$ 96.67	\$96.67
		Laminate Color Selection	CG	LAM: Coastal Grey		
93	1	<b>PLTXBM33</b> Metal X base 33"			\$ 69.33	\$69.33
		Finish Option Selection	BLK	FIN: Black		
94	2	<b>3080</b> OfficeSource armless Stackable Side Chair w/Chrome Frame			\$ 44.00	\$88.00
		Shell Color Selection	NAV (A12)	Navy		
95	2	<b>3080</b> OfficeSource armless Stackable Side Chair w/Chrome Frame			\$ 44.00	\$88.00
		Shell Color Selection	BLU (A06)	Light Blue		
<b>TOTAL:</b>						<b>\$11,946.39</b>

**Teen Room Office (101A)**

96	1	<b>BU-503G-TW01</b> Budg it Mesh Back Guest Chair, Black 4 Leg Frame with Fabric Seat, Black			\$ 114.67	\$114.67
97	1	<b>CMPBF</b>			\$ 141.04	\$141.04



by **Office DEPOT**  
 1246 Silber Road  
 Houston, Texas 77055

**Rosalinda Gonzalez**  
 Business Development Manager  
 Tel: 713.443.4885  
 Rosalinda.Gonzalez@WorkspaceInteriorsOD.cc

**Leah Gibson**  
 Mission Bend Community Center  
 8709 Addicks Clodine Road  
 Houston, TX 77083  
 281-238-3097

# PROPOSAL

Date: 7/8/2020  
 Reference #: 504765

## Mission Bend Community Center

Line#	Qty	Product	Unit	Extended
		Hanging Mini Pedestal		
		Metal Finish Selection	SILVER	FIN: Silver
98	1	<b>CUSH1019BLU</b> Top cushion for CMPBF, Celestial Blue	\$ 39.33	\$39.33
99	1	<b>CPPCASTERS</b> Casters for CMPBF, set of 4	\$ 10.33	\$10.33
100	1	<b>PL103</b> Desk Shell, 60"W x 30"D	\$ 126.93	\$126.93
		Laminate Color Selection	CG	LAM: Coastal Grey
101	1	<b>PL107</b> Hanging pedestal 3/4 Box/file 22"D	\$ 116.61	\$116.61
		Laminate Color Selection	CG	LAM: Coastal Grey
		Pull Selection	STD	Standard Black Pull
<b>TOTAL:</b>				<b>\$548.91</b>
<b>xFreight</b>				
102	1	<b>FREIGHT</b> Mooreco Estimated Freight Charges	\$ 340.00	\$340.00
103	1	<b>FREIGHT</b> Global Industrial Estimated Freight Charges	\$ 110.00	\$110.00
104	1	<b>FREIGHT</b> Dream Seat Estimated Freight Charges	\$ 570.00	\$570.00
105	1	<b>FREIGHT</b> OFD Estimated Freight Charges	\$ 335.00	\$335.00
<b>TOTAL:</b>				<b>\$1,355.00</b>
<b>zLabor</b>				
106	1	<b>Install RT</b> Labor to Receive Deliver and Install per proposal	\$ 4,450.00	\$4,450.00



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Houston, Texas 77055

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Business Development Manager  
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Rosalinda.Gonzalez@WorkspaceInteriorsOD.cc

# PROPOSAL

Date: 7/8/2020  
Reference #: 504765

**Leah Gibson**  
Mission Bend Community Center  
8709 Addicks Clodine Road  
Houston, TX 77083  
281-238-3097

## Mission Bend Community Center

Line#	Qty	Product	Unit	Extended
		*	All work during Regular Business Hours	
		*	No stair carry	
		*	Area to be free and clear	
		*	Non-Union Labor	
<b>TOTAL:</b>				<b>\$4,450.00</b>
<b>GRAND TOTAL:</b>				<b>\$62,345.24</b>



by **Office DEPOT**  
1246 Silber Road  
Houston, Texas 77055

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**Leah Gibson**  
Mission Bend Community Center  
8709 Addicks Clodine Road  
Houston, TX 77083  
281-238-3097

# PROPOSAL

Date: 7/8/2020  
Reference #: 504765

## Mission Bend Community Center

Line#	Qty	Product	Unit	Extended
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Proposal Notes

**Deposit Required:**

**Additional Information:**

**Mission Bend Community Center**

Line#	Qty	Product	Unit	Extended
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**TERMS AND CONDITIONS OF PURCHASE (FURNITURE)**

- Office Depot, Inc. ("Office Depot") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and Office Depot's obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that Office Depot will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 3 below.
- All prices are firm for thirty (30) days from date of proposal.
- Payment terms are net twenty (20) days from date of invoice, unless otherwise agreed to and as documented on the order or quote. Customer will be invoiced for items when delivery and installation (if applicable) is complete, and any punch issues are less than 10% of the value of the entire order. In no event shall payment be withheld for delivered products and services. Customer shall pay 90% of the invoice and may withhold 10% until completion of the job. The balance is payable immediately after any outstanding issues are resolved.
- All orders are subject to credit approval.
- Office Depot requires a minimum deposit equaling 50% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
- All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
- An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable.
- Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
- Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to Office Depot at the time of sale, extra labor charges at prevailing rates may apply.
- If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
- Electric current, heat, hoisting and/or elevator service will be furnished without charge to Office Depot.
- Floors shall be smooth, level and free from debris, and concrete subject to dampness shall be waterproofed prior to delivery and installation of products.
- If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer shall pay a warehouse charge payable monthly. Double handling of a product will be charged at our normal hourly rate.
- Office Depot makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to Office Depot in writing within five (5) days after delivery or installation of the products and if no claim is so received by Office Depot it will be conclusively presumed that Customer has accepted and that the products are as represented.
- No liability shall accrue against Office Depot as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
- Office Depot retains, and Customer hereby grants to Office Depot, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, Office Depot shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
- Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that Office Depot will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
- Manufacturer warranties apply for parts only. Labor is not included.
- It is Customer's responsibility to furnish a certified electrician to "hardwire" cubicle stations to building power.
- All items set forth in the quotation are non-returnable.
- IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
- These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer has read and understands these terms and conditions of purchase.

Customer: \_\_\_\_\_ Address: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



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Mission Bend Community Center  
8709 Addicks Clodine Road  
Houston, TX 77083  
281-238-3097

# PROPOSAL

Date: 7/8/2020  
Reference #: 504765

## Mission Bend Community Center

Line#	Qty	Product	Unit	Extended
-------	-----	---------	------	----------

**Special Instructions:**

Proposal valid for 30 days

Please note: a deposit is required on all furniture orders prior to order placement

One of the following is required prior to placing your order: Signed Terms and Condition, Furniture Agreement on file or a Workspace Interiors Furniture Addendum on file

Workspace Interiors may require additional credit information, prior to placing your order

The appropriate tax will be applied at the time of invoicing

This proposal contains **Special Order** items that are **Not Returnable**

Once an order is placed, cancellations are **Not Allowed**.

Estimated leadtime is subject to the manufactures production / shipping schedule

# Exhibit B



Solicitation 14-22

REQUEST FOR PROPOSAL  
FURNITURE and INSTALLATION

# Proposal



**Office DEPOT®** **OfficeMax®**

# Office Depot Proposal

Region 4 ESC / TCPN  
Solicitation 14-22 for  
Furniture and Installation  
was printed in our

Texas Regional Print Facility  
2230 North Highway 360  
Grand Prairie, TX 75050

Our dedicated team of Texas-based print professionals  
is proud to present this proposal to  
Region 4 ESC's Evaluation Team for review.



**Office DEPOT® OfficeMax®**



December 10, 2014

Region 4 Education Service Center  
7145 West Tidwell Road  
Houston, TX 77095

Dear Region 4 ESC Review Committee:

For more than 28 years Office Depot has been committed to our customers by providing best-in-class Furniture products and services. In bringing together Office Depot Furniture and OfficeMax Interiors, we are now one team, focused on becoming a stronger, more efficient global provider of products, services and solutions to our customers. We believe we are uniquely positioned to be an integral and trusted business partner to our customers and your members.

We are pleased to present you with our comprehensive proposal to Solicitation 14-22 for Furniture and Installation. Our team has prepared a complete package that will demonstrate our capabilities to provide Furniture Solutions to TCPN members along with unparalleled service, expertise and unprecedented value and savings. Office Depot prides itself on providing excellent service, not simply at the time of sale, but from the beginning of your furniture decision throughout the lifetime of the product. Considering both design and value, we will provide the expertise to ensure that TCPN members are offered the best possible solution in accordance with budgets and functional criteria. Our Nationwide Furniture Group is unique in our ability to provide comprehensive dedicated customer support, from local contract dealerships, to shared furniture services, supporting daily transactional and customer standards programs.

We are proud of the loyalty we have developed with our existing public sector customer base. From our earliest days when Office Depot began to change the way office products were sold and competitively priced, we began to partner with public agencies to help them maximize their budgets. The foundation of our public sector growth is built on delivering value to the agencies we serve, both financially and operationally. We are prepared to continue delivering on this goal with TCPN through a world class assortment of products, services and solutions that bring meaningful value to all of the Region 4 ESC and TCPN members.

The entire Office Depot team would be honored to earn an award of Solicitation 14-22. We believe that our solutions will bring increased value to participating public agencies in both product selection and reduced procurement costs for years to come. We have enjoyed working with TCPN's team since 1997 with various contracts, including Office Supplies, Janitorial Supplies, Managed Print Services and, Technology Solutions . We believe we can exceed the goals of public sector agencies and provide important solutions to them, a few of which are included below:

- **Delivery** – Just-In-Time solution fulfillment provided by our national supply chain network and our network of 478 furniture installation companies
- **Name Brand Furniture** – Representing over 350 Quality furniture brands
- **Website** – World class e-commerce website and cost-savings tools
- **Products** – Cost savings form Office Depot comprehensive line of stocked proprietary furniture brands
- **Sustainability** – Green purchasing and reporting solutions
- **People** – Agency support by our network of 350+ dedicated Contract Furniture Associates, 1,200+ sales professionals, 150+ Public Sector Vertical Market Specialist and 1,100+ retail stores
- **Service** – Dedicated Furniture Operations Group, including Design, Project Management, and public sector customer service group
- **Expertise** – A rich history of servicing, supporting and enhancing the Region 4 ESC / TCPN contract portfolio for participating agencies since 1997

Our team believes our RFP response demonstrates our passion for your business, our enthusiasm to understand and exceed your expectations, and our desire to present a sustainable offer that will allow for the success and growth of all parties. With a combined team of Office Depot and Office Max we bring the synergy of two organizations into one that will be totally dedicated and aligned to the success of Region 4 ESC / TCPN and all of the agencies associated with this contract.

Should you have any questions or concerns, please feel free to reach out directly to either me or Paul Hurty, our National Director of Furniture Programs.

Sincerely,

**Joe Siemianowski**

Vice President, Furniture | Office Depot, Inc.

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## APPENDIX A:

### VENDOR CONTRACT FORM

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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**APPENDIX A:**

**VENDOR CONTRACT AND SIGNATURE FORM**

*This Vendor Contract and Signature Form ("Contract") is made as of \_\_\_\_\_, by and between Office Depot, Inc. \_\_\_\_\_ and Region 4 Education Service Center ("Region 4 ESC") for the purchase of \_\_\_\_\_ Furniture ("the products and services").*

**RECITALS**

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations will be incorporated into the final contract "Vendor Contract."

WHEREAS, this contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with TCPN; and it being further understood that Region 4 ESC shall act as the Lead Public Agency with respect to all such purchase agreements.

WHEREAS, TCPN has the administrative and legal capacity to administer purchases on behalf of Region 4 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

**ARTICLE 1- GENERAL TERMS AND CONDITIONS**

- 1.1 TCPN shall be afforded all of the rights, privileges and indemnifications afforded to Region 4 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to TCPN, including, without limitation, Vendors obligation to provide insurance and other indemnifications to Lead Public Agency.
- 1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.
- 1.3 TCPN shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.



1.4 **Purchasing procedure:**

- Purchase orders are issued by participating governmental agencies to the awarded vendor indicating on the PO “**Per TCPN Contract # R142212\_.**”
- Vendor delivers goods/services directly to the participating agency.
- Awarded vendor invoices the participating agency directly.
- Awarded vendor receives payment directly from the participating agency.  Awarded vendor reports sales monthly to TCPN.

1.5 **Customer Support:** The vendor shall provide timely and accurate technical advice and sales support to Region 4 ESC staff, TCPN staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

**ARTICLE 2- ANTICIPATED TERM OF AGREEMENT**

2.1 Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC. Region 4 ESC will notify the vendor in writing if the contract is extended. Awarded vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

2.2 Region 4 ESC shall review the contract prior to the renewal date and notify the current awarded vendor, no less than ninety (90) days of Region 4 ESC’s intent renew the contract. Upon receipt of notice, awarded vendor must notify Region 4 ESC if it elects not to renew. Awarded vendor shall honor the administrative fee for any sales incurred throughout the life of the contract on any sales made based on a Region 4 ESC contract whether awarded a renewal or not. Region 4 ESC reserves the right to exercise each two-year extension annually.

**ARTICLE 3- REPRESENTATIONS AND COVENANTS**

3.1. **Scope:** This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members. Although contractors may restrict sales to certain public units (for example, state agencies or local government units), any contract that prohibits sales from being made to public school districts may not be considered. Sales without restriction to any Members are preferred. These types of contracts are commonly referred to as being “piggybackable”.

3.2. **Compliance:** Cooperative Purchasing Agreements between TCPN and its Members have been established under state procurement law.

3.3. **Offeror’s Promise:** Offeror agrees all prices, terms, warranties, and benefits granted by Offeror to Members through this contract are comparable to or better than the equivalent terms offered by Offeror to any present customer meeting the same qualifications or requirements.

**ARTICLE 4- FORMATION OF CONTRACT**

4.1. **Offeror Contract Documents:** Region 4 ESC will review proposed offeror contract documents. Vendor’s contract document shall not become part of Region 4 ESC’s contract with vendor unless and until an authorized representative of Region 4 ESC reviews and approves it.



- 4.2. **Form of Contract:** The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a firm submitting an offer requires Region 4 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.
- 4.3. **Entire Agreement (Parol evidence):** The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 4.4. **Assignment of Contract:** No assignment of contract may be made without the prior written approval of Region 4 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 4 ESC. Awarded vendor is required to notify Region 4 ESC when any material change in operations is made that may adversely affect members (i.e. bankruptcy, change of ownership, merger, etc.).
- 4.5. **Novation:** If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Region 4 ESC reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.
- 4.6. **Contract Alterations:** No alterations to the terms of this contract shall be valid or binding unless authorized and signed by a Region 4 ESC staff member.
- 4.7. **Order of Precedence:** In the event of a conflict in the provisions of the contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
- Special terms and conditions
  - General terms and conditions
  - Specifications and scope of work
  - Attachments and exhibits
  - Documents referenced or included in the solicitation
- 4.8. **Supplemental Agreements:** The entity participating in the Region 4 ESC contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. Neither Region 4 ESC, TCPN, its agents, members and employees shall be made party to any claim for breach of such agreement.
- 4.9. **Adding authorized distributors/dealers:** Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.

**ARTICLE 5- TERMINATION OF CONTRACT**

- 5.1. **Cancellation for Non-Performance or Contractor Deficiency:** Region 4 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the contract;
  - ii. Providing work and/or material that was not awarded under the contract;
  - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
  - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
  - v. Failing to make progress in performance of the contract and/or giving Region 4 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or
  - vi. Performing work or providing services under the contract prior to receiving a Region 4 ESC reviewed purchase order for such work.

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.

- 5.2. **Termination for Cause:** If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract Region 4 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- 5.3. **Delivery/Service Failures:** Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.
- 5.4. **Force Majeure:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of

Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

5.5 **Standard Cancellation:** Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order. Vendor may be requested to provide additional items not already on contract at any time.

#### **ARTICLE 6- LICENSES**

6.1 **Duty to keep current license:** Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 4 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.

6.2 **Survival Clause:** All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

#### **ARTICLE 7- DELIVERY PROVISIONS**

7.1 **Delivery:** Vendor shall deliver said materials purchased on this contract to the Member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

7.2 **Inspection & Acceptance:** If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

#### **ARTICLE 8- BILLING AND REPORTING**

8.1 **Payments:** The entity using the contract will make payments directly to the awarded vendor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

- 8.2 **Invoices:** The awarded vendor shall submit invoices to the participating entity clearly stating “*Per TCPN Contract*”. The shipment tracking number or pertinent information for verification shall be made available upon request.
- 8.3 **Tax Exempt Status:** Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
- 8.4 **Reporting:** The awarded vendor shall electronically provide TCPN with a detailed monthly report showing the dollar volume of all sales under the contract for the previous month. Reports shall be sent via e-mail to TCPN offices at [reporting@tcpn.org](mailto:reporting@tcpn.org). Reports are due on the **fifteenth (15<sup>th</sup>)** day after the close of the previous month. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating Members and submit one (1) report. The report shall include at least the following information listed below:
- Vendor Name
  - TCPN Contract Number
  - Reporting Period/Year
  - Entity Name
  - Entity Address ( Including Street, City, State & Zip)
  - Entity Purchase Order Number (Individual Purchase Order Numbers)
  - Purchase Order Date
  - Gross Sale Amount
  - Administrative Fee (Based on Gross Sale Amount)

#### **ARTICLE 9- PRICING**

- 9.1 **Best price guarantee:** The awarded vendor agrees to provide pricing to Region 4 ESC and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the duration of the contract. Pricing offered to Federal government buying consortiums for goods and services is exempt from this requirement. The awarded vendor, however, agrees to lower the cost of any product purchased through TCPN following a reduction in the manufacturer or publisher's direct cost.
- 9.2 **Price increase:** Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.
- Awarded vendor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC if requested.
- It is the awarded vendor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was accepted in the original contract.
- 9.3 **Additional Charges:** All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

- 9.4 **Price reduction and adjustment:** Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 4 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 4 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 4 ESC any published price reduction during the contract period.
- 9.5 **Prevailing Wage:** It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser (Region 4 ESC or its Members). It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.
- 9.6 **Administrative Fees:** All pricing submitted to Region 4 ESC shall include the administrative fee to be remitted to TCPN by the awarded vendor.

The awarded vendor agrees to pay administrative fees to TCPN as calculated as follows: (Sales will be calculated for fiscal year of January 1<sup>st</sup> through December 31<sup>st</sup> and reset each year)

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$50,000,000	2%
\$50,000,001 - \$100,000,000	1.75%
\$100,000,001 - \$150,000,000	1.5%
\$150,000,001 - \$200,000,000	1.25%
\$200,000,001 - \$500,000,000	1%
\$500,000,001 - \$1,000,000,000	0.75%
\$1,000,000,000+	0.5%

**ARTICLE 10- PRICING AUDIT**

- 10.1 **Audit rights:** Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Agreement. TCPN and Region 4 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 4 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 4 ESC's sole cost and expense. Notwithstanding the



foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC or TCPN.

#### **ARTICLE 11- OFFEROR PRODUCT LINE REQUIREMENTS**

- 11.1 **Current products:** Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.
- 11.2 **Discontinued products:** If a product or model is discontinued by the manufacturer, vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 11.3 **New products/Services:** New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 11.4 **Options:** Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 11.5 **Product line:** Offerors with a published catalog may submit the entire catalog. Region 4 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 4 ESC may reject any addition of equipment options without cause.
- 11.6 **Warranty conditions:** All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 11.7 **Buy American requirement:** (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

**ARTICLE 12- SITE REQUIREMENTS**

- 12.1 **Cleanup**: Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.
- 12.2 **Preparation**: Vendor shall not begin a project for which Member has not prepared the site, unless vendor does the preparation work at no cost, or until Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 12.3 **Registered sex offender restrictions**: For work to be performed at schools, vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Member's discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 12.4 **Safety measures**: Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 12.5 **Smoking**: Persons working under the contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 12.6 **Stored materials**: Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Member, it shall be the Vendor's responsibility to protect all materials and equipment. The Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.

**ARTICLE 13- MISCELLANEOUS**

- 13.1 **Funding Out Clause:** Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:

“Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.”

- 13.2 **Disclosures:** Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

Include a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in TCPN.

The Offeror affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- 13.3 **Indemnity:** The awarded vendor shall protect, indemnify, and hold harmless both Region 4 ESC and TCPN and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract, including any supplemental agreements with members. Any litigation involving either Region 4 ESC or TCPN, its administrators and employees and agents will be in Harris County, Texas. Any litigation involving TCPN members shall be in the jurisdiction of the participating agency.

- 13.4 **Franchise Tax:** The Offeror hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

- 13.5 **Marketing:** Awarded vendor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this contract by awarded vendor must have prior approval from Region 4 ESC.

- 13.6 **Certificates of Insurance:** Certificates of insurance shall be delivered to the Region 4 ESC participant prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

- 13.7 **Legal Obligations:** It is the Offeror’s responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

- 13.8 **Open Records Policy:** Because Region 4 ESC contracts are awarded by a governmental entity, responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance to Region 4 ESC's Open Record Policy" form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Offeror are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

[Remainder of Page Intentionally Left Blank-Signatures follow on Signature Form]

**VENDOR CONTRACT SIGNATURE FORM**

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name Office Depot, Inc.  
Address 455 Eisenhower Lane South  
City/State/Zip Lombard, IL 60148  
Telephone No. 630.652.8152  
Fax No. 630.652.8101  
Email address joe.siemianowski@officedepot.com  
Printed name Joe Siemianowski  
Position with company Vice President, Furniture  
Authorized Signature *Joe Siemianowski*

Accepted by Region 4 ESC:

Term of contract May 1, 2015 to April 30, 2018

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

*Rita Drabek*  
Region 4 ESC Authorized Board Member

2-24-2015  
Date

Rita Drabek  
Print Name

*Faye B. Bryant*  
Region 4 ESC Authorized Board Member

2-24-2015  
Date

Faye B. Bryant  
Print Name

TCPN Contract Number R142212



## APPENDIX D:

### GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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**APPENDIX D:**

**GENERAL TERMS & CONDITIONS ACCEPTANCE FORM**

*Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).*

**Check one of the following responses to the General Terms and Conditions:**

We take no exceptions/deviations to the general terms and conditions

*(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)*

We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

*(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)*

Exceptions are noted on subsequent pages

**EXCEPTIONS DOCUMENT BY OFFICE DEPOT, INC. (“Office Depot”)  
TO REQUEST FOR PROPOSAL, SOLICITATION NUMBER 14-22 FURNITURE AND INSTALLATION  
(the “RFP”)**

With regard to the RFP, Office Depot cannot agree to the specific terms and conditions set forth below and therefore take exception to the following matters contained in the RFP:

**Appendix A**

1. Section 3.3, Offeror’s Promise –  
In customer scenarios where a cooperative contract is in use, Office Depot offers competitive pricing to all customers, in the aggregate, based on several factors, including, but not limited to, the total volume of spend, customers’ unique service level requirements, buying patterns, product mix, and Office Depot’s cost to purchase products. However, in this scenario, Office Depot is unable to guarantee that one particular customer’s pricing is as favorable as any other customer’s pricing at the SKU level.
2. Section 4.2, Form of Contract – this Exceptions Document shall be included in the primary position when describing the Form of Contract.
3. Section 4.4, Assignment of Contract – delete this section in its entirety and replace with the following: “No assignment of contract may be made without the prior written approval of Region 4 ESC. Payment can only be made to the awarded Vendor unless approved by Region 4 ESC and the participating entity making the payment. Vendor is required to notify Region 4 ESC when any material change in operations occurs that may adversely affect Region 4 ESC’s members, whether perceived or actual, i.e. bankruptcy, change of ownership, merger, etc. Vendor agrees to provide updated financial records every year the contract is renewed. Vendor will provide this to Region 4 ESC within 30 days prior to the contract renewal date. Vendor agrees to provide updated financial information beyond the renewal of the contract upon written request by Region 4 ESC. This will be provided within 30 days of the written request.”
4. Section 4.7, Order of Precedence – this Exceptions Document shall be included in the primary position when describing the Order of Precedence.
5. Section 5.1, Cancellation for Non-Performance or Contractor Deficiency –
  - a. The second sentence of this section shall be amended by inserting the following at the end of the sentence, “upon thirty (30) days prior written notice to contractor, and provided contractor does not cure such failure during the 30-day period”.
  - b. In the first sentence of the last paragraph, replace “ten (10)” with “thirty (30)”.
6. Section 5.2, Termination for Cause –
  - a. In the first sentence, delete “immediately”, and replace with “upon thirty (30) days prior written notice.”
  - b. Add the following to the end of the section, “Notwithstanding the foregoing, contractor shall have a reasonable period of time (no less than thirty (30) days) to cure any breach leading to termination for cause by Region 4.”
7. Section 5.3, Delivery/Service Failures-  
Office Depot will make every effort to resolve all open issues. If, however, such efforts are unsuccessful, Office Depot agrees to pay any excess costs above the contract price.

8. Section 7.1, Delivery – Office Depot agrees to ship all in-stock products within seven (7) days. In the event of a discontinued item or a back ordered item, the purchasing agency would be notified. For purchases in Alaska, Hawaii, or Puerto Rico, all items in the Office Depot assortment can be ordered; however, the 7-day guarantee is limited to items that are available in the local retail store inventory assortment.

After receipt of purchase order, Office Depot will deliver special order, custom or noncode furniture items to meet delivery dates that are mutually agreed upon with the purchasing agency. If a purchasing agency requests overnight or expedited delivery (e.g., air freight, express delivery, etc.) for any product, then Office Depot will ship products and may charge the purchasing agency for the incremental costs of special handling as a separate line item on the invoice.

If the purchasing agency is unwilling or unable to accept delivery or installation of the products according to the agreed upon schedule, or due to unfinished site conditions, such as, missing carpet, and non-functioning electrical, etc. Office Depot will arrange to store products at the purchasing agency's expense. Additional product handling charges may apply to storing and re-delivering.

To ensure purchasing agencies receive correct, accurate product and complete furniture installation, any quotation for special order (noncode) products or materials shall be approved by an authorized representative of the purchasing agency for correct product description, fabric, specifications and quantities.

An order is not cancelable once in production. "Quick ships" and fabric orders are also not cancelable.

9. Section 7.2. Inspection & Acceptance – In the event Office Depot is providing drop-shipped product only and not delivery and installation services on an order, it shall be the responsibility of the Purchasing Agency to inspect the product at the time of delivery. Office Depot will work with the Purchasing Agency, if notified in a timely fashion, to support the process in working with the manufacturer and/or the delivery company.
10. Section 8.1, Payments – a new second sentence shall be added: "Payment terms are Net 30 days from date of invoice." Office Depot may require a deposit equaling 33% on orders over \$20,000, contingent upon credit approval.
11. Section 8.2, Invoices – At this time, Office Depot is unable to provide this requested statement on the invoices; however, the invoice pricing will match the terms of the Agreement.
12. Sections 8.4, Reporting, 8.5, Service Level Reporting – Office Depot is pleased to continue to provide the same reports that we are currently providing to TCPN on a monthly basis. We look forward to working with TCPN to develop new reporting formats as needed.
13. Section 9.1, Best price guarantee –  
In customer scenarios where a cooperative contract is in use, Office Depot offers competitive pricing to all customers, in the aggregate, based on several factors, including, but not limited to, the total volume of spend, customers' unique service level requirements, buying patterns, product mix, and Office Depot's cost to purchase products. However, in this scenario, Office Depot is unable to guarantee that one particular customer's pricing is as favorable as any other customer's pricing at the SKU level.

14. Section 9.3, Additional charges – the terms of this section shall be deleted and replaced with the following: “The pricing set forth in this Proposal includes dock and/or mailroom delivery. Additional freight charges may apply for items exceeding 70 lbs in weight and/or 110” in length/width, furniture, special orders and/or rush deliveries, and Hawaii, Alaska and Puerto Rico orders. The additional freight charges for orders shipped to Hawaii, Alaska, and/or Puerto Rico shall be set uniformly by each market’s retail delivery partner and remain consistent for each year during the term of the Contract. Office Depot may impose a minimum order value (“MOV”) of \$50.00. In lieu of an MOV, a Participating Agency may elect to be subject to a small-order delivery fee consistent with Office Depot’s standard delivery terms. Office Depot reserves the right to waive the MOV or small-order fee for, among other reasons, Participating Agencies that have efficient delivery requirements.”
15. Section 9.4, Price reduction and adjustment – the word “shall” in the last sentence shall be changed to “may.”
16. Section 9.6, Administrative Fees – For purposes of this Agreement, “Spend” shall mean Customer’s paid-for purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, employee purchases under any type of purchasing program, postage, shipping and mailing services, technology items, gift cards and warranties.

Office Depot's prior practice and intent under this Agreement is to continue to pay the administrative fee within 30 days after the end of each quarter. Office Depot respectfully requests that in the event of an occasional payment that may be later than 30 days, it would not be a cause to be declared in Material Breach of the Agreement.

Additionally, for clarification purposes, Office Depot will continue to calculate the administrative fee in the same manner that has been previously agreed upon between TCPN / Region 4 ESC and Office Depot for the current Contracts that Office Depot has been awarded by TCPN / Region 4 ESC. Despite the administrative fee requirement being stated in each of the TCPN / Region 4 ESC contracts that Office Depot has been awarded, it is Office Depot’s past practice and future intention for any awards in the future to be calculated and pay one single administrative fee based upon the total aggregate combined Spend of all awarded contracts

17. Section 10.1, Audit Rights –
  - a. The following language shall be added to the end of the paragraph: “Notwithstanding anything to the foregoing, for purposes of this section 10.1, the accounting shall be of the item ordered, item description, quantity ordered, date ordered, price paid, and any other price upon which Region 4 ESC’s pricing is based. The format of such requested materials, as well as any third party auditor retained pursuant to this section must be mutually acceptable to Region 4 ESC, TCPN, and Office Depot, such acceptance not to be unreasonably withheld.”
18. Section 11.7 Buy American Requirement: This section shall be deleted, as it is not applicable to this contract.
19. Section 12.3, Registered Sex Offender Restrictions – if Region 4 agrees that Office Depot representatives delivering product on site does not qualify as “working when students are or are reasonably expected to be present”, then Office Depot can agree to the terms of this section. If not, then delete this section.

Office Depot employment practices make every effort to insure that we do not employ known sex offenders. We expect and hold our subcontractors to the same level of employment standards, however, despite our high level of expectations for our subcontractors, we ultimately do not have

control of their hiring practices, although, if it is determined that they have a known sex offender employed and involved with TCPN customer deliveries, Office Depot would require their removal immediately.

20. Section 13.5, Marketing – the Standard Terms and Conditions surrounding the use of the Office Depot Logo, as more particularly set forth in Exhibit A and Exhibit B attached hereto, shall be incorporated into this section.

21. Section 13.6, Certificates of Insurance – the last sentence in this section shall be deleted.

**Appendix B:**  
**PRODUCT / SERVICES SPECIFICATIONS**

**22. Returns**

The vendor will honor all standard return policies. No restocking fees may be charged to Region 4 or TCPN members if an item is returned due to damage, incorrect product shipped or Vendor customer service order entry error. Restocking fees for all other reasons shall be capped at 10% of the value of the items that require restocking.

**Your complete satisfaction is our primary concern.**

At Office Depot, we want to be sure that every purchase is the right one for you. If you are dissatisfied with your stocked (coded) furniture purchase for any reason, you may return most furniture items in their original packaging within 14 days of purchase for a replacement or full refund.

**Exceptions:**

Special Order Furniture (noncode) products may not be returned or exchanged, this includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER. If the item is defective or incorrect material is delivered, we will work with the purchasing agency to resolve, repair or replace the item.

**Appendix C**

23. Last bullet- page 29 of 158 – Office Depot agrees to this section as it relates to Not to Exceed Pricing, however, to the extent that a lower price is granted by Office Depot to an authorized user, such pricing shall apply to only that single order and any future pricing offers will be reviewed by Office Depot, as needed, and it will be Office Depot's sole decision as to whether to provide any pricing that is Lower Than the Not to Exceed Pricing offered in response to this RFP.

**Appendix F**

24. Marketing / Sales -Section 23 – (note- this is the second number 23 on the page) - The Standard Terms and Conditions surrounding the use of the Office Depot Logo, as more particularly set forth in Exhibit A and Exhibit B attached hereto, shall be incorporated into this section.

**EXHIBIT A**

**ADVERTISING AND TRADEMARKS**

1. The Program shall be promoted and marketed via various forms of advertising in compliance with this Agreement. Office Depot may provide offers and promotions that can be used by Company to promote the Program to Members. Office Depot shall provide Company with advertising templates containing these offers and promotions ("**Templates**") to be used by Company in advertising and marketing materials distributed by Company to its Members. Permissible uses of the Templates are outlined in **Exhibit B**. Company shall not (i) change the Templates without the prior written approval of Office Depot; and (ii) use the Templates in any manner other than the permissible uses outlined on **Exhibit B**.

2. Office Depot grants to Company a nonexclusive, nonassignable, limited license to the Office Depot name and logo (collectively, the "**Office Depot Marks**") solely for the advertising and marketing purposes set forth herein. The use of the Office Depot Marks shall be pre-approved in writing by Office Depot and shall be in accordance with Office Depot's trademark usage guidelines marked as **Exhibit B**, as same are established from time to time. Company shall not use the Office Depot Marks in a manner that is disparaging to Office Depot or its products or services, or portrays Office Depot in a false, competitively adverse or poor light. Company's use of the Office Depot Marks under this Agreement, and the goodwill associated with such use, inures to the benefit of Office Depot, and Company shall not register or attempt to register, in any jurisdiction, any of trademarks or designations confusingly similar or dilutive of the Office Depot Marks. This provision shall survive the termination of this Agreement.

3. Company grants to Office Depot a nonexclusive, nonassignable, limited license to Company's name and logo (collectively, the "**Company Marks**") solely for the advertising and marketing purposes set forth herein. The use of the Company Marks shall be pre-approved in writing by Company. Office Depot shall not use the Company Marks in a manner that is disparaging to Company or its products or services, or portrays Company in a false, competitively adverse or poor light. Office Depot's use of the Company Marks under this Agreement, and the goodwill associated with such use, inures to the benefit of Company, and Office Depot not register or attempt to register, in any jurisdiction, any of trademarks or designations confusingly similar or dilutive of the Company Marks. This provision shall survive the termination of this Agreement.

4. Each party represents, warrants and covenants that:

- i. it has the full corporate right and authority, and possesses all licenses, permits, authorizations and rights to intellectual property required to enter into this Agreement and to perform the acts required of it hereunder;
- ii. its performance under this Agreement, and/or the rights herein granted to the other party, will not conflict with or result in a breach or violation of any of the terms or provisions, or constitute a default under any agreement by which it is bound; and
- iii. with respect to the performance of its obligations hereunder, it will comply with all applicable laws, rules and regulation.

## EXHIBIT B

### Office Depot® Trademark Usage Policy

- As used herein, the term "Office Depot Trademarks" shall mean all domain names, trademarks, logos and other branding elements proprietary to Office Depot.
- The Office Depot Trademarks may not be used in any manner that expresses or might imply Office Depot's affiliation, sponsorship, endorsement, certification, or approval, of any third-party product or service.
- The Office Depot Trademarks may not be used in association with or combined with any third-party trademark in a manner that might suggest co-branding or otherwise create potential confusion as to source or ownership of the Office Depot Trademarks.
- The Office Depot Trademarks may not be included in any non-Office Depot trade name, business name, domain name, product or service name, logo, trade dress, design, slogan, or other trademark.
- When using the Office Depot Trademarks, never vary the spelling, add or delete hyphens, make one word two, or use the trademarks in a possessive or plural form.
- The Office Depot logo may only be used as provided by Office Depot electronically or in hard copy form. When using an Office Depot logo, never modify the design, add or delete any elements or words, change any colors or proportions. The logo may not be animated, morphed, or otherwise distorted in perspective or dimensional appearance.
- The Office Depot Trademarks may not be combined with any other symbols, including words, logos, icons, graphics, photos, slogans, numbers, or other design elements.
- The Office Depot Trademarks may not be imitated or used as design features in any materials.
- The Office Depot Trademarks must include the appropriate ® or TM symbol at least at the first and most prominent mention on each visually distinguishable page of material. The ® should be used in connection with all registered trademarks and the TM should be used in connection with all non-registered trademarks.
- Each name, term or mark that is a trademark of Office Depot, or one of its subsidiaries or affiliates, must include the applicable mark and trademark statement when it is used. **Example:** "\_\_\_\_\_ is a [trademark or registered trademark] of The Office Club, Inc."
- The Office Depot Trademarks may not be used in any a false, misleading, derogatory, or otherwise defamatory manner.

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## Vendor Orientation

Respondent companies must commit to attending a vendor orientation meeting at TCPN's offices should they be awarded a contract with Region 4 ESC through this RFP. Vendor orientation meetings are meant to establish a good relationship with awarded vendors and help to ensure compliance and effective administration over the life of the contract.

Respondents should indicate below what date they would like to have their vendor orientation and who the participants will be. TCPN highly recommends that the individuals who will handle contract management, reporting and accounting, and marketing all come to the vendor orientation.

Vendor orientations for this RFP will be held between March 9, 2015 and April 23, 2015.

**If awarded**, our company will plan to attend vendor orientation on April 2, 2015.

Potential attendees will include:

1. Paul Hurty, National Director Furniture Program
2. Dave Wetzel, National Public Sector Director
3. Dave McGinnis, Public Sector Program Manager Furniture
4. Cristel Hutchinson, Public Sector Program Manager Furniture
5. Marina Fletcher, Shared Services/Marketing and Training Furniture
6. Nancy Davis, National Account Manager, Public Sector - West Region / Cooperative Liaison
7. Francine Staton, National Account Manager, Public Sector - Promotions & Reporting
8. Alicia Jackson, Sr. Marketing Manager – Public Sector
9. Charles Kasprzak, Sr. Marketing Analyst – Public Sector

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## APPENDIX E:

### VENDOR QUESTIONNAIRE

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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**APPENDIX E:**

**QUESTIONNAIRE**

Please provide responses to the following questions that address your company’s operations, organization, structure and processes for providing products and services.

**1. States Covered**

Offeror must indicate any and all states where products and services can be offered.  
**Please indicate the price co-efficient for each state if it varies.**

Yes 50 States & District of Columbia (selecting this box is equal to checking all boxes below)

- |   |   |
|---|---|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Montana        |
| <input type="checkbox"/> Alaska               | <input type="checkbox"/> Nebraska       |
| <input type="checkbox"/> Arizona              | <input type="checkbox"/> Nevada         |
| <input type="checkbox"/> Arkansas             | <input type="checkbox"/> New Hampshire  |
| <input type="checkbox"/> California           | <input type="checkbox"/> New Jersey     |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> New Mexico     |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> New York       |
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| <input type="checkbox"/> Florida              | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Georgia              | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> Hawaii               | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> Idaho                | <input type="checkbox"/> Pennsylvania   |
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| <input type="checkbox"/> Indiana              | <input type="checkbox"/> South Carolina |
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| <input type="checkbox"/> Maine                | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Maryland             | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Massachusetts        | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Michigan             | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Minnesota            | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Mississippi          | <input type="checkbox"/> Wyoming        |
| <input type="checkbox"/> Missouri             |   |

Territories & Outlying Areas (Select this box is equal to checking all boxes below)

- |   |  |
|---|--|
| <input type="checkbox"/> American Samoa                 | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <u>Yes</u> Puerto Rico                           |
| <u>Yes</u> Guam   | <input type="checkbox"/> U.S. Virgin Islands     |
| <input type="checkbox"/> Midway Islands                 |  |

2. **Diversity Programs**

- Do you currently have a diversity program or any diversity partners that you do business with?  
 Yes      \_\_\_ No
- If the answer is yes, do you plan to offer your program or partnership through TCPN?  
 Yes      \_\_\_ No

*(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)*

Office Depot has a two pronged Certified Diversity Program which should offer most TCPN Participating Agencies the Diversity options they are seeking.

The first prong is our Tier 2 Certified Diversity Supplier program which we offer in our online catalog a range of more than 1,400 items covering many product categories from these suppliers, a number of whom are mentored under our program. We actively seek certified companies which have suitable products and can meet the volume demands that our marketing programs require. They must be certified by a nationally recognized organization and must maintain that certification to remain in the program. They must maintain the quality of the product and have the financial ability to support the volume of business we can generate. We have copies of the certifications for all suppliers in this program and will be pleased to provide them to TCPN or any of the Participating Agencies upon request. We respectfully suggest that there are too many to be efficiently included in this proposal.

Some of our Tier 2 HUB Vendors that are featured in our Catalog are:

Alliance Rubber	Master Caster
Baumgarten's	Neutral Posture
Corporate Distribution Services	Officemate International
Image Projection West	QPL
Kleenslate Concepts	Smead
KellyRest	

The second prong of Office Depot's Diversity Program is our range of Certified Tier 1 Partners. Most of these partners are regional organizations and must be certified by a nationally recognized organization and maintain that certification to remain in the program. This program includes partners who have been mentored by Office Depot. Our Tier 1 Partners provide all of the customer facing services including sales, the ordering website, customer service, invoicing, and internet or EDI support as may be required. In these partnerships Office Depot provides the product and delivery functions and supports warranty and other functions as needed. The list of Tier 1 Partners is long and mostly regional and we propose to provide a copy of the certification upon customer request.

We provide complete usage reporting to help the TCPN Participating Agency analyze and report their Diversity Spend accurately for both Tier 1 and Tier 2 usage.

- Will the products accessible through your diversity program or partnership be offered to TCPN members at the same pricing offered by your company?  
 Yes       No

*(If answer is no, attach a statement detailing how pricing for participants would be calculated.)*

Office Depot has developed a diversity purchasing initiative (the "Tier 1 Program") that can be utilized by end customers to purchase products and services from small businesses, minority- or women-owned suppliers and service disabled veteran suppliers. We appreciate the opportunity to help our Tier 1 diversity partners while assisting TCPN Participating Agencies to achieve their diversity spending goals. Our proposed program maintains the structure of known auditable pricing that TCPN contracts provide Participating Agencies while meeting the financial needs of the Tier 1 Partners.

In the event a Participating Agency wishes to purchase under the TCPN Contract but also elects to utilize an Office Depot Tier 1 partner in connection with such purchases, TCPN shall permit the Participating Agency to participate in Office Depot's Tier 1 program, provided such participation is in accordance with the terms of the Contract. The parties agree that the Participating Agency shall pay a fee in addition to the pricing offered under the Contract in order to participate in the Tier 1 Program. The fee shall be negotiated among the Participating Agency, the Tier 1 partner and Office Depot.

3. **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

It is the policy of some entities participating in TCPN to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disabled veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

- a. **Minority Women Business Enterprise**  
 Respondent certifies that this firm is an MWBE       Yes       No  
 List certifying agency: \_\_\_\_\_
  
- b. **Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)**  
 Respondent certifies that this firm is a SBE or DBE       Yes       No  
 List certifying agency: \_\_\_\_\_
  
- c. **Disabled Veterans Business Enterprise (DVBE)**  
 Respondent certifies that this firm is a DVBE       Yes       No  
 List certifying agency: \_\_\_\_\_
  
- d. **Historically Underutilized Businesses (HUB)**  
 Respondent certifies that this firm is a HUB       Yes       No  
 List certifying agency: \_\_\_\_\_

e. **Historically Underutilized Business Zone Enterprise (HUBZone)**  
Respondent certifies that this firm is a HUBZone  Yes  No

List certifying agency: \_\_\_\_\_

f. **Other**  
Respondent certifies that this firm is a recognized diversity certificate holder  Yes  No

List certifying agency: \_\_\_\_\_

4. **Residency** Responding Company's principal place of business is in the city of **Boca Raton**, State of **Florida**.

5. **Felony Conviction Notice**

Please check applicable box:

A publicly held corporation; therefore, this reporting requirement is not applicable.

Is not owned or operated by anyone who has been convicted of a felony.

Is owned or operated by the following individual(s) who has/have been convicted of a felony.

\*If the third box is checked a detailed explanation of the names and convictions must be attached.

6. **Processing Information**

Contract Management

**Contact 1:**

Contact Person: Paul Hurty

Title: National Director Furniture

Company: Office Depot, Inc.

Address: 3366 East Willow Street

City: Signal Hill State: CA Zip: 90755

Phone: (562) 988-5508 Fax: (562) 490-9099

Email: paul.hurty@officedepot.com

**Contact 2:**

Contact Person: Joe Siemianowski

Title: Vice President, Furniture

Company: Office Depot, Inc.

Address: 455 Eisenhower Lane South

City: Lombard State: IL Zip: 60148

Phone: (630) 652-8152 Fax: (630)-652-8101

Email: joe.siemianowski@OfficeDepot.com

Billing & Reporting/Accounts Payable

**Contact 1:**

Contact Person: Francine Staton  
Title: National Account Manager  
Company: Office Depot, Inc.  
Address: 6805 S. 217th Street  
City: Kent State: WA Zip: 98032  
Phone: (253) 872-1727 Fax: (253) 872-5640  
Email: Francine.Staton@officedepot.com

**Contact 2:**

Contact Person: Paul Hurty  
Title: National Director Furniture  
Company: Office Depot, Inc.  
Address: 3366 East Willow Street  
City: Signal Hill State: CA Zip: 90755  
Phone: (562) 988-5508 Fax: (562) 490-9099  
Email: paul.hurty@officedepot.com

Marketing

**Contact 1:**

Contact Person: Alicia Jackson  
Title: Senior Marketing Manager  
Company: Office Depot, Inc.  
Address: 6600 North Military Trail  
City: Boca Raton State: FL Zip: 33496  
Phone: (561) 438-2028 Fax: (561) 438-8763  
Email: Alica.Jackson@officedepot.com

**Contact 2:**

Contact Person: Charles Kasprzak  
Title: Sr. Marketing Analyst  
Company: Office Depot, Inc.  
Address: 6600 North Military Trail  
City: Boca Raton State: FL Zip: 33496  
Phone: (561) 438-2906 Fax: (561) 438-2906  
Email: Charles.Kasprzak@officedepot.com

7. **Distribution Channel:** Which best describes your company's position in the distribution channel:
- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturer direct             | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized distributor          | <input type="checkbox"/> Manufacturer marketing through reseller |
| <input checked="" type="checkbox"/> Value-added reseller | <input type="checkbox"/> Other _____                             |

8. **Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.  
 Yes  No

*(If answer is no, attach a statement detailing how pricing for participants would be calculated.)*

- Pricing submitted includes the required administrative fee.  Yes  No  
*(Fee calculated based on invoice price to customer)*
- Additional discounts for purchase of a guaranteed quantity?  Yes  No

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9. **Cooperatives**

List any other cooperative or state contracts currently held or in the process of securing

<b>Cooperative / State Agency</b>	<b>Discount Offered</b>	<b>Expires</b>
TCPN - Office & School Supplies R5023	Various - Fixed Pricing	2/28/2015
TCPN - Technology Supplies R5113	Various - Discount by Category	10/31/2016
TCPN - Janitorial Supplies R5120	Various - Fixed Pricing	2/28/2016
E & I	Core List - Net Price & Discount from List by Category	12/31/2015
State of FL & National IPA	Discount from List - Varies by Category	10/18/2016
WSCA	Discount from List - No Core	1/15/2015 - 2 Yr & 3-2 Yr Ext
America Saves	Core List - Net Price & Discount from List by Category	5/31/2016
State of Arkansas	Discount from List - No Core	12-30-2017 - Last Annual Extension
State of Michigan	Core List - Net Price & Discount from List	3/31/2015 & 2-1 Yr Ext
State of Iowa	Core and Discount from List	3/31/2015
State of Hawaii	Core List - Net Price & Discount from List by Category	10/31/2014 & 5-1 Yr Ext
State of WA	Core List - Net Price & Discount from List	11/1/2014 - Options to 2020
Foundation for California Community Colleges (Foundation CCC)	Various - Fixed Pricing	11/1/2015 with extension
State of TX	Discount From list - Sales in PDME and T1PA	8/31/2015
State of IL PDME	Discount from List - No Core	8/23/2015 - Up to 10 Years of Ext
State of VA	Discount from List - No Core	9/8/2014 - Out To Bid
Ed Buy solicited by Los Angeles County Office of Education (LACOE)	Various - Fixed Pricing	4/1/2015
National IPA - DuPage County IL - HON Furniture	Core List - Net Price & Discount from List	3/31/2016
Mohave Educational Services - AZ	Core List - Net Price & Category Discount from List - Varies by Category	6/13/2015
State of North Dakota	Core and Discount from List	5/31/2017
State of WY	Mixed Contracts both ODP and OMX platforms	5/31/2015
<b>Contracts Currently in Bid/Solicitation Process</b>		
TCPN Office Supplies RFP 14-17	Core and Non-Core - Net Price	In evaluation
TCPN School Supplies RFP 14-16	Core and Non-Core - Net Price	In evaluation
E & I	Core List - Net Price & Discount from List by Category	RFP due 12/4/2014
State of NJ	Under development	RFP due 12/1/2014
State of LA	Core List - Net Price & Discount from List	Due 9/30/2014 - In evaluation
State of HI - Furniture	Non Core Items & Discount from List	In evaluation

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**APPENDIX E:**

**QUESTIONNAIRE**

Please provide responses to the following questions that address your company’s operations, organization, structure and processes for providing products and services.

**1. States Covered**

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**Please indicate the price co-efficient for each state if it varies.**

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| <input type="checkbox"/> Colorado             | <input type="checkbox"/> New Mexico     |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> New York       |
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2. **Diversity Programs**

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 Yes      \_\_\_ No
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List certifying agency: \_\_\_\_\_
- b. **Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)**  
Respondent certifies that this firm is a SBE or DBE  Yes  No  
List certifying agency: \_\_\_\_\_
- c. **Disabled Veterans Business Enterprise (DVBE)**  
Respondent certifies that this firm is a DVBE  Yes  No  
List certifying agency: \_\_\_\_\_
- d. **Historically Underutilized Businesses (HUB)**  
Respondent certifies that this firm is a HUB  Yes  No  
List certifying agency: \_\_\_\_\_

e. **Historically Underutilized Business Zone Enterprise (HUBZone)**  
Respondent certifies that this firm is a HUBZone  Yes  No

List certifying agency: \_\_\_\_\_

f. **Other**  
Respondent certifies that this firm is a recognized diversity certificate holder  Yes  No

List certifying agency: \_\_\_\_\_

4. **Residency** Responding Company's principal place of business is in the city of **Boca Raton**, State of **Florida**.

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Please check applicable box:

- A publicly held corporation; therefore, this reporting requirement is not applicable.  
 Is not owned or operated by anyone who has been convicted of a felony.  
 Is owned or operated by the following individual(s) who has/have been convicted of a felony.

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Title: National Director Furniture  
Company: Office Depot, Inc.  
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City: Signal Hill State: CA Zip: 90755  
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Email: paul.hurty@officedepot.com

**Contact 2:**

Contact Person: Joe Siemianowski  
Title: Vice President, Furniture  
Company: Office Depot, Inc.  
Address: 455 Eisenhower Lane South  
City: Lombard State: IL Zip: 60148  
Phone: (630) 652-8152 Fax: (630)-652-8101  
Email: joe.siemianowski@OfficeDepot.com

Billing & Reporting/Accounts Payable

**Contact 1:**

Contact Person: Francine Staton  
Title: National Account Manager  
Company: Office Depot, Inc.  
Address: 6805 S. 217th Street  
City: Kent State: WA Zip: 98032  
Phone: (253) 872-1727 Fax: (253) 872-5640  
Email: Francine.Staton@officedepot.com

**Contact 2:**

Contact Person: Paul Hurty  
Title: National Director Furniture  
Company: Office Depot, Inc.  
Address: 3366 East Willow Street  
City: Signal Hill State: CA Zip: 90755  
Phone: (562) 988-5508 Fax: (562) 490-9099  
Email: paul.hurty@officedepot.com

Marketing

**Contact 1:**

Contact Person: Alicia Jackson  
Title: Senior Marketing Manager  
Company: Office Depot, Inc.  
Address: 6600 North Military Trail  
City: Boca Raton State: FL Zip: 33496  
Phone: (561) 438-2028 Fax: (561) 438-8763  
Email: Alica.Jackson@officedepot.com

**Contact 2:**

Contact Person: Charles Kasprzak  
Title: Sr. Marketing Analyst  
Company: Office Depot, Inc.  
Address: 6600 North Military Trail  
City: Boca Raton State: FL Zip: 33496  
Phone: (561) 438-2906 Fax: (561) 438-2906  
Email: Charles.Kasprzak@officedepot.com

7. **Distribution Channel:** Which best describes your company's position in the distribution channel:
- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturer direct             | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized distributor          | <input type="checkbox"/> Manufacturer marketing through reseller |
| <input checked="" type="checkbox"/> Value-added reseller | <input type="checkbox"/> Other _____                             |

8. **Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.  
 Yes  No

*(If answer is no, attach a statement detailing how pricing for participants would be calculated.)*

- Pricing submitted includes the required administrative fee.  Yes  No  
*(Fee calculated based on invoice price to customer)*
- Additional discounts for purchase of a guaranteed quantity?  Yes  No

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CONTAINS CONFIDENTIAL AND PROPRIETARY FINANCIAL INFORMATION AND TRADE SECRETS - EXEMPT FROM DISCLOSURE UNDER THE PUBLIC RECORDS ACT

9. **Cooperatives**

List any other cooperative or state contracts currently held or in the process of securing

Cooperative / State Agency	Discount Offered	Expires	Annual Volume Sales
TCPN - Office & School Supplies R5023	Various - Fixed Pricing	2/28/2015	Appx. \$450 Million
TCPN - Technology Supplies R5113	Various - Discount by Category	10/31/2016	Appx. \$50 Million
TCPN - Janitorial Supplies R5120	Various - Fixed Pricing	2/28/2016	Appx. \$4.5 Million
E & I	Core List - Net Price & Discount from List by Category	12/31/2015	Appx. \$153 Million
State of FL & National IPA	Discount from List - Varies by Category	10/18/2016	Appx. \$115 Million
WSCA	Discount from List - No Core	1/15/2015 - 2 Yr & 3-2 Yr Ext	Appx. \$60 Million
America Saves	Core List - Net Price & Discount from List by Category	5/31/2016	Appx. \$45 Million
State of Arkansas	Discount from List - No Core	12-30-2017 - Last Annual Extension	Appx. \$11 Million
State of Michigan	Core List - Net Price & Discount from List	3/31/2015 & 2-1 Yr Ext	Appx. \$11 Million
State of Iowa	Core and Discount from List	3/31/2015	Appx. \$10 Million
State of Hawaii	Core List - Net Price & Discount from List by Category	10/31/2014 & 5-1 Yr Ext	Appx. \$9.4 Million
State of WA	Core List - Net Price & Discount from List	11/1/2014 - Options to 2020	Appx. \$9 Million
Foundation for California Community Colleges (Foundation CCC)	Various - Fixed Pricing	11/1/2015 with extension	Appx. \$7 Million
State of TX	Discount From list - Sales in PDME and T1PA	8/31/2015	Appx. \$6.8 Million
State of IL PDME	Discount from List - No Core	8/23/2015 - Up to 10 Years of Ext	Appx. \$4.5 Million
State of VA	Discount from List - No Core	9/8/2014 - Out To Bid	Appx. \$3 Million
Ed Buy solicited by Los Angeles County Office of Education (LACOE)	Various - Fixed Pricing	4/1/2015	Appx. \$1.5 Million
National IPA - DuPage County IL - HON Furniture	Core List - Net Price & Discount from List	3/31/2016	Appx. \$1.1 Million
Mohave Educational Services - AZ	Core List - Net Price & Category Discount from List - Varies by Category	6/13/2015	Appx. \$990K
State of North Dakota	Core and Discount from List	5/31/2017	Appx. \$800K
State of WY	Mixed Contracts both ODP and OMX platforms	5/31/2015	Appx. \$545K
<b>Contracts Currently in Bid/Solicitation Process</b>			
TCPN Office Supplies RFP 14-17	Core and Non-Core - Net Price	In evaluation	Appx. \$379 Million
TCPN School Supplies RFP 14-16	Core and Non-Core - Net Price	In evaluation	Appx. \$94 Million
E & I	Core List - Net Price & Discount from List by Category	RFP due 12/4/2014	Appx. \$153 Million
State of NJ	Under development	RFP due 12/1/2014	Appx. \$15 Million
State of LA	Core List - Net Price & Discount from List	Due 9/30/2014 - In evaluation	Appx. \$7 Million
State of HI - Furniture	Non Core Items & Discount from List	In evaluation	Appx. \$500K

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## APPENDIX F:

### COMPANY PROFILE

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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## APPENDIX F:

### COMPANY PROFILE

Please provide the following:

1. Company's official registered name.

Office Depot, Inc.

2. Brief history of your company, including the year it was established.

Office Depot, Inc. is a global supplier of office products and services. The company was incorporated in 1986 with the opening of our first retail store in Fort Lauderdale, Florida. Formed by the merger of Office Depot and OfficeMax, Office Depot, Inc. is a leading global provider of products, services, and solutions for every workplace - whether your workplace is an office, home, school, or car.

Office Depot, Inc. is a resource and a catalyst to help customers work better. We are a single source for everything customers need to be more productive, including the latest technology, core office supplies, print and document services, business services, facilities products, furniture, and school essentials. The company has combined pro forma annual sales of approximately \$17 billion, employs more than 50,000 associates, and serves consumers and businesses in 57 countries with more than 1,600 retail stores, award-winning e-commerce sites and a dedicated business-to-business sales organization - all delivered through a global network of wholly owned operations, joint ventures, franchisees, licensees and alliance partners. The company operates under several banner brands including Office Depot, OfficeMax, OfficeMax Grand & Toy, Reliable and Viking. The company's portfolio of exclusive product brands include TUL, Foray, DiVOGA, Ativa, WorkPRO, Realspace and HighMark.

Office Depot's furniture Division has experienced significant growth in resources, and capabilities since combining Office Depot Furniture and OfficeMax Interiors' Division in 2013. Today, Office Depot has a unique position in the market-place, as a true national distributor of furniture products, representing over 350 furniture lines, and over \$450M annually in contract furniture (non-retail) sales. As a single-source furniture resource for Public Agencies, we provide a full-scope, turnkey options, including, transactional furniture programs, contract Interiors furnishing and fixtures, design-build solutions, furniture project management, and delivery, installation and warehousing services.

3. Company's Dun & Bradstreet (D&B) number.

15-353-1108

4. Corporate office location.

Corporate Address:  
Office Depot  
6600 North Military Trail  
Boca Raton, FL 33496

5. List the total number of sales persons employed distribution center by your organization within the United States, broken down by market.

We are prepared to quickly deploy the resources needed to actively promote the Region 4 ESC / TCPN Office Supplies Contract to all current customers as well as well as make it an integral part of our acquisition strategy.

There are just over 1900 sales professionals in our Office Depot Business Solutions Division Sales Team, including Account Managers, many of whom specialize in Public Sector Sales, Print, Furniture and Technology. They are supported by sales Management teams at the District and Regional levels. They are physically located in the States that follow.

**Office Depot Account Management by State:**

State	Total	State	Total
AL	6	MN	20
AK	2	NC	29
AZ	26	NE	9
CA	278	NJ	37
CO	22	NV	9
CT	2	NY	45
FL	492	OH	36
GA	60	OR	11
HI	3	PA	74
IL	46	PR	2
IN	8	TN	3
KS	15	TX	527
KY	2	UT	19
LA	15	VA	17
MA	20	WA	48
MD	32	WI	5
MI	31	<b>Total</b>	<b>1951</b>

- List the number and location of offices, or service centers for all states being offered in solicitation. Additionally, list the names of key contacts at each location with title, address, phone and e-mail address.

Please see Attachment #1, immediately behind Appendix F for a complete list of our sales offices and furniture showroom and furniture branch offices that will be dedicated to meet the objectives of the proposed agreement covering all states (some states are covered by offices from nearby states). We have also shown the names and contact information for key contracts in each office listed. Office Depot is well prepared to make the necessary commitments to make the proposed partnership with Region 4 ESC / TCPN successful. We service all 50 states from the offices listed.

State	Region	CSC Sales Office	Address	Managing Director (MD)	District Sales Manager (DSM)	Phone Numbers	Fax Numbers
AL	SE	Stone/Sales Office	Birmingham 151 Green Springs Highway Birmingham, AL 35209	Stephanie Spori - Managing Director Andrew Kingman - DSM		Main Number: 205-945-0500 CS Number: 800-846-2542 Data Entry Fac: 800-528-4888	Main Fax Number: 205-945-0549 Data Entry Fac: 800-528-4888
AZ	West	13CS/Sales Office	Phoenix 402 South 63rd Avenue Phoenix, AZ 85040	Jeff Swalik - MD/ Mountain Darrel Dunda DSM Tatasha Weston - Dir. Enterprise Account Mgr		Main Number: 602-907-2410 CS Number: 800-263-3423 Data Entry Fac: 800-813-7272	Main Fax Number: 602-907-2410 Data Entry Fac: 800-813-7272
CA	West	Stone/Sales Office	Bakersfield 2600 Stockdale Highway Bakersfield, CA 93309	Joey Eyrasud - MD / CA Valley Scott Jacobson - DSM/Facility		Main Number: 805-631-1900 Data Entry Fac: 805-631-1900	Main Fax Number: 805-631-1900
CA	West	Sales Office	Burbank 3500 W Olive Ave. Suite 300 Burbank, CA 91505	Chris Lutz - MD/ Signal Hill Kyle Boyd - DSM Bruce Jensen - DSM Darin Cooney - CPO Manager JPEN - DSM		Main Number: 818-827-7140 CS Number: 888-263-3423 Data Entry Fac: 888-813-7272	Main Fax Number: 818-827-7140 Data Entry Fac: 888-813-7272
CA	West	CSC/Sales Office	Fremont 6700 Auto Mall Parkway Fremont, CA 94538	Joey Eyrasud - MD / CA Valley Diane Cornell - DSM Jim DeMartino - DSM Jason Vossler - RSM/SP		Main Number: 510-497-1900 CS Number: 888-438-4908 Data Entry Fac: 888-438-4908	Main Fax Number: 510-497-6200 Data Entry Fac: 888-813-7272
CA	West	CSC/Sales Office	Merido Park 12115 Gilman Drive Merido Park, CA 94505	Joey Eyrasud - MD / CA Valley Mike Remick - DSM John Bartholoz		Main Number: 925-327-0918 Data Entry Fac: 925-327-0918	Main Fax Number: 925-327-0918
CA	West	Sales Office	Fresno 440 E. Home Avenue Suite 109 Fresno, CA 93727	Joey Eyrasud - MD / CA Valley Scott Jacobson - DSM		Main Number: 509-255-1711 CS Number: 888-263-3423 Data Entry Fac: 888-813-7272	Main Fax Number: 509-255-4647 Data Entry Fac: 888-813-7272
CA	West	Stone/Sales Office	Santa Rosa (formerly Robert Park) 1900 Santa Rosa Avenue Santa Rosa, CA 95407	Joey Eyrasud - MD / Bay Area Janet McTaggart - DSM		Main Number: 707-536-0095 Data Entry Fac: 707-536-0114	Main Fax Number: 707-536-0114
CA	West	Sales Office	Sacramento 4200 Norridge Boulevard Sacramento, CA 95854	Joey Eyrasud - MD / CA Valley Janet McTaggart - DSM		Main Number: 916-827-3408 CS Number: 888-438-4908 Data Entry Fac: 888-438-4908	Main Fax Number: 916-827-3408 Data Entry Fac: 888-438-4908

- Provide the number of furniture dealers that your organization works with, broken down by State. If you are a retail based company, please provide your retail store locations, broken down by State.

As a nationwide contract furniture distributor Office Depot has regional furniture facilities, including showrooms, branch offices, and Internal (shared-services) for furniture inside sales and customer service throughout the U.S.

Please reference furniture locations highlighted on the office location directory and map - see Attachment #2.

### Nationwide Coverage



- Describe how your organization will ensure agencies receive the Region 4 ESC contract pricing through your dealer network, or via retail stores.

At the time of order entry on our private contract website, business.officedepot.com, will show items that are part of the primary contract offering.

Furthermore, this proposal includes our full breadth of product offering. Our invoicing capabilities allow for full pricing detail to further provide price verification.

Special Order (noncode), project furniture orders require TCPN contract number to process, and to obtain the correct (additional) manufacturer's discounting. All orders are price verified by furniture order management at time of order, and again at order acknowledgement to ensure the correct contract price. Our invoicing statements provide line item detail of pricing and discount percentage.

Our furniture order management software is a closed loop system that includes, current electronic manufacturer catalogs used to create accurate specifications and quotations. Our furniture ordering and invoicing are located on the same centralized IT platform keeping information consolidated—allowing for consistency throughout the process.

Office Depot also has an industry leading contract compliance department, which is not a part of our sales organization. Office Depot made a significant investment in creating an organization, dedicated to ensuring accurate customer pricing set-up, timely maintenance of customer pricing, and protecting the integrity of our agreements with our customers. To carry out those important responsibilities, we developed an on-line document management system which calendarizes the significant milestones of our legal agreements. This provides us with visibility to those commitments that are time sensitive. In addition to our system enhancements, our team of Compliance Managers is responsible for establishing a consistent schedule of inspection ensuring that TCPN Participating Agencies end users are receiving the service and pricing that Office Depot has committed to provide.

9. Detail any rebates, custom lists, or other incentive offers, that will be extended through the contract.

Office Depot, as an incumbent contract holder for the Office & School supply contract (R5023), is pleased to present a program that combines the potential Agency purchases from three respective proposals (Office, School and Furniture) to pay Participating Agencies the following volume rebates:

Agency Annual Volume Rebate: Office Depot will pay Participating Agencies an annual volume rebate (“Agency Annual Volume Rebate”) based on such Participating Agency’s Spend, provided that the Participating Agency is not materially delinquent in paying undisputed invoices as required under the Contract. Agency Annual Volume rebates shall be calculated back to dollar one. The Agency Annual Volume Rebate shall be disbursed within ninety (90) days of each anniversary of the Participating Agency’s date of initial purchase under the Contract and shall be calculated as follows:

<b>Annual Spend</b>	<b>Annual Volume Rebate %</b>
\$100,000 - \$1,000,000	1.0% of Annual Spend
\$1,000,001 - \$2,500,000	2.0% of Annual Spend
\$2,500,001 - \$4,000,000	3.0% of Annual Spend
\$4,000,001+	5.0% of Annual Spend

*For purposes of this Agreement, “Spend” shall mean Participating Agency’s paid-for purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, employee purchases under any type of purchasing program, postage, shipping and mailing services, technology items, gift cards and warranties.*

**Adjacency Rebate:** In addition to the Agency Annual Volume Rebate, Office Depot shall pay to Participating Agencies an annual Adjacency Rebate (“Adjacency Rebate”) based on the percentage of Furniture Spend, provided that the Participating Agency is not materially delinquent in paying undisputed invoices as required under the Contract. If annual Adjacency rebates earned are less than \$200.00, no rebate check or credit will be issued. The Adjacency Rebate shall be disbursed within ninety (90) days of each anniversary of the Participating Agency’s date of initial purchase under the Contract and shall be calculated as follows:

Adjacency	Achievement %	Rebate %
Furniture	12% or Greater of Annual Spend	2% of Category Spend

*For purposes of this Agreement, “Spend” shall mean Participating Agency’s paid-for purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, employee purchases under any type of purchasing program, postage, shipping and mailing services, technology items, gift cards and warranties.*

Office Depot requests the ability to suggest modifications to the rebate incentives offered throughout the life of the contract in order to identify and address shifting market trends. Any suggested changes would be presented to TCPN in writing would be subject to mutual written agreement (including email).

**Alternative to Rebates:** Notwithstanding the foregoing, at the Participating Agency level, Office Depot may agree to offer lower prices in lieu of anticipated rebate dollars to those Participating Agencies whose total Spend exceeds \$500,000 for combined contracts, furniture, office and school. To implement, Office Depot will enter into an agency-level agreement, which will also provide for an annual reconciliation to ensure that the earned rebate dollars correlate to the additional discounts and adjustments to pricing will be made as necessary (a “true-up”).

**Tier One Alternative:** Office Depot has developed a diversity purchasing initiative (“Tier 1 Program”) that can be utilized by end customers to purchase products and services from small businesses, minority-or women-owned suppliers and service disabled veteran suppliers. We appreciate the opportunity to help our Tier 1 diversity partners while assisting TCPN Participating Agencies to achieve their diversity spending goals. Our proposed program maintains the structure of known auditable pricing that TCPN contracts provide Participating Agencies while meeting the diversity needs of the Tier 1 Partners.

In the event a Participating Agency wishes to purchase under the TCPN Contract but also elects to utilize an Office Depot Tier 1 partner in connection with such purchases, TCPN shall permit the Participating Agency to participate in Office Depot’s Tier 1 program, provided such participation is in accordance with the terms of the TCPN Contract. The parties agree that the Participating Agency shall pay a fee in addition to the pricing offered under the Contract in order to participate in the Tier 1 Program. The final unit price for the invoice will be the TCPN contract sell price plus the Tier 1 program fee which shall be shall be negotiated among the Participating Agency, the Tier 1 partner and Office Depot.

10. Describe how your company proposes to distribute the furniture, and related products, nationwide.

As a full-service, national furniture dealer, Office Depot is prepared to help you through every aspect of your project. Including delivery and installation services. With 300 dedicated furniture associates, we are able to address any request, and provide the agencies with the right service solution.

Office Depot delivers coast-to-coast. Look to us to handle every detail of your furniture delivery, assembly, and installation.

We work closely with our network of over 470 installation partners (under agreement with Office Depot) to ensure consistency, accuracy and quality in all of our labor services. Our installation team is provided with a packet of in-depth information—communicating every detail of your project. And because our installation experts have been factory trained and certified in systems installation, satisfaction is guaranteed.

Catalog “in-stock” furniture, and small (noncode) projects orders, may be delivered through our own Office Depot nationwide Distribution Center network. For large furniture items, such as desks, files, and marker boards, Office Depot provides an enhanced 2-man furniture delivery service, and will place to the purchasing agencies room-of-choice. Or, to accommodate agencies with in-house receiving facilities and personnel, we can deliver any furniture item as a dock delivery. In the case of catalog furniture items not available in-stock, and shipping directly from manufacturer, we provide dock delivery.

As an option, stocked furniture items may be consolidated at one of our 3<sup>rd</sup> party installation partner’s warehouses, and delivered as part of an overall project solutions for an additional charge.

11. State your standard delivery time (in days) and any available options that an agency might have for expediting delivery.

Order by 5:00 p.m. local time via phone/online or by 3:00 p.m. local time by fax and your stocked furniture order items will be delivered within 3 business days between 8:30 a.m. and 5:00 p.m. local time, Monday through Friday, within our local delivery areas.

Manufacture (noncode) quick-ship programs deliver within 7- 21 business days, after receipt of purchase order

Special Order (noncode) furniture items that are not part of a manufacturer’s quick-ship program, delivery times are based on current manufacturing production schedules. Office Depot will request an agencies desired, and mutually agreed upon delivery date, upon ordering, to ensure on-time delivery of Special Order product.

Office Depot is providing a variety Special Order manufacturer options in our proposal, and may recommend a local manufacturing source, close to a purchasing agency location, to minimize transit time to site.

HOT Rush (same-day) orders placement are available for noncode (customized) and quick-ship furniture items to expedite the order placement process and to help meet an agencies critical dates. Office Depot is providing a number of manufacturer quick-ship programs in our proposal, in addition to our stock furniture program.

**Furniture Delivery Rates and Policy:**

- **In-stock furniture orders under 70 lbs.** (based on total order weight) will be delivered at no extra charge to a ground-floor location on the next business day in most cases. Delivery date may be within 2-3 days based on the volume of orders. Office Depot delivery representatives will move packaging materials from these items to a customer-specified location at no extra charge upon request. Unpacking will not be provided by third-party delivery services.
- Our **Enhanced Delivery Service** is required for all in-stock furniture orders over 70 lbs. (based on total order weight). Some customers within our local delivery areas will receive next business day delivery; all others will be given the earliest delivery appointment available (within 7 business days) at the time an order is placed. Customers outside of our local delivery areas will be contacted within 2-3 business days of placing an order by our delivery carrier to schedule an appointment. In-stock furniture orders will be delivered by appointment by two-man teams and will be placed in the room of choice with minor assembly on select items. Packaging will be removed upon request. This fee is a per order charge, regardless of how many deliveries take place. Actual delivery fees to be provided at point of sale. Fees are subject to change without notice. **Enhanced Delivery Service is not yet available in all areas. Please validate at checkout whether these services are available in your area, or call (888) 263-3423 for details.**
- Non-stocked catalog items furniture will be delivered (drop shipped) by manufacturer to a ground floor location in the manufacturer's shipping carton at no additional charge.
- Furniture assembly service is available upon request for an additional fee. This can be arranged with a customer service representative to schedule.
- Preferred delivery service is available for security and anti-theft chests/files and fire safes for an additional fee. Please call (888) 263-3423 at the time of purchase to arrange for preferred delivery service. This service includes delivery, unpacking, set up, and removal of debris. Deliveries requiring multiple flights of stairs may require additional charges.
- Simple Specials/Non Code Furniture (quick ship, customizable, transactional centered, small order) ship in 1 – 3 weeks after receipt of purchase order.
- Custom Order project furniture deliver and installation is based on the scope and scale of project and site conditions. We provide a project delivery and installation plan and expense program to meet customers' needs

12. Please detail any restocking fees and the procedures required for returning products.

Catalog or "in-stock" furniture may only be exchanged or returned for a full refund if unassembled and in the original packaging (including all components and manuals) with UPC code within 14 days of purchase with no restocking fee. Please follow restocking process detailed in #13 response -- furniture return policy--to process returns.

Special Order/Custom furniture and Manufacturer Direct furniture cannot be returned or exchanged, and are not available for restocking unless damaged upon receipt

13. State the process for returning damaged goods.

**REFUNDS AND EXCHANGES**

**Your complete satisfaction is our primary concern.**

At Office Depot, we want to be sure that every purchase is the right one for you. If you are dissatisfied with your stocked (coded) furniture purchase for any reason, you may return most furniture in their original packaging within 14 days of purchase for a replacement or full refund.

To place a return online, click on the Order Number under Order Tracking. Click on the Begin Return link on the Order Detail page to start the return process. For further assistance in processing your return online, or if the order does not have a Begin Return link, please contact the Technical Support Desk at **800-269-6888**.

\*Please Note: Only one return per order may be processed online. If an additional return is required please contact Customer Service at **888-263-3423**.

**Exceptions:**

Special Order Furniture (noncode) Products may not be returned or exchanged, this includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER. If the item is defective or incorrect material is delivered, we will work with the purchasing agency to resolve, repair or replace the item.

14. Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:

- a. **Sales**  
**Public Sector Field Sales Team**

**Paul Hurty, National Director Furniture**

**Office Depot and Industry Experience – 30 years**

**Current Role:** National Sales Director Furniture Programs & Public Sector

- **Strategic Development and Growth of Public Sector Furniture Programs**
- **Oversees - Staff Resources, Contract Implementation, Program Initiatives, Program Management and key vendor relationships**

**Related Industry Experience:**

- Office Depot BSD National Furniture Director VP & GM for top 5 US Steelcase and Haworth Distributors

**Education:**

- BA--University of Los Angeles (UCLA)

**Contact Info:**

- Telephone: 562-988-5508 mobile: 310-909-5734  
Email: [paul.hurty@officedepot.com](mailto:paul.hurty@officedepot.com)

**David McGinnis, National Account Manager, Public Sector Furniture**

**Office Depot and Industry Experience - 25**

**Current Role: National Account Manager Public Sector Furniture, Contract Sales**

- Manage and Build Office Depot's Public Sector furniture contracts and programs

**Related Experience**

- Regional Sales Manager for the Central, Southeast & Northeast Regions and District Sales Manager for the contract furniture division
- Responsible for leading a team of dedicated furniture sellers to grow contract furniture sales within the organization
- Developed furniture sales strategies in partnership with our office products organization to help grow sales and provide value based solutions for our customers

**Education:**

- BS – University of Pittsburgh

**Contact Info:**

- Telephone: (877) 353-9100 x 4221
- Email: [David.McGinnis@OfficeDepot.com](mailto:David.McGinnis@OfficeDepot.com)

**Cristel Hutchinson, National Account Manager Public Sector Furniture**

**Office Depot and Industry Experience - 17+ years**

**Current Role: National Account Manager Public Sector Furniture, Contract**

- Manage and Build Public Sector furniture contracts and programs

**Related Experience**

- While working at Allsteel, partnered with State of Utah to develop first Furniture WSCA Contract also won and implemented unprecented Region 10 GSA BPA Contract
- Regional Manager for Maxon Furniture where I was responsible for the sales strategies, marketing, implementation of multiple contracts both in the public sector and federal sectors to cover the PNW, Middle East and Pacific Rim.
- Developed and drove sales at Office Depot as a selling resource in the contract furniture division by partnering with our GL & VMM Teams

**Education:**

- BA – Communications/Phycology at Western Washington University

**Contact Info:**

- Telephone: (306)481-1884
- Email: [cristel.hutchinson@OfficeDepot.com](mailto:cristel.hutchinson@OfficeDepot.com)

**Dave Wetzel, National Sales Director, Government & Education**

**Office Depot and Experience – 14+ years**

**Current Role:** National Sales Director, Government & Education

- Develop strategic direction and coordinate support for government & education customers
- Work with regional sales teams to identify and support customer initiatives
- Coordinate efforts with supply chain team to ensure customer needs are met

**Related Industry Experience – 8+ years (22 years total)**

- Costco Business Delivery, San Francisco, Portland, OR

**Education:**

- MBA – Business Administration – University of Portland
- BS – Marketing – California State University, Hayward

**Contact Info:**

- Telephone: 940.580.9233
- Email: [Dave.Wetzel@OfficeDepot.com](mailto:Dave.Wetzel@OfficeDepot.com)

**Pamela Pedler, National Account Manager, Public Sector – Northeast Region**

**Office Depot Experience – 15+ years**

**Current Role:** National Account Manager, Government & Education, Boston, MA

- Responsible for working with the local sales teams to grow their existing base of public sector business as well as target new opportunities.
- Responsible for working with the local sales management teams as it relates to training their teams on public sector programs and services and developing marketing programs to increase market penetration and brand awareness

**Education:**

- BS – Business Management, Russell Sage College, Troy NY

**Contact Info:**

- Telephone: (978) 368-9859
- Email: [Pam.Pedler@OfficeDepot.com](mailto:Pam.Pedler@OfficeDepot.com)

**Chad Yats, National Account Manager, Public Sector, Southeast Region**

**Office Depot Experience – 9+ years**

**Current Role:** National Account Manager, Government & Education, Atlanta, GA

- Work with regional sales teams to identify and support customer initiatives
- Develop & cultivate relationships with local government & education customers
- Specializing in cooperative contract purchasing solutions

**Education:**

- BA – Communication – Trevecca Nazarene University, Nashville, TN
- Business Leadership Certificate Program - Division of Continuing Education - Darton College - Albany, GA

**Contact Info:**

- Telephone: (478) 361-1062
- Email: [Chad.Yats@OfficeDepot.com](mailto:Chad.Yats@OfficeDepot.com)

**John Hunsche, National Account Manager, Public Sector – Central Region**

**Office Depot Experience – 8+ years**

**Current Role:** National Account Manager, Government & Education, Chicago, IL

- Work with regional sales teams to identify and support customer initiatives
- Develop & cultivate relationships with local government & education customers
- Specializing in cooperative contract purchasing solutions

**Education:**

- BS – Health & Sport Studies, Minor, Marketing, Miami University, Oxford, Ohio
- Professional Selling Skills & Professional Prospecting Skills – Achieve Global

**Contact Info:**

- Telephone: (630) 634-2810
- Email: [John.Hunsche@OfficeDepot.com](mailto:John.Hunsche@OfficeDepot.com)

**Nancy Davis, National Account Manager, Public Sector – West Region**

**Office Depot Experience – 22+ years**

**Current Role:** National Account Manager, Government & Education, Phoenix, AZ

- Work with regional sales teams to identify and support customer initiatives
- Develop & cultivate relationships with local government & education customers
- Specializing in cooperative contract purchasing solutions

**Education:**

- BS – Marketing; minor in Speech Communication – University of Nebraska, Lincoln
- Professional Selling Skills – Certified Sales Trainer – Achieve Global

**Contact Info:**

- Telephone: (602) 317-5257
- Email: [Nancy.Davis@OfficeDepot.com](mailto:Nancy.Davis@OfficeDepot.com)

**Tony Joordens, National Account Manager, State Government**

**Office Depot Experience – 17+ years**

**Current Role:** National Account Manager / District Sales Manager, Sacramento, CA

- Oversee and develop state government relationships and business.
- Coordinate those efforts with Office Depot local, regional Sales teams, bid support and upper management.
- Support local and regional sales teams ongoing state business efforts.
- Develop a knowledge base of state's procurement management, bid practices, directives and trends that impact state purchasing decisions and how that impact OD's opportunities.

**Related Industry Experience – 21+ years**

- Owner of A. Joordens Inc – Office Products retailer with three locations with direct sales and services. San Luis Obispo County - Central Coast California

**Education**

- BA Degree in Business Administration and Marketing from California State University, Fullerton

**Contact Info:**

- Telephone: (916) 927-0171
- Email: [Tony.Joordens@OfficeDepot.com](mailto:Tony.Joordens@OfficeDepot.com)

## Interiors Managing Directors

### Erica McFadyen, Northwest Regional Sales Director

**Office Depot and Industry Experience – 12 years**

**Current Role:** Regional Sales Director, Northwest

- Responsible for the overall success of every opportunity that runs through the organization. In her role as a leader, Erica approaches her work with thoughtful integrity while maintaining an appropriate sense of urgency. She takes pride in empowering Office Depot associates to grow professionally by increasing knowledge and capabilities to better serve and delight our customers.

**Education:**

- B.A. University of Washington

**Contact Info:**

- Telephone: (206) 304-7238
- Email: [Erica.mcfadyen@OfficeDepot.com](mailto:Erica.mcfadyen@OfficeDepot.com)

### Mark Goldsberry, Midwest Regional Sales Director

**Office Depot and Industry Experience – 26 years**

**Current Role:** Regional Sales Director, Midwest

- Mark takes great passion in and is dedicated to bringing the synergy of Office Depot Interiors resources together with our customers for an overall result of mutually positive and rewarding projects and partnerships.

**Education:**

- B.A. Speech Communications Wittenberg University

**Contact Info:**

- Telephone: (630) 649-4259
- Email: [mark.goldsberry@officedepot.com](mailto:mark.goldsberry@officedepot.com)

### Mark Moehlenkamp, Northeast Regional Sales Director

**Office Depot and Industry Experience – 7 years**

**Current Role:** Regional Sales Director, Northeast

- Mark's strategic vision embraces channel conflict and market disruption to provide Office Depot Interiors clients the best total value for their office furniture requirements. His passion for organizational excellence and industry leading client representation is demonstrated in the style and manner by which his teams serve both the end user and influencers alike.

**Education:**

- B.S. Architectural Engineering & Business Administration University of Oregon

**Contact Info:**

- Telephone: (410) 725-1597
- Email: [mark.moehlenkamp@officedepot.com](mailto:mark.moehlenkamp@officedepot.com)

**Hamilton Hart, Southeast Regional Sales Director**

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**Office Depot and Industry Experience – 25+ years**

**Current Role:** Regional Sales Director, Southeast

- As Southeast Regional Sales Director, Has responsibility is to lead a team of furniture account managers and support personnel whose mission is to grow and provide exceptional service to Office Depot Interiors clients.

**Contact Info:**

- Telephone: (678) 910-6818
- Email: [Hamilton.harp@officedepot.com](mailto:Hamilton.harp@officedepot.com)

## **Furniture Operations**

**Dave Gabriel – Director of Furniture Operations**

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**Office Depot and Industry Experience – 20+ years**

**Current Role:** Director of Furniture Operations

- Dave Gabriel has been involved in the contract furniture industry for over twenty years focusing in the areas of operations, technology and business process. Dave currently manages all contract furniture operations within the organization, including project coordination, design and project management. He also is responsible for all contract furniture technology systems at OfficeMax Workplace | Interiors
- During his tenure at OfficeMax Workplace | Interiors, Dave has been involved with creating and implementing overall business processes that support the sales and operational execution of contract office furniture. He has also implemented a number of systems that have streamlined areas such as customer relationship management (CRM), project collaboration, and order processing and enhanced reporting.
- Prior to joining OfficeMax Workplace | Interiors, Dave spent fifteen years managing technology and process improvement activities for a competitor in the Chicago area. While working in the dealer environment, Dave worked closely with that company and their dealer business system, Hedberg Data Systems. Dave has also lead various special interest groups and advisory councils focused on improving technology that supports the contract furniture industry.

