

# **REQUEST FOR PROPOSAL**

## **For Office and Custodial Supplies Panhandle Area Educational Consortium**

**RFP #17-08**

**Bid closing date – March 6, 2017 @4:30PM CST**

**Failure to meet the following requirements will invalidate the bid submission**

**Deadline for Proposals:** Four hardcopies and one electronic copy (CD or other) must be received by **March 6, 2017 by 4:30 pm, CST**. Bids may be hand-delivered or mailed to the address below in a sealed envelope marked “**Sealed Bid for Office and Custodial Supplies**” **attn. Larche Hardy**

**PAEC** PAEC attn.: Larche Hardy  
**Address:** 753 West Blvd  
Chipley, Florida 32428  
**Fax Number:** 850-638-6109  
**E-mail Address:** larche.hardy@paec.org

Bids will be accepted up to but no later than the time indicated on the RFP. All bids/proposals received after the time stated in the RFP will not be considered and will be returned to the bidder unopened. The bidder assumes the risk of any delay in the U.S. Mail or in the handling of the mail by employees of PAEC. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified. The official clock for determining the time shall be that utilized by PAEC at the place bids are received.

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**All Questions concerning this RFP shall be directed only to:**

<b>RFP Coordinator:</b>	<b>Larche Hardy</b>
<b>Email address:</b>	<b>larche.hardy@paec.org</b>
<b>Street Address:</b>	<b>753 West Blvd Chipley, Florida 32428</b>

**No telephone correspondence is permitted**

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## I. INTRODUCTION AND BACKGROUND

The Panhandle Area Educational Consortium's Florida Buy Program (hereinafter, PAEC or PAEC Florida Buy) is issuing this **Request for Proposal (RFP)** to solicit proposals from companies and firms interested in providing **Office Supplies on behalf of this Consortium** for its own facilities and/or its participating school districts, individual public, private, charter schools, trade and technical schools, colleges and universities, local and other governmental and non-profit entities in the state of Florida. Written responses to this RFP must be delivered to PAEC **no later than 4:30 p.m. CST on March 6, 2017**. No late submissions will be accepted.

The purpose of this Request for Proposal is to identify and endorse **Supplier(s)** to serve as a **provider of office supplies and custodial supplies** in order to assist PAEC and its participating entities with pre-bid office and custodial supply products to be purchased through an online catalog reflecting pre-determined discounts via the PAEC Florida Buy program. This RFP is **not an agreement or contract**, and represents a list of requirements only. Submitted proposals shall become property of PAEC, and as such, PAEC reserves the right to reject any or all proposals for any reason.

PAEC has statutory authority (FS. 1001.451(3)) to provide cooperative purchasing services as a Regional Educational Consortium and as such, offers its program as an option for purchasing to eligible entities. The PAEC Florida Buy program is designed to provide cost-efficient processes and pricing to Florida school districts and other eligible entities including city and county government, higher education, private schools, charter schools, and non-profit organizations. The PAEC purchasing initiative is recognized as a solution to a 2016 Florida law (F.S 1010.04 (1)) amending the state's K-20 Education Code on Financial Matters.

Components of this solicitation would include, but not be limited to:

- A full line office and custodial supply catalog with best in class suppliers. A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder.
- Fast, reliable shipping
- Customer service, before and after the sale.
- Capability to integrate into PAEC's Florida Buy Marketplace

- Ability to create and support punch out website exclusively for the PAEC Florida Buy Marketplace as a means to place orders online at the contracted prices, terms and conditions of this solicitation.
- Participation in the PAEC Florida Buy Cooperative Purchasing Program. (Form I)

## **II. SCOPE OF RFP**

- A. PAEC Florida Buy is seeking qualified, experienced office supply contractor(s) who possess the necessary resources and capabilities to acquire, stock, and deliver the products/services described in this RFP which include but not limited to the provision of office supplies, custodial supplies, technology, electronics, equipment, office furnishings and labor to all participating buyers.
- B. The respondent will be required to offer its products/services to educational, governmental, and non-profit organizations eligible to participate in PAEC's statutorily created cooperative purchasing program, as well as entities in other states who allow its agencies and public institutions to utilize the purchasing contract.
- C. As a basis for the inventory offered, PAEC Florida Buy is seeking a catalog bid, adaptable to the PAEC Florida Buy Marketplace which will allow customers/members to simultaneously shop entire product catalogs while comparing and contracting product pricing and quality. The ability to offer the products described herein is a critical component of the award.

## **III. SPECIFICATIONS/TERMS AND CONDITIONS**

- A. Specific Terms and Conditions:
  - 1. The awarded respondent will provide a broad-line of office and custodial supplies to cooperative participants at consortium level discounted pricing.
  - 2. Standard Terms and Conditions:
    - a. The awarded vendor(s) agrees to:
      - i. Have access to a full inventory of the awarded product line(s).
      - ii. Provide sales and marketing representatives that are able to educate, introduce and demonstrate products and services to customers.
      - iii. Demonstrate that it possesses the necessary resources to, and agrees to, provide a comprehensive training and support program on the operation and use of the contract agreement.

- iv. Supply quoted pricing to PAEC Florida Buy customers upon their request. Quoted pricing should reflect the pricing submitted in form C-Pricing Schedule.
  - v. Unless the particular specification prohibits substitution, respondents are encouraged to propose materials, products, or materials of comparable type, function, and quality.
  - vi. Pricing should be in the form of a percentage from catalog list, published price, or price list. Discounts may be for the entire catalog or for a specific product or manufacturer categories.
  - vii. Price changes can only be made if the manufacturer's price changes. PAEC Florida Buy must be made aware of the price changes before taking effect.
  - viii. New products may be added at the established discounts.
  - ix. Include delivery in all pricing, although the awarded vendor(s) may require a minimum order for no delivery charge to be assessed. If the customer's order is below the minimum order, a delivery charge may be assessed. No deliver surcharge may be assessed if the order meets or exceeds the minimum, even though the actual delivery may be below the minimum due to "out of stock" or backordered items.
  - x. Invoice and ship all items directly to the PAEC Florida Buy customer.
  - xi. Goods should be deliver during normal business hours.
  - xii. Pay return shipping and give full credit on any defective product. All products must be 100% guaranteed.
3. Product and/or category terms and conditions

b. The awarded vendor(s) agrees to:

- i. Provide general office supplies that include, but are not limited to: pencils, pens, markers, and other writing instruments, correction fluid, tape, film, and other correction products; ink and toner cartridges, tape, glue, paste, and other adhesives; staplers, staples, paper clips and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers and organization systems; bulletin boards, batteries, mailing and shipping supplies; storage files.

- ii. Provide office electronics that include, but are not limited to: scanners, printers, electronic handhelds, desktops, scientific printers and nonprinting calculators.
  - iii. Provide paper products that include, but not limited to: white or color copy paper and duplicator paper, line office papers, envelopes, index cards, writing pads, composition books, loose-leaf paper, and card and cover stock papers.
  - iv. Provide specialty equipment and supplies that include but are not limited to; signs, nameplates, name badges, computer supplies, carrying cases, briefcases, portfolios, break room, and housekeeping supplies.
  - v. General custodial supplies and restroom products which include but are not limited to: tissue, hand towels, hand towel dispensers, bleach, sanitizing cleanser, gloves, brushes, mops, broom, floor cleaner, liquid soap, sponges, cleaning cloth, and general custodial supplies.
4. Compliance/Deviation from Specifications.