**Education:**

- Western Illinois University and obtained a Bachelor of Business

**Contact Info:**

- Telephone: 630.652.8125
- Email: [dave.gabriel@OfficeDepot.com](mailto:dave.gabriel@OfficeDepot.com)

b. **Sales Support  
Regional Government & Education Specialists**

**Scott Ruhl, Principal Consultant, Public Sector, Northeast Region**

**Office Depot and Industry Experience - 17+ years**

**Current Role:** Director, Public Sector, Northeast Region

- Develop strategic direction for public sector business within the Northeast Region of the US
- Provide regional sales teams with field support at both customer and development levels
- Coordinate resources to ensure customer needs are met

**Education:**

- B.A. Wabash College 1990
- MBA Butler University 1999

**Contact Info:**

- Telephone: (317) 776-7060
- Email: [Scott.Ruhl@OfficeDepot.com](mailto:Scott.Ruhl@OfficeDepot.com)

**Billy Grimmett, Principal Consultant, Public Sector, South Region**

**Office Depot Experience – 18+ years**

**Current Role:** Director Government and Education Sales, South Region, Charlotte, NC

- Develop strategic direction and coordinates sales support with local sales and management team
- Manage key large customer relationships
- Work with regional sales teams to identify and support customer initiatives
- Develops national Government and Education strategies by partnering with Office Depot corporate resources

**Education:**

- BMEd – East Carolina University

**Contact Info:**

- Telephone: (704) 236-4409
- Email: [Billy.Grimmett@officedepot.com](mailto:Billy.Grimmett@officedepot.com)

**Mark Matranga, Principal Consultant, Public Sector, Central Region**

**Office Depot Experience – 15+ years**

**Current Role:** Director, Government & Education, Fort Worth, TX

- Responsible for carrying out Office Depot's Public Sector initiatives through sales force training and direct sales calls with public sector agencies
- Work with regional sales teams to identify and support customer initiatives
- Coordinate efforts with supply chain team to ensure customer needs are met

**Total Office Supply Industry Experience 32+ years**

**Education:**

- BS – Marketing – Texas Wesleyan University

**Contact Info:**

- Telephone: 817 851 4009
- Email: [Mark.Matranga@OfficeDepot.com](mailto:Mark.Matranga@OfficeDepot.com)

**Paul Martorella, Principal Consultant, Public Sector, West Region**

**Office Depot/Eastman Office Experience - 32+ years**

**Current Role:** Regional Sales Director Education and Government, West Region

- Develop and enhance strategic plans for public sector customer segments
- Work with field selling and management resources to introduce and implement beneficial public customer programs
- Strategically coordinate customer needs into actionable Office Depot programs

**Related Industry Experience:**

- Warehouse Operations Receiving
- Education Furniture Specialist
- General Sales Manager Office Supplies and Furniture

**Contact Info:**

- Telephone: (562) 490-1000
- Email: [Paul.Martorella@officedepot.com](mailto:Paul.Martorella@officedepot.com)

c. Marketing

**Alicia Jackson, Sr. Marketing Manager, Public Sector**

**Office Depot Experience – 8+ years**

**Current Role:** Sr. Marketing Manager, Public Sector

- Over 5 years expertise in public sector marketing strategy and positioning with in-depth knowledge of public sector markets, drivers of behavior and sales process from decision making to procurement and vendor selection.
- Develops business plans and implements marketing strategy for public sector vertical markets (Education, Higher Ed, Federal and Local Government and Cooperative Purchasing Organizations)

**Related Industry Experience – 6+ years**

- Unisys Corporation

**Education:**

- MBA – Marketing and International Business – Syracuse University
- BS – Marketing – American University, Washington DC

**Contact Info:**

- Telephone: (561) 438-2028
- Email: [Alicia.Jackson@OfficeDepot.com](mailto:Alicia.Jackson@OfficeDepot.com)

**Charles Kasprzak, Sr. Marketing Analyst, Public Sector**

**Office Depot Experience – 10+ years**

**Current Role:** Sr. Marketing Analyst, Public Sector

**Related Experience:** Retail Sales, B2B Sales, Telephone Sales, Training, Performance Management

- Support Marketing strategies and business plans for the Public Sector by working in conjunction with co-op partners and field sales teams
- Support Marketing Collateral needs by processing vendor Sell Sheets for Legal and Creative approvals.
- Ensure communications of marketing collateral, events, and developments through a Weekly Marketing Update, part of the BSD Communications
- Support Federal Marketing plans through ad placements and support of field sales teams, eCommerce banner placements and Solo e-mails
- Engage with merchants and vendors to develop product collateral materials for ISO and field sales use.

**Education:**

- Degree in Marketing- Florida Atlantic University

**Contact Info:**

- Telephone: (561) 438-2906
- Email: [Charles.Kasprzak@OfficeDepot.com](mailto:Charles.Kasprzak@OfficeDepot.com)

d. **Financial Reporting**

**Francine Staton, National Account Manager, Government & Education**

**Office Depot Experience – 11+ years**

**Current Role: National Account Manager, Government & Education, Seattle**

- Manage and maintain contract pricing, reporting, and administration
- Work with supply chain team to ensure customer needs are met

**Education:**

- BS – Management & Marketing – St Martin's University, Olympia, WA

**Contact Info:**

- Telephone: (253) 872-1727
- Email: [francine.staton@OfficeDepot.com](mailto:francine.staton@OfficeDepot.com)

e. **Executive Support**

**Steve Calkins, Executive Vice President, Contract Sales**

**Office Depot Experience – 12+ years**

**Current Role: Executive Vice President, Contract Sales**

- Manages the company's business to business and government contract sales

**Previous Positions held at Office Depot**

- Vice President & Deputy General Counsel responsible for the North American legal department for Office Depot Vice President of Direct Sales
- Responsible for the government relations department
- Helped oversee the Company's construction of a new global headquarters

**Education:**

- JD – University of South Carolina
- BA – Michigan State University

**Contact Info:**

- Telephone: (561) 438-7512
- Email: [Steve.Calkins@OfficeDepot.com](mailto:Steve.Calkins@OfficeDepot.com)

**Dave Trudnowski, Senior Vice President, Public Sector Strategy**

**Office Depot Experience – 26+ years**

**Current Role: Senior Vice President, Public Sector Strategy**

- Develop strategies and tactics that will support the field sales team and create extraordinary value for our public sector customers
- Continually refine and improve our cooperative approach in the public sector
- Work cross functionally to make sure all departments within Office Depot are aligned and supporting the public sector goals and objectives

**Education:**

- BS – Business Administration – California State University, Long Beach

**Contact Info:**

- Telephone: (562) 490-1000
- Email: [David.Trudnowski@OfficeDepot.com](mailto:David.Trudnowski@OfficeDepot.com)

**Joe Siemianowski – Vice President, Furniture**

**Office Depot and Industry Experience – 30 years**

**Current Role:** Vice President, Furniture

- In his thirty year career in the contract office furniture industry, Joe has progressively grown into senior level positions in sales and executive leadership. His background includes experience with both furniture manufacturers and distributors. Prior to joining Office Depot, Joe worked for a major manufacturer providing consulting, succession planning and turnaround management to furniture dealers.
- Joe joined Office Depot, formerly OfficeMax, in 2003 and leads our North American business to business furniture team. His team includes over 350 employees dedicated to providing exceptional customer service across North America.

**Education:**

- Bachelor of Science and Accounting: University of Illinois

**Contact Info:**

- Telephone: (630.652.8152)
- Email: [joe.siemianowski@OfficeDepot.com](mailto:joe.siemianowski@OfficeDepot.com)

15. Define your standard terms of payment.

Standard billing payment terms are net 30 days.

Our BSD Billing and Payment Systems department handles all billing and payment related issues. A dedicated Account Manager is assigned to every Region 4 ESC / TCPN account and available by phone or via email.

A deposit may be required when working on larger furniture projects.

16. Who is your competition in the marketplace?

While Office Depot's competition has perhaps been thought of as the other Box Stores, our competition encompasses large local and regional contract furniture dealers across the United States and US Territories to include direct manufacture sellers. We are very committed to investing and growing our contract furniture business as a primary business driver in our Contract Division.

Our unique position as a full-service Furniture Distributor in the marketplace allows us to be locally minded with our own 38 sales and furniture showrooms with the benefit of a large contract sales volume, national distribution network, which supports consistent delivery, and provides the resources to scale our business to meet customer demands at a high level of customer service. A challenge for our competitors who can be strong locally, but find it difficult to deliver consistently on cannot national level. Based on our size, which has now expanded with the Office Max merger, we deliver A Grade cost effective furniture solutions partnered with top notch services (design, space planning, project management, project coordination, installation, delivery, change and move management, ergonomic evaluations, leasing and rentals). Local regional dealers have to outsource these services or join an inter-market network of dealerships that have their own interests to pursue. Office Depot offers the breath of products, services and geography covered to deliver a turnkey solution to our customers. While our competitors may offer added products, to deliver a full service solution they are most likely sourcing them from the same vendors Office Depot utilizes. But with one major difference - they cannot deliver on the valued price proposition Office Depot provides.

17. Overall annual sales for last three (3) years; 2011, 2012, 2013.

- 2011 - \$11,489,533,000
- 2012 - \$10,696,000,000
- 2013 - \$11,242,000,000\* Last 2 months of this year were as merged company with Office Max.

18. Overall public sector sales, excluding Federal Government, for last three (3) years; 2011, 2012, 2013.

Office Depot's Public Sector Sales, excluding Federal Government, for 2011, 2012 and 2013 exceeded \$750 Million in each of the three years. The Office Depot team is committed to growing this very important piece of our portfolio.

19. What is your strategy to increase market share?

Office Depot will continue to educate government and education agencies on the benefits and efficiencies of cooperative contract purchasing. We have deployed additional resources to support business development activities and new agency acquisition in the following areas:

- Field Sales Team/Furniture Interiors Sellers – Mid-to-large agency acquisition
- Inside Sales/Furniture Support Team

- Direct Mailing of 43,000 Co-Branded TCPN Office Depot Furniture Catalogs, and Education Furniture Inserts.
- Inside Furniture Sales Team - Small agency acquisition, utilizing NEW electronic version of Furniture Catalog to engage customer broad selection.
- E-mails, Web Banners, Pre-Login Content, Videos, Sell Sheets, Weekly Marketing Updates, BSD Communications and on-gong Internal Furniture Webinars

The Four prong TCPN Strategy will focus on participating agencies of all sizes

**1. Customers:**

- Develop and evolve TCPN Participating Agencies' profile for targeting and sales deployment
- Develop nurturing strategy, emphasizing TCPN optimization messaging through decision stages
- Satisfy objectives and criteria of cross functional decision makers (i.e. Finance, IT, Purchasing)
- Insure a clear understanding of customer initiatives and decision drivers
- Procurement Process, Decision Makers and Influencers

**2. Products & Services:**

- Build a services innovation engine and transform current product-focused business culture
- Drive growth opportunities through cross-sell of furniture, other products and services
- Partner with manufacturers to provide depth and breadth of service to customers
- Continue promoting the balance between cost, solution and furniture quality

**3. Sales & Marketing:**

- Continue developing product category expertise throughout sales organization
- Implement a comprehensive marketing strategy targeting new buyers within existing accounts.
- Establish processes and tools enabling effective pipeline management and predictable revenue streams
- Become a brand name associated with TCPN within the target market
- Develop and facilitate new and innovative TCPN promotions
- Partner with TCPN on joint branded marketing materials
- Participate in regional trade meetings/lunch and learns
- Drive the TCPN Contract within the A & D community during CEU Trainings and Open Houses
- Increase TCPN visibility: Increase the number of trade shows, local regional shows, conference calls, customer calls, retail store conversations, trainings, webinars, social media postings, 21st Century furniture installations
- TCPN Customer Email Blitzes introducing new furniture products and reminders of afforded services
- TCPN Round Table "think tank" – Engage current and non TCPN aligned customers
- Utilize and Optimize Social Media
- Promote TCPN at trade shows

**4. Selling Resources**

1. Continue training selling resources on the "TCPN Value Proposition"
2. Engage Interiors Sellers in developing new project opportunities.
3. Develop and implement internal sales competitions – "Create TCPN Buzz"
4. Must contact each TCPN member and introduce OD furniture capabilities

5. Market TCPN Project successes on department and corporate calls
6. Encourage selling resources to schedule joint TCPN Sales Calls
7. United Sales “TCPN Furniture Blitz” – sweep the country with a dedicated TCPN Customer calls with executive management accountability—joint-venture with Key manufacturers to sustain and expand program.
8. Continue partnering with our FF & E Partners
9. With merger of OfficeMax = Expanded Customer Portfolio

20. What differentiates your company from competitors?

Please reference question 16 of Appendix F as part of this answer but in addition to that we provide a true national commitment to grow the overall business. We are more than a furniture supplier to TCPN we are a complete service provider that values our partnership and listens to your member’s wants and needs. We have enhanced our offering across the board to help support your growth initiatives in K-12, Higher Education as well as State and Local Government. Our business model incorporates inside and outside sales teams to service the smallest need of a single chair to the construction of a new building or remodel of existing properties with our Interiors Group. Office Depot is positioned to grow with you and is committed to do so based on the products and services we have included in this bid response. We are always looking at additional products and services that fit gaps or enhance our programs so that our customers stay ahead of trends in design and technology in the classroom, office or any environment you need to upgrade and enhance.

We pride ourselves in understanding our customers’ needs and providing smart, value-added solutions at lower costs. Partner with Office Depot to provide TCPN Participating Agencies with:

- Single-source solution for Furniture, office essentials, copy and print, and break room supplies, Janitorial, Technology, and School Supplies
- Convenient ways to shop – by phone, 24/7/365 secure online ordering or in any of our 1,600+ retail stores nationwide at contract prices
- The most comprehensive online and scheduled management reporting in the industry
- One of the largest assortments of environmentally preferable products in the industry with more than 2,000 in our Green Catalog and nearly 10,000 online
- Special pricing on core items
- Convenient purchasing options at contract prices, including Account Billing, P-Card and the Store Purchasing Card
- Special discounts offered to our customers’ employees
- The flexibility of integrated ordering, billing and usage reports – one consolidated and convenient statement for all of your Office Depot orders
- The flexibility of integrated ordering, billing and usage reports – one consolidated and convenient statement for all of your Office Depot orders
- Award winning customer service (1 Gold Stevie Award in 2014, 2 Stevie awards in 2013, 1 Gold & 4 Silver Stevie Awards in 2012)
- A selection of more than 1,400 items from HUB suppliers
- The ability to select a Diversity Tier 1 partner in many markets if desired
- Common Core Standards support with more than 1,600 items available in stock
- Our Parent Involvement Outreach Development Program
- A Comprehensive Teacher Professional Development Program
- Leasing Program
- On Site Surveys
- Demo Furniture Program

- Turnkey Contract Furniture Solution meeting the needs of all Public Sector Markets (K-12, Higher Education, State and Local Government)
- Mock Up Program
- Furniture Lab Program
- Single Point of Contact
- Single Point of Furniture Solutions Fulfillment – We can meet almost any furniture
- Sales Resource Breadth – Over 300 selling resources
- Breadth Geography - United States, Guam and Puerto Rico
- Retail Store Partnerships = multiplied visibility of service and capabilities with our customers
- Public Sector Corporate Initiative to grow sales over the next 5 years
- National Manufacturer Partnerships = increased investment and consistent dealer support
- Increased Customer “share of wallet” (furniture, supplies, technology, clean/break room and copy/print) = reduced customer attrition rates
- Office Depot Supply customers = Warm Leads vs. cold calls which in turn equate to an increased close rate
- Breadth of product lines = Customer Centric Provided Solutions
- Public Sector Team Selling: Specialized Public Sector Selling Resources
- “Speed to Market” Solutions whether “in stock” or Quick Ship Programs
- React quickly to customer needs given number a selling resources and the locations across the country
- Standards Development Program and On-line Standards options.
- Ergonomic Evaluations
- Rental Program
- Vendor consolidation = reduced cost of procurement
- Long standing selling resource, customer and manufacturer tenor relationships
- Support a corporate office as well as multiple satellite locations
- Design and Planning Services: State of the art color renderings and conceptual drawings = customer risk reduction = 100% happy customer
- “Think Tanks” – Educators, customers, manufacturers, A & D and A & E Firms, Contractors
- Ergonomic Education Seminars: Jointly hosted by L & I and Office Depot

21. Describe the capabilities and functionality of your firm’s on-line catalog/ordering website.

### **Website**

As an eCommerce pioneer, Office Depot has connected over 325,500 mid-sized to large corporations with over 1,388,000 users. Ninety-five percent (95%) of our national account business is processed via the internet. By utilizing our knowledge and experience, you can integrate systems that make online ordering not only simple for you but fast for your users too.

### **Our Electronic Commerce Leadership and Experience**

Office Depot is consistently one of the largest internet sellers with worldwide internet sales of over \$4.2 billion annually. Our robust and award winning Web Site has been recognized as one of the Top Web Sites on the net for its features, user friendliness and high volume of activity. We are a founding member of the OBI (Open Buying on the Internet) and have the most advanced Internet Ordering Web Site as well as extensive 3rd party ERP integration experience, with over 1,500 third party integrations and punch-out solutions. Our private web site (business.officedepot.com), exclusively for our contract customers, offers the following advantages:

## Excellent Management Tools

- Online Reporting – no need to ask for reports when they are at your fingertips. 12 months of downloadable and exportable order history (cost center, ship-to, user, item SKU, etc.)
- Smart Dashboard – live, online, 24/7/365, comprehensive account business review tool your authorized users use to proactively manage your account
- Bulletin Board – to communication program information and post your logo
- Billing Information – POD verification, reprints of invoices or packing slips
- Online Bill Management – live online bill management from invoice through payments
- Set Spending Limits – create hierarchy restrictions, approvals, workflow process levels
- Restrict Items - from being purchased at the user level by department, class, item and/or dollar amounts
- Email Approval Release –online email approval release (HTML)
- Price Verification – see your contract prices on all items
- Real-time credit card authorization
- Administrator User – approved management ‘super users’ have the ability to change personal profiles, ship-to locations, restrictions, approvals, etc.
- Create Profiles – define parameters/capabilities for each user as well as all their information
- Group Login Identities – optional single login for cost centers, locations, departments, etc.
- GPS Order Status – know exactly where your packages are from the time you ‘click’ your order to when the packages arrive at your desk, including electronic signature capture
- Best Value Items – all contract core items are identified and float to the top of all searches
- 4 Customizable Accounting Fields – for customization and identification of cost centers and billing/orders information

## Easy to Use

- Shopping Lists – create Corporate wide ‘best value’ lists and Personal items lists
- Real Time Inventory – make intelligent choices based on real product shipping location inventory
- Online Backorder – intelligent backorder information, providing alternative options
- Online Returns – simplest and fastest method available for item pickup and credit
- Order Reminders – schedule reoccurring or one time reminders
- Future Orders – flexible delivery dates, or build your shopping cart for later orders
- Advanced Search – narrow your results by product, category, description, use, price, size, etc.
- Toner/Ink Find – fast method to search by manufacturer, make, and model for those supplies that fit your machine.
- Compare Items – side by side comparisons, describing function, and capabilities
- Order Notification – detailed user information on your approved orders
- Live Online Chat – instant message our customer service for any questions you may have on a product recommendation, order status, or online web functionality

## Many Furniture Product Categories – Huge Selection

- 30K items – available next day
- Furniture – we stock over 1,000 furniture items name and private brand for next day delivery
- Over 14 K additional items available for on line ordering
- Special School Furniture in house in stock

### Top Rated Website

- Customized online ordering system
- Personalized bulletin board for up to date employee communications
- Easy-to-use - Award winning website
- Convenient web management tools
- Management Purchasing Controls: Suggested, Recommended or Forced items or dollar restrictions
- Online Order History – 12 months, downloadable and sortable reports at your fingertips anytime
- Advanced searching and sorting tools
- Real time product inventory - shows and holds exact quantity we have in stock.
- Live up-to-date online Delivery Status
- Online Proof of Signature for every order
- Easiest Online Return Process

**Website Availability** - Our business.officedepot.com (BSD) site availability for the full year 2013 was 99.90%. This is measured by Gomez, a third party that specializes in up-time and performance measurements.

**On-Line Returns** - Office Depot has a feature on our web site allowing our customers the ease of processing online return requests. Online return requests may be created by following these steps:

- Click on order tracking towards the top of screen
- Then click on the order number you need to place a return on
- On the order detail page you click on submit return
- Then select the item or items you want to return and hit continue
- Last review the information for the return and hit submit return at which point you will get a confirmation number for the return.

**On-Line Reporting** – Office Depot maintains a 12 month rolling order history live, on-line, for each customer enabling them to create any report they need by downloading the desired time period into an Excel spreadsheet. This information is real time and current and can be accessed 24/7.

22. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.).

At Office Depot, providing products and services is the unwavering commitment that we make to our customers, providing unprecedented value, selection, quality and service. We strive to provide a seamless and satisfying shopping experience for all of our customers by anticipating and listening to their needs while passionately delivering on our promises. Failure is never an option as we promise to "wow" on recovery whenever we miss.

Our relationship with our customers is one of partnership, providing state of the art systems, tools and processes while employing exceptional customer service, so that our customers can obtain the products, services, and solutions that they need in order to grow and succeed.

Each Region 4 ESC / TCPN member's Furniture Account Manager will be their single point person for most account issues. However, our Inside Furniture Support and Customer service centers located in Chicago, Houston, Signal Hill, CA provide additional support, and can assist with the following:

- Dedicated Furniture telephone and service representatives
- Dedicated research team
- Available 7:00am to 8:00pm ET
- All product and program inquiries are managed here in conjunction with assigned local field representatives
- Product Consult and Proposals for catalog and special furniture
- Process returns and credits
- Resolves all order inquiries and problem resolution calls to ensure total customer satisfaction
- Process all warranties
- Process all invoices
- Answers all product and program inquiries
- Coordinates the process for all special orders
- Processes customer orders into all Office Depot Distribution Centers
- Fax orders are received via a dedicated Furniture 800 number
- Phone orders are received via a dedicated 800 number

Office Depot offers a seamless customer service experience to the Region 4 ESC / TCPN Participating Agencies when calling our toll free Customer Service line. Concerns are handled either directly or in a quick, same call, escalation process that accesses the right resource for that particular concern. More than 90% of all calls to Customer Service are resolved during the initial contact.

23. Describe your company's ongoing quality control processes to ensure qualified in-house personnel, installers, and subcontractors.

Office Depot believes in investing in the tools and training needed to maximize employee potential and future growth. Such training includes Office Depot training for leadership seminars and associates through online classes. Ongoing furniture specification and new product training is available through various vendor meetings, industry groups and webinars provided by our manufacturers. We also provide customized internal training programs for each department to ensure our best practices. The Office Depot Furniture Group works closely with all of its locations to ensure all policies and procedures are consistent. Our focus on consistency allows us to provide the highest level of service to customers regardless of their location.

We work closely with our installation partners to ensure consistency, accuracy and quality in all of our labor services. Our installation team is provided with a packet of in-depth information - communicating every detail of your project. And because our installation experts have been factory trained and certified in systems installation, satisfaction is guaranteed. See our Installation Vendor Questionnaire - Attachment #3 and our Installation Fact Sheet - Attachment #4 has examples of our commitment to quality. Thumbnails of Attachments #3 and #4 are shown respectively left to right.



Our 4 Step Quality Assurance Process, from design development, through installation and on-going service focuses our team on meeting project and order criteria, and delivering the highest level of customer service.

**PHASE 1: DESIGN DEVELOPMENT PROCESS**  
**PHASE 2: ORDER ENTRY & PRODUCT PROCESS**  
**PHASE 3: INSTALLATION PROCESS**  
**ONGOING SERVICE and WARRANTY**

**PHASE 1**

**PROJECT PROCESS: DESIGN DEVELOPMENT**

- The design development process begins with an initial meeting—coordinated by the Office Depot Interiors account manager—held for all participating parties in order to discuss expectations for the project. At this meeting, we will develop a comprehensive project program taking into consideration all aspects most important to the customer.
- Upon assessing the project requirements, the Office Depot Interiors team will pull from our extensive list of contracted major furniture manufacturers to define the most suitable product solution(s). Based on the programming developed in the initial meeting, the Office Depot Interiors project designer will develop furniture typicals for review. Our collaborative teamwork ensures that every Office Depot Interiors design team member will be familiar with each proposed solution. Following the completion of the first round of plans and typicals, a meeting will be scheduled with customer. During this collaborative discussion, all furniture components will be critiqued; making any adjustments necessary until a final typical is created. Our project designer will then draw up the final typical and forward for official approval. Once the final typicals have been reviewed and approved, Office Depot Interiors project designer will prepare and overall layout, showing the furniture in the base building shell. At this time, finish selections will also be prepared and reviewed for approval. With the approval of the overall layout and specified finishes, Office Depot Interiors will next conduct an internal audit to ensure that everything has been accounted for. Any outstanding or concerning issues noted during the audit will be discussed internally amongst the team in order to prepare a move forward plan. Following this meeting, the Office Depot Interiors project coordinator will prepare a formal proposal for customers review.
- Another meeting with the customer will be scheduled to review the formal proposal. A sign-off on the final drawings and a formal proposal will be required to place the order. Upon receipt of the signed proposal, drawings, with the Office Depot Interiors project coordinator will prepare to release the orders to each manufacturer.

**PHASE 2**

**PROJECT PROCESS: ORDER ENTRY & PRODUCTION**

- For each project, it is the responsibility of the Office Depot Interiors account manager to complete their workbook and define the individual roles and responsibilities of our internal team.
- Once the approved proposal has been submitted, the Office Depot Interiors project coordinator will process and place all purchase orders with the manufacturers.
- Once the orders have been placed, the project coordinator will check all manufacturer acknowledgements against the approved order for any discrepancies. The project coordinator will work directly with the manufacturers on any discrepancies or outstanding issues to ensure the order is shipped properly. The Office Depot Interiors project coordinator will also maintain a status report of manufacturers on the project and their respective ship dates. This report is submitted to the entire team on a weekly basis.

- Upon completion of order placement, the Office Depot Interiors project designer is notified and begins the preparation of installation drawings. All installation drawings will be forwarded to the job foreman for their reference during installation.
- The Office Depot Interiors project manager will contact the building manager on site regarding any documentation required for access to the building. The project manager will then work to supply the building manager with all requested documentation in order to ensure we will have access to the job site prior to installation.
- As the installation date gets closer, the project manager will prepare a delivery schedule. They will contact the building to coordinate delivery times and dates. Upon delivery, all products will be verified and any damages will be cataloged.
- The Office Depot Interiors project coordinator will process any and all claims against damaged product with the manufacturer and any necessary replacement pieces will be ordered.

### **PHASE 3 PROJECT PROCESS: INSTALLATION**

- As the installation date draws near, the Office Depot Interiors project manager will monitor all shipments and verify that all specified product has been received. The project manager will also attend weekly construction meetings as required by customer and will walk the space with general contractor prior to furniture delivery to ensure the area is cleared and ready to accept the installation.
- On delivery day, the installers will be on site to unpack all scheduled loads. Using predetermined locations, all products will be placed and staged for installation. The furniture install will continue daily for the allotted time given by the project schedule. Upon completion of the installation, the Office Depot Interiors account manager will walk the space with customer to note any punch list items. A final sign-off will be requested at the end of the walk-thru. The Office Depot Interiors account manager will work with their project coordinator to resolve any necessary punch list items. Orders will be placed for any furniture items that are missing or may need replaced. Once the replacement acknowledgements have been received by from the manufacturer, the Project coordinator will provide a delivery schedule for any outstanding items. They will coordinate with customer to schedule an appropriate time to install the replacements.
- Once the punch list has been received, delivered, and installed, the Office Depot account manager will conduct a post-installation meeting with owner to ensure their expectations were met. If requested by customer, Office Depot Interiors will conduct a product training orientation at a time of customer's choosing.

### **ONGOING SERVICE and WARRANTY**

- Our Office Depot team will support post installation service and/or warranty needs that our customers may incur in a committed and expedient manner. Our team will periodically check in on our customer to ensure long term customer satisfaction.
- All warranty terms are in accordance with manufacturer's terms and conditions of use.

24. Describe and provide any product or service warranties offered by your organization.

Office Depot is committed to insuring our customers are fully satisfied with both their furniture products and received services. Our team whether working on day to day furniture solutions or a large capital project commits themselves to clearly understanding the customer needs in order to insure customer satisfaction. There is a process our teams utilize (based on project scope and scale) when supporting our customer which includes a needs assessment conversation,

conceptual drawings, product samples (mock ups/demos) and selections, space planning (2 & 3D), finish sample reviews and selections, logistics coordination, contactor meetings, installation drawings, walk throughs, product usage trainings and Q & A. Should we find that our customer is in need of further support Office Depot will and does partner with our dedicated manufacturers such that our customers experience their furniture project whether large or small as fulfilling and having meet their expectations.

25. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

Office Depot has never filed for bankruptcy or reorganization.

Office Depot is a large, publicly traded company with many retail operations, which subjects it to litigation of many types, and occasionally certain bankruptcy-related matters. However, there is nothing, either presently or in the past that would affect Office Depot's ability to support our customers or affect Office Depot's ability to meet the stated requirements in this RFP.

### **Marketing / Sales**

17. Detail how your organization plans to market this contract within the first ninety (90) days of the award date. This should include, but not be limited to:

- a. A co-branded press release within first 30 days

Office Depot will create a press release with quotes from Region 4 ESC / TCPN and Office Depot executives announcing the contract and highlighting benefits of the partnership. The press release will be distributed as per the Office Depot media plan. Weekly Marketing Updates, BSD Communications, and Sell Sheets will also help deliver the message.

- b. Announcement of award through any applicable social media sites

To promote, via social media, the benefits and solutions of the contract and award, Office Depot will leverage our various social media sites, such as Linked In, should we be awarded. Here, we will create and distribute ongoing content, endorsing the value and benefits of the program to public agencies.

- c. Direct mail campaigns

Office Depot will promote the new contract and its benefits by creating a direct mail piece and distributing it to targeted accounts and contacts. Quarterly Sell Sheets with exclusive TCPN Offers and collateral materials will be created in collaboration with the TCPN Marketing Team and the Public Sector Marketing team.

- d. Co-branded collateral pieces

Office Depot will design co-branded marketing materials, which will be distributed through direct mail, email and our sales representatives. These materials will be created in conjunction with TCPN Marketing and the Public Sector team.

- e. Advertisement of contract in regional or national publications

Office Depot will secure ad space for Co-Branded ads in applicable trade publications, e.g.: GovPro, NIGP Newsletter, School Business Affairs, District Administrator and regional publications.

- f. Participation in trade shows

Office Depot understands the value of partnering with organizations like NIGP, NPI and ASBO. We have strategic and long-standing relationships with these leading public sector organizations and others, including the National Alliance of Public Charter Schools. Additionally, we maintain relationships with many of these organizations at state and regional levels and participate in more than 100 local trade shows, as well as a large presence at major shows.

*An example custom of a display used at a large national trade show is shown to the right.*



The balance of this page intentionally left blank.

- g. Dedicated TCPN and Region 4 ESC internet web-based homepage with:
  - i. TCPN and Region 4 ESC Logo
  - ii. Link to TCPN and Region 4 ESC website
  - iii. Summary of contract and services offered
  - iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials

Office Depot will create a Region 4 ESC / TCPN landing page with a summary of all services, marketing materials, contact information and contract and due diligence documents. As a current TCPN supplier we have a current TCPN landing page which we will update to incorporate any new award information, any new contract and solicitation details on direct links to the TCPN site so the most current version of the contract will be available, and summaries of all contracts and services offered. The TCPN and Region 4 ESC Logos will be prominent on the page.

The current Landing Page features all the elements requested and will be updated should we be awarded a contract based on this proposal and there is a member login capability on this page for existing members under this contract:



Agencies can navigate the five tab format to learn more about both TCPN and Office Depot. The following navigation tabs are included on the page:

1. TCPN Overview
2. Office Depot Overview
3. Cost Saving Solutions
4. Commitment to the Community
5. How to get started

The following links are presented on the right side of the Landing Page to provide quick access to the TCPN home page, to the pricing, and to Office Depot's support team members.

1. Contact Us – Allows interested agencies contact Office & TCPN from a single contact page
2. TCPN Resources – Provides agencies access to the due diligence on all current contracts held by Office Depot.
3. Product Pricing – Provides an overview of the Contract, Pricing and the Rebate incentive programs



18. Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded.

Leveraging our relationships with more than 20,000 public sector entities, Office Depot will utilize our existing customer case studies and best practices, as well as demonstrate credibility through our associations with industry leaders and publications. We will also employ public relations efforts via interviews, news conferences and engagement with key media contacts and editorial reporters.

Office Depot takes a team approach to implementing and supporting a contract of this size and significance. Several groups within the Office Depot organization will be aligned to insure the seamless execution and ongoing management of our Region 4 ESC / TCPN contract. This multi-disciplinary approach will include the following:

- Interiors Team – This is an untapped Public Sector Market of customer relationships. Since the merger with OfficeMax our contract furniture department has grown to over 350 Contract Furniture Associates. Expanding all furniture departments services from sales, account management with over 140 dedicated furniture sales representatives, a larger regional and shared (in-house) design group of over 40 designers, and furniture coordination, customer service and, project management and . This provides us the ability to focus on sales efforts that center around today's needs like 21<sup>st</sup> Century Classrooms and/or Classrooms of the Future. This team extends State of the Art Design/Space Planning/Renderings, Project Management, Mock Ups, Demos, Showroom Visits

(Manufacturer and Office Depot), Ergonomic Evaluations, Budget Planning, Standards Programs, Learning Seminars and Manufacturing Facility Tours if required. They also are tasked with making sure we deliver the best value to the customer, not just by product but also by providing financing options that could include standard purchasing methods or Rental/Lease Programs

- Merchandising Team - goes to market focused specifically on the public sector
- Pricing Group – insures that items reflect contract pricing at all times
- Contract Compliance Team - insures that all bidding and pricing practices are in compliance and uphold the Region 4 ESC / TCPN / Office Depot partnership agreement
- Legal Team - provides guidance on contract execution and supports ongoing regulatory needs
- Marketing Team – is dedicated to providing timely communication, awareness and lead generation campaigns and supporting sales tools applicable to our public sector customers
- Green Staff – is committed to supporting public agencies with the tools and knowledge necessary to meet their green objectives
- eCommerce Team – continually offers innovative solutions to answer the ever-changing demands of today's procurement professionals
- Training Organization - provides new and existing sales professionals with ongoing training solutions focused on public agency solutions
- Finance and Billing Departments - provide efficient reporting and billing solutions to meet the evolving needs of our Region 4 ESC / TCPN Participating Agencies
- Customer Service Organization - understands the nuances of large contracts and works to provide participating agencies with top notch customer service
- Delivery Network - provides dependable next-day delivery supported by industry-leading order tracking solutions
- Sales Organization - is committed to delivering solutions that are relevant and timely for public agencies and always putting the customer's needs first

19. Explain how your company plans to market this agreement to existing government customers.

Office Depot has a loyal, long-standing cooperative public agency base of more than 13,500 public and non-profit agencies. The cooperative customer platform has historically been one of our best performing customer segments from an overall growth perspective. Our new nationwide Interiors Furniture Sales Organization adds an exceptional marketing and new business accelerator element to develop untapped furniture and project business within existing agencies, and new prospects. Office Depot will launch the Region 4 ESC / TCPN and position itself as a leader in this space by leveraging the following strengths:

- A powerful brand name and loyal Office Depot customers
- Interiors Furniture Representatives new project business focus
- Extensive K-12 knowledge and large customer base
- Expertise in Higher Ed projects and programs
- Awareness and training with our extensive A&D relationships
- Efficient marketing and sales capabilities and execution
- Long term customer relationships
- Breadth of vendors/brands and vast selection of supplies and equipment
- Collaborative Marketing with industry leaders
- Showcase quality private brand program and environmentally preferable options

We will use the following marketing vehicles to communicate the benefits of the TCPN contract, the value Office Depot provides and our commitment to public sector:

- Office Depot Furniture Showroom visits and events.
- E-mail
- Web
- Social Media
- Direct Mail
- Co-branded on-line catalogs
- DemoFlick video - An infographic style video

20. Provide a detailed ninety (90) day plan describing how the contract will be implemented within your firm.

To maximize the impact of our launch, and awareness of our total offering Office Depot will provide a coordinated effort with all related proposals, including: Office, School, and Furniture

Within the first 10 days of the contract award, Office Depot and our Executive leadership team will be involved in the following activities:

- Letters, e-mails and press releases to Office Depot contract support teams and current Region 4 ESC / TCPN Participating Agencies
- Webinars to the Office Depot sales forces and Interiors Sellers highlighting the benefits of the Region 4 ESC / TCPN program and detailing the launch and transition plan
- Immediate mobilization of Office Depot cross-functional departments responsible for the successful launch and support of the new program
- Our comprehensive 90-day plan in Attachment #5 at the end of our Appendix F response.
  - **Stage 1** is defined as the first two weeks of the twelve week marketing plan.
  - **Stage 2** is defined as weeks three and four of the twelve week marketing plan.
  - **Stage 3** is defined as weeks five through eight of the twelve week marketing plan.
  - **Stage 4** is defined as the final four weeks of the twelve week marketing plan.

21. Describe how you intend on train your national sales force on the Region 4 ESC agreements.

Immediate mobilization of Office Depot cross-functional departments responsible for the successful launch and support of the new program will include:

### **Sales Training**

Office Depot's dedicated team of Cooperative Contract National Account Managers will be responsible for the implementation of the Region 4 ESC / TCPN Contract. This dedicated team of people will not only work closely with you from a national perspective we will also work directly with the Office Depot field sales representatives on a local level that are dedicated to growing this market segment. We also have plans to work with our inside sales representatives, ensuring that all teams are properly trained to service customers participating in the Region 4 ESC / TCPN furniture program. Training will include webinars highlighting the details of the program and positioning of the Region 4 ESC / TCPN furniture offering.

Office Depot views Sales Training is a continuous process commencing with the contract implementation and continuing through the term of the contract including any renewals and extensions. The dedicated team of Vertical Market Managers (over 300) as well as all appropriate General Line Sales Representatives are trained in special sessions or during weekly regional sales meetings by the dedicated Cooperative National Sales Managers. These sessions would include general contract overview discussions as well as any new topics such as special promotions, or program enhancements that need introduced. During these meetings all Vertical Market Managers and General Line Sales Representatives will be provided the necessary selling tools such as Contract overview documents, Sales Sheets and Promotional Materials appropriate for customer segment they are accountable growing.

Additionally we have listed a couple of the dedicated furniture sales trainers and training that we believe will differentiate Office Depot based on our ability nationally to deliver a unified program:

- Dedicated FURNITURE ONLY Trainer – John Conally
- Monthly FURNITURE ONLY Webinars – Billie Rossie
- Manufacturer Direct Training on Products, Trends and new item introductions
- TCPN/OD Furniture Catalog Training
- Live Navigational Training of Public Sector Document Portal
- Inside FURNITURE ONLY Sales Training Team

22. Provide a list of industry trade shows/conferences your company annually attends.

Office Depot attends of a number of national and regional industry trade shows as well as shows that are specifically focused on public sector. Below is a list of the shows that we have historically attended:

- Neocon North: America's Largest Design Exposition and Conference for Commercial Interiors
- Neocon East: America's Largest Design Exposition and Conference for Commercial Interiors
- IFMA: International Facilities Management Association
- NAEP: National Association of Educational Procurement
- WASWUG: Washington State User Group Conference
- WASBO: Washington Association School Business Officials
- ASBO: Association of School Business Officials International
- ALASBO: Alaska Association of School Business
- NAPM: National Association of Purchasing Managers

- DES/State of WA Trade show
- Ed Spaces: Educational Spaces
- CASBO: California Association School Business Officials
- NWEAC: Northwest environmental Conference & Trade Show
- Google Summit
- IIDA: International Interior Design Association (various chapters)
- ALA: American Library Association
- CASH: California Association
- NIGP: National Institute of Governmental Purchasing

23. Acknowledge that your organization agrees to provide its company logo(s) to Region 4 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

Office Depot agrees to provide company logos to Region 4 ESC and agrees to provide permission for reproduction of such logos in marketing communications and promotions, subject to the Trademark Policy and Terms and Conditions included in Appendix D. Exceptions to General Terms and Conditions that accompanies this response.

24. Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.

\$ 45,200,000 in year one  
 \$ 48,500,000 in year two  
 \$ 51,800,000 in year three

Office Depot, as an incumbent contract holder (R5023), currently reports sales of Office & School supplies in a unified report; for purposes of this proposal (Furniture) we have segregated our estimated furniture and furniture installation revenue for the upcoming three years.

**Administration**

24. Describe your company’s implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative’s name(s), contact person(s) and contact information as reference(s).

Post-merger, Office Depot has cooperative agreements with five of the leading cooperative purchasing programs in the United States – TCPN, National IPA, WSCA, America Saves, and E&I.

**Office Depot has been awarded the following TCPN contracts:**

- R5023 – Office & School Supplies, effective July 12, 2010
- R5113 – Technology Supplies, effective, November 22, 2011
- R5120 – Janitorial Supplies, effective January 23, 2012
- R5243 – Managed Print Services, effective March 1, 2013

**Cooperative Contact & Reference**

The Cooperative Purchasing Network, TCPN  
 Jason Wickel, President  
 Phone: 713-744-8115  
 Email: [jwickel@tcpn.org](mailto:jwickel@tcpn.org)



Office Depot has grown our current TCPN Office Supply contract (R5023) engagement and participation significantly in the past two years, building it from a regional contract to our largest single Office & School supply contract in both scope and sales. Today more than 20,000 public agencies nationwide actively utilize the contract; with a total annual spend of over \$400M. Office Depot has a dedicated Public Sector leadership and account management team that joins forces with more than 1,200 professional Office Depot sales associates nationwide to provide value, service and solutions contract customers coast to coast. The Office Depot team recently submitted their proposals in response to RFP 14-16 (School Supplies) & 14-17 (Office Supplies). These proposals are currently being evaluated.

In 2012, when Office Depot was awarded the Janitorial Supplies contract (R5120), we were able to leverage our existing relationships with public agencies utilizing the Office Supply contract and immediately extend the benefits of the Janitorial contract to these existing agency partners. Supported by our comprehensive internal ordering and reporting systems, participating agencies can quickly and easily utilize both contracts in a single ordering platform and “bundle” their spend from both contracts for a single robust rebate program.

Our team of Cleaning and Breakroom Facilities Specialists (CBFS) know and understand how to support our contract customers’ needs the specialized area of Janitorial products. The CBFS team works directly with customers alongside our sales associates and public sector teams.

Office Depot has been awarded the following National IPA contracts:

- State of Florida – Office & School Supplies – 618-001-10-1, effective October 18, 2010
- DuPage County – HON Furniture – P10-004, effective April 1, 2011

Cooperative Contact & Reference

**National IPA**

Ken Heckman, Vice President of Account Management

Phone: 615-289-8561

Email: [Ken.Heckman@nationalipa.org](mailto:Ken.Heckman@nationalipa.org)

Office Depot began its cooperative partnership with National IPA in December 2010 and expanded our State of Florida Office & Schools Supplies contract from a statewide offering to a national offering, with National IPA as the cooperative program partner. The State of Florida contract has gained significant momentum in the two years since it was established as part of our national cooperative platform strategy, growing to over \$100M in annual sales.

Office Depot added the **DuPage County – HON Furniture** contract to the cooperative portfolio in 2011. Our national furniture sales team has had a long standing relationship with HON furniture, and to be able to respond to the DuPage County solicitation with the HON furniture line was a natural extension. This DuPage county contract allows public agencies to break from the inefficient practice of securing multiple bids for easily acquired capital assets, while providing a cooperative contract solution for large furniture projects.

**WSCA Contract**

Run by the new WSCA/NASPO LLC – Contract W21-2007

Cooperative Contact and Reference:

Pam Johnson, CPPB, OCAC, OPBC, State Procurement Analyst

1225 Ferry Street SE, U140

Salem, OR 97301-4285

Phone: 503-378-4731

Email: [pam.johnson@oregon.gov](mailto:pam.johnson@oregon.gov)

The current WSCA contract will expire in January, 2015. Office Depot responded to and was awarded the newest WSCA contract, which will begin January 5, 2015. The contract, is a 2-year contract, with three 2-year renewals for a maximum of 8 years. Prior to the merger both Office Depot and OfficeMax were awarded vendors with OfficeMax supporting the majority portion of the current contract and has a long standing relationship with the state of Oregon. The current WSCA contract, although used most in the western United States is continuing to gain acceptance throughout the country and is expected to grow following the announcement of this new contract award.

**America Saves**

Cooperative Contact and Reference:  
Scott Guzzy, Chief of Purchasing  
Phone: 248-858-5484  
Email: [guzzys@co.oakland.mi.us](mailto:guzzys@co.oakland.mi.us)

The OfficeMax America Saves program is a competitively solicited contract that K-12 and local government institutions can take advantage of to maximize the benefit they receive from our program. Oakland County, MI is the lead agency of this agreement. This agreement has been in place since 2005.

Unprecedented customer service and unrivaled innovation make OfficeMax the one to beat in the office products marketplace. OfficeMax is focused on meeting the integrated supply needs of today's higher education institutions.

**E&I Cooperative Services**

Cooperative Contact and Reference:  
Stephen Spinelli, Senior Vice President, Member  
Services & Communications  
Phone: 631.630.8328  
Email: [sspinelli@eandi.org](mailto:sspinelli@eandi.org)

Since January 2004, E&I and OfficeMax have been providing superior overall value on office supplies, printer consumables, paper, and technology products. Through E&I's alliance with OfficeMax, our competitive solicitation program and the power of cooperative purchasing, all E&I member institutions, from the smallest to the largest, are assured the same great pricing and service for all of their office product needs. Office Depot recently submitted a proposal in response to RFP #683267. This proposal is currently being evaluated

25. Describe the capacity of your company to report monthly sales through this agreement.

Our Contract and Office Furniture software provides easy access to purchase order history reporting with tags to support consolidated billing reports, as well as backlog reporting. Office Depot will provide monthly consolidated billing and usage by linked agency accounts and purchase order amounts to ensure capture of all current (monthly) order and billing activity assigned to this contract. Line items for all orders in the summary billing reports, belong to the Agency Account and are represented (tagged) by the TCPN contract number--these orders are linked and allocated in the same report to the summary to the TCPN master or grandparent account. TCPN member Agency detailed purchase orders for product and service reports are available upon request, and summarized for business review purposes.

26. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.

**Reporting Capabilities**

One of the most powerful tools offered by Office Depot is our comprehensive usage tracking and detailed reports on spend behavior for each agency. Reports capture all products, orders and total spend for each eligible agency and location. Each dedicated Office Depot Account Manager will also schedule a quarterly review process to help analyze spend and usage data, drive greater usage to your contract core list, identify rogue spending with unendorsed contract stationers and view actual product usage by location.

Office Depot can easily accommodate further reporting with precision, sorting and refining reports by up to nine filters, including:

- Customer Number
- Customer Product Code
- Customer Department Number
- Office Depot Product Code
- Office Depot Catalog vs. Non-Catalog Product
- Contract vs. Non-Contract Products
- End-User Name of Desktop Location
- Office Depot Merchandise Department
- Parent Number, when usage grouped
- Ship-to or Location Number
- Ship-to by City, State or Zip
- Office Depot Product Categories
- Purchase Order Number
- Product Description
- Contact Name
- Order Source
- Customer Size

Reports can be issued on CD, paper or electronically in Excel or CSV files e-mailed within 2 to 3 business days of your request. Automatically generated reports can be scheduled as well. Report content may be customized and reports may be requested at any time. Available formats and reports include:

**Usage Reporting**

- Item and quantity usage
- Descending dollar spend
- Times item purchased
- Contract vs. Non-Contract
- Customer number
- Customer department number
- Desktop location or end-user name
- Ship-to or location number
- Cost Savings Opportunity Reporting
- Customer product code
- Office Depot product code
- Office Depot merchandise department
- Office Depot product category
- Product description
- Distribution Cost Reporting (Average order size)
- Order Method Reporting
- Internet
- Fax
- Phone
- Store Purchasing Card
- Procurement Card

**Product Reporting**

- Minority products
- Recycled products
- Manufacturer name
- Product description
- Unit of measure
- Quantity purchased for reporting period
- Total spend for reporting period

## Online Reporting

General account information is available online anytime, and order history may be viewed for up to 12 months. Simple to use, online reporting is available through our contract website and gives authorized users immediate access to current data from the past year for individual or multiple locations and allows you to compare monthly or yearly spend with planned budgets. Our system allows you to:

- Manage information visibility based on user roles
- Access the Smart Dashboard online review tool 24/7/365
- Create, analyze and print usage reporting
- Sort the history of the purchases by product type, PO and ship-to location
- Manage and control spending on office supplies and services

During the implementation phase, the Region 4 ESC / TCPN Participating Agency's Super User will designate the end users who will be authorized to view their online reports and the types of reports each may view.

27. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

Office Depot provides a streamlined program offering the most comprehensive selection of not just office furniture but a complete service package, giving public agencies the power of a coordinated furniture program through one resource across the country. We continually provide solutions that matter. You can count on us to provide business driven strategies to connect and reduce your spending on an annual basis. We provide consistent and concise reporting and add value by defining opportunities for additional savings through our cost savings, efficiency, and controlled approach.

Creating furniture ordering standards when working with a specialized industry like furniture can help public agencies operate more efficiently, provide on-going cost-savings, and ultimately help agencies better achieve their organizational goals. Our Public Sector Furniture Program Managers are a special resource for agencies interested in developing, and implementing standards. We suggest Public Agencies engage, and realize the benefits of working with our Furniture Program Managers to develop enhancements to their current furniture programs, including:

### Partnering for Cost Savings:

Increase savings by focusing on the spend of their most frequently used items and Items that provide the most value to their workplace. Achieve cost savings and reduce additional soft dollar costs by leveraging Office Depot as their consultant.

**Focusing Spend.** Drive down costs and realize overall savings by focusing on core items Agencies use most or that deliver a strategic value

**Analyzing Hard & Soft Costs.** Analyzing hard and soft cost to develop furniture standards and standard customs programs. Use our websites to improve control over your organizational spend and excess inventory. Blend Office Depot private brand furniture with National Brands to drive additional savings.

See the attached California State University Case Study which was completed under heavy scrutiny due to the struggling economy and cuts in funding. We not only fulfilled the product needs of their new student housing facility but did so while saving the University \$600,000 - See Attachment #6



### Green Initiatives

We are committed to helping to build a cleaner future! As our business grows, we want to make sure we minimize our impact on the Earth's climate. So we are taking every step we can to implement innovative and responsible environmental practices throughout Region 4 ESC to reduce our carbon footprint, reduce waste, promote energy conservation, ensure efficient computing, and much more. We would like vendors to partner with us in this enterprise. To that effort, we ask respondents to provide their companies environmental policy and/or green initiative.

28. Please provide your company's environmental policy and/or green initiative.

### Why Green?



Over the last 10 years our answer to the question 'why green' has evolved significantly. There are many reasons to have an environmental strategy – but ultimately it is about trying to make a positive impact on the business...and the world."

Yalmaz Siddiqui  
Senior Director, Environmental Strategy

### Environmental Strategy Summary

Office Depot's global environmental strategy can be summarized in a simple statement: we strive to buy greener, be greener and sell greener. By implementing a broad range of initiatives under this strategy, Office Depot has not only measurably improved our own environmental performance, but enabled our suppliers and customers to do the same.

Our environmental leadership has helped us win and retain contracts with some of the most eco-conscious organizations in the world. This includes government agencies in the most environmentally aware regions, including America's Pacific Northwest, UK and Europe;

Corporations who are known sustainability leaders around the world; small and medium sized businesses; and many well-known environmental non-governmental organizations.

### **Environmental Leadership Recognition**

We have also received much recognition for our environmental leadership. Perhaps the most prestigious of our many awards and rankings is the fact that *Newsweek* Magazine ranked Office Depot as America's #1 greenest large retailer for 3 consecutive years: 2010, 2011 and 2012, the last year this ranking was published.

The *Newsweek* recognition reinforces the environmental leadership we have maintained within the office supplies industry for years: Office Products International Magazine awarded Office Depot with the publication's 'Environmental Reseller of the Year Award' in 2006, 2007 and 2008, and the 'Outstanding Environmental Leadership Award' in 2009. In 2009, OPI magazine editor Stephen White, one of the most knowledgeable observers of the office products industry, stated: "Office Depot has invested time, money, blood, sweat and tears into an (environmental program) that, not only makes it best in class, but arguably deserves wider recognition for being one of the world's finest programs."

#### **OFFICE DEPOT RECEIVES CLIMATE LEADERSHIP AWARD FROM U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Company Recognized for Achieving 29 Percent Carbon Footprint Reduction in the U.S.,  
Aggressively Beating its 20 Percent Reduction Goal One Year Ahead of Schedule**

Boca Raton, Fla., March 12, 2013 -- Office Depot, Inc. (NYSE: ODP), a leading global provider of office supplies and services, today announced that it has been recognized with a Climate Leadership Goal Achievement Award for Excellence in Greenhouse Gas Management by the U.S. Environmental Protection Agency's (EPA's) Center for Corporate Climate Leadership, the Association of Climate Change Officers (ACCO), the Center for Climate & Energy Solutions (C2ES), and The Climate Registry (The Registry).

The awards were presented during the Climate Leadership Conference in Washington, D.C. on February 28, to recognize and encourage exemplary corporate, organizational, and individual leadership in reducing carbon pollution and addressing climate change.

"I commend Office Depot for its exemplary commitment and dedication to tackling the challenge of climate change," said Gina McCarthy, assistant administrator for EPA's Office of Air and Radiation. "Office Depot and all our Climate Leadership Award winners are reducing harmful carbon pollution, increasing efficiency and cutting waste at the same time."

The Goal Achievement Award recognizes organizations that publicly report and verify Greenhouse Gas (GHG) inventories and achieve aggressive reduction goals. In 2010, in collaboration with EPA's former Climate Leaders program, Office Depot adopted a goal of reducing U.S. GHG emissions by 20 percent by 2012, with 2007 as a baseline year. By the end of 2011, Office Depot had achieved a 29 percent reduction in the U.S. versus its baseline year.

"Office Depot recognizes that taking action on climate change is good for business and good for the environment," said Yalmaz Siddiqui, Senior Director of Environmental Strategy for Office Depot. "We've made a series of fiscally sound investments in energy efficiency that have far exceeded our investment performance requirements, delivered rapid ROI, and reduced our carbon footprint substantially. By achieving our carbon reduction goal, we've proven again that there doesn't need

to be a conflict between economic and environmental goals -- you just have to choose to invest in the right things.”

### **Environmental Policy**

Our policy aligns directly with our strategy and is designed to ensure implementation: We have a global environmental policy to buy greener, be greener and sell greener. Central environmental teams initiate, integrate and communicate environmental efforts, but core functions own the actions as described below:

True environmental sustainability requires a team of people working together. To this end, Office Depot strives to partner with mindful and forward thinking furniture manufacturers that continue to manufacture products in a socially responsible manner. This can include the acquisition of various green certifications such as Greenguard, SCS Indoor Air and ANSI BIFMA Level Certifications as part of their corporate commitment to reduce carbon footprint and waste, promote energy, long lasting, conservation, the reuse of materials, use of non-toxic materials and the promotion of reuse at the end of life span.

Office Depot is proficient when working with our customers on a LEED (rating system offers four certification levels for new construction -- Certified, Silver, Gold and Platinum -- that correspond to the number of credits accrued in five green design categories: materials (**furniture**), sustainable sites, water efficiency, energy and atmosphere and resources and indoor environmental quality) project. Our manufacturer partners work very closely with our selling resources to insure that furniture is selected in the most socially responsible manner to in turn acquire the LEED Points necessary in order to gain the LEED Building Certification.

Our manufacturer partners are equally as committed to a greener environment just as Office Depot, and demonstrate commitment by investing in acquiring various Green Certifications such as ANSI BIFMA Level, Greenguard, MAS, SCS Indoor Air Certifications. Certification are available upon request. Our manufacturer partners are continuing to reduce their carbon footprint by diligently improving the manner in which goods are acquired, produced, shipped and lifespan of their products. For this contract we have also partnered with not just National furniture manufacturers but with regional as well in the effort to help minimize the transportation carbon footprint.

To buy greener, Office Depot purchasing and merchandising teams work to:

- Source greener furniture products for resale

To be greener, Office Depot facilities and supply chain teams work to:

- Reduce our waste footprint
- Reduce our facilities carbon footprint
- Reduce our transportation carbon footprint
- Reduce our water footprint

To sell greener, Office Depot e-commerce, sales and marketing teams work to:

- Increase sales of greener products and solutions
- Increase customer use of greener purchasing reports

We also “tell green” by engaging stakeholders and reporting progress annually.

Most of our environmental metrics are independently reviewed by PricewaterhouseCoopers, and have been since 2007, adding further credibility to our environmental claims.

## GreenerOffice Program: Solutions for customers

Just as customers are at the center of Office Depot's business strategy, they are also at the center of our environmental strategy. We go to great lengths to understand our customers' environmental needs through meetings, surveys, focus groups and seminars. The insights gathered are then leveraged to create greener products and programs to serve our customers' needs. We call this Customer-Centric Environmentalism – and it is a central theme in our approach.

Through the years we've learned that many of our customers share our environmental goals – they want to buy greener, be greener and sell greener themselves. As such, we've designed our GreenerOffice Program with specific solutions that help our customers pursue these goals:

If greener purchasing is the customer's goal, i.e. a desire to buy greener, Office Depot offers the following solutions:

1. The Green Book: an exclusive catalog filled with our greenest products
2. Greener Office store: a website with all our greener choices in one place
3. Office Depot GreenerOffice Rating: Office Depot's rating system for greener products
4. Greener Alternatives Tool: a report to help identify greener alternatives to high volume products
5. Green Select Cart: online functionality that nudges end users to greener choices
6. Green Purchasing Policy Templates: sample policies to accelerate environmental policy creation

If greener operations is the customer's goal, i.e. a desire to be greener by reducing waste, energy or fuel, Office Depot offers the following solutions:

7. GreenerOffice Delivery Service: office supplies delivery by paper bag instead of cardboard box
8. Managed Print Services: solutions to help reduce waste associated with printing
9. Recycling solutions: recycling services for ink & toner, tech, cell phones, lighting, batteries etc.
10. Reusable promotional products: customizable products that help avoid waste
11. Energy saving devices: power strips and other solutions that reduce energy use in other products
12. Water filtering solution: drinking water solutions that serve as alternatives to bottled water
13. Minimum Order Value programs: incentive programs that help consolidate orders and reduce fuel

If greener behavior is the customer's goal, i.e. a desire to sell green internally, Office Depot offers the following solutions:

14. GreenerOffice Seminars: educational sessions to grow interest in going green / explain how to
15. Green product samples: free samples of greener products to prove good quality / dispel myths
16. GreenerOffice posters: free posters to encourage greener behavior in the workplace
17. Leadership in Greener Purchasing Awards: awards by Office Depot to recognize greenest buyers
18. Paper calculator reports: free reports on the benefits of switching to recycled paper
19. CFL calculator reports: free reports on the benefits of switching to Compact Fluorescent Lights

If green reporting is the customer's goal i.e. a desire to understand greener purchasing results and have credible announcements that help 'tell green,' Office Depot offers the following solutions:

20. Green Business Review: a report that comprehensively documents greener purchasing results

21. LEED Credit Report: a report to track purchases that support LEED for Existing Buildings credits
22. Federal CPG/Executive Order Reports: a report on purchases that meet Federal green standards
23. AASHE STARS report: a report to track purchases for STARS credits, Higher Education program
24. Custom Green Spend Reports: other reports based on the customers' needs / definition of green
25. Green Customer Case Studies: customer profiles in video or print to help customers tell their story

In line with our philosophy of customer-centric environmentalism, most of the above solutions were originally created for, or in partnership with, specific Office Depot contract customers. The list expands or evolves based on the changing environmental needs of our customers.

**Vendor Certifications (if applicable)**

29. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

Office Depot has many thousands of licenses, certifications, and registrations issued by federal, state, and local authorities in the areas in which we do business. We are properly licensed by all 50 States and the Federal government. We also have all required local licenses in each community in which we do business. Office Depot is not M/WBE or HUB certified. We are authorized by all manufacturers whose products are in our catalogs.

Office Depot is able to provide products from Certified Tier 2 Diversity suppliers and can partner with Certified Tier 1 Diversity organizations in many areas of the country where that may be of interest to individual TCPN Participating Agencies. See Appendix E for more information concerning our Tier I & II initiatives and offering for this proposal.

**References**

Provide a minimum of ten (10) customer references for product and/or services of similar scope dating within the past three (3) years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

- Entity Name
- Contact Name and Title
- City and State
- Phone Number
- Years Serviced
- Description of Services
- Annual Volume

Please see Tab 6 for our list of references.



Office Depot Contract Sales Division Sales Directory						
State	Region	CSC/ Sales Office/CSC/ Sales Office	Addresses	Managing Director (MD) / District Sales Manager (DSM)	Phone Numbers	Fax Numbers
AL	SE	Store/Sales Office/Store/Sales Office	<b>Birmingham</b> 124 Green Springs Highway Birmingham, AL 35209	Stephanie Sgroi-Managing Director Andrew Klingman - DSM	Main Number: 205-945-2650 CS Number: 800-846-2902	Main Fax Number: 205-945-2649 Data Entry Fax: 800-229-4888
AZ	West	CSC/Sales Office	<b>Phoenix</b> 602 South 63rd Avenue Phoenix, AZ 85043	Jeff Swiatek - MD / Mountain Daniel Durda-DSM Tabbatha Wasson - Dir. Enterprise Account Mgt	Main Number: 623-907-2410 CS Number: 888-263-3423	Main Fax Number: 623-907-5834 Data Entry Fax: 888-813-7272
CA	West	Furniture Showroom / Sales / Operations HU	<b>Irvine</b> 2855 Michelle Drive Suite 150 Irvine, CA 92606	Jerry Davison, Regional Furniture Manager	Main Number: 714-361-2460	Main Fax Number: 714-361-2459 Data Entry Fax: 888-813-7272
CA	West	CSC/Sales Office/CSC/Sales Office Furniture Showroom / Ops	<b>Los Angeles (Signal Hill, CA)</b> 3366 East Willow Street Signal Hill, Ca 90755	Chris Lupo, MD / Southern CA Sue Esplin - DSM Nellie Scoggins, CS Furniture Manager (Shared Services) Cathy Vreeland, National Design Mgr. (Shared Services)	Main Number: 562-490-1000	Main Fax Number: 562-490-9099 Data Entry Fax: 888-813-7272
CA	West	Furniture Showroom, Sales	<b>Culver City</b> 3221 Hutchison Avenue #D Los Angeles, Ca 90034	Paul Hurty - MD / Furniture	Main Number: 310-838-9909	Main Fax Number: 623-907-5834 Data Entry Fax: 888-813-7272
CA	West	Store/Sales Office/Store/Sales Office	<b>Bakersfield</b> 5600 Stockdale Highway Bakersfield, CA 93309	Joey Eyraud - MD / CA-Valley Scott Jacobsen - DSM/Fresno	Main Number: 661-631-1800	Main Fax Number: 661-631-1829
CA	West	Sales Office/Sales Office/Sales Office	<b>Burbank</b> 3500 W Olive Ave. Suite 300 Burbank, CA 91505	Chris Lupo - MD / Southern CA Kyle Boyd - DSM Bruce Jensen - DSM Darrin Cowie- CPD Manager OPEN - DSM	Main Number: 818-827-7140 CS Number: 888-263-3423	Main Fax Number: 818-557-1781 Data Entry Fax: 888-813-7272
CA	West	CSC/Sales Office/CSC/Sales Office	<b>Fremont</b> 6700 Auto Mall Parkway Fremont, CA 94538	Joey Eyraud - MD / CA-Valley Diane Cornell - DSM Jim DeMartini - DSM Jason Vesper - RSMP	Main Number: 510-497-1900 CS Number: 888-438-0816	Main Fax Number: 510-497-5200 Data Entry Fax: 888-811-7272
CA	West	Furniture Showroom / Sales / Ops Center	<b>San Ramon, CA</b> 3000 Executive Parkway Suite 175 San Ramon, CA 94583	Linda Newton, Regional Furniture Manager	Main Number: 925-867-1001	Main Fax Number: 925-867-2728 Data Entry Fax: 888-811-7272
CA	West	CSC/Sales Office/CSC/Sales Office	<b>Menlo Park</b> 1315 O'Brien Drive Menlo Park, CA 94025	Joey Eyraud - MD / CA-Valley Mike Ramseck - DSM John Banholzer	Main Number: 650-327-0918	
CA	West	Sales Office/Sales Office/Sales Office	<b>Fresno</b> 5405 E. Home Avenue Suite 109 Fresno, CA 93727	Joey Eyraud - MD / CA-Valley Scott Jacobsen - DSM	Main Number: 559-255-1711 CS Number: 888-263-3423	Main Fax Number: 559-255-6647 Data Entry Fax: 888-813-7272
CA	West	Store/Sales Office/Store/Sales Office	<b>Santa Rosa (formerly Rohnert Park)</b> 1960 Santa Rosa Avenue Santa Rosa, CA 95407	Joey Eyraud - MD / Bay Area Janet McTaggart - DSM	Main Number: 707-536-0095	Main Fax Number: 707-536-0114
CA	West	Sales Office/Sales Office/Sales Office	<b>Sacramento</b> 4720 Northgate Boulevard Sacramento, CA 95834	Joey Eyraud - MD / CA-Valley Janet McTaggart - DSM	Main Number: 916-927-0171 CS Number: 866-438-4808	Main Fax Number: 916-927-3409 Data Entry Fax: 866-438-4840
CA	West	Store/Sales Office/Store/Sales Office	<b>Modesto (formerly Stockton)</b> 2020 W. Briggsmore Ave #B Modesto, CA 95350	Joey Eyraud - MD / CA-Valley Sam Castillo - DSM Fresno	Main Number: 209-524-3000	Main Fax Number: 209-524-3090

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State	Region	CSC/ Sales Office/CSC/ Sales Office	Addresses	Managing Director (MD) / District Sales Manager (DSM)	Phone Numbers	Fax Numbers
CA	West	CSC/Sales Office/CSC/Sales Office	<b>Los Angeles (Signal Hill, CA)</b> 3366 East Willow Street Signal Hill, CA 90755	<b>Dave Trudnowski - SVP Public Sector Strategy</b> Chris Lupo - MD/ Signal Hill Paul Martorella - Public Sector Specialist Paul Hurty - MD / Furniture Belinda Houng - Director, Sales Ops Reporting & Analytics Sue Esplin - DSM Craig Peterson - DSM Suzanne Umemoto - DSM Sharalyn Sowers - DSM Melanie Calero - Regional Performance Manager John Moran - Global DSM HCBG Chris Mellgren - Director, CBS	Main Number: 562-490-1000 CS Number: 888-263-3423	Data Entry Fax: 888-813-7272
CA	West	Sales Office	<b>Rancho Cucamonga (formerly Inland Empire)</b> 9431 Haven Ave.	Chris Lupo - MD / Signal Hill	Main Number: 909-912-1934	Main Fax Number: 909-912-1934
CA	West	Store/Sales Office	<b>Modesto (formerly Stockton)</b> 2020 W. Briggsmore Ave #B Modesto, CA 95350	Brandy Eaton - DSM Joey Eyraud - MD / CA-Valley Sam Castillo - DSM Fresno	Main Number: 209-524-3000	Main Fax Number: 209-524-3090
CA	West	Furniture Brand Office	8899 University Center Dr # 120 Diego Ca 92122	Jerry Davison, Regional Furniture Manager	760-271-4221	
CA	West	Sales/ Sales Office Sales/ Sales Office	<b>San Diego</b> 6170 Cornerstone Ct., Suite 180 San Diego, CA 92121	Jon Ulrich, DSM II	Main Number:	Main Fax Number:
CO	West	Xdock/Sales Office/Xdock/Sales Office	<b>Denver</b> 4600 Havana Street Denver, CO 80239	Tim Burgett- Vice President Chad Lambert- Managing Director Jenn Heiden - DSM	Main Number: 303-375-3340 CS Number: 888-263-3423	Main Fax Number: 303-576-1231 Data Entry Fax: 888-813-7272
CT	North	TD Sales Office/ID Sales Office	<b>Trumbull</b> Tech Depot 55 Corporate Drive Trumbull, CT 06611	<b>Open - Sr. Director / New England</b> Russ Kimmel - Director Enterprise Account Mgt	Main Number: 203-615-7000	Fax Numbers 203-615-7006
FL	SE	Store/Sales Office/Store/Sales Office	<b>Jacksonville</b> 2050 Third Street South, Suite BSD Jacksonville, FL 32250	Terry Sterk - MD/North Florida Rob Loiseau - DSM	Main Number: 904-242-9886 CS Number: 800-386-0226	Main Fax Number: 904-242-9892 Data Entry Fax: 800-816-3139
FL	SE	Sales Office/Sales Office/Sales Office	<b>Orlando</b> 1707 Oriando Central Parkway Suite 100 Orlando, FL 32809	Terry Sterk - MD/North Florida	Main Number: 407-826-5500 CS Number: 800-386-0226	Main Fax Number: 407-859-2037 Data Entry Fax: 800-816-3139
FL	SE	Sales Office/Sales Office/Sales Office	<b>Boca Raton (South Florida BSD Team)</b> 6600 N. Military Trail Mailcode BSDSFLS Boca Raton, FL 33496	Terry Sterck - MD / South Florida Julia Mendez - DSM	Main Number: 561-438-4800 CS Number: 800-386-0226	Main Fax Number: 561-438-6608
FL	SE	Store/Sales Office/Store/Sales Office	<b>Tallahassee</b> 4300-1 Tennessee Street Tallahassee, FL 32034	Terry Sterck - MD/North Florida Morrie Norwood - DSM	Main Number: 850-575-0255 CS Number: 800-386-0226	Main Fax Number: 850-575-1581
FL	SE	Sales Office/Sales Office/Sales Office	<b>Tampa</b> 1907 US Hwy 301 North Suite 190-C Tampa, FL 33619	Terry Sterck - MD / South Florida Jim Olsen - DSM Armando Suarez - DSM/St. Petersburg Raul Gomez - DSM/Tampa Steve Siben - Dir Enterprise Development	Main Number: 813-621-1389 CS Number: 813-505-8184	Main Fax Number: 813-621-1245 Data Entry Fax: 813-621-3803
FL	SE	CSC/Sales Office/CSC/Sales Office	<b>Weston (Miami/Ft. Lauderdale Team)</b> 2925 West Corporate Lakes Blvd. Weston, FL 33331	Terry Sterck - MD / South Florida Linda Sykes - DSM Julia Mendez- DSM	Main Number: 954-217-2167 CS Number:	Main Fax Number: 954-217-2786 Data Entry Fax:

Office Depot Contract Sales Division Sales Directory					Attachment 1
State	Region	CSC / Sales Office / Pricing / Sales Office	Addresses	Managing Director (MD) / District Sales Manager (DSM)	Phone Numbers Fax Numbers
GA	SE	Pricing/Sales Office/Pricing/Sales Office	<b>Norcross</b> 192 Technology Parkway Suite 150 Norcross, GA 30092	<b>Jim Poliman - RVP - Southeast</b> Steve McCaffrey - Director, CPD Sales Kim Ghant - Dir. Sales & Pricing Strategy Stephanie Sgroi-Managing Director Ben Carscaddon - DSM Jason Warshaw - DSM Kevin Brix - DSM	Main Number: 678-225-8000 CS Number: 800-846-2902 Main Fax Number: (770) 449-9115 Data Entry Fax: (770) 449-9166 800-229-4888
GA	SE	Furniture Showroom / HUB	<b>Atlanta</b> 4800 Highlands Parkway Atlanta, Ga. 30082	Christopher Duerf - Director, Sales (CBS) Hamilton Hart, MD, Furniture SE	Main Number: 770-801-6047 Main Fax Number:
HI	West	Sales Office	Waipahu 941489 Moaniani St, Waipahu, HI 96797	Daniel E. Zettie, MD Hawaii / Alaska	Main Number: 808.676.3151
IL	North	Furniture Inside Furniture Support Team	<b>Itasca</b> 800 W Bryn Mawr, Itasca IL 60143	Sherry Schrank, Inside Furniture Sales, Shared Servs	Main Number: 630.438.7510 Main Fax Number:
IL	North	Furniture Showroom / HUB	<b>Lombard</b> 455 Eisenhower Lane South Lombard IL 60148	Paul Rynerson, Regional Furniture Sales Manager, Central	Main Number: 630-652-8157 Main Fax Number:
KS	West	Sales Office/Sales Office/Sales Office	<b>Overland Park (formerly Kansas City)</b> 8500 W. 110th St. Ste 350 Overland Park, KS 66210	<b>Chris McEntee - RVP West Region</b> Chad Lambert- Managing Director Casey Connor - MD-CBS Jeff Whetstone - DSM	Main Number: 913-201-4832 CS Number: 888-263-3423 Main Fax Number: 913-327-5486 Data Entry Fax: 888-813-7272
LA	SE	Store/Sales Office/Store/Sales Office	<b>Metairie (formerly New Orleans)</b> 6851 Veterans Memorial Blvd. Metairie, LA 70087	Tim Jackson, Managing Director Peter Davis, DSM Lea Kearns, DSM Bill Rigby, Director-Enterprise Development	Main Number: 504-342-1062 CS Number: 888-263-3423 Data Entry Fax: 888-813-7272
MA	North	Sales Office/Sales Office/Sales Office	<b>Marlborough (formerly Boston)</b> 313 Boston Post Road West Suite 250 Marlborough, MA 01752	Steve Cimillica - Enterprise Managing Dir Brett Bouvier - DSM Bill Rigby, Director-Enterprise Development	Main Number: 508-485-5515 Data Entry Fax: 800-758-4927 Main Fax Number: 410-381-2214
MD	SE	Sales Office/Sales Office/Sales Office	<b>Baltimore (formerly Columbia)</b> 6304 Woodside Court Columbia, MD 21046	Brad Shaw - Managing Director Dan Lindner - DSM Dennis Beale - Director, Federal Govt Sales Joseph Schmidt-Director-Federal Govt Sales	Main Number: 410-381-2214 Data Entry Fax: 800-578-9675 Fed Govt CS Fax: 800-973-3376 Main Fax Number: 800-824-9944
MI	North	Store/Sales Office/Store/Sales Office	<b>Northville (formerly Detroit)</b> 17335 Haggerty Road Northville, MI 48168	Kevin Wierenga - Managing Dir. /Ohio Valley/Michigan Brian Sheehan - DSM Nadine Brocci - DSM	Main Number: 248-277-4042 CS Number: 888-263-3423 Main Fax Number: 800-582-5254
MN	West	CSC/Sales Office/CSC/Sales Office	<b>Plymouth</b> 1105 Xenium Lane North Suite 100 Plymouth, MN 55441	Chad Lambert-MD Kaaren Burgwald - DSM	Main Number: 763-513-4017 Data Entry Fax: 888-813-7272
NC	SE	Store/Sales Office/Store/Sales Office	<b>Charlotte</b> 8658 J.W. Clay Blvd Charlotte, NC 28262	Stephanie Sgroi-Managing Director Charell McLean - DSM Hardy Meyer-DSM Chuck Phillips-DSM Billy Grimmert - Director, Public Sales	Main Number: 704-547-8988 Data Entry Fax: 800-997-8501 Main Fax Number: 800-998-4903
NE	West	Store/Sales Office/Store/Sales Office	<b>Omaha</b> 2809 South 125th Avenue Suite 390 & 395 Omaha, NE 68144	Chad Lambert-MD Ken Bruntz - DSM	Main Number: 402-926-2895 Data Entry Fax: 888-813-7272
NJ	North	Sales Office/Sales Office/Sales Office	<b>Clifton</b> 4 Brighton Road, Suite 400 Clifton, NJ 07012	Steve Cimillica - Director Enterprise Account Mgmt Jody Preihs - DSM Greg Burr - DSM Carol Stewart - DSM	Main Number: 973-777-4553 Data Entry Fax: 888-813-7272

Office Depot Contract Sales Division Sales Directory					Company Profile	
State	Region	CSC/ Sales Offices/CSC/ Sales Office	Addresses	Managing Director (MD) / District Sales Manager (DSM)	Phone Numbers	Fax Numbers
NM	Central	Store/Sales Office/Store/Sales Office	<b>Albuquerque</b> 1409 Renaissance Blvd. NE Albuquerque, NM 87101	Jeff Swiatek - MD / Mountain Daniel Durda-DSM	Main Number: 505-345-5946 CS Number: 888-263-3423	Main Fax Number: 505-344-2929 Data Entry Fax: 888-813-7272
NV	West	Store/Sales Office/Store/Sales Office	<b>Las Vegas</b> 3630 W. Sahara Ave Las Vegas, NV 89102	Jeff Swiatek - MD / Mountain Date Redden - DSM	Main Number: 702-257-0248 CS Number: N/A	Main Fax Number: 702-257-0248 Data Entry Fax: N/A
NV	West	Store/Sales Office/Store/Sales Office	<b>Reno</b> 2990 Northtowne Lane Reno, NV 89512	Jeff Swiatek - MD / Mountain Date Redden - DSM	Main Number: 775-674-4300 CS Number: N/A	Main Fax Number: 775-674-4454
NY	North	Sales Office/Sales Office/Sales Office	<b>New York</b> 1250 Broadway New York, NY 10001	Brian Bromovage- MD / New York/ New England Vince Veiga - DSM Greg Burd - DSM Deb Pedone - DSM Donald Poster - RSMD CPD Michael Irlizarry - DSM	Main Number: 212-330-6480 CS Number: 888-263-3423	Main Fax Number: 212-947-7232 Data Entry Fax: 800-758-4927
NY	North	Furniture Branch Office	<b>New York</b> 370 Lexington Ave. New York, NY 10017	Makr Moelenkamp, MD Furniture NE	Main Number: 410.725.1597	Main Fax Number:
NY	North	Sales Office/Sales Office/Sales Office	<b>Rochester</b> 160 Allen Creek Rd., #232 Rochester, NY 14618	Brian Bromovage - MD Al Schum - DSM	Main Number: 585-424-1500 CS Number: 888-263-3423	Main Fax Number: 585-950-1030 Data Entry Fax: 585-350-1030
OH	North	CSC/Sales Office/CSC/Sales Office	<b>Hamilton (formerly Cincinnati)</b> 4700 Muhlhouser Road Hamilton, OH 45011	Jeff Frazier - M D / Ohio Valley Region OPEN - DSM Bryan Heeb - DSM Dennis Moriarty - DSM	Main Number: 888-294-1187 CS Number: 800-543-0270	Main Fax Number: 513-881-7275 Data Entry Fax: 800-449-5206
OH	North	Sales Office/Sales Office/Sales Office	<b>Valley View</b> 9680 Sweet Valley Drive, Suite B Valley View, OH 44125	Jeff Frazier - M D / Ohio Valley Region Dennis Moriarty - DSM	Main Number: 216-986-0856 CS Number:	Main Fax Number: 216-986-0804 Data Entry Fax:
OH	North	Furniture Branch Office	<b>Cleveland</b> 28521 Lincoln Road   Cleveland, Ohio 44140	Mark Goldsberry, MD, Furniture, Central	Main Number: 630-439-4259	Main Fax Number:
OR	West	Furniture Branch Office	<b>Portland</b> 3621 NW Yeon Avenue Portland, OR 97210	Brad Warren, Regional Sales Manager, Furniture NW	Main Number: 503-227-9727	Main Fax Number:
PA	NE	Furniture Branch Office	<b>Philadelphia,</b> 3001 Forest Road Brisol, PA 19007	Steve Smith, Regional Sales Manager, Furniture NE	Main Number: 215-826-2144	Main Fax Number:
PA	NE	Furniture Showroom Furniture Showroom	<b>Pittsburgh</b> 250 W. Kensingr Dr. Cranberry 16066	Steve Smith, Regional Sales Manager, Furniture NE	Main Number:	Main Fax Number:
PA	North	Sales Office/Sales Office/Sales Office	<b>Moon Township (formerly Pittsburgh)</b> 200 Corporate Center Drive Suite 300 Moon Township, PA 15108	Jeff Frazier - Managing Dir./ Ohio Valley Michael Malone - DSM Dave McGinnis-NAM Furniture, Public Sector Valerie Borkowski- DSMP Robert Spock- Sales Director, Promo	Main Number: 877-353-9100 CS Number: 877-353-9100	Main Fax Number: 877-353-9211 Data Entry Fax: 877-755-3647
TX	Central	ISO Office/ISO Office/ISO Office/ISO Office	<b>Austin (Inside Sales Team)</b> 9501 Amberglenn Blvd. Suite 200 Austin, TX 78729	<b>Chris Edler - VP Inside Sales</b> Bill Cross - Dir of Sales Planning & Support Joel Coombs - Dir of Inside Sales Michael Crawford - Dir of Inside Sales Peter Grady - Dir of Inside Sales Jeff Carter - DSM-Field Sales	Main Number: 512-651-6200	Main Fax Number: 512-996-8742
TX	Central	Store/Sales Office/Store/Sales Office	<b>Brownsville</b> 515 E. Morrison Road Brownsville, TX 78526	Michael McDonnell - Managing Director- Texas Jeff Carter DSM - Field Sales	Main Number: 888-438-8998 CS Number: 888-263-3423	Main Fax Number: 512-506-9417 Data Entry Fax: 888-813-7272
TX	Central	Store/Sales Office/Store/Sales Office	<b>El Paso</b> 1313 George Deiter Drive #B El Paso, TX 79936	Michael McDonnell - Managing Director- Texas Rob Thompson - DSM	Main Number: 915-594-4051 CS Number: 888-263-3423	Main Fax Number: 915-594-9947 Data Entry Fax: 888-813-7272

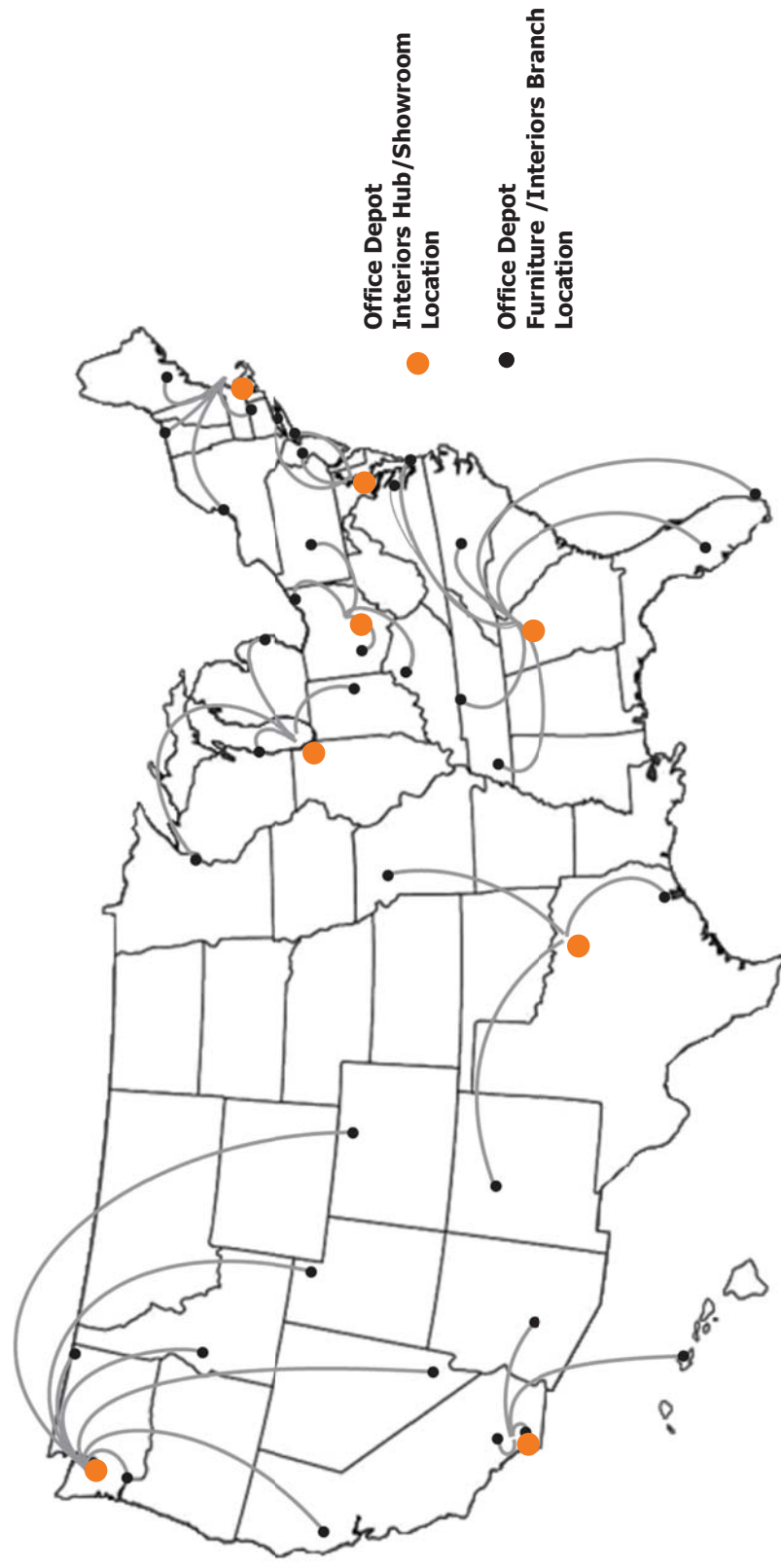
Office Depot Contract Sales Division Sales Directory				Company Profile		
State	Region	CSC/ Sales Office/CSC/ Sales Office	Addresses	Managing Director (MD) / District Sales Manager (DSM)	Phone Numbers	Fax Numbers
TX	Central	Sales Office/Sales Office/Sales Office	<b>Fort Worth (Dallas BSD Sales)</b> 14600 Trinity Boulevard Suite 300 Fort Worth, TX 76155	Alton Campbell - Managing Director Jeff House- DSM Mike Mayes - Global DSM HCBG Vicki Dumont - Dir of Contract Compliance Chad Holt - Dir Enterprise Bus Dev Dave Wetzel - Dir. Public Sector Cooperatives Michael Crossley - DSM Rob Thompson - DSM Steve Babineaux - Dir Enterprise Development Jay Johnson- Regional Perf Mgr. Kyle Gregory - DSM Laura Hammer - Sr. Mgr. Implementation	Main Number: 888-438-8998 Data Entry Fax 888-813-7272	Main Fax Number: 888-438-8990 Data Entry Fax 888-813-7272
TX	Central	CSC/Sales Office/CSC/Sales Office	<b>Houston</b> 6225 West by N.W. Boulevard Houston, TX 77040	Michael McDonnell - Managing Director- South Texas Jeff Hilton - DSM Glen Kromar - DSM Chris Green, RSM Furniture, Inside Sales, Programs	Main Number: 800-668-3833 713-996-3200 CS Number: 888-813-7272	Main Fax Number: 713-996-3838 Data Entry Fax: 888-813-7272
TX	Central	Furniture Branch Office	Dallas 3502 Regency Crest, Garland, TX	Beth Moehr, Regional Sales Manager, Furniture	Main Number: 972-804-4808	Main Fax Number
TX	Central	Furniture Showroom / HUB	<b>Houston</b> 1990 Post Oak Blvd Suite 100 Houston Tx 77056	Beth Moehr, Regional Sales Manager, Furniture	Main Number: 713.840.0277 X228	Main Fax Number:
VA	SE	Furniture Branch Office	<b>7670 Villa Park Drive Suite 700 Richmond</b> Richmond, VA 23228	Robinson, Brooke, Major Acct Mgr	Main Number: 804.515.5020	Main Fax Number:
UT	West	Store/Sales Office/Store/Sales Office	<b>Salt Lake City</b> 281 W 2100 S Salt Lake City, UT 84115	Beth Gray- MD / Seattle Kyle Brown - DSM	Main Number: 1-800-736-7384 CS Number: 888-438-0816	Main Fax Number: 1-800-485-1934 Data Entry Fax: 800-996-0836
VA	NE	Store/Sales Office/Store/Sales Office	5957 East Virginia Beach Blvd. Norfolk, VA 23502	Jon "Brad" Raisor - DSM	757-455-5889 CS Number: 888-263-3423	757-455-4667
WA	West	CSC/Sales Office/CSC/Sales Office	<b>Kent</b> 6805 So. 217th Street Kent, WA 98032	Beth Gray - MD / Seattle Ben Craighead - DSM Stewart Christensen - DSM Matt Scheer - DSM (CPD) Travis Hadley - DSM Terry Conway - DSM	Main Number: 253-872-1700 800-597-3181 CS Number: 888-438-0102	Main Fax Number 253-872-5640 Data Entry Fax: 888-811-7272
WA	West	Furniture Showroom / HUB	<b>Seattle</b> 1415 Western Ave, Suite 600, Seattle, WA 98101	Erica McFayden, MD, Furniture, West	Main Number: 206.304.7238	Main Fax Number

Office Depot Contract Sales Division Sales Directory						
State	Region	CSC/ Sales OfficeCSC/ Sales Office	Addresses	Managing Director (MD) / District Sales Manager (DSM)	Phone Numbers	Fax Numbers

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# Gain Consistency Nationwide

- Local and regional sales and service support
- Preferred installer network
- Shared systems



# Gain Consistency Nationwide

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## Installation Vendor Questionnaire

### GENERAL INFO

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- 1) **Provide general company history**
- 2) **Certificate of insurance**  
*provide a sample copy identifying standard coverage provided*
- 3) **Cost associated with certificate of insurance**  
*identify additional costs for acquiring C of I's for each project awarded*  
\_\_\_\_\_
- 4) **Identify list of benefits / advantages to use of your company**  
*i.e. minority status, office locations, etc.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5) **Provide list of holidays and # of days observed for each throughout year**  
*i.e. Thanksgiving, 2 days*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) **Warehouse / office inspection**  
*will schedule site visit to:*  
inspect warehouse / storage space  
organization of storage  
witness client product receipt or pull
- 7) **Provide list of three references**
  - #1** Company name \_\_\_\_\_  
Company address \_\_\_\_\_  
  
Contact name \_\_\_\_\_  
Phone number \_\_\_\_\_
  - #2** Company name \_\_\_\_\_  
Company address \_\_\_\_\_  
  
Contact name \_\_\_\_\_  
Phone number \_\_\_\_\_
  - #3** Company name \_\_\_\_\_  
Company address \_\_\_\_\_  
  
Contact name \_\_\_\_\_  
Phone number \_\_\_\_\_

**LABOR / INSTALL INFO**

---

8) **Hourly rates**

regular time \_\_\_\_\_  
overtime \_\_\_\_\_

9) **Sunday's billed at:**

overtime \_\_\_\_\_  
double-time \_\_\_\_\_

10) **List of equipment inventory**

*i.e. 100 flat dollies, 20 panel carts*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11) **# of permanent employees**

\_\_\_\_\_

12) **Use of contract employees**

*Is not prohibited but all third party companies being used will need to be disclosed to Office Depot*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13) **Communication access to installation leads**

radios \_\_\_\_\_  
cell phones \_\_\_\_\_

14) **Communication access to Ops or Installation Manager (req'd for after hours projects)**

*actual phone numbers can be provided at a later time*

radios \_\_\_\_\_  
cell phones \_\_\_\_\_  
home #'s \_\_\_\_\_

15) **Identify other services offered:**

Moves \_\_\_\_\_  
Reupholstery \_\_\_\_\_  
Wood refinishing \_\_\_\_\_  
Refurb product \_\_\_\_\_  
Steam Cleaning \_\_\_\_\_  
Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16) **List of various systems or casegood lines experienced with installing**

*(understood that this is not all inclusive)*

HON	_____	Artopex	_____
Teknion	_____	National	_____
Steelcase	_____	Global	_____
Haworth	_____	OFS	_____
Herman Miller	_____	Others:	_____
Nvision	_____		_____
Maxon	_____		_____

**WAREHOUSE / RECEIVING INFO**

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- 17) **Warehouse / storage costs**  
*identify any that apply*  
per pallet \_\_\_\_\_  
per square foot \_\_\_\_\_  
per bay \_\_\_\_\_  
pallet positions per bay \_\_\_\_\_
- 18) **# of days new product can sit in warehouse without incurring storage fees**  
\_\_\_\_\_
- 19) **Storage inventory reports provided for client product**  
Flat fee \_\_\_\_\_  
Hourly \_\_\_\_\_

**VEHICLE INFO**

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- 20) **Minimum trip charges**  
Flat fee \_\_\_\_\_  
# of hours \_\_\_\_\_
- 21) **Identify type and number of vehicles**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 22) **Ability to lease or rent additional vehicles / equipment as needed**  
Yes \_\_\_\_\_  
No \_\_\_\_\_
- 23) **Identify additional mileage charges for hourly service outside of your normal coverage area**  
\_\_\_\_\_

**END OF QUESTIONNAIRE**

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Customers Name _____	Date: _____
Address _____	City _____ State _____ Zip _____
OD Contact _____	E-Mail Address _____
Phone Number _____	Fax Number _____

Approx. number of stations _____	Private Offices _____	Conference Rooms _____
List any Misc. areas / items _____		
Vendor(s) _____		
Casegood product is: <input type="checkbox"/> KD <input type="checkbox"/> Assembled		
Drawings attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawings by: <input type="checkbox"/> Design <input type="checkbox"/> Sales <input type="checkbox"/> Customer	
Specs attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	All product to be delivered at one time: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery hours: <input type="checkbox"/> Reg. <input type="checkbox"/> Eve. <input type="checkbox"/> Wknd	Installation hours: <input type="checkbox"/> Reg. <input type="checkbox"/> Eve. <input type="checkbox"/> Wknd	
Union labor required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is project phased: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of phases _____	Staging area available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Install on what floor(s): _____	<input type="checkbox"/> New construction	<input type="checkbox"/> T.I. Construction <input type="checkbox"/> Existing
Loading dock available for delivery: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parking available for bobtail / tractor trailer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Elevator: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Public <input type="checkbox"/> Freight	Stair carry up: <input type="checkbox"/> Yes <input type="checkbox"/> No	Flights _____ Width _____
Protection required for: <input type="checkbox"/> Floor <input type="checkbox"/> Walls <input type="checkbox"/> Elevator		
Will the installation and immediate area be free from existing furniture, equipment, etc.: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the installation and immediate area be free from other construction trades: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Construction of walls if wall mounting is applicable: _____		
Customer only tenant in the building: <input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of insurance required: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Product shipping destination: <input type="checkbox"/> Job site <input type="checkbox"/> Installer's whse	
Power application: <input type="checkbox"/> Base Feeds <input type="checkbox"/> Power Poles	Ceiling height _____
Parking restrictions _____	
Special equipment required _____	
Trash removal: <input type="checkbox"/> Haul away <input type="checkbox"/> Dumpster required <input type="checkbox"/> Dumpster on site	
Safety Equipment Requirements _____	

**Provide a point by point detailed list of the scope of work to be performed including existing product, times, dates, and all special instruction to be communicated to the installation company.**

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## Office Depot 90 Day Furniture Marketing Plan – Attachment #5

**Stage 1** is defined as the first two weeks of the twelve week marketing plan

Region 4/TCPN Marketing Launch Proposal	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12
<b>Stage 1</b>												
Create and distribute a co-branded press release to appropriate publications												
Create DemoFlick video to announce TCPN Contract- speed to market as well as visually interesting. Pre-login content as well Video may be able to be E-mailed. If the file is small enough												
Develop high impact sales presentation												
Deliver video message from Senior Level Executive at Office Depot's existing cooperative customer base and entire sales force. This will be included in an e-mail blast to communicate the benefits of the new partnership and to highlight the reasons customers should convert their contracts to the TCPN platform												
Complete in depth training sessions via web-ex conferences for entire sales organization (sessions will include executive participation)												
Develop an Office Depot internal SharePoint site that provides a comprehensive overview of the Region 4/TCPN program												
Focus on FirstPlace instead of SharePoint. More relevant and easier to utilize. Reps can have a medium for questions.												
Implement a face to face customer outreach program by all 700+ Office Depot associates who call on public sector customers												
Official announcement, contract details, and contact information will be published on Office Depot's public website												

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**Stage 2** is defined as weeks three and four of the twelve week marketing plan.