The proposer must check either the “Comply” or “Deviate” for each specification item. **All deviations must be noted and explained on the attached form entitled “Deviations” at the end of this solicitation package in order to be considered.**

Item	Description	Comply	Deviate
A.1	The Bidder will have access to a full inventory of the awarded product line.	Yes	
A.2	The Bidder shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	Yes	
A.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Bidder will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.	Yes	
A.4	Bidders must be a manufacturer’s authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer’s approved channels. Products that result from new authorized sales and service dealer arrangements between the Bidder and the manufacturer during the term of this contract may be added and offered through the PAEC Florida Buy contract.	Yes	
A.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.	Yes	

Item	Description	Comply	Deviate
A.6	If the Bidder intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Bidder must identify all providers and any and all associated costs with these providers. <b>We have a total of 8 distributor Members in Florida</b>	X	
A.7	Optional services must be identified separately, and must include clear descriptions of proposed services.	Yes	
A.8	Bidders must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.	Yes	
A.9	Bidders must be able to supply paper catalogs where requested. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.	Yes	
A.10	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.	Yes	
A.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.	Yes	
A.12	All products sold by the Bidder must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Bidders may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.	Yes	
A.13	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).	Yes	
A.14	Bidder has the option to offer private label products. Bidder shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	Yes	
A.15	Bidder must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.	Yes	
A.16	Bidder must have a 24-hour toll-free order fax line.	Yes	
A.17	If the Bidder makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.	Yes	
A.18	Bidder shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.	Yes	
A.19	Orders that are \$50.00 or more shall include free shipping. Bidder shall bid a flat rate for all orders that are less than \$50.00 regardless of where to be shipped in the continental United States.	Yes	

## II. SPECIAL TERMS AND CONDITIONS

1. Bidders must be capable of creating and supporting a punch out website exclusively for PAEC Florida Buy as a means to place orders online at the contracted prices, terms and conditions of this solicitation. Bidder(s) shall be able to demonstrate this ability to the satisfaction of PAEC Florida Buy prior to award of bid. Bidder agrees to provide a cXML punch-out site or provide a spreadsheet containing all of the items under contract within 60 days of contract signature. The successful bidder shall be responsible for providing all necessary personnel, materials, equipment, supervision, insurance and services, as outlined to accomplish the work in accordance with the specifications contained in this bid.
2. All orders shall be placed online in a controlled and secure web-based environment. PAEC and the award bidder(s) shall collaborate with a third party, Equal Level, to customize the website punch-out appearance, user interface and functions required for integrating and successfully managing data transmissions. Use of the third party integrator, Equal Level, is preferred, but not required.
3. Bidders shall identify specific references where your company has successfully implemented a similar online ordering program, independently or through a third party electronic solution provider such as Equal Level. PAEC has contracted with Equal Level to provide speedy e-Commerce onboarding utilizing an 'Amazon-like' intuitive interface to search for and compare goods and services. This firm may enhance the Bidder's punch-out to quickly search multiple online sites simultaneously and provide aggregate results for the buyer to choose from. If the awarded vendor does not currently have a punch-out enabled storefront, Equal Level will provide a punch-out enabled storefront for the award bidder(s) at no-charge for use in the PAEC marketplace.
4. Website must be easily navigated to view and select items, create a 'Hot List' or 'Favorites' items list, place orders and receive an order confirmation of the order placed in real time. Also include capability as needed, but not limited to, providing helpful screen shots to: Set-Up an Individual Account, Edit/Manage Account, Track Deliveries, Manage Invoices and Receipts.
5. Display online the order total, showing the list price per unit and the percent off list price discount per unit, and aggregate line item totals during the check-out and payment process. Indicate any additional fees per item or in the aggregate as a separate line at check-out. Complete order totals must be viewable prior to placing the order.
6. Prior to or immediately after checkout, there shall be a printable order page showing line item details, a summary of the total price, total discount, total of any handling, set



up or services fees, and a separate total shipping cost and grand total of the complete order.

#### IV. GENERAL INFORMATION

##### A. Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled for not less than one calendar year from date of contract. However the contract can be extended for up to three additional years with the consent of both parties.

##### B. Definitions

Definitions for the purpose of this RFP include:

- **PAEC-** The Panhandle Area Educational Consortium and/or its member and participating school districts.
- **Florida Buy-** A program of PAEC.
- **Bidder** – Company or firm submitting a proposal in order to obtain a contract with the Panhandle Area Educational Consortium and its member and/or its participating school districts.
- **Contractor** – Company or firm whose proposal has been accepted by PAEC and is awarded a formal written contract.
- **Request for Proposal (RFP)** – Formal procurement where a service or need is planned but no specific service or method has been chosen. The purpose of an RFP is to permit the bidders to suggest various approaches to meet the need at a given price.
- **RFP Coordinator--** The RFP Coordinator is the **sole point of contact** of the PAEC for this RFP. All communication between the Bidder and the PAEC upon receipt of this RFP shall be with the RFP Coordinator, **via mail, email or fax only** to the following:

PAEC      Larche Hardy  
Address   753 West Blvd  
            Chipley, Florida 32428  
E-mail Address: larche.hardy@paec.org

- **Any other communication will be considered unofficial** and non-binding by PAEC. Bidders are to rely on **written** statements issued by the

RFP Coordinator. Communication directed to parties other than the RFP Coordinator **may result in disqualification** of the Bidder.

- **Shall, Must, Will-** Indicates a mandatory requirement. Failure to meet mandatory requirements will invalidate the bid response, or result in a rejection of a proposal as non-responsive.
- **May, Should-** Indicates something that is requested but not mandatory.
- **Addendum (a)** – Written instruments, issued **only** by PAEC, that detail amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such written instruments shall be the **sole** method used by PAEC to amend, change or clarify this RFP.

C. Submission of Proposals

Proposal **format** shall be on 8 ½” x 11” sheets. Clear, legible fonts with a minimum 12 points in size for narrative descriptions and explanations will be submitted. While complete, thorough explanations of requirement understanding and company qualifications are desirable, succinct, concise verbiage is encouraged. Unnecessary self-promotion and promotional material is to be avoided.

**Deadline for Proposals:** Three hardcopies and one electronic copy (CD or other) must be received by **March 6, 2017 by 4:30 pm, CST**. Bids will be opened on March 8, 2017 at 9:00am Central time at PAEC in Chipley, Florida. Bids may be hand-delivered or mailed to the address below in a sealed envelope marked **“Sealed Bids for Facilities Management Services #17-08” attn. Larche Hardy**.

**PAEC** PAEC attn.: Larche Hardy  
**Address:** 753 West Blvd  
Chipley, Florida 32428  
**E-mail Address:** [larche.hardy@paec.org](mailto:larche.hardy@paec.org)

Proposals may **not** be transmitted using electronic media such as facsimile transmissions or e-mail.

Bids will be accepted up to but no later than the time indicated on the RFP. All bids/proposals received after the time stated in the RFP will not be considered and will be returned to the bidder unopened. The bidder assumes the risk of any delay in the U.S. Mail or in the handling of the mail by employees of PAEC. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified. The official clock for determining the time shall be that utilized by PAEC at the place bids are received.

D. Signatures

A Letter of Submittal must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the President or an Officer, if a corporation. The Letter of Submittal should have the contact information for the Bidder. (Form G Attached)

E. Pre-Bid Written Questions and Answers and Visit to Facilities

Any prospective Bidder is welcome to submit written questions to the PAEC by mail, email or fax to the RFP Coordinator (see address, email address/fax number above). PAEC will respond in writing to all questions which PAEC in its discretion deems relevant and substantive, so long as the questions are received more than 7 days before the due date for the proposals. PAEC **will not respond to any questions orally or over the phone**. A copy of the written questions and answers will be posted to the PAEC Florida Buy website at [www.floridabuy.org](http://www.floridabuy.org) under the solicitation announcement.

F. Failure to Comply

The Bidder is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

G. Revisions to the RFP

PAEC reserves the right to revise the RFP and/or to issue addenda to the RFP. For this purpose, the questions (as submitted by interested parties), answers, and other pertinent information shall be provided as an addendum(s) to the RFP.

PAEC also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all those who received the RFP from PAEC.