<b>Region 4/TCPN Marketing Launch Proposal</b>	<b>Wk 1</b>	<b>Wk 2</b>	<b>Wk 3</b>	<b>Wk 4</b>	<b>Wk 5</b>	<b>Wk 6</b>	<b>Wk 7</b>	<b>Wk 8</b>	<b>Wk 9</b>	<b>Wk 10</b>	<b>Wk 11</b>	<b>Wk 12</b>
<b>Stage 2</b>												
Involve TCPN staff in follow-up conference calls (focus will be on key Regional Sales Directors public sector markets)												
Joint Office Depot and TCPN staff in follow-up conference calls wit focus on key Regional Sales Directors public sector markets												
Direct mail campaign to key customers announcing the benefits of the TCPN/Office Depot partnership, while encouraging customers to join TCPN – including direct mailing of 43,000 Co-Branded Furniture Catalogs with Education Furniture Inserts												
Continue customer outreach program to ensure customers understand the importance of moving their business to the new program												
Ensure premier Office Depot vendors are fully aware of the new contract and seek their involvement in helping support and market the program												
Office Depot's web designers and IT department will post the official announcement, contract details, and contact information will be published on a newly created page as part of Office Depot's public website, www.officedepot.com												
Message from executive leadership to reiterate the importance of the Region 4/TCPN partnership												
Implement bulletin board message on all existing cooperative customers reinforcing program benefits												
Partner with TCPN staff to introduce Office Depot regional Interiors Sales Managers to key existing TCPN customers												

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**Stage 3** is defined as weeks five through eight of the twelve week marketing plan.

Region 4/TCPN Marketing Launch Proposal	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12
<b>Stage 3</b>												
Co-branded marketing piece w ill be placed in additional publications												
Message from executive leadership to reiterate the importance of the Region 4/TCPN partnership												
Implement bulletin board message on all existing cooperative customers reinforcing program benefits												
Partner w ith TCPN staff to introduce Office Depot regional team to key existing TCPN customers												
Distribute w elcome kits to further communicate value and program benefits												
Train and launch Office Depot Inside Sales managers w ith aggressive nationw ide call strategy designed to let the public sector agencies know the benefits of the TCPN program												
Develop customer testimonials and case studies that highlight the strengths of the partnership w ith TCPN and Office Depot												
Secure ad space for co-branded ads(example publications include GovPro, OPI, NIGP, New sletter, University Business Daily, School Business Affairs, District Administrator and regional publications)												
Co-branded capabilities brochure and collateral distribution strategy												
E-mail marketing broadcasts												
Launch green and sustainability solutions and reporting tools												
2013 Strategic Plan Development												

**Stage 4** is defined as the final four weeks of the twelve week marketing plan.

Region 4/TCPN Marketing Launch Proposal	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12
<b>Stage 4</b>												
Develop customer testimonials and case studies that highlight the strengths of the partnership w ith TCPN and Office Depot												
Launch co-branded copy and print campaign												
Implement co-branded sampling promotional program - can TCPN do sample mailings?												
Launch state 2 public relations campaign												
Develop vendor strategies, promotions and speical offers												

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California State University // Case Study

# Managing Workplace Requirements

Turn-key workspace solution delivers significant savings and efficiencies

## Case Study Snapshot

### Workplace Challenge:

Budget for university's comprehensive new student facility, Phase III, was under heavy scrutiny, due to the struggling economy and cuts in funding.

Pressure was building to turn its student housing vision into a more affordable reality.

### Workplace Solution:

> A turn-key workplace solution that replaced current furniture specifications with "like" products that kept the overall design intent intact but saved money.

### Workplace Results:

- > Saved university over \$600,000.
- > Streamlined the procurement process – one purchase order versus 20+
- > Reduced time and resources required by campus administration to manage project.



## Business Challenge

California State University (calstate.edu) is the nation's largest public university system, with 23 campuses and eight off-campus centers stretching from Humboldt in the north to San Diego in the south. Its California State University, Fullerton (CSUF) campus serves over 36,000 students from 80 nations, and provides residence hall and apartment style living that is safe, clean and very convenient.

In 2011, CSUF was scheduled to open a new student facility, Phase III, to coincide with the start of the school semester. The project – which included five buildings (five floors each), a large conference center and a high-end dining facility – involved orchestrating the purchase and delivery of furniture from more than 20 different manufacturers of dorm room furniture, lounge, cafeteria, gaming tables and administrative workstations. Due to the struggling economy and cuts in funding through the school system, the \$3.98 million project budget was under heavy scrutiny. Pressure was building to reduce costs to bring the project back to an acceptable range.

### Workplace Solution

It was clear that CSUF needed help bringing the project back under control. A logical partner was OfficeMax Workplace<sup>SM</sup>, which had enjoyed a seven-year relationship with CSUF for furniture. The OfficeMax Workplace Interiors team was confident that its full range of turn-key workplace redesign and installation services could help the university get the project back on track.

## California State University // Case Study

The turn-key workplace solution encompassed the following facilities:

- > Dorm rooms (1,109 beds)
- > Conference Center – tables and seating in the 10,000 sq. ft. space
- > Dining Hall – tables and chairs for each of five 200-student facilities
- > Active and passive living rooms on each floor of each building – with various lounge pieces and gaming tables; pool table and ping pong tables
- > Administrative space – with workstations, conference room, mail room and private offices

Knowing that staying organized is half the battle when creating or re-creating a space, OfficeMax Workplace<sup>SM</sup> | Interiors assembled a team around the project, set milestones and communicated often to meet the customer expected timelines. After analyzing the university's current furniture specifications, the team recommended "like" products that would keep the overall design intent intact but save money. These new product substitutions/ selections needed to be made quickly, as the start of the semester was fast approaching.

"The OfficeMax Workplace team was with us every step of the way," described Hector Muniz, Buyer for the Contracts and Procurement Department at CSUF. "Its turn-key solution, coupled with just one point of contact, was a significant time- and money-saver for the university."

### Workplace Results

Thanks to the buying power of a \$9 billion company like OfficeMax Workplace, CSUF was able to save over \$600,000 and "go live" with the new student housing project in time for the start of the semester.

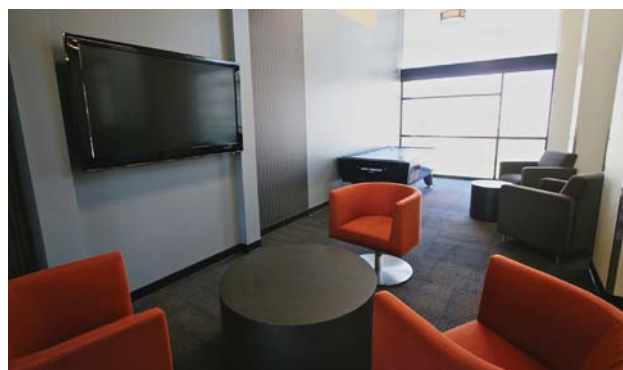
The OfficeMax Workplace solution helped streamline the procurement process – requiring only one purchase order rather than 20+ different ones to 20+ manufacturers,

and reduced the time and resources required by campus administration to manage the project.

"OfficeMax Workplace | Interiors has the insight and expertise to make university spaces as stylish as they are functional and cost-effective," concluded Dino Garbarino, Account Executive for OfficeMax Workplace | Interiors. "We were very pleased to partner with CSUF to turn its student housing vision into a more affordable reality, and look forward to exploring the workspace needs of its sister colleges."



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## APPENDIX I:

### EVALUATION QUESTIONNAIRE SELF-CHECKLIST

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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APPENDIX I:

EVALUATION QUESTIONNAIRE / SELF CHECKLIST

**Products/Pricing (40 Points)**

1. Are all products and services being proposed listed under APPENDIX B on a corresponding electronic device? (Price lists listing specific products satisfy this requirement)  
 X  Yes    \_\_\_ No
  
2. Is there a price list for all available products/services on a corresponding electronic device?  
 X  Yes    \_\_\_ No
  
3. Did you provide the warranty information that is offered by your company?  
 X  Yes    \_\_\_ No
  
4. Will customers be able to verify they received the contract price?  
 X  Yes    \_\_\_ No

Please explain how they would verify the contract price.

This proposal includes our full breadth of furniture product categories and turn-key solutions as outlined in the scope of the RFP. Pricing for our Office Depot catalog furniture assortment items will be reflected at the time of order entry on our private contract website, business.officedepot.com. Our invoicing capabilities allow for full pricing detail to further provide price verification.

Special Order (non-stocked) furniture orders will require the TCPN contract number to process, and to obtain the correct (additional) manufacturers' discounting. All orders are price verified by furniture order management at time of order, and again at order acknowledgement to ensure the correct TCPN contract price. Our invoicing statements provide line item detail of pricing and discount percentage.

Our furniture order management software is a closed loop system providing electronic manufacturer pricers, specifications and quotations, through ordering and invoicing. They are on the same platform and tracked by a single order identification number-providing Agencies consistency throughout the process.

Office Depot also has an industry leading contract compliance department, which is not a part of our sales organization. Office Depot made a significant investment in creating an organization, dedicated to ensuring accurate customer pricing, timely maintenance of customer pricing, and protecting the integrity of our agreements with our customers. To carry out those important responsibilities, we developed an on-line document management system which calendarizes the significant milestones of our legal agreements. This provides us with visibility to those commitments that are time sensitive. In addition to our system enhancements, our team of Compliance Managers is responsible for establishing a consistent schedule of inspection ensuring that TCPN Participating Agencies end users are receiving the service and pricing that Office Depot has committed to provide.

5. What payment methods do you accept?
- A. Check
  - B. Credit or Procurement Card (VISA, MasterCard, Discover, AMEX)
  - C. EFT
  - D. EDI

Office Depot offers Net 30 days payment terms. We will work with each customer to accept the payment methods that are mutually agreed and acceptable to that customer.

**Performance Capability (30 Points)**

1. Did you indicate which states you can deliver to under APPENDIX E, Question 1?  
 X  Yes    \_\_\_ No

2. What is the capability of your company to respond to emergency orders?

Please explain what actions you would take.

1. With our Just In Time Next Business Day delivery to most TCPN Participating Agencies emergency orders are less frequent. Office Depot offers multiple options to TCPN Participating Agencies, depending on their specific ship to locations.
- a. We have approximately 1,100 USA Office Depot Retail Stores where customers can pick most emergency items when there is a store near them. The Stores will increase to approximately 1,600 in the future when we complete the integration of the OfficeMax Stores into our IT system so we can offer the same promise of the lower of contract or store price to any authorized buyer using a pre-registered purchase card or an Office Depot Store Purchase Card.
  - b. TCPN Participating Agencies' ship to locations within approximately 30 miles of one of our delivery centers may be able to obtain expedited delivery of in-stock furniture items called into our toll free ordering number before noon local time on a business day. This will be verified on a location basis. Order by 5:00 p.m. local time via phone/online or by 3:00 p.m. local time by fax and your stocked furniture order items will be delivered within 3 business days between 8:30 a.m. and 5:00 p.m. local time, Monday through Friday, within our local delivery areas.
  - c. HOT Rush (same-day) orders placement are available for noncode (customized) and quick-ship furniture items to expedite the order placement process and meet agencies critical dates. Office Depot is proposing a number of quick-ship programs, in addition to our stock furniture program.
  - d. Over 200 unique Stocked Furniture and Private Brand items in Office Depot Distribution Centers, including Classroom furniture, the majority of items are available for 1-3 day delivery in the lower 48 states.
  - e. Loaner and Rental Furniture, as needed.

3. Please provide your company's average fill rate over the last three fiscal years.

- 1) 99.43% YTD
  - 2) 99.52% 2013
  - 3) 99.38% 2012
- Stock Furniture Only

Please note that these are nationwide performance averages for the years indicated.

4. Please provide your company's average on time delivery rate over the last fiscal year. 99.47%  
YTD nationwide average. Stock Furniture Only

5. Does your company agree to the statements on shipping charges " All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing."?  Yes  No

If not please explain

6. What is your company's return and restocking policy?

Are there any applicable fees?

**Your complete satisfaction is our primary concern.**

At Office Depot, we want to be sure that every purchase is the right one for you. If you are dissatisfied with your stocked (coded) furniture purchase for any reason, you may return most furniture in their original packaging within 14 days of purchase for a replacement or full refund.

To place a return online, click on the Order Number under Order Tracking. Click on the Begin Return link on the Order Detail page to start the return process. For further assistance in processing your return online, or if the order does not have a Begin Return link, please contact the Technical Support Desk at **800-269-6888**.

\*Please Note: Only one return per order may be processed online. If an additional return is required please contact Customer Service at **888-263-3423**.

Special Order Furniture (noncode) Products may not be returned or exchanged, this includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER. If the item is defective or incorrect material is delivered, Office Depot will work with the purchasing agency to resolve, repair, or replace the item.

Please provide a brief description and example.

### **Returns**

Office Depot's strength lies in our flexibility, and we are committed to providing you with a flexible program and procedure for returned or damaged goods. Returns are handled in a fashion that is unique to our industry. Credit pickups are keyed into our system in the same manner as original orders are placed. A pickup ticket will be printed in our distribution center and the return will be picked up within 5 business days. Credit/returns are tracked through our system, and reports are generated daily. Most products (see below for specifics) can be returned for credit within 30 days of the purchase date for any reason, if the product is in sellable condition and in the original manufacturer's container. Credits are made to the account originally invoiced within 2 to 5 business days after return of product to Office Depot's facility.

### **Policy**

For returns, please contact your Customer Service Representative or initiate the return online.

Your Original Receipt is required for all store returns or exchanges of furniture. Furniture may be returned or exchanged within 14 days of purchase with Original Receipt, in original packaging and with UPC code intact. If product box is opened, we will offer an exchange only.

Special Order (noncode) product is inspected at time of delivery at the ship to location. If an item is defective or incorrect material is delivered, the issue is noted on our delivery paperwork, and an Office Depot's furniture representative will contact (within 24 hours), and work with the purchasing agency to resolve, repair, or replace the item, and may provide a temporary solution while a permanent resolution is attained.

### **Online Returns**

Office Depot has a feature on our web site allowing our customers the ease of processing online return requests. Online return requests may be created by following these steps:

- Click on order tracking towards the top of screen
- Then click on the order number you need to place a return on
- On the order detail page you click on submit return
- Then select the item or items you want to return and hit continue
- Last review the information for the return and hit submit return at which point you will get a confirmation number for the return

### **Telephone Returns Process**

Step # 1: Call Our Customer Service Department

- Please provide your Customer Service representative with all the pertinent information.
- Be sure to include your invoice number and SKU number of the product being returned/credited.

Step # 2: Give A Brief Description Of The Reason For The Return/Credit

- Product is damaged/defective
- Delivery related
- Original order incorrect
- Customer request

7. What is your company's history of meeting shipping and delivery timelines?

As indicated in our response to Question 4. Above, we have achieved a 99.47% nationwide on time delivery rate in 2014 year to date. This means we have met or exceeded our promised delivery on more than 994 out of 1,000 opportunities. We are always seeking to improve; however, this is a very favorable success rate.

8. Will your company be able to meet the one year warranty guarantee as stated on page 16 under pricing?

Yes     No

If not, please explain.

9. Did you provide your company's information regarding your customer service department as per APPENDIX F, Question 15?

Yes     No

10. What is your company's current invoicing process?

Office Depot can provide you a complete Individual Invoice and Consolidated Billing program on a local, regional or national level. There are multiple fields that can be customized to accommodate the specific terminology of your order process. Your account can be implemented to require and/or validate specific account information at the time of placing your order. There are different options available depending on whether the billing is in paper or electronic format.

**Invoice Billing**

An invoice is generated for each order placed by your end user. Your invoice can be sent either in daily or weekly intervals directly to the primary address or indirectly to the "Ship To" location(s). Also, any of the "Header Titles" that are listed under the optional information section can be renamed as necessary. This can be done by paper or electronic format.

**Standard information on all invoices:**

- Account Number
- Account Manager
- Order Number
- Order Date
- Ship Date

**Optional information that can be added to the invoice:**

- "Ship To" ID
- Department Name/Number
- PO Number
- Release Number
- Desk Top Location

**Media Types Available For Invoice Billing:**

- Paper
- EDI

**Consolidated Billing**

A consolidated or summary bill is generated for all orders reconciled within a given time period. Your consolidated bill can be sent weekly, semi-monthly or in monthly intervals directly to the primary address or indirectly to the “Ship To” location(s) by paper or directly to the primary address electronically. Summary bills can be sorted, totaled or have page breaks with any of our header options. Also, any of the header titles can be renamed as necessary.

**Header Options:**

- Ship To ID
- Department Name or Number
- PO Number
- Release Number
- Desk Top Location

**Consolidated Bill Options:**

- Detailed Consolidated Bill – This bill shows all detail and total for all orders reconciled in a certain billing period
- Non-Detailed Consolidated Bill – This bill shows only the order number and total for all orders reconciled in a certain billing period
- One Line Consolidated Bill – This bill will only show the number of orders reconciled in a certain billing period

**Media Types Available For Summary Billing:**

- Paper
- Electronic (Email, FTP, Diskette)

11. Did you indicate how your company will implement the contract as per APPENDIX F, Question 20?  
 X  Yes    \_\_\_ No
12. Did you provide your Dun & Bradstreet number?  
 X  Yes    \_\_\_ No
13. Did you provide information on your website and on-line ordering capacities as per APPENDIX F, Question 14?  
 X  Yes    \_\_\_ No

**Qualification and Experience (20 points)**

1. What is your company’s reputation in the marketplace?

We believe that one reflection of a company’s reputation in the marketplace is its ability to retain customers over many contract terms. Office Depot has an enviable retention rate for our larger customers (and TCPN and its Participating Agencies are among our largest) of well over 95% even in this highly competitive economic situation. Customers understand that the very lowest price

sometimes come at considerable expense in service and support. Office Depot provides the total package equating a highly competitive Total Cost of Ownership.

2. What is the reputation of your products and/or services in the marketplace?

Office Depot does not manufacture the products we sell although we do determine the specifications for our Private Brand products and accept the responsibility for the quality and performance of those products. Office Depot Private Brand Products are 100% satisfaction guaranteed to meet or exceed the appropriate National Brand equivalent's specifications, performance, quality, yield and suitability for use while saving the customer money. Our Private Brand Products are accepted by most customers as directly interchangeable with the National Brand equivalent.

Office Depot, as a value added supplier, has earned the reputation of being highly reliable, enabling customers to plan on receiving the orders as promised and packaged properly to ensure safe delivery and storage. Our services, including our Sales Representatives fanatical approach to providing proactive consulting support to their customers, has earned us the reputation as the most capable supplier in our industry helping our customers achieve their goals. Our comprehensive industry leading usage reporting package providing nearly real time budget management capability to each customer is unequalled in our industry.

3. Does your company have past experience with Region 4 ESC and/or TCPN members?  
If so, please list them and their contact information (Up to five).

Office Depot is currently doing business with over 20,000 public agencies utilizing Region 4 ESC/TCPN Office & School Supplies contract (R5023) that includes catalog furniture, Technology contract (R5113), and/or Janitorial contract (R5120). We value the partnership and loyalty of our customer base and the Region 4 ESC /TCPN relationship. Should we be awarded, we believe this new proposal will bring great value to this well established customer base. Listed below are some of our premier participating agencies:

**Chicago Public Schools**

Sébastien de Longeaux, Chief Procurement Officer  
125 S. Clark Street, 10th Floor  
Chicago IL 60603  
773-553-2915  
sdelongeaux@cps.edu

**Detroit Public Schools**

Deborah L. Carter, CPPB, Director  
3011 West Grand Blvd, Fisher Building 11th Floor  
Detroit, MI 48202  
313-873-4895  
deborah.ashford@detroitk12.org

**University of Washington**

Claudia Christensen, C.P.M., Procurement Manager  
3917 University Way NE  
Seattle, WA 98105  
206-543-4156  
claudiac@uw.edu

**San Diego Unified School District**  
Art Hanby, Director Business Support Services  
2351 Cardinal Lane, Bldg. M  
San Diego, CA 92123  
858-522-5808  
ahanby@sandi.net

**Austin ISD**  
James Sessions, Director of Purchasing  
1111 W 6th Street, A-300  
Austin, TX 78702  
512-414-1700  
james.sessions@austinisd.org

4. Did you list your key employees and their qualifications as per APPENDIX F, Question 6?  
X Yes    \_\_\_ No
5. Did you provide the locations and sales persons who will work on the contract as per APPENDIX F, Question 6 & 7?  
X Yes    \_\_\_ No
6. What past experience does your company have working in the government sector?

Office Depot has been serving public sector customers since its foundation and has been providing them through cooperative agreements since 1996 with more than 25,000+ public sector agencies currently being served.

Office Depot has become a very successful supplier of office supplies, furniture and services to the US Federal, State, and Local Governments by meeting the very unique requirements of government agencies. For example, Office Depot is:

- An approved supplier of AbilityOne/JWOD products
- An aggressive and successful Tier One and Tier Two partner and promoter
- Committed to make MWDVE HUB products available to all of its customers
- A committed supplier of GREEN (environmentally friendly) products
- Able to provide service through its delivery service and retail stores in all 50 states & Puerto Rico
- Able to provide delivery service direct to US Government Agencies in 35 other countries
- Able to meet the highly varied ordering and paperwork requirements of different agencies
- Committed to provide the level of customer service that each customer feels is necessary
- Skilled at operating a secure and safe delivery system
- Constantly seeking ways to reduce costs
- Able to report detailed customer purchasing history so informed spend decisions can be made

7. Did you provide information on working with cooperative purchasing programs as per APPENDIX F, Question 24?  
X Yes    \_\_\_ No

8. Did you provide information on any litigation, bankruptcy, reorganization, etc. as per APPENDIX F, Question 16?  
X Yes \_\_\_ No
9. Did you submit at least 10 customer references relating to the products and services within this RFP, with an equal representation coming from K12, Higher Education and City/County/non-profits entities as per APPENDIX F?  
X Yes \_\_\_ No
10. Did you list and submit all applicable MWBE, HUB, DVBE, small and disadvantaged business certifications that your company holds?  
X Yes \_\_\_ No
11. Did you list and submit all applicable M/WBE, HUB, DVBE, small and disadvantaged business and other diverse certifications that your company holds?  
X Yes \_\_\_ No

**Value Add (10 Points)**

1. Did you submit a marketing plan as per APPENDIX F, Question 17?  
X Yes \_\_\_ No
2. Did you provide a national sales training plan as per APPENDIX F, Question 21?  
X Yes \_\_\_ No

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## APPENDIX B:

### PRODUCT/SERVICES SPECIFICATIONS

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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**APPENDIX B:**

**PRODUCT / SERVICES SPECIFICATIONS**

It is the intention of Region 4 ESC to establish an annual contract with highly qualified Vendor(s) for **Furniture and Installation** on a national basis. Vendor(s) shall, at the request of Region 4 ESC and/or TCPN members, provide these covered products and associated services under the terms of this RFP and the CONTRACT TERMS AND CONDITIONS.

The scope of this RFP shall include but not limited to the following categories. Respondents do not have to offer every category in order to be considered for award.

➤ **Category A – Audio/Visual Furniture**

<b>Luxor – H Wilson</b>	Full line catalog of audio/visual, misc. furniture, wall mounted mobile boards, easels, and industrial carts.
<b>MooreCo/Balt/Bestrite</b>	Manufactures ergonomic computer furniture and office furniture, including workstations, desks, LAN server stations, laptop stands, and audiovisual furniture.
<b>Oklahoma Sound</b>	Audio/Visual products, technical support carts, lecterns, sound and PA Systems.
<b>Safco</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.

➤ **Category B – Cafeteria**

<b>Agati</b>	A-Grade table and seating solutions for the café.
<b>ERG International</b>	Collection of indoor and outdoor cafeteria products.
<b>HON Company</b>	Education products and cafeteria tables.
<b>National Public Seating</b>	Banquet, folding, stacking chairs and tables. Music furniture, science and lab furniture, stages and risers.
<b>Nomad by Palmer Hamilton</b>	Custom café and cafeteria solutions.
<b>Palmer Hamilton</b>	Everyday cafeteria tables and seating.
<b>PHDesign</b>	Total cafeteria and café custom design services.

➤ **Category C – Casegoods**

<b>Coriander Design</b>	A-Grade manufacturer of wood casegoods, tables, dormitory and lounge solutions.
<b>Global, GlobalCare, and Offices To Go</b>	General office & lounge seating, tables, desks, filing, storage, healthcare seating, storage and tables.
<b>Hon Company</b>	Laminate, veneer desks, computer support, metal desks, tables, and conferencing solutions.
<b>Hon Industries - Hon Daily On Demand</b>	Core assortment of Hon's top selling desks, chairs, storage, tables and bundles delivered within 10 business days.
<b>National Office Furniture</b>	Desks, lounge, café, general office seating, storage, tables, conferencing solutions.
<b>MooreCo. Alumni Classroom</b>	Comprehensive classroom furniture solution.
<b>Teknion</b>	Leading manufacturer of mid to high-end office systems and related furniture products. Encompasses several lines of systems furniture, mobile furniture, architectural wall systems, lounge, seating, storage, filing, freestanding casegoods and accessories.

➤ **Category D – Classroom & Library**

<b>Aurora Storage</b>	Comprehensive offering of storage solutions for education, library, government and any area needing a storage solution.
<b>Agati Furniture</b>	Complete offering of High Design Solutions for Children, K-12, Higher Education Classrooms and Libraries
<b>ECR4 Kids</b>	Blocks, cots & mats, dramatic play, infant, toddler, literacy, ladder back seating, soft zone, storage & organization.
<b>HON Company</b>	Educational Products as well as all other Hon products. ** Excluding All Systems Products and Parts**
<b>Marco Group</b>	All Group 1 & 2 student desks, seating and activity tables.
<b>Marco Group</b>	All Group 3, 4, and 5 instructor stations, band/music storage, casegoods & bookcases.

<b>Safco Products</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.
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➤ **Category E – Dormitory**

<b>Coriander Designs</b>	Furnishing for dormitory, library, conferencing, reception and hospitality areas.
<b>Norix</b>	Furnishing for dormitory, transitional housing, dining, lounge and healthcare facilities.

➤ **Category F – Ergonomic Solutions**

<b>MooreCo/Balt/Bestrite</b>	Full line catalog of audio/visual, misc. furniture, seating, classroom products, wall mounted mobile boards, easels, room dividers, display panels & cabinets.
<b>Safco</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.

➤ **Category G – Filing Storage**

<b>Agati Furniture</b>	Misc. storage and stand options for the education market.
<b>Aurora Storage</b>	Comprehensive filing and storage solutions for libraries, plan files, and archival storage.
<b>Global, GlobalCare, and Offices To Go</b>	General office & lounge seating, tables, desks, filing, storage, healthcare seating, storage and tables.
<b>Hon Company</b>	Laminate, veneer desks, computer support, metal desks, tables, and conferencing solutions.
<b>Hon Industries - Hon Daily On Demand</b>	Core assortment of Hon's top selling desks, chairs, storage, tables and bundles delivered within 10 business days.
<b>MooreCo/Balt/Bestrite</b>	Full line catalog of audio/visual, misc. furniture, seating, classroom products, wall mounted mobile boards, easels, room dividers, display panels & cabinets.
<b>Safco</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.

<b>Teknion</b>	Leading manufacturer of mid to high-end office systems and related furniture products. Encompasses several lines of systems furniture, mobile furniture, architectural wall systems, lounge, seating, storage, filing, freestanding casegoods and accessories.
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➤ **Category H – Lounge/Reception**

<b>Agati Furniture</b>	Misc. storage and stand options for the education market.
<b>Coriander Designs</b>	Complete offering of lounge seating, tables and reception solutions to compliment any environment.
<b>ERG International</b>	Full line of lounge solutions and specialty products for many environments.
<b>Global, GlobalCare, and Offices To Go</b>	General office & lounge seating, tables, desks, filing, storage, healthcare seating, storage and tables.
<b>Hon Company</b>	Laminate, veneer desks, computer support, metal desks, tables, and conferencing solutions.
<b>National Office Furniture</b>	Desk, lounge, café, general office seating, storage, tables, conferencing solutions.
<b>Teknion</b>	Leading manufacturer of mid to high-end office systems and related furniture products. Encompasses several lines of systems furniture, mobile furniture, architectural wall systems, lounge, seating, storage, filing, freestanding casegoods and accessories.

➤ **Category I – Related Products and Support Services**

<b>ECR4 Kids</b>	Early childhood active play, bentwood tables, chairs, resin tables, and chairs. Blocks, cots & mats, dramatic play, infant, toddler, literacy, ladder back seating, soft zone, storage & organization. Art products Pre K and K-12.
<b>Ghent by GMI</b>	Communication, Collaboration and learning environment boards and products. Made in the USA
<b>Safco</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.

<b>Shain Solutions</b>	Art room products K-12 and college.
<b>Witt Industries</b>	Stadium, outdoor and indoor receptacles. Standard and custom designs, benches, planters and bike racks. Made in the USA (WOBE)
<b>Waddell by GMI</b>	Premium Display and Trophy Cases. Made in the USA

➤ **Category J – Science Lab**

<b>Agati Furniture</b>	Lab and science table solutions.
<b>Diversified Woodcrafts</b>	Lab and science room.
<b>National Public Seating</b>	Banquet, folding, stacking chairs and tables, music furniture, science and lab furniture, stages and risers.
<b>Shain Solutions</b>	Lab and science room products and storage Quick Ship.

➤ **Category K – Seating / Chairs**

<b>Agati Furniture</b>	Full complement of contract seating solutions for any environment.
<b>Arcadia</b>	High design seating solutions to fit many needs.
<b>Encore</b>	Broad range of executive, task, guest, stacking and other seating solutions that fit into any budget.
<b>Encore On Q program</b>	Full line of executive, task and guest seating available on a 5 Day Quick Ship program.
<b>Global, GlobalCare and Offices To Go</b>	General office & lounge seating, tables, desks, filing, storage, healthcare seating, storage and tables.
<b>HON Company</b>	Lounge, reception, conference, task, executive, and multi-purpose.
<b>MooreCo Alumni Classroom</b>	Comprehensive classroom furniture solution.
<b>MooreCo/Balt/Bestrite</b>	Full line catalog of audio/visual, misc. furniture, seating, classroom products, wall mounted mobile boards, easels, room dividers, display panels & cabinets.

<b>National Office Furniture</b>	Desk, lounge, café, general office seating, storage, tables, conferencing solutions.
<b>Safco</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.
<b>Teknion</b>	Leading manufacturer of mid to high-end office systems and related furniture products. Portfolio encompasses several lines of systems furniture, mobile furniture, architectural wall systems, lounge, seating, storage and filing, freestanding casegoods and accessories.

➤ **Category L –Tables/Meeting Conference Room**

<b>Agati Furniture</b>	Full line of contract meeting and conference solutions with custom capabilities.
<b>Arcadia</b>	Full line of contract meeting and conference solutions with custom capabilities.
<b>Coriander Design</b>	Full line of contract meeting and conference solutions with custom capabilities.
<b>Global, GlobalCare and Offices To Go</b>	General office & lounge seating, tables, desks, filing, storage, healthcare seating, storage and tables.
<b>HON Company</b>	Lounge, reception, conference, task, executive, and multi-purpose.
<b>National Office Furniture</b>	Desk, lounge, café, general office seating, storage, tables, conferencing solutions.
<b>MooreCo/Balt/Bestrite</b>	Full line catalog of audio/visual, misc. furniture, seating, classroom products, wall mounted mobile boards, easels, room dividers, display panels & cabinets.
<b>National Public Seating</b>	Banquet, folding, stacking chairs and tables, music furniture, science and lab furniture, stages and risers.
<b>Nomad by Palmer Hamilton</b>	Lounge area tables, custom café and cafeteria solutions.
<b>Oklahoma Sound</b>	Audio/Visual products, tech support carts, lecterns, sound and PA Systems.
<b>Safco</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.

Teknion	Leading manufacturer of mid to high-end office systems and related furniture products. Portfolio encompasses several lines of systems furniture, mobile furniture, architectural wall systems, lounge, seating, storage and filing, freestanding casegoods and accessories.
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➤ **Category M – Technology Support Furniture**

Agati Furniture	Technology support products for learning and conferencing.
Global and GlobalCare	General office & lounge seating, tables, desks, filing, storage, healthcare seating, storage and tables.
National Office Furniture	Desk, lounge, café, general office seating, storage, tables, conferencing solutions.
MooreCo/Balt/Bestrite	Full line catalog of audio/visual, misc. furniture, seating, classroom products, wall mounted mobile boards, easels, room dividers, display panels & cabinets.
MooreCo Alumni Classroom	Comprehensive classroom furniture solutions.
Teknion	Leading manufacturer of mid to high-end office systems and related furniture products. Portfolio encompasses several lines of systems furniture, mobile furniture, architectural wall systems, lounge, seating, storage and filing, freestanding casegoods and accessories.

➤ **Category N - Workstation**

Global and GlobalCare	General office & lounge seating, tables, desks, filing, storage, healthcare seating, storage and tables.
Global Evolve	Comprehensive systems furniture solutions including floor to ceiling options.
HON Company Accelerate Fast Forward	Comprehensive offering of Accelerate Workstations, Brigade storage and accessories that ship in 10 business days. Comprehensive Offering of Voi Bundles with Lota and Ignition seating models that Ship in 10 business days.
HON Company	Systems and pedestals standard lead time.

<b>National Office Furniture</b>	Desk, lounge, café, general office seating, storage, tables, conferencing solutions.
<b>MooreCo/Balt/Bestrite</b>	Full line catalog of audio/visual, misc. furniture, seating, classroom products, wall mounted mobile boards, easels, room dividers, display panels & cabinets.
<b>Safco</b>	Meeting room essentials, facilities products, literature & misc. storage, organizational tools and ergonomic solutions.
<b>Teknion</b>	Leading manufacturer of mid to high-end office systems and related furniture products. Portfolio encompasses several lines of systems furniture, mobile furniture, architectural wall systems, lounge, seating, storage and filing, freestanding casegoods and accessories.

Office Depot has selected the above vendor partners to help deliver a total solution package to the participating member agencies inclusive of: Pre-K, K-12, Higher Education, State and Local Government Agencies as well as non-profit organizations. These vendors deliver a combination of value based solutions as well high design and custom options. In conjunction with Office Depot each of these vendors will deliver commercial grade products nationally to help TCPN members secure products to meet today's every changing needs. We have carefully selected and partnered with these vendors knowing that they will work together with Office Depot and TCPN to create a comprehensive solution with compelling values at the highest level of integrity and contract compliance for the TCPN participating agencies.

Respondents are strongly encouraged to submit their entire catalogue and turn-key solutions within the scope of this RFP. Region 4 ESC reserves the right to reject parts of offerings that it deems to fall outside the scope of the RFP.

The manufacturers we have submitted offer full line capabilities based on the products they manufacture. The offering is a total solution from each of them as well as being able to provide new product introductions as they happen at approved discounts. We would also like to include our total line offering as a supplemental offering to round out a total project solution as needed. As required, and requested by a purchasing agency, we may be able to provide ancillary items in outside the manufacturers listed in our proposal, pricing for those items would be off contract at fair market value and presented and confirmed with a Participating Agency prior to processing any purchase orders.

Respondents shall be able to offer Region 4 and TCPN members the best options available to meet their needs and shall be familiar with the resources available to provide the product/services at the best possible cost.

Office Depot has a number of measures in place that will provide for a best in class value for TCPN members. This value does not stop with product or product cost, as it also includes our design services, sales and project management services.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalogue numbers listed in a specification are descriptive, not restrictive. With the Customer's prior approval, the Vendor(s) may provide any product that meets or exceeds the applicable specifications. The Vendor(s) shall demonstrate comparability to the Customer's satisfaction. The Customer will decide at their sole discretion whether a product is acceptable as an equivalent.

Office Depot will provide products and services that either meet or exceed all specified requirements of any TCPN member that we are actively engage with to provide product solutions. Our goal is to always provide quality product that deliver an exceptional value.

The Respondent warrants that all products under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Respondent has the primary responsibility to submit product specific warranty as required and accepted by industry standards.

All manufacturers within Office Depot's response meet or exceed industry standards. Warranty documentation is available upon request.

Respondents shall provide a clear and detailed description of shipping and delivery terms if different than that described in Article 7; 7.1

Delivery – Office Depot agrees to ship all in-stock products within seven (7) days. In the event of a discontinued item or a back ordered item, the purchasing agency would be notified. For purchases in Alaska, Hawaii, or Puerto Rico, all items in the Office Depot assortment can be ordered; however, the 7-day guarantee is limited to items that are available in the local retail store inventory assortment.

After receipt of purchase order, Office Depot will deliver special order, custom or noncode furniture items to meet delivery dates that are mutually agreed upon with the purchasing agency. If a purchasing agency requests overnight or expedited delivery (e.g., air freight, express delivery, etc.) for any product, then Office Depot will ship products and may charge the purchasing agency for the incremental costs of special handling as a separate line item on the invoice.

If the purchasing agency is unwilling or unable to accept delivery or installation of the products according to the agreed upon schedule, or due to unfinished site conditions, such as, missing carpet, and non-functioning electrical, etc. Office Depot will arrange to store products at the purchasing agency's expense. Additional product handling charges may apply to storing and re-delivering.

To ensure purchasing agencies receive correct, accurate product and complete furniture installation, any quotation for special order (noncode) products or materials shall be approved by an authorized representative of the purchasing agency for correct product description, fabric, specifications and quantities.

An order is not cancelable once in production. "Quick ships" and fabric orders are also not cancelable.

**Dealers/Resellers**

If Respondent is a dealer or re-seller a Manufacturer's Dealer Certificate (Exhibit A) verifying their authorization to offer product line must be included in their response. Failure to include may result in a non-award.

We have enclosed authorization letters from all manufacturers that we have secured contract agreements with.

**Manufacturers**

A complete list of authorized dealers/resellers must be included in your proposal. Failure to include may result in a non-award. It shall be the responsibility of the manufacturer to ensure this list is current and to advise Region 4/TCPN of any additions and/or deletions to this list.

N/A we are responding as a dealer

**Product/Price Updates**

New products/services may be added during the term of the contract upon written request providing it is within the original scope of this RFP. All requests are subject to review and approval by Region 4 ESC and/or TCPN. At no time is the Supplier allowed to unilaterally change products or pricing.

Office Depot agrees to this request and will follow said guidelines for any addition – subtraction or modification to awarded contract.

Successful bidder shall be responsible for notifying TCPN of all obsolete and discontinued products in writing and in a timely manner.

Office Depot agrees to keep TCPN informed of changes as we are notified by our vendor partners. We will also be proactive with TCPN members that have programs in place to make sure we are meeting the needs and expectation they have for products and services.

**Returns**

The vendor will honor all standard return policies. No restocking fees may be charged to Region 4 or TCPN members if an item is returned due to damage, incorrect product shipped or Vendor customer service order entry error. Restocking fees for all other reasons shall be capped at 10% of the value of the items that require restocking.

The vendor will honor all standard return policies. No restocking fees may be charged to Region 4 or TCPN members if an item is returned due to damage, incorrect product shipped or Vendor customer service order entry error. Restocking fees for all other reasons shall be capped at 10% of the value of the items that require restocking.

**Your complete satisfaction is our primary concern.**

At Office Depot, we want to be sure that every purchase is the right one for you. If you are dissatisfied with your stocked (coded) furniture purchase for any reason, you may return most furniture items in their original packaging within 14 days of purchase for a replacement or full refund.

**Exceptions:**

Special Order Furniture (noncode) products may not be returned or exchanged, this includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER. If the item is defective or incorrect material is delivered, we will work with the purchasing agency to resolve, repair or replace the item.

**Exhibit A – Dealer Certificates**

Immediately following are the notarized and scanned copies of the 21 dealers that Office Depot has partnered with as part of our comprehensive proposal.



EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in (Bidder's Name)

good standing of: Agati, Inc. (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Agati, Inc.

1219 West Lake Street, Chicago, IL 60607-1601

Address:

Printed Name: Pamela Guy Tinsley (with signature)

Date: December 3, 2014

Phone: 312-465-4620 Fax: 312-829-8249

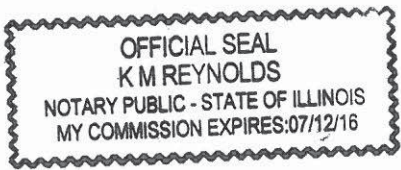
Subscribed and sworn before me this 3 day of December, 2014

Notary Public Signature (with signature)

State of Illinois

My commission expires: 7-12-16

SEAL



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot Inc, Office Max / OM Workspace is a valid Reseller in (Bidder's Name)

good standing of: Arcadia Chair Company (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Arcadia Chair Company

Address: 5692 Fresca Drive, La Palma, CA 90623

Printed Name: Christopher Robert Burgess
Christopher Robert Burgess

Date: 12/5/14

Phone: 714-562-8200 Fax: 714-562-8202

Subscribed and sworn before me this 5th day of DEC, 2014

Notary Public Signature [Signature] State of CALIFORNIA
My commission expires: 09-09-2017

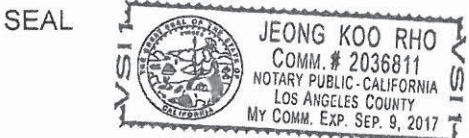


EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot, Inc, Office Max/CM Workspaces is a valid Reseller in (Bidder's Name)

good standing of: Encore Seating, Inc. (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Encore Seating, Inc.

Address: 13747 Midway Street, Cerritos, CA 90703

Printed Name: Christopher Robert Burgess

Date: 12/5/14

Phone: 562-926-1969 Fax: 562-926-1963

Subscribed and sworn before me this 5th day of DEC, 2014

Notary Public Signature [Signature] State of CALIFORNIA
My commission expires: 09-09-2017

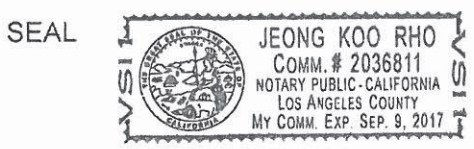


EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot Office Max is a valid Reseller in  
(Bidder's Name)

good standing of: Aurora Storage Products, Inc.  
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Aurora Storage Products, Inc.

Address: 600. S. Lake St.

Printed Name: Patrick J. Reeks

Date: December 3, 2014

Phone: 630-264-4646 Fax: 630-897-6994

Subscribed and sworn before me this 3 day of Dec, 2014

Patrick J. Reeks

Notary Public Signature Diane M. Miller State of Illinois

My commission expires: 9-18-2016

SEAL



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in (Bidder's Name)

good standing of: Coriander Designs (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Coriander Designs

Address: 20485 144th Ave NE, Woodinville WA 98072

Printed Name: Carly Boudreau, Cary Bala

Date: 12/3/14

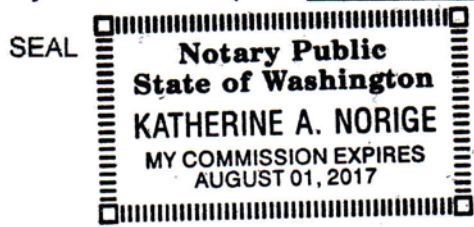
Phone: 425-402-8001 Fax: 425-402-8985

Subscribed and sworn before me this 3rd day of December, 2014

Katherine A Norige

Notary Public Signature Katherine A Norige State of Washington

My commission expires: 8/1/17



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot, Inc is a valid Reseller in

(Bidder's Name)

good standing of: Diversified Woodcrafts, Inc

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Diversified Woodcrafts, Inc

Address: 300 S Krueger St Suring, WI 54174

Printed Name: Edward Surowiec

Date: 11/17/2014

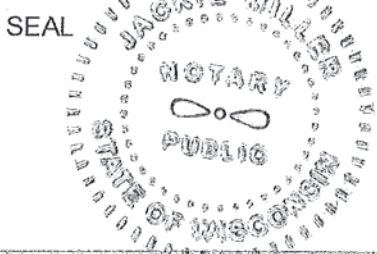
Phone: 877 348 9663 Fax: 920 842 2499

Subscribed and sworn before me this 17 day of November, 2014

Notary Public Signature Jackie Miller

State of Wisconsin

My commission expires; 27 July 2018



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in (Bidder's Name)

good standing of: ECR4 Kids, L.P. (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: ECR4 Kids, L.P.

Address: 2245 San Diego Ave. Suite 125 San Diego, CA 92110

Printed Name: Lori Donohue

Date: 11.14.14

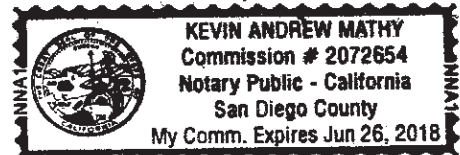
Phone: 855.327.4543 Fax: 619.362.9613

Subscribed and sworn before me this 14th day of November 2014

Notary Public Signature [Signature] My commission expires: June 26, 2018

State of California, San Diego County

SEAL



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**EXHIBIT A**

**DEALERS CERTIFICATE**

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\***MANUFACTURER'S DEALER CERTIFICATE**\*\*\*\*\*

This Certifies that: OFFICE DEPOT is a valid Reseller in  
(Bidder's Name)

good standing of: ERG INTERNATIONAL  
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: ERG INTERNATIONAL

Address: 361 N. BERNOULLI CIRCLE, OXNARD, CA 93030

Printed Name: DIANE ZEMLIAK *Diane Zemliak*

Date: 12/03/2014

Phone: 805-981-9978 x112 Fax: 805-981-9878

Subscribed and sworn before me this 3 day of December, 2014

Notary Public Signature *Luis Raul Tello*

State of CALIFORNIA

My commission expires: MARCH 9, 2015

SEAL



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**DEALERS CERTIFICATE**

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\***MANUFACTURER'S DEALER CERTIFICATE**\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in

(Bidder's Name)

good standing of: Global Industries, Inc.

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Global Industries, Inc.

Address: 17 West Stow Road, Marlton, NJ 08053

Printed Name: Joseph Freund

Date: 11/19/2014

Phone: 856-596-3390 x 2551 Fax: 856-552-1069

Subscribed and sworn before me this 19<sup>TH</sup> day of NOVEMBER, 2014

Notary Public Signature Mary L. Schultz State of N.J.

My commission expires:

SEAL

**Mary L. Schultz**  
Notary Public  
New Jersey

**My Commission Expires 10-02-16**

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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: OFFICE DEPOT INC is a valid Reseller in (Bidder's Name)

good standing of: GHEAT (a GM. Company) (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: GHEAT

Address: 2999 HEUKLE

Printed Name: JAMES HARTER

Date: NOVEMBER 13, 2014

Phone: 800-543-0440 Fax: 513-932-9252

Subscribed and sworn before me this 13 day of November, 2014

Notary Public Signature Barbara J. McDaniel State of

My commission expires: Barbara J. McDaniel, Notary Public

SEAL In and for the State of Ohio My Commission Expires February 3, 2018

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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: OFFICE DEPOT INC. is a valid Reseller in

good standing of: Waddell (a B&B Company)

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: WADDELL

Address: 2999 HENKLE

Printed Name: JAMES HARTEN

Date: NOVEMBER 13, 2014

Phone: 800.543.0440 Fax: 513.932.9252

Subscribed and sworn before me this 13 day of November, 2014

Notary Public Signature Barbara J. McDaniel State of \_\_\_\_\_

My commission expires: Barbara J. McDaniel, Notary Public

SEAL In and for the State of Ohio  
My Commission Expires  
February 3, 2018

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EXHIBIT A

**DEALERS CERTIFICATE**

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\***MANUFACTURER'S DEALER CERTIFICATE**\*\*\*\*\*

This Certifies that: Office Depot, Inc. is a valid Reseller in  
(Bidder's Name)

good standing of: The HON Company  
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: \_\_\_\_\_

Address: 200 Oak Street

Printed Name: Derek Schmidt

Date: 11/21/14

Phone: 563-272-7497 Fax: 563-272-5720

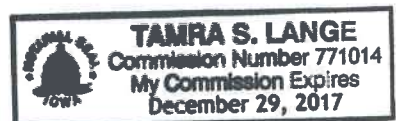
Subscribed and sworn before me this 21 day of November, 2014

Derek Schmidt

Notary Public Signature Tamra S. Lange

State of Iowa

My commission expires: Dec 29, 2017



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in  
(Bidder's Name)

good standing of: Luxor H. Wilson, Divisions of EBSLO  
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Luxor H. Wilson

Address: 2245 Delany Rd Naukegan, IL 60097

Printed Name: Calli A. Carnahan

Date: 12/2/14

Phone: 800-323-4656 Fax: 800-327-2870

Subscribed and sworn before me this 3<sup>rd</sup> day of December, 2014

Calli A. Carnahan  
Notary Public Signature

State of WISCONSIN

My commission expires: 8-2-2015



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot, Inc. is a valid Reseller in

(Bidder's Name)

good standing of: MARCO Group Inc.

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: MARCO Group Inc.

Address: 5400 DOWIPHAN DR. NEOSHO, MO 64850

Printed Name: MIKE STAUFFER

Date: 11/17/2014

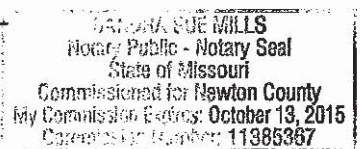
Phone: (417) 455-9663 Fax: (417) 455-0057

Subscribed and sworn before me this 17<sup>TH</sup> day of NOVEMBER, 2014

Notary Public Signature Jandra Sue Mills State of MISSOURI

My commission expires: OCTOBER 13, 2015

SEAL



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in  
(Bidder's Name)

good standing of: MooreCo Inc dba Balt/Best-Rite/Alumni.  
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: MooreCo Inc dba Balt/Best-Rite/Alumni

Address: 2885 Lorraine  
Temple TX 76501

Printed Name: Jonathan Vogelsang

Date: 11-18-14

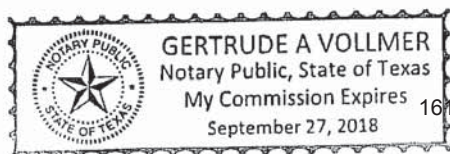
Phone: 2547784727 x242 Fax: 2547730500

Subscribed and sworn before me this 18 day of Nov, 2014

Notary Public Signature Gertrude Vollmer State of Texas

My commission expires: 9-27-2018

SEAL



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**EXHIBIT A**

**DEALERS CERTIFICATE**

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot Office Max is a valid Reseller in

(Bidder's Name)

good standing of: National Office Furniture, Inc.

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: National Office Furniture, Inc.

Address: 1205 Kimball Blvd., Jasper, IN 47549

Printed Name: Melissa Dawn Fuller

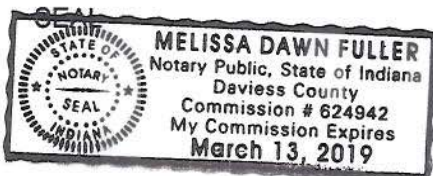
Date: 12 December 2014

Phone: 812-481-6479 Fax: 812-482-8800

Subscribed and sworn before me this 2 day of December, 2014.

Notary Public Signature Melissa Dawn Fuller State of Indiana

My commission expires: March 13, 2019



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: OFFICE DEPOT is a valid Reseller in

(Bidder's Name)

good standing of: NATIONAL PUBLIC SEATING

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: NATIONAL PUBLIC SEATING

Address: 149 ENTIN ROAD CLIFTON NJ 07014

Printed Name: DAVID LEIBOWITZ

Date: Nov. 11, 2014

Phone: 800.261.4112 x111 Fax: 888.261.4113

Subscribed and sworn before me this 11 day of November, 2014

[Signature]

Notary Public Signature [Signature]

State of NJ

My commission expires: 07/01/2019

SEAL

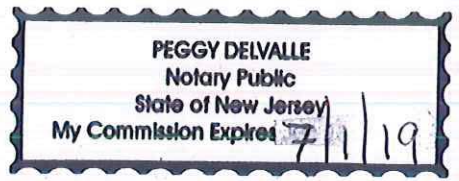


EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: OFFICE DEPOT is a valid Reseller in (Bidder's Name)

good standing of: OKLAHOMA SOUND (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: OKLAHOMA SOUND

Address: 149 ENTIN ROAD CLIPTON NJ 07014

Printed Name: DAVID KELBOWITZ

Date: Nov. 11, 2014

Phone: 800.261.4112 x111 Fax: 888.261.4113

Subscribed and sworn before me this 11 day of November, 2014

[Signature]

Notary Public Signature [Signature]

State of NJ

My commission expires: 07/01/2019

SEAL



EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: OFFICE DEPOT is a valid Reseller in

(Bidder's Name)

good standing of: NATIONAL PUBLIC SEATING

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: NATIONAL PUBLIC SEATING

Address: 149 ENTIN ROAD CLIFTON NJ 07014

Printed Name: DAVID LEIBOWITZ

Date: Nov. 11, 2014

Phone: 800.261.4112 x111 Fax: 888.261.4113

Subscribed and sworn before me this 11 day of November, 2014

[Signature]

Notary Public Signature [Signature]

State of NJ

My commission expires: 07/01/2019

SEAL

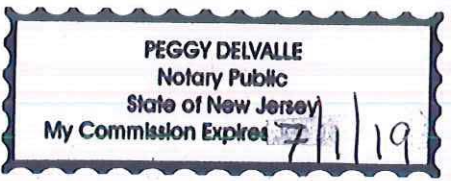


EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: OFFICE DEPOT is a valid Reseller in (Bidder's Name)

good standing of: OKLAHOMA SOUND (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: OKLAHOMA SOUND

Address: 149 ENTIN ROAD CLIPTON NJ 07014

Printed Name: DAVID KELBOWITZ

Date: Nov. 11, 2014

Phone: 800.261.4112 x111 Fax: 888.261.4113

Subscribed and sworn before me this 11 day of November, 2014

[Signature]

Notary Public Signature [Signature]

State of NJ

My commission expires: 07/01/2019

SEAL



EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in (Bidder's Name)

good standing of: Palmer Hamilton, LLC (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Palmer Hamilton, LLC

Address: 143 South Jackson Street, Elkhorn WI 53121

Printed Name: John Gardner [Signature]

Date: 11/11/2014

Phone: 262/723/8200 Fax: 262/723/5180

Subscribed and sworn before me this 12 day of November 2014

Notary Public Signature: Merry Stier State of Wisconsin My commission expires: Sept. 19, 2017

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**EXHIBIT A**

**DEALERS CERTIFICATE**

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\***MANUFACTURER'S DEALER CERTIFICATE**\*\*\*\*\*

This Certifies that: Office Depot is a valid Reseller in  
(Bidder's Name)


good standing of: Safco Products  
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

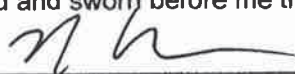
Manufacturer's Name: Safco Products

Address: 9300 West Research Center Road

Printed Name: Nathan Peterson 

Date: 11/13/14

Phone: 763-536-6772 Fax: 763-536-6785

Subscribed and sworn before me this 13 day of NOVEMBER 2014  


Notary Public Signature Diane R O'Brien  
My commission expires: Jan 31 2020

State of Minnesota  
County of: Hennepin

SEAL



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot, Inc. is a valid Reseller in  
(Bidder's Name)

good standing of: Teknion, LLC  
(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Teknion, LLC

Address: 350 Fellowship Road, Mount Laurel, NJ 08054

Printed Name: Jeffrey M. Kraus Signature: [Signature]

Date: November 11, 2014

Phone: (856) 596-7608 Fax: (856) 596-8088

Subscribed and sworn before me this 11th day of November, 2014

Notary Public Signature [Signature] State of New Jersey

My commission expires: August 1, 2016



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EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

\*\*\*\*\*MANUFACTURER'S DEALER CERTIFICATE\*\*\*\*\*

This Certifies that: Office Depot, Inc. is a valid Reseller in (Bidder's Name)

good standing of: Witt Industries (Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: Witt Industries

Address: 4600 N. Mason-Montgomery Road, Mason, OH 45040

Printed Name: John Faurote [Signature]

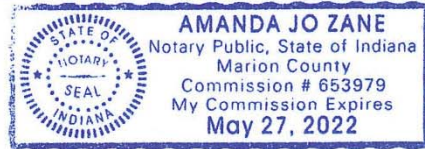
Date: 11-13-14

Phone: 800-543-7417 Fax: 877-891-8200

Subscribed and sworn before me this 13th day of November, 2014

Notary Public Signature [Signature] State of Indiana My commission expires: 5/27/2022

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## REFERENCES

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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Tab 6

**REFERENCES**

Provide a minimum of ten (10) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference.

Office Depot has a long history serving the public sector. The agencies listed below are reflective of that history as well as demonstrate our ability to service their needs on far more than just Office Furniture. Many of the agencies utilize our expanded offerings of Furniture, Office Supplies, Sustainable Product Assortment, Copy & Print, Janitorial Supplies or Technology.

**Reference 1:**

Entity Name: Chicago Public Schools  
Contact Name and Title: Sebastien de Longeaux, Chief Procurement Officer  
City and State: Chicago, IL  
Phone Number: (773) 553-2915  
Years Serviced: 15  
Description of Services: Furniture, Office Supplies, Sustainability and Leadership  
Annual Volume: \$10,000,000  
Segment: K12

**Reference 2:**

Entity Name: University of Washington  
Contact Name and Title: Claudia Christensen C.P.M., Procurement Manager  
City and State: Seattle, WA  
Phone Number: (206) 543-4156  
Years Serviced: 8  
Description of Services: Furniture, Office Supplies, Sustainability and Leadership  
Annual Volume: \$4,200,000  
Segment: Higher Education

**Reference 3:**

Entity: University of Nevada  
Contact Name and Title: Paula Gonzales, Assistant Director of Purchasing  
City and State: Las Vegas, NV  
Phone Number: (702) 895-0982  
Years Serviced: 20+  
Description of Services: Furniture, Office Products  
Annual Volume: \$1,500,000  
Segment: Higher Education

**Reference 4:**

Entity Name: Wright Runstad/for University of Washington Football Stadium  
Contact Name and Title: Cindy Edens, Senior Vice President & Director of Development  
City and State: Seattle, WA  
Phone Number: (206) 447-9000  
Years Serviced: 2  
Description of Services: Supplier to this contractor for the University of Washington Football Stadium Furniture  
Annual Volume: \$800,000  
Segment: Higher Education Contractor

**Reference 5:**

Entity Name: City of Hartford  
Contact Name and Title: Tara Washington, Director of Procurement  
City and State: Hartford, CT  
Phone Number: 860-757-9786  
Years Serviced: 10  
Description of Services: Furniture, Office & School Supplies, Printing, Technology & Printing  
Annual Volume: \$750,000  
Segment: City Government

**Reference 6:**

Entity: University of Hawaii Hilo  
Contact Name and Title: Kula Oda, Budget Manager  
City and State: Hilo, HI  
Phone Number: (808) 932-7648  
Years Serviced: 20  
Description of Services: Furniture, Office Supplies, Technology, Clean & Breakroom  
Annual Volume: \$500,000  
Segment: Higher Education

**Reference 7:**

Entity Name: Santa Rosa County Schools  
Contact Name and Title: Jud Crane, Director of Purchasing  
City and State: Milton, FL  
Phone Number: 850-983-5130  
Years Serviced: 17  
Description of Services: Furniture, Office & School Supplies, Technology and Copy & Print  
Annual Volume: \$550,000  
Segment: K-12

**Reference 8:**

Entity: State of Hawaii (Maui Memorial Medical Center)  
Contact Name and Title: Evelyn Bautista, Clinical Projects  
City and State: Maui, HI  
Phone Number: (808) 242-2657  
Years Serviced: 20+  
Description of Services: Furniture, Office Supplies, Technology, Clean & Breakroom  
Annual Volume: \$400,000  
Segment: State

**Reference 9:**

Entity: Soledad Unified School District  
Contact Name and Title: Fernando Nieto, Facilities/Project Manager  
City and State: Soledad, CA  
Phone Number: (831) 671-2180  
Years Serviced: 20+  
Description of Services: Furniture  
Annual Volume: \$200,000  
Segment: K12

**Reference 10:**

Entity Name: Bellevue College  
Contact Name and Title: Dexter Johnson, Executive Director Procurement and Facilities  
City and State: Bellevue, WA  
Phone Number: 425-564-4261  
Years Serviced: 19  
Description of Services: Furniture, Office Supplies and Technology  
Annual Volume: \$200,000  
Segment: Higher Education

**Reference 11:**

Entity Name: Wayne-Finger Lakes BOCES  
Contact Name and Title: Lisa A. Parkison, CPPO, CPPB, Purchasing Director  
City and State: Newark, NY  
Phone Number: (315) 332-7415  
Years Serviced: 8  
Description of Services: Furniture  
Annual Volume: \$150,000  
Segment: K12

**Reference 12:**

Entity: Greenlee County Probation  
Contact Name and Title: Jo Ann Miranda, Finance Officer  
City and State: Clifton, AZ  
Phone Number: (928) 865-4184  
Years Serviced: 4+  
Description of Services: Furniture  
Annual Volume: \$65,000  
Segment: County

**Reference 13:**

Entity: Gilroy Unified School District  
Contact Name and Title: Leeann Hammer, Purchasing Agent  
City and State: Gilroy, CA  
Phone Number: (408) 846-7523  
Years Serviced: 1 (new 2014)  
Description of Services: Furniture  
Annual Volume: \$57,000  
Segment: K12



## APPENDIX C:

### PRICING

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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## APPENDIX C:

### PRICING

#### **Electronic Price Lists**

- Respondents shall offer a percent discount of catalog or list pricing. Proposer will be responsible for providing and maintaining current “pricing with TCPN both in their proposal and throughout the term of any Contract resulting from this RFP.
- Respondents are encouraged to offer additional discounts for one time delivery of large single orders to Region 4 ESC and TCPN members. Region 4 ESC intends and TCPN members should seek, to negotiate additional price concessions based on quantity purchases of any products offered under the Contract. TCPN members shall document their files accordingly.
- In addition, awarded Vendor(s) may conduct sales promotions involving price reductions for a specified lesser period. Vendor(s) shall submit to Region 4 ESC documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to Region 4 ESC and all TCPN members. Upon approval, the Vendor shall provide conspicuous notice of the promotion.
- Respondents must submit products, services, warranties, etc. in price list.
- Prices listed will be used to establish the extent of a manufacturer’s product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.
- Shipping and/or installation charges shall be clearly identified. This includes same day delivery and minimum order amounts for free delivery
- Prices listed will be used to establish the extent of a manufacturer’s product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.
- Electronic price lists must contain manufacturer part #, vendor part # (*if different from manufacturer part #*); description ; manufacturers list price and net price to Region 4 ESC (including freight)
- Media submitted for price list must include the respondents’ company name, name of the solicitation, and date on CD, DVD or Flash Drive (i.e. Pin or Jump Drives).
- ***Please submit price lists and/or catalogs in excel or delimited format only.***

#### **Not to Exceed Pricing**

- All pricing submitted shall be “ceiling” or “not-to-exceed” pricing. Region 4 ESC requests pricing be submitted as not to exceed for any participating entity
- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted for solicitation.
- Vendor must allow for lower pricing to be available for similar product and service purchases.

As an incumbent contract holder for Office & School Supplies (R5023), Office Depot is pleased to offer TCPN members the full rebate benefits of combining all purchases from our respective proposals, (Office, School and Furniture). See details in the section below: **Office Depot Value Added Program Rebates and Incentives.**

To support agencies complete facility needs, Office Depot is providing a comprehensive Furniture solution, including specialty items from our manufacturer partners that will support all product categories covered in the scope of the RPF. Our proposal goes beyond the RFP requirements, and includes, multiple manufacturers solutions within each product category to expand a purchasing agencies selection, including, entry-level price points and higher for like product, and a choice of multiple product designs and features, Our goal is to help agencies work within their budget constraints without sacrificing on quality or important product features.

**Pricing Methodology:**

**Special Order Furniture:** Office Depot is providing the complete product catalog from our manufacturer partners in our proposal. Our proposal includes manufacturers current list pricers and specification guides. These manufacturer's catalogs, at a minimum, include, product descriptions, manufacturer model numbers, effective date of catalog and item list price. See manufacturer Pricing on the Flash Drive.

Office Depot is offering a percentage discount off manufacturer catalog or list pricing, and additional discounting for larger single orders. See 02\_Special Order Manufacturer Pricing in the Flash Drive.

Our net product pricing for agencies is based on a discount off manufacturers list prices, and is tiered to offer agencies additional cost savings for volume purchases.

**Catalog Offering:** All references for the purposes of our pricing proposal as it pertains to a catalog offering will be made to our current printed furniture catalog in use for account customer (also known as "contract" customers) of the Business Solutions Division and/or the Contract Division known as the BSD Catalog assortment available at the time of order ("BSD").

**BSD Furniture Catalog Pricing:** Office Depot will offer net pricing for all items listed in the current Office Depot printed BSD Furniture Catalog at time of order. Pricing for items within the BSD Furniture Catalog will be set forth on Office Depot's Business Solutions Division website located at <https://business.officedepot.com> ("BSD Website"). We have included a Catalog Furniture Price List in our pricing proposal as referenced above. Please see Office Depot Catalog Furniture document in flash drive.

**Items Not In the BSD Furniture Catalog:** Items not contained in the Office Depot BSD Furniture Contract Catalog but which are identified on [www.officedepot.com](http://www.officedepot.com), will be priced at the regular sales price (promotions excluded) set forth on [www.officedepot.com](http://www.officedepot.com) at the time of the order, exclusive of bulk pricing discounts or other specials. Notwithstanding anything herein to the contrary, clearance items and promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "**Excluded Categories**"). Furniture items that are not identified in the BSD Catalog or on [www.officedepot.com](http://www.officedepot.com) shall not be subject to the pricing methodology otherwise set forth in this Agreement. Rather, prices for such items, as well as Excluded Categories, will be established by Office Depot at its discretion and will be presented to the Participating Agency at the point of sale or otherwise at the time of order placement.

**Hosted Catalog:** For those Participating Agencies that require a static pricing solution to support complex and/or certain electronic procurement platform requirements Office Depot reserves the right to provide customized static pricing files to meet the needs of that individual Participating Agency on an as needed basis as mutually agreed upon with the Participating Agency. It is understood that such pricing shall not be offered to other participating members; and such customized pricing will not be identified as an unacceptable variance for purposes of an audit review.

**Pricing Updates:** Pricing for products covered by this furniture agreement will be adjusted as follows:

BSD Furniture Catalog. It is Office Depot's goal to update list pricing once per year in April subject to the notification process identified in (ii), provided however, that Office Depot shall have the right to update pricing semi-annually as follows: With the pricing will be updated semi-annually in April and October of each year of the Agreement and any subsequent renewals, as outlined in 9.2 of Appendix A.

- a. **BSD Furniture Catalog items** pricing will be updated on a semi-annual basis in April and October of each year during the term of the Agreement and any subsequent renewals subject to the notification process identified in (ii) based upon the product assortment in the BSD Catalog at the time of order.
  - b. **Special Order Manufacture Items Not in BSD Furniture Catalog** It is Office Depot's goal to update manufacture's list pricing once per year in December subject to the notification process identified in (ii)
- ii. **Notification Process for all Product Category Increases:** With the exception of Items not in the BSD catalog, Office Depot shall give TCPN/ Region 4 ESC at least thirty (30) days written notice of such price increase before any price increases take effect. Upon request, and when available, Office Depot shall provide TCPN / Region 4 ESC with manufacturer documentation to verify that product price adjustments are being appropriately passed through to TCPN / Region 4 ESC .

**Product Selection.** In an effort to continuously improve its overall product selection, Office Depot reserves the right to add products, services and/or categories (e.g., move services, inventory management services, etc.) to the Contract that are related to the scope of the RFP and the Response, and/or which are related to the business that Office Depot provides to its customers from time to time. In such event, Office Depot will provide at least thirty (30) days prior notice to TCPN / Region 4 ESC.

**Office Depot 2015 BSD Furniture Catalog** Please note, Office Depot is currently finalizing our new contract catalog assortment for the 2015 calendar year. In completing our proposal, we have submitted items that represent the most comprehensive assortment based upon our current BSD contract catalog in use for the 2014 calendar year. There will be some items which are no longer available in the new 2015 contract BSD catalog and there will be a significant number of new items being added to the BSD contract catalog assortment. This will require a conversation between TCPN / Region 4 ESC and Office Depot in order to insure the availability of the broadest product assortment at the lowest contract pricing. This conversation and any subsequent decision should take place post award and prior to the effective date of the new contract should we be awarded. Any additions to the assortment for the purpose of adding them to the contract would be fully communicated and approval requested of TCPN / Region 4 ESC a minimum of 30 days prior to the effective date of the new contract. Product deletions from the Office Depot BSD assortment will not require TCPN / Region 4 ESC approval.

We have applied to the best of our ability any knowledge those assortment changes that we are aware of at this time in our proposal.

**Office Depot Value Added Program Rebates and Incentives**

Office Depot is pleased to present a program that goes beyond the RFP requirements as follows.

Office Depot, as an incumbent contract holder for the Office & School Supplies Contract (R5023), is pleased to present a program that combines the potential Agency purchases from three respective proposals (Office, School and Furniture) to pay Participating Agencies the following volume rebates:

Agency Annual Volume Rebate: Office Depot will pay Participating Agencies an annual volume rebate (“Agency Annual Volume Rebate”) based on such Participating Agency’s Spend, provided that the Participating Agency is not materially delinquent in paying undisputed invoices as required under the Contract. Agency Annual Volume rebates shall be calculated back to dollar one. The Agency Annual Volume Rebate shall be disbursed within ninety (90) days of each anniversary of the Participating Agency’s date of initial purchase under the Contract and shall be calculated as follows:

<b>Annual Spend</b>	<b>Annual Volume Rebate %</b>
\$100,000 - \$1,000,000	1.0% of Annual Spend
\$1,000,001 - \$2,500,000	2.0% of Annual Spend
\$2,500,001 - \$4,000,000	3.0% of Annual Spend
\$4,000,001+	5.0% of Annual Spend

*For purposes of this Agreement, “Spend” shall mean Participating Agency’s paid-for purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, employee purchases under any type of purchasing program, postage, shipping and mailing services, technology items, gift cards and warranties.*

**Adjacency Rebates:** In addition to the Agency Annual Volume Rebate, Office Depot shall pay to Participating Agencies an annual Adjacency Rebate (“Adjacency Rebate”) based on the percentage of Furniture Spend, provided that the Participating Agency is not materially delinquent in paying undisputed invoices as required under the Contract. If annual Adjacency rebates earned are less than \$200.00, no rebate check or credit will be issued. The Adjacency Rebate shall be disbursed within ninety (90) days of each anniversary of the Participating Agency’s date of initial purchase under the Contract and shall be calculated as follows:

<b>Adjacency</b>	<b>Achievement %</b>	<b>Rebate %</b>
Furniture	12% or Greater of Annual Spend	2% of Category Spend

*For purposes of this Agreement, “Spend” shall mean Participating Agency’s paid-for purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, employee purchases under any type of purchasing program, postage, shipping and mailing services, technology items, gift cards and warranties.*

Office Depot requests the ability to suggest modifications to the rebate incentives offered throughout the life of the contract in order to identify and address shifting market trends. Any suggested changes would be presented to TCPN in writing would be subject to mutual written agreement (including email).

**Alternative to Rebates:** Notwithstanding the foregoing, at the Participating Agency level, Office Depot may agree to offer lower prices in lieu of anticipated rebate dollars to those Participating Agencies whose total Spend exceeds \$500,000. To implement, Office Depot will enter into an agency-level agreement, which will also provide for an annual reconciliation to ensure that the earned rebate dollars correlate to the additional discounts and adjustments to pricing will be made as necessary (a “true-up”).

**Tier One Alternative:** Office Depot has developed a diversity purchasing initiative (“Tier 1 Program”) that can be utilized by end customers to purchase products and services from small businesses, minority-or women-owned suppliers and service disabled veteran suppliers. We appreciate the opportunity to help our Tier 1 diversity partners while assisting TCPN Participating Agencies to achieve their diversity spending goals. Our proposed program maintains the structure of known auditable pricing that TCPN contracts provide Participating Agencies while meeting the diversity needs of the Tier 1 Partners.

In the event a Participating Agency wishes to purchase under the TCPN Contract but also elects to utilize an Office Depot Tier 1 partner in connection with such purchases, TCPN shall permit the Participating Agency to participate in Office Depot’s Tier 1 program, provided such participation is in accordance with the terms of the TCPN Contract. The parties agree that the Participating Agency shall pay a fee in addition to the pricing offered under the Contract in order to participate in the Tier 1 Program. The final unit price for the invoice will be the TCPN contract sell price plus the Tier 1 program fee which shall be shall be negotiated among the Participating Agency, the Tier 1 partner and Office Depot.

**Special Order Bids:** For purposes of the Contract, “Special Order Bids” are defined as warehouse, truckloads, non-recurring new opportunities (i.e. systems furniture) or other similar type of formal RFPs, RFQs or bids. Office Depot may respond to Participating Agencies who issue their own Special Order Bids, under their own terms and conditions, including bids for quantity discounts on products that may be delivered to a centralized warehouse location, in accordance with the following terms:

- i. Pricing will be negotiated on a case-by-case basis.
- ii. If Office Depot is awarded a Special Order Bid, a separate Office Depot account shall be set up for the relevant Participating Agency for those purchases made for the centralized Special Order Bid. Such separate account shall not be linked to the Participating Agency’s TCPN account and, therefore, not subject to its volume/adjacency rebate or any other Office Depot rebate or incentives that are paid to participating agencies.
- iii. If, pursuant to a Special Order Bid, a Participating Agency makes purchases of items from Office Depot, such purchases shall not be included in the quarterly calculation of Administrative Fee due to TCPN.
- iv. Pricing which is offered or given by Office Depot as a result of such bids will have no effect on the pricing otherwise offered under the Contract.
- v. In the event that Office Depot provides a Special Order Bid it shall be submitted under the pricing terms and conditions of Special Order Bid and not the pricing terms and conditions of the TCPN contract.

**Regional Promotions:** Office Depot shall have the right to offer special pricing on certain items on a national or regional bases; provided, however, Office Depot will provide TCPN with thirty (30) day prior written notice of the items, pricing, relevant geographical region, and the time period in which the items and pricing will be available. Items will be added/updated according to the TCPN price update schedule set forth in the Contract. These items may be available in limited quantities and will be available to all Participating Agencies in the geographic region(s) identified. Purchases of items under any Regional Promotion will be counted toward the Spend used to calculate the Agency Annual Volume and Adjacency Rebates and the Administrative Fees due to TCPN under the Contract. The terms and conditions related to Regional Promotions shall be at the sole discretion of Office Depot.

### **Freight, Delivery, assembly, installation and Service charges.**

The pricing set forth in this Contract includes, dock and/or room-of-choice delivery. Additional freight charges may apply for items exceeding 70 lbs. in weight and/or 110" in length/width, special order furniture, and/or rush deliveries, and Hawaii, Alaska, Puerto Rico and Guam orders

#### **Furniture Delivery Rates and Policy:**

- **In-stock furniture orders under 70 lbs.** (based on total order weight) will be delivered at no extra charge to a ground-floor location on the next business day in most cases. Delivery date may be within 2-3 days based on the volume of orders. Office Depot delivery representatives will move packaging materials from these items to a customer-specified location at no extra charge upon request. Unpacking will not be provided by third-party delivery services.
- Our **Enhanced Delivery Service** is required for all in-stock furniture orders over 70 lbs. (based on total order weight). Some customers within our local delivery areas will receive next business day delivery; all others will be given the earliest delivery appointment available (within 7 business days) at the time an order is placed. Customers outside of our local delivery areas will be contacted within 2-3 business days of placing an order by our delivery carrier to schedule an appointment. In-stock furniture orders will be delivered by appointment by two-man teams and will be placed in the room of choice with minor assembly on select items. Packaging will be removed upon request. This fee is a per order charge, regardless of how many deliveries take place. Actual delivery fees to be provided at point of sale. Fees are subject to change without notice. **Enhanced Delivery Service is not yet available in all areas. Please validate at checkout whether these fees apply in your area, or call (888) 263-3423 for details.**
- Non-stocked catalog items furniture will be delivered to a ground floor location in the manufacturer's shipping carton at no additional charge.
- Furniture assembly service is available upon request for an additional fee. This can be arranged with a customer service representative to schedule.
- Preferred delivery service is available for security and anti-theft chests/files and fire safes for an additional fee. Please call (888) 263-3423 at the time of purchase to arrange for preferred delivery service. This service includes delivery, unpacking, set up, and removal of debris. Deliveries requiring multiple flights of stairs may require additional charges.
- Simple Specials/Non Code Furniture (quick ship, customizable, transactional centered, small order) ship in 1 – 3 weeks after receipt of purchase order.

Special Order furniture (not available in our furniture catalog) Assembly and Installation charges will be priced on a per project basis and are based factors including, but not limited to, project schedule / phasing, Union requirements, and local market labor rates. Freight, delivery assembly and installation charges are clearly marked on invoices. Upon request, Office Depot can provide an hourly rate breakdown by order for installation charges.

All other services, such as reconfiguration planning and design, furniture inventory assessment, etc., but not including new furniture specification and design services will be priced on a per project basis.

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## APPENDIX G:

## VALUE ADD

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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## APPENDIX G:

### VALUE ADD

Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract for participating agencies.

Office Depot offers TCPN Members a comprehensive nationwide furniture source by combining the resources and service capabilities of Office Depot Furniture and OfficeMax Interiors. Together we deliver better experiences for all Public Agencies with more choices, broader access, dedicated service, everyday value, and a future filled with access to innovative.

#### **NATIONAL FURNITURE DEALERSHIP CAPABILITIES**

At Office Depot, meeting an agencies comprehensive furniture needs means seeing your project through from conception to completion. You simply won't find more complete solutions anywhere else.

As a true national furniture dealership, Office Depot offers a full range of furniture solutions for agencies. We contract with the top furniture manufacturers—and give agencies individual attention through our nationwide sales and service network.

Whether your project requires a full-service or collaborative approach, we have the people, knowledge and experience to help. We're experts at working with Public agencies, facility managers, architects and designers. Plus, we back it up with reliable, long-term support that meets agencies requirements

The results is the kind of working environment that reflects what your organization is about, one that helps people do their jobs better---by raising efficiency, improving ergonomics, and encouraging collaboration and inspiring creativity.