H. Rejection of Proposals

PAEC reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. The PAEC also reserves the right at its sole discretion to waive minor administrative irregularities contained in any proposal.

I. Most Favorable Terms

PAEC reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the **most favorable terms** which the Bidder can propose. **There will be no best and final offer process**. The Bidder should be prepared to accept this RFP for

incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or the Bidders' entire proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to PAEC.

J. Obligation to Contract

This RFP does not obligate PAEC to contract for any services specified herein.

K. Costs for Proposals/Administrative Fees

Bidders are responsible for all their costs associated with this RFP. PAEC will not be liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

The PAEC will charge Contractors an administrative fee of 2% for marketing the awarded Contractor's services and for the operation of its self-supporting cooperative purchasing program which this contract will be a part of. Awarded Contractors/Vendors shall be required to pay PAEC 2% of all Net Sales, less returns or cancellations of orders, made through the awarded Contract. Neither contractor/vendor nor its designated authorized reseller shall include additional amounts corresponding to the administrative fees in the awarded contract prices. This administrative fee applies to all orders, regardless of the method used to submit the order, or the quantity or dollar amount of the order. **Complete form H (attached).**

V. **Management Proposal**

In the Management Proposal, the Bidder should describe how the project will be organized and managed.

Provide all information requested in the exact order specified below:

I. Identifying Information

- (i) State the business name, address, principal place of business, telephone number, fax number and email address of legal entity or individual with whom contract would be written. (Form A attached)
- (ii) Provide the names, addresses, and telephone numbers of principal officers. (Form A attached)
- (iii) Specify the legal status of the Bidder and the year the entity was organized to do business as the entity now substantially exists.

- (iv) Describe the Bidder, including size, areas of specialization and expertise, client base, and any other pertinent information in such a manner that the proposal evaluators may reasonably assess the stability and financial strength of the Bidder. Provide information or references on the financial status of the Bidder.
- (v) Include the Federal Employer Tax Identification number and any applicable licenses including those from federal and state governmental authorities, federal or state regulatory commissions and any other applicable governmental agencies.

## II. Project Management

- (i) Describe the proposed project staffing/organization and internal controls to be used during the course of the project, including any subcontractors and their area of responsibility.
- (ii) State the name, the title or position, and telephone number of the individual who would have primary responsibility for the project resulting from this RFP. Disclose who within the Bidder organization would have prime responsibility and final authority for the work under the proposed contract.
- (iii) Identify responsibilities and qualifications of staff who will be assigned to the potential contract and the amount of time each will be assigned to the project. Provide resumes for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Bidder must ensure that staff identified in its proposal will actually perform the assigned work.
- (iv) Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management.

## III. Experience of the Bidder

- (i) List contracts, if any, of the Bidder during the last five years that relate to the Bidder's ability to perform the services called for under this RFP. List contract reference numbers, contract period of performance, contact persons, and telephone numbers.
- (ii) Description of the Bidder's experience in **Office and Custodial Supply** services.

- (iii) If the Bidder has had a contract terminated for default in the last five years, describe each such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Bidder, or (b) litigated and such litigation determined that the Bidder was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Bidder's position on the matter. PAEC will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of past experience.
- (iv) If the Bidder has not had any contract terminated for default in the past five years, so indicate.
- (v) Please list any private or governmental litigation and any inquiries by governmental regulatory agencies in which the Bidder has been involved in the past 5 years. With respect to private and/or governmental litigation, please include names of adverse parties, court(s) of jurisdiction, case number and a brief description of each case, including status or disposition. With respect to regulatory inquiries, please state investigating agency, date of initial inquiry, and a description of each matter, including status or disposition.
- (vi) Bidder agrees to promptly supply PAEC with background financial and corporate information, including tax returns and bank references, upon request.
- (vii) Bidder shall describe its hiring processes, including background screening procedures, in detail and certifies that it complies with Federal law with respect to hiring only employees who are legally eligible to work in the United States and that it requires the same of any service delivery partners/subcontractors it engages to complete the Scope of Work. Bidder's participation in the U.S. Citizenship and Enforcement's E-Verify program will have a favorable impact on the overall evaluation of the Project Management submission.
- (viii) Bidder shall provide certificates of insurance showing types and levels of Coverage.