#### **NATIONAL FURNITURE MANUFACTURER PARTNERSHIPS**

Office Depot is thorough and careful in selecting our national furniture manufacture partners. Due to the size and strength of Office Depot furniture, and our commitment to our partners, we have developed outstanding long-term relationships with many key national manufacturers--who consistently exceed our standard vendor requirements; allowing our sales team to efficiently support our customers whether with service or pricing.

#### **VIRTUAL AND HARD COPY CO-BRANDED TCPN CATALOGS**

Office Depot will provide over 40 thousand TCPN/Office Depot catalogs to be distributed throughout the United States, Guam and Puerto Rico. We will also implement a virtual catalog for our many customers to view on our website. The two investments will reach thousands of customers and enhance our field sales investment across the county.

## **WEBSITE PUNCH OUTS**

Office Depot facilities punch out on our customer websites with in turn allows for their users to better understand our product solutions and procedures for insuring an efficient project turnaround. This also support the cost reduction on our public sector's customer's procurement process as this allows for easy and rapid on line ordering.

## **OFFICE DEPOT FURNITURE SHOWROOMS PUBLIC SECTOR DEDICATED SELLING RESOURCES**

Our showrooms are available for TCPN member to visit, meet the local team, and see first- hand the quality and features furniture solutions we provide

Our regional Showroom locations include: Atlanta, Georgia; Chicago, Illinois; Columbus, Ohio; Boston, Massachusetts; Dallas, Texas; Irvine, California; Seattle, Washington; Washington, D.C. and thirty other locations

## **BREADTH OF GEOGRAPHY AND PRODUCT SOLUTIONS**

Our Office Depot Furniture Sales and Support team has a vast reach across the United States, Guam and Puerto Rico. We provide consistent, reliable, highly professional, progressive support to our customers. With over 300 dedicated furniture staff to support our customers there is almost no location within the 50 states and two US Territories our furniture team cannot support. This breath of people extending day to day support also means we reach our customers quickly for that first meeting, phone call, walk through, question and/or order.

As part of our reach we come with just as large of breath of line as we do people to support our customers. With over 350 manufactures partnerships our solution reach is also vast and robust. Every day we provide our customers with a solutions for almost every need they might have; always suggesting solutions that fit the need of our customers.

## **PUBLIC SECTOR DEDICATED SELLING RESOURCES**

We have over 200 Office Depot Public Sector specific selling resources across the county. This team of talented and tenured sales professionals has been trained to serve the public sector community, many have focused on this segment of business for the majority of their career in the industry. They are tasked specifically with growing this vertical market of business and know their customer intimately. In most cases they have long term relationships with their customers making them veterans in their market place within this sector of business.

## FURNITURE ONLY CUSTOMER SUPPORT

To support our public sector selling resources we also have a dedicated furniture only customer support team that is well versed in the contract furniture business. They understand the needs of our public sector customers and respond accordingly with a professional and reliable attitude. They work tirelessly to insure that our customers are well taken care of resulting in them most often becoming a long term customer of which you will note in many of our references.

## LARGE PROJECT EXPERIENCE

We have included the Sonoma State University Case Study where Office Depot facilitated ongoing communication with client, architect and team/project members prior to and during the project installation to ensure that deadlines and expectations were met for their new \$62 million student center project. See Attachment #1 immediate following this section.



Office Depot has a proven process to manage projects of any size and complexity. With the option of an “**order preview**,” our team will preview all the materials and resources needed on the project. This will, in turn, hold raw materials, staffing, and production time for Member projects to ensure deadlines are met. As it relates to receipt, delivery, and installation of the product, our preferred installation partner works closely with us to provide Members’ projects with the needed resources to complete the installation on time and with minimal disruptions to their business. We require the same dedication and thorough review of our vendors that we do of our contractors

The attached Sonoma State University Case Study outlines how Office Depot facilitated ongoing communication with the client, architect and team/project members prior to and during the project installation to ensure that deadlines and expectations were met for their new \$62 million student center project.

## SCHOOL FURNITURE STOCKING PROGRAM

Office Depot makes available to TCPN members our complete assortment of stocked private and name brand coded and catalog selection, plus our own inventory of in-stock classroom private brand and HON products—for quick (3 day) fill-in projects during peak purchasing periods. These items are represented in our School Furniture Catalog design to meet Agencies needs



## QUICK SHIP PROGRAMS

Office Depot has long established partnerships with multiple furniture manufactures that provide various quick ship programs which allow for our customers to receive their special order products when needed. Our partners offer said programs based on specific products solutions, fabric and finish selections all to best support the needs of our customers.

## SMALL ORDER PROGRAM

Office Depot's unique in-house stocking programs (not supported by a wholesaler) provides a choice of over 200 of our most popular furniture skus, including our Own Brand furniture products, and ships directly within 1-3 days form our Distribution Centers. The program includes delivery service to an Agencies room-of-choice, and removal of packaging on requests. And, additional assembly, and installation services, upon request, priced per project, to meet the turn-key need of Public Agencies

## LEASING PROGRAMS

Office Depot has partnerships with premier leasing companies. We offer leasing programs which offer our customers the advantages of: conserving working capital, easier than a bank loan but just as competitive solution, fixed payments, little out of packet money with flexibility and convenience.

## FURNITURE RENTAL PROGRAMS

Office Depot has negotiated national partnerships with premier rental companies. Our rental partners extend multiple product solutions making it a full service option for those times when a rental is what is preferred. We offer rental programs with purchase options, multiple furniture solutions with quick and easy installations resulting in a Turnkey customer experience.

## ERGONOMIC AND FURNITURE STANDARDS SERVICES

Our Office Depot Interiors team provides Ergonomic Evaluations and training on how-to correctly adjustable seating and other ergonomic solutions for the office.

Office Depot can help you standardize your entire furniture program at every location. Our furniture professionals will help you make selections, establish a program and then provide easy access for each of your locations as furniture needs arise. We also have workspace solutions that are effective, efficient and complementary to your current standards program

Office Depot can help agencies standardize your entire furniture program at every location. Our furniture professionals will help you make selections, establish a furniture standard that is easy locations to access when a furniture need arises. We have workspace standards solutions that are effective, efficient and no-charge to develop.

## **LEARNING SEMINARS**

One of the reasons for Office Depot's success is connected to the prosperity of our suppliers and the communities in which we work and live. For example: a more robust and educated community whether at the Architectural and Design or customer levels will in turn create healthier, more sustainable product solutions and environments for everyone. With this in mind, Office Depot Interiors design team partners directly with our manufactures to provide the training that our communities seeking: For example: Move and Change Management, Co Create: A Context for Collaboration, Countercolor, Design Going Forward, From Chalkboard to Whiteboard, Floor Plans and Freud, Phone Booths and Mail Boxes and the Rise of the Human Factor just to name a few courses.

## **DESIGN SERVICES**

Utilize Office Depot's national staff of fully trained and licensed interior designers to collaborate on a creative plan that not only suits your Members' needs, but also provides you with a seamless process. Our regional design teams are highly collaborative—capitalizing on all the best practices. They draw from our comprehensive selection of furniture partners, assets, and resources to help create and design a solution that best fits an environment. Giving our regional design team the ability to reach out to our other regions for assistance when workloads become unbalanced ensures that Members project will never be left unattended. Programming, design, and installation documentation are value-added services to support new product purchases.

As a critical component to the furniture buying process, our Creative Services Group offers design support in the areas of project programming, design development, space planning, furniture specifications, fabric and finish selection, field verification, technical audit, electrical and telephone placement recommendations, installation documentations, and installation drawings.

Through Office Depot's Furniture Group, TCPN members can access each of our team members' professional expertise in:

### **Space Planning**

Our belief is that the most effectively planned spaces take into account who you are and how you work. We will conduct a space development study that allows us to plan an environment that best supports the way you work.

Our design process allows us to determine the appropriate relationships between common areas and workstations; between departments, teams, and collaborating entities; between employee

status, productivity, job function, and cultural change. All these relationships are determined in conjunction with the overall feel of the office environment, ensuring that your space not only looks great, but functions great and is sure to enhance productivity.

With the demands on organizations and workspaces today, we understand the importance of efficient use of a space. Our Designers develop strategic solutions down to the smallest details. We use the same space development techniques in planning filing, print/copy space adjacencies, and storage requirements. All local codes and sound/noise attenuation needs are considered as well.

## Specifications

Using state-of-the-art technology, Office Depot ensures that your furniture specifications are accurate. Starting with the products selected during the planning and design stage, our project planners generate detailed, order-ready specifications. Our process, aided by technology, ensures each element of the design is correct and the project is successfully completed in a seamless process.

Because we share the same systems, documented processes, and procedures across the country, you can always count on Office Depot furniture for consistent pricing and service. Furniture utilizes the same ordering platform as supplies, ensuring consistent pricing, reporting order tracking through invoicing. With our e-commerce platform, we can create customized on-line furniture order standards that comply with public agencies purchasing rules and needs. Office Depot has specifying and design programs (CAP, GIZA, and AutoCAD software) to support complete specifying and planning of customized project solutions from small projects and renovations to new construction.

## 3D Views and Renderings

Communication is imperative in understanding and the complexities of a space, our design team may access additional services, such as 3D views or renderings. These computer-generated drawings depict the actual proposal, enabling Members to view the design concept from the perspective of being inside the space



A 3D rendering gives Members the opportunity to review and adjust layout and space functions before ordering. It can also aid in color selection, revealing floor to ceiling relationships, and clarifying the overall appearance of their space—providing Members the ability to make an informed decision.

## **Finish Selections**

Office Depot Interiors project planners have the knowledge and skills to guide public agencies through the color and finish selection of their furniture solution which may include sample laminate, paints and/or fabrics. Whether they are looking to create a new environment, freshen up an existing space, incorporate a cultural change, or identify new organization colors/identity, the Creative Services Group will work with them to create a solution in line with their goals. We are ready to assist and consult on any level they desire: blending existing finishes with new selections, designing a new scheme, or simply making suggestions for their consideration to get them started on their desired path.

## **Installation Drawings**

Once an agencies project has been specified and ordered, their project planner will translate all of the necessary information into a format that ensures a flawless installation.

Our professionally trained and experienced installation staff relies on these detailed instructions to ensure that all the nuances of a solution are addressed and implemented. Additional information sheets are developed to designate panel types, panel plans, electrical plans, components plans, notes on field cuts, and any other special requirement for their job.

Clarity of instruction is the key to proper field installation. More complicated projects may require our color-coded plans. Special symbols, colors, and dimensions/notes provide the needed direction—particularly if Members are adding new product into an existing space or reusing/reconfiguring existing components.

## **MOCK UPS**

On some projects it becomes fruitful to work with our customer and manufacturer partners to provide a mockup of the furniture being considered. Our Office Depot Interiors team is proficient at knowing when and how to manifest this service.

## **DEMO PROGRAM**

Our Office Depot Interiors team has a robust demo program that we utilize almost daily to support our customer's needs. From a chair to a table, keyboard and much more; Office Depot can provides our customers with the samples they need to best support their employees. These temporary samples allow for our customer to work with their employees to best understand and insure that these solutions will best suit their needs while minimizing any incurred risk.

## **FURNITURE LAB PROGRAM**

As our public sector business continues to evolve we offer a Lab Program. We work with our customers to develop a furniture testing lab that allows products to remain on site such that the customer may facilitate an experiential usage of the products. The customer spends time in the lab testing the products to better understand what types of solutions they might need for their specific environment. These labs of late have been referred to as 21<sup>st</sup> Century Classrooms, NextGen Experience and/or Classrooms of the Future.

## **CUSTOMER PARTNERSHIP**

Office Depot is committed to customer feedback. We listen to our customers and provide them with what they are asking for making us a trusted partner. Our customers participate in surveys and “Think Tanks” where we gather important information and in turn report back the progression taken that aligns with their participation and needs.

## **SUSTAINABILITY/LEED (Unique differentiator)**

Office Depot is committed to supporting continued education and sustainability. Utilizing our LEED Accredited Professionals and manufacturer partners, we have an infrastructure in place to help TCPN Members meet their individual sustainability goals.

For our customers with LEED certification goals—or those wishing to incorporate a degree of sustainability into their projects—our highly trained team will work with them every step of the way to ensure all possible credits are achieved, proper documentation is obtained, and strategic processes are maintained. We have a comprehensive furniture selection with environmentally friendly characteristics and our catalogs list those characteristics in the item descriptions.

## **STANDARDS PROGRAM/PRODUCT CAPABILITIES (Unique differentiator)**

At Office Depot, our Furniture team endeavors to develop innovative client solutions that address our customers’ ever-changing needs in order to make their jobs easier. Our national resources and distribution allow us to assist them in standardizing each of their furniture concerns.

Our furniture specialists will work with agencies to make selections, establish a program, and then provide easy access for each of their locations as furniture needs arise. We will develop a Member unique furniture selection to enable your buyers to quickly identify the items that the Member has selected as their preferred products for their organization. We also provide local services that can aid their satellite locations in planning or designing a space, making selections, or simply delivering and installing the final product.

We have workspace solutions that are effective, efficient, and no charge to TCPN Members current standards program. We offer a vast selection of manufacturers with the capabilities to address needs great and small—without sacrificing any existing standards programs. Choose from thousands of furniture items and accessories to help complete your program:

- Private offices
- Big and tall chairs
- LAN rooms
- Filing systems
- Ergonomic seating
- Literature racks
- Task lighting
- Conference accessories
- Shelving units
- Artwork
- Stacking chairs
- Mailroom systems
- Media carts
- Locker and break room equipment
- Training room furniture
- White Boards
- Floor Mats
- Soft Seating
- Clean Room Solutions

- Library Solutions

### **STREAMLINE YOUR WORKPLACE (Unique differentiator)**

It's one thing to understand your workplace. It takes a much more comprehensive capability to be able to streamline that workplace to enhance efficiency, generate cost savings and achieve full management control. By putting our proprietary tools, solutions and services to work, TCPN members can realize these additional benefits.

#### **Partnering for Efficiency**

Success and efficiency go hand in hand. As TCPN member's furniture partner, we work with them to simplify processes and consolidate vendors to save time, increase productivity and streamline and standardize their workplaces:

- **Simplifying Processes.** Boost efficiency in how they order, receive, pay, measure and collectively manage their supply program.
- **Consolidating Vendors.** Achieve best-in-class status with fewer steps, so they can maintain an effective supply program for their organization all by leveraging one point of contact to forecast trends and provide key research.
- **Integration of Technology and Furniture.** Develop a comprehensive and cost effective solution by using the partnership of Office Depot Technology and Furniture Consulting services—selection of furniture that properly supports Technology

#### **Partnering for Control**

By increasing the control TCPN Members have, they can reduce any wasteful procurement behaviors that can increase costs:

- **Reshaping Costly Purchasing Behaviors.** Decrease expenses and achieve a lower total cost of ownership. Pinpoint areas where savings can improve through proprietary tools.
- **Gaining Visibility Into Total Spend.** Identify areas for savings and get clarity and control over their entire workplace by gaining insight into how their organization procures.
- **Single Point of Contact.** This provides an overall cost reduction in man hours: we complete the product research (sometimes multiple products), drawings/space planning, coordinate the installations, meet with the contractors, and insure any and/or all punch list items are completed to our customers satisfaction; all resulting in ease of project completion.

### **PROGRAM INVESTMENT**

Office Depot is committed to an investment strategy that improves our furniture business and in the development of new programs, Form 2012-2014, we've added experienced furniture staff to our Inside Support and Shared Services group, significantly increasing this very successful program with 13 new hires including Inside Sales Representatives and Designers.

We committed to providing our team and customers the latest versions our furniture order management and specifying programs, including, the latest versions of AutoCAD and CAP Software and libraries, as well as EDI capability. In 2012, we invested in a customer-facing room design software allowing our customers to test layouts, in a variety for virtual environments, and create budgets based on standard list of furniture items. We are committed to testing and displaying latest products from our key vendors for our customers, by refreshing our showroom collections, annually with new product introductions.

Office Depot is an industry leader in Private Brand Furniture, and we have made a significant investment in developing, producing and stocking new contemporary furniture products, including, 3 new seating lines for our Realspace Brand Seating, and a complete Modular Casegoods, ModOffice.

**ROBUST PRODUCT ASSORTMENT**

We have included our manufacturer line card in our proposal to illustrate our full breadth of product solutions that we are able to offer to the participating TCPN membership. We utilize this extensive product offering in conjunction with our primary offering to provide a total project solution. This list along with a best practice of searching for new and innovative product solutions provides for continuous additions of new vendor partners. This provides a very comprehensive product solution for our customers. Please see our attached manufacturer line card – Attachment #2.

Sonoma State University // Case Study

# Streamlining the Education Workplace

Leveraging professional expertise and cost efficiencies for a new student center

## Case Study Snapshot

### Workplace Challenge:

- > Create a sense of community for its new \$62 million student center

### Workplace Solution:

- > Designed a collaborative furniture plan with colorful fabrics and finishes to personify vision of project and project a fresh look

### Workplace Results:

- > Efficiency: Provided single point-of-contact for procurement/installation; leveraged proven success with similar projects in Cal State University system
- > Cost savings: Kept project costs within customer's budget guidelines; presented variety of product/solutions to offer savings
- > Control: Facilitated on-going communication with client, architect and team/project members prior to and during the project installation to ensure that deadlines and expectations were met
- > Leveraged university's contract for office supplies, resulting in one-stop-shop capabilities and better control over business supplies



## Workplace Challenge

Somona State University's student center—where students eat, mingle, rest and socialize in a central place—was mired in the 1970s, with dated furnishings and unworkable conditions. This dynamic, 21st century campus needed to outfit its new student center with an fresh, inviting and collaborative environment.

Located in California's premier wine country one hour north of San Francisco, Sonoma State University ([sonoma.edu](http://sonoma.edu)) is a small campus with big ideas. Over the past 15 years, the SSU president has transformed the campus by adding a \$140 million music center, 21 student apartment buildings and a high-tech library, and renovating the science and administration buildings. The new \$62 million, 130,000-square-foot student center offers 11 kitchens and 10 dining options (including a full-service restaurant, a sports bar and a live demonstration kitchen anchoring a sophisticated food court); the SSU bookstore; headquarters for student government and clubs; a multicultural center; offices and meeting rooms and a 12,000 square foot ballroom available for community and group use. What SSU needed now was a collaborative furniture plan for the three-story building that would create an open and inviting space for students and faculty.

## Sonoma State University // Case Study

### Workplace Solution

A few years ago, OfficeMax® formed a successful partnership with SSU to provide office supplies throughout the university but never had the opportunity to showcase its furniture expertise. So, when presented with the opportunity to bid on the new Student Center, along with the incumbent and other vendors, the OfficeMax Workplace™ | Interiors team jumped at the chance. They presented a bid package with renderings and details for two different bid phases to zero in on just the right manufacturer, ultimately winning the \$500,000 contract.

“Our proven success with similar higher ed projects in the Cal State University system and throughout the U.S., coupled with our access to educational group purchasing organizations and contracts, gave us a tremendous competitive advantage,” explained Susan Waxman, Senior Account Executive for OfficeMax Workplace™ | Interiors. “We can provide as little or as much as required by a higher ed institution—including design services, space planning, ergonomic evaluations, color and fabric selection, project management and installation.”

The requirements for the private offices and open-areas in the SSU Student Center were straightforward—SSU was looking for products that could withstand an active student environment and also speak to the aesthetic of the space and overall building concept. The OfficeMax Workplace™ | Interiors team presented a series of options. Each manufacturer had its strong points but ultimately HON® was selected for the majority of the areas, as it met the criteria to the fullest. HON products included HON Flock seating (modular elements that help people connect virtually anywhere), HON Huddle multipurpose tables and HON Voi Workstations (offering layered work surfaces, practical storage components, versatile materials, and compact footprints). For the large private boardroom, the team specified Teknion boardroom tables and chairs, as they complemented the space requirements and high-quality look.

The OfficeMax Workplace™ | Interiors team coordinated the procurement and installation process, selecting furniture, colorful fabrics and finishes that personified the vision of each area and offered a fresh look that students love.

### Workplace Results

The new Student Center opened November 2013, complete with a ribbon cutting, speeches, free food and games for more than a thousand visitors who flocked to see the newest venue on campus. Thanks to their single source furniture solution, OfficeMax Workplace™ | Interiors delivered benefits on three important levels:

#### Efficiency

- > One proven team of professionals served as a single point-of-contact for procurement/installation
- > Leveraged expertise in interiors solutions and proven success with similar projects in the Cal State University system

#### Cost savings

- > Negotiated with select vendors to keep project costs within customer's budget guidelines
- > Presented a variety of product/solutions to offer savings when needed

#### Control

- > Managed the procurement/installation process from start to finish and facilitated on-going communication with the client, architect, team/project members prior to and during the project installation to ensure that deadlines and expectations were met
- > Leveraged the university's contract for office supplies, resulting in one-stop-shop capabilities and better control over business supplies; gained insight and expertise to better control institutional spend and pinpoint areas where future savings can be maximized

Praising OfficeMax's flexibility and professionalism, Jessica Way, Director of the SSU Student Center, concluded: “The OfficeMax Workplace | Interiors worked hand-in-hand with our SSU team to create the sense of community we were seeking. Now, students and faculty can come together in an environment that's just as educational as the classroom.”

To learn more, call **877.543.0944**,  
email us at **Info@OfficeMax.com**  
or visit **OfficeMaxInteriors.com**

**OfficeMax**  
WORKPLACE™

INTERIORS



## Summary of Office Depot Manufacturer Partners

Additional discounting may be available. Reference Special Order Manufacturer pricing for select vendors geared discounting

List may not include all manufacturers, including specialty and new manufacturer lines.

MANUFACTURER	MANUFACTURER
2/90 SIGN SYSTEMS	ICEBERG ENTERPRISES
3FORM, INCORPORATED	ICF - UNIKA VAEV
3M	IMAGES OF AMERICA(IOA)
9 TO 5 SEATING	INDUSTRIAL RACK & SHELVING INC DBA RDT CONCEP
A.I.S. (AFFORDABLE INTERIOR SYSTEM)	INNOVANT
AARCO PRODUCTS INC	INSCAPE INC DBA OFFICE SPECIALTY
ABCO OFFICE FURNITURE	INTEGRITY INTERIOR SOLUTIONS LLC
ABM OFFICE SOLUTIONS	INTENSA
ACACIA ORIGINALS	INWOOD OFFICE FURNITURE
ACCO BRANDS	IOF BUSINESS FURNITURE
ACERAY LLC	ISE INC
ACTION BUSINESS INTERIORS	J SALLESE & SONS
ADDEN FURNITURE	JANUS ET CIE
ADELPHIA GRAPHICS SYSTEMS	JASPER CHAIR COMPANY
ADI ART DESIGN INTERNATIONAL INC	JASPER DESK
ADMC	JBI
ADVANTUS	JEFFREY BRAUN FURNITURE
AFC INDUSTRIES INC	JKP INC
AFFORDABLE INTERIOR SYSTEMS	JOHN WATTS ASSOCIATES
AGATI INC	JONTI CRAFT
ALAN RADIN'S FURNITURE TOUCH UP	JOSEPH NOBLE INC
ALLE DESIGNS LLC	JSJ FURNITURE DBA IZZY PLUS,HAG,FIXTURE
ALLERMUIR LTD	K & A MFG INC/RIGHT ANGLE
ALLSEATING CORP.	KAY CHESTERFIELD CO
ALTUS INDUSTRIES	KEILHAUER

MANUFACTURER	MANUFACTURER
AMCASE C/O ADAMS-MULFORD INC	KELLEX CORPORATION
AMF SUPPORT SURFACES DBA RESTEX	KEN BOUDREAU INC DBA CORIANDER DESIGNS
AMFAB COMPANY	KEYSTONE BROS
AMPLIOVOX/PERMA POWER	KFI SEATING
AMTAB MFG	KIDSTUFF PLAYSYSTEMS
ANDREU WORLD CHICAGO	KNU LLC ( LA Z BOY) ACCT# 678938
APCO GRAPHICS INC	KORDEN
APPENX INC	KOROSEAL INTERIOR PRODUCTS
ARC COM FABRICS	KRAVET INC
ARC ELECTRO REFINISHERS	KRUEGER INTERNATIONAL
ARCADIA CHAIR	KRUG ASSOC
ARCADIA CONTRACT	LAMPS PLUS
ARC-COM FABRICS	LANDSCAPE FORMS
ARCHITECTURAL RESPONSE KOLLECTION INC	LAZAR INDUSTRIES
ARCHITEX	LA-Z-BOY CONTRACT FURNITUR, KNU
ARCONAS	LDI CORPORATION
AREA INTERNATIONAL	LEGACY LOCKERS
ART CONCEPTS	LEISURE CRAFT
ARTELA DBA TELA ART RESOURCE	LELAND INTL LLC
ARTOPEX INC	LENCORE ACOUSTICS GROUP
ATLAS MILLS CARPET	LESRO INDUSTRIES, INC
AUDIO FIDELITY COMMUNICATIONS CORP	LIBRARY FURNITURE INTERNATIONAL
AURORA STORAGE PRODUCTS	LIFETIME PRODUCTS
BAKER FURNITURE	LIGHT CORP
BALT	LOWENSTEIN-USE OFS
BARRICKS	LUXO CORPORATION
BASC MANUFACTURING INC	LYON METAL PRODUCTS
BEAUFURN LLC	M SCHNOLL & SONS
BENCHMARK MFG	MAGNA VISUAL INC.
BERCO	MAHARAM
BERNHARDT FURNITURE	MAI
BINSWANGER GLASS COMPANY	MAIN STREET GALLERIES
BLACKROCK TRADING COMPANIES INC	MAI'S DRAPERY
BLOCK & CO	MAISPACE

MANUFACTURER	MANUFACTURER
BLUWORLD OF WATER	MARCO GROUP INC
BORROUGHS	MARQUIS CONTRACT CORPORATION
BOSS OFFICE- A NORSTAR CO.	MARTIN BRATTRUD INC
BRADFORD SYSTEMS CORPORATION	MARVEL GROUP INC.
BRASS SMITH (BSI)	MASTER MANUFACTURING CO
BRC BUSINESS ENTERPRISE	MASTERCRAFT SPECIALTIES INC
BRENTANO FABRIC	MAVT LLC DBA MILESTONE AVE TECHNOLOGIES
BRETFORD	MAXON
BROOKLINE FURNITURE CO LLC	MAXXYS DATACOM
BURCH FABRICS	MAYER CONTRACT FABRICS
BUSH INDUSTRIES	MAYLINE COMPANY INC
BUSINESS OFFICE SYSTEMS INC	MESA CONTRACT INC
BYRNE ELECTRICAL SPECIALISTS	MESSENGER CORPORATION
C & A FURNITURE LLC	METAVEVERSE CORPORATION
C & M MILLWORK	MH DESIGNS
CABOT WRENN	MIDWEST FOLDING
CACTUS MAT	MITY-LITE INC.
CALUCO LLC	MODERNFOLD CHICAGO
CAMIRA GROUP INC	MODERNFOLD NORTHWEST INC
CAPE CONTRACT FURNITURE	MODULAR SYSTEMS AND INSTALLATION SVC
CARLSON SHEET METAL WORKS INC	MOMENTUM TEXTILES
CARNEGIE FABRICS INC	MPC INC
CARTERS METAL	MSI OFFICE FURNITURE
CARTWRIGHT INC	NATIONAL OFFICE FURNITURE
CBT SUPPLY INC DBA SMARTDESKS	NATIONAL PUBLIC SEATING
CERALN CORP DBA WOODTRONICS	NATIONAL WOODWORK
CHERRY MAN INDUSTRIES	NATURAL DECORATIONS
CHICAGO LIGHT HOUSE	NETWORK OFFICE CLEARINGHOUSE
CHIEF MFG. INC.	NEUDORFER
CLARIDGE PRODUCTS	NEUTRAL POSTURE
CLARUS GLASSBOARDS	NEVINS INTL INC
COALESSE-CHICAGO LOCATION ONLY	NEW ENGLAND WOODCRAFT
COMMERCIAL FURNITURE INC	NEW LINE PRODUCTS
COMPATICO	NEW MAVERICK DESK

MANUFACTURER	MANUFACTURER
COMPEL OFFICE FURNITURE	NIGHTINGALE CHAIRS
COMPLETE OFFICE INSTALLATIONS	NOA MEDICAL INDUSTRIES
CONKLIN OFFICE SERVICES	NORIX
CONSET AMERICA LLC	NORSTAR OFFICE PRODUCTS
CONTRACT FURNITURE COMPANY	NOVA SOLUTIONS
CORIANDER/WOOD DESIGNS INC.	NUCRAFT
CORMAN & ASSOCIATES INC	OAK HARBOUR MARKETING LTD
CORN UPHOLSTERY CO INC	OFFICE CHAIRS INC
CORPORATE ART LLC	OFFICE DESIGN STUDIO
CORRELL INC	OFFICE FURNITURE DISTRIBUTORS (OFD)
CRAMER INC.	OFFICE FURNITURE RESOURCES
CREATIVE WOODCRAFT	OFFICE MASTER
CROWN MATS AND MATTING (LUDLOW)	OFFICE SPECIALTY/CURTIS PRODUCTS
CUMBERLAND	OFFICE STAR PRODUCTS
CUSTOM CRAFT LLC	OFM INC
CUSTOM DECORATING BY VN BROOKS LLC	OFS
CUSTOM MAT	OKLAHOMA SOUND
D&R CARPET SERVICE	OMNI PACIFIC
DALE ADAM INC DBA CIRCLE GLASS COMPANY	ONE FURNITURE GROUP
DA-LITE SCREEN CO. INC.	PACIFIC COAST FURNITURE DISTRIBUTORS LLC
DAR RAN FURNITURE INDUS INC	PALLAS TEXTILES
DATESWEISER FURNITURE CORP	PALMER HAMILTON LLC
DATUM OFFICE SYSTEMS	PAOLI INC
DAUPHIN NORTH AMERICA	PARAMOUNT
DAVID EDWARD LTD	PARKNPOOL
DEFLECTO CORP	PATTERSON POPE
DEHNCO EQUIPMENT & SUPPLIES	PAUL BRAYTON DESIGNS
DEPENDABLE FURNITURE	PBS SUPPLY
DESCOR IND INC	PEOPLE FRIENDLY PLACES INC
DESIGN ADVANTAGE	PETER PEPPER
DESIGN WITHIN REACH	PORCELAIN PATCH AND GLAZE
DESIGNTEX INC	PRISMATIQUE DESIGNS LTD
DESK-MAKERS	PSS WORLD MEDICAL INC
DICK BLICK CO	QUARTET

MANUFACTURER	MANUFACTURER
DICK GRAYBEAL	QUICK CRETE PRODUCTS CORP
DIVERSIFIED WOODCRAFTS INC	RAYNOR MARKETING LTD (EUROTECH SEATING)
DLW, INC DBA OFFICE FURNITURE DIST.	READY FITNESS
DMI FURNITURE	REIMERS (RFM SEATING)
DOUG MOCKETT	RENEW OFFICE INTERIORS
DOUGLAS INDUSTRIES	RESERVE MILLWORK
DRAPER INC	RESTORATIONS UNLIMITED
DURABLE OFFICE PRODUCTS	RIGHT ANGLE (USE K & A)
E.S. ROBBINS CORPORATION	RITZ ASSOCIATES
EASYKEYS.COM	ROBERT ALLEN GROUP
ECR 4 KIDS	ROCKY MOUNTAIN FURNITURE GROUP
EDELMAN LEATHER LLC	ROSENBAUM FINE ART
EDSAL MFG. CO	RPI DESIGNS
EGAN TEAMBOARD	RT LONDON COMPANY
EGAN VISUAL	RUBBERMAID
EISMAN CONTRACT ASSOCIATES	SAFCO
EISYS	SALSBURY INDUSTRIES
EKITTA	SANDLER SEATING
ELECTRONIC CABLE ASSEMBLIES	SAUDER MANUFACTURING
EMECO	SCHAEFERS OFFICE FURNITURE UPHOLSTERY SERVICE
EMINENCE GROUP INC DBA COLECRAFT COMMERCIAL F	SCHOLAR CRAFT COMMERCIAL
ENCORE SEATING	SCHOOL OUTFITTERS
ENGINEERED PRODUCTS	SCREENFLEX PORTABLE PARTIONS
ENWORK	SEATING INC
EPKO INDUSTRIES/MDC WALLCOVERINGS	SENTRY GROUP INC.
ERG INTERNATIONAL	SHADES OF LIGHT
ERGO CONTRACT FURNITURE	SHAPLEY & STERN INC DBA TEXSTYLE
ERGO DESKTOP	SHOTO CORP
ERGO IN DEMAND INC	SILVER STATE
ERGO MART	SIT ON IT
ERGOGENESIS WORKPLACE SOLUTIONS	SITMATIC
ERGONOMIC ACCESSORIES	SMEAD/FLEXISTAND
ERGONOMIC COMFORT DESIGN	SMITH SYSTEM MFG.

MANUFACTURER	MANUFACTURER
ERGOWORKS INC	SOURCE INTERNATIONAL
ESI ERGONOMIC SOLUTIONS	SPACECO
ESQUIRE SERVICES	SPEC FURNITURE
EVOLUTION INTERIORS	SPECIAL T DBA GLOBAL RESOURCE ALLIANCE
EXECUTIVE OFFICE CONCEPTS	SPECTRUM INDUSTRIES
EXEMPLIS CORPORATION	SPINNEYBECK ENTERPRISES
FABRICARE DRAPERIES	SSE & ASSOCIATES INC
FABRICUT INC	STEVENS INDUSTRIES INC
FAIRWAY HOLDINGS	STRONG PRODUCTS GROUP LTD
FAUSTINO'S CHAIR FACTORY	STYLEX SEATING
FELLOWES INC	SUBURBAN LAMINATING INC
FIREKING	SUN CONTROL PLUS
FLASH FURNITURE	SURFACE TECHNOLOGIES
FLEETWOOD INC	SURFACE WORKS
FLOORING SOLUTIONS INC	SWIFTSAPCE
FOLDCRAFT CO	SYMMETRY OFFICE LLC
FOLLIS & ASSOC	SYSTEM 2/90 INC
FRIANT & ASSOC LLC	SYSTEMATICS INC
FULBRIGHT & CO	SYSTEMATIX INC
FULMARQUE	T2 SITE AMENITIES INC
FURNITURE RENTAL ASSOCIATES INC	TANDUS FLOORING INC
GARRETT LEATHER CORPORATION	TEKNION
GARY MANUFACTURING	TELESCOPE CASUAL FURNITURE
GAVCO INDUSTRIES INC	TENNSCO
GEIGER INTERNATIONAL	TENSATOR INC ( FORMERLY LAWRENCE METAL)
GENERAL SOLAR CORPORATION	THE EXPEDITING COMPANY
GIBRALTAR	THOMPSON CONTRACT INC
GIRSBERGER	THREE H FURNITURE SYSTEMS
GLOBAL CONTRACT INC	TIGER LEATHER LLC
GLOBAL DISTRIBUTORS	TRACEY TABLE CO INC
GLOBAL EQUIPMENT COMPANY	TREARC BRANDS DBA EKO
GLOBAL INDUSTRIES	TRENDWAY CORPORATION
GMI COMPANIES INC	TROPITONE
GORDON INTERNATIONAL	TRUE TEXTILES INC

MANUFACTURER	MANUFACTURER
GRAND RAPIDS CHAIR	TSN MANUFACTURING
GRAND STANDS INC	TUCKER LIBRARY INTERIORS
GREAT AMERICAN PICTURE CO	UNISOURCE SOLUTIONS INC
GREAT OPENINGS INC	UNITED METAL FABRICATORS (UMF)
GREEN CUBE INC	VALLEY FORGE
GREENHOUSE FABRICS INC	VERSA PRODUCTS
GRESSCO LTD	VERSTEEL
GROSFILLEX	VIA INC
HALCON	VICTOR E THOMAS
HALE MFG	VIRCO MFG CORP
HARDEN FURNITURE	VISIONTRON CORP
HAWK SIGNS AND INGRAVING	VITRA INC
HBC DISTRIBUTORS	W.A. CHARNSTROM
HEKMAN FURNITURE COMPANY	WABASH VALLEY
HI5 FURNITURE INC	WADDEL FURNITURE- A DIV OF GHENT
HIGH POINT FURNITURE	WATSON FURNITURE
HIGH POINT UPHOLSTERY	WENGER CORPORATION
HIGHMARK	WEST COAST INDUSTRIES
HIGHSMITH INC	WESTERN PACIFIC STORAGE SYST
HIGHTOWER GROUP LLC	WIELAND FURNITURE INC
HINKEL INC	WODARCZYK INTERIORS
HIRSH INDUSTRIES	WOODARD INC
HMU LLC	WOODTECH INC
HNI INTERNATIONAL	WORKING WALLS INC
HOLLY HUNT ENTERPRISES	WORKRITE
HOMECREST OUTDOOR LIVING LLC	WORKSTUFF ( ALTUS)
HON COMPANY	WRIGHT LINE LLC
HOOKE FURNITURE/H CONTRACT	WYNWOOD FURNITURE -DIV OF DMI
HUMANSCALE-NEUTRAL BY DESIGN	ZUO MODERN
HUSSEY SEATING COMPANY	

Discount structure for the manufacturers listed will be tiered depending on the project scope. Determining criteria includes volume, client commitment, product selection, and term.

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## APPENDIX H:

### ADDITIONAL REQUIRED DOCUMENTS

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



APPENDIX H:

ADDITIONAL REQUIRED DOCUMENTS

- DOC #1 Clean Air and Water Act
- DOC #2 Debarment Notice
- DOC #3 Lobbying Certification
- DOC #4 Contractors Requirements
- DOC #5 Antitrust Certification Statement

**FOR VENDORS INTENDING TO DO BUSINESS IN NEW JERSEY:**

- DOC #6 Ownership Disclosure Form
- DOC #7 Non-Collusion Affidavit
- DOC #8 Affirmative Action Affidavit
- DOC #9 Political Contribution Disclosure Form
- DOC #10 Stockholder Disclosure Certification

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:

All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38.

Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.

Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.

Bid and Performance Security, as required by the applicable municipal or state statutes.

DOC #1

**Clean Air and Water Act**

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor:	<u>Office Depot, Inc.</u>
Title of Authorized Representative:	<u>Joe Siemianowski, Vice President, Furniture</u>
Mailing Address:	<u>455 Eisenhower Lane South Lombard, IL 60148</u>
Signature:	<u><i>Joe Siemianowski</i> 12/10/14</u>

**DOC #2**

**Debarment Notice**

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: Office Depot, Inc.

Title of Authorized Representative: Joe Siemianowski, Vice President, Furniture

Mailing Address: 455 Eisenhower Lane South Lombard, IL 60148

Signature: *Joe Siemianowski 12/10/14*

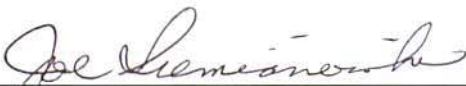
**DOC #3**

**LOBBYING CERTIFICATION**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

  
\_\_\_\_\_  
Signature of Respondent

12/10/14  
Date

**DOC #4**

**CONTRACTOR CERTIFICATION REQUIREMENTS**

**Contractor's Employment Eligibility**

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Region 4 ESC Participating entities in which work is being performed.

---

**Fingerprint & Background Checks**

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

---

**Business Operations in Sudan, Iran**

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

  
\_\_\_\_\_  
Signature or Respondent

12/10/14  
\_\_\_\_\_  
Date

**DOC #5**

**ANTITRUST CERTIFICATION STATEMENTS**  
**(Tex. Government Code § 2155.005)**

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

**Vendor**      Office Depot, Inc.

\_\_\_\_\_  
\_\_\_\_\_

**Address**      455 Eisenhower Lane South

Lombard, IL 60148

**Phone**      630.652.8152

**Fax**      630.652.8101

**Offeror**

*Joe Siemianowski*  
Signature

Joe Siemianowski  
Printed Name

Vice President, Furniture  
Position with Company

**Authorizing Official**

*Joe Siemianowski*  
Signature

Joe Siemianowski  
Printed Name

Vice President, Furniture  
Position with Company

DOC #6

## OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Office Depot, Inc.  
Street: 6600 North Military Trail  
City, State, Zip Code: Boca Raton, FL 33496

**Complete as appropriate:**

I \_\_\_\_\_, certify that I am the sole owner of \_\_\_\_\_, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

**OR:**

I \_\_\_\_\_, a partner in \_\_\_\_\_, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

**OR:**

I Joe Siemianowski, an authorized representative of Office Depot, Inc., a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
AllianceBernstein L.P.	1345 Avenue of the Americas, New York, NY 10105	11.3%

No other shareholder owns 10% or more of our stock.

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

12/10/14  
Date

Joe Siemianowski Vice President, Furniture  
Authorized Signature and Title

**DOC #7**  
**NON-COLLUSION AFFIDAVIT**

Company Name: Office Depot, Inc.  
Street: 6600 North Military Trail  
City, State, Zip Code: Boca Raton, FL 33496-2434

State of New Jersey  
County of Passaic

I, Joe Siemianowski of the Clifton  
Name City

in the County of Passaic, State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am the Vice President, Furniture of the firm of Office Depot, Inc.  
Title Company Name

the offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said bid proposal with full authority to do so; that said offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Participating Members relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

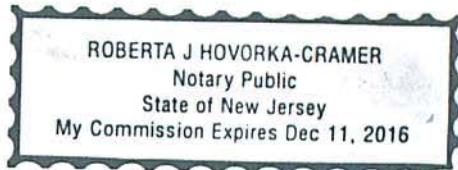
I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Office Depot, Inc.  
Company Name

Joe Siemianowski Vice President, Furniture  
Authorized Signature & Title

Subscribed and sworn before me

This 10<sup>th</sup> day of December, 2014  
Roberta J. Hovorka-Cramer  
Notary Public of New Jersey  
My commission expires Dec-11, 2016



SEAL



**DOC #8**

**AFFIRMATIVE ACTION AFFIDAVIT**

(P.L. 1975, C.127)

Company Name: Office Depot, Inc.  
Street: 6600 North Military Trail  
City, State, Zip Code: Boca Raton, FL 33496

**Proposal Certification:**

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with bid:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval \_\_\_\_\_  
OR
2. A photo copy of their Certificate of Employee Information Report See Attachment 1 \_\_\_\_\_  
OR
3. A complete Affirmative Action Employee Information Report (AA302) \_\_\_\_\_

**Public Work – Over \$50,000 Total Project Cost:**

- A. No approved Federal or New Jersey Affirmation Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township Board of Education \_\_\_\_\_
- B. Approved Federal or New Jersey Plan – certificate enclosed \_\_\_\_\_

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

12/10/14  
Date

  
Vice President, Furniture  
Authorized Signature and Title

**P.L. 1995, c. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE**  
**CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:275.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

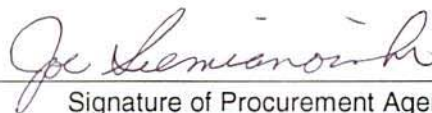
The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the

statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



Signature of Procurement Agent

DOC #9

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfn/lfnmenu.shtml](http://www.nj.gov/dca/lgs/lfn/lfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used "as-is", subject to edits as described herein.
  - e. The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
  - any legislative leadership committee\*
  - any continuing political committee (a.k.a., political action committee)
  - any candidate committee of a candidate for, or holder of, an elective office:
    - of the public entity awarding the contract
    - of that county in which that public entity is located
    - of another public entity within that county
    - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county.
- The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

**NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE FORM.**

DOC #10

**STOCKHOLDER DISCLOSURE CERTIFICATION**

Name of Business: **Office Depot, Inc.**

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- ☐ Partnership                       Corporation                      ☐ Sole Proprietorship  
☐ Limited Partnership            ☐ Limited Liability Corporation      ☐ Limited Liability Partnership  
☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

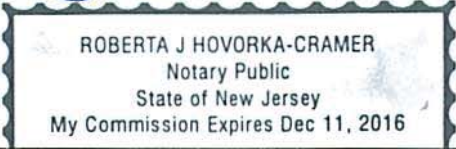
Name: AllianceBernstein L.P.  
Home Address:  
1345 Avenue of the Americas, New York, NY 10105

Name:  
Home Address:

Name:  
Home Address:

Subscribed and sworn before me this 10<sup>th</sup> day of December, 2014.

(Notary Public) Roberta J. Novorka-Cramer

My Commission expires: 

Joe Siemianowski  
(Affiant)

Joe Siemianowski,  
Vice President, Furniture  
(Print name & title of affiant)

Seal is on attached Secretary's Letter  
See Attachment 2 – Tab 9, Appdx. H  
(Corporate Seal)





## State of New Jersey

**CHRIS CHRISTIE**  
*Governor*  
**KIM GUADAGNO**  
*Lt. Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE & PROPERTY  
CONTRACT COMPLIANCE AUDIT UNIT  
EEO MONITORING PROGRAM  
P.O. BOX 206  
TRENTON, NJ 08625-0206

**ANDREW P. SIDAMON-ERISTOFF**  
*State Treasurer*

### ISSUANCE OF CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a \$75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. Upon the Division's receipt of a properly completed renewal application and \$150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

Enclosure(s) (AA-01 Rev. 11/11)

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 1356

RECEIVED

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1(a) and the State Personnel has approved the report. This approval will remain in effect for the period of 15 APR 2012 to 15 APR 2015



OFFICE DEPOT, INC.  
6600 NO. MILITARY TRAIL  
BOCA RATON FL 334

Andrew P. Sidamon-Ejoroff  
State Treasurer

## OFFICE DEPOT, INC.

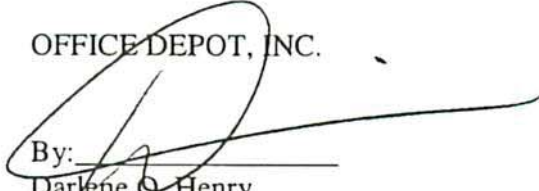
### SECRETARY'S CERTIFICATE

The undersigned, Darlene Q. Henry, hereby certifies that she is the Assistant Secretary of Office Depot, Inc., a corporation incorporated under the General Corporation Law of the State of Delaware (the "Corporation"), and that, as such, she is authorized to execute this Certificate on behalf of the Corporation, and further certifies that:

1. The Corporation is a corporation duly incorporated and in good standing under the laws of the State of Delaware; and
2. Joe Siemianowski, serves as Vice President, Furniture, and as such, he is authorized to execute bids and contracts for the sale of office supplies on behalf of the Corporation.

IN WITNESS WHEREOF, the undersigned has hereunder set her hand as of this 2<sup>nd</sup> day of December, 2014.

OFFICE DEPOT, INC.

By:   
Darlene Q. Henry  
Assistant Secretary



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## APPENDIX J: STATE NOTICE

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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**APPENDIX J:**

**STATE NOTICE**

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with TCPN and access the Vendor Contract award made pursuant to this solicitation, and hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states/districts may be found at [http://www.usa.gov/Agencies/State\\_and\\_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml) and <http://www.usa.gov/Agencies/Local.shtml>

Certain Public Agencies and Political Subdivisions:

**Cities, Towns, Villages, and Boroughs in California including but not limited to:**

- |                          |                                |                               |
|--------------------------|--------------------------------|-------------------------------|
| LOS ANGELES CITY HALL    | GARDENA CITY HALL              | ROLLING HILLS CITY HALL       |
| COMMERCE CITY HALL       | CITY OF HAWTHORNE              | RANCHO PALOS VERDES CITY HALL |
| VERNON CITY HALL         | CITY OF HERMOSA BEACH          | HALL                          |
| WEST HOLLYWOOD CITY HALL | HUNTINGTON PARK CITY HALL      | REDONDO BEACH CITY HALL       |
| CITY OF BELL             | LAWNDALE CITY HALL             | CITY OF SOUTH GATE            |
| BELL GARDENS CITY HALL   | LYNWOOD CITY HALL              | CITY OF INGLEWOOD             |
| CUDAHY CITY HALL         | MALIBU CITY HALL               | SANTA MONICA CITY HALL        |
| BEVERLY HILLS CITY HALL  | MANHATTAN BEACH CITY HALL      | TORRANCE CITY HALL            |
| CITY OF COMPTON          | MAYWOOD CITY HALL              | WHITTIER CITY HALL            |
| CULVER CITY CITY HALL    | PALOS VERDES ESTATES CITY HALL | BUENA PARK CITY HALL          |
| DOWNEY CITY HALL         |                                | LA PALMA CITY HALL            |
| EL SEGUNDO CITY HALL     | CITY OF ROLLING HILLS ESTATES  | CYPRESS CITY HALL             |

LA HABRA HEIGHTS CITY HALL  
LA HABRA CITY HALL  
LA MIRADA CITY HALL  
MONTEBELLO CITY HALL  
NORWALK CITY HALL  
CITY OF PICO RIVERA  
SANTA FE SPRINGS CITY HALL  
STANTON CITY HALL  
ARTESIA CITY HALL  
CERRITOS CITY HALL  
AVALON CITY HALL  
BELLFLOWER CITY HALL  
LAKEWOOD CITY HALL  
HAWAIIAN GARDENS CITY HALL  
CITY OF LOMITA  
LOS ALAMITOS CITY HALL  
CITY OF PARAMOUNT  
SEAL BEACH CITY HALL  
CARSON CITY HALL  
CITY OF SIGNAL HILL CITY HALL  
CITY OF LONG BEACH  
BRADBURY CITY HALL  
DUARTE CITY HALL  
CITY OF LA CANADA FLINTRIDGE  
SIERRA MADRE CITY HALL  
SOUTH PASADENA CITY HALL  
ARCADIA CITY HALL  
CITY OF PASADENA  
SAN MARINO CITY HALL  
CITY OF GLENDALE  
CITY OF AGOURA HILLS  
CITY OF HIDDEN HILLS  
CITY OF CALABASAS  
CITY OF SAN FERNANDO  
SANTA CLARITA CITY HALL  
WESTLAKE VILLAGE CITY HALL  
THOUSAND OAKS CITY HALL  
BURBANK CITY HALL  
CITY OF AZUSA  
CITY OF IRWINDALE  
BALDWIN PARK CITY HALL  
CHINO CITY HALL  
CITY OF CHINO HILLS  
CLAREMONT CITY HALL  
CITY OF COVINA  
RANCHO CUCAMONGA CITY HALL  
EL MONTE CITY HALL  
SOUTH EL MONTE CITY HALL  
CITY OF GLENDORA  
INDUSTRY CITY HALL  
LA PUENTE CITY HALL  
LA VERNE CITY HALL  
MONTEREY PARK CITY HALL  
MONTCLAIR CITY HALL  
ONTARIO CITY HALL  
DIAMOND BAR CITY HALL  
POMONA CITY HALL  
ROSEMEAD CITY HALL  
SAN DIMAS CITY HALL  
SAN GABRIEL CITY HALL  
CITY OF TEMPLE CITY  
UPLAND CITY HALL  
CITY OF WALNUT  
WEST COVINA CITY HALL  
ALHAMBRA CITY HALL

CHULA VISTA CITY HALL  
IMPERIAL BEACH CITY HALL  
CITY OF LA MESA  
CITY OF LEMON GROVE  
NATIONAL CITY CITY HALL  
CARLSBAD CITY HALL  
CITY OF DEL MAR  
EL CAJON CITY HALL  
ENCINITAS CITY HALL  
CITY OF ESCONDIDO  
OCEANSIDE CITY HALL  
CITY OF POWAY  
SAN MARCOS CITY HALL  
CITY OF SANTEE  
CITY OF SOLANA BEACH  
CITY OF VISTA CITY HALL  
SAN DIEGO CITY HALL  
CORONADO CITY HALL  
INDIO CITY HALL  
INDIAN WELLS CITY HALL  
BANNING CITY HALL  
CITY OF BEAUMONT  
CITY OF BLYTHE  
BRAWLEY CITY HALL  
CALEXICO CITY HALL  
CITY OF CALIPATRIA  
CATHEDRAL CITY CITY HALL  
CITY OF COACHELLA  
DESERT HOT SPRINGS CITY HALL  
EL CENTRO CITY HALL  
HOLTVILLE CITY HALL  
IMPERIAL CITY HALL  
CITY OF LA QUINTA  
PALM DESERT CITY HALL  
PALM SPRINGS CITY HALL  
CITY OF RANCHO MIRAGE  
TWENTYNINE PALMS CITY HALL  
WESTMORLAND CITY HALL  
ADELANTO CITY HALL  
APPLE VALLEY TOWN HALL  
BARSTOW CITY HALL  
GRAND TERRACE CITY HALL  
CITY OF BIG BEAR LAKE  
CITY OF CALIMESA  
CITY OF COLTON  
FONTANA CITY HALL  
HESPERIA CITY HALL  
HIGHLAND CITY HALL  
LOMA LINDA CITY HALL  
NEEDLES CITY HALL  
CITY OF REDLANDS  
RIALTO CITY HALL  
VICTORVILLE CITY HALL  
CITY OF YUCAIPA  
CITY OF SAN BERNARDINO  
RIVERSIDE CITY HALL  
CITY OF LAKE ELSINORE  
HEMET CITY HALL  
CITY OF MORENO VALLEY  
CITY OF MURRIETA  
PERRIS CITY HALL  
CITY OF SAN JACINTO  
MENIFEE CITY HALL  
CANYON LAKE CITY HALL  
TEMECULA CITY HALL

WILDOMAR CITY HALL  
IRVINE CITY HALL  
COSTA MESA CITY HALL  
CITY OF DANA POINT  
CITY OF LAKE FOREST  
LAGUNA WOODS CITY HALL  
HUNTINGTON BEACH CITY HALL  
CITY OF LAGUNA BEACH  
LAGUNA HILLS CITY HALL  
CITY OF ALISO VIEJO  
CITY OF NEWPORT BEACH  
CITY OF SAN CLEMENTE  
SAN JUAN CAPISTRANO CITY HALL  
CITY OF LAGUNA NIGUEL  
WESTMINSTER CITY HALL  
RANCHO SANTA MARGARITA CITY HALL  
MISSION VIEJO CITY HALL  
SANTA ANA CITY HALL  
FOUNTAIN VALLEY CITY HALL  
TUSTIN CITY HALL  
ANAHEIM CITY HALL  
BREA CITY HALL  
FULLERTON CITY HALL  
GARDEN GROVE CITY HALL  
NORCO CITY HALL  
VILLA PARK CITY HALL  
ORANGE CITY HALL  
CITY OF PLACENTIA  
CORONA CITY HALL  
YORBA LINDA CITY HALL  
CITY OF VENTURA  
CITY OF CAMARILLO  
CARPINTERIA CITY HALL  
CITY OF FILLMORE  
MOORPARK CITY HALL  
CITY OF OJAI  
OXNARD CITY HALL  
CITY OF PORT HUENEME  
CITY OF SANTA PAULA  
SIMI VALLEY CITY HALL  
SANTA BARBARA CITY HALL  
GOLETA CITY HALL  
CITY OF ARVIN  
AVENAL CITY HALL  
COALINGA CITY HALL  
CORCORAN CITY HALL  
CITY OF DELANO  
EXETER CITY HALL  
FARMERSVILLE CITY HALL  
CITY OF HANFORD  
CITY OF HURON  
LEMOORE CITY HALL  
LINDSAY CITY HALL  
CITY OF MCFARLAND  
CITY OF MARICOPA  
PORTERVILLE CITY HALL  
SHAFTER CITY HALL  
CITY OF TAFT  
CITY OF TULARE  
CITY OF VISALIA  
WASCO CITY HALL  
WOODLAKE CITY HALL  
CITY OF BAKERSFIELD  
SAN LUIS OBISPO CITY HALL

ARROYO GRANDE CITY HALL  
CITY OF ATASCADERO  
BUELLTON CITY HALL  
GROVER BEACH CITY HALL  
CITY OF GUADALUPE  
LOMPOC CITY HALL  
MORRO BAY CITY HALL  
PASO ROBLES CITY HALL  
PISMO BEACH CITY HALL  
SANTA MARIA CITY HALL  
CITY OF SOLVANG  
CALIFORNIA CITY CITY HALL  
BISHOP CITY HALL  
LANCASTER CITY HALL  
TOWN OF MAMMOTH LAKES  
PALMDALE CITY HALL  
CITY OF RIDGECREST  
CITY OF TEHACHAPI  
CHOWCHILLA CITY HALL  
CITY OF CLOVIS  
DINUBA CITY HALL  
CITY OF DOS PALOS  
FIREBAUGH CITY HALL  
CITY OF FOWLER  
KERMAN CITY HALL  
KINGSBURG CITY HALL  
LOS BANOS CITY HALL  
MADERA CITY HALL  
MENDOTA CITY HALL  
ORANGE COVE CITY HALL  
PARLIER CITY HALL  
REEDLEY CITY HALL  
CITY OF SANGER  
CITY OF SELMA  
FRESNO CITY HALL  
CITY OF SALINAS  
CARMEL-BY-THE-SEA CITY HALL  
GONZALES CITY HALL  
GREENFIELD CITY HALL  
KING CITY CITY HALL  
MARINA CITY HALL  
MONTEREY CITY HALL  
CITY OF DEL REY OAKS  
PACIFIC GROVE CITY HALL  
CITY OF SAND CITY  
SEASIDE CITY HALL  
CITY OF SOLEDAD  
BELMONT CITY HALL  
CITY OF BRISBANE  
BURLINGAME CITY HALL  
TOWN OF HILLSBOROUGH  
COLMA TOWN HALL  
CITY OF DALY CITY  
HALF MOON BAY CITY HALL  
LOS ALTOS HILLS CITY HALL  
CITY OF LOS ALTOS  
CITY OF MENLO PARK  
TOWN OF ATHERTON  
TOWN OF PORTOLA VALLEY  
MILLBRAE CITY HALL  
MOUNTAIN VIEW CITY HALL  
PACIFICA CITY HALL  
WOODSIDE TOWN HALL  
REDWOOD CITY CITY HALL  
SAN BRUNO CITY HALL  
SAN CARLOS CITY HALL

SOUTH SAN FRANCISCO CITY  
HALL  
SUNNYVALE CITY HALL  
SAN FRANCISCO CITY-COUNTY  
GOVERNMENT OFC  
PALO ALTO CITY HALL  
EAST PALO ALTO CITY HALL  
CITY OF SAN MATEO  
FOSTER CITY CITY HALL  
ALAMEDA CITY HALL  
AMERICAN CANYON CITY HALL  
CITY OF BENICIA  
CITY OF BRENTWOOD  
CALISTOGA CITY HALL  
CLAYTON CITY HALL  
CITY OF CONCORD  
CITY OF PLEASANT HILL  
TOWN OF DANVILLE  
CITY OF EL CERRITO  
CITY OF ANTIOCH  
FAIRFIELD CITY HALL  
CITY OF FREMONT  
HAYWARD CITY HALL  
CITY OF HERCULES  
LAFAYETTE CITY HALL  
CITY OF LIVERMORE  
MARTINEZ CITY HALL  
MORAGA CITY HALL  
NAPA CITY HALL  
NEWARK CITY HALL  
OAKLEY CITY HALL  
CITY OF ORINDA  
CITY OF PINOLE  
PITTSBURG CITY HALL  
CITY OF PLEASANTON  
DUBLIN CITY HALL  
RIO VISTA CITY HALL  
CITY OF SAINT HELENA  
SAN LEANDRO CITY HALL  
CITY OF SUISUN CITY  
CITY OF UNION CITY  
VALLEJO CITY HALL  
CITY OF WALNUT CREEK  
TOWN OF YOUNTVILLE  
EMERYVILLE CITY HALL  
PIEDMONT CITY HALL  
OAKLAND CITY HALL  
BERKELEY CITY HALL  
CITY OF ALBANY  
RICHMOND CITY HALL  
SAN PABLO CITY HALL  
SAN RAFAEL CITY HALL  
CITY OF BELVEDERE  
TOWN HALL OF TIBURON  
ROHNERT PARK CITY HALL  
FAIRFAX CITY HALL  
COTATI CITY HALL  
LARKSPUR CITY HALL  
MILL VALLEY CITY HALL  
NOVATO CITY HALL  
PETALUMA CITY HALL  
TOWN OF ROSS  
SAN ANSELMO TOWN HALL  
CITY OF SAUSALITO  
CORTE MADERA TOWN HALL  
CITY OF CAMPBELL

CITY OF CAPITOLA  
CUPERTINO CITY HALL  
CITY OF GILROY  
HOLLISTER CITY HALL  
CITY OF MONTE SERENO  
LOS GATOS CITY HALL  
MILPITAS CITY HALL  
MORGAN HILL CITY HALL  
SAN JUAN BAUTISTA CITY HALL  
SANTA CLARA CITY HALL  
SANTA CRUZ CITY HALL  
SCOTTS VALLEY CITY HALL  
SARATOGA CITY HALL  
WATSONVILLE CITY HALL  
CITY OF SAN JOSE  
STOCKTON CITY HALL  
CITY OF ANGELS CAMP  
LODI CITY HALL  
CITY OF ATWATER  
CITY OF CERES  
ESCALON CITY HALL  
GUSTINE CITY HALL  
HUGHSON CITY HALL  
LATHROP CITY HALL  
LIVINGSTON CITY HALL  
MANTECA CITY HALL  
MERCED CITY HALL  
MODESTO CITY HALL  
NEWMAN CITY HALL  
CITY OF OAKDALE  
PATTERSON CITY HALL  
CITY OF RIPON  
RIVERBANK CITY HALL  
SONORA CITY HALL  
TRACY CITY HALL  
TURLOCK CITY HALL  
CITY OF WATERFORD  
SANTA ROSA CITY HALL  
CITY OF CLEARLAKE  
CLOVERDALE CITY HALL  
FORT BRAGG CITY HALL  
HEALDSBURG CITY HALL  
CITY OF LAKEPORT  
POINT ARENA CITY HALL  
SEBASTOPOL CITY HALL  
CITY OF SONOMA  
CITY OF UKIAH  
WILLITS CITY HALL  
TOWN OF WINDSOR  
EUREKA CITY HALL  
CITY OF ARCATA  
CITY OF BLUE LAKE  
CRESCENT CITY CITY HALL  
FERNDALE CITY HALL  
FORTUNA CITY HALL  
CITY OF RIO DELL  
TRINIDAD CITY HALL  
CITY OF AMADOR CITY  
CITY OF AUBURN  
CITY OF DAVIS  
CITY OF DIXON  
CITY OF CITRUS HEIGHTS  
FOLSOM CITY HALL  
GALT CITY HALL  
CITY OF IONE  
ISLETON CITY HALL

JACKSON CITY HALL  
LINCOLN CITY HALL  
LOOMIS TOWN HALL  
PLACERVILLE CITY HALL  
PLYMOUTH CITY HALL  
CITY OF RANCHO CORDOVA  
CITY OF ROCKLIN  
ROSEVILLE CITY HALL  
CITY OF SUTTER CREEK  
VACAVILLE CITY HALL  
WEST SACRAMENTO CITY HALL  
WHEATLAND CITY HALL  
CITY OF WINTERS  
WOODLAND CITY HALL  
COLFAX CITY HALL  
ELK GROVE CITY HALL  
CITY OF SACRAMENTO

MARYSVILLE CITY HALL  
CITY OF BIGGS  
CITY OF CHICO  
CITY OF COLUSA  
GRASS VALLEY CITY HALL  
CITY OF GRIDLEY  
CITY OF LIVE OAK  
CITY OF NEVADA CITY  
ORLAND CITY HALL  
OROVILLE CITY HALL  
CITY OF PARADISE  
WILLIAMS CITY HALL  
CITY OF WILLOWS  
CITY OF YUBA CITY  
ANDERSON CITY HALL  
CITY OF SHASTA LAKE  
CORNING CITY HALL

DUNSMUIR CITY HALL  
CITY OF ETNA  
FORT JONES CITY HALL  
REDDING CITY HALL  
CITY OF MONTAGUE CITY HALL  
MOUNT SHASTA CITY HALL  
RED BLUFF CITY HALL  
CITY OF TEHAMA  
WEED CITY HALL  
YREKA CITY HALL  
ALTURAS CITY HALL  
LOYALTON CITY HALL  
PORTOLA CITY HALL  
SUSANVILLE CITY HALL  
TULELAKE CITY HALL  
SOUTH LAKE TAHOE CITY

**Counties in California including but not limited to:**

LOS ANGELES COUNTY  
IMPERIAL COUNTY  
SAN BERNARDINO COUNTY  
RIVERSIDE COUNTY  
ORANGE COUNTY  
VENTURA COUNTY  
SANTA BARBARA COUNTY  
KINGS COUNTY  
TULARE COUNTY  
KERN COUNTY  
SAN LUIS OBISPO COUNTY  
MONO COUNTY  
INYO COUNTY  
MADERA COUNTY  
FRESNO COUNTY  
SAN MATEO COUNTY  
SOLANO COUNTY  
CONTRA COSTA COUNTY

NAPA COUNTY  
ALAMEDA COUNTY  
MARIN COUNTY  
SAN BENITO COUNTY  
SANTA CRUZ COUNTY  
SANTA CLARA COUNTY  
SAN JOAQUIN COUNTY  
CALAVERAS COUNTY  
MARIPOSA COUNTY  
MERCED COUNTY  
STANISLAUS COUNTY  
TUOLUMNE COUNTY  
SONOMA COUNTY  
LAKE COUNTY  
MENDOCINO COUNTY  
HUMBOLDT COUNTY  
DEL NORTE COUNTY  
PLACER COUNTY

AMADOR COUNTY  
EL DORADO COUNTY  
YOLO COUNTY  
SACRAMENTO COUNTY  
YUBA COUNTY  
COLUSA COUNTY  
SIERRA COUNTY  
NEVADA COUNTY  
BUTTE COUNTY  
PLUMAS COUNTY  
GLENN COUNTY  
SUTTER COUNTY  
SHASTA COUNTY  
TEHAMA COUNTY  
TRINITY COUNTY  
SISKIYOU COUNTY  
MODOC COUNTY  
ALPINE COUNTY  
LASSEN COUNTY

**K-12 in California including but not limited to:**

ALAMEDA UNIFIED SCHOOL DIST  
ALBANY UNIFIED SCHOOL DISTRICT  
BERKELEY UNIFIED SCHOOL DIST  
CASTRO VALLEY UNIFIED SCH DIST  
EMERY UNIFIED SCHOOL DISTRICT  
FREMONT UNIF SCHOOL DISTRICT  
HAYWARD UNIFIED SCHOOL DIST  
LIVERMORE VALLEY JOINT UNIF SD  
MOUNTAIN HOUSE ELEM SCH DIST  
DUBLIN UNIFIED SCHOOL DISTRICT  
NEWARK UNIFIED SCHOOL DISTRICT  
NEW HAVEN UNIFIED SCHOOL DIST  
OAKLAND UNIFIED SCHOOL DIST  
PIEDMONT UNIFIED SCH DIST  
PLEASANTON UNIFIED SCHOOL DIST  
SAN LEANDRO UNIFIED SCH DIST  
SAN LORENZO UNIFIED SCH DIST  
SUNOL GLEN UNIFIED SCH DIST  
ALPINE CO UNIFIED SCHOOL DIST  
AMADOR CO UNIFIED SCH DIST  
BIGGS UNIFIED SCHOOL DISTRICT  
CHICO UNIFIED SCHOOL DISTRICT  
DURHAM UNIFIED SCHOOL DISTRICT  
FEATHER FALLS UNION ELEM SD  
GOLDEN FEATHER UNION SCH DIST

GRIDLEY UNIFIED SCH DISTRICT  
MANZANITA ELEM SCHOOL DISTRICT  
OROVILLE CITY ELEM SCH DIST  
OROVILLE UNION HIGH SCH DIST  
PALERMO UNION ELEM SCH DIST  
PARADISE UNIFIED SCH DISTRICT  
PIONEER UNION ELEM SCH DIST  
THERMALITO UNION ELEM SCH DIST  
BANGOR UNION ELEM SCH DIST  
BRET HARTE UNION HIGH SCH DIST  
CALAVERAS UNIFIED SCHOOL DIST  
MARK TWAIN UNION ELEM SCH DIST  
VALLECITO UNION SCH DISTRICT  
COLUSA UNIFIED SCHOOL DISTRICT  
MAXWELL UNIFIED SCHOOL DIST  
PIERCE JOINT UNIFIED SCH DIST  
WILLIAMS UNIFIED SCHOOL DIST  
ACALANES UNION HIGH SCH DIST  
ANTIOCH UNIFIED SCHOOL DIST  
BRENTWOOD UNION ELEM SCH DIST  
BYRON UNION SCHOOL DISTRICT  
CANYON ELEM SCHOOL DISTRICT  
JOHN SWETT UNIFIED SCH DIST  
KNIGHTSEN ELEM SCHOOL DISTRICT  
LAFAYETTE ELEM SCHOOL DISTRICT

LIBERTY UNION HIGH SCH DIST  
MARTINEZ UNIFIED SCHOOL DIST  
MORAGA SCHOOL DISTRICT  
MT DIABLO UNIFIED SCHOOL DIST  
OAKLEY UNION ELEM SCH DIST  
ORINDA UNION SCHOOL DISTRICT  
PITTSBURG UNIFIED SCHOOL DIST  
WEST CONTRA COSTA USD  
SAN RAMON VALLEY UNIFIED SD  
WALNUT CREEK SCHOOL DISTRICT  
DEL NORTE CO UNIFIED SCH DIST  
BUCKEYE UNION SCHOOL DISTRICT  
CAMINO UNION SCHOOL DISTRICT  
EL DORADO UNION HIGH SCH DIST  
BLACK OAK MINE UNIF SCH DIST  
GOLD OAK UNION SCHOOL DISTRICT  
GOLD TRAIL UNION SCH DISTRICT  
INDIAN DIGGINGS ELEM SCH DIST  
LAKE TAHOE UNIFIED SCH DIST  
LATROBE SCHOOL DISTRICT  
MOTHER LODGE UNION SCHOOL DIST  
PIONEER UNION SCHOOL DISTRICT  
PLACERVILLE UNION ELEM SD  
POLLOCK PINES ELEM SCH DIST  
RESCUE UNION SCHOOL DISTRICT  
ALVINA ELEM SCHOOL DISTRICT  
BIG CREEK ELEMENTARY SCH DIST  
BURREL UNION ELEM SCH DIST  
CARUTHERS UNIFIED SCH DISTRICT  
CHAWANAKEE UNIFIED SD  
CLAY JOINT ELEM SCHOOL DIST  
CLOVIS UNIFIED SCHOOL DISTRICT  
COALINGA-HURON UNIFIED SD  
FIREBAUGH LAS DELTAS UNIF SD  
FOWLER UNIF SCHOOL DISTRICT  
FRESNO UNIFIED SCHOOL DIST  
WASHINGTON UNIFIED SCHOOL DIST  
KERMAN UNIFIED SCHOOL DISTRICT  
KINGSBURG ELEM CHARTER SD  
KINGSBURG JOINT UNION HSD  
KINGS CANYON UNIFIED SCH DIST  
LATON JOINT UNIFIED SCH DIST  
MENDOTA UNIFIED SCH DISTRICT  
MONROE ELEM SCHOOL DISTRICT  
ORANGE CENTER SCHOOL DISTRICT  
PACIFIC UNION ELEM SCH DIST  
PARLIER UNIF SCHOOL DISTRICT  
PINE RIDGE ELEM SCH DIST  
RAISIN CITY ELEM SCHOOL DIST  
RIVERDALE JOINT UNIFIED SD  
SANGER UNIFIED SCHOOL DISTRICT  
SELMA UNIFIED SCH DISTRICT  
CENTRAL UNIFIED SCHOOL DIST  
GOLDEN PLAINS UNIFIED SCH DIST  
WASHINGTON COLONY ELEM SD  
WEST PARK ELEM SCHOOL DISTRICT  
WESTSIDE ELEM SCHOOL DISTRICT  
PRINCETON JOINT UNIF SCH DIST  
CAPAY JOINT UNION ELEM SD  
HAMILTON UNIFIED SCH DIST  
LAKE ELEM SCHOOL DISTRICT  
ORLAND UNIFIED SCHOOL DISTRICT  
PLAZA ELEM SCHOOL DISTRICT  
STONY CREEK JOINT UNIFIED SD  
WILLOWS UNIF SCHOOL DISTRICT  
ARCATA ELEM SCHOOL DISTRICT

NORTHERN HUMBOLDT UNION HSD  
BIG LAGOON UNION ELEM SCH DIST  
BLUE LAKE UNION ELEM SCH DIST  
BRIDGEVILLE ELEM SCHOOL DIST  
CUDDEBACK UNION ELEM SCH DIST  
CUTTEN ELEM SCHOOL DISTRICT  
EUREKA CITY UNIFIED SCH DIST  
FERNDALE UNIFIED SCHOOL DIST  
FIELDBROOK ELEM SCHOOL DIST  
FORTUNA ELEMENTARY SCHOOL DIST  
FORTUNA UNION HIGH SCH DIST  
FRESHWATER ELEM SCHOOL DIST  
GARFIELD ELEM SCHOOL DISTRICT  
GREEN POINT ELEM SCHOOL DIST  
HYDESVILLE ELEM SCHOOL DIST  
JACOBY CREEK CHARTER SCH DIST  
KLAMATH TRINITY JOINT UNIF SD  
KNEELAND ELEM SCHOOL DISTRICT  
LOLETA UNION ELEM SCHOOL DIST  
MATTOLE UNIFIED SCH DISTRICT  
MCKINLEYVILLE UNION SCH DIST  
ORICK ELEMENTARY SCHOOL DIST  
PACIFIC UNION SCHOOL DISTRICT  
PENINSULA UNION SCHOOL DIST  
RIO DELL ELEMENTARY SCH DIST  
SCOTIA UNION SCH DISTRICT  
SOUTH BAY UNION ELEM SCH DIST  
SOUTHERN HUMBOLDT JOINT USD  
TRINIDAD UNION SCH DIST  
BRAWLEY ELEM SCHOOL DISTRICT  
BRAWLEY UNION HIGH SCH DIST  
CALEXICO UNIFIED SCHOOL DIST  
CALIPATRIA UNIFIED SCH DIST  
CENTRAL UNION HIGH SCH DIST  
EL CENTRO ELEM SCHOOL DISTRICT  
HEBER ELEM SCHOOL DISTRICT  
HOLTVILLE UNIFIED SCHOOL DIST  
IMPERIAL UNIFIED SCHOOL DIST  
MAGNOLIA UNION ELEM SCH DIST  
MCCABE UNION ELEM SCHOOL DIST  
MEADOWS UNION ELEM SCH DIST  
MULBERRY ELEM SCHOOL DISTRICT  
SAN PASQUAL VALLEY USD  
SEELEY UNION ELEM SCH DIST  
WESTMORLAND UNION ELEM SD  
BIG PINE UNIFIED SCHOOL DIST  
BISHOP UNIFIED SCHOOL DISTRICT  
DEATH VALLEY UNIFIED SCH DIST  
LONE PINE UNIFIED SCH DIST  
OWENS VALLEY UNIFIED SCH DIST  
ROUND VALLEY JOINT ELEM SD  
ARVIN UNION SCHOOL DISTRICT  
BAKERSFIELD CITY SCH DIST  
BEARDSLEY SCHOOL DISTRICT  
BELRIDGE ELEM SCHOOL DISTRICT  
BLAKE ELEM SCHOOL DISTRICT  
BUTTONWILLOW UNION SCH DIST  
CALIENTE UNION SCHOOL DISTRICT  
SIERRA SANDS UNIFIED SCH DIST  
DELANO JOINT UNION HIGH SD  
DELANO UNION SCHOOL DISTRICT  
DIGIORGIO ELEM SCHOOL DISTRICT  
EDISON ELEM SCHOOL DISTRICT  
ELK HILLS ELEM SCHOOL DISTRICT  
EL TEJON UNIFIED SCHOOL DIST  
FAIRFAX SCHOOL DISTRICT

FRUITVALE SCHOOL DISTRICT  
GENERAL SHAFTER ELEM SCH DIST  
GREENFIELD UNION SCH DIST  
KERN HIGH SCHOOL DISTRICT  
KERNVILLE UNION SCHOOL DIST  
LAKESIDE UNION SCH DISTRICT  
LAMONT SCHOOL DISTRICT  
LINNS VALLEY-POSO FLAT USD  
LOST HILLS UNION SCHOOL DIST  
MAPLE ELEM SCHOOL DISTRICT  
MARICOPA UNIFIED SCHOOL DIST  
MCFARLAND UNIFIED SCH DISTRICT  
MCKITTRICK ELEM SCHOOL DIST  
MIDWAY ELEM SCHOOL DISTRICT  
MOJAVE UNIFIED SCHOOL DIST  
MUROC JOINT UNIFIED SCH DIST  
NORRIS SCHOOL DISTRICT  
PANAMA-BUENA VISTA UNION SD  
POND UNION ELEM SCHOOL DIST  
RICHLAND SCHOOL DISTRICT  
RIO BRAVO-GREELY UNION SD  
ROSEDALE UNION SCHOOL DISTRICT  
SEMITROPIC ELEM SCHOOL DIST  
SOUTHERN KERN UNIFIED SCH DIST  
SOUTH FORK UNION SCH DIST  
STANDARD SCHOOL DISTRICT  
TAFT CITY SCHOOL DISTRICT  
TAFT UNION HIGH SCHOOL DIST  
TEHACHAPI UNIFIED SCHOOL DIST  
VINELAND ELEM SCHOOL DISTRICT  
WASCO UNION ELEM SCH DISTRICT  
WASCO UNION HIGH SCHOOL DIST  
ARMONA UNION ELEM SCHOOL DIST  
CENTRAL UNION ELEM SCH DIST  
CORCORAN JOINT UNIF SCH DIST  
HANFORD ELEM SCHOOL DISTRICT  
HANFORD JOINT UNION HIGH SD  
ISLAND UNION SCH DIST  
KINGS RIVER HARDWICK SCH DIST  
KIT CARSON UNION SCH DISTRICT  
LAKESIDE UNION ELEM SCH DIST  
LEMOORE UNION ELEM SD  
LEMOORE UNION HIGH SCH DIST  
PIONEER UNION ELEM SCH DIST  
REEF-SUNSET UNIFIED SCH DIST  
KELSEYVILLE UNIF SCHOOL DIST  
KONOCTI UNIF SCHOOL DISTRICT  
LAKEPORT UNIFIED SCHOOL DIST  
LUCERNE ELEM SCHOOL DISTRICT  
MIDDLETOWN UNIFIED SCHOOL DIST  
UPPER LAKE UNION ELEM SCH DIST  
UPPER LAKE UNION HIGH SCH DIST  
BIG VALLEY JOINT UNIF SCH DIST  
FT SAGE UNIFIED SCH DISTRICT  
JANESVILLE UNION SCH DISTRICT  
JOHNSTONVILLE ELEM SCH DIST  
LASSEN UNION HIGH SCHOOL DIST  
RICHMOND ELEM SCHOOL DISTRICT  
SHAFFER UNION ELEM SCH DIST  
SUSANVILLE SCHOOL DISTRICT  
WESTWOOD UNIF SCHOOL DISTRICT  
ABC UNIFIED SCHOOL DISTRICT  
ALHAMBRA UNIFIED SCHOOL DIST  
ANTELOPE VALLEY UNION HIGH SD  
ARCADIA UNIFIED SCHOOL DIST  
AZUSA UNIFIED SCHOOL DISTRICT

BALDWIN PARK UNIFIED SCH DIST  
BASSETT UNIFIED SCHOOL DIST  
BELLFLOWER UNIFIED SCHOOL DIST  
BEVERLY HILLS UNIFIED SCH DIST  
BURBANK UNIFIED SCHOOL DIST  
BONITA UNIFIED SCHOOL DISTRICT  
CASTAIC UNION SCHOOL DIST  
CENTINELA VALLEY UNION HSD  
CHARTER OAK UNIFIED SCH DIST  
CLAREMONT UNIFIED SCHOOL DIST  
COMPTON UNIFIED SCHOOL DIST  
COVINA VALLEY UNIFIED SCH DIST  
CULVER CITY UNIFIED SCH DIST  
DOWNEY UNIFIED SCHOOL DISTRICT  
DUARTE UNIFIED SCHOOL DISTRICT  
EAST WHITTIER CITY SCHOOL DIST  
EL MONTE CITY SCHOOL DISTRICT  
EL MONTE UNION HIGH SCH DIST  
EASTSIDE UNION SCHOOL DISTRICT  
EL RANCHO UNIFIED SCHOOL DIST  
EL SEGUNDO UNIFIED SD  
GARVEY SCHOOL DISTRICT  
GLENDALE UNIFIED SCHOOL DIST  
GLENORA UNIFIED SCHOOL DIST  
GORMAN ELEM SCHOOL DISTRICT  
HACIENDA-LA PUENTE USD  
HAWTHORNE SCHOOL DISTRICT  
HERMOSA BEACH CITY SCH DIST  
HUGHES-ELIZABETH LAKES USD  
INGLEWOOD UNIFIED SCHOOL DIST  
KEPPEL UNION SCHOOL DISTRICT  
LA CANADA UNIFIED SCHOOL DIST  
LANCASTER ELEM SCHOOL DIST  
LAS VIRGENES UNIFIED SCH DIST  
LAWNDALE ELEM SCHOOL DISTRICT  
LENNOX SCHOOL DISTRICT  
LITTLE LAKE CITY SCHOOL DIST  
LONG BEACH UNIFIED SCHOOL DIST  
LOS ANGELES UNIF SCH DIST  
LOS NIETOS ELEM SCHOOL DIST  
LOWELL JOINT SCHOOL DISTRICT  
LYNWOOD UNIFIED SCHOOL DIST  
MANHATTAN BEACH UNIF SCH DIST  
MONROVIA UNIFIED SCHOOL DIST  
MONTEBELLO UNIFIED SCHOOL DIST  
MOUNTAIN VIEW SCHOOL DISTRICT  
NEWHALL SCHOOL DISTRICT  
NORWALK LA MIRADA UNIFIED SD  
PALMDALE SCHOOL DISTRICT  
PALOS VERDES PENINSULA UNIF SD  
PARAMOUNT UNIFIED SCHOOL DIST  
PASADENA UNIFIED SCHOOL DIST  
POMONA UNIFIED SCHOOL DISTRICT  
REDONDO BEACH UNIFIED SCH DIST  
ROSEMEAD SCHOOL DISTRICT  
ROWLAND UNIFIED SCH DISTRICT  
SAN GABRIEL UNIFIED SCH DIST  
SAN MARINO UNIFIED SCHOOL DIST  
SANTA MONICA-MALIBU UNIF SD  
SAUGUS UNION SCH DISTRICT  
ACTON AGUA DULCE UNIF SCH DIST  
SOUTH PASADENA UNIF SCH DIST  
SOUTH WHITTIER SCHOOL DISTRICT  
SULPHUR SPRINGS UNION ELEM SD  
TEMPLE CITY UNIFIED SCH DIST  
TORRANCE UNIFIED SCH DIST

VALLE LINDO ELEM SCHOOL DIST  
WALNUT VALLEY UNIFIED SCH DIST  
WEST COVINA UNIF SCH DISTRICT  
WESTSIDE UNION SCHOOL DIST  
WHITTIER CITY SCHOOL DISTRICT  
WHITTIER UNION HIGH SCH DIST  
WILLIAM S HART UNION HS DIST  
WILSONA SCHOOL DISTRICT  
WISEBURN SCHOOL DISTRICT  
ALVIEW DAIRYLAND UNION SD  
CHOWCHILLA SCHOOL DISTRICT  
CHOWCHILLA UNION HSD  
MADERA UNIFIED SCHOOL DISTRICT  
BASS LAKE JOINT UNION ELEM SD  
RAYMOND KNOWLES ELEM SCH DIST  
YOSEMITE UNIFIED SCHOOL DIST  
BOLINAS STINSON UNION SCH DIST  
DIXIE SCHOOL DISTRICT  
KENTFIELD SCHOOL DISTRICT  
LAGUNA JOINT ELEM SCHOOL DIST  
LAGUNITAS ELEM SCHOOL DIST  
LARKSPUR SCHOOL DISTRICT  
LINCOLN ELEM SCHOOL DISTRICT  
MILL VALLEY SCHOOL DISTRICT  
NICASIO SCHOOL DISTRICT  
NOVATO UNIF SCHOOL DISTRICT  
REED UNION SCHOOL DISTRICT  
ROSS ELEM SCHOOL DISTRICT  
ROSS VALLEY SCHOOL DISTRICT  
SAN RAFAEL ELEM SCH DISTRICT  
SAUSALITO MARIN CITY SCH DIST  
SHORELINE UNIFIED SCHOOL DIST  
TAMALPAIS UNION HIGH SCH DIST  
UNION JOINT ELEM SCH DISTRICT  
MARIPOSA CO UNIFIED SCH DIST  
ANDERSON VALLEY UNIF SCH DIST  
ARENA UNION ELEM SCHOOL DIST  
FT BRAGG UNIF SCH DISTRICT  
MANCHESTER UNION ELEM SCH DIST  
MENDOCINO UNIFIED SCHOOL DIST  
POINT ARENA JOINT UNION HSD  
ROUND VALLEY UNIF SCH DISTRICT  
UKIAH UNIFIED SCHOOL DISTRICT  
WILLITS UNIF SCHOOL DISTRICT  
ATWATER ELEM SCHOOL DISTRICT  
BALICO CRESSEY ELEM SCH DIST  
DELHI UNIFIED SCHOOL DISTRICT  
DOS PALOS-ORO LOMAS JOINT USD  
EL NIDO ELEM SCHOOL DISTRICT  
HILMAR UNIFIED SCHOOL DISTRICT  
MERCED RIVER UNION ELEM SD  
LE GRAND UNION ELEM SCH DIST  
LE GRAND UNION HIGH SCH DIST  
LIVINGSTON UNION SCHOOL DIST  
LOS BANOS UNIFIED SCH DISTRICT  
MCSWAIN ELEM SCHOOL DISTRICT  
MERCED CITY SCHOOL DISTRICT  
MERCED UNION HIGH SCHOOL DIST  
PLAINSBURG UNION ELEM SCH DIST  
PLANADA ELEMENTARY SCHOOL DIST  
SNELLING-MERCED FALLS ELEM SD  
WEAVER UNION SCHOOL DISTRICT  
WINTON SCHOOL DISTRICT  
GUSTINE UNIFIED SCHOOL DIST  
MODOC JOINT UNIFIED SCH DIST  
SURPRISE VALLEY JOINT UNIF SD

TULELAKE BASIN JOINT UNIF SD  
EASTERN SIERRA UNIF SCH DIST  
MAMMOTH UNIFIED SCHOOL DIST  
ALISAL UNION ELEM SCH DISTRICT  
BRADLEY UNION ELEM SCHOOL DIST  
CARMEL UNIFIED SCHOOL DISTRICT  
CHUALAR UNION ELEM SCH DIST  
GONZALES UNIFIED SCH DISTRICT  
GRAVES ELEM SCHOOL DISTRICT  
GREENFIELD UNION SCH DISTRICT  
KING CITY UNION SCHOOL DIST  
SOUTH MONTEREY CO HS DIST  
LAGUNITA SCHOOL DISTRICT  
MISSION UNION ELEM SCHOOL DIST  
MONTEREY PENINSULA UNIFIED SD  
NORTH MONTEREY CO UNIF SD  
BIG SUR UNIFIED SCH DISTRICT  
PACIFIC GROVE UNIFIED SCH DIST  
SALINAS CITY ELEM SCH DISTRICT  
SALINAS UNION HIGH SCHOOL DIST  
SAN ANTONIO UNION ELEM SD  
SAN ARDO UNION ELEM SCH DIST  
SAN LUCAS UNION ELEM SCH DIST  
SANTA RITA UNION SCHOOL DIST  
SOLEDAD UNIFIED SCH DISTRICT  
SPRECKELS UNION SCHOOL DIST  
WASHINGTON UNION SCHOOL DIST  
CALISTOGA JOINT UNIFIED SD  
HOWELL MOUNTAIN ELEM SCH DIST  
NAPA VALLEY UNIFIED SCH DIST  
POPE VALLEY UNION ELEM SD  
ST HELENA UNIFIED SCHOOL DIST  
CHICAGO PARK ELEM SCH DIST  
CLEAR CREEK ELEM SCHOOL DIST  
GRASS VALLEY SCHOOL DISTRICT  
NEVADA CITY ELEM SCH DISTRICT  
NEVADA JOINT UNION HIGH SD  
TWIN RIDGES ELEM SCH DIST  
PLEASANT RIDGE UNION SCH DIST  
PLEASANT VALLEY SCH DISTRICT  
READY SPRINGS UNION ELEM SD  
UNION HILL ELEM SCH DIST  
SADDLEBACK VALLEY UNIFIED SD  
ANAHEIM CITY SCHOOL DISTRICT  
ANAHEIM UNION HIGH SCH DIST  
BREA-OLINDA UNIFIED SCH DIST  
BUENA PARK SCHOOL DISTRICT  
CAPISTRANO UNIFIED SCHOOL DIST  
CENTRALIA ELEM SCHOOL DISTRICT  
CYPRESS SCHOOL DISTRICT  
FOUNTAIN VALLEY SCHOOL DIST  
FULLERTON SCHOOL DISTRICT  
FULLERTON JOINT UNION HSD  
GARDEN GROVE UNIF SCHOOL DIST  
HUNTINGTON BEACH CITY SD  
HUNTINGTON BEACH UNION HS DIST  
LAGUNA BEACH UNIFIED SCH DIST  
LA HABRA CITY SCHOOL DISTRICT  
LOS ALAMITOS UNIFIED SCH DIST  
MAGNOLIA SCHOOL DISTRICT  
NEWPORT MESA UNIFIED SCH DIST  
OCEAN VIEW SCHOOL DISTRICT  
ORANGE UNIFIED SCHOOL DIST  
PLACENTIA YORBA LINDA USD  
IRVINE UNIF SCHOOL DISTRICT  
SANTA ANA UNIFIED SCH DISTRICT

SAVANNA SCHOOL DISTRICT  
TUSTIN UNIFIED SCHOOL DIST  
WESTMINSTER SCHOOL DISTRICT  
ACKERMAN CHARTER SCHOOL DIST  
ALTA DUTCH FLAT ELEM SCH DIST  
AUBURN UNION SCHOOL DISTRICT  
COLFAX ELEM SCHOOL DISTRICT  
DRY CREEK JOINT ELEM SCH DIST  
EUREKA UNION SCHOOL DISTRICT  
FORESTHILL UNION SCH DISTRICT  
LOOMIS UNION SCHOOL DISTRICT  
NEWCASTLE ELEM SCHOOL DISTRICT  
PLACER HILLS UNION SCH DIST  
PLACER UNION HIGH SCHOOL DIST  
ROCKLIN UNIFIED SCH DISTRICT  
ROSEVILLE CITY SCHOOL DISTRICT  
ROSEVILLE JOINT UNION HSD  
TAHOE TRUCKEE UNIFIED SCH DIST  
WESTERN PLACER UNIF SCH DIST  
PLUMAS UNIFIED SCHOOL DISTRICT  
ALVORD UNIFIED SCHOOL DISTRICT  
BANNING UNIFIED SCHOOL DIST  
BEAUMONT UNIFIED SCH DISTRICT  
COACHELLA VALLEY UNIF SCH DIST  
CORONA-NORCO UNIF SCH DIST  
DESERT CENTER UNIF SCHOOL DIST  
DESERT SANDS UNIF SCHOOL DIST  
LAKE ELSINORE UNIFIED SCH DIST  
HEMET UNIFIED SCHOOL DISTRICT  
JURUPA UNIFIED SCHOOL DISTRICT  
MENIFEE UNION SCHOOL DISTRICT  
MORENO VALLEY UNIFIED SCH DIST  
MURRIETA VALLEY UNIF SCH DIST  
NUVIEW UNION SCHOOL DISTRICT  
PALM SPRINGS UNIF SCHOOL DIST  
PALO VERDE UNIFIED SCHOOL DIST  
PERRIS ELEMENTARY SCHOOL DIST  
PERRIS UNION HIGH SCHOOL DIST  
RIVERSIDE UNIFIED SCH DIST  
ROMOLAND SCHOOL DISTRICT  
SAN JACINTO UNIFIED SCH DIST  
TEMECULA VALLEY UNIF SCH DIST  
VAL VERDE UNIFIED SCHOOL DIST  
ARCOHE UNION SCHOOL DISTRICT  
CENTER JOINT UNIF SCH DIST  
ELK GROVE UNIF SCHOOL DISTRICT  
ELVERTA JOINT ELEM SCH DIST  
FOLSOM-CORDOVA UNIF SCH DIST  
GALT JOINT UNION ELEM SCH DIST  
GALT JOINT UNION HIGH SD  
NATOMAS UNIFIED SCHOOL DIST  
TWIN RIVERS UNIFIED SCH DIST  
RIVER DELTA UNIFIED SCH DIST  
ROBLA ELEM SCHOOL DISTRICT  
SACRAMENTO CITY UNIF SCH DIST  
SAN JUAN UNIFIED SCHOOL DIST  
BITTERWATER TULLY UNION ESD  
CIENEGA UNION ELEM SCHOOL DIST  
HOLLISTER SCHOOL DISTRICT  
JEFFERSON SCHOOL DISTRICT  
NORTH CO JOINT UNION SD  
PANOCH ELEM SCHOOL DISTRICT  
SAN BENITO HIGH SCH DISTRICT  
AROMAS-SAN JUAN UNIF SCH DIST  
SOUTHSIDE ELEM SCHOOL DISTRICT  
TRES PINOS UNION SCH DIST

WILLOW GROVE UNION ELEM SD  
ADELANTO SCHOOL DISTRICT  
ALTA LOMA ELEM SCHOOL DISTRICT  
APPLE VALLEY UNIFIED SCH DIST  
BARSTOW UNIFIED SCHOOL DIST  
BEAR VALLEY UNIFIED SCH DIST  
CENTRAL SCHOOL DISTRICT  
CHAFFEY JOINT UNION HS DIST  
CHINO VALLEY UNIFIED SCH DIST  
COLTON JOINT UNIF SCH DISTRICT  
CUCAMONGA SCHOOL DISTRICT  
ETIWANDA SCHOOL DISTRICT  
FONTANA UNIF SCHOOL DISTRICT  
HELENDALE SCHOOL DIST  
HESPERIA UNIFIED SCHOOL DIST  
LUCERNE VALLEY UNIF SCH DIST  
MORONGO UNIFIED SCHOOL DIST  
MOUNTAIN VIEW SCHOOL DISTRICT  
MT BALDY JOINT ELEM SCH DIST  
NEEDLES UNIF SCHOOL DISTRICT  
ONTARIO-MONTCLAIR SCHOOL DIST  
ORO GRANDE ELEMENTARY SCH DIST  
REDLANDS UNIF SCHOOL DISTRICT  
RIALTO UNIFIED SCHOOL DISTRICT  
RIM OF THE WORLD UNIF SCH DIST  
SAN BERNARDINO CITY UNIFIED SD  
TRONA JOINT UNIFIED SCH DIST  
UPLAND UNIFIED SCHOOL DIST  
VICTOR ELEMENTARY SCHOOL DIST  
VICTOR VALLEY UNION HS DIST  
SNOWLINE JOINT UNIFIED SD  
YUCAIPA-CALIMESA JOINT USD  
ALPINE UNION ELEM SCH DIST  
BONSALL UNION ELEM SCH DIST  
BORREGO SPRINGS UNIF SCH DIST  
CAJON VALLEY UNION SCH DIST  
CARDIFF ELEM SCHOOL DISTRICT  
CARLSBAD UNIFIED SCHOOL DIST  
CHULA VISTA ELEM SCH DIST  
CORONADO UNIF SCHOOL DISTRICT  
DEHESA ELEM SCHOOL DISTRICT  
DEL MAR UNION SCHOOL DISTRICT  
ENCINITAS UNION SCH DISTRICT  
ESCONDIDO UNION ELEM SCH DIST  
ESCONDIDO UNION HIGH SCH DIST  
FALLBROOK UNION ELEM SCH DIST  
FALLBROOK UNION HS DISTRICT  
GROSSMONT UNION HIGH SCH DIST  
JAMUL-DULZURA UNION SCH DIST  
JULIAN UNION SCHOOL DISTRICT  
JULIAN UNION HIGH SCH DIST  
LAKESIDE UNION SCHOOL DISTRICT  
LA MESA SPRING VALLEY SCH DIST  
LEMON GROVE SCHOOL DISTRICT  
MOUNTAIN EMPIRE UNIF SCH DIST  
NATIONAL SCHOOL DISTRICT  
OCEANSIDE UNIFIED SCHOOL DIST  
POWAY UNIFIED SCHOOL DISTRICT  
RAMONA UNIFIED SCHOOL DISTRICT  
RANCHO SANTA FE SCHOOL DIST  
SAN MARCOS UNIFIED SCH DIST  
SAN DIEGO UNIFIED SCHOOL DIST  
SAN DIEGUITO UNION HS DISTRICT  
SANTEE SCHOOL DISTRICT  
SAN YSIDRO SCHOOL DISTRICT  
SOLANA BEACH SCHOOL DISTRICT

SOUTH BAY UNION SCHOOL DIST  
SPENCER VALLEY SCHOOL DISTRICT  
SWEETWATER UNION HIGH SCH DIST  
VALLECITOS ELEM SCHOOL DIST  
VALLEY CENTER-PAUMA UNIFIED SD  
VISTA UNIFIED SCHOOL DISTRICT  
WARNER UNIFIED SCHOOL DISTRICT  
SAN PASQUAL UNION SCH DISTRICT  
SAN FRANCISCO UNIFIED SCH DIST  
BANTA ELEM SCHOOL DISTRICT  
ESCALON UNIF SCHOOL DISTRICT  
JEFFERSON ELEM SCHOOL DIST  
LAMMERSVILLE UNIFIED SCH DIST  
LINCOLN UNIFIED SCHOOL DIST  
LINDEN UNIFIED SCHOOL DIST  
LODI UNIFIED SCHOOL DISTRICT  
MANTECA UNIFIED SCHOOL DIST  
NEW HOPE ELEM SCHOOL DIST  
NEW JERUSALEM ELEM SCH DIST  
OAK VIEW ELEM SCHOOL DISTRICT  
RIPON UNIF SCHOOL DISTRICT  
STOCKTON UNIF SCHOOL DISTRICT  
TRACY UNIFIED SCHOOL DISTRICT  
ATASCADERO UNIFIED SCH DIST  
COAST UNIFIED SCHOOL DISTRICT  
CAYUCOS ELEM SCHOOL DISTRICT  
LUCIA MAR UNIFIED SCHOOL DIST  
PASO ROBLES JOINT UNIFIED SD  
PLEASANT VALLEY JOINT ELEM SD  
SAN LUIS COASTAL UNIF SCH DIST  
SAN MIGUEL JOINT UNION ESD  
SHANDON JOINT UNIFIED SCH DIST  
TEMPLETON UNIFIED SCHOOL DIST  
BAYSHORE SCHOOL DISTRICT  
BELMONT-REDWOOD SHORES SD  
BRISBANE ELEM SCHOOL DISTRICT  
BURLINGAME ELEM SCH DISTRICT  
CABRILLO UNIFIED SCHOOL DIST  
HILLSBOROUGH CITY SCH DISTRICT  
JEFFERSON ELEM SCHOOL DISTRICT  
JEFFERSON UNION HIGH SCH DIST  
PACIFICA SCHOOL DISTRICT  
LA HONDA-PESCADERO UNIF SD  
LAS LOMITAS ELEM SCH DISTRICT  
MENLO PARK CITY SCH DISTRICT  
MILLBRAE SCHOOL DISTRICT  
PORTOLA VALLEY SCHOOL DISTRICT  
RAVENSWOOD CITY ELEM SCH DIST  
REDWOOD CITY SCHOOL DISTRICT  
SAN BRUNO PARK SCHOOL DISTRICT  
SAN CARLOS SCHOOL DISTRICT  
SAN MATEO-FOSTER CITY SCH DIST  
SAN MATEO UNION HIGH SCH DIST  
SEQUOIA UNION HIGH SCH DIST  
SOUTH SAN FRANCISCO UNIFIED SD  
WOODSIDE SCHOOL DISTRICT  
BALLARD ELEM SCHOOL DISTRICT  
BLOCHMAN UNION SCHOOL DISTRICT  
BUELLTON UNION SCHOOL DISTRICT  
CARPINTERIA UNIFIED SCH DIST  
COLD SPRING SCHOOL DISTRICT  
COLLEGE ELEMENTARY SCHOOL DIST  
CUYAMA JOINT UNIFIED SCH DIST  
GOLETA UNION SCHOOL DISTRICT  
GUADALUPE UNION SCH DISTRICT  
HOPE ELEM SCHOOL DISTRICT

LOMPOC UNIFIED SCHOOL DIST  
LOS OLIVOS SCHOOL DISTRICT  
MONTECITO UNION SCH DIST  
ORCUTT UNION SCHOOL DISTRICT  
SANTA BARBARA SCHOOL DISTRICT  
SANTA MARIA-BONITA SCHOOL DIST  
SANTA MARIA JOINT UNION HSD  
SANTA YNEZ VALLEY UNION HSD  
SOLVANG ELEM SCHOOL DISTRICT  
VISTA DEL MAR UNION SCH DIST  
BERRYESSA UNION SCHOOL DIST  
CAMBRIAN SCHOOL DISTRICT  
CAMPBELL UNION SCHOOL DISTRICT  
CAMPBELL UNION HIGH SCH DIST  
CUPERTINO UNION SCHOOL DIST  
EAST SIDE UNION HIGH SCH DIST  
EVERGREEN SCHOOL DISTRICT  
FRANKLIN-MCKINLEY SCH DISTRICT  
FREMONT UNION HIGH SCHOOL DIST  
GILROY UNIFIED SCHOOL DIST  
LAKESIDE JOINT SCHOOL DIST  
LOMA PRIETA JT UNION ELEM SD  
LOS ALTOS SCHOOL DISTRICT  
LOS GATOS-SARATOGA JOINT UHSD  
LOS GATOS UNION SCH DISTRICT  
LUTHER BURBANK SCHOOL DISTRICT  
MILPITAS UNIFIED SCHOOL DIST  
MORELAND SCHOOL DISTRICT  
MORGAN HILL UNIFIED SCH DIST  
MOUNTAIN VIEW-LOS ALTOS HSD  
MT PLEASANT ELEM SCHOOL DIST  
OAK GROVE SCHOOL DISTRICT  
ORCHARD SCHOOL DISTRICT  
PALO ALTO UNIFIED SCHOOL DIST  
SAN JOSE UNIFIED SCHOOL DIST  
SANTA CLARA UNIFIED SCH DIST  
SUNNYVALE SCHOOL DISTRICT  
UNION SCHOOL DISTRICT  
MOUNTAIN VIEW-WHISMAN SCH DIST  
SARATOGA UNION SCHOOL DIST  
ALUM ROCK ELEM SCHOOL DISTRICT  
BONNY DOON UNION ELEM SCH DIST  
HAPPY VALLEY ELEM SCHOOL DIST  
LIVE OAK SCHOOL DISTRICT  
MOUNTAIN ELEM SCHOOL DISTRICT  
PACIFIC ELEM SCHOOL DISTRICT  
PAJARO VALLEY UNIF SCH DIST  
SAN LORENZO VALLEY UNIFIED SD  
SANTA CRUZ CITY SCH DISTRICT  
SCOTTS VALLEY UNIFIED SCH DIST  
SOQUEL UNION ELEM SCH DISTRICT  
ANDERSON UNION HIGH SCH DIST  
BELLA VISTA ELEM SCH DISTRICT  
BLACK BUTTE UNION ELEM SD  
GATEWAY UNIFIED SCH DISTRICT  
CASCADE UNION ELEM SCH DIST  
CASTLE ROCK UNION ELEM SD  
MOUNTAIN UNION SCH DIST  
COLUMBIA ELEM SCHOOL DISTRICT  
COTTONWOOD UNION ELEM SCH DIST  
ENTERPRISE ELEM SCH DISTRICT  
FALL RIVER JOINT UNIF SCH DIST  
FRENCH GULCH-WHISKEYTOWN SD  
GRANT ELEM SCHOOL DISTRICT  
HAPPY VALLEY UNION SCH DIST  
IGO-ONO-PLATINA UNION SCH DIST

INDIAN SPRINGS ELEM SCH DIST  
JUNCTION ELEM SCHOOL DISTRICT  
MILLVILLE ELEM SCHOOL DISTRICT  
NORTH COW CREEK ELEM SCH DIST  
OAK RUN ELEM SCHOOL DISTRICT  
PACHECO UNION ELEM SCH DIST  
REDDING SCHOOL DISTRICT  
SHASTA UNION ELEM SCH DISTRICT  
SHASTA UNION HIGH SCH DISTRICT  
WHITMORE UNION ELEM SCH DIST  
SIERRA PLUMAS JOINT UNIF SD  
BIG SPRINGS UNION ELEM SD  
BOGUS ELEM SCHOOL DISTRICT  
BUTTEVILLE UNION ELEM SCH DIST  
DELPHIC ELEM SCHOOL DISTRICT  
DUNSMUIR ELEM SCHOOL DISTRICT  
DUNSMUIR JOINT UNION HS DIST  
SCOTT VALLEY UNIFIED SCH DIST  
FORKS OF SALMON ELEM SCH DIST  
GAZELLE UNION ELEM SCHOOL DIST  
GRENADA ELEM SCHOOL DISTRICT  
HAPPY CAMP UNION ELEM SCH DIST  
HORN BROOK ELEM SCHOOL DISTRICT  
JUNCTION ELEM SCHOOL DISTRICT  
KLAMATH RIVER UNION ELEM SD  
LITTLE SHASTA ELEM SCH DIST  
BUTTE VALLEY UNIFIED SCH DIST  
MCCLOUD UNION ELEM SCH DIST  
MONTAGUE ELEM SCHOOL DIST  
MT SHASTA UNION SCHOOL DIST  
SEIAD ELEM SCHOOL DISTRICT  
SISKIYOU UNION HIGH SCH DIST  
WEED UNION ELEM SCHOOL DIST  
WILLOW CREEK ELEM SCHOOL DIST  
YREKA UNION ELEM SCHOOL DIST  
YREKA UNION HIGH SCHOOL DIST  
BENICIA UNIFIED SCHOOL DIST  
DIXON UNIFIED SCHOOL DISTRICT  
FAIRFIELD-SUISUN UNIF SCH DIST  
TRAVIS UNIFIED SCHOOL DIST  
VACAVILLE UNIF SCHOOL DISTRICT  
VALLEJO CITY UNIFIED SCH DIST  
ALEXANDER VALLEY UNION SD  
WEST SONOMA CO UNION HSD  
BELLEVUE UNION SCH DIST  
BENNETT VALLEY UNION SCH DIST  
CINNABAR ELEM SCHOOL DISTRICT  
CLOVERDALE UNIF SCH DISTRICT  
COTATI-ROHNERT PARK UNIF SD  
DUNHAM ELEM SCHOOL DISTRICT  
FORESTVILLE UNION SCH DISTRICT  
FT ROSS ELEM SCHOOL DISTRICT  
GEYSERVILLE UNIFIED SCH DIST  
GRAVENSTEIN UNION SCHOOL DIST  
GUERNEVILLE ELEM SCHOOL DIST  
HARMONY UNION SCHOOL DISTRICT  
HEALDSBURG UNIFIED SCH DIST  
HORICON SCHOOL DISTRICT  
KENWOOD ELEM SCHOOL DISTRICT  
LIBERTY ELEM SCHOOL DISTRICT  
MARK WEST UNION SCHOOL DIST  
MONTE RIO UNION SCH DISTRICT  
MONTGOMERY ELEM SCHOOL DIST  
OAK GROVE UNION SCH DISTRICT  
OLD ADOBE UNION SCH DISTRICT  
PETALUMA CITY SCHOOL DISTRICT

PINER-OLIVET UNION SCH DIST  
RINCON VALLEY UNION SCH DIST  
ROSELAND SCHOOL DISTRICT  
SANTA ROSA CITY SCHOOL DIST  
SEBASTOPOL UNION SCH DISTRICT  
SONOMA VALLEY UNIFIED SCH DIST  
TWIN HILLS UNION SCH DISTRICT  
TWO ROCK UNION ELEM SCH DIST  
WAUGH ELEM SCHOOL DISTRICT  
WEST SIDE UNION ELEM SCH DIST  
WILMAR UNION ELEM SCHOOL DIST  
WINDSOR UNIFIED SCH DISTRICT  
WRIGHT ELEM SCHOOL DISTRICT  
NEWMAN CROWS LANDING UNIF SD  
CERES UNIFIED SCHOOL DISTRICT  
CHATOM UNION SCHOOL DISTRICT  
DENAIR UNIF SCHOOL DISTRICT  
EMPIRE UNION ELEM SCH DISTRICT  
GRATTON ELEM SCHOOL DISTRICT  
HART-RANSOM UNION SCH DISTRICT  
HICKMAN CMTY CHARTER DIST  
HUGHSON UNIFIED SCHOOL DIST  
KEYES UNION ELEM SCHOOL DIST  
KNIGHTS FERRY ELEM SCH DIST  
MODESTO CITY SCHOOL DISTRICT  
OAKDALE JOINT UNIFIED SCH DIST  
PARADISE ELEM SCHOOL DISTRICT  
PATTERSON JOINT UNIF SCH DIST  
RIVERBANK UNIFIED SCH DISTRICT  
ROBERTS FERRY UNION ELEM SD  
SALIDA UNION SCHOOL DISTRICT  
SHILOH ELEM SCHOOL DISTRICT  
STANISLAUS UNION SCH DISTRICT  
SYLVAN UNION SCHOOL DISTRICT  
TURLOCK UNIFIED SCH DISTRICT  
VALLEY HOME JOINT SCHOOL DIST  
WATERFORD UNIFIED SCH DISTRICT  
BRITTAN ELEM SCHOOL DISTRICT  
BROWNS ELEM SCHOOL DISTRICT  
EAST NICOLAUS JT UNION HS DIST  
FRANKLIN ELEM SCHOOL DISTRICT  
LIVE OAK UNIFIED SCHOOL DIST  
MARCUM-ILLINOIS UNION SCH DIST  
MERIDIAN ELEM SCHOOL DISTRICT  
NUESTRO ELEM SCHOOL DISTRICT  
PLEASANT GROVE JT USD  
SUTTER UNION HIGH SCHOOL DIST  
WINSHIP-ROBBINS SCHOOL DIST  
YUBA CITY UNIF SCHOOL DISTRICT  
ANTELOPE ELEM SCHOOL DISTRICT  
CORNING UNION ELEM SCHOOL DIST  
CORNING UNION HIGH SCHOOL DIST  
ELKINS ELEM SCHOOL DISTRICT  
EVERGREEN UNION SCH DISTRICT  
FLOURNOY UNION ELEM SCH DIST  
GERBER UNION ELEM SCHOOL DIST  
KIRKWOOD ELEM SCHOOL DISTRICT  
LASSEN VIEW UNION SCHOOL DIST  
LOS MOLINOS UNIFIED SCH DIST  
RED BLUFF UNION ELEM SCH DIST  
RED BLUFF JOINT UNION HSD  
REEDS CREEK SCHOOL DISTRICT  
RICHFIELD ELEM SCHOOL DISTRICT  
BURNT RANCH SCHOOL DISTRICT  
COFFEE CREEK ELEM SCHOOL DIST  
COX BAR ELEM SCHOOL DISTRICT

DOUGLAS CITY ELEM SCHOOL DIST  
JUNCTION CITY ELEM SCHOOL DIST  
LEWISTON ELEM SCHOOL DISTRICT  
TRINITY CENTER ELEM SCH DIST  
TRINITY ALPS UNIFIED SCH DIST  
ALLENSWORTH ELEM SCHOOL DIST  
ALPAUGH UNIFIED SCHOOL DIST  
ALTA VISTA ELEM SCHOOL DIST  
BUENA VISTA ELEM SCHOOL DIST  
BURTON SCHOOL DISTRICT  
CITRUS SOUTH TULE SCH DISTRICT  
COLUMBINE ELEM SCHOOL DIST  
CUTLER OROSI JOINT UNIF SD  
DINUBA UNIFIED SCHOOL DISTRICT  
DUCOR UNION ELEM SCHOOL DIST  
EARLIMART SCHOOL DISTRICT  
EXETER UNIFIED SCHOOL DISTRICT  
FARMERSVILLE UNIFIED SCH DIST  
HOPE ELEM SCHOOL DISTRICT  
HOT SPRINGS ELEM SCH DISTRICT  
KINGS RIVER UNION ELEM SD  
LIBERTY ELEM SCHOOL DISTRICT  
LINDSAY UNIFIED SCHOOL DIST  
MONSON SULTANA JOINT UNION ESD  
OAK VALLEY UNION ELEM SCH DIST  
OUTSIDE CREEK ELEM SCHOOL DIST  
PALO VERDE UNION ELEM SCH DIST  
PIXLEY UNION ELEM SCH DISTRICT  
PLEASANT VIEW ELEM SCH DIST  
RICHGROVE ELEM SCHOOL DISTRICT  
ROCKFORD ELEM SCHOOL DISTRICT  
SAUCELITO ELEM SCHOOL DISTRICT  
SEQUOIA UNION ELEM SCHOOL DIST  
SPRINGVILLE UNION SCHOOL DIST  
STONE CORRAL ELEM SCHOOL DIST  
STRATHMORE UNION ELEM SCH DIST  
SUNDALE UNION ELEM SCH DIST  
SUNNYSIDE UNION ELEM SCH DIST  
TERRA BELLA UNION ELEM SD  
THREE RIVERS UNION ELEM SD  
TIPTON ELEM SCHOOL DISTRICT  
TRAVER JOINT ELEM SCHOOL DIST  
TULARE CITY SCHOOL DISTRICT  
TULARE JOINT UNION HIGH SD  
VISALIA UNIF SCHOOL DISTRICT  
WAUKENA JOINT UNION ELEM SD  
WOODLAKE UNIFIED SCHOOL DIST  
WOODVILLE UNION SCH DISTRICT  
JAMESTOWN ELEM SCHOOL DISTRICT  
BIG OAK FLAT GROVELAND USD  
BELLEVIEW ELEM SCHOOL DIST  
COLUMBIA UNION SCHOOL DISTRICT  
CURTIS CREEK ELEM SCH DIST  
SONORA SCHOOL DISTRICT  
SONORA UNION HIGH SCHOOL DIST  
SOULSBYVILLE ELEM SCHOOL DIST  
SUMMERSVILLE ELEM SCHOOL DIST  
SUMMERSVILLE UNION HS DIST  
TWIN HARTE LONG BARN UNION SD  
BRIGGS ELEM SCHOOL DISTRICT  
FILLMORE UNIFIED SCHOOL DIST

HUENEME ELEM SCHOOL DISTRICT  
MESA UNION ELEM SCHOOL DIST  
MOORPARK UNIFIED SCHOOL DIST  
MUPU ELEMENTARY SCHOOL DIST  
OCEAN VIEW SCHOOL DISTRICT  
OJAI UNIFIED SCHOOL DISTRICT  
OXNARD ELEM SCHOOL DISTRICT  
OXNARD UNION HIGH SCHOOL DIST  
PLEASANT VALLEY SCH DISTRICT  
RIO ELEMENTARY SCH DISTRICT  
SANTA CLARA ELEM SCHOOL DIST  
SANTA PAULA UNIFIED SCH DIST  
SIMI VALLEY UNIFIED SCH DIST  
SOMIS UNION ELEM SCHOOL DIST  
CONEJO VALLEY UNIF SCH DIST  
VENTURA UNIF SCHOOL DISTRICT  
DAVIS JOINT UNIF SCHOOL DIST  
ESPARTO UNIF SCHOOL DISTRICT  
WASHINGTON UNIFIED SCHOOL DIST  
WINTERS JOINT UNIF SCHOOL DIST  
WOODLAND JOINT UNIFIED SD  
CAMPTONVILLE ELEM SCHOOL DIST  
MARYSVILLE JOINT UNIF SCH DIST  
PLUMAS LAKE ELEM SCHOOL DIST  
WHEATLAND SCHOOL DISTRICT  
WHEATLAND UNION HIGH SCH DIST  
SOUTHERN TRINITY JOINT UNIF SD  
BAKER VALLEY UNIFIED SCH DIST  
MAPLE CREEK ELEM SCHOOL DIST  
RAVENDALE-TERMO ELEM SCH DIST  
POTTER VALLEY CMTY USD  
OAK PARK UNIFIED SCHOOL DIST  
SILVER VALLEY UNIFIED SCH DIST  
LAYTONVILLE UNIFIED SCH DIST  
MOUNTAIN VALLEY UNIF SCH DIST  
PORTERVILLE UNIFIED SCH DIST  
LEGGETT VALLEY UNIF SCH DIST  
SIERRA UNIFIED SCHOOL DIST  
SACRAMENTO CITY USD CENTRAL-2  
SACRAMENTO CITY USD WEST-1  
SAN RAFAEL CITY HIGH SCH DIST  
LONG BEACH USD-ES MS K-8 AREA  
LONG BEACH USD-HS AREA  
SACRAMENTO CITY USD EAST-3  
GOLDEN VALLEY UNIFIED SCH DIST  
SAN DIEGO USD-AREA 1  
SAN DIEGO USD-CHARTER SCHOOLS  
SAN DIEGO USD-AREA 6  
SAN DIEGO USD-AREA 4  
SAN DIEGO USD-AREA 2  
SAN DIEGO USD-AREA 3  
SAN DIEGO USD-AREA 5  
KASHIA ELEM SCHOOL DISTRICT  
LA USD EDUC SVC CTR-NORTH  
LA USD EDUC SVC CTR-SOUTH  
LA USD EDUC SVC CTR-WEST  
LA USD EDUC SVC CTR-EAST  
LA USD EDUC SVC CTR-ISIC  
LA USD EDUC SVC CTR-CHARTER  
LA USD EDUC SVC CTR-OPTIONS

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MARINELLO SCHOOL OF BEAUTY  
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BAY VISTA COLLEGE OF BEAUTY  
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LYTLE'S EMPIRE BEAUTY CLG  
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CALIFORNIA - STATE CONTROLLER  
CALIFORNIA - STATE TREASURER  
CALIFORNIA - SUPERINTENDENT OF PUBLIC INSTRUCTION  
CALIFORNIA - LT. GOVERNOR  
CALIFORNIA - STATE AUDITOR  
CALIFORNIA - STATE ASSEMBLY  
CALIFORNIA - STATE SENATE  
CALIFORNIA - OFFICIAL CALIFORNIA LEGISLATIVE INFORMATION  
CALIFORNIA - LEGISLATIVE ANALYST'S OFFICE  
CALIFORNIA - LEGISLATIVE COUNSEL OF CALIFORNIA  
CALIFORNIA - CALIFORNIA LAW REVISION COMMISSION  
CALIFORNIA - GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CALIFORNIA - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
CALIFORNIA - DEPARTMENT OF FINANCE  
CALIFORNIA - DEPARTMENT OF FOOD AND AGRICULTURE  
CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS  
CALIFORNIA - DEPARTMENT OF PERSONNEL ADMINISTRATION  
CALIFORNIA - OFFICE OF ADMINISTRATIVE LAW  
CALIFORNIA - OFFICE OF THE STATE PUBLIC DEFENDER  
CALIFORNIA - STATE LIBRARY  
CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY  
CALIFORNIA - CALIFORNIA HOUSING FINANCE AGENCY  
CALIFORNIA - DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
CALIFORNIA - DEPARTMENT OF CORPORATIONS  
CALIFORNIA - DEPARTMENT OF FINANCIAL INSTITUTIONS  
CALIFORNIA - DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
CALIFORNIA - DEPARTMENT OF MOTOR VEHICLES  
CALIFORNIA - DEPARTMENT OF REAL ESTATE

CALIFORNIA - DEPARTMENT OF THE CALIFORNIA HIGHWAY PATROL  
CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
CALIFORNIA - TEALE DATA CENTER  
CALIFORNIA - ENVIRONMENTAL PROTECTION AGENCY  
CALIFORNIA - CALIFORNIA AIR RESOURCES BOARD  
CALIFORNIA - CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD  
CALIFORNIA - DEPARTMENT OF PESTICIDE REGULATION  
CALIFORNIA - STATE WATER RESOURCES CONTROL BOARD  
CALIFORNIA - DEPARTMENT OF AGING  
CALIFORNIA - DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS  
CALIFORNIA - DEPARTMENT OF DEVELOPMENTAL SERVICES  
CALIFORNIA - DEPARTMENT OF HEALTH SERVICES  
CALIFORNIA - DEPARTMENT OF MENTAL HEALTH  
CALIFORNIA - DEPARTMENT OF REHABILITATION  
CALIFORNIA - DEPARTMENT OF SOCIAL SERVICES  
CALIFORNIA - EMERGENCY MEDICAL SERVICES AUTHORITY  
CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT  
CALIFORNIA - EMPLOYMENT TRAINING PANEL  
CALIFORNIA - OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT  
CALIFORNIA - RESOURCES AGENCY  
CALIFORNIA - CALIFORNIA COASTAL COMMISSION  
CALIFORNIA - CALIFORNIA COASTAL CONSERVANCY  
CALIFORNIA - CALIFORNIA CONSERVATION CORPS  
CALIFORNIA - CALIFORNIA TAHOE CONSERVANCY  
CALIFORNIA - CERES: CALIFORNIA ENVIRONMENTAL RESOURCES EVALUATION SYSTEM  
CALIFORNIA - DEPARTMENT OF BOATING AND WATERWAYS  
CALIFORNIA - DEPARTMENT OF CONSERVATION  
CALIFORNIA - DEPARTMENT OF FISH AND GAME  
CALIFORNIA - DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
CALIFORNIA - DEPARTMENT OF PARKS AND RECREATION  
CALIFORNIA - DEPARTMENT OF WATER RESOURCES  
CALIFORNIA - STATE LANDS COMMISSION  
CALIFORNIA - BOARD OF ARCHITECTURAL EXAMINERS

CALIFORNIA - CALIFORNIA AFRICAN- AMERICAN MUSEUM  
CALIFORNIA - CONTRACTORS STATE LICENSE BOARD  
CALIFORNIA - DEPARTMENT OF CONSUMER AFFAIRS  
CALIFORNIA - DEPARTMENT OF GENERAL SERVICES  
CALIFORNIA - DEPARTMENT OF GENERAL SERVICES: OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
CALIFORNIA - FRANCHISE TAX BOARD  
CALIFORNIA - STATE PERSONNEL BOARD  
CALIFORNIA - CALIFORNIA TECHNOLOGY, TRADE AND COMMERCE AGENCY  
CALIFORNIA - DIVISION OF TOURISM: CALIFORNIA TRAVEL AND TOURISM  
CALIFORNIA - YOUTH AND ADULT CORRECTIONAL AGENCY  
CALIFORNIA - BOARD OF CORRECTIONS  
CALIFORNIA - DEPARTMENT OF CORRECTIONS  
CALIFORNIA - DEPARTMENT OF THE YOUTH AUTHORITY  
CALIFORNIA - CALIFORNIA LOTTERY  
CALIFORNIA - HEALTH AND WELFARE DATA CENTER  
CALIFORNIA - DEPARTMENT OF TOXIC SUBSTANCES CONTROL

CALIFORNIA - CALIFORNIA ENERGY COMMISSION  
CALIFORNIA - OFFICE OF TRAFFIC SAFETY  
CALIFORNIA - CALGOLD: BUSINESS PERMITS MADE SIMPLE  
CALIFORNIA - CALIFORNIA NATIONAL GUARD  
CALIFORNIA - CALJOBS  
CALIFORNIA - GOVERNOR'S OFFICE ON SERVICE AND VOLUNTEERISM  
CALIFORNIA - MEDI-CAL  
CALIFORNIA - RURAL HEALTH POLICY COUNCIL  
CALIFORNIA - STATE AND CONSUMER SERVICES AGENCY  
CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY  
CALIFORNIA - DEPARTMENT OF MANAGED HEALTH CARE  
CALIFORNIA - DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING  
CALIFORNIA - CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM  
CALIFORNIA - CALIFORNIA SPATIAL INFORMATION LIBRARY  
CALIFORNIA - OFFICE OF THE INSPECTOR GENERAL

**Counties in Hawaii including but not limited to:**

HAWAII COUNTY  
MAUI COUNTY

KAUAI COUNTY  
HONOLULU CITY-CNTY

**K-12 in Hawaii including but not limited to:**

HAWAII SCHOOL DISTRICT  
HONOLULU SCHOOL DISTRICT  
WINDWARD OAHU SCHOOL DISTRICT  
MAUI SCHOOL DISTRICT  
AIEA-MOANALUA-RADFORD AREA  
HONOKA-KLKEHE-KOHLA-KNUNA AREA  
FARRINGTON-KAISER-KALANI AREA  
CASTLE-KAHUKU AREA  
BALDWIN-KEKAULIKE-MAUI AREA  
CAMPBELL-KAPOLEI AREA  
NANAKULI-WAIAANAE AREA

LEEWARD OAHU SCHOOL DISTRICT  
CENTRAL OAHU SCHOOL DISTRICT  
KAUAI SCHOOL DISTRICT  
LEILIHUA-MILILANI-WAIALUA AREA  
HILO-LAUPAHOEHOE-WAIAKEA AREA  
KAU-KEAAU-PAHOA AREA  
KAIMUKI-MCKINLEY-ROOSEVLT AREA  
KAILUA-KALAHEO AREA  
HANA-LHINLUNA-LANAI-MLKI AREA  
PEARL CITY-WAIPHUA AREA

**Higher Education in Hawaii including but not limited to:**

UNIVERSITY OF HAWAII-HILO  
CHAMINADE UNIVERSITY  
BRIGHAM YOUNG UNIV-HAWAII  
UNIVERSITY OF HAWAII-MANOA  
HONOLULU COMMUNITY COLLEGE  
KAPIOLANI COMMUNITY COLLEGE  
HAWAII PACIFIC UNIV-LOA CAMPUS  
LEEWARD COMMUNITY COLLEGE  
HAWAII PACIFIC UNIVERSITY  
WINDWARD COMMUNITY COLLEGE  
KAUAI COMMUNITY COLLEGE  
UNIV OF HAWAII-MAUI COLLEGE  
UNIVERSITY OF HAWAII-WEST OAHU  
HAWAII CMTY COLLEGE-HILO  
ARGOSY UNIVERSITY-HONOLULU  
JOHN BURNS SCHOOL OF MEDICINE  
WILLIAM RICHARDSON SCH OF LAW  
UNIV OF HAWAII-WEST HAWAII

UNIV OF HAWAII SYSTEM OFFICE  
HAWAII TOKAI INTERNATIONAL CLG  
HEALD COLLEGE-HONOLULU  
REMINGTON COLLEGE-HONOLULU  
WORLD MEDICINE INSTITUTE  
UNIV OF THE NATIONS KONA  
EMBRY-RIDDLE AERO U-SCHOFIELD  
THE PHYSICIAN CENTER  
HONOLULU CLINIC  
HAWAII STATE HOSPITAL  
MOANALUA MEDICAL CENTER  
SHRINERS HOSPITAL  
KAPIOLANI MEDICAL CENTER  
US ARMY TRIPLER GEN HOSP  
STRAUB CLINIC/HOSPITAL  
KUAKINI MEDICAL CENTER  
QUEENS MEDICAL CENTER  
PACIFIC RIM CHRISTIAN COLLEGE

**State Agencies in Hawaii including but not limited to:**

HAWAII - LT. GOVERNOR	HAWAII - HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII
HAWAII - ATTORNEY GENERAL	HAWAII - DEPARTMENT OF AGRICULTURE
HAWAII - GOVERNOR	HAWAII - DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
HAWAII - DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM	HAWAII - DEPARTMENT OF BUDGET AND FINANCE
HAWAII - DEPARTMENT OF EDUCATION	HAWAII - DEPARTMENT OF PUBLIC SAFETY
HAWAII - DEPARTMENT OF HEALTH	HAWAII - DEPARTMENT OF HUMAN SERVICES
HAWAII - DEPARTMENT OF LAND AND NATURAL RESOURCES	HAWAII - DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
HAWAII - DEPARTMENT OF TAXATION	HAWAII - DEPARTMENT OF HAWAIIAN HOME LANDS
HAWAII - DEPARTMENT OF TRANSPORTATION	HAWAII - DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HAWAII - HIGH TECHNOLOGY DEVELOPMENT CORPORATION	HAWAII - EXECUTIVE OFFICE ON AGING
HAWAII - OFFICE OF ELECTIONS	HAWAII - OFFICE OF INFORMATION PRACTICES
HAWAII - OFFICE OF HAWAIIAN AFFAIRS	HAWAII - DEPARTMENT OF THE ATTORNEY GENERAL
HAWAII - STATE PUBLIC LIBRARY SYSTEM	HAWAII - DIVISION OF STATE PARKS
HAWAII - DEPARTMENT OF DEFENSE	HAWAII - HAWAII STATE CIVIL DEFENSE
HAWAII - HAWAII'S AGRICULTURAL GATEWAY	
HAWAII - DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS	

**Cities, Towns, Villages, and Boroughs in Louisiana including but not limited to:**

GRAMERCY TOWN HALL	VILLAGE OF TICKFAW	SCOTT CITY HALL
GRETNA CITY HALL	VARNADO CITY HALL	VILLAGE OF CANKTON
KENNER PARK AND RECREATION DEPARTMENT	CITY OF ABBEVILLE	SUNSET TOWN HALL
KENNER CITY HALL	ARNAUVILLE CITY HALL	TOWN OF TURKEY CREEK
JEAN LAFITTE TOWN HALL	TOWN OF BALDWIN	VILLE PLATTE CITY HALL
LUTCHER TOWN HALL	BASILE CITY HALL	WASHINGTON TOWN HALL
WESTWEGO CITY HALL	TOWN OF HENDERSON	WELSH CITY HALL
NEW ORLEANS CITY HALL	BREAUX BRIDGE CITY HALL	TOWN OF YOUNGSSVILLE
CITY OF HARAHAH	CITY OF BROUSSARD	CITY OF LAKE CHARLES
CITY OF THIBODAUX	CARENCRO CITY HALL	DEQUINCY CITY HALL
TOWN OF BERWICK	VILLAGE OF CHATAIGNIER	CITY OF DERIDDER
CITY OF DONALDSONVILLE	CHURCH POINT CITY HALL	ELIZABETH CITY HALL
TOWN OF GOLDEN MEADOW	CROWLEY CITY HALL	FENTON CITY HALL
GRAND ISLE TOWN HALL	DELCAMBRE CITY HALL	IOWA CITY HALL
TOWN OF LOCKPORT	DUSON TOWN HALL	KINDER CITY HALL
CITY OF MORGAN CITY	ELTON CITY HALL	OBERLIN CITY HALL
CITY OF NAPOLEONVILLE	ERATH CITY HALL	REEVES CITY HALL
PATTERSON CITY HALL	ESTHERWOOD CITY HALL	ROSEFINE TOWN HALL
HAMMOND CITY HALL	EUNICE CITY HALL	CITY OF SULPHUR
ABITA SPRINGS TOWN HALL	FRANKLIN CITY HALL	TOWN OF VINTON
AMITE CITY HALL	CITY OF GRAND COTEAU	WESTLAKE CITY HALL
MONTPELIER TOWN HALL	GUEYDAN CITY HALL	ADDIS TOWN HALL
ANGIE CITY HALL	IOTA CITY HALL	ALBANY TOWN HALL
BOGALUSA CITY HALL	JEANERETTE CITY HALL	BAKER CITY HALL
COVINGTON CITY HALL	JENNINGS CITY HALL	BRUSLY TOWN HALL
FOLSOM TOWN HALL	KAPLAN CITY HALL	CLINTON TOWN HALL
FRANKLINTON CITY HALL	LAKE ARTHUR CITY HALL	DENHAM SPRINGS CITY HALL
GREENSBURG TOWN HALL	LEONVILLE TOWN HALL	FORDOCHE CITY HALL
INDEPENDENCE CITY HALL	LOREAUVILLE TOWN HALL	FRENCH SETTLEMENT TOWN HALL
KENTWOOD CITY HALL	MAMOU CITY HALL	GONZALES CITY HALL
MADISONVILLE TOWN HALL	MAURICE CITY HALL	VILLAGE OF GROSSE TETE
CITY OF MANDEVILLE	MERMENTAU CITY HALL	TOWN OF JACKSON
PEARL RIVER TOWN HALL	CITY OF MORSE	KROTZ SPRINGS CITY HALL
CITY OF PONCHATOULA	CITY OF NEW IBERIA	LIVINGSTON TOWN HALL
ROSELAND CITY HALL	OPELOUSAS CITY HALL	LIVONIA CITY HALL
SLIDELL CITY HALL	PINE PRAIRIE TOWN HALL	MARINGOUIN CITY HALL
SPRINGFIELD TOWN HALL	PORT BARRE CITY HALL	MORGANZA TOWN HALL
TOWN OF KILLIAN	RAYNE CITY HALL	NEW ROADS CITY HALL
VILLAGE OF TANGIPAHOA	SAINT MARTINVILLE CITY HALL	VILLAGE OF NORWOOD
	PARKS CITY HALL	

CITY OF PLAQUEMINE  
PORT ALLEN CITY HALL  
ROSEDALE TOWN HALL  
SAINT FRANCISVILLE TOWN HALL  
SAINT GABRIEL CITY HALL  
SLAUGHTER CITY HALL  
SORRENTO CITY HALL  
TOWN OF WALKER  
WHITE CASTLE CITY HALL  
WILSON CITY HALL  
ZACHARY CITY HALL  
CENTRAL CITY HALL  
ARCADIA CITY HALL  
ASHLAND CITY HALL  
ATHENS CITY HALL  
VILLAGE OF BELCHER  
BENTON TOWN HALL  
VILLAGE OF BIENVILLE  
BRYCELAND VILLAGE  
BLANCHARD TOWN HALL  
VILLAGE OF CASTOR  
LUCKY CITY HALL  
TOWN OF COTTON VALLEY  
VILLAGE OF EDGEFIELD  
COUSHATTA CITY HALL  
MARTIN CITY HALL  
TOWN OF CULLEN  
DOYLINE TOWN HALL  
DUBBERLY TOWN HALL  
GIBSLAND TOWN HALL  
MOUNT LEBANON CITY HALL  
GILLIAM CITY HALL  
GOLDONNA CITY HALL  
GRAND CANE CITY HALL  
GREENWOOD CITY HALL  
VILLAGE OF HALL SUMMIT  
TOWN OF HAUGHTON  
HAYNESVILLE CITY HALL  
HEFLIN CITY HALL  
HOMER TOWN HALL  
VILLAGE OF HOSSTON  
IDA TOWN HALL  
CITY OF JAMESTOWN  
KEACHIE CITY HALL  
LISBON CITY HALL  
LOGANSPOUT TOWN HALL  
STANLEY VILLAGE HALL  
LONGSTREET CITY HALL  
CITY OF MANSFIELD  
VILLAGE OF SOUTH MANSFIELD  
VILLAGE OF DIXIE INN  
MINDEN CITY HALL  
MOORINGSPOUT CITY HALL  
CITY OF OIL CITY  
PLAIN DEALING TOWN HALL  
PLEASANT HILL CITY HALL  
POWHATAN CITY HALL  
RINGGOLD CITY HALL  
VILLAGE OF RODESSA  
VILLAGE OF SALINE

SAREPTA TOWN HALL  
SHONGALOO CITY HALL  
SIBLEY TOWN HALL  
SPRINGHILL CITY HALL  
STONEWALL TOWN HALL  
TOWN OF VIVIAN  
CITY OF SHREVEPORT  
CITY OF BOSSIER CITY  
TOWN OF RICHWOOD  
MONROE CITY HALL  
CITY OF BASKIN  
BASTROP CITY HALL  
BERNICE CITY HALL  
BONITA TOWN HALL  
CHATHAM CITY HALL  
VILLAGE OF CHOUDRANT  
COLLINSTON CITY HALL  
DELHI CITY HALL  
DELTA CITY HALL  
DOWNSVILLE CITY HALL  
DUBACH CITY HALL  
EPPS TOWN HALL  
EROS TOWN HALL  
FARMERVILLE CITY HALL  
VILLAGE OF FOREST  
GRAMBLING CITY HALL  
EAST HODGE CITY HALL  
HODGE CITY HALL  
NORTH HODGE CITY HALL  
JONESBORO CITY HALL  
KILBOURNE CITY HALL  
LAKE PROVIDENCE CITY HALL  
LILLIE CITY HALL  
MANGHAM TOWN HALL  
MARION TOWN HALL  
CITY OF MER ROUGE  
OAK GROVE CITY HALL  
OAK RIDGE TOWN HALL  
PIONEER TOWN HALL  
QUITMAN TOWN HALL  
RAYVILLE TOWN HALL  
VIENNA CITY HALL  
CITY OF RUSTON  
SIMSBORO CITY HALL  
SPEARSVILLE CITY HALL  
TOWN OF STERLINGTON  
TALLULAH CITY HALL  
RICHMOND CITY HALL  
MOUND CITY HALL  
WEST MONROE CITY HALL  
WINNSBORO CITY HALL  
CITY OF ALEXANDRIA  
BUNKIE CITY HALL  
CHENEYVILLE TOWN HALL  
CLAYTON CITY HALL  
COTTONPORT CITY HALL  
EVERGREEN TOWN HALL  
FERRIDAY CITY HALL  
RIDGECREST TOWN HALL  
GILBERT CITY HALL

HARRISONBURG TOWN HALL  
HESSMER CITY HALL  
JENA TOWN HALL  
JONESVILLE TOWN HALL  
LECOMPTE CITY HALL  
MANSURA CITY HALL  
MARKSVILLE CITY HALL  
MELVILLE CITY HALL  
MOREAUVILLE TOWN HALL  
NEWELLTON CITY HALL  
VILLAGE OF PALMETTO  
PINEVILLE CITY HALL  
PLAUCHEVILLE TOWN HALL  
CITY OF SAINT JOSEPH  
VILLAGE OF SICILY ISLAND  
SIMMESPORT TOWN HALL  
VIDALIA CITY HALL  
WATERPROOF TOWN HALL  
CITY OF WISNER  
TOWN OF ANACOCO  
ATLANTA CITY HALL  
TOWN OF BALL  
TOWN OF BOYCE  
VILLAGE OF CALVIN  
CAMPTI CITY HALL  
VILLAGE OF CLARENCE  
CLARKS CITY HALL  
COLFAX CITY HALL  
COLUMBIA TOWN HALL  
CONVERSE CITY HALL  
DODSON TOWN HALL  
DRY PRONG TOWN HALL  
CREOLA CITY HALL  
FISHER CITY HALL  
VILLAGE OF FLORIEN  
FOREST HILL TOWN HALL  
VILLAGE OF GEORGETOWN  
TOWN OF GLENMORA  
MCNARY TOWN HALL  
TOWN HALL OF GRAYSON  
HORNBECK CITY HALL  
LEESVILLE CITY HALL  
TOWN OF MANY  
MONTGOMERY TOWN HALL  
NATCHEZ CITY HALL  
NATCHITOCHE CITY HALL  
TOWN OF NEW LLANO  
NOBLE CITY HALL  
OAKDALE CITY HALL  
OLLA TOWN HALL  
POLLOCK TOWN HALL  
PROVENCAL CITY HALL  
VILLAGE OF ROBELINE  
VILLAGE OF SIKES  
SIMPSON VILLAGE HALL  
TULLOS CITY HALL  
URANIA TOWN HALL  
WINNFIELD CITY HALL  
WOODWORTH TOWN HALL  
ZWOLLE CITY HALL

**Counties and Parishes in Louisiana including but not limited to:**

PLAQUEMINES PARISH	CALCASIEU PARISH	MOREHOUSE PARISH
SAINT BERNARD PARISH	CAMERON PARISH	UNION PARISH
JEFFERSON PARISH	BEAUREGARD PARISH	JACKSON PARISH
SAINT CHARLES PARISH	ALLEN PARISH	EAST CARROLL PARISH
ST JOHN-BAPTIST PARISH	ASCENSION PARISH	WEST CARROLL PARISH
ORLEANS PARISH	EAST FELICIANA PARISH	RICHLAND PARISH
LAFOURCHE PARISH	SAINT JAMES PARISH	LINCOLN PARISH
TERREBONNE PARISH CONS	LIVINGSTON PARISH	MADISON PARISH
ASSUMPTION PARISH	POINTE COUPEE PARISH	FRANKLIN PARISH
TANGIPAHOA PARISH	IBERVILLE PARISH	RAPIDES PARISH
SAINT TAMMANY PARISH	WEST BATON ROUGE PARISH	CATAHOULA PARISH
WASHINGTON PARISH	WEST FELICIANA PARISH	LASALLE PARISH
SAINT HELENA PARISH	EAST BATON ROUGE PARISH-	AVOYELLES PARISH
LAFAYETTE PARISH CONS	CITY	TENSAS PARISH
VERMILION PARISH	BIENVILLE PARISH	CONCORDIA PARISH
SAINT MARY PARISH	BOSSIER PARISH	GRANT PARISH
ACADIA PARISH	RED RIVER PARISH	CALDWELL PARISH
JEFFERSON DAVIS PARISH	CLAIBORNE PARISH	SABINE PARISH
IBERIA PARISH	DESOTO PARISH	NATCHITOCHE PARISH
SAINT LANDRY PARISH	WEBSTER PARISH	WINN PARISH
SAINT MARTIN PARISH	CADDO PARISH	VERNON PARISH
EVANGELINE PARISH	OUACHITA PARISH	

**K-12 in Louisiana including but not limited to:**

ACADIA PARISH SCHOOL DISTRICT	PLAQUEMINES PARISH SCH DIST
ALLEN PARISH SCHOOL DISTRICT	POINTE COUPEE PARISH SCH DIST
ASCENSION PARISH SCHOOL DIST	RAPIDES PARISH SCHOOL DISTRICT
ASSUMPTION PARISH SCHOOL DIST	RED RIVER PARISH SCHOOL DIST
AVOYELLES PARISH SCHOOL DIST	RICHLAND PARISH SCHOOL DIST
BEAUREGARD PARISH SCHOOL DIST	SABINE PARISH SCHOOL DISTRICT
BIENVILLE PARISH SCHOOL DIST	ST BERNARD PARISH SCHOOL DIST
BOSSIER PARISH SCHOOL DIST	ST CHARLES PARISH PUBLIC SD
CADDO PARISH PUBLIC SCHOOLS	ST HELENA PARISH SCHOOL DIST
CALCASIEU PARISH SCHOOL DIST	ST JAMES PARISH SCHOOL DIST
CALDWELL PARISH SCHOOL DIST	ST JOHN THE BAPTIST PARISH SD
CAMERON PARISH SCHOOL DISTRICT	ST LANDRY PARISH SCH DIST
CATAHOULA PARISH SCH DISTRICT	ST MARTIN PARISH SCHOOL DIST
CLAIBORNE PARISH SCHOOL DIST	ST MARY PARISH SCHOOL DISTRICT
CONCORDIA PARISH SCHOOL DIST	ST TAMMANY PARISH SCH DISTRICT
DESOTO PARISH SCHOOL DISTRICT	TANGIPAHOA PARISH SCHOOL DIST
EAST BATON ROUGE PARISH SD	TENSAS PARISH SCHOOL DISTRICT
EAST CARROLL PARISH SCH DIST	TERREBONNE PARISH SCHOOL DIST
EAST FELICIANA PARISH SCH DIST	UNION PARISH SCHOOL DISTRICT
EVANGELINE PARISH SCHOOL DIST	VERMILION PARISH SCHOOL DIST
FRANKLIN PARISH SCHOOL DIST	VERNON PARISH SCHOOL DISTRICT
GRANT PARISH SCHOOL DISTRICT	BOGALUSA CITY SCHOOL DISTRICT
IBERIA PARISH SCHOOL DISTRICT	WASHINGTON PARISH SCHOOL DIST
IBERVILLE PARISH SCHOOL DIST	WEBSTER PARISH SCHOOL DIST
JACKSON PARISH SCHOOL DISTRICT	WEST BATON ROUGE PARISH SD
JEFFERSON PARISH PUB SCH DIST	WEST CARROLL PARISH SCH DIST
JEFFERSON DAVIS PARISH SD	WEST FELICIANA PARISH SCH DIST
LAFAYETTE PARISH SCH DISTRICT	WINN PARISH SCHOOL DISTRICT
LAFOURCHE PARISH SCHOOL DIST	CITY OF BAKER SCHOOL SYSTEM
LASALLE PARISH SCHOOL DIST	ZACHARY COMMUNITY SCHOOL DIST
LINCOLN PARISH SCHOOL DISTRICT	RECOVERY SCHOOL DISTRICT
LIVINGSTON PARISH SCHOOL DIST	CENTRAL COMMUNITY SCHOOL DIST
MADISON PARISH SCHOOL DIST	JEFFERSON PARISH-REG NETWORK 1
MOREHOUSE PARISH SCHOOL DIST	JEFFERSON PARISH-REG NETWORK 2
NATCHITOCHE PARISH SCH DIST	JEFFERSON PARISH-REG NETWORK 3
ORLEANS PARISH SCHOOL DISTRICT	JEFFERSON PARISH-TRANS NETWORK
MONROE CITY SCHOOL DISTRICT	JEFFERSON PARISH-REG SIG/TA
OUACHITA PARISH SCHOOL DIST	JEFFERSON PARISH-ADV ACAD/SPEC

**Higher Education in Louisiana including but not limited to:**

MEDVANCE INSTITUTE-LOUISIANA  
RIVER PARISHES COMMUNITY CLG  
LOUISIANA DELTA COMMUNITY CLG  
SOUTH LOUISIANA CMTY CLG-LAFAY  
AVEDA INSTITUTE  
EASTERN CLG OF HEALTH VOCATION  
GRETNA CAREER COLLEGE  
BLUE CLIFF COLLEGE-SHREVEPORT  
BLUE CLIFF COLLEGE-LAFAYETTE  
BOSSIER PARISH CMTY COLLEGE  
CENTENARY COLLEGE OF LOUISIANA  
LOUISIANA ST UNIV-SHREVEPORT  
SOUTHERN UNIV AT SHREVEPORT  
MCNEESE STATE UNIVERSITY  
SOUTHERN UNIV A&M COLLEGE  
UNIV OF LOUISIANA-LAFAYETTE  
NICHOLLS STATE UNIVERSITY  
GRAMBLING STATE UNIVERSITY  
LOUISIANA TECH UNIVERSITY  
NORTHWESTERN STATE UNIVERSITY  
DILLARD UNIVERSITY  
LSU SCH OF MED-C/O BIOMED RSCH  
UNIVERSITY OF NEW ORLEANS  
LOYOLA UNIVERSITY-NEW ORLEANS  
NEW ORLEANS BAPTIST THEO SEM  
NOTRE DAME SEM GRAD SCH THEO  
OUR LADY OF HOLY CROSS COLLEGE  
SOUTHERN UNIV AT NEW ORLEANS  
TULANE UNIVERSITY  
XAVIER UNIV OF LOUISIANA  
DELGADO CMTY CLG-CITY PARK  
UNIV OF LOUISIANA-MONROE  
LOUISIANA COLLEGE  
LOUISIANA ST UNIV-ALEXANDRIA  
NUNEZ COMMUNITY COLLEGE  
SAINT JOSEPH SEMINARY COLLEGE  
SOUTHEASTERN LOUISIANA UNIV  
LOUISIANA STATE UNIV AT EUNICE  
LOUISIANA STATE UNIVERSITY  
LSU SCHOOL OF NURSING  
TULANE SCHOOL OF MEDICINE  
LSU SCHOOL OF ALLIED HEALTH  
DELGADO CMTY CLG-WEST BANK  
LSU SCHOOL OF DENTISTRY  
LSU HEALTH SCI CTR-SHREVEPORT  
LOUISIANA TECH CLG-T H HARRIS  
LOUISIANA TECH CLG-EVANGELINE  
LSU SCH OF VETERINARY MEDICINE  
PAUL M HEBERT LAW CENTER  
TULANE LAW SCHOOL  
SOUTHERN UNIV LAW CENTER  
LOYOLA UNIVERSITY-SCH OF LAW  
BATON ROUGE SCH OF COMPUTERS  
WILLIAM CAREY UNIV-NEW ORLEANS  
DELGADO CMTY CLG SCH NURSING  
LSU HEALTH SCIENCE CENTER  
LOUISIANA STATE UNIV SYS OFF  
SOUTHERN UNIV A&M CLG SYS OFF  
UNIV OF LOUISIANA SYSTEM  
LOUISIANA CMTY TECH CLG SYSTEM  
LOUISIANA TECH COLLEGE-ACADIAN  
LOUISIANA TECH CLG-ALEXANDRIA  
LOUISIANA TECH CLG-ASCENSION  
LOUISIANA TECH CLG-AVOYELLES  
LOUISIANA TECH COLLEGE-BASTROP

CAPITAL AREA TECH CLG-BATON  
LOUISIANA TECH CLG-C B CAREIL  
LOUISIANA TECH CLG-DELTA-QUACH  
LOUISIANA TECH CLG-FL PARISHES  
LOUISIANA TECH CLG-JEFFERSON  
LOUISIANA TECH CLG-HUEY P LONG  
LOUISIANA TECH CLG-HAMMOND  
LOUISIANA TECH CLG-MORGAN SMIT  
LOUISIANA TECH COLLEGE-GULF  
CAPITAL AREA TECH CLG-FOLKES  
CAPITAL AREA TECH CLG-JUMON  
LOUISIANA TECH CLG-LAFAYETTE  
LOUISIANA TECH CLG-LAFOURCHE  
LOUISIANA TECH CLG-LAMAR SALT  
LOUISIANA TECH CLG-MANSFIELD  
LOUISIANA TECH CLG-NATCHITOCHE  
LOUISIANA TECH CLG-NO CENTRAL  
LOUISIANA TECH CLG-N EAST  
LOUISIANA TECH CLG-N WEST  
LOUISIANA TECH CLG-OAKDALE  
SO CTRL LOUISIANA TECH CLG-RP  
LOUISIANA TECH CLG-RUSTON  
LOUISIANA TECH COLLEGE-SABINE  
LOUISIANA TECH CLG-SHELBY JACK  
LOUISIANA TECH CLG-SHREVEPORT  
LOUISIANA TECH COLLEGE-SLIDELL  
LOUISIANA TECH CLG-WEST JEFFER  
LOUISIANA TECH COLLEGE-TECHE  
LOUISIANA TECH CLG-TALLULAH  
NORTHSHORE TECH CMTY CLG  
SOWELA TECHNICAL CMTY COLLEGE  
FLETCHER TECHNICAL CMTY CLG  
CAPITAL AREA TECH CLG-WESTSDE  
REMINGTON COLLEGE-LAFAYETTE  
HERZING UNIVERSITY-NEW ORLEANS  
ITT TECHNICAL INST-ST ROSE  
BATON ROUGE COMMUNITY COLLEGE  
DELTA CLG OF ARTS & TECHNOLOGY  
REMINGTON COLLEGE-BATON ROUGE  
CAMELOT COLLEGE  
CAMERON COLLEGE  
BATON ROUGE COLLEGE  
DELTA TECH  
AMERICAN SCHOOL OF BUSINESS  
AYERS INSTITUTE INC  
ITT TECHNICAL INST-BATON ROUGE  
OUR LADY OF THE LAKE COLLEGE  
SOUTH LOUISIANA CMTY CLG-NEW  
LOUISIANA BAPTIST UNIVERSITY  
DIESEL DRIVING ACADEMY  
DIESEL DRIVING ACADEMY  
CAREER TECHNICAL CLG-MONROE  
UNIV OF PHOENIX-LOUISIANA  
BLUE CLIFF COLLEGE-METAIRIE  
SOUTH LOUISIANA CMTY CLG-FRANK  
NORTHWESTERN ST UNIV-NURSING  
ALEXANDRIA ACAD BEAUTY CULTURE  
AVEDA INSTITUTE-LAFAYETTE  
BAT ROUGE GEN MED SCH NURSING  
CAREER TECHNICAL CLG-SHREVEPOR  
SOUTHWEST UNIVERSITY  
DOMESTIC HOME CARE INSTITUTE  
EMBRY-RIDDLE AERO U-BARKSDALE  
FAMILY PRACTICE MED CENTER  
KENNER REG MEDICAL CENTER

UNIVERSITY MEDICAL CENTER  
LAKE CHARLES MEM HOSPITAL  
EA CONWAY MED CENTER-MONROE  
EARL K LONG MED CTR-BTN ROUGE  
VETERANS ADMIN MED CTR  
LA STATE UNIV HOSP-SHREVEPORT  
E JEFFERSON GENERAL HOSPITAL  
BATON ROUGE MEDICAL CENTER  
VETERANS ADMIN MEDICAL CTR

TOURO INFIRMARY  
OCHSNER FOUNDATION HOSP  
MED CENTER OF LOUISIANA  
NORTH OAKS MED CENTER  
DELGADO CMTY CLG-SLIDELL  
REMINGTON COLLEGE-SHREVEPORT  
VIRGINIA COLLEGE-BATON ROUGE  
DUPLICHAUN UNIVERISTY

**State Agencies in Louisiana including but not limited to:**

LOUISIANA - LT. GOVERNOR  
LOUISIANA - ATTORNEY GENERAL  
LOUISIANA - GOVERNOR  
LOUISIANA - STATE TREASURER  
LOUISIANA - SECRETARY OF STATE  
LOUISIANA - LOUISIANA STATE LEGISLATURE  
LOUISIANA - LEGISLATIVE AUDITOR  
LOUISIANA - LOUISIANA SENATE  
LOUISIANA - LOUISIANA HOUSE OF REPRESENTATIVES  
LOUISIANA - SUPREME COURT OF LOUISIANA  
LOUISIANA - LAW LIBRARY OF LOUISIANA  
LOUISIANA - DEPARTMENT OF AGRICULTURE AND FORESTRY  
LOUISIANA - DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
LOUISIANA - DEPARTMENT OF EDUCATION  
LOUISIANA - DEPARTMENT OF ENVIRONMENTAL QUALITY  
LOUISIANA - DEPARTMENT OF INSURANCE  
LOUISIANA - DEPARTMENT OF LABOR  
LOUISIANA - DEPARTMENT OF NATURAL RESOURCES  
LOUISIANA - DEPARTMENT OF PUBLIC SAFETY  
LOUISIANA - DEPARTMENT OF REVENUE AND TAXATION  
LOUISIANA - DEPARTMENT OF STATE CIVIL SERVICE  
LOUISIANA - DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

LOUISIANA - DEPARTMENT OF WILDLIFE AND FISHERIES  
LOUISIANA - DIVISION OF ADMINISTRATION  
LOUISIANA - STATE LIBRARY  
LOUISIANA - DEPARTMENT OF CORRECTIONS  
LOUISIANA - LOUISIANA STATE POLICE  
LOUISIANA - OFFICE OF FINANCIAL INSTITUTIONS  
LOUISIANA - DEPARTMENT OF HEALTH AND HOSPITALS  
LOUISIANA - LOUISIANA ECONOMIC DEVELOPMENT  
LOUISIANA - LOUISIANA LOTTERY CORPORATION  
LOUISIANA - LOUISIANA NATIONAL GUARD  
LOUISIANA - OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS  
LOUISIANA - OFFICE OF STATE PARKS  
LOUISIANA - REGIONAL PLANNING COMMISSION (JEFFERSON, ORLEANS, PLAQUEMINES, ST. BERNARD AND ST. TAMMANY PARISHES)  
LOUISIANA - ACADIANA REGIONAL DEVELOPMENT DISTRICT  
LOUISIANA - LOUISIANA COMMISSION ON LAW ENFORCEMENT  
LOUISIANA - BOARD OF REGENTS  
LOUISIANA - REAL ESTATE COMMISSION  
LOUISIANA - LOUISIANA PUBLIC SERVICE COMMISSION  
LOUISIANA - LOUISIANA MOTOR VEHICLE COMMISSION  
LOUISIANA - FILM AND VIDEO COMMISSION

**Cities, Towns, Villages, and Boroughs in New Jersey including but not limited to:**

CITY OF BAYONNE  
BLOOMFIELD TOWNSHIP  
FAIRFIELD TOWNSHIP  
TOWN OF BOONTON  
BOONTON TOWNSHIP  
BOROUGH OF NORTH CALDWELL  
BOROUGH OF CALDWELL  
WEST CALDWELL TOWNSHIP  
BOROUGH OF CARTERET  
CEDAR GROVE TOWNSHIP  
BOROUGH OF CLIFFSIDE PARK  
CITY OF CLIFTON  
CRANFORD TOWNSHIP  
CITY OF EAST ORANGE  
BOROUGH OF EDGEWATER  
BOROUGH OF ESSEX FIELDS  
FAIRVIEW BOROUGH HALL  
BOROUGH OF FANWOOD  
BOROUGH OF FORT LEE  
CITY OF GARFIELD  
BOROUGH OF GARWOOD  
BOROUGH OF GLEN RIDGE  
TOWN OF HARRISON  
BOROUGH OF EAST NEWARK

CITY OF HOBOKEN  
BOROUGH OF NORTH ARLINGTON  
TOWN OF KEARNY  
BOROUGH OF KENILWORTH  
BOROUGH OF LINCOLN PARK  
WINFIELD TOWNSHIP  
CITY OF LINDEN  
LIVINGSTON TOWNSHIP  
MAPLEWOOD TOWNSHIP  
MILLBURN TOWNSHIP  
MONTCLAIR TOWNSHIP  
VERONA TOWNSHIP  
MONTVILLE TOWNSHIP  
BOROUGH OF MOUNTAIN LAKES  
TOWN OF NORTH BERGEN  
CITY OF ORANGE  
WEST ORANGE TOWNSHIP  
PARSIPPANY-TROY HILLS TOWNSHIP  
CITY OF PASSAIC  
BOROUGH OF WALLINGTON  
WARREN TOWNSHIP  
CITY OF PLAINFIELD

BOROUGH OF NORTH PLAINFIELD  
CITY OF RAHWAY  
CLARK TOWNSHIP  
BOROUGH OF ROSELAND  
BOROUGH OF WATCHUNG  
BOROUGH OF RUTHERFORD  
LYNDHURST TOWNSHIP  
BOROUGH OF CARLSTADT  
BOROUGH OF EAST RUTHERFORD  
BOROUGH OF MOONACHIE  
BOROUGH OF WOOD RIDGE  
SCOTCH PLAINS TOWNSHIP  
SOUTH ORANGE VILLAGE TOWNSHIP  
BOROUGH OF SOUTH PLAINFIELD  
SPRINGFIELD TOWNSHIP  
UNION TOWNSHIP  
TOWN OF WEEHAWKEN  
CITY OF UNION CITY  
TOWN OF WESTFIELD  
BOROUGH OF MOUNTAINSIDE

TOWN OF WEST NEW YORK  
TOWN OF GUTTENBERG  
TOWN OF SECAUCUS  
WOODBIDGE TOWNSHIP  
CITY OF NEWARK  
BELLEVILLE TOWNSHIP  
NUTLEY TOWNSHIP  
IRVINGTON TOWNSHIP  
CITY OF ELIZABETH  
BOROUGH OF ROSELLE  
BOROUGH OF ROSELLE PARK  
HILLSIDE TOWNSHIP  
CITY OF JERSEY CITY  
BOROUGH OF ALLENDALE  
BOROUGH OF BLOOMINGDALE  
BOROUGH OF BUTLER  
BOROUGH OF KINNELON  
BOROUGH OF ELMWOOD PARK  
BOROUGH OF FAIR LAWN  
BOROUGH OF FRANKLIN  
BOROUGH OF FRANKLIN LAKES  
BOROUGH OF HAMBURG  
HARDYSTON TOWNSHIP  
BOROUGH OF HO-HO-KUS  
LITTLE FALLS TOWNSHIP  
BOROUGH OF WOODLAND PARK  
MAHWAH TOWNSHIP  
BOROUGH OF MIDLAND PARK  
BOROUGH OF OAKLAND  
BOROUGH OF OGDENSBURG  
BOROUGH OF POMPTON LAKES  
PEQUANNOCK TOWNSHIP  
BOROUGH OF RAMSEY  
VILLAGE OF RIDGEWOOD  
BOROUGH OF GLEN ROCK  
BOROUGH OF RINGWOOD  
BOROUGH OF RIVERDALE  
BOROUGH OF UPPER SADDLE  
RIVER  
BOROUGH OF SADDLE RIVER  
BOROUGH OF SUSSEX  
WANTAGE TOWNSHIP  
VERNON TOWNSHIP  
BOROUGH OF WALDWICK  
BOROUGH OF WANAUKE  
WAYNE TOWNSHIP  
WEST MILFORD TOWNSHIP  
TOWN OF WYCKOFF  
CITY OF PATERSON  
BOROUGH OF HAWTHORNE  
BOROUGH OF HALEDON  
BOROUGH OF PROSPECT PARK  
BOROUGH OF NORTH HALEDON  
BOROUGH OF TOTOWA  
CITY OF HACKENSACK  
BOROUGH OF BOGOTA  
BOROUGH OF HASBROUCK  
HEIGHTS  
BOROUGH OF LEONIA  
SOUTH HACKENSACK TOWNSHIP  
BOROUGH OF MAYWOOD  
BOROUGH OF ALPINE  
BOROUGH OF BERGENFIELD  
BOROUGH OF CLOSTER  
CRESSKILL BOROUGH HALL  
BOROUGH OF DEMAREST

BOROUGH OF DUMONT  
BOROUGH OF EMERSON  
CITY OF ENGLEWOOD  
BOROUGH OF ENGLEWOOD  
CLIFFS  
BOROUGH OF HARRINGTON  
PARK  
BOROUGH OF HAWORTH  
BOROUGH OF HILLSDALE  
BOROUGH OF LITTLE FERRY  
BOROUGH OF LODI  
BOROUGH OF MONTVALE  
BOROUGH OF NEW MILFORD  
BOROUGH OF NORTHVALE  
BOROUGH OF ROCKLEIGH  
BOROUGH OF NORWOOD  
BOROUGH OF ORADELL  
BOROUGH OF PALISADES PARK  
BOROUGH OF PARAMUS  
BOROUGH OF PARK RIDGE  
BOROUGH OF RIDGEFIELD  
VILLAGE OF RIDGEFIELD PARK  
BOROUGH OF RIVER EDGE  
ROCHELLE PARK TOWNSHIP  
SADDLE BROOK TOWNSHIP  
CITY OF TEANECK  
BOROUGH OF TENAFLY  
BOROUGH OF WESTWOOD  
RIVER VALE TOWNSHIP  
BOROUGH OF OLD TAPPAN  
WASHINGTON TOWNSHIP  
BOROUGH OF WOODCLIFF LAKE  
BOROUGH OF RED BANK  
BOROUGH OF SHREWSBURY  
BOROUGH OF FAIR HAVEN  
BOROUGH OF ALLENHURST  
LOCH ARBOUR VILLAGE  
BOROUGH OF INTERLAKEN  
CITY OF ASBURY PARK  
BOROUGH OF ATLANTIC  
HIGHLANDS  
BOROUGH OF AVON BY THE SEA  
BOROUGH OF BELMAR  
BOROUGH OF LAKE COMO  
WALL TOWNSHIP  
BOROUGH OF BRADLEY BEACH  
COLTS NECK TOWNSHIP  
BOROUGH OF DEAL  
BOROUGH OF EATONTOWN  
SHREWSBURY TOWNSHIP  
BOROUGH OF TINTON FALLS  
BOROUGH OF ENGLISHTOWN  
MANALAPAN TOWNSHIP  
FARMINGDALE BOROUGH  
BOROUGH OF FREEHOLD  
FREEHOLD TOWNSHIP  
HAZLET TOWNSHIP  
HOWELL TOWNSHIP  
BOROUGH OF HIGHLANDS  
HOLMDEL TOWNSHIP  
KEANSBURG BOROUGH  
BOROUGH OF KEYPORT  
BOROUGH OF UNION BEACH  
BOROUGH OF LITTLE SILVER  
CITY OF LONG BRANCH  
MARLBORO TOWNSHIP

ABERDEEN TOWNSHIP  
BOROUGH OF MATAWAN  
MIDDLETOWN TOWNSHIP  
BOROUGH OF MONMOUTH  
BEACH  
BOROUGH OF NEPTUNE CITY  
NEPTUNE TOWNSHIP  
OCEAN TOWNSHIP  
BOROUGH OF OCEANPORT  
BOROUGH OF RUMSON  
BOROUGH OF SEA BRIGHT  
SPRING LAKE BOROUGH PARKS  
AND  
REC DEPT  
BOROUGH OF SPRING LAKE  
BOROUGH OF SPRING LAKE  
HEIGHTS  
BOROUGH OF WEST LONG  
BRANCH  
TOWN OF DOVER  
BOROUGH OF VICTORY  
GARDENS  
MINE HILL TOWNSHIP  
ALLAMUCHY TOWNSHIP  
BOROUGH OF ANDOVER  
FRANKFORD TOWNSHIP  
TOWN OF BELVIDERE  
WHITE TOWNSHIP  
BLAIRSTOWN TOWNSHIP  
FRELINGHUYSEN TOWNSHIP  
HARDWICK TOWNSHIP  
BOROUGH OF BRANCHVILLE  
SANDYSTON TOWNSHIP  
MONTAGUE TOWNSHIP  
MOUNT OLIVE TOWNSHIP  
CALIFON BOROUGH  
TEWKSBURY TOWNSHIP  
KNOWLTON TOWNSHIP  
DENVER TOWNSHIP  
INDEPENDENCE TOWNSHIP  
LIBERTY TOWNSHIP  
CITY OF HACKETTSTOWN  
BOROUGH OF HOPATCONG  
HOPE TOWNSHIP  
LAFAYETTE TOWNSHIP  
JEFFERSON TOWNSHIP  
ROXBURY TOWNSHIP  
WASHINGTON TOWNSHIP  
BOROUGH OF MOUNT  
ARLINGTON  
BOROUGH OF NETCONG  
TOWN OF NEWTON  
ANDOVER TOWNSHIP  
STILLWATER TOWNSHIP  
FREDON TOWNSHIP  
HAMPTON TOWNSHIP  
OXFORD TOWNSHIP  
MANSFIELD TOWNSHIP  
ROCKAWAY TOWNSHIP  
BOROUGH OF ROCKAWAY  
RANDOLPH TOWNSHIP  
SPARTA TOWNSHIP  
BOROUGH OF STANHOPE  
BYRAM TOWNSHIP  
GREEN TOWNSHIP  
BOROUGH OF WASHINGTON

WASHINGTON TOWNSHIP  
BOROUGH OF WHARTON  
CITY OF SUMMIT  
BERNARDS TOWNSHIP  
BEDMINSTER TOWNSHIP  
BERKELEY HEIGHTS TOWNSHIP  
BOROUGH OF BERNARDSVILLE  
MENDHAM TOWNSHIP  
CHATHAM TOWNSHIP  
BOROUGH OF CHATHAM  
BOROUGH OF CHESTER  
CHESTER TOWNSHIP  
BOROUGH OF FAR HILLS  
BOROUGH OF FLORHAM PARK  
LONG HILL TOWNSHIP  
EAST HANOVER TOWNSHIP  
BOROUGH OF MADISON  
BOROUGH OF MENDHAM  
BOROUGH OF MORRIS PLAINS  
MORRIS TOWNSHIP  
TOWN OF MORRISTOWN  
BOROUGH OF NEW PROVIDENCE  
HARDING TOWNSHIP  
BOROUGH OF PEAPACK-  
GLADSTONE  
HANOVER TOWNSHIP  
ALLOWAY TOWNSHIP  
CHERRY HILL TOWNSHIP  
WATERFORD TOWNSHIP  
BARNEGAT TOWNSHIP  
BARNEGAT LIGHT BOROUGH  
BOROUGH OF BARRINGTON  
BOROUGH OF HARVEY CEDARS  
BOROUGH OF BEACH HAVEN  
LONG BEACH TOWNSHIP  
BOROUGH OF SHIP BOTTOM  
BOROUGH OF SURF CITY  
BOROUGH OF BERLIN  
CITY OF BEVERLY  
EDGEWATER PARK TOWNSHIP  
GLOUCESTER TOWNSHIP  
WASHINGTON TOWNSHIP  
BOROUGH OF TAVISTOCK  
LOGAN TOWNSHIP  
BURLINGTON TOWNSHIP  
CITY OF BURLINGTON  
WOODLAND TOWNSHIP  
BOROUGH OF LAUREL SPRINGS  
BOROUGH OF CLEMENTON  
BOROUGH OF PINE HILL  
BOROUGH OF LINDENWOLD  
MANSFIELD TOWNSHIP  
BOROUGH OF GIBBSBORO  
GREENWICH TOWNSHIP  
BOROUGH OF GLASSBORO  
CITY OF GLOUCESTER CITY  
BOROUGH OF HADDONFIELD  
BOROUGH OF HADDON HEIGHTS  
HAINESPORT TOWNSHIP  
TOWN OF HAMMONTON  
BOROUGH OF FOLSOM  
WINSLOW TOWNSHIP  
LOWER ALLOWAYS CREEK  
TOWNSHIP  
SOUTH HARRISON TOWNSHIP  
SPRINGFIELD TOWNSHIP

VOORHEES TOWNSHIP  
WILLINGBORO TOWNSHIP  
LUMBERTON TOWNSHIP  
BOROUGH OF MAGNOLIA  
STAFFORD TOWNSHIP  
MANTUA TOWNSHIP  
MAPLE SHADE TOWNSHIP  
EVESHAM TOWNSHIP  
MOUNT LAUREL TOWNSHIP  
MEDFORD TOWNSHIP  
BOROUGH OF MEDFORD LAKES  
EAST GREENWICH TOWNSHIP  
MOORESTOWN TOWNSHIP  
BOROUGH OF MOUNT EPHRAIM  
MOUNT HOLLY TOWNSHIP  
EASTAMPTON TOWNSHIP  
WESTAMPTON TOWNSHIP  
HARRISON TOWNSHIP  
BOROUGH OF NATIONAL PARK  
BOROUGH OF PALMYRA  
BOROUGH OF PAULSBORO  
OLDMANS TOWNSHIP  
BOROUGH OF PEMBERTON  
PEMBERTON TOWNSHIP  
BOROUGH OF PENNS GROVE  
CARNEYS POINT TOWNSHIP  
PENNSVILLE TOWNSHIP  
BOROUGH OF PITMAN  
QUINTON TOWNSHIP  
RIVERSIDE TOWNSHIP  
DELANCO TOWNSHIP  
DELTRAN TOWNSHIP  
BOROUGH OF RIVERTON  
CINNAMINSON TOWNSHIP  
BOROUGH OF RUNNEMEDE  
CITY OF SALEM  
MANNINGTON TOWNSHIP  
ELSINBORO TOWNSHIP  
BOROUGH OF SOMERDALE  
BOROUGH OF HI-NELLA  
BOROUGH OF STRATFORD  
BOROUGH OF SWEDESBORO  
WOOLWICH TOWNSHIP  
WEST DEPTFORD TOWNSHIP  
LITTLE EGG HARBOR TOWNSHIP  
BOROUGH OF TUCKERTON  
SOUTHAMPTON TOWNSHIP  
SHAMONG TOWNSHIP  
TABERNAACLE TOWNSHIP  
BOROUGH OF CHESILHURST  
BOROUGH OF WENONAH  
BERLIN TOWNSHIP  
EAGLESWOOD TOWNSHIP  
BOROUGH OF WESTVILLE  
MONROE TOWNSHIP  
DEPTFORD TOWNSHIP  
CITY OF WOODBURY  
BOROUGH OF WOODBURY  
HEIGHTS  
BOROUGH OF WOODSTOWN  
PILESGROVE TOWNSHIP  
BOROUGH OF BELLMAWR  
CITY OF CAMDEN  
BOROUGH OF AUDUBON PARK  
BOROUGH OF AUDUBON  
BOROUGH OF OAKLYN

BOROUGH OF WOODLYNNE  
HADDON TOWNSHIP  
BOROUGH OF COLLINGSWOOD  
BOROUGH OF MERCHANTVILLE  
PENNSAUKEN TOWNSHIP  
CITY OF ABSECON  
BOROUGH OF AVALON  
CITY OF BRIGANTINE  
BOROUGH OF WEST CAPE MAY  
CITY OF CAPE MAY  
GALLOWAY TOWNSHIP  
MIDDLE TOWNSHIP  
CAPE MAY POINT BOROUGH  
DENNIS TOWNSHIP  
CITY OF EGG HARBOR CITY  
TOWN OF WASHINGTON  
MULLICA TOWNSHIP  
CITY OF LINWOOD  
BASS RIVER TOWNSHIP  
CITY OF NORTHFIELD  
CITY OF OCEAN CITY  
CITY OF PLEASANTVILLE  
EGG HARBOR TOWNSHIP  
CITY OF PORT REPUBLIC  
CITY OF SEA ISLE  
CITY OF SOMERS POINT  
BOROUGH OF STONE HARBOR  
UPPER TOWNSHIP  
LOWER TOWNSHIP  
CITY OF NORTH WILDWOOD  
BOROUGH OF WILDWOOD CREST  
CITY OF WILDWOOD  
BOROUGH OF WEST WILDWOOD  
BOROUGH OF WOODBINE  
CITY OF CORBIN CITY  
HOPEWELL TOWNSHIP  
CITY OF BRIDGETON  
UPPER DEERFIELD TOWNSHIP  
STOW CREEK TOWNSHIP  
BUENA VISTA TOWNSHIP  
LAWRENCE TOWNSHIP  
BOROUGH OF CLAYTON  
WEYMOUTH TOWNSHIP  
BOROUGH OF ELMER  
UPPER PITTSBORO TOWNSHIP  
PITTSBORO TOWNSHIP  
CITY OF ESTELL MANOR  
FAIRFIELD TOWNSHIP  
FRANKLIN TOWNSHIP  
GREENWICH TOWNSHIP  
MAURICE RIVER TOWNSHIP  
HAMILTON TOWNSHIP  
CITY OF MILLVILLE  
BOROUGH OF BUENA  
ELK TOWNSHIP  
BOROUGH OF NEWFIELD  
DOWNE TOWNSHIP  
COMMERCIAL TOWNSHIP  
DEERFIELD TOWNSHIP  
BOROUGH OF SHILOH  
CITY OF VINELAND  
CITY OF ATLANTIC CITY  
CITY OF MARGATE CITY  
BOROUGH OF LONGPORT  
CITY OF VENTNOR CITY  
BOROUGH OF ALLENTOWN

FIELDSBORO BOROUGH  
CITY OF BORDENTOWN  
BORDENTOWN TOWNSHIP  
MILLSTONE TOWNSHIP  
NEW HANOVER TOWNSHIP  
CRANBURY TOWNSHIP  
UPPER FREEHOLD TOWNSHIP  
CHESTERFIELD TOWNSHIP  
FLORENCE TOWNSHIP  
EAST WINDSOR TOWNSHIP  
BOROUGH OF HIGHTSTOWN  
BOROUGH OF HOPEWELL  
JACKSON TOWNSHIP  
CITY OF LAMBERTVILLE  
WEST AMWELL TOWNSHIP  
PLUMSTED TOWNSHIP  
BOROUGH OF PENNINGTON  
PLAINSBORO TOWNSHIP  
BOROUGH OF PRINCETON  
PRINCETON TOWNSHIP  
WEST WINDSOR TOWNSHIP  
EAST AMWELL TOWNSHIP  
BOROUGH OF ROCKY HILL  
BOROUGH OF ROOSEVELT  
DELAWARE TOWNSHIP  
MONTGOMERY TOWNSHIP  
PARKS AND  
REC DEPT  
BOROUGH OF STOCKTON  
HOPEWELL TOWNSHIP  
BOROUGH OF WRIGHTSTOWN  
NORTH HANOVER TOWNSHIP  
CITY OF TRENTON  
EWING TOWNSHIP  
LAWRENCE TOWNSHIP  
HAMILTON TOWNSHIP  
ROBBINSVILLE TOWNSHIP  
LAKEWOOD TOWNSHIP  
BERKELEY TOWNSHIP  
BOROUGH OF BEACHWOOD

BOROUGH OF MANTOLOKING  
BRICK TOWNSHIP  
BOROUGH OF BRIELLE  
LACEY TOWNSHIP  
BOROUGH OF ISLAND HEIGHTS  
BOROUGH OF LAKEHURST  
BOROUGH OF LAVALLETTE  
BOROUGH OF MANASQUAN  
OCEAN GATE BOROUGH  
BOROUGH OF PINE BEACH  
BOROUGH OF BAY HEAD  
BOROUGH OF POINT PLEASANT  
BEACH  
BOROUGH OF POINT PLEASANT  
BOROUGH OF SEA GIRT  
BOROUGH OF SEASIDE HEIGHTS  
BOROUGH OF SEASIDE PARK  
BOROUGH OF SOUTH TOMS  
RIVER  
OCEAN TOWNSHIP  
MANCHESTER TOWNSHIP  
UNION TOWNSHIP  
BETHLEHEM TOWNSHIP  
KINGWOOD TOWNSHIP  
BOROUGH OF BLOOMSBURY  
BOROUGH OF BOUND BROOK  
BRIDGEWATER TOWNSHIP  
FRANKLIN TOWNSHIP  
TOWN OF CLINTON  
BOROUGH OF DUNELLEN  
GREEN BROOK TOWNSHIP  
EAST BRUNSWICK TOWNSHIP  
EDISON TOWNSHIP  
BOROUGH OF FLEMINGTON  
RARITAN TOWNSHIP  
FRENCHTOWN BOROUGH  
BOROUGH OF GLEN GARDNER  
LEBANON TOWNSHIP  
BOROUGH OF HAMPTON  
BOROUGH OF HELMETTA

BOROUGH OF HIGH BRIDGE  
BOROUGH OF JAMESBURG  
MONROE TOWNSHIP  
BOROUGH OF LEBANON  
BOROUGH OF MANVILLE  
BOROUGH OF METUCHEN  
HILLSBOROUGH TOWNSHIP  
BOROUGH OF MILLSTONE  
BOROUGH OF MIDDLESEX  
BOROUGH OF MILFORD  
HOLLAND TOWNSHIP  
ALEXANDRIA TOWNSHIP  
BOROUGH OF MILLTOWN  
SOUTH BRUNSWICK TOWNSHIP  
PISCATAWAY TOWNSHIP  
OLD BRIDGE TOWNSHIP  
CITY OF PERTH AMBOY  
LOPATCONG TOWNSHIP  
TOWN OF PHILLIPSBURG  
BOROUGH OF ALPHA  
POHATCONG TOWNSHIP  
HARMONY TOWNSHIP  
FRANKLIN TOWNSHIP  
BOROUGH OF RARITAN  
BOROUGH OF SAYREVILLE  
FRANKLIN TOWNSHIP  
BOROUGH OF SUMMERVILLE  
BRANCHBURG TOWNSHIP  
CITY OF SOUTH AMBOY  
BOROUGH OF SOUTH BOUND  
BROOK  
BOROUGH OF SOUTH RIVER  
BOROUGH OF SPOTSWOOD  
GREENWICH TOWNSHIP  
READINGTON TOWNSHIP  
CITY OF NEW BRUNSWICK  
NORTH BRUNSWICK TOWNSHIP  
BOROUGH OF HIGHLAND PARK

**Counties in New Jersey including but not limited to:**

ESSEX COUNTY  
UNION COUNTY  
HUDSON COUNTY  
PASSAIC COUNTY  
BERGEN COUNTY  
MONMOUTH COUNTY  
WARREN COUNTY

SUSSEX COUNTY  
MORRIS COUNTY  
BURLINGTON COUNTY  
SALEM COUNTY  
GLOUCESTER COUNTY  
CAMDEN COUNTY  
CAPE MAY COUNTY

CUMBERLAND COUNTY  
ATLANTIC COUNTY  
MERCER COUNTY  
OCEAN COUNTY  
HUNTERDON COUNTY  
SOMERSET COUNTY  
MIDDLESEX COUNTY

**K-12 in New Jersey including but not limited to:**

ABSECON CITY ELEM SCH DISTRICT  
ATLANTIC CITY PUBLIC SCH DIST  
BRIGANTINE PUBLIC SCHOOL DIST  
BUENA REGIONAL SCHOOL DISTRICT  
EGG HARBOR CITY PUB SCH DIST  
EGG HARBOR TWP SCHOOL DISTRICT  
ESTELL MANOR CITY SCHOOL DIST  
FOLSOM SCHOOL DISTRICT  
GALLOWAY TWP SCHOOL DISTRICT  
GREATER EGG HARBOR REG HIGH SD  
HAMILTON TWP SCHOOL DISTRICT  
HAMMONTON TOWN SCHOOL DISTRICT  
LINWOOD PUBLIC SCHOOL DISTRICT  
MAINLAND REGIONAL HS DISTRICT

MARGATE CITY SCHOOL DISTRICT  
MULLICA TWP SCHOOL DISTRICT  
NORTHFIELD CMTY SCHOOL DIST  
PLEASANTVILLE SCHOOL DISTRICT  
PORT REPUBLIC SCHOOL DISTRICT  
SOMERS POINT PUBLIC SCHOOLS  
VENTNOR CITY SCHOOL DISTRICT  
WEYMOUTH TWP SCHOOL DISTRICT  
ALLENDALE PUBLIC SCHOOL DIST  
ALPINE SCHOOL DISTRICT  
BERGEN CO TECH SCHOOL DIST  
BERGENFIELD SCHOOL DISTRICT  
BOGOTA SCHOOL DISTRICT  
CARLSTADT PUB SCHOOL DISTRICT

EAST RUTHERFORD SCHOOL DIST  
CARLSTADT E RUTHERFORD REG SD  
CLIFFSIDE PARK SCHOOL DISTRICT  
CLOSTER SCHOOL DISTRICT  
CRESSKILL SCHOOL DISTRICT  
DEMAREST SCHOOL DISTRICT  
DUMONT SCHOOL DISTRICT  
ELMWOOD PARK SCHOOL DISTRICT  
EDGEWATER SCHOOL DISTRICT  
EMERSON SCHOOL DISTRICT  
ENGLEWOOD PUBLIC SCH DISTRICT  
ENGLEWOOD CLIFFS SCHOOL DIST  
FAIR LAWN SCHOOL DISTRICT  
FAIRVIEW SCHOOL DISTRICT  
FT LEE SCHOOL DISTRICT  
FRANKLIN LAKES SCHOOL DISTRICT  
GARFIELD SCHOOL DISTRICT  
GLEN ROCK SCHOOL DISTRICT  
HACKENSACK PUBLIC SCHOOLS  
HARRINGTON PARK SCHOOL DIST  
HASBROUCK HEIGHTS SCHOOL DIST  
HAWORTH SCHOOL DISTRICT  
HILLSDALE SCHOOL DISTRICT  
HO-HO-KUS SCHOOL DISTRICT  
LEONIA SCHOOL DISTRICT  
LITTLE FERRY SCHOOL DISTRICT  
LODI SCHOOL DISTRICT  
LYNDHURST SCHOOL DISTRICT  
MAHWAH TWP SCHOOL DISTRICT  
MAYWOOD SCHOOL DISTRICT  
MIDLAND PARK PUBLIC SCH DIST  
MONTVALE SCHOOL DISTRICT  
MOONACHIE SCHOOL DISTRICT  
NEW MILFORD SCHOOL DISTRICT  
NORTH ARLINGTON SCHOOL DIST  
NORTHERN HIGHLANDS REG HSD  
NORTHERN VALLEY REG HIGH SD  
NORTHVALE PUBLIC SCHOOL DIST  
NORWOOD PUBLIC SCHOOL DISTRICT  
OAKLAND SCHOOL DISTRICT  
OLD TAPPAN SCHOOL DISTRICT  
RIVER DELL REGIONAL SCH DIST  
ORADELL PUBLIC SCHOOL DISTRICT  
PALISADES PARK SCHOOL DISTRICT  
PARAMUS SCHOOL DISTRICT  
PARK RIDGE SCHOOL DISTRICT  
PASCACK VLY REG HIGH SCH DIST  
RAMAPO INDIAN HILLS REG HSD  
RAMSEY PUBLIC SCHOOL DISTRICT  
RIDGEFIELD SCHOOL DISTRICT  
RIDGEFIELD PARK SCH DISTRICT  
RIDGEWOOD VILLAGE SCH DIST  
RIVER EDGE SCHOOL DISTRICT  
RIVER VALE SCHOOL DISTRICT  
ROCHELLE PARK SCHOOL DISTRICT  
RUTHERFORD SCHOOL DISTRICT  
SADDLE BROOK TWP SCH DISTRICT  
SADDLE RIVER SCHOOL DISTRICT  
SOUTH HACKENSACK SCHOOL DIST  
TEANECK SCHOOL DISTRICT  
TENAFLY SCHOOL DISTRICT  
UPPER SADDLE RIVER SCHOOLS  
WALDWICK SCHOOL DISTRICT  
WALLINGTON PUBLIC SCHOOLS  
WESTWOOD REG SCHOOL DISTRICT  
WOODCLIFF LAKE SCH DIST

WOOD RIDGE SCHOOL DISTRICT  
WYCKOFF SCHOOL DISTRICT  
BASS RIVER TWP SCHOOL DISTRICT  
BEVERLY CITY SCHOOL DISTRICT  
BORDENTOWN REG SCHOOL DISTRICT  
BURLINGTON CITY PUBLIC SD  
BURLINGTON TWP SCHOOL DISTRICT  
BURLINGTON CO INST TECH DIST  
CHESTERFIELD TWP SCHOOL DIST  
CINNAMINSON TWP SCHOOL DIST  
DELANCO TWP SCHOOL DISTRICT  
DELTRAN TWP SCHOOL DISTRICT  
EASTAMPTON TWP SCHOOL DISTRICT  
EDGEWATER PARK TWP SCHOOL DIST  
EVESHAM TWP SCHOOL DISTRICT  
FLORENCE TWP SCHOOL DISTRICT  
HAINESPORT TWP SCHOOL DISTRICT  
LENAPE REGIONAL HIGH SCH DIST  
LUMBERTON TWP SCHOOL DISTRICT  
MANSFIELD TWP SCHOOL DISTRICT  
MAPLE SHADE TWP SCHOOL DIST  
MEDFORD LAKES SCHOOL DISTRICT  
MEDFORD TWP SCHOOL DISTRICT  
MOORESTOWN TWP SCHOOL DIST  
MT HOLLY TWP SCHOOL DISTRICT  
MT LAUREL TWP ELEM SCHOOL DIST  
NEW HANOVER TWP SCHOOL DIST  
NORTH HANOVER TWP SCH DISTRICT  
NORTHERN BURLINGTON CO REG SD  
PALMYRA BOROUGH SCH DISTRICT  
PEMBERTON TOWNSHIP SCH DIST  
RANCOCAS VALLEY REG HS DIST  
RIVERSIDE TWP PUBLIC SCH DIST  
RIVERTON BOROUGH SCHOOL DIST  
SHAMONG TWP SCHOOL DISTRICT  
SOUTHAMPTON TWP SCHOOL DIST  
SPRINGFIELD TWP SCHOOL DIST  
TABERNACLE TWP SCHOOL DISTRICT  
WASHINGTON TWP SCHOOL DISTRICT  
WESTAMPTON TWP SCHOOL DISTRICT  
WILLINGBORO PUBLIC SCHOOL DIST  
WOODLAND TWP SCHOOL DISTRICT  
AUDUBON PUBLIC SCH DISTRICT  
BARRINGTON SCHOOL DIST  
BELLMAWR BOROUGH SCH DISTRICT  
BERLIN BOROUGH SCHOOL DISTRICT  
BERLIN TWP SCHOOL DISTRICT  
BLACK HORSE PIKE REG SCH DIST  
BROOKLAWN SCHOOL DISTRICT  
CAMDEN CITY SCHOOL DISTRICT  
CAMDEN CO TECHNICAL SCH DIST  
CHERRY HILL PUBLIC SCHOOL DIST  
CLEMENTON ELEM SCHOOL DISTRICT  
COLLINGSWOOD PUBLIC SCH DIST  
EASTERN CAMDEN CO REG SCH DIST  
GIBBSBORO SCHOOL DISTRICT  
GLOUCESTER CITY SCHOOL DIST  
GLOUCESTER TWP SCHOOL DISTRICT  
HADDON HEIGHTS PUBLIC SCH DIST  
HADDON TWP SCHOOL DISTRICT  
HADDONFIELD PUBLIC SCH DIST  
LAUREL SPRINGS SCHOOL DISTRICT  
LAWNSIDE PUBLIC SCHOOL DIST  
LINDENWOLD SCHOOL DISTRICT  
MAGNOLIA PUBLIC SCH DISTRICT  
MERCHANTVILLE SCHOOL DISTRICT

MT EPHRAIM SCHOOL DISTRICT  
OAKLYN PUBLIC SCHOOL DISTRICT  
PENNSAUKEN PUBLIC SCHOOL DIST  
PINE HILL PUBLIC SCHOOL DIST  
RUNNEMEDE PUBLIC SCHOOL DIST  
SOMERDALE PUBLIC SCHOOL DIST  
STERLING HIGH SCHOOL DISTRICT  
STRATFORD BOROUGH SCH DISTRICT  
VOORHEES TWP SCHOOL DISTRICT  
WATERFORD TWP SCHOOL DISTRICT  
WINSLOW TWP SCHOOL DISTRICT  
WOODLYNNE PUBLIC SCHOOL DIST  
AVALON SCHOOL DISTRICT  
CAPE MAY CITY SCHOOL DISTRICT  
CAPE MAY CO TECH SCH DISTRICT  
DENNIS TWP SCHOOL DISTRICT  
LOWER CAPE MAY REG SCH DIST  
LOWER TWP ELEM SCHOOL DISTRICT  
MIDDLE TWP SCHOOL DISTRICT  
NORTH WILDWOOD SCHOOL DISTRICT  
OCEAN CITY SCHOOL DISTRICT  
STONE HARBOR SCHOOL DISTRICT  
UPPER TWP SCHOOL DISTRICT  
WEST CAPE MAY SCHOOL DISTRICT  
WILDWOOD PUBLIC SCHOOL DIST  
WILDWOOD CREST SCHOOL DISTRICT  
WOODBINE SCHOOL DISTRICT  
BRIDGETON SCHOOL DISTRICT  
COMMERCIAL TWP SCHOOL DIST  
CUMBERLAND CO VOC TECH SD  
DEERFIELD TWP SCHOOL DISTRICT  
DOWNE TWP SCHOOL DISTRICT  
FAIRFIELD TWP SCHOOL DISTRICT  
GREENWICH TWP SCHOOL DISTRICT  
HOPEWELL TWP SCHOOL DISTRICT  
LAWRENCE TWP SCHOOL DISTRICT  
MAURICE RIVER TWP SCHOOL DIST  
MILLVILLE PUBLIC SCHOOLS  
STOW CREEK TWP SCHOOL DISTRICT  
UPPER DEERFIELD TWP SCH DIST  
VINELAND PUBLIC SCHOOL DIST  
BELLEVILLE SCHOOL DISTRICT  
BLOOMFIELD TWP SCHOOL DISTRICT  
CALDWELL-W CALDWELL SCH DIST  
CEDAR GROVE SCHOOL DISTRICT  
EAST ORANGE SCHOOL DISTRICT  
ESSEX CO VOC SCHOOL DISTRICT  
ESSEX FIELDS SCHOOL DISTRICT  
FAIRFIELD PUBLIC SCH DIST  
GLEN RIDGE SCHOOL DISTRICT  
IRVINGTON PUBLIC SCHOOL DIST  
LIVINGSTON PUBLIC SCHOOL DIST  
MILLBURN TWP SCHOOL DISTRICT  
MONTCLAIR SCHOOL DISTRICT  
NEWARK PUBLIC SCHOOL DISTRICT  
NORTH CALDWELL SCH DISTRICT  
NUTLEY SCHOOL DISTRICT  
ORANGE TWP SCHOOL DISTRICT  
ROSELAND SCHOOL DISTRICT  
SOUTH ORANGE MAPLEWOOD SD  
VERONA SCHOOL DISTRICT  
WEST ESSEX REG SCHOOL DISTRICT  
WEST ORANGE SCHOOL DISTRICT  
CLAYTON SCHOOL DISTRICT  
CLEARVIEW REG SCHOOL DISTRICT  
DEPTFORD TWP SCH DISTRICT

EAST GREENWICH TWP SCHOOL DIST  
ELK TWP SCHOOL DISTRICT  
FRANKLIN TWP SCHOOL DISTRICT  
GATEWAY REG HIGH SCHOOL DIST  
GLASSBORO SCHOOL DISTRICT  
GLOUCESTER CO VOC TECH SD  
GREENWICH TWP SCHOOL DISTRICT  
HARRISON TWP SCHOOL DISTRICT  
KINGSWAY REGIONAL SCH DISTRICT  
LOGAN TWP SCHOOL DISTRICT  
MANTUA TWP SCHOOL DISTRICT  
MONROE TWP PUBLIC SCHOOL DIST  
NATIONAL PARK SCHOOL DISTRICT  
PAULSBORO SCHOOL DISTRICT  
PITMAN SCHOOL DISTRICT  
SOUTH HARRISON TWP ELEM SD  
DELSEA REGIONAL HIGH SCH DIST  
SWEDESBORO WOOLWICH SCH DIST  
WASHINGTON TWP SCHOOL DISTRICT  
WENONAH SCHOOL DISTRICT  
WEST DEPTFORD TWP SCH DISTRICT  
WESTVILLE SCHOOL DISTRICT  
WOODBURY CITY PUBLIC SCH DIST  
WOODBURY HEIGHTS SCHOOL DIST  
BAYONNE SCHOOL DISTRICT  
EAST NEWARK PUBLIC SCHOOL DIST  
GUTTENBERG SCHOOL DISTRICT  
HARRISON PUBLIC SCH DISTRICT  
HOBOKEN SCHOOL DISTRICT  
JERSEY CITY PUBLIC SCHOOL DIST  
KEARNY SCHOOL DISTRICT  
NORTH BERGEN SCHOOL DISTRICT  
SECAUCUS SCHOOL DISTRICT  
UNION CITY SCHOOL DISTRICT  
WEEHAWKEN SCHOOL DISTRICT  
WEST NEW YORK SCHOOL DISTRICT  
ALEXANDRIA TWP SCHOOL DISTRICT  
BETHLEHEM TWP SCHOOL DISTRICT  
BLOOMSBURY SCHOOL DISTRICT  
CALIFON SCHOOL DISTRICT  
CLINTON GLEN GARDNER PUBLIC SD  
CLINTON TWP SCHOOL DISTRICT  
DELAWARE TWP SCHOOL DISTRICT  
DELAWARE VLY REG HIGH SCH DIST  
EAST AMWELL TWP SCHOOL DIST  
FLEMINGTON-RARITAN REGIONAL SD  
FRANKLIN TWP SCHOOL DISTRICT  
FRENCHTOWN ELEM SCH DISTRICT  
HAMPTON BOROUGH SCHOOL DIST  
HIGH BRIDGE BOROUGH SCH DIST  
HOLLAND TWP SCHOOL DISTRICT  
HUNTERDON CENTRAL REG HS DIST  
KINGWOOD TWP SCHOOL DISTRICT  
LAMBERTVILLE PUBLIC SCH DIST  
LEBANON BOROUGH SCH DISTRICT  
LEBANON TWP SCHOOL DISTRICT  
MILFORD PUBLIC SCH DISTRICT  
NORTH HUNTERDON-VOORHEES RHSD  
READINGTON TWP PUBLIC SCHOOLS  
SOUTH HUNTERDON REG HIGH SD  
STOCKTON BOROUGH SCH DISTRICT  
TEWKSBURY TWP SCHOOL DISTRICT  
UNION TWP SCHOOL DISTRICT  
WEST AMWELL TWP SCHOOL DIST  
EAST WINDSOR REG SCH DISTRICT  
EWING TWP PUBLIC SCHOOLS

HAMILTON TWP SCHOOL DISTRICT  
HOPEWELL VALLEY REG SCH DIST  
LAWRENCE TWP PUBLIC SCHOOLS  
MERCER CO TECH SCHOOL DISTRICT  
PRINCETON PUBLIC SCHOOLS  
TRENTON SCHOOL DISTRICT  
ROBBINSVILLE PUBLIC SCHOOLS  
WEST WINDSOR-PLAINSBORO REG SD  
CARTERET PUBLIC SCHOOLS  
CRANBURY TWP SCHOOL DISTRICT  
DUNELLEN SCHOOL DISTRICT  
EAST BRUNSWICK PUBLIC SCH DIST  
EDISON TWP PUBLIC SCHOOL DIST  
HIGHLAND PARK SCHOOL DISTRICT  
JAMESBURG SCHOOL DISTRICT  
OLD BRIDGE TWP SCHOOL DIST  
METUCHEN SCHOOL DISTRICT  
MIDDLESEX PUBLIC SCH DIST  
MIDDLESEX CO VOC TECH HSD  
MILLTOWN SCHOOL DISTRICT  
MONROE TWP SCHOOL DISTRICT  
NEW BRUNSWICK SCHOOL DISTRICT  
NORTH BRUNSWICK TWP PUBLIC SD  
PERTH AMBOY SCHOOL DISTRICT  
PISCATAWAY TWP SCHOOL DISTRICT  
SAYREVILLE SCHOOL DISTRICT  
SOUTH AMBOY SCHOOL DISTRICT  
SOUTH BRUNSWICK PUB SCH DIST  
SOUTH PLAINFIELD PUBLIC SD  
SOUTH RIVER SCHOOL DISTRICT  
SPOTSWOOD SCHOOL DISTRICT  
WOODBRIIDGE TWP SCHOOL DISTRICT  
ASBURY PARK SCHOOL DISTRICT  
ATLANTIC HIGHLANDS SCHOOL DIST  
AVON BY SEA SCHOOL DISTRICT  
BELMAR SCHOOL DISTRICT  
BRADLEY BEACH SCHOOL DISTRICT  
BRIELLE SCHOOL DISTRICT  
COLTS NECK TWP SCHOOL DISTRICT  
DEAL ELEM SCHOOL DISTRICT  
EATONTOWN PUBLIC SCHOOL DIST  
FAIR HAVEN PUBLIC SCH DISTRICT  
FARMINGDALE SCHOOL DISTRICT  
FREEHOLD BOROUGH SCH DIST  
FREEHOLD REG HIGH SCHOOL DIST  
FREEHOLD TWP ELEM SCH DISTRICT  
HAZLET TWP SCHOOL DISTRICT  
HENRY HUDSON REG SCHOOL DIST  
HIGHLANDS ELEM SCHOOL DISTRICT  
HOLMDEL TWP SCHOOL DISTRICT  
HOWELL TWP SCHOOL DISTRICT  
KEANSBURG BOROUGH SCHOOL DIST  
KEYPORT SCHOOL DISTRICT  
LITTLE SILVER SCHOOL DISTRICT  
LONG BRANCH SCHOOL DISTRICT  
MANALAPAN ENGLISH TOWN REG SD  
MANASQUAN PUBLIC SCH DISTRICT  
MARLBORO TWP PUBLIC SCH DIST  
MATAWAN ABERDEEN REGIONAL SD  
MIDDLETOWN TWP SCH DISTRICT  
MILLSTONE TWP SCHOOL DISTRICT  
MONMOUTH BEACH SCHOOL DIST  
MONMOUTH REG HIGH SCHOOL DIST  
NEPTUNE CITY SCH DIST  
NEPTUNE TWP SCHOOL DISTRICT  
OCEAN TWP SCHOOL DISTRICT

OCEANPORT SCHOOL DISTRICT  
RED BANK BOROUGH PUBLIC SD  
RED BANK REG HIGH SCHOOL DIST  
ROOSEVELT SCHOOL DISTRICT  
RUMSON BOROUGH ELEM SCH DIST  
RUMSON FAIRHAVEN REG HIGH SD  
SEA GIRT SCHOOL DISTRICT  
SHORE REGIONAL HIGH SCH DIST  
SHREWSBURY BOROUGH SCH DIST  
SPRING LAKE SCHOOL DISTRICT  
SPRING LAKE HEIGHTS SCH DIST  
TINTON FALLS SCHOOL DISTRICT  
UNION BEACH PUBLIC SCHOOL DIST  
UPPER FREEHOLD REG SCH DIST  
WALL TWP SCHOOL DISTRICT  
WEST LONG BRANCH SCH DISTRICT  
BOONTON SCHOOL DIST  
BOONTON TWP SCH DIST  
BUTLER SCHOOL DISTRICT  
SCHOOL DIST OF THE CHATHAMS  
CHESTER SCHOOL DISTRICT  
DENVER TWP SCHOOL DISTRICT  
DOVER PUBLIC SCHOOL DISTRICT  
EAST HANOVER TWP SCHOOL DIST  
FLORHAM PARK SCHOOL DISTRICT  
HANOVER PARK REG HIGH SCH DIST  
HANOVER TWP PUBLIC SCHOOLS  
HARDING TWP SCHOOL DISTRICT  
JEFFERSON TWP SCHOOL DISTRICT  
KINNELON SCHOOL DISTRICT  
LINCOLN PARK SCH DIST  
MADISON SCHOOL DISTRICT  
MENDHAM BOROUGH SCH DISTRICT  
MENDHAM TWP SCHOOL DISTRICT  
MINE HILL TWP SCHOOL DISTRICT  
MONTVILLE TWP SCHOOL DISTRICT  
MORRIS HILLS REG HIGH SCH DIST  
MORRIS PLAINS SCHOOL DISTRICT  
MORRIS CO TECH DISTRICT  
MORRIS SCHOOL DISTRICT  
MT ARLINGTON PUBLIC SCH DIST  
MT OLIVE TWP SCHOOL DISTRICT  
MOUNTAIN LAKES SCHOOL DISTRICT  
NETCONG SCHOOL DISTRICT  
PARSIPPANY TROY HILLS TWP SD  
LONG HILL TWP SCHOOL DISTRICT  
PEQUANNOCK TWP SCHOOL DISTRICT  
RANDOLPH TWP SCHOOL DISTRICT  
RIVERDALE PUBLIC SCHOOL DIST  
ROCKAWAY BOROUGH SCH DISTRICT  
ROCKAWAY TWP SCHOOL DISTRICT  
ROXBURY TWP SCHOOL DISTRICT  
WASHINGTON TWP SCHOOL DISTRICT  
WEST MORRIS REG HIGH SCH DIST  
WHARTON SCHOOL DISTRICT  
BAY HEAD SCHOOL DISTRICT  
BEACH HAVEN SCHOOL DISTRICT  
BERKELEY TWP SCHOOL DISTRICT  
BRICK TWP SCHOOL DISTRICT  
CENTRAL REG SCHOOL DISTRICT  
EAGLESWOOD TWP ELEM SD  
ISLAND HEIGHTS SCH DIST  
JACKSON TWP SCHOOL DISTRICT  
LACEY TWP SCHOOL DISTRICT  
LAKEHURST SCHOOL DISTRICT  
LAKEWOOD PUBLIC SCHOOLS

LAVALLETT BOROUG SCH DIST  
LITTLE EGG HARBOR TWP SCH DIST  
LONG BEACH ISLAND SCH DIST  
MANCHESTER TWP SCHOOL DISTRICT  
OCEAN CO VOC TECH SCH DISTRICT  
OCEAN GATE SCHOOL DISTRICT  
OCEAN TWP SCHOOL DISTRICT  
PLUMSTED TWP SCHOOL DISTRICT  
POINT PLEASANT BEACH SCH DIST  
POINT PLEASANT SCHOOL DIST  
SEASIDE HEIGHTS SCH DISTRICT  
SOUTHERN REGIONAL SCH DIST  
STAFFORD TWP SCHOOL DISTRICT  
TOMS RIVER REGIONAL SCH DIST  
TUCKERTON SCHOOL DISTRICT  
BARNEGAT TWP SCHOOL DISTRICT  
BLOOMINGDALE SCHOOL DISTRICT  
CLIFTON SCHOOL DISTRICT  
HALEDON PUBLIC SCHOOLS  
HAWTHORNE PUBLIC SCHOOLS  
LAKELAND REG HIGH SCHOOL DIST  
LITTLE FALLS TWP SCHOOL DIST  
NORTH HALEDON SCHOOL DISTRICT  
PASSAIC CITY PUBLIC SCH DIST  
PASSAIC CO MANCHESTER REG HSD  
PASSAIC VALLEY REG HIGH SD 1  
PASSAIC CO VOC TECH SCH DIST  
PATERSON PUBLIC SCHOOL DIST  
POMPTON LAKES SCHOOL DISTRICT  
PROSPECT PARK SCHOOL DISTRICT  
RINGWOOD SCHOOL DISTRICT  
TOTOWA SCHOOL DISTRICT  
WANAQUE SCHOOL DISTRICT  
WAYNE TWP PUBLIC SCHOOLS  
WEST MILFORD TWP SCHOOL DIST  
WOODLAND PARK PUBLIC SCHOOLS  
ALLOWAY TWP SCHOOL DISTRICT  
EL SINBORO TWP SCHOOL DISTRICT  
LOWER ALLOWAYS CREEK SCH DIST  
MANNINGTON TWP SCHOOL DISTRICT  
OLDMANS TWP SCHOOL DISTRICT  
PENNS GROVE CARNEY PT REG SD  
PENNSVILLE SCHOOL DISTRICT  
PITTS GROVE TWP SCHOOL DISTRICT  
QUINTON TWP SCHOOL DISTRICT  
SALEM CITY SCHOOL DISTRICT  
UPPER PITTS GROVE SCH DIST  
WOODSTOWN PILESGROVE REG SD  
BEDMINSTER TWP SCHOOL DISTRICT  
BERNARDS TWP SCHOOL DISTRICT  
SOMERSET HILLS SCHOOL DIST  
BOUND BROOK SCHOOL DISTRICT  
BRANCHBURG TWP SCHOOL DISTRICT  
BRIDGEWATER RARITAN REG SD  
FRANKLIN TWP PUBLIC SCH DIST  
GREEN BROOK TWP SCH DISTRICT  
HILLSBOROUGH TWP SCHOOL DIST  
MANVILLE SCHOOL DISTRICT  
MONTGOMERY TWP SCHOOL DISTRICT  
NORTH PLAINFIELD PUB SCH DIST  
SOMERSET CO VOC SCHOOL DIST  
SOMERVILLE PUBLIC SCH DISTRICT  
SOUTH BOUND BROOK SCHOOL DIST  
WARREN TWP SCHOOL DISTRICT  
WATCHUNG BOROUG SCH DISTRICT  
WATCHUNG HILLS REGIONAL HSD

ANDOVER REG SCHOOL DISTRICT  
BYRAM TWP SCHOOL DISTRICT  
FRANKFORD TWP SCHOOL DISTRICT  
FRANKLIN BOROUG SCH DISTRICT  
FREDON TWP SCHOOL DISTRICT  
GREEN TWP SCHOOL DISTRICT  
HAMBURG PUBLIC SCHOOL DISTRICT  
HAMPTON TWP SCHOOL DISTRICT  
HARDYSTON TWP SCHOOL DISTRICT  
HIGH POINT REG HIGH SCH DIST  
HOPATCONG BOROUG SCH DISTRICT  
LAFAYETTE TWP SCHOOL DIST  
MONTAGUE SCHOOL DISTRICT  
NEWTON SCHOOL DISTRICT  
OGDENSBURG PUBLIC SCHOOL DIST  
SANDYSTON-WALPACK SCHOOL DIST  
SPARTA TWP SCHOOL DISTRICT  
STANHOPE SCHOOL DISTRICT  
STILLWATER TWP SCHOOL DISTRICT  
SUSSEX WANTAGE REG SCH DIST  
VERNON TWP PUB SCH DISTRICT  
BERKELEY HEIGHTS PUBLIC SD  
CLARK TWP SCHOOL DISTRICT  
CRANFORD PUBLIC SCHOOL DIST  
ELIZABETH SCHOOL DISTRICT  
GARWOOD SCHOOL DISTRICT  
HILLSIDE SCHOOL DISTRICT  
KENILWORTH SCHOOL DISTRICT  
LINDEN SCHOOL DISTRICT  
MOUNTAINSIDE SCHOOL DISTRICT  
NEW PROVIDENCE SCHOOL DISTRICT  
PLAINFIELD PUBLIC SCHOOL DIST  
RAHWAY PUBLIC SCHOOL DISTRICT  
ROSELLE BOROUG PUBLIC SCHOOLS  
ROSELLE PARK SCHOOL DISTRICT  
SCOTCH PLAINS-FANWOOD SCH DIST  
SPRINGFIELD PUBLIC SCH DIST  
SUMMIT PUBLIC SCHOOLS  
UNION CO VOC TECH SCH DISTRICT  
UNION TWP SCHOOL DISTRICT  
WESTFIELD SCHOOL DISTRICT  
WINFIELD TWP SCHOOL DISTRICT  
ALLAMUCHY TWP SCHOOL DISTRICT  
ALPHA SCHOOL DISTRICT  
BELVIDERE SCHOOL DISTRICT  
BLAIRSTOWN TWP SCHOOL DISTRICT  
FRANKLIN TWP SCHOOL DISTRICT  
FRELINGHUYSEN TWP SCHOOL DIST  
GREENWICH TWP SCHOOL DISTRICT  
HACKETTSTOWN SCHOOL DISTRICT  
HARMONY TWP SCHOOL DISTRICT  
HOPE TWP SCHOOL DISTRICT  
GREAT MEADOWS REGIONAL SD  
KNOWLTON TWP SCHOOL DISTRICT  
LOPATCONG TWP SCH DIST  
MANSFIELD TWP SCHOOL DISTRICT  
NORTH WARREN REGIONAL SCH DIST  
OXFORD TWP SCHOOL DISTRICT  
PHILLIPSBURG SCHOOL DISTRICT  
POHATCONG TWP SCHOOL DIST  
WARREN CO VOC DISTRICT  
WARREN HILLS REG SCH DIST  
WASHINGTON BOROUG SCHOOL DIST  
WASHINGTON TWP SCHOOL DISTRICT  
WHITE TWP SCHOOL DISTRICT  
LENAPE VALLEY REG HIGH SD

KITTATINNY REG HIGH SCH DIST  
HUDSON CO SCHOOLS OF TECH  
MONMOUTH CO VOC SCH DISTRICT  
SALEM CO VOC TECH SCHOOL DIST  
BERGEN CO SPEC SERV SCH DIST  
ATLANTIC CO SPEC SERVICES SD  
BURLINGTON CO SPEC SERVICE SD  
CAPE MAY CO SPECIAL SERVICE SD  
CUMBERLAND REGIONAL HIGH SD  
MERCER CO SPEC SERV SCH DIST  
PINELANDS REGIONAL SCH DIST

WALLKILL VALLEY REG HS DIST  
GLOUCESTER CO SPECIAL SVC SD  
HUNTERDON CO VOC SCH DISTRICT  
SALEM CO SPECIAL SERVICES SD  
BAYSHORE JOINTURE SPEC ED SD  
NEWARK PSD-SCHOOL NETWORK 1  
NEWARK PSD-SCHOOL NETWORK 2  
NEWARK PSD-SCHOOL NETWORK 3  
NEWARK PSD-SCHOOL NETWORK 4  
NEWARK PSD-SCHOOL NETWORK 5  
NEWARK PSD-SCHOOL NETWORK 6

**Higher Education in New Jersey including but not limited to:**

SANFORD BROWN INST-ISELIN  
CAPRI INSTITUTE OF HAIR DESIGN  
CONCORDE SCH OF HAIR DESIGN  
CAPRI INSTITUTE OF HAIR DESIGN  
CAPRI INSTITUTE OF HAIR DESIGN  
CAPRI INSTITUTE OF HAIR DESIGN  
ARTISTIC ACAD OF HAIR DESIGN  
EMPIRE BEAUTY SCHOOL  
CAPRI INSTITUTE OF HAIR DESIGN  
EUROPEAN ACAD OF COSMETOLOGY  
EMPIRE BEAUTY SCHOOL  
RIZZIERI SCH/BEAUTY/WELLNESS  
PARISIAN BEAUTY SCHOOL  
EMPIRE BEAUTY SCHOOL  
UNION COUNTY COLLEGE-ELIZABETH  
UNION COUNTY CLG-PLAINFIELD  
UMDNJ NEW JERSEY DENTAL SCHOOL  
UMDNJ SCH OF HLTH RELATED PROF  
UMDNJ SCH OF OSTEOPATHIC MED  
UMDNJ NEW JERSEY MEDICAL SCH  
RUTGERS LAW SCHOOL  
RUTGERS UNIV SCH OF LAW-CAMDEN  
RUTGERS BUSINESS SCHOOL  
DIVERS ACAD EASTERN SEABOARD  
ENGINE CITY TECHNICAL INST  
JERSEY TRACTOR TRAILER TRAIN  
KUBERT SCH CARTOON/GRAPHIC ART  
RETS INSTITUTE  
PRISM CAREER INST-CHERRY HILL  
ATLANTIC COUNTY INST TECH  
ACADEMY OF MASSAGE THERAPY  
ATLANTIC CAPE CMTY COLLEGE  
RICHARD STOCKTON COLLEGE OF NJ  
PETROCELLI COLLEGE/CONT STDS  
FAIRLEIGH DICKINSON UNIV-TEA  
FELICIAN COLLEGE  
SHU IMMACULATE CONCEPTION SEM  
BERGEN CMTY CLG-PARAMUS  
FAIRLEIGH DICKINSON UNIV-FLO  
RAMAPO COLLEGE  
BURLINGTON CO CLG-PEMBERTON  
RUTGERS UNIVERSITY-CAMDEN  
CAMDEN COUNTY COLLEGE  
CUMBERLAND COUNTY COLLEGE  
BLOOMFIELD COLLEGE  
CALDWELL COLLEGE  
MONTCLAIR STATE UNIVERSITY  
UNIV OF MED/DENTISTRY SYS OFF  
NEW JERSEY INST OF TECHNOLOGY  
RUTGERS UNIVERSITY-NEWARK  
SETON HALL UNIVERSITY  
ESSEX COUNTY COLLEGE-NEWARK

ROWAN UNIVERSITY-GLASSBORO  
GLOUCESTER COUNTY COLLEGE  
NEW JERSEY CITY UNIVERSITY  
SAINT PETERS UNIVERSITY  
STEVENS INST OF TECHNOLOGY  
HUDSON COUNTY CMTY CLG-JERSEY  
PRINCETON THEOLOGICAL SEMINARY  
PRINCETON UNIVERSITY  
RIDER UNIVERSITY  
THE COLLEGE OF NEW JERSEY  
WESTMINSTER CHOIR CLG-RIDER U  
MERCER CO CMTY CLG-W WINDSOR  
THOMAS EDISON STATE COLLEGE  
MIDDLESEX COUNTY COLLEGE  
NEW BRUNSWICK THEO SEM  
RUTGERS THE STATE UNIV OF NJ  
BROOKDALE COMMUNITY COLLEGE  
ASSUMPTION COLLEGE FOR SISTERS  
COLLEGE OF ST ELIZABETH  
DREW UNIVERSITY  
MONMOUTH UNIVERSITY  
COUNTY COLLEGE OF MORRIS  
RABBINICAL COLLEGE OF AMERICA  
GEORGIAN COURT UNIVERSITY  
OCEAN COUNTY COLLEGE  
WILLIAM PATERSON UNIVERSITY  
PASSAIC COUNTY CMTY COLLEGE  
RARITAN VALLEY CMTY COLLEGE  
KEAN UNIVERSITY  
UNION COUNTY COLLEGE  
CENTENARY COLLEGE  
BERKELEY COLLEGE-GARRET MT  
SALEM COMMUNITY COLLEGE  
BERKELEY COLLEGE-MIDDLESEX  
SETON HALL UNIV SCHOOL OF LAW  
BERKELEY COLLEGE-BERGEN  
ROBERT WOOD JOHNSON MED  
SCHOOL  
DEVRY UNIVERSITY-N BRUNSWICK  
DREW UNIV THEOLOGICAL SCHOOL  
ST PETERS U-ENGLEWOOD CLIFFS  
CAMDEN CMTY COLLEGE-CAMDEN  
RUTGERS ST UNIV OF NJ CTRL OFF  
UMDNJ SCHOOL OF NURSING  
SUSSEX COUNTY CMTY COLLEGE  
WARREN COUNTY CMTY COLLEGE  
LINCOLN TECHNICAL INST OFFICE  
OMEGA INSTITUTE  
EASTWICK COLLEGES  
HARRIS SCHOOL OF BUSINESS  
DRAKE COLLEGE OF BUSINESS  
STUART SCH OF BUSINESS ADMIN

PRISM CAREER INST-EGG HARBOR  
HOHOKUS SCH OF BUS/MEDICAL SCI  
STENOTECH CAREER INSTITUTE  
DOVER BUSINESS COLLEGE  
LINCOLN TECH INST-UNION  
GENESIS SCHOOL OF BUSINESS  
CENTRAL CAREER SCHOOL  
LINCOLN TECH INST-MAHWAH  
DOVER BUSINESS COLLEGE  
HUDSON COUNTY CMTY CLG-N HUDSO  
ESSEX COUNTY COLLEGE-W ESSEX  
HOHOKUS SCH OF BUS/MEDICAL SCI  
ACAD OF MASSAGE THERAPY  
LINCOLN TECH INST-EDISON  
LINCOLN TECH INST-MORRESTOWN  
FORTIS INSTITUTE-WAYNE  
STAR CAREER ACADEMY  
STAR CAREER ACADEMY-EGG HARBOR  
STAR CAREER ACADEMY-CLIFTON  
STAR CAREER ACADEMY-NEWARK  
SETON HALL UNIV-GRAD MED ED  
HORIZON INST PARALEGAL STUDIES  
CT SCH OF BROADCASTING-NJ  
BERLITZ LANGUAGE CENTER  
BERLITZ LANGUAGE CENTER  
BERLITZ LANGUAGE CENTER  
BERLITZ INTERNATIONAL INC  
UMDNJ SCH OF PUB HLTH-NEWARK  
UMDNJ SCH OF PUB HLTH-PICA/NB  
UMDNJ SCH OF PUB HLTH-STR/CAM  
ANTHEM INSTITUTE-PARSIPPANY  
PENNCO TECH  
ANTHEM INSTITUTE-JERSEY CITY  
ANTHEM INSTITUTE-CHERRY HILL  
ANTHEM INSTITUTE-N BRUNSWICK  
SOMERSET CHRISTIAN COLLEGE  
TETERBORO SCH OF AERONAUTICS  
EASTERN INTL CLG-JERSEY CITY  
INST FOR THERAPEUTIC MASSAGE  
CORTIVA INST-NEW JERSEY  
CONCORDE SCHOOL OF HAIR DESIGN  
PB COSMETOLOGY EDUCATION CTR  
HOLY NAME HOSP SCH OF NURSING  
LOURDES MEDICAL SCH OF NURSING  
ST FRANCIS MED CTR SCH NURSING  
CAPITAL HEALTH SYS SCH NURSING  
MERCER CO CMTY CLG-JAMES KEAR  
BAYONNE HOSPITAL SCH NURSING  
CHRIST HOSPITAL SCH OF NURSING  
HOHOKUS SCHOOL AT MED CENTER  
ROWAN UNIVERSITY-CAMDEN  
RIDER UNIV-PRIN/WESTMINSTER  
BURLINGTON CO CLG-MT LAUREL  
BURLINGTON CO CLG-WILLINGBORO  
BEST CARE TRAINING INSTITUTE  
PERFORMANCE TRAINING  
HEALTHCARE TRAINING INSTITUTE  
EMBRY-RIDDLE AERO U-MCGUIRE

ST JOSEPHS FAMILY MEDICINE  
PRINCETON HEALTHCARE SYS  
CAPITAL HEALTH SYSTEM  
CENTRAL STATE MEDICAL CENTER  
FAMILY PRACTICE CENTER  
FAMILY MEDICINE CENTER  
FAMILY MED CTR-MONUMENT SQ  
PHILLIPS BARBER HEALTH CTR  
HUNTERDON MEDICAL CENTER  
RARITAN BAY MEDICAL CTR  
ENGLEWOOD HOSPITAL  
JERSEY CITY MEDICAL CENTER  
ST JOSEPHS MEDICAL CENTER  
MONMOUTH MEDICAL CTR  
UNION HOSPITAL  
ST MICHAELS MEDICAL CTR  
NEWARK BETH ISRAEL  
THE UNIVERSITY HOSPITAL  
ST BARNABAS MED CENTER  
HACKENSACK UNIV MED CTR  
VETERANS ADMIN MED CTR  
ST PETERS UNIVERSITY HOSP  
W JERSEY FAMILY PRACTICE  
MUHLENBERG REG MEDICAL CTR  
UNDERWOOD MEMORIAL HOSP  
COVENTRY FAMILY PRACTICE  
CAPITAL HEALTH SYSTEM  
SOMERSET MEDICAL CENTER  
ST FRANCIS MEDICAL CENTER  
JOHN F KENNEDY MEDICAL CTR  
ROBERT WOOD JOHNSON HOSP  
COOPER MEDICAL CENTER  
JERSEY SHORE MEDICAL CTR  
MIDDLESEX GEN HOSPITAL  
WEST JERSEY HOSPITAL  
ST MARY HOSPITAL  
BERGEN REG MEDICAL CENTER  
ATLANTIC CITY MED CENTER  
MOUNTAINSIDE HOSPITAL  
OVERLOOK HOSPITAL  
MORRISTOWN MEM HOSPITAL  
MATHENY SCHOOL/HOSPITAL  
ROBERT WOOD JOHNSON MED SCH  
PASCACK VALLEY HOSPITAL  
TRINITAS HOSPITAL  
UNIV MEDICINE/DENTISTRY  
PERTH AMBOY SCH-ADULT PN  
SHORE MEMORIAL HOSPITAL  
FELICIAN COLLEGE-RUTHERFORD  
BERKELEY COLLEGE-NEWARK  
DEVRY UNIVERSITY-PARAMUS  
CAMDEN COUNTY COLLEGE  
EASTERN INTL CLG-BELLEVILLE  
LINCOLN TECH INST-S PLAINFIELD  
LINCOLN TECH INST-PARAMUS  
DEVRY UNIVERSITY-CHERRY HILL  
BERGEN CMTY CLG-MEADOWLANDS  
ITT TECHNICAL INST-MARLTON

**State Agencies in New Jersey including but not limited to:**

NEW JERSEY - GOVERNOR  
NEW JERSEY - ATTORNEY GENERAL  
NEW JERSEY - STATE TREASURER  
NEW JERSEY - SECRETARY OF STATE  
NEW JERSEY - STATE LEGISLATURE

NEW JERSEY - JUDICIARY  
NEW JERSEY - DEPARTMENT OF ENVIRONMENTAL  
PROTECTION  
NEW JERSEY - DEPARTMENT OF LAW AND PUBLIC  
SAFETY

NEW JERSEY - DEPARTMENT OF THE TREASURY  
NEW JERSEY - NEW JERSEY STATE LIBRARY  
NEW JERSEY - TRAVEL AND TOURISM  
NEW JERSEY - WORKFORCE NEW JERSEY PUBLIC INFORMATION NETWORK  
NEW JERSEY - DEPARTMENT OF HUMAN SERVICES  
NEW JERSEY - DEPARTMENT OF HEALTH AND SENIOR SERVICES  
NEW JERSEY - NEW JERSEY LOTTERY  
NEW JERSEY - DEPARTMENT OF TRANSPORTATION  
NEW JERSEY - DEPARTMENT OF STATE  
NEW JERSEY - DEPARTMENT OF PERSONNEL  
NEW JERSEY - DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
NEW JERSEY - DEPARTMENT OF LABOR  
NEW JERSEY - DEPARTMENT OF EDUCATION  
NEW JERSEY - DEPARTMENT OF CORRECTIONS  
NEW JERSEY - DEPARTMENT OF COMMUNITY AFFAIRS  
NEW JERSEY - DEPARTMENT OF BANKING AND INSURANCE  
NEW JERSEY - DEPARTMENT OF AGRICULTURE  
NEW JERSEY - OFFICE OF THE PUBLIC DEFENDER  
NEW JERSEY - OFFICE OF INFORMATION TECHNOLOGY

NEW JERSEY - HANGOUT NJ (KID'S PAGE)  
NEW JERSEY - DIVISION OF PARKS & FORESTRY  
NEW JERSEY - NEW JERSEY HOMELAND SECURITY  
NEW JERSEY - NEW JERSEY STATE POLICE  
NEW JERSEY - OFFICE OF EMERGENCY MANAGEMENT  
NEW JERSEY - DIVISION OF AGING SERVICES  
NEW JERSEY - ELECTION LAW ENFORCEMENT COMMISSION  
NEW JERSEY - NEW JERSEY COMMERCE AND ECONOMIC GROWTH COMMISSION  
NEW JERSEY - NEW JERSEY COMMISSION ON HIGHER EDUCATION  
NEW JERSEY - STATE COMMISSION OF INVESTIGATION  
NEW JERSEY - NEW JERSEY BUILDING AUTHORITY  
NEW JERSEY - GARDEN STATE PRESERVATION TRUST  
NEW JERSEY - VICTIMS OF CRIME COMPENSATION BOARD  
NEW JERSEY - STATE PAROLE BOARD  
NEW JERSEY - NEW JERSEY BOARD OF PUBLIC UTILITIES  
NEW JERSEY - NEW JERSEY MEADOWLANDS COMMISSION

**Cities, Towns, Villages, and Boroughs in New York including but not limited to:**

CITY OF NEW YORK  
VILLAGE OF ARDSLEY  
TOWN OF NORTH CASTLE  
TOWN OF BEDFORD  
TOWN OF SOUTHEAST  
VILLAGE OF BREWSTER  
VILLAGE OF BRIARCLIFF MANOR  
VILLAGE OF BUCHANAN  
TOWN OF KENT  
TOWN OF NEW CASTLE  
TOWN OF PHILIPSTOWN  
VILLAGE OF NELSONVILLE  
VILLAGE OF COLD SPRING  
VILLAGE OF CROTON ON HUDSON  
VILLAGE OF DOBBS FERRY  
VILLAGE OF ELMSFORD  
TOWN-VILLAGE OF HARRISON  
VILLAGE OF IRVINGTON  
VILLAGE OF LARCHMONT  
TOWN OF CARMEL  
VILLAGE OF MAMARONECK  
TOWN OF MAMARONECK  
VILLAGE OF MOUNT KISCO  
TOWN OF MOUNT KISCO  
CITY OF MOUNT VERNON  
TOWN OF NORTH SALEM  
VILLAGE OF OSSINING  
TOWN OF OSSINING  
CITY OF PEEKSKILL  
TOWN OF CORTLANDT  
VILLAGE OF PLEASANTVILLE  
VILLAGE OF RYE BROOK  
TOWN OF RYE  
VILLAGE OF PORT CHESTER  
TOWN OF POUND RIDGE  
TOWN OF PUTNAM VALLEY  
CITY OF RYE  
VILLAGE OF SCARSDALE

TOWN OF SOMERS  
TOWN OF LEWISBORO  
VILLAGE OF SLEEPY HOLLOW  
VILLAGE OF TARRYTOWN  
TOWN OF MOUNT PLEASANT  
TOWN OF YORKTOWN  
CITY OF WHITE PLAINS  
TOWN OF GREENBURGH  
CITY OF YONKERS  
VILLAGE OF HASTINGS ON HUDSON  
VILLAGE OF TUCKAHOE  
VILLAGE OF BRONXVILLE  
TOWN OF EASTCHESTER  
CITY OF NEW ROCHELLE  
TOWN OF PELHAM  
VILLAGE OF PELHAM  
VILLAGE OF PELHAM MANOR  
VILLAGE OF MONTEBELLO  
TOWN OF RAMAPO  
VILLAGE OF SUFFERN  
VILLAGE OF SOUTH BLOOMING GROVE  
TOWN OF BLOOMING GROVE  
TOWN OF HAMPTONBURGH  
VILLAGE OF WOODBURY  
VILLAGE OF CHESTER  
TOWN OF CHESTER  
VILLAGE OF FLORIDA  
TOWN OF HAVERSTRAW  
TOWN OF GOSHEN  
VILLAGE OF GOSHEN  
VILLAGE OF GREENWOOD LAKE  
VILLAGE OF HARRIMAN  
VILLAGE OF HAVERSTRAW  
TOWN OF HIGHLANDS  
VILLAGE OF HIGHLAND FALLS  
TOWN OF WOODBURY  
VILLAGE OF HILLBURN

CITY OF MIDDLETOWN  
TOWN OF WALLKILL  
VILLAGE OF KIRYAS JOEL  
TOWN OF MONROE  
VILLAGE OF MONROE  
VILLAGE OF KASER  
VILLAGE OF WESLEY HILLS  
TOWN OF CLARKSTOWN  
VILLAGE OF NEW HEMPSTEAD  
VILLAGE OF UPPER NYACK  
VILLAGE OF NYACK  
VILLAGE OF SOUTH NYACK  
VILLAGE OF GRANDVIEW ON HUDSON  
TOWN OF ORANGETOWN  
VILLAGE OF OTISVILLE  
TOWN OF MOUNT HOPE  
VILLAGE OF PIERMONT  
VILLAGE OF POMONA  
TOWN OF WAWAYANDA  
VILLAGE OF SLOATSBURG  
VILLAGE OF SPRING VALLEY  
VILLAGE OF CHESTNUT RIDGE  
VILLAGE OF NEW SQUARE  
TOWN OF STONY POINT  
VILLAGE OF AIRMONT  
VILLAGE OF TUXEDO PARK  
TOWN OF TUXEDO  
VILLAGE OF UNIONVILLE  
VILLAGE OF WARWICK  
TOWN OF WARWICK  
VILLAGE OF WASHINGTONVILLE  
VILLAGE OF WEST HAVERSTRAW  
TOWN OF MINISINK  
VILLAGE OF SOUTH FLORAL PARK  
VILLAGE OF BELLEROSE  
VILLAGE OF FLORAL PARK  
VILLAGE OF LAKE SUCCESS

VILLAGE OF KENSINGTON  
VILLAGE OF GREAT NECK  
ESTATES  
VILLAGE OF RUSSELL GARDENS  
VILLAGE OF GREAT NECK PLAZA  
VILLAGE OF GREAT NECK  
VILLAGE OF SADDLE ROCK  
VILLAGE OF THOMASTON  
VILLAGE OF KINGS POINT  
VILLAGE OF PLANDOME  
VILLAGE OF FLOWER HILL  
VILLAGE OF PLANDOME MANOR  
TOWN OF NORTH HEMPSTEAD  
VILLAGE OF MUNSEY PARK  
VILLAGE OF PLANDOME HEIGHTS  
VILLAGE OF NEW HYDE PARK  
VILLAGE OF SANDS POINT  
VILLAGE OF MANORHAVEN  
VILLAGE OF PORT WASHINGTON  
NORTH  
VILLAGE OF BAXTER ESTATES  
VILLAGE OF MINEOLA  
VILLAGE OF ATLANTIC BEACH  
VILLAGE OF CEDARHURST  
VILLAGE OF EAST ROCKAWAY  
VILLAGE OF FREEPORT  
VILLAGE OF GARDEN CITY  
VILLAGE OF STEWART MANOR  
CITY OF GLEN COVE  
VILLAGE OF OLD BROOKVILLE  
VILLAGE OF BROOKVILLE  
TOWN OF HEMPSTEAD  
VILLAGE OF HEMPSTEAD  
VILLAGE OF HEWLETT NECK  
VILLAGE OF WOODSBURGH  
VILLAGE OF HEWLETT BAY PARK  
VILLAGE OF HEWLETT HARBOR  
VILLAGE OF ISLAND PARK  
VILLAGE OF LAWRENCE  
VILLAGE OF LATTINGTOWN  
VILLAGE OF MATINECOCK  
CITY OF LONG BEACH  
VILLAGE OF LYNBROOK  
VILLAGE OF MALVERNE  
VILLAGE OF OLD WESTBURY  
VILLAGE OF ROCKVILLE CENTRE  
VILLAGE OF ROSLYN HARBOR  
VILLAGE OF ROSLYN ESTATES  
VILLAGE OF ROSLYN  
VILLAGE OF EAST HILLS  
VILLAGE OF NORTH HILLS  
VILLAGE OF SEA CLIFF  
VILLAGE OF VALLEY STREAM  
VILLAGE OF WESTBURY  
VILLAGE OF WILLISTON PARK  
VILLAGE OF EAST WILLISTON  
VILLAGE OF AMITYVILLE  
VILLAGE OF BABYLON  
VILLAGE OF SALT AIRE  
VILLAGE OF BAYVILLE  
VILLAGE OF BELLPORT  
VILLAGE OF BRIGHTWATERS  
VILLAGE OF OLD FIELD  
VILLAGE OF POQUOTT  
VILLAGE OF FARMINGDALE  
TOWN OF BROOKHAVEN

VILLAGE OF HUNTINGTON BAY  
VILLAGE OF LLOYD HARBOR  
TOWN OF HUNTINGTON  
VILLAGE OF ISLANDIA  
TOWN OF ISLIP  
VILLAGE OF LAKE GROVE  
TOWN OF BABYLON  
VILLAGE OF LINDENHURST  
VILLAGE OF MASSAPEQUA PARK  
VILLAGE OF MILL NECK  
VILLAGE OF NORTHPORT  
VILLAGE OF ASHAROKEN  
VILLAGE OF OCEAN BEACH  
VILLAGE OF COVE NECK  
VILLAGE OF UPPER BROOKVILLE  
TOWN OF OYSTER BAY  
VILLAGE OF OYSTER BAY COVE  
VILLAGE OF CENTRE ISLAND  
VILLAGE OF PATCHOGUE  
VILLAGE OF BELLE TERRE  
VILLAGE OF PORT JEFFERSON  
VILLAGE OF HEAD OF THE  
HARBOR  
VILLAGE OF NISSEQUOGUE  
VILLAGE OF SHOREHAM  
VILLAGE OF THE BRANCH  
TOWN OF SMITHTOWN  
VILLAGE OF LAUREL HOLLOW  
VILLAGE OF MUTTONTOWN  
TOWN OF RIVERHEAD  
VILLAGE OF EAST HAMPTON  
TOWN OF EAST HAMPTON  
VILLAGE OF GREENPORT  
VILLAGE OF QUOGUE  
VILLAGE OF SAGAPONACK  
VILLAGE OF SAG HARBOR  
VILLAGE OF NORTH HAVEN  
TOWN OF SHELTER ISLAND  
VILLAGE OF DERING HARBOR  
VILLAGE OF SOUTHAMPTON  
TOWN OF SOUTHAMPTON  
TOWN OF SOUTHOLD  
VILLAGE OF WEST HAMPTON  
DUNES  
VILLAGE OF WESTHAMPTON  
BEACH  
VILLAGE OF ALTAMONT  
CITY OF AMSTERDAM  
TOWN OF PERTH  
TOWN OF AMSTERDAM  
TOWN OF FLORIDA  
VILLAGE OF ATHENS  
TOWN OF ATHENS  
TOWN OF CHARLTON  
VILLAGE OF BALLSTON SPA  
TOWN OF MILTON  
TOWN OF MALTA  
TOWN OF BERLIN  
TOWN OF BERNE  
VILLAGE OF BROADALBIN  
TOWN OF BROADALBIN  
TOWN OF BALLSTON  
TOWN OF CANAAN  
TOWN OF CARLISLE  
TOWN OF CAROGA

VILLAGE OF CASTLETON-ON-  
HUDSON  
VILLAGE OF CHATHAM  
TOWN OF CHATHAM  
VILLAGE OF COBLESKILL  
TOWN OF COBLESKILL  
TOWN OF SEWARD  
CITY OF COHOES  
VILLAGE OF COXSACKIE  
TOWN OF COXSACKIE  
VILLAGE OF DELANSON  
TOWN OF BETHLEHEM  
TOWN OF DUANESBURG  
TOWN OF EAST GREENBUSH  
VILLAGE OF EAST NASSAU  
TOWN OF SCHODACK  
TOWN OF CLIFTON PARK  
TOWN OF HALFMOON  
VILLAGE OF ESPERANCE  
TOWN OF ESPERANCE  
TOWN OF MOHAWK  
VILLAGE OF FONDA  
VILLAGE OF FORT JOHNSON  
VILLAGE OF FULTONVILLE  
TOWN OF GLEN  
TOWN OF WRIGHT  
VILLAGE OF GALWAY  
TOWN OF GALWAY  
TOWN OF GHENT  
TOWN OF GILBOA  
TOWN OF CONESVILLE  
CITY OF GLOVERSVILLE  
TOWN OF BLEECKER  
TOWN OF GRAFTON  
TOWN OF GREENVILLE  
TOWN OF GUILDERLAND  
VILLAGE OF HAGAMAN  
TOWN OF NEW BALTIMORE  
TOWN OF HOOSICK  
VILLAGE OF HOOSICK FALLS  
TOWN OF JEFFERSON  
CITY OF JOHNSTOWN  
TOWN OF JOHNSTOWN  
VILLAGE OF KINDERHOOK  
TOWN OF KNOX  
TOWN OF LAKE PLEASANT  
TOWN OF COLONIE  
VILLAGE OF MAYFIELD  
TOWN OF MAYFIELD  
CITY OF MECHANICVILLE  
TOWN OF RENSSELAERVILLE  
TOWN OF SCHAGHTICOKE  
VILLAGE OF MIDDLEBURGH  
TOWN OF MIDDLEBURGH  
TOWN OF BROOME  
VILLAGE OF NASSAU  
TOWN OF NASSAU  
TOWN OF NEW LEBANON  
TOWN OF KINDERHOOK  
TOWN OF BLENHEIM  
TOWN OF BENSON  
VILLAGE OF NORTHVILLE  
TOWN OF NORTHAMPTON  
TOWN OF HOPE  
TOWN OF EDINBURG  
TOWN OF PETERSBURGH

TOWN OF ARIETTA  
TOWN OF POESTENKILL  
VILLAGE OF RAVENA  
TOWN OF COEYMANS  
CITY OF RENSSELAER  
VILLAGE OF RICHMONDVILLE  
TOWN OF RICHMONDVILLE  
VILLAGE OF ROUND LAKE  
TOWN OF SAND LAKE  
VILLAGE OF SCHAGHTICOKE  
TOWN OF MARYLAND  
VILLAGE OF SCHOHARIE  
TOWN OF SCHOHARIE  
TOWN OF NEW SCOTLAND  
VILLAGE OF SPECULATOR  
TOWN OF AUSTERLITZ  
TOWN OF CHARLESTON  
TOWN OF ROOT  
VILLAGE OF STAMFORD  
TOWN OF STEPHENTOWN  
VILLAGE OF STILLWATER  
TOWN OF STILLWATER  
TOWN OF STUYVESANT  
TOWN OF SUMMIT  
CITY OF TROY  
TOWN OF BRUNSWICK  
TOWN OF GREEN ISLAND  
VILLAGE OF GREEN ISLAND  
VILLAGE OF VALATIE  
VILLAGE OF VALLEY FALLS  
TOWN OF PITTS TOWN  
VILLAGE OF VOORHEESVILLE  
VILLAGE OF WATERFORD  
TOWN OF WATERFORD  
CITY OF WATERVLIET  
TOWN OF WELLS  
TOWN OF WESTERLO  
TOWN OF FULTON  
TOWN OF WORCESTER  
TOWN OF DECATUR  
TOWN OF NORTH GREENBUSH  
VILLAGE OF MENANDS  
VILLAGE OF COLONIE  
CITY OF ALBANY  
VILLAGE OF SCOTIA  
TOWN OF GLENVILLE  
CITY OF SCHENECTADY  
TOWN OF ROTTERDAM  
TOWN OF PRINCETOWN  
TOWN OF NISKAYUNA  
CITY OF KINGSTON  
TOWN OF KINGSTON  
TOWN OF ROCHESTER  
TOWN OF HARDENBURGH  
TOWN OF ASHLAND  
TOWN OF CAIRO  
TOWN OF CATSKILL  
VILLAGE OF CATSKILL  
TOWN OF DURHAM  
TOWN OF WAWARSING  
VILLAGE OF ELLENVILLE  
VILLAGE OF FLEISCHMANN'S  
TOWN OF HALCOTT  
TOWN OF WINDHAM  
VILLAGE OF HUNTER  
TOWN OF HURLEY

TOWN OF JEWETT  
TOWN OF ULSTER  
TOWN OF LEXINGTON  
VILLAGE OF MARGARETVILLE  
TOWN OF MIDDLETOWN  
TOWN OF ESOPUS  
TOWN OF PRATTSVILLE  
TOWN OF ROSENDALE  
TOWN OF ROXBURY  
TOWN OF SAUGERTIES  
VILLAGE OF SAUGERTIES  
TOWN OF SHANDAKEN  
TOWN OF MARBLETOWN  
TOWN OF HUNTER  
VILLAGE OF TANNERSVILLE  
TOWN OF OLIVE  
TOWN OF WOODSTOCK  
TOWN OF AMENIA  
TOWN OF GALLATIN  
TOWN OF ANCRAM  
CITY OF BEACON  
TOWN OF CLINTON  
TOWN OF COPAKE  
TOWN OF CORNWALL  
VILLAGE OF CORNWALL ON HUDSON  
TOWN OF DOVER  
TOWN OF TAGHKANIC  
TOWN OF FISHKILL  
VILLAGE OF FISHKILL  
TOWN OF GARDINER  
TOWN OF GERMANTOWN  
TOWN OF CLEMONT  
TOWN OF LLOYD  
TOWN OF HILLSDALE  
TOWN OF EAST FISHKILL  
TOWN OF GREENPORT  
CITY OF HUDSON  
TOWN OF STOCKPORT  
TOWN OF HYDE PARK  
TOWN OF LAGRANGE  
TOWN OF UNION VALE  
TOWN OF LIVINGSTON  
VILLAGE OF MAYBROOK  
TOWN OF CLAVERACK  
VILLAGE OF MILLBROOK  
TOWN OF WASHINGTON  
TOWN OF NORTH EAST  
VILLAGE OF MILLERTON  
TOWN OF MARLBOROUGH  
TOWN OF PLATTEKILL  
VILLAGE OF MONTGOMERY  
TOWN OF MONTGOMERY  
TOWN OF NEWBURGH  
CITY OF NEWBURGH  
TOWN OF NEW WINDSOR  
TOWN OF NEW PALTZ  
VILLAGE OF NEW PALTZ  
TOWN OF PATTERSON  
TOWN OF PAWLING  
VILLAGE OF PAWLING  
VILLAGE OF PHILMONT  
TOWN OF CRAWFORD  
TOWN OF PINE PLAINS  
TOWN OF PLEASANT VALLEY  
TOWN OF BEEKMAN

TOWN OF RED HOOK  
VILLAGE OF RED HOOK  
TOWN OF MILAN  
VILLAGE OF RHINEBECK  
TOWN OF RHINEBECK  
TOWN OF STANFORD  
VILLAGE OF TIVOLI  
VILLAGE OF WALDEN  
TOWN OF SHAWANGUNK  
VILLAGE OF WAPPINGERS FALLS  
TOWN OF WAPPINGER  
CITY OF POUGHKEEPSIE  
TOWN OF POUGHKEEPSIE  
VILLAGE OF MONTICELLO  
TOWN OF THOMPSON  
VILLAGE OF BLOOMINGBURG  
TOWN OF DENNING  
TOWN OF COCHECTON  
TOWN OF HIGHLAND  
TOWN OF LUMBERLAND  
TOWN OF NEVERSINK  
TOWN OF FREMONT  
TOWN OF DELAWARE  
TOWN OF DEERPARK  
VILLAGE OF JEFFERSONVILLE  
TOWN OF CALLICOON  
TOWN OF LIBERTY  
VILLAGE OF LIBERTY  
TOWN OF ROCKLAND  
TOWN OF TUSTEN  
CITY OF PORT JERVIS  
TOWN OF GREENVILLE  
TOWN OF FORESTBURGH  
TOWN OF FALLSBURG  
TOWN OF BETHEL  
VILLAGE OF WOODRIDGE  
VILLAGE OF WURTSBORO  
CITY OF GLENS FALLS  
VILLAGE OF SOUTH GLENS FALLS  
TOWN OF QUEENSBURY  
VILLAGE OF ARGYLE  
TOWN OF ARGYLE  
TOWN OF THURMAN  
TOWN OF BOLTON  
TOWN OF HORICON  
VILLAGE OF CAMBRIDGE  
TOWN OF CAMBRIDGE  
TOWN OF WHITE CREEK  
TOWN OF CHESTER  
VILLAGE OF CORINTH  
TOWN OF CORINTH  
VILLAGE OF FORT ANN  
TOWN OF FORT ANN  
TOWN OF FORT EDWARD  
VILLAGE OF FORT EDWARD  
TOWN OF MOREAU  
TOWN OF NORTHUMBERLAND  
TOWN OF WILTON  
TOWN OF GRANVILLE  
VILLAGE OF GRANVILLE  
TOWN OF GREENFIELD  
TOWN OF GREENWICH  
VILLAGE OF GREENWICH  
TOWN OF EASTON  
TOWN OF HADLEY

TOWN OF HAGUE  
TOWN OF HAMPTON  
TOWN OF HARTFORD  
VILLAGE OF HUDSON FALLS  
TOWN OF KINGSBURY  
TOWN OF INDIAN LAKE  
TOWN OF LAKE GEORGE  
VILLAGE OF LAKE GEORGE  
TOWN OF LAKE LUZERNE  
TOWN OF LONG LAKE  
TOWN OF PROVIDENCE  
TOWN OF MINERVA  
TOWN OF NEWCOMB  
TOWN OF JOHNSBURG  
TOWN OF NORTH HUDSON  
TOWN OF PUTNAM  
VILLAGE OF SALEM  
TOWN OF SALEM  
TOWN OF HEBRON  
TOWN OF JACKSON  
CITY OF SARATOGA SPRINGS  
TOWN OF SCHROON  
VILLAGE OF SCHUYLERVILLE  
TOWN OF SARATOGA  
TOWN OF STONY CREEK  
TOWN OF TICONDEROGA  
VILLAGE OF VICTORY  
TOWN OF WARRENSBURG  
VILLAGE OF WHITEHALL  
TOWN OF WHITEHALL  
CITY OF PLATTSBURGH  
TOWN OF PLATTSBURGH  
TOWN OF ALTONA  
TOWN OF BLACK BROOK  
TOWN OF JAY  
TOWN OF SAINT ARMAND  
TOWN OF BOMBAY  
TOWN OF BELLMONT  
VILLAGE OF BRUSHTON  
TOWN OF BURKE  
VILLAGE OF BURKE  
TOWN OF CHAMPLAIN  
VILLAGE OF CHAMPLAIN  
TOWN OF CHATEAUGAY  
VILLAGE OF CHATEAUGAY  
TOWN OF CHAZY  
TOWN OF CONSTABLE  
TOWN OF CLIFTON  
TOWN OF CROWN POINT  
VILLAGE OF DANNEMORA  
TOWN OF DANNEMORA  
TOWN OF ELIZABETHTOWN  
TOWN OF ELLENBURG  
TOWN OF ESSEX  
TOWN OF FORT COVINGTON  
TOWN OF KEENE  
TOWN OF CHESTERFIELD  
VILLAGE OF KEESEVILLE  
TOWN OF AUSABLE  
TOWN OF NORTH ELBA  
VILLAGE OF LAKE PLACID  
TOWN OF LEWIS  
VILLAGE OF MALONE  
TOWN OF WESTVILLE  
TOWN OF MALONE  
TOWN OF DUANE

TOWN OF MOIRA  
TOWN OF MOOERS  
TOWN OF SCHUYLER FALLS  
TOWN OF HOPKINTON  
TOWN OF BANGOR  
TOWN OF BRANDON  
TOWN OF LAWRENCE  
TOWN OF PERU  
TOWN OF PIERCEFIELD  
TOWN OF MORIAH  
VILLAGE OF PORT HENRY  
VILLAGE OF ROUSES POINT  
TOWN OF WAVERLY  
TOWN OF SARANAC  
VILLAGE OF SARANAC LAKE  
TOWN OF HARRIETSTOWN  
TOWN OF SANTA CLARA  
VILLAGE OF TUPPER LAKE  
TOWN OF TUPPER LAKE  
TOWN OF FRANKLIN  
TOWN OF BRIGHTON  
TOWN OF BEEKMANTOWN  
TOWN OF WESTPORT  
TOWN OF WILLSBORO  
TOWN OF WILMINGTON  
CITY OF AUBURN  
TOWN OF OWASCO  
TOWN OF THROOP  
THE TOWN OF SENNETT  
TOWN OF AURELIUS  
TOWN OF FLEMING  
TOWN OF LEDYARD  
VILLAGE OF AURORA  
VILLAGE OF BALDWINSVILLE  
TOWN OF LYSANDER  
TOWN OF VAN BUREN  
VILLAGE OF CAMILLUS  
TOWN OF LENOX  
VILLAGE OF CANASTOTA  
TOWN OF FENNER  
TOWN OF IRA  
TOWN OF CATO  
VILLAGE OF CATO  
TOWN OF SPRINGPORT  
TOWN OF MONTEZUMA  
TOWN OF CAZENOVIA  
VILLAGE OF CAZENOVIA  
TOWN OF SMITHFIELD  
TOWN OF NELSON  
VILLAGE OF CENTRAL SQUARE  
TOWN OF HASTINGS  
TOWN OF SULLIVAN  
VILLAGE OF CHITTENANGO  
TOWN OF CICERO  
TOWN OF CINCINNATUS  
TOWN OF TAYLOR  
TOWN OF CLAY  
VILLAGE OF CLEVELAND  
TOWN OF CONSTANTIA  
CITY OF CORTLAND  
TOWN OF CORTLANDVILLE  
TOWN OF VIRGIL  
VILLAGE OF DE RUYTER  
TOWN OF DE RUYTER  
TOWN OF LINCKLAEN  
VILLAGE OF DRYDEN

TOWN OF DRYDEN  
TOWN OF VERONA  
VILLAGE OF EAST SYRACUSE  
TOWN OF DE WITT  
VILLAGE OF ELBRIDGE  
TOWN OF FABIUS  
VILLAGE OF FABIUS  
VILLAGE OF FAIR HAVEN  
TOWN OF MANLIUS  
VILLAGE OF FAYETTEVILLE  
VILLAGE OF FREEVILLE  
CITY OF FULTON  
TOWN OF PALERMO  
TOWN OF GRANBY  
TOWN OF VOLNEY  
TOWN OF GENOA  
TOWN OF GEORGETOWN  
TOWN OF GROTON  
VILLAGE OF GROTON  
VILLAGE OF HANNIBAL  
TOWN OF HANNIBAL  
VILLAGE OF HOMER  
TOWN OF HOMER  
TOWN OF SCOTT  
VILLAGE OF JORDAN  
TOWN OF ELBRIDGE  
VILLAGE OF LACONA  
TOWN OF BOYLSTON  
TOWN OF LA FAYETTE  
VILLAGE OF LIVERPOOL  
TOWN OF SALINA  
TOWN OF LOCKE  
TOWN OF SUMMERHILL  
VILLAGE OF MC GRAW  
TOWN OF SOLON  
VILLAGE OF MANLIUS  
TOWN OF POMPEY  
VILLAGE OF MARCELLUS  
TOWN OF MARCELLUS  
VILLAGE OF MERIDIAN  
TOWN OF MEXICO  
VILLAGE OF MEXICO  
TOWN OF MINETTO  
VILLAGE OF MINOA  
VILLAGE OF MORAVIA  
TOWN OF MORAVIA  
TOWN OF NILES  
TOWN OF SEMPRONIUS  
TOWN OF NEW HAVEN  
TOWN OF VIENNA  
CITY OF OSWEGO  
TOWN OF OSWEGO  
TOWN OF SCRIBA  
TOWN OF PARISH  
VILLAGE OF PARISH  
TOWN OF SCHROEPEL  
VILLAGE OF PHOENIX  
TOWN OF PITCHER  
VILLAGE OF PORT BYRON  
TOWN OF MENTZ  
TOWN OF CONQUEST  
TOWN OF PREBLE  
VILLAGE OF PULASKI  
TOWN OF RICHLAND  
VILLAGE OF RED CREEK  
TOWN OF VICTORY

TOWN OF SANDY CREEK  
VILLAGE OF SANDY CREEK  
TOWN OF SAVANNAH  
TOWN OF SCIPIO  
TOWN OF VENICE  
VILLAGE OF SENECA FALLS  
TOWN OF SENECA FALLS  
TOWN OF TYRE  
VILLAGE OF SKANEATELES  
TOWN OF SKANEATELES  
TOWN OF SPAFFORD  
TOWN OF OTSELIC  
TOWN OF STERLING  
THE VILLAGE OF SYLVAN BEACH  
TOWN OF TRUXTON  
TOWN OF CUYLER  
TOWN OF TULLY  
VILLAGE OF TULLY  
TOWN OF OTISCO  
VILLAGE OF UNION SPRINGS  
VILLAGE OF WAMPSVILLE  
VILLAGE OF WATERLOO  
TOWN OF WATERLOO  
TOWN OF FAYETTE  
VILLAGE OF WEEDSPORT  
TOWN OF BRUTUS  
TOWN OF WEST MONROE  
CITY OF SYRACUSE  
TOWN OF GEDDES  
VILLAGE OF SOLVAY  
VILLAGE OF NORTH SYRACUSE  
TOWN OF ONONDAGA  
TOWN OF CAMILLUS  
VILLAGE OF ALTMAR  
TOWN OF ALBION  
TOWN OF AVA  
VILLAGE OF BARNEVELD  
TOWN OF TRENTON  
TOWN OF BOONVILLE  
VILLAGE OF BOONVILLE  
TOWN OF BRIDGEWATER  
VILLAGE OF BRIDGEWATER  
TOWN OF BROOKFIELD  
TOWN OF BURLINGTON  
TOWN OF CAMDEN  
VILLAGE OF CAMDEN  
TOWN OF FLORENCE  
VILLAGE OF CANAJOHARIE  
TOWN OF CANAJOHARIE  
VILLAGE OF AMES  
VILLAGE OF CHERRY VALLEY  
TOWN OF CHERRY VALLEY  
TOWN OF ROSEBOOM  
VILLAGE OF CLAYVILLE  
TOWN OF LITCHFIELD  
TOWN OF KIRKLAND  
VILLAGE OF COLD BROOK  
TOWN OF OHIO  
TOWN OF WEST TURIN  
VILLAGE OF CONSTABLEVILLE  
VILLAGE OF COOPERSTOWN  
TOWN OF MIDDLEFIELD  
VILLAGE OF CROGHAN  
TOWN OF MARSHALL  
TOWN OF MANHEIM  
DOLGEVILLE VILLAGE

VILLAGE OF EARLVILLE  
TOWN OF LEBANON  
TOWN OF EDMESTON  
TOWN OF OTSEGO  
TOWN OF FORESTPORT  
VILLAGE OF FORT PLAIN  
TOWN OF MINDEN  
TOWN OF STARK  
VILLAGE OF FRANKFORT  
TOWN OF FRANKFORT  
TOWN OF NEW LISBON  
VILLAGE OF HAMILTON  
TOWN OF HAMILTON  
TOWN OF HARTWICK  
VILLAGE OF HERKIMER  
TOWN OF HERKIMER  
TOWN OF MOREHOUSE  
VILLAGE OF HOLLAND PATENT  
VILLAGE OF ILION  
TOWN OF COLUMBIA  
TOWN OF INLET  
TOWN OF LEE  
CITY OF LITTLE FALLS  
TOWN OF DANUBE  
TOWN OF LITTLE FALLS  
TOWN OF FAIRFIELD  
TOWN OF HARRISBURG  
TOWN OF LOWVILLE  
VILLAGE OF LOWVILLE  
TOWN OF WATSON  
TOWN OF NEW BREMEN  
VILLAGE OF LYONS FALLS  
TOWN OF MADISON  
VILLAGE OF MADISON  
TOWN OF MARCY  
TOWN OF MARTINSBURG  
VILLAGE OF MIDDLEVILLE  
TOWN OF GERMAN FLATTS  
VILLAGE OF MOHAWK  
TOWN OF WARREN  
TOWN OF EATON  
VILLAGE OF MORRISVILLE  
TOWN OF STOCKBRIDGE  
VILLAGE OF MUNNSVILLE  
VILLAGE OF NELLISTON  
TOWN OF PITTSFIELD  
VILLAGE OF NEW BERLIN  
TOWN OF NEW BERLIN  
VILLAGE OF NEW HARTFORD  
TOWN OF NEW HARTFORD  
TOWN OF NEWPORT  
VILLAGE OF NEWPORT  
TOWN OF NORWAY  
VILLAGE OF NEW YORK MILLS  
TOWN OF WEBB  
VILLAGE OF ONEIDA CASTLE  
CITY OF ONEIDA  
VILLAGE OF ORISKANY  
VILLAGE OF ORISKANY FALLS  
TOWN OF AUGUSTA  
TOWN OF ORWELL  
TOWN OF PALATINE  
VILLAGE OF PALANTINE BRIDGE  
TOWN OF RUSSIA  
VILLAGE OF POLAND  
TOWN OF LYONSDALE

VILLAGE OF PORT LEYDEN  
TOWN OF LEYDEN  
VILLAGE OF PROSPECT  
TOWN OF REDFIELD  
TOWN OF REMSEN  
VILLAGE OF REMSEN  
TOWN OF STEUBEN  
TOWN OF RICHFIELD  
VILLAGE OF RICHFIELD SPRINGS  
TOWN OF EXETER  
CITY OF ROME  
TOWN OF FLOYD  
TOWN OF SAINT JOHNSVILLE  
VILLAGE OF ST JOHNSVILLE  
TOWN OF EPHRATAH  
TOWN OF OPPENHEIM  
TOWN OF SALISBURY  
TOWN OF SANGERFIELD  
TOWN OF PARIS  
TOWN OF SHARON  
VILLAGE OF SHARON SPRINGS  
VILLAGE OF SHERBURNE  
TOWN OF COLUMBUS  
TOWN OF SHERBURNE  
CITY OF SHERRILL  
VILLAGE OF SMYRNA  
TOWN OF SMYRNA  
TOWN OF SPRINGFIELD  
TOWN OF STRATFORD  
TOWN OF ANNSVILLE  
VILLAGE OF TURIN  
TOWN OF TURIN  
TOWN OF VERNON  
VILLAGE OF VERNON  
VILLAGE OF WATERVILLE  
TOWN OF WESTERN  
TOWN OF WESTFORD  
TOWN OF LEWIS  
TOWN OF WESTMORELAND  
VILLAGE OF WEST WINFIELD  
TOWN OF WINFIELD  
TOWN OF PLAINFIELD  
VILLAGE OF WHITESBORO  
TOWN OF WHITESTOWN  
TOWN OF AMBOY  
TOWN OF WILLIAMSTOWN  
VILLAGE OF YORKVILLE  
CITY OF UTICA  
TOWN OF DEERFIELD  
TOWN OF SCHUYLER  
VILLAGE OF GLEN PARK  
CITY OF WATERTOWN  
TOWN OF HOUNSFIELD  
TOWN OF PAMELIA  
TOWN OF WATERTOWN  
VILLAGE OF ADAMS  
TOWN OF LORRAINE  
TOWN OF ADAMS  
VILLAGE OF ALEXANDRIA BAY  
TOWN OF ALEXANDRIA  
VILLAGE OF ANTWERP  
TOWN OF ANTWERP  
TOWN OF RUTLAND  
VILLAGE OF BLACK RIVER  
TOWN OF BRASHER  
VILLAGE OF BROWNVILLE

VILLAGE OF CANTON  
TOWN OF CANTON  
TOWN OF PIERREPONT  
VILLAGE OF CAPE VINCENT  
TOWN OF CAPE VINCENT  
VILLAGE OF WEST CARTHAGE  
TOWN OF WILNA  
VILLAGE OF CARTHAGE  
VILLAGE OF HERRINGS  
TOWN OF CHAMPION  
VILLAGE OF CASTORLAND  
TOWN OF CROGHAN  
TOWN OF LYME  
VILLAGE OF CHAUMONT  
VILLAGE OF CLAYTON  
TOWN OF CLAYTON  
TOWN OF COLTON  
VILLAGE OF COPENHAGEN  
TOWN OF DENMARK  
TOWN OF PINCKNEY  
TOWN OF MONTAGUE  
VILLAGE OF DEFERIET  
TOWN OF DE KALB  
TOWN OF DE PEYSTER  
VILLAGE OF DEXTER  
TOWN OF BROWNVILLE  
VILLAGE OF EDWARDS  
TOWN OF EDWARDS  
TOWN OF ELLISBURG  
VILLAGE OF ELLISBURG  
VILLAGE OF EVANS MILLS  
TOWN OF LERAY  
VILLAGE OF GOUVERNEUR  
TOWN OF FOWLER  
TOWN OF GOUVERNEUR  
VILLAGE OF HAMMOND  
TOWN OF HAMMOND  
TOWN OF MACOMB  
TOWN OF ROSSIE  
VILLAGE OF HARRISVILLE  
TOWN OF DIANA  
TOWN OF PITCAIRN  
TOWN OF HENDERSON  
TOWN OF HERMON  
VILLAGE OF HERMON  
VILLAGE OF HEUVELTON  
TOWN OF OSWEGATCHIE  
TOWN OF ORLEANS  
TOWN OF LISBON  
TOWN OF WORTH  
TOWN OF MADRID  
VILLAGE OF MANNSVILLE  
VILLAGE OF MASSENA  
TOWN OF MASSENA  
TOWN OF LOUISVILLE  
TOWN OF MORRISTOWN  
VILLAGE OF MORRISTOWN  
TOWN OF NORFOLK  
VILLAGE OF NORWOOD  
CITY OF OGDENSBURG  
TOWN OF PARISHVILLE  
VILLAGE OF PHILADELPHIA  
TOWN OF PHILADELPHIA  
TOWN OF POTSDAM  
VILLAGE OF POTSDAM  
VILLAGE OF RENSSELAER FALLS

VILLAGE OF RICHVILLE  
TOWN OF RODMAN  
TOWN OF RUSSELL  
TOWN OF CLARE  
VILLAGE OF SACKETS HARBOR  
TOWN OF FINE  
VILLAGE OF THERESA  
TOWN OF THERESA  
VILLAGE OF WADDINGTON  
TOWN OF WADDINGTON  
TOWN OF STOCKHOLM  
VILLAGE OF AFTON  
TOWN OF AFTON  
TOWN OF ANDES  
TOWN OF OWEGO  
VILLAGE OF BAINBRIDGE  
TOWN OF BAINBRIDGE  
TOWN OF TIOGA  
TOWN OF BERKSHIRE  
TOWN OF KORTRIGHT  
TOWN OF BOVINA  
VILLAGE OF CANDOR  
TOWN OF CANDOR  
TOWN OF BARKER  
TOWN OF CONKLIN  
TOWN OF DAVENPORT  
TOWN OF HAMDEN  
VILLAGE OF DELHI  
TOWN OF DELHI  
TOWN OF SANFORD  
VILLAGE OF DEPOSIT  
TOWN OF DEPOSIT  
TOWN OF COLCHESTER  
TOWN OF PHARSALIA  
VILLAGE OF ENDICOTT  
TOWN OF UNION  
TOWN OF FRANKLIN  
VILLAGE OF FRANKLIN  
VILLAGE OF GILBERTSVILLE  
TOWN OF BUTTERNUTS  
TOWN OF NANTICOKE  
TOWN OF GREENE  
VILLAGE OF GREENE  
TOWN OF COVENTRY  
TOWN OF GUILFORD  
TOWN OF HANCOCK  
VILLAGE OF HANCOCK  
TOWN OF HARFORD  
TOWN OF HARPERSFIELD  
TOWN OF COLESVILLE  
VILLAGE OF HOBART  
TOWN OF STAMFORD  
VILLAGE OF JOHNSON CITY  
TOWN OF KIRKWOOD  
VILLAGE OF LAURENS  
TOWN OF LAURENS  
VILLAGE OF LISLE  
TOWN OF LISLE  
TOWN OF MC DONOUGH  
TOWN OF GERMAN  
TOWN OF MAINE  
VILLAGE OF MARATHON  
TOWN OF MARATHON  
TOWN OF LAPEER  
TOWN OF FREETOWN  
TOWN OF MASONVILLE

TOWN OF MEREDITH  
VILLAGE OF MILFORD  
TOWN OF MORRIS  
VILLAGE OF MORRIS  
VILLAGE OF NEWARK VALLEY  
TOWN OF NEWARK VALLEY  
VILLAGE OF NICHOLS  
TOWN OF NICHOLS  
TOWN OF NORTH NORWICH  
CITY OF NORWICH  
TOWN OF NORWICH  
CITY OF ONEONTA  
VILLAGE OF OTEGO  
TOWN OF OTEGO  
VILLAGE OF OWEGO  
TOWN OF OXFORD  
VILLAGE OF OXFORD  
TOWN OF PRESTON  
TOWN OF FENTON  
TOWN OF MILFORD  
TOWN OF RICHFORD  
VILLAGE OF SIDNEY  
TOWN OF SIDNEY  
TOWN OF SMITHVILLE  
TOWN OF PLYMOUTH  
TOWN OF TOMPKINS  
VILLAGE OF UNADILLA  
TOWN OF UNADILLA  
TOWN OF VESTAL  
VILLAGE OF WALTON  
TOWN OF WALTON  
TOWN OF ONEONTA  
TOWN OF TRIANGLE  
VILLAGE OF WHITNEY POINT  
TOWN OF WILLET  
VILLAGE OF WINDSOR  
TOWN OF WINDSOR  
VILLAGE OF PORT DICKINSON  
CITY OF BINGHAMTON  
TOWN OF CHENANGO  
TOWN OF BINGHAMTON  
TOWN OF DICKINSON  
VILLAGE OF AKRON  
TOWN OF NEWSTEAD  
TOWN OF ALDEN  
VILLAGE OF ALDEN  
TOWN OF ALEXANDER  
VILLAGE OF ALEXANDER  
VILLAGE OF ANGOLA  
TOWN OF EVANS  
VILLAGE OF ARCADE  
TOWN OF ARCADE  
VILLAGE OF ATTICA  
TOWN OF ATTICA  
VILLAGE OF BARKER  
TOWN OF SOMERSET  
CITY OF BATAVIA  
TOWN OF BATAVIA  
TOWN OF EAGLE  
TOWN OF BOSTON  
TOWN OF BRANT  
TOWN OF CENTERVILLE  
TOWN OF CLARENCE  
TOWN OF COLDEN  
TOWN OF COLLINS  
VILLAGE OF CORFU

TOWN OF PEMBROKE  
TOWN OF BENNINGTON  
TOWN OF DARIEN  
TOWN OF YORKSHIRE  
VILLAGE OF DELEVAN  
VILLAGE OF DEPEW  
TOWN OF DUNKIRK  
CITY OF DUNKIRK  
VILLAGE OF EAST AURORA  
TOWN OF AURORA  
TOWN OF BETHANY  
TOWN OF EDEN  
VILLAGE OF ELBA  
TOWN OF ELBA  
TOWN OF ELMA  
VILLAGE OF FARNHAM  
VILLAGE OF FORESTVILLE  
TOWN OF ARKWRIGHT  
VILLAGE OF FREDONIA  
TOWN OF POMFRET  
TOWN OF WETHERSFIELD  
VILLAGE OF GAINESVILLE  
TOWN OF HARTLAND  
VILLAGE OF GOWANDA  
TOWN OF PERSIA  
TOWN OF GRAND ISLAND  
TOWN OF HAMBURG  
VILLAGE OF HAMBURG  
TOWN OF HOLLAND  
TOWN OF JAVA  
TOWN OF LANCASTER  
VILLAGE OF LANCASTER  
VILLAGE OF LEWISTON  
TOWN OF LEWISTON  
CITY OF LOCKPORT  
TOWN OF PENDLETON  
TOWN OF LOCKPORT  
VILLAGE OF LYNDONVILLE  
TOWN OF YATES  
TOWN OF MACHIAS  
TOWN OF MARILLA  
TOWN OF SHELBY  
VILLAGE OF MEDINA  
TOWN OF RIDGEWAY  
VILLAGE OF MIDDLEPORT  
TOWN OF ROYALTON  
TOWN OF NEWFANE  
TOWN OF NORTH COLLINS  
VILLAGE OF NORTH COLLINS  
TOWN OF WHEATFIELD  
CITY OF NORTH TONAWANDA  
VILLAGE OF OAKFIELD  
TOWN OF ALABAMA  
TOWN OF OAKFIELD  
TOWN OF ORCHARD PARK  
VILLAGE OF ORCHARD PARK  
VILLAGE OF PERRYSBURG  
TOWN OF PERRYSBURG  
TOWN OF PIKE  
VILLAGE OF PIKE  
TOWN OF CAMBRIA  
TOWN OF FREEDOM  
TOWN OF SARDINIA  
TOWN OF SHERIDAN  
VILLAGE OF SILVER CREEK  
TOWN OF HANOVER

VILLAGE OF SOUTH DAYTON  
TOWN OF VILLENova  
TOWN OF DAYTON  
VILLAGE OF SPRINGVILLE  
TOWN OF CONCORD  
TOWN OF STAFFORD  
TOWN OF SHELDON  
CITY OF TONAWANDA  
TOWN OF WALES  
TOWN OF ASHFORD  
TOWN OF WILSON  
VILLAGE OF SLOAN  
VILLAGE OF YOUNGSTOWN  
TOWN OF PORTER  
CITY OF BUFFALO  
VILLAGE OF SLOAN  
TOWN OF TONAWANDA  
VILLAGE OF KENMORE  
CITY OF LACKAWANNA  
VILLAGE OF BLASDELL  
VILLAGE OF WILLIAMSVILLE  
TOWN OF AMHERST  
TOWN OF WEST SENECA  
TOWN OF CHEEKTOWAGA  
CITY OF NIAGARA FALLS  
TOWN OF NIAGARA  
VILLAGE OF ALBION  
TOWN OF GAINES  
TOWN OF CARLTON  
TOWN OF BARRE  
TOWN OF ALBION  
VILLAGE OF AVON  
TOWN OF AVON  
VILLAGE OF BERGEN  
TOWN OF BERGEN  
TOWN OF JERUSALEM  
VILLAGE OF BROCKPORT  
TOWN OF SWEDEN  
TOWN OF BYRON  
TOWN OF CALEDONIA  
VILLAGE OF CALEDONIA  
CITY OF CANANDAIGUA  
TOWN OF CANANDAIGUA  
TOWN OF BRISTOL  
TOWN OF HOPEWELL  
TOWN OF FARMINGTON  
TOWN OF CASTILE  
VILLAGE OF CASTILE  
VILLAGE OF CHURCHVILLE  
TOWN OF RIGA  
TOWN OF CLARENDON  
TOWN OF CLARKSON  
VILLAGE OF CLIFTON SPRINGS  
TOWN OF MANCHESTER  
TOWN OF GALEN  
VILLAGE OF CLYDE  
TOWN OF JUNIUS  
TOWN OF CONESUS  
VILLAGE OF DANSVILLE  
TOWN OF NORTH DANSVILLE  
TOWN OF OSSIAN  
TOWN OF WEST SPARTA  
TOWN OF SPARTA  
VILLAGE OF DRESDEN  
TOWN OF TORREY  
TOWN OF EAST BLOOMFIELD

VILLAGE OF EAST ROCHESTER  
TOWN OF EAST ROCHESTER  
VILLAGE OF FAIRPORT  
TOWN OF PERINTON  
TOWN OF GENESEO  
VILLAGE OF GENESEO  
CITY OF GENEVA  
TOWN OF GENEVA  
TOWN OF GORHAM  
TOWN OF GROVELAND  
TOWN OF HAMLIN  
TOWN OF HENRIETTA  
VILLAGE OF HILTON  
TOWN OF PARMA  
VILLAGE OF BLOOMFIELD  
VILLAGE OF HOLLEY  
TOWN OF MURRAY  
TOWN OF RICHMOND  
TOWN OF MENDON  
VILLAGE OF HONEOYE FALLS  
TOWN OF KENDALL  
TOWN OF LEICESTER  
VILLAGE OF LEICESTER  
VILLAGE OF LE ROY  
TOWN OF LE ROY  
VILLAGE OF LIMA  
TOWN OF LIMA  
TOWN OF LIVONIA  
VILLAGE OF LIVONIA  
TOWN OF LYONS  
VILLAGE OF LYONS  
VILLAGE OF MACEDON  
TOWN OF MACEDON  
VILLAGE OF MANCHESTER  
TOWN OF MARION  
TOWN OF POTTER  
TOWN OF MIDDLESEX  
VILLAGE OF MOUNT MORRIS  
TOWN OF MOUNT MORRIS  
VILLAGE OF NAPLES  
TOWN OF NAPLES  
TOWN OF SOUTH BRISTOL  
TOWN OF ITALY  
TOWN OF ARCADIA  
VILLAGE OF NEWARK  
TOWN OF ROSE  
VILLAGE OF NUNDA  
TOWN OF NUNDA  
TOWN OF ONTARIO  
VILLAGE OF OVID  
TOWN OF OVID  
VILLAGE OF PALMYRA  
TOWN OF PALMYRA  
TOWN OF PAVILION  
TOWN OF PENFIELD  
VILLAGE OF PENN YAN  
TOWN OF MILO  
TOWN OF BENTON  
TOWN OF PERRY  
VILLAGE OF PERRY  
TOWN OF PHELPS  
VILLAGE OF PHELPS  
VILLAGE OF PITTSFORD  
TOWN OF PITTSFORD  
TOWN OF GENESEE FALLS  
TOWN OF VARICK

TOWN OF RUSH  
VILLAGE OF RUSHVILLE  
TOWN OF WHEATLAND  
VILLAGE OF SCOTTSVILLE  
VILLAGE OF SHORTSVILLE  
VILLAGE OF SILVER SPRINGS  
TOWN OF GAINESVILLE  
VILLAGE OF SODUS  
TOWN OF SODUS  
VILLAGE OF SODUS POINT  
VILLAGE OF SPENCERPORT  
TOWN OF OGDEN  
TOWN OF CANADICE  
TOWN OF SPRINGWATER  
TOWN OF SENECA  
VILLAGE OF VICTOR  
TOWN OF VICTOR  
TOWN OF WALWORTH  
VILLAGE OF WARSAW  
TOWN OF WARSAW  
TOWN OF ORANGEVILLE  
TOWN OF WAYLAND  
VILLAGE OF WAYLAND  
TOWN OF WEBSTER  
VILLAGE OF WEBSTER  
TOWN OF WEST BLOOMFIELD  
TOWN OF ROMULUS  
TOWN OF WILLIAMSON  
VILLAGE OF WOLCOTT  
TOWN OF WOLCOTT  
TOWN OF HURON  
TOWN OF BUTLER  
VILLAGE OF WYOMING  
TOWN OF COVINGTON  
TOWN OF MIDDLEBURY  
TOWN OF YORK  
TOWN OF GREECE  
CITY OF ROCHESTER  
TOWN OF IRONDEQUOIT  
TOWN OF BRIGHTON  
TOWN OF GATES  
TOWN OF CHILI  
CITY OF JAMESTOWN  
TOWN OF KIANTONE  
TOWN OF ALLEGANY  
VILLAGE OF ALLEGANY  
TOWN OF ALMA  
TOWN OF ANGELICA  
VILLAGE OF ANGELICA  
TOWN OF BELFAST  
TOWN OF ELLERY  
VILLAGE OF BEMUS POINT  
TOWN OF NEW HUDSON  
TOWN OF BOLIVAR  
VILLAGE OF BOLIVAR  
VILLAGE OF BROCKTON  
TOWN OF PORTLAND  
TOWN OF CANEADEA  
VILLAGE OF CASSADAGA  
TOWN OF NEW ALBION  
VILLAGE OF CATTARAUGUS  
VILLAGE OF CELORON  
VILLAGE OF CHERRY CREEK  
TOWN OF CHERRY CREEK  
TOWN OF CLYMER  
TOWN OF FRENCH CREEK

TOWN OF CONEWANGO  
TOWN OF CUBA  
VILLAGE OF CUBA  
TOWN OF LYNDON  
TOWN OF EAST OTTO  
VILLAGE OF ELLICOTTVILLE  
TOWN OF ELLICOTTVILLE  
TOWN OF ELLINGTON  
TOWN OF ELLICOTT  
VILLAGE OF FALCONER  
TOWN OF HUME  
TOWN OF GRANGER  
TOWN OF ALLEN  
TOWN OF MINA  
TOWN OF FRANKLINVILLE  
VILLAGE OF FRANKLINVILLE  
TOWN OF FARMERSVILLE  
TOWN OF CARROLL  
TOWN OF SOUTH VALLEY  
TOWN OF FRIENDSHIP  
TOWN OF GERRY  
TOWN OF GREAT VALLEY  
TOWN OF HUMPHREY  
TOWN OF HINSDALE  
TOWN OF ISCHUA  
TOWN OF POLAND  
VILLAGE OF LAKEWOOD  
TOWN OF BUSTI  
TOWN OF LEON  
VILLAGE OF LIMESTONE  
TOWN OF CARROLLTON  
TOWN OF GENESEE  
TOWN OF NAPOLI  
TOWN OF LITTLE VALLEY  
VILLAGE OF LITTLE VALLEY  
TOWN OF MANSFIELD  
VILLAGE OF MAYVILLE  
TOWN OF CHAUTAUQUA  
CITY OF OLEAN  
TOWN OF OLEAN  
VILLAGE OF PANAMA  
TOWN OF HARMONY  
VILLAGE OF PORTVILLE  
TOWN OF PORTVILLE  
VILLAGE OF EAST RANDOLPH  
VILLAGE OF RANDOLPH  
TOWN OF RANDOLPH  
TOWN OF WIRT  
VILLAGE OF RICHBURG  
TOWN OF RIPLEY  
TOWN OF RUSHFORD  
CITY OF SALAMANCA  
TOWN OF SALAMANCA  
TOWN OF SHERMAN  
VILLAGE OF SHERMAN  
VILLAGE OF SINCLAIRVILLE  
TOWN OF CHARLOTTE  
TOWN OF COLDSPRING  
TOWN OF STOCKTON  
TOWN OF NORTH HARMONY  
TOWN OF CLARKSVILLE  
TOWN OF WESTFIELD  
VILLAGE OF WESTFIELD  
TOWN OF RATHBONE  
TOWN OF ADDISON  
VILLAGE OF ADDISON

TOWN OF TUSCARORA  
VILLAGE OF ALFRED  
TOWN OF ALFRED  
VILLAGE OF ALMOND  
TOWN OF ALMOND  
TOWN OF WEST ALMOND  
VILLAGE OF ANDOVER  
TOWN OF ANDOVER  
TOWN OF HORNELLSVILLE  
VILLAGE OF ARKPORT  
TOWN OF FREMONT  
TOWN OF DANSVILLE  
TOWN OF AVOCA  
VILLAGE OF AVOCA  
TOWN OF HOWARD  
TOWN OF BATH  
VILLAGE OF BATH  
TOWN OF WHEELER  
TOWN OF CATLIN  
TOWN OF HORNBY  
TOWN OF ORANGE  
VILLAGE OF BELMONT  
TOWN OF AMITY  
TOWN OF BIG FLATS  
TOWN OF BRADFORD  
VILLAGE OF BURDETT  
TOWN OF HECTOR  
TOWN OF CAMERON  
TOWN OF CAMPBELL  
TOWN OF THURSTON  
TOWN OF BURNS  
VILLAGE OF CANASERAGA  
TOWN OF BIRDSALL  
VILLAGE OF CANISTEO  
TOWN OF CANISTEO  
TOWN OF CAYUTA  
TOWN OF CHEMUNG  
TOWN OF COHOCTON  
VILLAGE OF COHOCTON  
CITY OF CORNING  
VILLAGE OF SOUTH CORNING  
TOWN OF CORNING  
TOWN OF CATON  
VILLAGE OF DUNDEE  
TOWN OF STARKEY  
TOWN OF TYRONE  
TOWN OF ERIN  
TOWN OF GREENWOOD  
TOWN OF URBANA  
VILLAGE OF HAMMONDSPORT  
TOWN OF WAYNE  
CITY OF HORNELL  
VILLAGE OF NORTH HORNELL  
TOWN OF HARTSVILLE  
TOWN OF HORSEHEADS  
VILLAGE OF HORSEHEADS  
TOWN OF PORTAGE  
TOWN OF COVERT  
VILLAGE OF INTERLAKEN  
VILLAGE OF LANSING  
VILLAGE OF CAYUGA HEIGHTS  
TOWN OF ITHACA  
CITY OF ITHACA  
TOWN OF ENFIELD  
TOWN OF DANBY  
TOWN OF JASPER

TOWN OF LINDLEY  
VILLAGE OF LODI  
TOWN OF LODI  
TOWN OF BALDWIN  
TOWN OF VETERAN  
VILLAGE OF MILLPORT  
TOWN OF MONTOUR  
VILLAGE OF MONTOUR FALLS  
TOWN OF NEWFIELD  
VILLAGE OF ODESSA  
TOWN OF CATHARINE  
VILLAGE OF PAINTED POST  
TOWN OF ERWIN  
VILLAGE OF RIVERSIDE  
TOWN OF PRATTSBURGH  
TOWN OF PULTENEY

TOWN OF READING  
TOWN OF WEST UNION  
VILLAGE OF SAVONA  
TOWN OF SCIO  
TOWN OF WARD  
TOWN OF CAROLINE  
TOWN OF LANSING  
VILLAGE OF SPENCER  
TOWN OF SPENCER  
TOWN OF GROVE  
TOWN OF TROUPSBURG  
TOWN OF ULYSSES  
VILLAGE OF TRUMANSBURG  
VILLAGE OF VAN ETTEN  
TOWN OF VAN ETTEN  
VILLAGE OF WATKINS GLEN

TOWN OF DIX  
VILLAGE OF WAVERLY  
TOWN OF BARTON  
VILLAGE OF WELLSBURG  
TOWN OF ASHLAND  
VILLAGE OF WELLSVILLE  
TOWN OF WELLSVILLE  
TOWN OF WILLING  
TOWN OF INDEPENDENCE  
TOWN OF WOODHULL  
CITY OF ELMIRA  
VILLAGE OF ELMIRA HEIGHTS  
TOWN OF SOUTHPORT  
TOWN OF ELMIRA

**Counties in New York including but not limited to:**

NEW YORK COUNTY  
RICHMOND COUNTY  
BRONX COUNTY  
PUTNAM COUNTY  
WESTCHESTER COUNTY  
ORANGE COUNTY  
ROCKLAND COUNTY  
KINGS COUNTY  
QUEENS COUNTY  
NASSAU COUNTY  
SUFFOLK COUNTY  
SARATOGA COUNTY  
MONTGOMERY COUNTY  
FULTON COUNTY  
HAMILTON COUNTY  
SCHOHARIE COUNTY  
RENSSELAER COUNTY  
ALBANY COUNTY  
SCHENECTADY COUNTY  
ULSTER COUNTY  
GREENE COUNTY

COLUMBIA COUNTY  
DUTCHESS COUNTY  
SULLIVAN COUNTY  
WASHINGTON COUNTY  
WARREN COUNTY  
CLINTON COUNTY  
ESSEX COUNTY  
FRANKLIN COUNTY  
CAYUGA COUNTY  
CORTLAND COUNTY  
OSWEGO COUNTY  
MADISON COUNTY  
SENECA COUNTY  
ONONDAGA COUNTY  
OTSEGO COUNTY  
HERKIMER COUNTY  
LEWIS COUNTY  
ONEIDA COUNTY  
JEFFERSON COUNTY  
ST LAWRENCE COUNTY  
DELAWARE COUNTY

CHENANGO COUNTY  
TIOGA COUNTY  
BROOME COUNTY  
GENESEE COUNTY  
NIAGARA COUNTY  
ERIE COUNTY  
ORLEANS COUNTY  
ONTARIO COUNTY  
LIVINGSTON COUNTY  
WAYNE COUNTY  
YATES COUNTY  
WYOMING COUNTY  
MONROE COUNTY  
CATTARAUGUS COUNTY  
CHAUTAUQUA COUNTY  
STEBEN COUNTY  
ALLEGANY COUNTY  
TOMPKINS COUNTY  
SCHUYLER COUNTY  
CHEMUNG COUNTY

**K-12 in New York including but not limited to:**

ALBANY CITY SCHOOL DISTRICT  
BERNE-KNOX-WESTERLO CENTRAL SD  
BETHLEHEM CENTRAL SCHOOL DIST  
COHOES CITY SCHOOL DISTRICT  
GREEN ISLAND UNION FREE SD  
GUILDERLAND CENTRAL SCH DIST  
MENANDS UNION FREE SCH DIST  
NORTH COLONIE CENTRAL SD  
RAVENA COEYMANS SELKIRK CTL SD  
SOUTH COLONIE CENTRAL SCH DIST  
VOORHEESVILLE CENTRAL SCH DIST  
WATERVLIET CITY SCH DISTRICT  
ALFRED ALMOND CTL SCHOOL DIST  
ANDOVER CENTRAL SCH DISTRICT  
BELFAST CENTRAL SCH DISTRICT  
GENESEE VALLEY CTL SCHOOL DIST  
BOLIVAR-RICHBURG CTRL SCH DIST  
CANASERAGA CENTRAL SCH DIST  
CUBA-RUSHFORD CENTRAL SCH DIST  
FILLMORE CENTRAL SCH DISTRICT  
FRIENDSHIP CENTRAL SCH DIST  
SCIO CENTRAL SCHOOL DISTRICT  
WELLSVILLE CENTRAL SCH DIST  
WHITESVILLE CENTRAL SCH DIST

BINGHAMTON CITY SCH DISTRICT  
CHENANGO FORKS CENTRAL SD  
CHENANGO VALLEY CTL SCH DIST  
DEPOSIT CENTRAL SCHOOL DIST  
UNION-ENDICOTT SCHOOL DISTRICT  
HARPURSVILLE CENTRAL SCH DIST  
JOHNSON CITY CENTRAL SCH DIST  
MAINE ENDWELL CTL SCH DISTRICT  
SUSQUEHANNA VALLEY CENTRAL SD  
VESTAL CTL SCHOOL DISTRICT  
WHITNEY POINT CENTRAL SCH DIST  
WINDSOR CENTRAL SCHOOL DIST  
ALLEGANY-LIMESTONE CTL SD  
CATTARAUGUS-LITTLE VLY CTL SD  
ELLCOTTVILLE CENTRAL SCH DIST  
FRANKLINVILLE CTL SCH DISTRICT  
GOWANDA CENTRAL SCHOOL DIST  
HINSDALE CENTRAL SCHOOL DIST  
RANDOLPH ACAD UNION FREE SD  
OLEAN CITY SCHOOL DIST  
YORKSHIRE-PIONEER CTL SCH DIST  
PORTVILLE CENTRAL SCHOOL DIST  
RANDOLPH CENTRAL SCH DISTRICT  
SALAMANCA CITY CENTRAL SD

WEST VALLEY CTL SCH DIST  
AUBURN ENLARGED CITY SCH DIST  
CATO MERIDIAN CENTRAL SCH DIST  
MORAVIA CENTRAL SCHOOL DIST  
PORT BYRON CTL SCHOOL DISTRICT  
SOUTHERN CAYUGA CENTRAL SD  
UNION SPRINGS CTL SCHOOL DIST  
WEEDSPORT CTL SCHOOL DISTRICT  
BEMUS POINT CTL SCHOOL DIST  
BROCTON CENTRAL SCHOOL DIST  
CASSADAGA VALLEY CTL SCH DIST  
CLYMER CENTRAL SCHOOL DISTRICT  
DUNKIRK CITY SCHOOL DISTRICT  
FALCONER CENTRAL SCHOOL DIST  
FORESTVILLE CENTRAL SCH DIST  
FREDONIA CENTRAL SCHOOL DIST  
FREWSBURG CENTRAL SCHOOL DIST  
JAMESTOWN CITY SCHOOL DISTRICT  
CHAUTAUQUA LAKE CENTRAL SD  
PANAMA CENTRAL SCHOOL DIST  
PINE VALLEY CENTRAL SCH DIST  
RIPLEY CENTRAL SCHOOL DISTRICT  
SHERMAN CENTRAL SCHOOL DIST  
SILVER CREEK CENTRAL SCH DIST  
SOUTHWESTERN CENTRAL SCH DIST  
WESTFIELD CENTRAL SCHOOL DIST  
ELMIRA CITY SCHOOL DISTRICT  
ELMIRA HEIGHTS CTL SCH DIST  
HORSEHEADS CTL SCHOOL DISTRICT  
AFTON CENTRAL SCHOOL DISTRICT  
BAINBRIDGE GUILFORD CTL SD  
GREENE CTL SCHOOL DISTRICT  
UNADILLA VALLEY CTL SCH DIST  
NORWICH CITY SCHOOL DISTRICT  
OXFORD ACADEMY CENTRAL SD  
SHERBURNE EARLVILLE CENTRAL SD  
OTSELIC VALLEY CENTRAL SD  
AUSABLE VALLEY CTL SCH DIST  
BEEKMANTOWN CTL SCHOOL DIST  
CHAZY CENTRAL RURAL SCH DIST  
NORTHEASTERN CLINTON CTL SD  
NORTHERN ADIRONDACK CTL SD  
PERU CENTRAL SCHOOL DISTRICT  
PLATTSBURGH CITY SCH DISTRICT  
SARANAC CENTRAL SCHOOL DIST  
BERKSHIRE UNION FREE SCH DIST  
CHATHAM CENTRAL SCH DISTRICT  
GERMANTOWN CENTRAL SCHOOL DIST  
HUDSON CITY SCHOOL DISTRICT  
ICHABOD CRANE CENTRAL SCHOOLS  
NEW LEBANON CTL SCHOOL DIST  
TACONIC HILLS CENTRAL SCH DIST  
CINCINNATUS CTL SCHOOL DIST  
CORTLAND ENLARGED CITY SD  
HOMER CENTRAL SCHOOL DISTRICT  
MARATHON CTL SCHOOL DISTRICT  
MCGRAW CENTRAL SCHOOL DISTRICT  
ANDES CENTRAL SCHOOL DIST  
CHARLOTTE VALLEY CTL SCH DIST  
DELHI CENTRAL SCHOOL DISTRICT  
DOWNSVILLE CENTRAL SCH DIST  
FRANKLIN CENTRAL SCHOOL DIST  
HANCOCK CENTRAL SCH DISTRICT  
MARGARETVILLE CENTRAL SCH DIST  
ROXBURY CENTRAL SCHOOL DIST  
SIDNEY CENTRAL SCHOOL DISTRICT

SOUTH KORTRIGHT CTL SD  
STAMFORD CENTRAL SCH DISTRICT  
WALTON CENTRAL SCHOOL DISTRICT  
ARLINGTON CENTRAL SCHOOL DIST  
BEACON CITY SCHOOL DISTRICT  
DOVER UNION FREE SCH DISTRICT  
HYDE PARK CENTRAL SCHOOL DIST  
MILLBROOK CTL SCHOOL DISTRICT  
PAWLING CTL SCHOOL DISTRICT  
PINE PLAINS CTL SCHOOL DIST  
POUGHKEEPSIE CITY SCHOOL DIST  
RED HOOK CENTRAL SCHOOL DIST  
RHINEBECK CENTRAL SCHOOL DIST  
SPACKENKILL UNION FREE SD  
WAPPINGERS CENTRAL SCH DIST  
WEBUTUCK CTL SCHOOL DISTRICT  
AKRON CENTRAL SCHOOL DISTRICT  
ALDEN CENTRAL SCHOOL DISTRICT  
AMHERST CENTRAL SCH DISTRICT  
BUFFALO CITY SCHOOL DISTRICT  
CHEEKTOWAGA CENTRAL SD  
CLARENCE CENTRAL SCHOOL DIST  
CLEVELAND HILL UNION FREE SD  
DEPEW UNION FREE SCH DISTRICT  
EAST AURORA UNION FREE SD  
EDEN CENTRAL SCHOOL DISTRICT  
FRONTIER CTL SCHOOL DISTRICT  
GRAND ISLAND CENTRAL SCH DIST  
SPRINGVILLE GRIFFITH INST CSD  
HAMBURG CTL SCHOOL DISTRICT  
HOLLAND CENTRAL SCH DISTRICT  
IROQUOIS CENTRAL SCH DISTRICT  
KENMORE-TONAWANDA UNION SD  
LACKAWANNA CITY SCH DISTRICT  
EVANS-BRANT CENTRAL SCH DIST  
LANCASTER CENTRAL SCH DIST  
CHEEKTOWAGA MARYVALE UFSD  
NORTH COLLINS CTL SCH DIST  
ORCHARD PARK CENTRAL SCH DIST  
CHEEKTOWAGA-SLOAN UFSD  
SWEET HOME CENTRAL SCH DIST  
TONAWANDA CITY SCHOOL DISTRICT  
WEST SENECA CENTRAL SCH DIST  
WILLIAMSVILLE CTL SCH DISTRICT  
CROWN POINT CENTRAL SCH DIST  
ELIZABETHTOWN LEWIS CTL SD  
KEENE CENTRAL SCHOOL DIST  
LAKE PLACID CTL SCHOOL DIST  
MINERVA CENTRAL SCH DISTRICT  
MORIAH CENTRAL SCHOOL DISTRICT  
NEWCOMB CENTRAL SCHOOL DIST  
SCHROON LAKE CTL SCH DISTRICT  
TICONDEROGA CENTRAL SCH DIST  
WESTPORT CENTRAL SCHOOL DIST  
WILLSBORO CENTRAL SCH DIST  
BRUSHTON MOIRA CTL SCH DIST  
CHATEAUGAY CENTRAL SCHOOL DIST  
MALONE CENTRAL SCHOOL DISTRICT  
SALMON RIVER CENTRAL SCH DIST  
SARANAC LAKE CENTRAL SCH DIST  
ST REGIS FALLS CTL SCH DIST  
TUPPER LAKE CTL SCH DISTRICT  
BROADALBIN-PERTH CTL SCH DIST  
GLOVERSVILLE ENLARGED SCH DIST  
GREATER JOHNSTOWN SCH DIST  
MAYFIELD CTL SCHOOL DISTRICT

NORTHVILLE CENTRAL SCHOOL DIST  
O E S J CENTRAL SCHOOL DIST  
WHEELERVILLE UNION FREE SD  
ALEXANDER CTL SCHOOL DISTRICT  
BATAVIA CITY SCHOOL DISTRICT  
BYRON BERGEN CTL SCH DISTRICT  
PEMBROKE CTL SCHOOL DISTRICT  
ELBA CENTRAL SCHOOL DISTRICT  
LE ROY CENTRAL SCHOOL DISTRICT  
OAKFIELD ALABAMA CTL SD  
PAVILION CTL SCHOOL DISTRICT  
CAIRO-DURHAM CTL SCH DISTRICT  
CATSKILL CENTRAL SCH DISTRICT  
COXSACKIE ATHENS CENTRAL SD  
GREENVILLE CENTRAL SCHOOL DIST  
HUNTER TANNERSVILLE CTL SD  
WINDHAM ASHLAND JEWETT CTL SD  
INDIAN LAKE CTL SCHOOL DIST  
INLET COMMON SCHOOL DISTRICT  
LAKE PLEASANT CENTRAL SCH DIST  
LONG LAKE CENTRAL SCHOOL DIST  
WELLS CENTRAL SCHOOL DIST  
DOLGEVILLE CENTRAL SCHOOL DIST  
FRANKFORT SCHUYLER SCH DIST  
HERKIMER CTL SCHOOL DISTRICT  
CENTRAL VALLEY SCHOOL DISTRICT  
LITTLE FALLS CITY SCH DISTRICT  
MOUNT MARKHAM CENTRAL SCH DIST  
VAN HORNSVLE OWEN YOUNG CTL SD  
POLAND CENTRAL SCHOOL DISTRICT  
TOWN OF WEBB UNION FREE SD  
WEST CANADA VALLEY CTL SD  
ALEXANDRIA CENTRAL SCHOOL DIST  
BELLEVILLE HENDERSON SCH DIST  
CARTHAGE CENTRAL SCHOOL DIST  
GENERAL BROWN CTL SCHOOL DIST  
SACKETS HARBOR CTL SCHOOL DIST  
INDIAN RIVER CTL SCHOOL DIST  
LA FARGEVILLE CENTRAL SCH DIST  
LYME CENTRAL SCHOOL DISTRICT  
SOUTH JEFFERSON CENTRAL SD  
THOUSAND ISLANDS CENTRAL SD  
WATERTOWN CITY SCHOOL DISTRICT  
BEAVER RIVER CENTRAL SCH DIST  
COPENHAGEN CENTRAL SD  
HARRISVILLE CENTRAL SCH DIST  
LOWVILLE CENTRAL SCHOOL DIST  
SOUTH LEWIS CENTRAL SCH DIST  
AVON CENTRAL SCHOOL DISTRICT  
CALEDONIA MUMFORD CTL SCH DIST  
DANSVILLE CTL SCHOOL DISTRICT  
GENESEO CENTRAL SCH DIST  
DALTON NUNDA CENTRAL SD  
LIVONIA CTL SCHOOL DISTRICT  
MT MORRIS CENTRAL SCHOOL DIST  
YORK CENTRAL SCHOOL DISTRICT  
BROOKFIELD CENTRAL SCHOOL DIST  
CANASTOTA CENTRAL SCHOOL DIST  
CAZENOVIA CTL SCH DISTRICT  
CHITTENANGO CENTRAL SD  
DE RUYTER CENTRAL SCHOOL DIST  
HAMILTON CENTRAL SCH DIST  
MADISON CENTRAL SCHOOL DIST  
MORRISVILLE EATON CENTRAL SD  
ONEIDA CITY SCHOOL DISTRICT  
STOCKBRIDGE VALLEY CENTRAL SD

BRIGHTON CENTRAL SCH DISTRICT  
BROCKPORT CTL SCHOOL DISTRICT  
CHURCHVILLE CHILI CTL SCH DIST  
EAST IRONDEQUOIT CTL SCH DIST  
EAST ROCHESTER UNION FREE SD  
FAIRPORT CTL SCHOOL DISTRICT  
GATES CHILI CENTRAL SCH DIST  
GREECE CENTRAL SCHOOL DISTRICT  
HILTON CENTRAL SCHOOL DISTRICT  
HONEOYE FALLS LIMA SCH DIST  
WEST IRONDEQUOIT CTL SD  
PENFIELD CENTRAL SCH DISTRICT  
PITTSFORD CENTRAL SCH DIST  
ROCHESTER CITY SCHOOL DISTRICT  
RUSH HENRIETTA CENTRAL SD  
SPENCERPORT CENTRAL SCH DIST  
WEBSTER CENTRAL SCH DISTRICT  
WHEATLAND CHILI CTL SCH DIST  
GREATER AMSTERDAM SCH DISTRICT  
CANAJOHARIE CTL SCHOOL DIST  
FONDA FULTONVILLE CENTRAL SD  
FT PLAIN CENTRAL SCHOOL DIST  
BALDWIN UNION FREE SCHOOL DIST  
BELLMORE UNION FREE ELEM SD  
BETHPAGE UNION FREE SCH DIST  
CARLE PLACE UNION FREE SD  
EAST MEADOW SCHOOL DISTRICT  
EAST ROCKAWAY UNION FREE SD  
EAST WILLISTON UNION FREE SD  
ELMONT UNION FREE SCHOOL DIST  
FARMINGDALE UNION FREE SD  
FLORAL PARK BELLEROSE SCH DIST  
SEWANHAKA CTL HIGH SCH DIST  
FRANKLIN SQUARE UNION FREE SD  
FREEPORT PUBLIC SCHOOL DIST  
GARDEN CITY SCHOOL DISTRICT  
GLEN COVE CITY SCHOOL DISTRICT  
GREAT NECK PUBLIC SCHOOLS  
HEMPSTEAD UNION FREE SD  
HERRICKS UNION FREE SCH DIST  
HEWLETT WOODMERE UNION FREE SD  
HICKSVILLE UNION FREE SCH DIST  
ISLAND PARK UNION FREE SD  
ISLAND TREES UNION FREE SD  
JERICHO UNION FREE SCHOOL DIST  
LAWRENCE UNION FREE SCH DIST  
LEVITTOWN UNION FREE SCH DIST  
LOCUST VALLEY CTL SCH DISTRICT  
LONG BEACH CITY SCHOOL DIST  
LYNBROOK UNION FREE SCH DIST  
MALVERNE UNION FREE SCH DIST  
MANHASSET UNION FREE SCH DIST  
MASSAPEQUA UNION FREE SD 23  
BELLMORE-MERRICK CTL HIGH SD  
MERRICK UNION FREE SCHOOL DIST  
MINEOLA UNION FREE SCH DIST  
NEW HYDE-GARDEN CITY PARK UFSD  
NORTH BELLMORE UNION FREE SD  
NORTH MERRICK UNION FREE SD  
NORTH SHORE CENTRAL SD  
OCEANSIDE UNION FREE SCH DIST  
OYSTER BAY EAST NORWICH CTL SD  
PLAINEDGE UNION FREE SCH DIST  
PLAINVIEW-OLD BETHPAGE CTL SD  
PORT WASHINGTON UNION FREE SD  
ROCKVILLE CTR UNION FREE SD

ROOSEVELT UNION FREE SCH DIST  
ROSLYN SCHOOL DISTRICT  
SEAFORD UNION FREE SD  
SYOSSET CENTRAL SCHOOL DIST  
UNIONDALE UNION FREE SCH DIST  
VALLEY STREAM CTL HIGH SD  
VALLEY STREAM UNION FREE SD 13  
VALLEY STREAM UNION FREE SD 24  
VALLEY STREAM UNION FREE SD 30  
WANTAGH UNION FREE SCH DIST 23  
WEST HEMPSTEAD SCHOOL DISTRICT  
WESTBURY UNION FREE SCH DIST  
NEW YORK CITY DEPT OF ED  
DISTRICT 75 CITY WIDE PROGRAMS  
BARKER CENTRAL SCHOOL DISTRICT  
LEWISTON PORTER CTL SCH DIST  
LOCKPORT CITY SCHOOL DISTRICT  
NEWFANE CENTRAL SCH DISTRICT  
NIAGARA FALLS CITY SCH DIST  
NIAGARA-WHEATFIELD CTL SD  
NORTH TONAWANDA CITY SCH DIST  
ROYALTON HARTLAND CENTRAL SD  
STARPOINT CENTRAL SCHOOL DIST  
WILSON CENTRAL SCHOOL DISTRICT  
ADIRONDACK CENTRAL SCH DIST  
CAMDEN CENTRAL SCHOOL DISTRICT  
CLINTON CENTRAL SCH DISTRICT  
HOLLAND PATENT CTL SCHOOL DIST  
NEW HARTFORD CENTRAL SCH DIST  
NEW YORK MILLS UNION FREE SD  
ORISKANY CTL SCHOOL DISTRICT  
REMSEN CENTRAL SCHOOL DISTRICT  
ROME CITY SCHOOL DISTRICT  
SAUQUOIT VALLEY CENTRAL SD  
VERNON-VERONA-SHERRILL CSD  
UTICA CITY SCHOOL DISTRICT  
WATERVILLE CENTRAL SCH DIST  
WESTMORELAND CENTRAL SCH DIST  
WHITESBORO CTL SCHOOL DISTRICT  
BALDWINVILLE CENTRAL SCH DIST  
WEST GENESEE CTL SCH DISTRICT  
EAST SYRACUSE MINOA CTL SD  
FABIUS POMPEY CENTRAL SD  
JAMESVILLE-DEWITT CENTRAL SD  
JORDAN ELBRIDGE CTL SCH DIST  
LA FAYETTE CENTRAL SCHOOL DIST  
LIVERPOOL CTL SCHOOL DISTRICT  
LYNCOURT UNION FREE SCH DIST  
FAYETTEVILLE-MANLIUS CTL SD  
MARCELLUS CENTRAL SCHOOL DIST  
NORTH SYRACUSE CTL SCH DIST  
ONONDAGA CENTRAL SCHOOL DIST  
SKANEATELES CENTRAL SCH DIST  
SOLVAY UNION FREE SCH DIST  
SYRACUSE CITY SCHOOL DISTRICT  
TULLY CENTRAL SCHOOL DISTRICT  
WESTHILL CENTRAL SCHOOL DIST  
BLOOMFIELD CENTRAL SD  
CANANDAIGUA CITY SCHOOL DIST  
GENEVA CITY SCHOOL DISTRICT  
HONEOYE CENTRAL SCH DISTRICT  
MARCUS WHITMAN CENTRAL SD  
NAPLES CENTRAL SCHOOL DISTRICT  
PHELPS-CLIFTON SPRINGS CTL SD  
MANCHESTER-SHORTSVILLE CTL SD  
VICTOR CENTRAL SCHOOL DISTRICT

CHESTER UNION FREE SCHOOL DIST  
CORNWALL CENTRAL SCH DISTRICT  
GOSHEN CENTRAL SCHOOL DIST  
GREENWOOD LAKE UNION FREE SD  
HIGHLAND FALLS-FT MONTGMRY SD  
MIDDLETOWN ENLARGED CITY SD  
MINISINK VALLEY CENTRAL SD  
MONROE WOODBURY CENTRAL SD  
VALLEY CENTRAL SCHOOL DISTRICT  
NEWBURGH ENLARGED CITY SD  
PINE BUSH CENTRAL SCHOOL DIST  
PORT JERVIS CITY SCH DISTRICT  
FLORIDA UNION FREE SCH DIST  
TUXEDO UNION FREE SCH DIST  
WARWICK VALLEY CENTRAL SD  
WASHINGTONVILLE CENTRAL SD  
ALBION CENTRAL SCHOOL DISTRICT  
HOLLEY CENTRAL SCHOOL DISTRICT  
KENDALL CENTRAL SCH DISTRICT  
LYNDONVILLE CENTRAL SCH DIST  
MEDINA CENTRAL SCHOOL DISTRICT  
ALTMAR PARISH WILLIAMSTOWN SD  
CENTRAL SQUARE CENTRAL SD  
FULTON CITY SCHOOL DISTRICT  
HANNIBAL CENTRAL SCH DISTRICT  
MEXICO CENTRAL SCHOOL DISTRICT  
OSWEGO CITY SCHOOL DISTRICT  
PHOENIX CENTRAL SCH DISTRICT  
PULASKI CENTRAL SCH DISTRICT  
SANDY CREEK CENTRAL SCH DIST  
SCHENEVUS CTL SCHOOL DISTRICT  
CHERRY VALLEY SPRINGFIELD SD  
COOPERSTOWN CTL SCH DISTRICT  
EDMESTON CTL SCHOOL DISTRICT  
GILBERTSVILLE-MT UPTON SD  
LAURENS CENTRAL SCHOOL DIST  
MILFORD CENTRAL SCHOOL DIST  
MORRIS CENTRAL SCHOOL DISTRICT  
ONEONTA CITY SCHOOL DISTRICT  
RICHFIELD SPRINGS CENTRAL SD  
UNATEGO CENTRAL SCHOOL DIST  
WORCESTER CTL SCHOOL DISTRICT  
BREWSTER CENTRAL SCHOOL DIST  
CARMEL CENTRAL SCHOOL DIST  
GARRISON UNION FREE SCH DIST  
HALDANE CENTRAL SCHOOL DIST  
MAHOPAC CTL SCHOOL DISTRICT  
PUTNAM VALLEY CTL SCHOOL DIST  
AVERILL PARK CENTRAL SCH DIST  
BERLIN CENTRAL SCHOOL DISTRICT  
BRUNSWICK CENTRAL SCHOOL DIST  
EAST GREENBUSH CENTRAL SD  
HOOSIC VALLEY CENTRAL SCH DIST  
HOOSICK FALLS CENTRAL SCH DIST  
LANSINGBURGH CENTRAL SCH DIST  
RENSSELAER CITY SD  
SCHODACK CENTRAL SCH DISTRICT  
ENLARGED CITY SD OF TROY  
NORTH GREENBUSH COMMON SD  
WYNANTSKILL UNION FREE SD  
CLARKSTOWN CENTRAL SCHOOL DIST  
NANUET UNION FREE SCHOOL DIST  
NORTH ROCKLAND CENTRAL SD  
NYACK UNION FREE SCH DISTRICT  
PEARL RIVER SCHOOL DISTRICT  
SOUTH ORANGETOWN CENTRAL SD

EAST RAMAPO CENTRAL SCH DIST  
RAMAPO CENTRAL SCHOOL DISTRICT  
CANTON CENTRAL SCHOOL DISTRICT  
CLIFTON-FINE CENTRAL SCH DIST  
COLTON PIERREPONT SCHOOL DIST  
GOUVERNEUR CTL SCHOOL DISTRICT  
HAMMOND CTL SCHOOL DISTRICT  
HERMON-DEKALB CENTRAL SCH DIST  
HEUVELTON CENTRAL SCHOOL DIST  
EDWARDS-KNOX CENTRAL SCH DIST  
LISBON CENTRAL SCHOOL DISTRICT  
MADRID-WADDINGTON CENTRAL SD  
MASSENA CENTRAL SCHOOL DIST  
MORRISTOWN CTL SCHOOL DISTRICT  
NORWOOD-NORFOLK CTL SD  
OGDENSBURG CITY SCH DISTRICT  
PARISHVILLE HOPKINTON SCH DIST  
POTSDAM CENTRAL SCHOOL DIST  
BRASHER FALLS SCHOOL DISTRICT  
BALLSTON SPA CTL SCHOOL DIST  
BURNT HILLS BALLSTON LAKE SD  
CORINTH CENTRAL SCHOOL DIST  
EDINBURG COMMON SCHOOL DIST  
GALWAY CENTRAL SCHOOL DISTRICT  
MECHANICVILLE CITY SCH DIST  
SARATOGA SPRINGS CITY SCH DIST  
SCHUYLERVILLE CENTRAL SCH DIST  
SHENENDEHOWA CENTRAL SCH DIST  
SOUTH GLENS FALLS CTL SCH DIST  
STILLWATER CENTRAL SCH DIST  
WATERFORD HALFMOON SCHOOL DIST  
DUANESBURG CENTRAL SCH DIST  
MOHONASEN CENTRAL SCH DIST  
NISKAYUNA CENTRAL SCH DISTRICT  
SCHALMONT CENTRAL SCH DISTRICT  
SCHENECTADY CITY SCHOOL DIST  
SCOTIA GLENVILLE CTL SCH DIST  
COBLESKILL RICHMONDVILLE SD  
GILBOA-CONESVILLE CENTRAL SD  
JEFFERSON CENTRAL SCH DIST  
MIDDLEBURGH CTL SCHOOL DIST  
SCHOHARIE CENTRAL SD  
SHARON SPRINGS CTL SD  
ODESSA MONTOUR CTL SCH DIST  
WATKINS GLEN CENTRAL SCH DIST  
ROMULUS CTL SCHOOL DISTRICT  
SENECA FALLS CENTRAL SCH DIST  
SOUTH SENECA CTL SCH DIST  
WATERLOO CENTRAL SCHOOL DIST  
ADDISON CENTRAL SCHOOL DIST  
ARKPORT CENTRAL SCHOOL DIST  
AVOCA CENTRAL SCHOOL DISTRICT  
BRADFORD CENTRAL SCH DIST  
CAMPBELL-SAVONA CTL SCH DIST  
CANISTEO-GREENWOOD SCHOOL DIST  
CORNING PAINTED POST AREA SD  
HAMMONDSPORT CTL SCHOOL DIST  
BATH CENTRAL SCHOOL DISTRICT  
HORNELL CITY SCHOOL DISTRICT  
JASPER TROUPSBURG CENTRAL SD  
PRATTSBURGH CENTRAL SCH DIST  
WAYLAND-COHOCTON CENTRAL SD  
AMAGANSETT UNION FREE SCH DIST  
AMITYVILLE UNION FREE SCH DIST  
BABYLON UNION FREE SCH DIST  
BAY SHORE UNION FREE SCH DIST

BAYPORT- BLUE POINT USD  
SOUTH COUNTRY CENTRAL SCH DIST  
BRENTWOOD UNION FREE SCH DIST  
BRIDGEHAMPTON UNION FREE SD  
CENTER MORICHES UNION FREE SD  
CENTRAL ISLIP UNION FREE SD  
COLD SPRING HARBOR CENTRAL SD  
COMMACK UNION FREE SCHOOL DIST  
BROOKHAVEN COMSEWOGUE UNIF SD  
CONNETQUOT CENTRAL SCHOOL DIST  
COPIAGUE UNION FREE SCH DIST  
DEER PARK UNION FREE SCH DIST  
EAST HAMPTON UNION FREE SD  
EAST ISLIP UNION FREE SD  
EAST MORICHES UNION FREE SD  
EAST QUOGUE UNION FREE SD  
ELWOOD UNION FREE SCHOOL DIST  
FISHERS ISLAND UNION FREE SD  
GREENPORT UNION FREE SCH DIST  
HALF HOLLOW HILLS CENTRAL SD  
HAMPTON BAYS UNION FREE SD  
HARBORFIELDS CTL SCHOOL DIST  
HAUPPAUGE UNION FREE SCH DIST  
HUNTINGTON UNION FREE SCH DIST  
ISLIP UNION FREE SCHOOL DIST  
KINGS PARK CTL SCH DISTRICT  
LINDENHURST UNION FREE SD  
MATTITUCK-CUTCHOGUE UFSD  
MIDDLE COUNTRY CTL SCH DIST  
LONGWOOD CENTRAL SCH DISTRICT  
MILLER PLACE UNION FREE SD  
MONTAUK UNION FREE SCHOOL DIST  
MT SINAI UNION FREE SD  
NEW SUFFOLK COMMON SCHOOL DIST  
NORTH BABYLON UNION FREE SD  
NORTHPORT-EAST NORTHPORT UFSD  
FIRE ISLAND UNION FREE SD  
OYSTERPONDS UNION FREE SD  
PATCHOGUE-MEDFORD UNIFIED SD  
PORT JEFFERSON UNION FREE SD 6  
QUOGUE UNION FREE SCHOOL DIST  
REMSENBURG-SPEONK UFSD  
RIVERHEAD CENTRAL SCHOOL DIST  
ROCKY POINT UNION FREE SD  
SACHEM CENTRAL SCHOOL DISTRICT  
SAG HARBOR UNION FREE SCH DIST  
SAGAPONACK COMMON SCHOOL DIST  
SAYVILLE UNION FREE SCH DIST  
SHELTER ISLAND UNION FREE SD  
SHOREHAM-WADING RIVER CTL SD  
SMITHTOWN CENTRAL SCH DIST  
SOUTH HUNTINGTON UNION FREE SD  
EASTPORT-SOUTH MANOR CTRL SD  
SOUTHAMPTON UNION FREE SD  
SOUTHOLD UNION FREE SCH DIST  
SPRINGS UNION FREE SCHOOL DIST  
THREE VILLAGE CENTRAL SCH DIST  
TUCKAHOE COMMON SCHOOL DIST  
WAINSCOTT COMMON SCHOOL DIST  
WEST BABYLON UNION FREE SD  
WEST ISLIP SCHOOL DISTRICT  
WESTHAMPTON BEACH UNIFIED SD  
WILLIAM FLOYD SCHOOL DISTRICT  
WYANDANCH UNION FREE SCH DIST  
ELDRED CENTRAL SCHOOL DIST  
FALLSBURG CENTRAL SCHOOL DIST

SULLIVAN WEST CENTRAL SD  
LIBERTY CENTRAL SCHOOL DIST  
LIVINGSTON MANOR CTL SCH DIST  
MONTICELLO CENTRAL SCHOOL DIST  
ROSCOE CENTRAL SCHOOL DISTRICT  
TRI-VALLEY CENTRAL SCHOOL DIST  
CANDOR CENTRAL SCHOOL DISTRICT  
NEWARK VALLEY CENTRAL SCH DIST  
OWEGO APALACHIN CTL SCH DIST  
SPENCER VAN ETTEN CENTRAL SD  
TIOGA CENTRAL SCHOOL DISTRICT  
WAVERLY CTL SCHOOL DISTRICT  
DRYDEN CENTRAL SCHOOL DISTRICT  
GEORGE JR REPUBLIC UFSD  
GROTON CENTRAL SCHOOL DISTRICT  
ITHACA CITY SCHOOL DISTRICT  
LANSING CENTRAL SCHOOL DIST  
NEWFIELD CENTRAL SCH DISTRICT  
TRUMANSBURG CENTRAL SD  
ELLENVILLE CENTRAL SCHOOL DIST  
HIGHLAND CTL SCHOOL DISTRICT  
KINGSTON CITY SCHOOL DISTRICT  
MARLBORO CENTRAL SCH DISTRICT  
NEW PALTZ CTL SCHOOL DISTRICT  
ONTEORA CENTRAL SCHOOL DIST  
RONDOUT VALLEY CTL SCH DIST  
SAUGERTIES CENTRAL SCHOOL DIST  
WALLKILL CENTRAL SCHOOL DIST  
GLENS FALLS COMMON SCH DIST  
BOLTON CENTRAL SCHOOL DISTRICT  
NORTH WARREN CENTRAL SCH DIST  
GLENS FALLS CITY SCHOOL DIST  
HADLEY-LUZERNE CTL SCH DIST  
JOHNSBURG CENTRAL SCH DISTRICT  
LAKE GEORGE CENTRAL SCH DIST  
QUEENSBURY UNION FREE SCH DIST  
WARRENSBURG CENTRAL SCH DIST  
ARGYLE CENTRAL SCHOOL DIST  
CAMBRIDGE CENTRAL SCHOOL DIST  
FT ANN CENTRAL SCHOOL DIST  
FT EDWARD UNION FREE SCH DIST  
GRANVILLE CENTRAL SCHOOL DIST  
GREENWICH CENTRAL SCH DISTRICT  
HARTFORD CENTRAL SCHOOL DIST  
HUDSON FALLS CENTRAL SCH DIST  
PUTNAM CENTRAL SCHOOL DISTRICT  
SALEM CENTRAL SCHOOL DISTRICT  
WHITEHALL CENTRAL SCHOOL DIST  
CLYDE SAVANNAH CENTRAL SD  
LYONS CENTRAL SCHOOL DISTRICT  
MARION CENTRAL SCHOOL DISTRICT  
NEWARK CENTRAL SCHOOL DISTRICT  
NORTH ROSE WOLCOTT CENTRAL SD  
PALMYRA MACEDON CTL SCH DIST  
RED CREEK CENTRAL SCHOOL DIST  
SODUS CENTRAL SCHOOL DISTRICT  
WAYNE CENTRAL SCHOOL DISTRICT  
WILLIAMSON CENTRAL SCHOOL DIST  
ARDSLEY UNION FREE SCHOOL DIST  
BRIARCLIFF MANOR UNION FREE SD  
BRONXVILLE UNION FREE SD  
BYRAM HILLS CENTRAL SCH DIST  
CHAPPAQUA CENTRAL SCHOOL DIST  
CROTON-HARMON UNION FREE SD  
DOBBS FERRY UNION FREE SD  
EASTCHESTER UNION FREE SD

GREENBURGH UNION FREE SD 11  
EDGEMONT UNION FREE SCH DIST  
ELMSFORD UNION FREE SD  
GREENBURGH-GRAHAM UFSD  
GREENBURGH CTL SCHOOL DIST 7  
HARRISON CENTRAL SCHOOL DIST  
HASTINGS ON HUDSON UNION FR SD  
HAWTHORNE CEDAR KNOLLS UFSD  
HENDRICK HUDSON CTL SCH DIST  
IRVINGTON UNION FREE SCH DIST  
KATONAH LEWISBORO SCH DIST  
LAKELAND CENTRAL SCHOOL DIST  
MAMARONECK UNION FREE SCH DIST  
BEDFORD CENTRAL SCHOOL DIST  
MT VERNON CITY SCHOOL DISTRICT  
MT PLEASANT CTL SCHOOL DIST  
NEW ROCHELLE CITY SCHOOL DIST  
NORTH SALEM CENTRAL SCH DIST  
OSSINING UNION FREE SCH DIST  
PEEKSKILL CITY SCHOOL DISTRICT  
PELHAM UNION FREE SCHOOL DIST  
PLEASANTVILLE UNION FREE SD  
POCANTICO HILLS CTL SCH DIST  
PORT CHESTER RYE UNION FREE SD  
BLIND BROOK-RYE UNION FREE SD  
RYE CITY SCHOOL DISTRICT  
RYE NECK UNION FREE SCH DIST  
SCARSDALE UNION FREE SCH DIST  
SOMERS CENTRAL SCHOOL DISTRICT  
GREENBURGH-NORTH CASTLE SD  
TARRYTOWN UNION FREE SCH DIST  
TUCKAHOE UNION FREE SD  
VALHALLA UNION FREE SCH DIST  
WHITE PLAINS CITY SCHOOL DIST  
YONKERS PUBLIC SCHOOL DISTRICT  
YORKTOWN CENTRAL SCHOOL DIST  
ATTICA CENTRAL SCHOOL DISTRICT  
LETCHWORTH CENTRAL SCHOOL DIST  
PERRY CENTRAL SCHOOL DISTRICT  
WARSAW CENTRAL SCHOOL DISTRICT  
WYOMING CENTRAL SCH DISTRICT  
DUNDEE CTL SCHOOL DISTRICT  
PENN YAN CTL SCHOOL DISTRICT  
LITTLE FLOWER UNION FREE SD  
MT PLEASANT COTTAGE UFSD  
MT PLEASANT-BLYTHDALE UFSD  
GANANDA CTL SCHOOL DISTRICT  
WEST POINT SCHOOL DISTRICT  
KIRYAS JOEL UNION FREE SD  
NEW YORK ALT HIGH SCH SD 79  
COMMUNITY SCHOOL DISTRICT 1  
COMMUNITY SCHOOL DISTRICT 2  
COMMUNITY SCHOOL DISTRICT 3  
COMMUNITY SCHOOL DISTRICT 4  
COMMUNITY SCHOOL DISTRICT 5  
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COMMUNITY SCHOOL DISTRICT 30  
COMMUNITY SCHOOL DISTRICT 31  
COMMUNITY SCHOOL DISTRICT 32

**Higher Education in New York including but not limited to:**

SANFORD BROWN INST-NEW YORK  
SANFORD BROWN INST-WHITE PLAIN  
BERK TRADE/BUSINESS SCHOOL  
BRAMSON ORT COLLEGE  
UNIFICATION THEOLOGICAL SEM  
LEARNING INST FOR BEAUTY SCI  
LEARNING INST FOR BEAUTY SCI  
NEW YORK INTL BEAUTY SCHOOL  
BEAUTY SCHOOL OF MIDDLETOWN  
LEARNING INST FOR BEAUTY SCI  
CAPRI SCHOOL OF HAIR DESIGN  
LEARNING INST FOR BEAUTY SCI  
FRENCH CULINARY INSTITUTE  
LEARNING INST FOR BEAUTY SCI  
MARJON SCH OF BEAUTY CULTURE  
LEARNING INST FOR BEAUTY SCI  
COLUMBIA U SCH OF DENTAL SURG  
COLUMBIA UNIV LAW SCHOOL  
FORDHAM UNIV SCHOOL OF LAW  
SUNY AT BUFFALO SCH OF MED  
SUNY AT BUFFALO LAW SCHOOL  
ST JOHN'S UNIV-STATEN ISLAND  
ST JOHN'S CLG/CLG PROF STUDIES  
ST JOHN'S LAW SCHOOL  
STUDIO JEWELERS  
CULINARY ACAD OF LONG ISLAND  
COMMERCIAL DRIVER TRAINING  
GEMOLOGICAL INST OF AMERICA-NY  
SPANISH-AMERICAN INSTITUTE  
NATIONAL TRACTOR TRAILER SCH  
NATIONAL TRACTOR TRAILER SCH  
MERKAZ BNOS-BUSINESS SCHOOL  
DUTCHESS SCH OF PRACT NURSING  
FRANKLIN CAREER INSTITUTE  
COLLEGE OF SAINT ROSE  
MARIA COLLEGE  
SAGE COLLEGE OF ALBANY  
SIENA COLLEGE  
SUNY UNIV AT ALBANY  
ALBANY COLLEGE OF PHARMACY  
ALBANY LAW SCHOOL  
ALBANY MEDICAL COLLEGE  
EXCELSIOR COLLEGE  
ALFRED UNIVERSITY  
HOUGHTON COLLEGE  
SUNY ALFRED STATE CLG  
BRONX COMMUNITY COLLEGE  
COLLEGE OF MT ST VINCENT  
FORDHAM UNIVERSITY-ROSE HILL  
MANHATTAN COLLEGE  
SARAH LAWRENCE COLLEGE  
SUNY MARITIME COLLEGE  
HERBERT H LEHMAN COLLEGE  
HOSTOS COMMUNITY COLLEGE  
SUNY AT BINGHAMTON

BROOME COMMUNITY COLLEGE  
ST BONAVENTURE UNIVERSITY  
OLEAN BUSINESS INSTITUTE  
CAYUGA COMMUNITY COLLEGE  
WELLS COLLEGE  
SUNY FREDONIA  
JAMESTOWN CMTY CLG-JAMESTOWN  
JAMESTOWN BUSINESS COLLEGE  
ELMIRA COLLEGE  
SUNY COLLEGE AT PLATTSBURGH  
CLINTON COMMUNITY COLLEGE  
COLUMBIA-GREENE CMTY COLLEGE  
SUNY CORTLAND COLLEGE  
SUNY DELHI COLLEGE OF TECH  
BARD COLLEGE  
MARIST COLLEGE  
DUTCHESS COMMUNITY COLLEGE  
VASSAR COLLEGE  
CULINARY INSTITUTE OF AMERICA  
BRYANT & STRATTON CLG-BUFFALO  
CANISIUS COLLEGE  
D'YOUVILLE COLLEGE  
HILBERT COLLEGE  
MEDAILLE COLLEGE  
DAEMEN COLLEGE  
TROCAIRE COLLEGE  
UNIVERSITY AT BUFFALO-NORTH  
BUFFALO STATE COLLEGE  
ERIE CMTY COLLEGE-NORTH CAMPUS  
VILLA MARIA COLLEGE OF BUFFALO  
CHRIST THE KING SEMINARY  
NORTH COUNTRY CMTY COLLEGE  
PAUL SMITH'S COLLEGE  
GENESEE COMMUNITY COLLEGE  
HOLY TRINITY ORTHODOX SEMINARY  
HERKIMER COUNTY CMTY COLLEGE  
JEFFERSON COMMUNITY COLLEGE  
BROOKLYN LAW SCHOOL  
CUNY BROOKLYN COLLEGE  
KINGSBOROUGH COMMUNITY  
COLLEGE  
NEW YORK CTY CLG OF TECHNOLOGY  
POLYTECHNIC INSTITUTE OF NYU  
PRATT INSTITUTE  
ST FRANCIS COLLEGE  
ST JOSEPH'S COLLEGE  
SUNY DOWNSTATE MEDICAL CENTER  
MEDGAR EVERS COLLEGE  
INST OF DESIGN & CONSTRUCTION  
SUNY COLLEGE AT GENESEO  
CAZENOVIA COLLEGE  
COLGATE UNIVERSITY  
SUNY MORRISVILLE CLG OF TECH  
NAZARETH COLLEGE OF ROCHESTER  
ROBERTS WESLEYAN COLLEGE

ROCHESTER INSTITUTE OF TECH  
ST BERNARDS SCH THEO & MINISTR  
ST JOHN FISHER COLLEGE  
SUNY BROCKPORT  
MONROE CMTY CLG-ROCHESTER  
UNIVERSITY OF ROCHESTER  
COLGATE ROCHESTER DIVINITY SCH  
FULTON-MONTGOMERY CMTY  
COLLEGE  
ADELPHI UNIV-GARDEN CITY  
HOFSTRA UNIVERSITY  
MOLLOY COLLEGE  
NASSAU COMMUNITY COLLEGE  
US MERCHANT MARINE ACADEMY  
WEBB INSTITUTE  
NY INSTITUTE OF TECHNOLOGY  
SUNY COLLEGE AT OLD WESTBURY  
NEW YORK CHIROPRACTIC COLLEGE  
FIVE TOWNS COLLEGE  
BANK STREET COLLEGE OF ED  
NEW YORK THEOLOGICAL SEMINARY  
CITY COLLEGE OF NEW YORK  
CUNY HUNTER COLLEGE  
BOROUGH MANHATTAN CMTY  
COLLEGE  
JOHN JAY CLG OF CRIMINAL JUST  
ST JOHN'S UNIVERSITY-MANHATTAN  
COLUMBIA UNIVERSITY  
COLUMBIA UNIV/BARNARD COLLEGE  
COOPER UNION  
GENERAL THEOLOGICAL SEMINARY  
JEWISH THEOLOGICAL SEMINARY  
THE JUILLIARD SCHOOL  
NEW YORK CLG OF PODIATRIC MED  
MANHATTAN SCHOOL OF MUSIC  
MANNES COLLEGE OF MUSIC  
MARYMOUNT MANHATTAN COLLEGE  
NEW SCHOOL UNIVERSITY  
NY INSTITUTE OF TECH-MANHATTAN  
NEW YORK LAW SCHOOL  
NEW YORK MEDICAL COLLEGE  
NEW YORK UNIVERSITY  
PACE UNIVERSITY  
PARSONS THE SCHOOL FOR DESIGN  
FASHION INST OF TECHNOLOGY  
UNION THEOLOGICAL SEMINARY  
YESHIVA UNIVERSITY  
TEACHERS COLLEGE  
HEBREW UNION COLLEGE  
CITY UNIV OF NEW YORK GRAD CTR  
CORNELL UNIV MEDICAL CAMPUS  
BARUCH COLLEGE  
MOUNT SINAI SCH OF MEDICINE  
BERKELEY COLLEGE-NEW YORK CITY  
THE WOOD TOBE COBURN SCHOOL  
AMERICAN ACAD OF DRAMATIC ARTS  
LIM COLLEGE  
SCHOOL OF VISUAL ARTS  
METROPOLITAN CLG OF NEW YORK  
SUNY COLLEGE OF OPTOMETRY  
TOURO COLLEGE  
NY SCH OF INTERIOR DESIGN  
NIAGARA UNIVERSITY  
NIAGARA COUNTY CMTY COLLEGE  
HAMILTON COLLEGE  
MOHAWK VALLEY CMTY COLLEGE

UTICA COLLEGE  
SUNY INST OF TECHNOLOGY  
UTICA SCH OF COMMERCE-UTICA  
LE MOYNE COLLEGE  
SUNY UPSTATE MEDICAL UNIV  
SUNY CLG OF ENV SCI/FORESTRY  
ONONDAGA COMMUNITY COLLEGE  
SYRACUSE UNIVERSITY  
BRYANT & STRATTON CLG-SYRACUSE  
HOBART & WILLIAM SMITH CLGS  
FINGER LAKES COMMUNITY COLLEGE  
MOUNT SAINT MARY COLLEGE  
SUNY-ORANGE COUNTY CMTY CLG  
US MILITARY ACAD-WEST POINT  
SUNY-OSWEGO  
HARTWICK COLLEGE  
SUNY COLLEGE AT ONEONTA  
VAUGHN COLLEGE  
CUNY QUEENS COLLEGE  
QUEENSBOROUGH CMTY COLLEGE  
ST JOHN'S UNIVERSITY  
RABBINICAL SEMINARY OF AMERICA  
CUNY YORK COLLEGE  
CUNY LAGUARDIA CMTY COLLEGE  
RENSSELAER POLYTECHNIC INST  
RUSSELL SAGE COLLEGE  
HUDSON VALLEY CMTY COLLEGE  
CUNY COLLEGE OF STATEN ISLAND  
WAGNER COLLEGE  
DOMINICAN COLLEGE  
NYACK COLLEGE-ROCKLAND  
ST THOMAS AQUINAS COLLEGE  
ROCKLAND COMMUNITY COLLEGE  
CLARKSON UNIVERSITY  
ST LAWRENCE UNIVERSITY  
SUNY COLLEGE AT POTSDAM  
SUNY CANTON  
SKIDMORE COLLEGE  
SUNY EMPIRE STATE CLG-SARATOGA  
UNION COLLEGE  
SCHENECTADY COUNTY CMTY CLG  
SUNY COBLESKILL  
CORNING COMMUNITY COLLEGE  
DOWLING COLLEGE  
SEMINARY OF IMMAC CONCEPTION  
SUNY STONY BROOK UNIV  
SUFFOLK CO CMTY CLG-AMMERMAN  
SUNY HEALTH SCIENCES CENTER  
FARMINGDALE STATE COLLEGE  
SULLIVAN COUNTY CMTY COLLEGE  
ITHACA COLLEGE  
TOMPKINS CORTLAND CMTY COLLEGE  
CORNELL UNIVERSITY  
SUNY COLLEGE AT NEW PALTZ  
ULSTER COUNTY CMTY COLLEGE  
SUNY ADIRONDACK COLLEGE  
COLLEGE OF NEW ROCHELLE  
CONCORDIA COLLEGE NEW YORK  
PACE UNIV-GRADUATE CENTER  
IONA COLLEGE  
MANHATTANVILLE COLLEGE  
MERCY COLLEGE-DOBBS FERRY  
PACE UNIVERSITY-WESTCHESTER  
SAINT JOSEPH'S SEMINARY  
ST VLADIMIRS ORTHODOX THEO SEM  
WESTCHESTER COMMUNITY COLLEGE

SUNY COLLEGE AT PURCHASE  
BERKELEY COLLEGE-WESTCHESTER  
KEUKA COLLEGE  
ALBERT EINSTEIN COLLEGE OF MED  
MONROE COLLEGE  
EVEREST INST-ROCHESTER  
TECHNICAL CAREER INSTITUTES  
ST JOSEPH'S COLLEGE-LI CAMPUS  
BORICUA COLLEGE  
LONG ISLAND UNIV-C W POST  
THE COLLEGE OF WESTCHESTER  
BRYANT & STRATTON CLG-GREECE  
BENJAMIN N CARDOZO SCH OF LAW  
PHILLIPS BETH ISRAEL SCH NURS  
NYU COLLEGE OF DENTISTRY  
NEW YORK UNIV SCH OF MEDICINE  
AMERICAN ACAD MCALLISTER INST  
COLUMBIA U SCH OF SOCIAL WORK  
COCHRAN SCHOOL OF NURSING  
SUFFOLK CO CMTY CLG-GRANT  
SANFORD BROWN INST-MELVILLE  
SUFFOLK CO CMTY CLG-EASTERN  
BRYANT & STRATTON CLG-N SYRACU  
ERIE CMTY COLLEGE-SOUTH CAMPUS  
SUNY ERIE CMTY CLG-CITY  
HOUGHTON COLLEGE-WEST SENECA  
EASTMAN SCHOOL OF MUSIC  
BRYANT & STRATTON CLG-HENRIETT  
UNIV OF ROCHESTER SCH MED/DENT  
FORDHAM UNIVERSITY-LINCOLN CTR  
COLUMBIA U CLG OF PHYS/SURGS  
SUNY EMPIRE STATE CLG-METRO CT  
SUNY EMPIRE STATE CLG-HARTSDAL  
ALLIANCE THEOLOGICAL SEMINARY  
LONG ISLAND UNIVERSITY  
SUNY EMPIRE STATE CLG-OLD WEST  
SUNY EMPIRE STATE CLG-ALBANY  
SUNY EMPIRE STATE CLG-FRONTIER  
SUNY EMPIRE STATE CLG-ROCHEST  
NY INSTITUTE OF TECH-ISLIP  
NYU STERN SCHOOL OF BUSINESS  
NYU SCHOOL OF LAW  
JAMESTOWN CMTY CLGCATTARAUGUS  
BRYANT & STRATTON CLG-ALBANY  
BRYANT & STRATTON CLG-SOUTHTOW  
MERCY COLLEGE-BRONX CAMPUS  
MERCY COLLEGE-WHITE PLAINS  
MERCY COLLEGE-YORKTOWN  
MONROE COLLEGE-NEW ROCHELLE  
MOHAWK VALLEY CMTY CLG-ROME  
PACE UNIV SCHOOL OF LAW  
CORNELL UNIV CLG OF VET MED  
CORNELL UNIV LAW SCHOOL  
POLYTECHNIC UNIV-WESTCHESTER  
POLYTECHNIC UNIV-LONG ISLAND  
NY COLLEGE OF OSTEOPATHIC MED  
TOURO LAW CENTER  
HOFSTRA UNIV SCHOOL OF LAW  
SUNY AT BUFFALO DENTAL SCHOOL  
NORTH COUNTRY CMTY CLG-MALONE  
MID-AMERICA BAPTIST THEO SEM  
SYRACUSE UNIV COLLEGE OF LAW  
CUNY SCH OF LAW AT QUEENS CLG  
HUNTER-BELLEVUE SCH OF NURSING  
MIRRER YESHIVA CENTRAL INST  
PRATT INSTITUTE-MANHATTAN

TOURO CLG-GRAD SCH JEWISH STDS  
NORTH COUNTRY CMTY CLG-TICONDE  
CUNY SYSTEM OFFICE  
LONG ISLAND UNIV ADMIN OFFICE  
SUFFOLK CO CMTY CLG CTRL ADM  
STATE UNIV OF NY SYSTEM OFFICE  
ROCKEFELLER UNIVERSITY  
THE ART INST OF NEW YORK CITY  
MILDRED ELLEY COLLEGE  
HELENE FULD CLG OF NURSING  
PLAZA COLLEGE  
BRIARCLIFFE COLLEGE-BETHPAGE  
BRIARCLIFFE COLLEGE-PATCHOGUE  
ELMIRA BUSINESS INSTITUTE  
THE NEW YORK ACADEMY OF ART  
ST JOSEPH'S SCHOOL OF NURSING  
COLUMBIA UNIV SCH OF NURSING  
EUGENE LANG CLG-NEW SCH UNIV  
GLOBE INSTITUTE OF TECHNOLOGY  
BRYANT & STRATTON CORP OFFICE  
NEW YORK CAREER INSTITUTE  
ITT TECHNICAL INST-LIVERPOOL  
ITT TECHNICAL INST-GETZVILLE  
ITT TECHNICAL INST-ALBANY  
LONG ISLAND UNIV-BRENTWOOD  
BRYANT & STRATTON CLG-AMHERST  
LONG ISLAND BUSINESS INST  
HUNTER BUSINESS SCHOOL  
DALE CARNEGIE INSTITUTE  
SOBELSOHN SCHOOL  
NY INST OF ENGLISH/BUSINESS  
COPE INSTITUTE  
GLOBAL BUSINESS INSTITUTE  
GLOBAL BUSINESS INSTITUTE  
COLD SPRING HARBOR LABORATORY  
STERN COLLEGE FOR WOMEN  
SOPHIE DAVIS MED SCH OF BIOMED  
ASA COLLEGE  
RIDLEY-LOWELL BUS/TECH INST  
RIDLEY-LOWELL BUS/TECH INST  
NY UNIV MED CTR ALLIED HLTH ED  
CALIBER TRAINING INSTITUTE  
HART SCH OF PRACTICAL NURSING  
MANDL SCHOOL  
M S WHELAN SCH OF PRAT NURSING  
NY SCH FOR MEDICAL/DENTAL ASST  
SUBURBAN TECHNICAL SCHOOL  
BRANFORD HALL CAREER INST  
UTICA SCH OF COMMERCE-ONEONTA  
UTICA SCH OF COMMERCE-CANASTOT  
THE KING'S COLLEGE  
CROUSE HOSPITAL SCH OF NURSING  
ISLAND DRAFTING/TECH INST  
MEMORIAL HOSP SCH OF NURSING  
SAINT ELIZABETH CLG OF NURSING  
MONROE CMTY CLG-DAMON CITY  
GAMLA COLLEGE  
ELLIS HOSPITAL SCH OF NURSING  
MERCY COLLEGE-MANHATTAN  
NEW SCHOOL OF RADIO/TELEVISION  
SWEDISH INSTITUTE  
BERLITZ LANGUAGE CENTER  
BERLITZ LANGUAGE CENTER  
BERLITZ LANGUAGE CENTER  
BERLITZ LANGUAGE CENTER  
BERLITZ LANGUAGE CENTER

LIA SCHORR INSTITUTE  
BETH HATALMUD RABBINICAL CLG  
BUSINESS INFORMATICS CENTER  
CTR MOD PSYCHOANALYTIC STDS  
DAVIS COLLEGE  
SAMARITAN HOSP SCH OF NURSING  
SIMMON INST OF FUNERAL SERVICE  
UNITED TALMUDICAL SEMINARY  
PACIFIC CLG OF ORIENTAL MED-NY  
NEW YORK CLG OF HEALTH PROF  
AMER MUSICAL/DRAMATIC ACADEMY  
ARNOT-OGDEN MED CTR SCH OF NUR  
CIRCLE IN SQUARE THEATER SCH  
ELIM BIBLE INSTITUTE  
MERCE CUNNINGHAM STUDIO  
WORD OF LIFE BIBLE INSTITUTE  
CAREER INST HEALTH/TECH  
SCHOOL FOR FILM/TELEVISION  
ELIM BIBLE INSTITUTE-BUFFALO  
ANTHEM INSTITUTE-NEW YORK  
LONG ISLAND UNIV-ROCKLAND GRAD  
SUNBRIDGE INSTITUTE  
DEVRY UNIVERSITY-MANHATTAN  
APEX TECHNICAL SCHOOL  
CHARLES STUART SCHOOL  
CLG OF NEW ROCHELLE-ROSA PARKS  
ST JOHN'S UNIV-OAKDALE  
ALLEN SCHOOL  
NEW YORK INSTITUTE OF MASSAGE  
METROPOLITAN LEARNING INST  
LEON STUDIO 1 SCH HAIR DESIGN  
LONG ISLAND BUSINESS INST  
TRI-STATE CLG OF ACUPUNCTURE  
DOWLING COLLEGE-BROOKHAVEN  
NEW YORK UNIV SCH CONT ED/PROF  
STELLA ADLER STUDIO OF ACTING  
THE ACTING STUDIO  
LEE STRASBERG THEATRE/FILM INS  
FEGS TRADES & BUSINESS SCHOOL  
NEW YORK AUTO & DIESEL INST  
CAREER & EDUC CONSULTANTS  
NEW BRUNSWICK THEO SEM-ST JOHN  
CUNY GRAD SCH OF JOURNALISM  
UNITED HOSPITAL MED CENTER  
BELLEVUE HOSPITAL CENTER  
LUTHERAN MEDICAL CTR  
ST VINCENTS CATHOLIC MED CTR  
ST JOHNS EPISCOPAL HOSP  
ST BARNABAS HOSPITAL  
SISTERS OF CHARITY HOSP  
SAMARITAN MEDICAL CENTER  
WYCKOFF HEIGHTS MED CTR  
AUBURN MEMORIAL HOSPITAL  
KINGSTON HOSPITAL  
METROPOLITAN HOSPITAL  
MAIMONIDES HOSPITAL  
JAMAICA HOSPITAL MED CTR  
LONG BEACH MEDICAL CENTER  
QUEENS HOSPITAL CENTER  
PHILLIPS FAMILY PRACTICE  
BETH ISRAEL MED CTR-KINGS HWY  
BETH ISRAEL MED CTR-SINGER  
BETH ISRAEL MC PHILLIPS AMB  
JAMES J PETERS VA MED CTR  
MOUNT SINAI HOSPITAL  
ELMHURST HOSPITAL

BETH ISRAEL MEDICAL CTR  
ZUCKER HILLSIDE HOSPITAL  
STONY BROOK UNIV HOSPITAL  
NORTHPORT VETERANS MED CTR  
LONG ISLAND JEWISH MEDICAL CTR  
WINTHROP UNIV HOSPITAL  
NASSAU UNIV MEDICAL CENTER  
MERCY HOSPITAL  
ROSWELL PARK MEM INSTITUTE  
CHILDRENS HOSPITAL  
VETERANS ADMIN MED CTR  
MILLARD FILLMORE HOSPITAL  
ERIE COUNTY MEDICAL CTR  
DEACONESS HOSPITAL  
BUFFALO GENERAL HOSPITAL  
NEW YORK/PRESBYTERIAN HOSP  
MEMORIAL SLOAN KETTERING  
HOSPITAL JOINT DISEASES  
NORTH SHORE UNIV HOSPITAL  
NIAGARA HOSPICE INC  
SUNNYVIEW HOSP/REHAB CTR  
STRATTON VETERANS MED CTR  
ELLIS HEALTH CENTER  
ALBANY MEDICAL CENTER  
PENINSULA HOSPITAL CENTER  
FLUSHING HOSPITAL MED CENTER  
CONEY ISLAND HOSPITAL  
ST ELIZABETH MEDICAL CTR  
BASSETT HOSPITAL  
ST JOSEPHS HOSPITAL  
SUNY CLINICAL CAMPUS  
WILSON MEMORIAL HOSPITAL  
VETERANS ADMIN MED CTR  
METHODIST HOSPITAL  
INTERFAITH MEDICAL CTR  
VET ADM MED CTR BROOKLYN  
KINGS COUNTY HOSPITAL CTR  
SUNY DOWNSTATE HOSPITAL  
ST VINCENTS MED CENTER  
LONG ISLAND CLG HOSPITAL  
HOSPITAL FOR SPECIAL SURGERY  
BROOKLYN HOSPITAL CENTER  
BROOKDALE UNIV HOSPITAL  
KINGSBROOK JEWISH MED CTR  
NY HARBOR HEALTHCARE  
SOUND SHORE MEDICAL CENTER  
NY EYE/EAR INFIRMARY  
LINCOLN MEDICAL CENTER  
LENOX HILL HOSPITAL  
WESTCHESTER MEDICAL CENTER  
ST VINCENTS MEDICAL CENTER  
MISERICORDIA HOSP MED CTR  
GOOD SAMARITAN MED CTR  
STATEN ISLAND HOSPITAL  
OUR LADY MERCY MED CENTER  
ST JOSEPHS HOSPITAL  
ROSE F KENNEDY CENTER  
BRONX LEBANON HOSPITAL  
NATHAN VAN ETTEN HOSPITAL  
MONTEFIORE MEDICAL CTR  
ABRAHAM JACOBI HOSPITAL  
BRONX LEBANON HOSPITAL  
MONTEFIORE MED CTR MOSES  
MONROE COMMUNITY HOSPITAL  
CANANDAIGUA VA MEDICAL CTR  
UNITY HEALTH SYSTEM

ROCHESTER GENERAL HOSPITAL  
HIGHLAND HOSPITAL  
UNIV OF ROCHESTER MED CENTER  
NEW YORK HOSPITAL QUEENS  
BROOKHAVEN MEMORIAL HOSPITAL  
CABRINI MEDICAL CENTER  
NEW YORK UNIV MEDICAL CTR  
ST LUKES ROOSEVELT HOSP  
NY PRESBY/COLUM UNIV MED CTR  
HARLEM HOSPITAL  
NEW YORK DOWNTOWN HOSPITAL  
SOUTHSIDE HOSPITAL  
SCHUYLER HOSPITAL  
LOURDES HOSPITAL  
WCA HOSPITAL  
ST JAMES MERCY HOSPITAL  
FAXTON ST LUKES HEALTHCARE  
SO NASSAU COMMUNITY HOSPITAL  
PENARANDA INST DENTAL TECH  
DOROTHEA HOPFER SCH NURSING  
INST ALLIED MEDICAL PROF  
CVPH MEDICAL CENTER  
BROOKLYN-QUEENS CON OF MUSIC  
THE BARD GRADUATE CENTER  
FORDHAM UNIVERSITY-WESTCHESTER

MEDAILLE COLLEGE-ROCHESTER  
GEORGE MERCER MEM SCH  
THEOLOGY  
ST PAULS SCHOOL OF NURSING  
ADELPHI UNIV-HAUPPAUGE  
ADELPHI UNIV-HUDSON VALLEY  
SUNY ORANGE CMTY CLG-NEWBURGH  
TISCH SCHOOL OF THE ARTS  
NEW YORK UNIV-STEINHARDT  
SANFORD BROWN INST-GARDEN CTY  
UNIVERSITY AT BUFFALO-SOUTH  
BRIARCLIFFE COLLEGE-QUEENS  
SOTHEBY'S INSTITUTE OF ART  
ST PAULS SCH OF NURSING-QUEENS  
ONONDAGA SCH OF THER MASSAGE  
ONONDAGA SCH OF THER MASSAGE  
TOURO COLLEGE-SUNSET PARK  
LINCOLN TECH INST-QUEENS  
NYACK COLLEGE-MANHATTAN  
CLG OF NEW ROCHELLE-BROOKLYN  
CLG OF NEW ROCHELLE-J O'CONNOR  
CLG OF NEW ROCHELLE-CO-OP CITY  
CLG OF NEW ROCHELLE-DC-37  
LONG ISLAND UNIV-RIVERHEAD  
UNIVERSITY OF BUFFALO-GATEWAY

**State Agencies in New York including but not limited to:**

NEW YORK - GOVERNOR  
NEW YORK - ATTORNEY GENERAL  
NEW YORK - STATE COMPTROLLER  
NEW YORK - LT. GOVERNOR  
NEW YORK - SECRETARY OF STATE  
NEW YORK - STATE ASSEMBLY  
NEW YORK - STATE SENATE  
NEW YORK - COURT OF CLAIMS  
NEW YORK - NEW YORK STATE UNIFIED COURT SYSTEM  
NEW YORK - GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS  
NEW YORK - GOVERNOR'S TRAFFIC SAFETY COMMITTEE  
NEW YORK - DIVISION FOR WOMEN  
NEW YORK - DIVISION OF THE BUDGET  
NEW YORK - BANKING DEPARTMENT  
NEW YORK - DEPARTMENT OF AGRICULTURE AND MARKETS  
NEW YORK - DEPARTMENT OF CIVIL SERVICE  
NEW YORK - DEPARTMENT OF CORRECTIONAL SERVICES  
NEW YORK - DEPARTMENT OF ECONOMIC DEVELOPMENT: TOURISM  
NEW YORK - DEPARTMENT OF HEALTH  
NEW YORK - DEPARTMENT OF INSURANCE  
NEW YORK - DEPARTMENT OF LABOR  
NEW YORK - DEPARTMENT OF MOTOR VEHICLES  
NEW YORK - DEPARTMENT OF STATE  
NEW YORK - DEPARTMENT OF TAXATION AND FINANCE  
NEW YORK - DEPARTMENT OF TRANSPORTATION  
NEW YORK - DIVISION OF CRIMINAL JUSTICE SERVICES  
NEW YORK - DIVISION OF HOUSING AND COMMUNITY RENEWAL  
NEW YORK - DIVISION OF MILITARY AND NAVAL AFFAIRS

NEW YORK - EMPIRE STATE DEVELOPMENT  
NEW YORK - HIGHER EDUCATION SERVICES CORPORATION  
NEW YORK - NEW YORK LOTTERY  
NEW YORK - NEW YORK STATE DIVISION OF HUMAN RIGHTS  
NEW YORK - NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY  
NEW YORK - GIS CLEARINGHOUSE  
NEW YORK - NEW YORK STATE INSURANCE FUND  
NEW YORK - NEW YORK STATE PARKS, RECREATION AND HISTORIC PRESERVATION  
NEW YORK - NEW YORK STATE POLICE  
NEW YORK - OFFICE OF ADVOCATE FOR PERSONS DISABILITIES  
NEW YORK - OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES  
NEW YORK - OFFICE OF GENERAL SERVICES  
NEW YORK - OFFICE OF MENTAL HEALTH  
NEW YORK - OFFICE OF REAL PROPERTY SERVICES  
NEW YORK - STATE EDUCATION DEPARTMENT  
NEW YORK - STATE EDUCATION DEPARTMENT: OFFICE OF HIGHER EDUCATION  
NEW YORK - STATE EDUCATION DEPARTMENT: STATE ARCHIVES  
NEW YORK - STATE EDUCATION DEPARTMENT: STATE LIBRARY  
NEW YORK - STATE EMERGENCY MANAGEMENT OFFICE  
NEW YORK - STATE GOVERNMENT INFORMATION LOCATOR SYSTEM  
NEW YORK - NEW YORK STATE CANAL SYSTEM  
NEW YORK - DEPARTMENT OF ENVIRONMENT CONSERVATION  
NEW YORK - OFFICE FOR THE AGING  
NEW YORK - OFFICE OF REGULATORY REFORM  
NEW YORK - DIVISION OF VETERANS' AFFAIRS  
NEW YORK - OFFICE FOR TECHNOLOGY

NEW YORK - OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
NEW YORK - OFFICE OF CHILDREN AND FAMILY SERVICES  
NEW YORK - ADIRONDACK PARK AGENCY  
NEW YORK - OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES  
NEW YORK - AG RX  
NEW YORK - OFFICE OF LONG TERM CARE OMBUDSMAN  
NEW YORK - BOARD OF REGENTS  
NEW YORK - COMMISSION ON QUALITY OF CARE FOR THE MENTALLY DISABLED  
NEW YORK - CONSUMER PROTECTION BOARD  
NEW YORK - COUNCIL ON CHILDREN AND FAMILIES  
NEW YORK - NEW YORK STATE COUNCIL ON THE ARTS  
NEW YORK - NEW YORK STATE ETHICS COMMISSION  
NEW YORK - NEW YORK STATE THRUWAY AUTHORITY  
NEW YORK - PUBLIC SERVICE COMMISSION

NEW YORK - STATE BOARD OF ELECTIONS VOTER INFORMATION CENTER  
NEW YORK - STATE COMMISSION ON LOBBYING  
NEW YORK - WORKERS' COMPENSATION BOARD  
NEW YORK - NEW YORK STATE TEACHERS' RETIREMENT SYSTEM  
NEW YORK - COMMISSION OF INVESTIGATION  
NEW YORK - COMMISSION OF CORRECTION  
NEW YORK - PUBLIC EMPLOYMENT RELATIONS BOARD  
NEW YORK - CRIME VICTIMS BOARD  
NEW YORK - DORMITORY AUTHORITY  
NEW YORK - CAPITAL DISTRICT REGIONAL PLANNING COMMISSION  
NEW YORK - SCHENECTADY/GLENVILLE ECONOMIC DEVELOPMENT ZONE  
NEW YORK - CENTRAL PINE BARRENS COMMISSION  
NEW YORK - ADIRONDACK ASSOCIATION OF TOWNS AND VILLAGES  
NEW YORK - GENESEE/FINGER LAKES REGIONAL PLANNING COUNCIL

**Cities, Towns, Villages, and Boroughs in Oregon including but not limited to:**

ANTELOPE CITY HALL	CITY OF DAMASCUS	CITY OF ADAIR VILLAGE
CITY OF AURORA	CITY OF AMITY	CITY OF DALLAS
CANBY CITY HALL	ASTORIA CITY HALL	CITY OF CORVALLIS
BARLOW CITY HALL	BANKS CITY HALL	CITY OF DEPOE BAY
CASCADE LOCKS CITY HALL	CITY OF BAY CITY	CITY OF DETROIT
CITY OF CLATSKANIE	CANNON BEACH CITY HALL	CITY OF FALLS CITY
CITY OF COLUMBIA CITY	CARLTON CITY HALL	CITY OF HALSEY
CITY OF DONALD	CITY OF CORNELIUS	CITY OF IDANHA
CITY OF DUFUR	CITY OF DAYTON	CITY OF INDEPENDENCE
CITY OF ESTACADA	CITY OF DUNDEE	CITY OF JEFFERSON
CITY OF FAIRVIEW	CITY OF FOREST GROVE	CITY OF WATERLOO
CITY OF GERVAIS	CITY OF GARIBALDI	CITY OF LEBANON
CITY OF GLADSTONE	CITY OF GASTON	CITY OF SODAVILLE
CITY OF GRASS VALLEY	CITY OF HILLSBORO	CITY OF LYONS
CITY OF GRESHAM	CITY OF LAFAYETTE	CITY OF MILL CITY
CITY OF HOOD RIVER	CITY OF MCMINNVILLE	CITY OF MONMOUTH
CITY OF HUBBARD	CITY OF MANZANITA	CITY OF MOUNT ANGEL
CITY OF LAKE OSWEGO	CITY OF NEHALEM	CITY OF NEWPORT
CITY OF RIVERGROVE	CITY OF NEWBERG	CITY OF LINCOLN CITY
CITY OF MAUPIN	CITY OF NORTH PLAINS	CITY OF PHILOMATH
CITY OF MOLALLA	CITY OF ROCKAWAY BEACH	CITY OF SCIO
CITY OF MORO	CITY OF SAINT PAUL	CITY OF SCOTTS MILLS
CITY OF MOSIER	CITY OF GEARHART	CITY OF SHERIDAN
CITY OF OREGON CITY	CITY OF SEASIDE	CITY OF SILETZ
CITY OF RAINIER	CITY OF SHERWOOD	CITY OF SILVERTON
CITY OF PRESCOTT	CITY OF TILLAMOOK	CITY OF STAYTON
CITY OF RUFUS	CITY OF WARRENTON	CITY OF SUBLIMITY
CITY OF SAINT HELENS	CITY OF WHEELER	CITY OF SWEET HOME
CITY OF SANDY	CITY OF YAMHILL	CITY OF TANGENT
CITY OF SCAPPOOSE	CITY OF PORTLAND	CITY OF TOLEDO
CITY OF SHANIKO	CITY OF MAYWOOD PARK	CITY OF TURNER
CITY OF THE DALLES	CITY OF MILWAUKIE	CITY OF WALDPOR
CITY OF WOOD VILLAGE	CITY OF TIGARD	CITY OF WILLAMINA
CITY OF TROUTDALE	CITY OF KING CITY	CITY OF EUGENE
CITY OF TUALATIN	CITY OF DURHAM	CITY OF COBURG
CITY OF VERNONIA	CITY OF JOHNSON CITY	BANDON CITY HALL
CITY OF WASCO	CITY OF SALEM	BROOKINGS CITY HALL
CITY OF WEST LINN	CITY OF KEIZER	CITY OF CANYONVILLE
CITY OF WILSONVILLE	CITY OF ALBANY	CITY OF COOS BAY
CITY OF WOODBURN	CITY OF MILLERSBURG	CITY OF COQUILLE
CITY OF BEAVERTON	AUMSVILLE CITY HALL	CITY OF COTTAGE GROVE
CITY OF HAPPY VALLEY	BROWNSVILLE CITY HALL	CITY OF CRESWELL

CITY OF DRAIN  
CITY OF ELKTON  
CITY OF FLORENCE  
CITY OF GLENDALE  
CITY OF GOLD BEACH  
CITY OF HARRISBURG  
CITY OF JUNCTION CITY  
CITY OF LAKESIDE  
CITY OF LOWELL  
CITY OF MONROE  
CITY OF MYRTLE CREEK  
CITY OF MYRTLE POINT  
CITY OF NORTH BEND  
CITY OF OAKLAND  
CITY OF OAKRIDGE  
CITY OF PORT ORFORD  
CITY OF POWERS  
CITY OF REEDSPORT  
CITY OF RIDDLE  
CITY OF ROSEBURG  
CITY OF SPRINGFIELD  
CITY OF SUTHERLIN  
CITY OF VENETA  
CITY OF WESTFIR  
CITY OF DUNES CITY  
CITY OF WINSTON  
CITY OF YACHATS  
CITY OF YONCALLA  
CITY OF MEDFORD  
CENTRAL POINT CITY HALL  
ASHLAND CITY HALL  
BUTTE FALLS CITY HALL  
CAVE JUNCTION CITY HALL  
CITY OF EAGLE POINT  
CITY OF GOLD HILL  
CITY OF GRANTS PASS  
CITY OF JACKSONVILLE  
CITY OF PHOENIX

CITY OF ROGUE RIVER  
CITY OF SHADY COVE  
CITY OF TALENT  
CITY OF KLAMATH FALLS  
BONANZA TOWN HALL  
CHILOQUIN CITY HALL  
TOWN OF LAKEVIEW  
CITY OF MALIN  
CITY OF MERRILL  
CITY OF PAISLEY  
BEND CITY HALL  
BURNS CITY HALL  
CITY OF CULVER  
CITY OF HINES  
CITY OF LA PINE  
CITY OF MADRAS  
CITY OF METOLIUS  
CITY OF MITCHELL  
CITY OF PRINEVILLE  
CITY OF REDMOND  
CITY OF SISTERS  
CITY OF PENDLETON  
ADAMS CITY HALL  
CITY OF ARLINGTON  
ATHENA CITY HALL  
CITY OF BAKER CITY  
BOARDMAN CITY HALL  
CANYON CITY CITY HALL  
CITY OF CONDON  
CITY OF COVE  
CITY OF DAYVILLE  
CITY OF ECHO  
CITY OF ELGIN  
CITY OF ENTERPRISE  
CITY OF FOSSIL  
CITY OF HAINES  
CITY OF HELIX  
CITY OF HEPPNER

CITY OF HERMISTON  
TOWN OF LEXINGTON  
CITY OF IMBLER  
CITY OF IONE  
CITY OF IRRIGON  
CITY OF JOHN DAY  
CITY OF JOSEPH  
CITY OF LA GRANDE  
CITY OF ISLAND CITY  
CITY OF LONG CREEK  
CITY OF LOSTINE  
CITY OF MILTON FREEWATER  
CITY OF MONUMENT  
CITY OF MOUNT VERNON  
CITY OF NORTH POWDER  
CITY OF PILOT ROCK  
CITY OF PRAIRIE CITY  
CITY OF RICHLAND  
CITY OF SENECA  
CITY OF SPRAY  
CITY OF STANFIELD  
CITY OF SUMMERVILLE  
CITY OF SUMPTER  
CITY OF GRANITE  
CITY OF UKIAH  
CITY OF UMATILLA  
CITY OF UNION  
CITY OF UNITY  
CITY OF WALLOWA  
CITY OF WESTON  
ADRIAN CITY HALL  
CITY OF HUNTINGTON  
CITY OF JORDAN VALLEY  
CITY OF NYSSA  
CITY OF ONTARIO  
CITY OF VALE

**Counties in Oregon including but not limited to:**

HOOD RIVER COUNTY  
SHERMAN COUNTY  
CLACKAMAS COUNTY  
COLUMBIA COUNTY  
WASCO COUNTY  
CLATSOP COUNTY  
WASHINGTON COUNTY  
YAMHILL COUNTY  
TILLAMOOK COUNTY  
MULTNOMAH COUNTY  
MARION COUNTY  
LINN COUNTY

POLK COUNTY  
BENTON COUNTY  
LINCOLN COUNTY  
LANE COUNTY  
COOS COUNTY  
CURRY COUNTY  
DOUGLAS COUNTY  
JACKSON COUNTY  
JOSEPHINE COUNTY  
KLAMATH COUNTY  
LAKE COUNTY  
DESCHUTES COUNTY

HARNEY COUNTY  
JEFFERSON COUNTY  
CROOK COUNTY  
UMATILLA COUNTY  
BAKER COUNTY  
GRANT COUNTY  
GILLIAM COUNTY  
WALLOWA COUNTY  
WHEELER COUNTY  
MORROW COUNTY  
UNION COUNTY  
MALHEUR COUNTY

**K-12 in Oregon including but not limited to:**

BAKER SCHOOL DISTRICT 5J  
BURNT RIVER SCHOOL DIST 30J  
HUNTINGTON SCHOOL DISTRICT 16J  
PINE EAGLE SCHOOL DISTRICT 61  
ALSEA SCHOOL DISTRICT 7J  
CORVALLIS SCHOOL DISTRICT 509J  
MONROE SCHOOL DISTRICT 1J  
PHILOMATH SCHOOL DISTRICT 17J  
CANBY SCHOOL DISTRICT 86  
COLTON SCHOOL DISTRICT 53  
ESTACADA SCHOOL DISTRICT 108

GLADSTONE SCHOOL DISTRICT 115  
LAKE OSWEGO SCHOOL DISTRICT 7J  
MOLALLA RIVER SCHOOL DIST 35  
NORTH CLACKAMAS SCHOOL DIST  
OREGON CITY SCHOOL DISTRICT 62  
OREGON TRAIL SCH DIST 46  
WEST LINN-WILSONVILLE SD 3  
ASTORIA SCHOOL DISTRICT 1C  
JEWELL SCHOOL DISTRICT 8  
SEASIDE SCHOOL DISTRICT 10  
WARRENTON HAMMOND SCH DIST 30

CLATSKANIE SCHOOL DISTRICT 6J  
RAINIER SCHOOL DISTRICT 13  
SCAPPOOSE SCHOOL DISTRICT 1J  
ST HELENS SCHOOL DISTRICT 502  
VERNONIA SCHOOL DISTRICT 47J  
BANDON SCHOOL DISTRICT 54  
COOS BAY SCHOOL DISTRICT 9  
COQUILLE SCHOOL DISTRICT 8  
MYRTLE POINT SCHOOL DIST 41  
NORTH BEND SCHOOL DISTRICT 13  
POWERS SCHOOL DISTRICT 31  
CROOK CO SCHOOL DISTRICT  
BROOKINGS HARBOR SCH DIST 17C  
CENTRAL CURRY SCHOOL DIST 1  
PORT ORFORD-LANGLAIS SD 2CJ  
BEND LAPINE SCHOOL DISTRICT 1  
REDMOND SCHOOL DISTRICT 2J  
SISTERS SCHOOL DISTRICT 6  
CAMAS VALLEY SCHOOL DIST 21  
DOUGLAS CO SCHOOL DISTRICT 15  
ELKTON SCHOOL DISTRICT 34  
GLENDALE SCHOOL DISTRICT 77  
GLIDE SCHOOL DISTRICT 12  
NORTH DOUGLAS SCHOOL DIST 22  
OAKLAND SCHOOL DISTRICT 1  
REEDSPORT SCHOOL DISTRICT 105  
RIDDLE SCHOOL DISTRICT 70  
ROSEBURG SCHOOL DISTRICT 4  
SOUTH UMPQUA SCHOOL DIST 19  
SUTHERLIN SCHOOL DISTRICT 130  
WINSTON-DILLARD SCH DIST 116  
YONCALLA SCHOOL DISTRICT 32  
ARLINGTON SCHOOL DISTRICT 3  
CONDON SCHOOL DISTRICT 25J  
DAYVILLE SCHOOL DISTRICT 16J  
JOHN DAY SCHOOL DISTRICT 3  
LONG CREEK SCHOOL DIST 17  
MONUMENT SCHOOL DISTRICT 8  
PRAIRIE CITY SCHOOL DISTRICT 4  
HARNEY CO SCHOOL DISTRICT 3  
CRANE ELEM SCHOOL DISTRICT 4  
DIAMOND SCHOOL DISTRICT 7  
DOUBLE O SCHOOL DIST 28  
DREWSEY SCHOOL DISTRICT 13  
SOUTH HARNEY SCHOOL DIST 33  
FRENCHGLEN SCHOOL DISTRICT 16  
SUNTEX SCHOOL DISTRICT 10  
HOOD RIVER CO SCHOOL DISTRICT  
ASHLAND SCHOOL DISTRICT 5  
BUTTE FALLS SCHOOL DISTRICT 91  
CENTRAL POINT SCHOOL DIST 6  
JACKSON CO SCHOOL DISTRICT 9  
MEDFORD SCHOOL DISTRICT 549C  
PHOENIX-TALENT SCHOOL DIST 4  
PROSPECT SCHOOL DISTRICT 59  
ROGUE RIVER SCHOOL DISTRICT 35  
CULVER SCHOOL DISTRICT 4  
JEFFERSON CO SCHOOL DIST 509J  
GRANTS PASS SCHOOL DISTRICT 7  
THREE RIVERS SCHOOL DISTRICT  
KLAMATH CO SCHOOL DIST 600  
KLAMATH FALLS CITY SCHOOLS  
LAKE CO SCHOOL DISTRICT 7  
PAISLEY SCHOOL DISTRICT 11C  
BETHEL SCHOOL DISTRICT 52  
BLACHLY SCHOOL DISTRICT 90

CRESWELL SCHOOL DISTRICT 40  
CROW-APPLEGATE-LORANE SD 66  
EUGENE SCHOOL DISTRICT 4J  
FERN RIDGE SCHOOL DIST 28J  
JUNCTION CITY SCHOOL DIST 69  
LOWELL SCHOOL DISTRICT 71  
MAPLETON SCHOOL DISTRICT 32  
MARCOLA SCHOOL DISTRICT 79J  
MCKENZIE SCHOOL DISTRICT 68  
OAKRIDGE SCHOOL DISTRICT 76  
PLEASANT HILL SCHOOL DIST 1  
SIUSLAW SCHOOL DISTRICT 97J  
SOUTH LANE SCH DISTRICT 45J3  
SPRINGFIELD SCHOOL DISTRICT 19  
LINCOLN CO SCHOOL DISTRICT  
GREATER ALBANY PUB SCH DIST 8J  
CENTRAL LINN SCHOOL DIST 552C  
HARRISBURG SCHOOL DISTRICT 7  
LEBANON CMTY SCHOOL DISTRICT 9  
SANTIAM CANYON SCH DIST 129J  
SCIO SCHOOL DISTRICT 95C  
SWEET HOME SCHOOL DISTRICT 55  
ADRIAN SCHOOL DISTRICT 61  
ANNEX SCHOOL DISTRICT 29  
AROCK SCHOOL DISTRICT 81  
HARPER SCHOOL DISTRICT 66  
JORDAN VALLEY SCHOOL DIST 3  
JUNTURA SCHOOL DISTRICT 12  
NYSSA SCHOOL DISTRICT 26  
ONTARIO SCHOOL DISTRICT 8C  
VALE SCHOOL DISTRICT 84  
CASCADE SCHOOL DISTRICT 5  
GERVAIS SCHOOL DISTRICT 1  
JEFFERSON SCHOOL DISTRICT 14J  
MT ANGEL SCHOOL DISTRICT 91  
NORTH MARION SCHOOL DIST 15  
SALEM KEIZER SCH DIST 24J  
SILVER FALLS SCHOOL DIST 4J  
ST PAUL SCHOOL DISTRICT 45  
NORTH SANTIAM SCHOOL DIST 29J  
WOODBURN PUBLIC SCH DIST 103  
MORROW CO SCHOOL DISTRICT 1  
CORBETT SCHOOL DISTRICT 39  
DAVID DOUGLAS SCHOOL DIST 40  
GRESHAM-BARLOW JOINT SD 10  
CENTENNIAL SCHOOL DIST 28J  
PARKROSE SCHOOL DISTRICT 3  
PORTLAND SCHOOL DISTRICT 1J  
REYNOLDS SCHOOL DISTRICT 7  
RIVERDALE SCH DISTRICT 51J  
CENTRAL SCHOOL DISTRICT 13J  
DALLAS SCHOOL DISTRICT 2  
FALLS CITY SCHOOL DIST 57  
PERRYDALE SCHOOL DISTRICT 21  
SHERMAN CO SCHOOL DISTRICT  
NESTUCCA VALLEY SCH DIST 101  
NEAH-KAH-NIE SCHOOL DIST 56  
TILLAMOOK SCHOOL DISTRICT 9  
ATHENA-WESTON SCH DIST 29RJ  
ECHO SCHOOL DISTRICT 5R  
HELIX SCHOOL DISTRICT 1R  
HERMISTON SCHOOL DISTRICT 8R  
MILTON FREEWATER USD 7  
PENDLETON SCHOOL DISTRICT 16R  
PILOT ROCK SCHOOL DISTRICT 2R  
STANFIELD SCHOOL DISTRICT 61R

UKIAH SCHOOL DISTRICT 80R  
UMATILLA SCHOOL DISTRICT 6R  
COVE SCHOOL DISTRICT 15  
ELGIN SCHOOL DISTRICT 23  
IMBLER SCHOOL DISTRICT 11  
LA GRANDE SCHOOL DISTRICT 1  
NORTH POWDER SCH DISTRICT 8J  
UNION SCHOOL DISTRICT 5  
ENTERPRISE SCHOOL DISTRICT 21  
JOSEPH SCHOOL DISTRICT 6  
WALLOWA SCHOOL DISTRICT 12  
NORTH WASCO CO SCH DIST 21  
DUFUR SCHOOL DISTRICT 29  
SOUTH WASCO CO SCHOOL DIST 1  
BANKS SCHOOL DISTRICT 13  
BEAVERTON SCHOOL DISTRICT  
FOREST GROVE SCHOOL DIST 15  
GASTON SCHOOL DISTRICT 511J  
HILLSBORO SCHOOL DISTRICT 1J  
SHERWOOD SCHOOL DISTRICT 88J  
TIGARD TUALATIN SCH DIST 23J

FOSSIL SCHOOL DISTRICT 21J  
MITCHELL SCHOOL DISTRICT 55  
SPRAY SCHOOL DISTRICT 1  
AMITY SCHOOL DISTRICT 4J  
DAYTON SCHOOL DISTRICT 8  
MCMINNVILLE SCHOOL DISTRICT 40  
NEWBERG SCHOOL DISTRICT 29J  
SHERIDAN SCHOOL DISTRICT 48J  
WILLAMINA SCHOOL DISTRICT 30J  
YAMHILL CARLTON SCH DIST  
PLEASANT VALLEY ELEM SD 364  
PINEHURST SCHOOL DISTRICT 94  
ASHWOOD ELEM SCH DIST 8  
BLACK BUTTE SCHOOL DISTRICT 41  
ADEL SCHOOL DISTRICT 21  
NORTH LAKE SCHOOL DISTRICT 14  
PLUSH SCHOOL DISTRICT 18  
TROY ELEM SCHOOL DISTRICT 54  
HARNEY CO UNION HIGH SD 1J  
KNAPPA SCHOOL DISTRICT 4  
IONE SCHOOL DISTRICT R2

**Higher Education in Oregon including but not limited to:**

LE CORDON BLEU CLG CA-PORTLAND  
NORTHWEST NANNIES INSTITUTE  
AIRMANS PROFICIENCY CENTER  
CONCORDE CAREER INSTITUTE  
CARRINGTON COLLEGE-PORTLAND  
OREGON STATE UNIVERSITY  
MARYLHURST UNIVERSITY  
GEORGE FOX EVANG SEM-PORTLAND  
CLACKAMAS CMTY CLG-OREGON CITY  
CLATSOP COMMUNITY COLLEGE  
SOUTHWESTERN OREGON CMTY CLG  
CENTRAL OREGON CMTY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
SOUTHERN OREGON UNIVERSITY  
ROGUE CMTY COLLEGE-REDWOOD  
OREGON INSTITUTE OF TECHNOLOGY  
LANE COMMUNITY COLLEGE  
NORTHWEST CHRISTIAN UNIV  
UNIVERSITY OF OREGON  
LINN BENTON COMMUNITY COLLEGE  
TREASURE VALLEY CMTY COLLEGE  
CORBAN UNIVERSITY  
MOUNT ANGEL SEMINARY  
CHEMEKETA CMTY CLG-SALEM  
WILLAMETTE UNIVERSITY  
CONCORDIA UNIVERSITY  
LEWIS & CLARK COLLEGE  
MT HOOD COMMUNITY COLLEGE  
MULTNOMAH UNIVERSITY  
PACIFIC NORTHWEST CLG OF ART  
PORTLAND CMTY COLLEGE-SYLVANIA  
PORTLAND STATE UNIVERSITY  
REED COLLEGE  
UNIVERSITY OF PORTLAND  
WARNER PACIFIC COLLEGE  
OREGON HEALTH & SCIENCE UNIV  
WESTERN SEMINARY-PORTLAND  
UNIV OF WESTERN STATES  
WESTERN OREGON UNIVERSITY  
BLUE MTN CMTY CLG-PENDLETON  
EASTERN OREGON UNIVERSITY  
PACIFIC UNIVERSITY

OGI SCH OF SCI & ENGR AT OHSU  
GEORGE FOX UNIVERSITY  
LINFIELD COLLEGE  
THE ART INST OF PORTLAND  
LINFIELD COLLEGE-PORTLAND  
NEW HOPE CHRISTIAN COLLEGE  
LEWIS & CLARK LAW SCHOOL  
WILLAMETTE UNIV LAW SCHOOL  
UNIV OF OREGON SCHOOL OF LAW  
PORTLAND CMTY CLG-ROCK CREEK  
PORTLAND CMTY COLLEGE-CASCADE  
OREGON STATE U CLG OF VET MED  
OREGON INST OF TECH-PORTLAND  
ITT TECHNICAL INST-PORTLAND  
OREGON COAST COMMUNITY COLLEGE  
OREGON UNIVERSITY SYSTEM  
HEALD COLLEGE-PORTLAND  
EVEREST CLG-PORTLAND  
OREGON CLG OF ART AND CRAFT  
WALLA WALLA UNIV SCH-NURSING  
PIONEER PACIFIC COLLEGE  
COLUMBIA GORGE CMTY COLLEGE  
ROGUE CMTY COLLEGE-RIVERSIDE  
KLAMATH COMMUNITY COLLEGE  
TILLAMOOK BAY CMTY COLLEGE  
COLLEGE OF LEGAL ARTS  
NATIONAL CLG OF NATURAL MED  
GUTENBERG COLLEGE  
PHAGANS BEAUTY COLLEGE  
PHAGANS CRL OREGON BEAUTY CLG  
PHAGANS SCHOOL OF BEAUTY  
PHAGANS GRANTS CLG OF BEAUTY  
PHAGANS MEDFORD BEAUTY SCHOOL  
UNIV OF PHOENIX-OREGON  
DEVRY UNIVERSITY-PORTLAND  
OREGON STATE UNIV-CASCADES  
VALLEY MEDICAL COLLEGE  
CHEMEKETA CMTY CLG-WOODBURN  
CHEMEKETA CTMY CLG-YAMHILL VLY  
BLUE MTN CMTY CLG-BAKER  
BLUE MTN CMTY CLG-HERMISTON  
BLUE MTN CMTY CLG-FREEWATER

ABDILL CAREER COLLEGE  
ANTHEM COLLEGE-BEAVERTON  
GOOD SAMARITAN HOSPITAL  
VETERANS ADMIN MED CTR  
LEGACY EMANUEL HOSPITAL  
UNIVERSITY HOSPITAL  
COLUMBIA GORGE CMTY CLG-HOOD R

GEORGE FOX UNIV-PORTLAND  
GEORGE FOX UNIV-SALEM  
GEORGE FOX UNIV-REDMOND  
SANFORD BROWN CLG-PORTLAND  
CLACKAMAS CMTY CLG-HARMONY  
CLACKAMAS CMTY CLG-WILSONVILLE  
ITT TECHNICAL INST-SALEM

**State Agencies in Oregon including but not limited to:**

OREGON - SECRETARY OF STATE  
OREGON - STATE TREASURER  
OREGON - STATE CONTROLLER  
OREGON - GOVERNOR  
OREGON - ATTORNEY GENERAL  
OREGON - STATE LEGISLATURE  
OREGON - JUDICIAL DEPARTMENT  
OREGON - STATE ARCHIVES PUBLIC INFORMATION SERVER  
OREGON - DEPARTMENT OF ADMINISTRATIVE SERVICES: TRANSPORTATION, PURCHASING AND PRINT SERVICES  
OREGON - DEPARTMENT OF AGRICULTURE  
OREGON - DEPARTMENT OF CONSUMER AND BUSINESS SERVICES  
OREGON - DEPARTMENT OF EDUCATION  
OREGON - DEPARTMENT OF FISH AND WILDLIFE  
OREGON - DEPARTMENT OF FORESTRY  
OREGON - DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES  
OREGON - DEPARTMENT OF HUMAN SERVICES  
OREGON - DEPARTMENT OF JUSTICE  
OREGON - DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT  
OREGON - DEPARTMENT OF REVENUE  
OREGON - DEPARTMENT OF TRANSPORTATION  
OREGON - ECONOMIC DEVELOPMENT DEPARTMENT  
OREGON - EMPLOYMENT DEPARTMENT  
OREGON - OFFICE OF ECONOMIC ANALYSIS  
OREGON - DEPARTMENT OF ENERGY  
OREGON - OFFICE OF RURAL HEALTH  
OREGON - OFFICIAL OREGON TOURISM WEB SITE  
OREGON - OREGON HOUSING AND COMMUNITY SERVICES

OREGON - OREGON LOTTERY  
OREGON - OREGON YOUTH AUTHORITY  
OREGON - PUBLIC EMPLOYEES RETIREMENT SYSTEM  
OREGON - STATE JOBS PAGE  
OREGON - STATE LIBRARY  
OREGON - WATER RESOURCES DEPARTMENT  
OREGON - DEPARTMENT OF ENVIRONMENTAL QUALITY  
OREGON - DEPARTMENT OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT  
OREGON - DEPARTMENT OF STATE POLICE  
OREGON - BUREAU OF LABOR AND INDUSTRIES  
OREGON - PARKS AND RECREATION DEPARTMENT  
OREGON - DEPARTMENT OF STATE LANDS  
OREGON - ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT  
OREGON - OREGON FILM & VIDEO OFFICE  
OREGON - OFFICE OF HOMELAND SECURITY  
OREGON - INSURANCE POOL GOVERNING BOARD  
OREGON - OREGON ARTS COMMISSION  
OREGON - OREGON PROGRESS BOARD  
OREGON - OREGON STATE BOARD OF HIGHER EDUCATION  
OREGON - OREGON STATE COMMISSION ON CHILDREN AND FAMILIES  
OREGON - PUBLIC UTILITY COMMISSION  
OREGON - CONSTRUCTION CONTRACTORS BOARD  
OREGON - OREGON STATE SCHOLARSHIP COMMISSION  
OREGON - OREGON STUDENT ASSISTANCE COMMISSION

**Cities, Towns, Villages, and Boroughs in Utah including but not limited to:**

CITY OF ALTAMONT  
CITY OF AMERICAN FORK  
CITY OF HIGHLAND  
CITY OF ALPINE  
TOWN OF EAGLE MOUNTAIN  
CITY OF FAIRFIELD  
TOWN OF CEDAR FORT  
CITY OF CENTERVILLE  
CITY OF CLEARFIELD  
CITY OF SUNSET  
CITY OF WEST POINT  
CITY OF CLINTON  
CITY OF COALVILLE  
CITY OF DRAPER  
CITY OF DUCHESNE  
CITY OF FARMINGTON  
CITY OF GARDEN CITY  
CITY OF GRANTSVILLE  
CITY OF HEBER CITY  
TOWN OF CHARLESTON

CITY OF HENEFER  
CITY OF KAMAS  
TOWN OF FRANCIS  
CITY OF KAYSVILLE  
CITY OF FRUIT HEIGHTS CITY  
TOWN OF LAKETOWN  
CITY OF LAYTON  
CITY OF LINDON  
CITY OF LEHI  
CITY OF SARATOGA SPRINGS  
CITY OF MANILA  
CITY OF COTTONWOOD HEIGHTS  
CITY OF MIDVALE  
CITY OF MIDWAY  
CITY OF MORGAN  
CITY OF MYTON  
CITY OF NORTH SALT LAKE  
CITY OF OAKLEY  
CITY OF OREM  
CITY OF VINEYARD

CITY OF PARK CITY  
CITY OF PLEASANT GROVE  
TOWN OF RANDOLPH  
CITY OF BLUFFDALE  
CITY OF RIVERTON  
CITY OF ROOSEVELT  
CITY OF BALLARD  
CITY OF ROY  
TOWN OF RUSH VALLEY  
CITY OF SANDY  
TOWN OF STOCKTON  
CITY OF OPHIR  
TOWN OF TABIONA  
CITY OF TOOEELE  
CITY OF SYRACUSE  
CITY OF VERNAL  
CITY OF NAPLES  
CITY OF VERNON  
TOWN OF WALLSBURG  
CITY OF WENDOVER

TOWN OF WOODRUFF  
CITY OF WEST BOUNTIFUL  
CITY OF WOODS CROSS  
CITY OF WEST JORDAN  
CITY OF ALTA  
CITY OF SOUTH JORDAN  
CITY OF HERRIMAN  
CITY OF SALT LAKE CITY  
CITY OF SOUTH SALT LAKE  
CITY OF HOLLADAY  
CITY OF WEST VALLEY CITY  
CITY OF TAYLORSVILLE  
BEAR RIVER CITY  
CITY OF BRIGHAM CITY  
CITY OF PERRY  
TOWN OF CLARKSTON  
CITY OF CORINNE  
CITY OF DEWEYVILLE  
TOWN OF FIELDING  
CITY OF GARLAND  
CITY OF HONEYVILLE  
CITY OF HOOPER  
CITY OF HOWELL  
TOWN OF HUNTSVILLE  
CITY OF HYDE PARK  
CITY OF HYRUM  
CITY OF LEWISTON  
CITY OF RIVER HEIGHTS  
CITY OF NIBLEY  
CITY OF LOGAN  
TOWN OF MANTUA  
CITY OF MENDON  
CITY OF MILLVILLE  
TOWN OF NEWTON  
TOWN OF PARADISE  
CITY OF PLYMOUTH  
CITY OF PROVIDENCE  
CITY OF RICHMOND  
SMITHFIELD CITY CORPORATION  
TOWN OF AMALGA  
TOWN OF SNOWVILLE  
CITY OF TREMONTON  
TOWN OF ELWOOD  
CITY OF TRENTON  
CITY OF WELLSVILLE  
CITY OF WILLARD  
CITY OF NORTH LOGAN  
CITY OF OGDEN  
CITY OF WEST HAVEN  
CITY OF SOUTH OGDEN  
CITY OF FARR WEST CITY  
CITY OF HARRISVILLE  
CITY OF PLAIN CITY  
CITY OF RIVERDALE  
CITY OF WASHINGTON TERRACE  
CITY OF SOUTH WEBER  
CITY OF UINTAH

CITY OF PLEASANT VIEW CITY  
CITY OF NORTH OGDEN  
CITY OF PRICE  
CITY OF BLANDING  
CITY OF CASTLE DALE  
TOWN OF CLAWSON  
CLEVELAND TOWN HALL  
CITY OF EAST CARBON  
CITY OF ELMO  
TOWN OF EMERY  
CITY OF FERRON  
CITY OF GREEN RIVER  
CITY OF HELPER  
CITY OF SCOFIELD  
CITY OF HUNTINGTON  
CITY OF MOAB  
TOWN OF CASTLE VALLEY  
CITY OF MONTICELLO  
CITY OF ORANGEVILLE  
CITY OF SUNNYSIDE  
CITY OF WELLINGTON  
CITY OF PROVO  
CITY OF AURORA  
CITY OF CENTERFIELD  
CITY OF DELTA  
CITY OF EPHRAIM  
CITY OF EUREKA  
CITY OF FAIRVIEW  
CITY OF FILLMORE  
CITY OF FOUNTAIN GREEN  
TOWN OF GOSHEN  
CITY OF GUNNISON  
TOWN OF HINCKLEY  
TOWN OF HOLDEN  
CITY OF KANOSH  
CITY OF LEAMINGTON  
CITY OF LEVAN  
CITY OF LYNNDYL  
CITY OF MANTI  
TOWN OF MAYFIELD  
TOWN OF MEADOW  
CITY OF MONA  
TOWN OF ROCKY RIDGE  
CITY OF MORONI  
CITY OF MOUNT PLEASANT  
CITY OF NEPHI  
CITY OF OAK CITY  
CITY OF PAYSON  
CITY OF ELK RIDGE  
TOWN OF REDMOND  
CITY OF SALEM  
CITY OF WOODLAND HILLS  
CITY OF SALINA  
CITY OF SANTAQUIN  
TOWN OF GENOLA CITY HALL  
TOWN OF SIGURD  
CITY OF SPANISH FORK

CITY OF SPRING CITY  
CITY OF SPRINGVILLE  
CITY OF STERLING  
TOWN OF WALES  
CITY OF RICHFIELD  
TOWN OF ALTON  
TOWN OF ANNABELLA  
CITY OF ANTIMONY  
CITY OF BEAVER  
TOWN OF BICKNELL  
TOWN OF BOULDER  
TOWN OF CANNONVILLE  
TOWN OF BRIAN HEAD  
CITY OF CEDAR CITY  
CITY OF ENOCH  
CITY OF CIRCLEVILLE  
TOWN OF ELSINORE  
CITY OF ENTERPRISE  
CITY OF ESCALANTE  
TOWN OF GLENDALE  
TOWN OF GLENWOOD  
TOWN OF HANKSVILLE  
TOWN OF HATCH  
CITY OF HENRIEVILLE  
TOWN OF APPLE VALLEY  
CITY OF HURRICANE  
CITY OF IVINS  
TOWN OF JOSEPH  
TOWN OF JUNCTION  
TOWN OF BIG WATER  
CITY OF KANAB  
TOWN OF KANARRAVILLE  
TOWN OF KOOSHAREM  
CITY OF LA VERKIN  
TOWN OF LEEDS  
TOWN OF LOA  
CITY OF LYMAN  
CITY OF MARYSVALE  
CITY OF MILFORD  
TOWN OF MINERSVILLE  
TOWN OF CENTRAL VALLEY  
CITY OF MONROE  
TOWN OF NEW HARMONY  
CITY OF ORDERVILLE  
CITY OF PANGUITCH  
TOWN OF PARAGONAH  
CITY OF PAROWAN  
TOWN OF ROCKVILLE  
CITY OF SANTA CLARA  
TOWN OF SPRINGDALE  
CITY OF SAINT GEORGE  
CITY OF TOQUERVILLE  
TOWN OF TORREY  
TOWN OF TROPIC  
TOWN OF VIRGIN  
CITY OF WASHINGTON  
CITY OF HILDALE

**Counties in Utah including but not limited to:**

SUMMIT COUNTY  
DUCHESNE COUNTY  
DAVIS COUNTY  
WASATCH COUNTY  
DAGGETT COUNTY  
MORGAN COUNTY

RICH COUNTY  
TOOELE COUNTY  
UINTAH COUNTY  
SALT LAKE COUNTY  
BOX ELDER COUNTY  
CACHE COUNTY

WEBER COUNTY  
CARBON COUNTY  
EMERY COUNTY  
GRAND COUNTY  
SAN JUAN COUNTY  
UTAH COUNTY

MILLARD COUNTY  
SANPETE COUNTY  
JUAB COUNTY  
SEVIER COUNTY

BEAVER COUNTY  
PIUTE COUNTY  
KANE COUNTY  
WAYNE COUNTY

GARFIELD COUNTY  
IRON COUNTY  
WASHINGTON COUNTY

**K-12 in Utah including but not limited to:**

BEAVER CO SCHOOL DISTRICT  
BOX ELDER CO SCHOOL DISTRICT  
CACHE CO SCHOOL DISTRICT  
LOGAN CITY SCHOOL DISTRICT  
CARBON CO SCHOOL DISTRICT  
DAGGETT SCHOOL DISTRICT  
DAVIS SCHOOL DISTRICT  
DUCHESNE CO SCHOOL DISTRICT  
EMERY CO SCHOOL DISTRICT  
GARFIELD CO SCHOOL DISTRICT  
GRAND CO SCHOOL DISTRICT  
IRON CO SCHOOL DISTRICT  
JUAB SCHOOL DISTRICT  
TINTIC SCHOOL DISTRICT  
KANE CO SCHOOL DISTRICT  
MILLARD SCHOOL DISTRICT  
MORGAN CO SCHOOL DISTRICT  
PIUTE CO SCHOOL DISTRICT  
RICH CO SCHOOL DISTRICT  
GRANITE SCHOOL DISTRICT  
JORDAN SCHOOL DISTRICT

MURRAY CITY SCHOOL DISTRICT  
SALT LAKE CITY SCHOOL DISTRICT  
SAN JUAN SCHOOL DISTRICT  
NORTH SANPETE SCHOOL DISTRICT  
SOUTH SANPETE SCHOOL DISTRICT  
SEVIER SCHOOL DISTRICT  
NORTH SUMMIT SCHOOL DISTRICT  
PARK CITY SCHOOL DISTRICT  
SOUTH SUMMIT SCHOOL DISTRICT  
TOOELE CO SCHOOL DISTRICT  
UINTAH SCHOOL DISTRICT  
ALPINE SCHOOL DISTRICT  
NEBO SCHOOL DISTRICT  
PROVO CITY SCHOOL DISTRICT  
WASATCH CO SCHOOL DISTRICT  
WASHINGTON CO SCHOOL DISTRICT  
WAYNE CO SCHOOL DISTRICT  
OGDEN CITY SCHOOL DISTRICT  
WEBER SCHOOL DISTRICT  
CANYONS SCHOOL DISTRICT

**Higher Education in Utah including but not limited to:**

BRIDGERLAND APPLIED TECH CLG  
BRIDGERLAND APPLIED TECH CLG  
MYOTHERAPY COLLEGE OF UTAH  
UNIV OF UTAH LAW SCHOOL  
UNIV OF UTAH MEDICAL SCHOOL  
BRIDGERLAND APPLIED TECH CLG  
ODGEN-WEBER APPLIED TECH CLG  
UTAH STATE UNIVERSITY  
COLLEGE OF EASTERN UTAH  
SOUTHERN UTAH UNIVERSITY  
LDS BUSINESS CLG  
UNIVERSITY OF UTAH  
WESTMINSTER COLLEGE  
UTAH VALLEY UNIVERSITY  
SNOW COLLEGE-EPHRAIM  
BRIGHAM YOUNG UNIV-PROVO  
DIXIE STATE COLLEGE OF UTAH  
STEVENS HENAGER CLG-PROVO  
WEBER STATE UNIVERSITY  
STEVENS HENAGER CLG-OGDEN  
SALT LAKE CMTY CLG-REDWOOD  
UNIV OF PHOENIX-MURRAY  
UNIV OF PHOENIX-PLEA GROVE  
BYU CLARK SCHOOL OF LAW  
SALT LAKE CMTY CLG-SOUTH CITY  
UTAH SYSTEM OF HIGHER ED  
EVEREST CLG-SALT LAKE  
PROVO COLLEGE-PROVO  
ITT TECHNICAL INST-MURRAY  
GEORGE WYTHE COLLEGE  
SALT LAKE CMTY CLG-JORDAN  
SALT LAKE CMTY CLG-MILLER  
AMERITECH COLLEGE-PROVO  
AMERITECH COLLEGE-DRAPER  
BROADVIEW UNIV-WEST JORDAN

VISTA COLLEGE-ONLINE  
DAVIS APPLIED TECHNOLOGY CLG  
UINTAH BASIN APPLIED TECH CLG  
UTAH CLG OF MASSAGE THER-SALT  
BON LOSEE ACADEMY  
CLG OF EASTERN UTAH-SAN JUAN  
HEALING MOUNTAIN MASSAGE SCH  
UTAH CLG OF MASSAGE THER-SL  
OGDEN INSTITUTE MASSAGE THER  
EAGLE GATE CLG-SALT LAKE  
TOOELE APPLIED TECH CLG  
APPLIED TECH CLG-WEST VALLEY  
STEVENS HENAGER CLG-MURRAY  
SNOW COLLEGE-RICHFIELD  
NEUMONT UNIVERSITY  
MCKAY DEE HOSPITAL CENTER  
ORTHO SPECIALTY HOSPITAL  
SHRINERS HOSPITAL  
ST MARKS FAMILY PRACTICE  
UTAH VALLEY HOSPITAL  
ST MARKS HOSPITAL  
VETERANS ADMIN MED CENTER  
LDS HOSPITAL  
UNIV UTAH HOSPITAL  
BROADVIEW UNIV-LAYTON  
LOGAN INSTITUTE OF RELIGION  
WESTERN GOVERNORS UNIV-UTAH  
FORTIS COLLEGE-SALT LAKE CITY  
SOUTHWEST APPLIED TECH CLG  
STEVENS HENAGER CLG-LAYTON  
ROCKY MT UNIV OF HLTH PROF  
UTAH STATE UNIV-TOOELE  
BROADVIEW UNIV-SALT LAKE CITY ROSEMAN UNIV OF  
HLTH SCI-UTA

**State Agencies in Utah including but not limited to:**

UTAH - GOVERNOR  
 UTAH - STATE AUDITOR  
 UTAH - STATE TREASURER  
 UTAH - ATTORNEY GENERAL  
 UTAH - LT. GOVERNOR  
 UTAH - LEGISLATURE  
 UTAH - OFFICE OF THE LEGISLATIVE FISCAL ANALYST  
 UTAH - STATE COURT SYSTEM  
 UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES  
 UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES:  
 DIVISION OF ADMINISTRATIVE  
 RULES  
 UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES:  
 DIVISION OF INFORMATION  
 TECHNOLOGY SERVICES  
 UTAH - DEPARTMENT OF AGRICULTURE AND FOOD  
 UTAH - DEPARTMENT OF ALCOHOLIC BEVERAGE  
 CONTROL  
 UTAH - DEPARTMENT OF COMMERCE  
 UTAH - DEPARTMENT OF COMMUNITY AND ECONOMIC  
 DEVELOPMENT  
 UTAH - DEPARTMENT OF CORRECTIONS  
 UTAH - DEPARTMENT OF ENVIRONMENTAL QUALITY  
 UTAH - DEPARTMENT OF GENERAL SERVICES  
 UTAH - DEPARTMENT OF HEALTH  
 UTAH - DEPARTMENT OF HUMAN RESOURCE  
 MANAGEMENT  
 UTAH - DEPARTMENT OF HUMAN SERVICES  
 UTAH - DEPARTMENT OF INSURANCE  
 UTAH - DEPARTMENT OF NATURAL RESOURCES  
 UTAH - DEPARTMENT OF PUBLIC SAFETY

UTAH - DEPARTMENT OF TRANSPORTATION  
 UTAH - DEPARTMENT OF WORKFORCE SERVICES  
 UTAH - DIVISION OF FINANCE  
 UTAH - OFFICE OF EDUCATION  
 UTAH - STATE ARCHIVES  
 UTAH - STATE LIBRARY DIVISION  
 UTAH - UTAH EDUCATION NETWORK  
 UTAH - UTAH GEOLOGICAL SURVEY  
 UTAH - OFFICE OF REHABILITATION  
 UTAH - TOURISM - UTAH.COM  
 UTAH - CHIEF INFORMATION OFFICER  
 UTAH - DEPARTMENT OF FINANCIAL INSTITUTIONS  
 UTAH - UTAH FILM COMMISSION  
 UTAH - STATE PARKS AND RECREATION  
 UTAH - DIVISION OF EMERGENCY SERVICES &  
 HOMELAND SECURITY  
 UTAH - OFFICE OF RURAL DEVELOPMENT  
 UTAH - LABOR COMMISSION  
 UTAH - UTAH ARTS COUNCIL  
 UTAH - UTAH COMMISSION ON CRIMINAL AND  
 JUVENILE JUSTICE  
 UTAH - UTAH COMMISSION ON VOLUNTEERS  
 UTAH - UTAH STATE TAX COMMISSION  
 UTAH - BOARD OF REGENTS  
 UTAH - PUBLIC SERVICE COMMISSION  
 UTAH - BOARD OF PARDONS AND PAROLE  
 UTAH - BEAR RIVER ASSOCIATION OF GOVERNMENTS  
 UTAH - WASATCH FRONT REGIONAL COUNCIL  
 UTAH - MOUNTAINLAND ASSOCIATION OF  
 GOVERNMENTS

**Cities, Towns, Villages, and Boroughs in Washington including but not limited to:**

AUBURN CITY HALL  
 CITY OF ALGONA  
 TOWN OF HUNTS POINT  
 YARROW POINT CITY HALL  
 CITY OF CLYDE HILL  
 TOWN OF BEAUX ARTS VILLAGE  
 BELLEVUE CITY HALL  
 BLACK DIAMOND CITY HALL  
 BOTHELL CITY HALL  
 MILL CREEK CITY HALL  
 CITY OF CARNATION  
 CITY OF DUVAL  
 EDMONDS CITY HALL  
 WOODWAY CITY HALL  
 ENUMCLAW CITY HALL  
 CITY OF ISSAQUAH  
 KENMORE CITY HALL  
 CITY OF KENT  
 KIRKLAND CITY HALL  
 BRIER CITY HALL  
 MAPLE VALLEY CITY HALL  
 CITY OF MEDINA  
 MERCER ISLAND CITY HALL  
 COVINGTON CITY HALL  
 MOUNTLAKE TERRACE CITY  
 HALL  
 NORTH BEND CITY HALL  
 LYNNWOOD CITY HALL  
 CITY OF PACIFIC  
 CITY OF NEWCASTLE

RENTON CITY HALL  
 SNOQUALMIE CITY HALL  
 CITY OF WOODINVILLE  
 CITY OF REDMOND  
 SAMMAMISH CITY HALL  
 BAINBRIDGE ISLAND CITY HALL  
 SEATTLE CITY HALL  
 SHORELINE CITY HALL  
 LAKE FOREST PARK CITY HALL  
 BURIEN CITY HALL  
 CITY OF NORMANDY PARK  
 TUKWILA CITY HALL  
 CITY OF SEATAC  
 CITY OF DES MOINES  
 CITY OF EVERETT  
 ANACORTES CITY HALL  
 ARLINGTON CITY HALL  
 BELLINGHAM CITY HALL  
 BLAINE CITY HALL  
 BURLINGTON CITY HALL  
 CONCRETE TOWN HALL  
 COUPEVILLE CITY HALL  
 DARRINGTON CITY HALL  
 EVERSON CITY HALL  
 FERNDALE CITY HALL  
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 MONROE CITY HALL  
 MOUNT VERNON CITY HALL  
 MUKILTEO CITY HALL  
 NOOKSACK CITY HALL  
 OAK HARBOR CITY HALL  
 SEDRO WOOLLEY CITY HALL  
 SKYKOMISH CITY HALL  
 SNOHOMISH CITY HALL  
 STANWOOD CITY HALL  
 SULTAN CITY HALL  
 SUMAS CITY HALL  
 BUCKLEY CITY HALL  
 CARBONADO TOWN HALL  
 DUPONT CITY HALL  
 EATONVILLE TOWN HALL  
 FORKS CITY HALL  
 GIG HARBOR CITY HALL  
 CITY OF BREMERTON  
 MILTON CITY HALL  
 MORTON CITY HALL  
 ORTING CITY HALL  
 PORT ANGELES CITY HALL  
 PORT ORCHARD CITY HALL  
 PORT TOWNSEND CITY HALL

POULSBO CITY HALL  
PUYALLUP CITY HALL  
EDGEWOOD CITY HALL  
SEQUIM CITY HALL  
TOWN OF SOUTH PRAIRIE  
STEILACOOM CITY HALL  
SUMNER CITY HALL  
BONNEY LAKE CITY HALL  
WILKESON TOWN HALL  
TACOMA CITY HALL  
RUSTON TOWN HALL  
FIFE CITY HALL  
CITY OF UNIVERSITY PLACE  
FIRCREST CITY HALL  
LAKEWOOD CITY HALL  
TUMWATER CITY HALL  
CITY OF LACEY  
OLYMPIA CITY HALL  
ABERDEEN CITY HALL  
TOWN OF BUCODA  
CITY OF CENTRALIA  
CITY OF CHEHALIS  
COSMOPOLIS CITY HALL  
CITY OF ELMA CITY HALL  
CITY OF HOQUIAM  
MCCLEARY CITY HALL  
MONTESANO CITY HALL  
MOSSYROCK CITY HALL  
CITY OF NAPAVINE  
OAKVILLE CITY HALL  
OCEAN SHORES CITY HALL  
PE ELL TOWN HALL  
RAINIER CITY HALL  
RAYMOND CITY HALL  
ROY CITY HALL  
CITY OF SHELTON  
SOUTH BEND CITY HALL  
TENINO CITY HALL  
TOLEDO CITY HALL  
CITY OF VADER  
CITY OF WESTPORT  
WINLOCK CITY HALL  
YELM CITY HALL  
BATTLE GROUND CITY HALL  
CITY OF BINGEN  
CAMAS CITY HALL  
CASTLE ROCK CITY HALL  
CATHLAMET CITY HALL  
CITY OF GOLDENDALE  
ILWAGO CITY HALL  
KALAMA CITY HALL  
KELSO CITY HALL  
LA CENTER CITY HALL  
LONG BEACH CITY HALL  
LONGVIEW CITY HALL  
NORTH BONNEVILLE CITY HALL  
RIDGEFIELD CITY HALL  
CITY OF STEVENSON  
VANCOUVER CITY HALL  
WASHOUGAL CITY HALL  
WHITE SALMON CITY HALL  
WOODLAND CITY HALL  
YACOLT CITY HALL  
EAST WENATCHEE CITY HALL

WENATCHEE CITY HALL  
BREWSTER CITY HALL  
BRIDGEPORT CITY HALL  
CASHMERE CITY HALL  
CHELAN CITY HALL  
CONCONULLY CITY HALL  
CITY OF ENTIAT  
CITY OF EPHRATA  
GEORGE CITY HALL  
LEAVENWORTH CITY HALL  
TOWN OF MANSFIELD  
KRUPP CITY HALL  
MOSES LAKE CITY HALL  
OKANOGAN CITY HALL  
OMAK CITY HALL  
OROVILLE CITY HALL  
PATEROS CITY HALL  
QUINCY CITY HALL  
RIVERSIDE CITY HALL  
TOWN OF ROCK ISLAND  
SOAP LAKE CITY HALL  
TONASKET CITY HALL  
TWISP CITY HALL  
WARDEN CITY HALL  
WATERVILLE CITY HALL  
TOWN OF WILSON CREEK  
WINTHROP CITY HALL  
YAKIMA CITY HALL  
UNION GAP CITY HALL  
CLE ELUM CITY HALL  
ELLENSBURG CITY HALL  
GRANDVIEW CITY HALL  
GRANGER CITY HALL  
HARRAH CITY HALL  
KITITITAS CITY HALL  
CITY OF MABTON  
MOXEE CITY HALL  
TOWN OF NACHES  
ROSLYN CITY HALL  
CITY OF SELAH  
SOUTH CLE ELUM TOWN HALL  
SUNNYSIDE CITY HALL  
TIETON CITY HALL  
CITY OF TOPPENISH  
WAPATO CITY HALL  
ZILLAH CITY HALL  
AIRWAY HEIGHTS CITY HALL  
CITY OF CHENEY  
DEER PARK CITY HALL  
TOWN OF FAIRFIELD  
LAMONT CITY HALL  
LATAH CITY HALL  
LIBERTY LAKE CITY HALL  
MEDICAL LAKE CITY HALL  
REARDAN CITY HALL  
ROCKFORD CITY HALL  
TOWN OF SPANGLE  
SPRAGUE CITY HALL  
TEKOA CITY HALL  
TOWN OF WAVERLY  
TOWN OF ALBION  
ALMIRA TOWN HALL  
CHEWELAH CITY HALL  
COLFAX CITY HALL

COLTON TOWN HALL  
COLVILLE CITY HALL  
COULEE CITY CITY HALL  
COULEE DAM CITY HALL  
TOWN OF CRESTON  
CUSICK CITY HALL  
DAVENPORT CITY HALL  
TOWN OF ELECTRIC CITY  
ELMER CITY TOWN HALL  
ENDICOTT TOWN HALL  
FARMINGTON CITY HALL  
GARFIELD CITY HALL  
GRAND COULEE CITY HALL  
CITY OF HARRINGTON  
HARTLINE CITY HALL  
IONE TOWN HALL  
CITY OF KETTLE FALLS  
LACROSSE CITY HALL  
TOWN OF MALDEN  
MARCUS CITY HALL  
METALINE CITY HALL  
METALINE FALLS CITY HALL  
NESPELEM TOWN HALL  
NEWPORT CITY HALL  
NORTHPORT CITY HALL  
OAKESDALE CITY HALL  
ODESSA CITY HALL  
PALOUSE CITY HALL  
PULLMAN CITY HALL  
CITY OF REPUBLIC  
RITZVILLE CITY HALL  
ROSALIA CITY HALL  
ST JOHN CITY HALL  
SPRINGDALE TOWN HALL  
UNIONTOWN CITY HALL  
TOWN OF WILBUR CITY HALL  
SPOKANE CITY HALL  
MILLWOOD TOWN HALL  
SPOKANE VALLEY CITY HALL  
PASCO CITY HALL  
BENTON CITY CITY HALL  
CITY OF COLLEGE PLACE  
CONNELL CITY HALL  
DAYTON CITY HALL  
KAHLOTUS CITY HALL  
KENNEWICK CITY HALL  
TOWN OF LIND  
MESA CITY HALL  
OTHELLO CITY HALL  
HATTON CITY HALL  
POMEROY CITY HALL  
CITY OF PRESCOTT  
TOWN OF MATTAWA CITY HALL  
CITY OF PROSSER  
RICHLAND CITY HALL  
CITY OF WEST RICHLAND  
ROYAL CITY CITY HALL  
STARBUCK CITY HALL  
WAITSBURG CITY HALL  
WALLA WALLA CITY HALL  
WASHTUCNA TOWN HALL  
ASOTIN CITY HALL  
CLARKSTON CITY HALL

**Counties in Washington including but not limited to:**

KING COUNTY  
SNOHOMISH COUNTY  
WHATCOM COUNTY  
ISLAND COUNTY  
SAN JUAN COUNTY  
SKAGIT COUNTY  
CLALLAM COUNTY  
KITSAP COUNTY  
JEFFERSON COUNTY  
PIERCE COUNTY  
THURSTON COUNTY  
LEWIS COUNTY  
GRAYS HARBOR COUNTY

MASON COUNTY  
PACIFIC COUNTY  
WAHIAKUM COUNTY  
Klickitat COUNTY  
COWLITZ COUNTY  
SKAMANIA COUNTY  
CLARK COUNTY  
CHELAN COUNTY  
OKANOGAN COUNTY  
DOUGLAS COUNTY  
YAKIMA COUNTY  
KITTITAS COUNTY  
WHITMAN COUNTY

STEVENS COUNTY  
LINCOLN COUNTY  
PEND OREILLE COUNTY  
FERRY COUNTY  
ADAMS COUNTY  
SPOKANE COUNTY  
FRANKLIN COUNTY  
COLUMBIA COUNTY  
GARFIELD COUNTY  
BENTON COUNTY  
WALLA WALLA COUNTY

**K-12 in Washington including but not limited to:**

BENGE SCHOOL DISTRICT 122  
LIND SCHOOL DISTRICT 158  
OTHELLO SCHOOL DISTRICT 147  
RITZVILLE SCHOOL DISTRICT 160  
WASHTUCNA SCHOOL DIST 109-43  
ASOTIN-ANATONE SCH DIST 420  
CLARKSTON SCH DIST J-250-185  
FINLEY SCHOOL DISTRICT 53  
KENNEWICK SCHOOL DISTRICT 17  
KIONA-BENTON CITY SCH DIST 52  
PATERSON SCHOOL DISTRICT 50  
PROSSER SCHOOL DISTRICT 116  
RICHLAND SCHOOL DISTRICT 400  
CASHMERE SCHOOL DIST 222  
ENTIAT SCHOOL DISTRICT 127  
LAKE CHELAN SCHOOL DIST 129  
CASCADE SCHOOL DIST 228  
MANSON SCHOOL DISTRICT 19  
WENATCHEE SCHOOL DISTRICT 246  
CAPE FLATTERY SCH DIST 401  
CRESCENT SCHOOL DISTRICT 313  
PORT ANGELES SCHOOL DIST 121  
QUILLAYUTE VALLEY SCH DIST 402  
SEQUIM SCHOOL DISTRICT 323  
BATTLE GROUND SCHOOL DIST 119  
CAMAS SCHOOL DISTRICT 117  
EVERGREEN SCHOOL DISTRICT 114  
GREEN MOUNTAIN SCHOOL DIST 103  
HOCKINSON SCHOOL DISTRICT 98  
LA CENTER SCHOOL DISTRICT 101  
RIDGEFIELD SCHOOL DISTRICT 122  
VANCOUVER SCHOOL DISTRICT 37  
WASHOUGAL SCHOOL DIST 112-6  
DAYTON SCHOOL DISTRICT 2  
STARBUCK SCHOOL DISTRICT 35  
CASTLE ROCK SCH DISTRICT 401  
KALAMA SCHOOL DISTRICT 402  
KELSO SCHOOL DISTRICT 458  
LONGVIEW SCHOOL DIST 122  
TOUTLE LAKE SCHOOL DIST 130  
WOODLAND SCHOOL DISTRICT 404  
BRIDGEPORT SCHOOL DISTRICT 75  
EASTMONT SCHOOL DISTRICT 206  
MANSFIELD SCHOOL DISTRICT 207  
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ORIENT SCHOOL DISTRICT 65

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POMEROY SCHOOL DISTRICT 110  
COULEE-HARTLINE SCH DIST 151  
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MOSES LAKE SCHOOL DISTRICT 161  
QUINCY SCHOOL DISTRICT 144-101  
ROYAL SCHOOL DISTRICT 160  
SOAP LAKE SCHOOL DISTRICT 156  
WAHLUKE SCHOOL DISTRICT 73  
WARDEN SCHOOL DISTRICT 146-161  
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ABERDEEN SCHOOL DISTRICT 5  
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ELMA SCHOOL DISTRICT 68  
HOQUIAM SCHOOL DISTRICT 28  
MCCLEARY ELEM SCHOOL DIST 65  
MONTESANO SCHOOL DISTRICT 66  
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TAHOLAH SCHOOL DISTRICT 77  
WISHKAH VALLEY SCHOOL DIST 117  
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SOUTH WHIDBEY SCHOOL DIST 206  
BRINNON SCHOOL DISTRICT 46  
CHIMACUM SCHOOL DISTRICT 49  
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FEDERAL WAY SCHOOL DIST 210  
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KENT SCHOOL DIST 415  
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NORTHSHORE SCHOOL DISTRICT 417  
RENTON SCHOOL DISTRICT 403  
SEATTLE SCHOOL DISTRICT 1

SHORELINE SCHOOL DISTRICT 412  
SKYKOMISH SCHOOL DISTRICT 404  
SNOQUALMIE VALLEY SCH DIST 410  
TUKWILA SCHOOL DISTRICT 406  
TAHOMA SCHOOL DISTRICT 409  
VASHON ISLAND SCHOOL DIST 402  
BAINBRIDGE ISLAND SCH DIST 303  
BREMERTON SCHOOL DIST 100-C  
CENTRAL KITSAP SCHOOL DIST 401  
NORTH KITSAP SCHOOL DIST 400  
SOUTH KITSAP SCHOOL DIST 402  
CLE ELUM-ROSLYN SCH DIST 404  
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BICKLETON SCHOOL DISTRICT 203  
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MOSSYROCK SCHOOL DISTRICT 206  
NAPAVINE SCHOOL DISTRICT 14  
ONALASKA SCHOOL DISTRICT 300  
PE ELL SCHOOL DISTRICT 301  
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WHITE PASS SCHOOL DISTRICT 303  
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MARY M KNIGHT SCHOOL DIST 311  
NORTH MASON SCHOOL DIST 403  
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BREWSTER SCHOOL DISTRICT 111  
NESPELEM SCHOOL DISTRICT 14  
OKANOGAN SCHOOL DISTRICT 105  
OMAK SCHOOL DISTRICT 19  
OROVILLE SCHOOL DISTRICT 410  
PATEROS SCHOOL DISTRICT 122  
TONASKET SCHOOL DISTRICT 404  
METHOW VALLEY SCHOOL DIST 350  
NASELLE-GRAYS RIVER VLY SD 155  
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BETHEL SCHOOL DISTRICT 403  
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EATONVILLE SCHOOL DISTRICT 404  
FIFE SCHOOL DISTRICT 417  
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ORTING SCHOOL DISTRICT 344  
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SUMNER SCHOOL DISTRICT 320  
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WHITE RIVER SCHOOL DIST 416  
LOPEZ ISLAND SCHOOL DIST 144  
ORCAS ISLAND SCHOOL DIST 137  
SAN JUAN ISLAND SCH DIST 149  
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STANWOOD-CAMANO SCH DIST 401  
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CHENEY SCHOOL DISTRICT 360  
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EAST VALLEY SCHOOL DIST 361  
FREEMAN SCHOOL DISTRICT 358  
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ROCHESTER SCHOOL DISTRICT 401  
TENINO SCHOOL DISTRICT 402  
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FERNDALE SCHOOL DISTRICT 502  
LYNDEN SCHOOL DISTRICT 504  
MERIDIAN SCHOOL DISTRICT 505  
MT BAKER SCHOOL DISTRICT 507  
NOOKSACK VALLEY SCH DIST 506  
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ROSALIA SCHOOL DISTRICT 320  
ST JOHN SCHOOL DISTRICT 322  
STEPTOE SCHOOL DISTRICT 304  
TEKOA SCHOOL DISTRICT 265  
GRANDVIEW SCHOOL DIST 200  
GRANGER SCHOOL DISTRICT 204  
HIGHLAND SCHOOL DISTRICT 203  
MABTON SCHOOL DISTRICT 120  
MT ADAMS SCHOOL DISTRICT 209  
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**Higher Education in Washington including but not limited to:**

EVEREST CLG-SEATTLE  
STYLEMASTER CLG OF HAIR DESIGN  
EVEREST CLG-TACOMA-FIFE  
SHORELINE CMTY CLG-NOSHORE CTR  
CLOVER PARK TECHNICAL COLLEGE  
WALLA WALLA COMMUNITY COLLEGE  
WENATCHEE VALLEY COLLEGE-NORTH  
TRANS UNION TRAINING SCH  
INTERFACE COMPUTER SCHOOL-CTRL  
WASHINGTON STATE UNIV-SPOKANE  
WASHINGTON STATE UNIV-TRI-CITY  
WASHINGTON STATE UNIV-VANCOUVE  
INTERFACE COMPUTER SCHOOL-NO  
INTERNL AIR & HOSP ACAD  
LAKE WASHINGTON TECHNICAL CLG  
WENATCHEE VALLEY COLLEGE  
PENINSULA COLLEGE  
CLARK COLLEGE  
LOWER COLUMBIA COLLEGE  
COLUMBIA BASIN COLLEGE  
BIG BEND COMMUNITY COLLEGE  
GRAYS HARBOR COLLEGE  
BELLEVUE COLLEGE  
GREEN RIVER COMMUNITY COLLEGE  
HIGHLINE COMMUNITY COLLEGE  
NORTHWEST UNIVERSITY  
SEATTLE PACIFIC UNIVERSITY  
SEATTLE UNIVERSITY  
SHORELINE CMTY COLLEGE-SEATTLE  
UNIV OF WASHINGTON-SEATTLE

NORTH SEATTLE CMTY COLLEGE  
SEATTLE CENTRAL CMTY COLLEGE  
SOUTH SEATTLE CMTY COLLEGE  
CORNISH COLLEGE OF THE ARTS  
TRINITY LUTHERAN COLLEGE  
OLYMPIC COLLEGE-BREMERTON  
CENTRAL WASHINGTON UNIVERSITY  
CENTRALIA COLLEGE  
PACIFIC LUTHERAN UNIVERSITY  
TACOMA COMMUNITY COLLEGE  
UNIVERSITY OF PUGET SOUND  
PIERCE COLLEGE-FORT STEILACOOM  
CORBAN UNIV SCHOOL OF MINISTRY  
SKAGIT VALLEY COLLEGE  
EVERETT COMMUNITY COLLEGE  
EDMONDS COMMUNITY COLLEGE  
EASTERN WASHINGTON UNIVERSITY  
GONZAGA UNIVERSITY  
SPOKANE COMMUNITY COLLEGE  
WHITWORTH UNIVERSITY  
SPOKANE FALLS CMTY COLLEGE  
ST MARTINS UNIVERSITY  
SOUTH PUGET SOUND CMTY COLLEGE  
THE EVERGREEN STATE COLLEGE  
WALLA WALLA UNIVERSITY  
WHITMAN COLLEGE  
WALLA WALLA COMMUNITY COLLEGE  
WESTERN WASHINGTON UNIVERSITY  
WHATCOM COMMUNITY COLLEGE  
WASHINGTON STATE UNIV-PULLMAN

YAKIMA VALLEY CMTY CLG-YAKIMA  
CITY UNIVERSITY OF SEATTLE  
THE ART INST OF SEATTLE  
ANTIOCH UNIVERSITY-SEATTLE  
SKAGIT VALLEY COLLEGE-WHIDBEY  
HERITAGE UNIV-WASHINGTON  
GONZAGA UNIV SCHOOL OF LAW  
UNIV OF WA SCHOOL OF MEDICINE  
UNIV OF WA SCHOOL OF LAW  
UNIV OF WA SCHOOL OF DENTISTRY  
SEATTLE UNIVERSITY SCH OF LAW  
WASHINGTON ST U CLG OF VET MED  
COLUMBIA BASIN CLG-RICHLAND  
NORTHWEST INDIAN COLLEGE  
PIERCE COLLEGE-PUYALLUP  
RENTON TECHNICAL COLLEGE  
SEATTLE CMTY CLG DISTRICT OFF  
COMMUNITY COLLEGES OF SPOKANE  
BELLINGHAM TECHNICAL COLLEGE  
UNIV OF WASHINGTON-BOTHELL  
UNIV OF WASHINGTON-TACOMA  
GOLDEN GATE BAPTIST SEM-PAC NW  
BASTYR UNIVERSITY  
ITT TECHNICAL INST-SEATTLE  
ITT TECHNICAL INST-EVERETT  
ITT TECHNICAL INST-SPOKANE  
CASCADIA COMMUNITY COLLEGE  
BATES TECHNICAL COLLEGE  
EVEREST COLLEGE-VANCOUVER  
ARGOSY UNIVERSITY-SEATTLE  
GOLDEN GATE UNIV-SEATTLE  
DEVRY UNIVERSITY-BELLEVUE CTR  
DEVRY UNIVERSITY-SEATTLE  
NURSING ASST TRAINING INST  
EVEREST CLG-EVERETT  
EVEREST CLG-RENTON  
EVEREST CLG-BREMERTON  
EVEREST CLG-TACOMA  
NORTHWEST COLLEGE OF ART  
CARRINGTON COLLEGE-SPOKANE

DIVERS INSTITUTE OF TECHNOLOGY  
GLEN DOW ACAD OF HAIR DESIGN  
PERRY TECHNICAL INSTITUTE  
PIMA MEDICAL INSTITUTE-SEATTLE  
SEATTLE VOCATIONAL INSTITUTE  
SEATTLE SCHOOL OF THEO/PSYCH  
FAITH EVANGELICAL LUTHERAN SEM  
NW GRADUATE SCH OF MINISTRY  
UNIV OF PHOENIX-WASHINGTON  
YAKIMA VALLEY CMTY CLG-GRAND  
DIGIPEN INST OF TECHNOLOGY  
CORTIVA INST-SEATTLE  
OLYMPIC COLLEGE-POULSBO  
INTL ACAD DSGN TECH SEATTLE  
KAPLAN COLLEGE-RENTON CAMPUS  
OLYMPIC COLLEGE-SHELTON  
EMBRY-RIDDLE AERO U-EVERETT  
FAMILY MED SW WASHINGTON  
CAPITOL HILL FAMILY HEALTH  
NAVAL HOSPITAL  
PROVIDENCE FAMILY MED CTR  
VIRGINIA MASON MEDICAL CTR  
VALLEY MEDICAL CENTER  
MADIGAN ARMY MEDICAL CTR  
US PUBLIC HEALTH SVC HOSP  
VETERANS ADMIN MED CTR  
CHILDRENS HOSPITAL  
HARBORVIEW MEDICAL CENTER  
UNIV WASHINGTON MED CENTER  
SWEDISH MED CNTR-FIRST HILL  
SWEDISH MED CTR-CHERRY HILL  
SACRED HEART MEDICAL CTR  
PARK UNIVERSITY-AFB CTR  
MOODY BIBLE INST-SPOKANE  
MOODY AVIATION  
CHARTER COLLEGE-BELLINGHAM  
BAINBRIDGE GRADUATE INSTITUTE  
LE CORDON BLEU CLG CA-SEATTLE  
WESTERN GOVERNORS UNIV-WA

**State Agencies in Washington including but not limited to:**

WASHINGTON - GOVERNOR  
WASHINGTON - ATTORNEY GENERAL  
WASHINGTON - COMMISSIONER OF PUBLIC LANDS  
WASHINGTON - INSURANCE COMMISSIONER  
WASHINGTON - STATE AUDITOR  
WASHINGTON - STATE TREASURER  
WASHINGTON - SUPERINTENDENT OF PUBLIC  
INSTRUCTION  
WASHINGTON - SECRETARY OF STATE  
WASHINGTON - LT. GOVERNOR  
WASHINGTON - STATE LEGISLATURE  
WASHINGTON - JOIN LEGISLATIVE AUDIT AND REVIEW  
COMMITTEE  
WASHINGTON - STATE COURTS  
WASHINGTON - DEPARTMENT OF CORRECTIONS  
WASHINGTON - DEPARTMENT OF ECOLOGY  
WASHINGTON - DEPARTMENT OF EMPLOYMENT  
SECURITY  
WASHINGTON - DEPARTMENT OF FISH AND WILDLIFE  
WASHINGTON - DEPARTMENT OF GENERAL  
ADMINISTRATION  
WASHINGTON - DEPARTMENT OF HEALTH

WASHINGTON - DEPARTMENT OF INFORMATION  
SERVICES  
WASHINGTON - DEPARTMENT OF LABOR AND  
INDUSTRIES  
WASHINGTON - DEPARTMENT OF LICENSING  
WASHINGTON - DEPARTMENT OF NATURAL  
RESOURCES  
WASHINGTON - DEPARTMENT OF PERSONNEL  
WASHINGTON - DEPARTMENT OF RETIREMENT  
SYSTEMS  
WASHINGTON - DEPARTMENT OF REVENUE  
WASHINGTON - DEPARTMENT OF SERVICES FOR THE  
BLIND  
WASHINGTON - DEPARTMENT OF SOCIAL AND HEALTH  
SERVICES  
WASHINGTON - DEPARTMENT OF TRANSPORTATION  
WASHINGTON - DEPARTMENT OF VETERANS AFFAIRS  
WASHINGTON - OFFICE OF FINANCIAL MANAGEMENT  
WASHINGTON - PORT OF GRAYS HARBOR  
WASHINGTON - WASHINGTON STATE EMERGENCY  
MANAGEMENT  
WASHINGTON - WASHINGTON STATE LOTTERY  
WASHINGTON - WASHINGTON STATE PARKS

WASHINGTON - WASHINGTON STATE PATROL  
WASHINGTON - WASHINGTON STATE TOURISM  
WASHINGTON - STATE LIBRARY  
WASHINGTON - DEPARTMENT OF COMMUNITY, TRADE  
AND ECONOMIC  
DEVELOPMENT  
WASHINGTON - 1-800-RECYCLE  
WASHINGTON - DEPARTMENT OF AGRICULTURE  
WASHINGTON - DEPARTMENT OF FINANCIAL  
INSTITUTIONS  
WASHINGTON - DEPARTMENT OF PRINTING  
WASHINGTON - AGING AND ADULT SERVICES  
ADMINISTRATION  
WASHINGTON - WASHINGTON STATE HEALTH CARE  
AUTHORITY  
WASHINGTON - LONG TERM CARE OMBUDSMAN  
WASHINGTON - RX WASHINGTON  
WASHINGTON - BOARD OF TAX APPEALS  
WASHINGTON - COUNTY ROAD ADMINISTRATION  
BOARD  
WASHINGTON - STATE COMMISSION ON JUDICIAL  
CONDUCT

**Other State Agencies**

BOARD OF MEDICAL EXAMINERS  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OFFICE OF THE STATE TREASURER  
OREGON BOARD OF ARCHITECTS  
OREGON CHILD DEVELOPMENT COALITION  
OREGON DEPARTMENT OF EDUCATION  
OREGON DEPARTMENT OF FORESTRY  
OREGON DEPARTMENT OF TRANSPORTATION  
OREGON DEPARTMENT OF EDUCATION  
OREGON LOTTERY  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
OREGON STATE DEPARTMENT OF CORRECTIONS  
OREGON STATE POLICE

WASHINGTON - WASHINGTON STATE EXECUTIVE  
ETHICS BOARD  
WASHINGTON - WASHINGTON TRAFFIC SAFETY  
COMMISSION  
WASHINGTON - WASHINGTON UTILITIES AND  
TRANSPORTATION COMMISSION  
WASHINGTON - GAMBLING COMMISSION  
WASHINGTON - WASHINGTON STATE ARTS  
COMMISSION  
WASHINGTON - WASHINGTON STATE LIQUOR  
CONTROL BOARD  
WASHINGTON - WASHINGTON STATE HOUSING  
FINANCE COMMISSION  
WASHINGTON - THURSTON REGIONAL PLANNING  
COUNCIL  
WASHINGTON - COWLITZ-WAHKIAKUM COUNCIL OF  
GOVERNMENTS  
WASHINGTON - PUGET SOUND REGIONAL COUNCIL  
WASHINGTON - PUGET SOUND CLEAN AIR AGENCY  
WASHINGTON - ECITYGOV ALLIANCE

OREGON TOURISM COMMISSION  
OREGON TRAVEL INFORMATION COUNCIL  
SANTIAM CANYON COMMUNICATON CENTER  
SEIU LOCAL 503, OPEU  
ADMIN. SERVICES OFFICE  
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY  
HAWAII HEALTH SYSTEMS CORPORATION  
SOH-JUDICIARY CONTRACTS AND PURCH  
STATE DEPARTMENT OF DEFENSE  
STATE OF HAWAII  
STATE OF HAWAII  
STATE OF HAWAII, DEPARTMENT OF EDUCATION  
STATE OF LOUISIANA  
STATE OF LOUISIANA DEPARTMENT OF EDUCATION

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## ACKNOWLEDGMENT & ACCEPTANCE

Proposal for  
Furniture and Installation  
Prepared for Region 4 Education Service Center &  
The Cooperative Purchasing Network  
In response to Solicitation #14-22



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## ACKNOWLEDGMENT AND ACCEPTANCE

### OF REGION 4 ESC's OPEN RECORDS POLICY

Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).

#### Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

*(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)*

- We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

*(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).*

Office Depot has deemed that a limited set of information provided in our response is a trade secret and proprietary and exempt und the Public Information Act. All pages which have been deemed as trade secret and proprietary have been notated in the header of the respective pages in red with the following verbiage. CONTAINS CONFIDENTIAL AND PROPRIETARY FINANCIAL INFORMATION AND TRADE SECRETS - EXEMPT FROM DISCLOSURE UNDER THE PUBLIC RECORDS ACT

See Attachment 1, immediately following this Acknowledgement for a comprehensive listing of those items deemed trade secret and proprietary.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President, Furniture  
Authorized Signature & Title



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**ACKNOWLEDGMENT AND ACCEPTANCE**  
**OF REGION 4 ESC's OPEN RECORDS POLICY**

**Attachment #1**

Office Depot has deemed that a limited set of information provided in our response is a trade secret and proprietary and exempt under the Public Information Act. All pages which have been deemed as trade secret and proprietary have been notated in the header of the respective pages in red with the following verbiage. **CONTAINS CONFIDENTIAL AND PROPRIETARY FINANCIAL INFORMATION AND TRADE SECRETS - EXEMPT FROM DISCLOSURE UNDER THE PUBLIC RECORDS ACT.**

<b>Tab</b>	<b>Appendix</b>	<b>Page(s)</b>	<b>Proprietary and Trade Secret</b>
1	Appendix D	17-22	All Contract Exceptions noted on pages 17-22 are considered Proprietary and Confidential, unless contract is awarded
2	Appendix E	35	Question 9 – Cooperatives - Office Depot's cooperative contract and state contract annual sales volume is proprietary and confidential and is not publicly reported as a separate line item in our earnings report; all other data is public record.
3	Appendix F	73	Question 24 – Anticipated Revenue for first three years of agreement, Office Depot's cooperative contract sales volume is proprietary and confidential and is not publicly reported as a separate line item in our earnings report.
7	Appendix C	N/A	Excel Pricing Files provided on accompanying Flash Drive and/or CD is considered Proprietary and Confidential, unless contract is awarded

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