## **VI. COST PROPOSAL**

### **A. Identification of Costs**

In this section of the Proposal, the Bidder is to identify the discounts to be provided under the scope of the RFP. The Bidder is to submit a detailed budget defining any additional costs associated with the deliverables required in the RFP.

Forms are provided as attachments to this solicitation to illustrate the catalog discount pricing and volume discounts. (Form C attached) **Note: Complete all 7 (seven) tabs.**

B. Award Will Not Be Based on Price Alone.

The evaluation process is designed to award this procurement to the Bidder who submits a quality proposal which best meets the requirements of this RFP. This may not be the Bidder with the lowest estimated cost proposal. PAEC reserves all discretion in this regard.

C. PAEC Questionnaire for Bidder

Refer to the document entitled Service Questionnaire for Bidder. Complete form B attached.

## VII. EVALUATION CRITERIA

A. Evaluation Team

The proposals shall be evaluated by an evaluation team, to be designated by PAEC, which will determine the proposal most responsive to the requirements stated in this RFP. Proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any addenda(s) which are issued. Based on the results of this analysis, it may be necessary to interview and/or visit the operations of one or more Bidders. The evaluation team will then evaluate all information and make a determination which will result in the selection of a qualified provider(s) of office and custodial supplies.

In accordance with PAEC procedures, awards shall be made to the responsible bidder whose proposal is determined in writing to be the most advantageous to PAEC based upon the evaluation criteria as determined by the Agency. The proposals will be ranked from the one most likely, to the one, least likely to meet the requirements listed in the RFP. If several proposals are closely ranked, PAEC may arrange for oral interviews to assist in making the decision. If an award of contract is made, the Bidder who's Proposal, in the sole opinion of the PAEC represents the best overall value to PAEC and participating facilities, will be selected. Factors which determine the award are detailed more fully in the specifications, including, but not limited to: the Proposal's responsiveness to all specifications in the inquiry; quality of the Bidder's products or services; Bidder's ability to perform the contract; and Bidder's general responsibility as evidenced by past performance. **Again, price, although a factor, will not be the sole determining factor in award of the contract. Multiple contracts may be awarded.**

B. Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Only responsive proposals which **meet the minimum requirements** will be forwarded to the evaluation team for further review.

C. Award Will Be Based on Multiple Factors

As stated previously, the evaluation process is designed to award the contract to the Bidder whose proposal best meets the requirements of this RFP. The final selection, if any, will be based upon the evaluation committee's recommendation after analysis of the technical, management, and cost elements of the proposal. PAEC's decision shall be final.

D. Contract Development: Following the final evaluations, PAEC will develop a contract with the most highly qualified respondent(s). If a satisfactory contract cannot be developed with the most highly qualified respondent(s) the second most qualified respondent(s) may then be approached to develop a contract.

## VIII. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Material submitted in response to this Request for Proposal shall become the property of PAEC. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Superintendent/CEO of PAEC and the successful Bidder. Thereafter, the proposals shall be deemed **public records**.

Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure must be clearly designated. The page must be identified and the particular exemption from disclosure upon which the Bidder is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

PAEC will consider a Bidder's request for exemption from disclosure; however, PAEC will make a decision predicated upon applicable laws. Marking the entire proposal exempt from disclosure will not be possible. The Bidder must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Bidder has been given an opportunity to seek a court injunction against the requested disclosure.

A charge may be made for copying and shipping any information requested from this RFP. All requests for information should be directed to the RFP Coordinator as stated above.



## **IX. PROPOSAL FORMAT**

Responses must be provided in a three-ring binder or report cover using 8.5 x 11 paper, clearly identified with the name of the Offeror's company and the solicitation name and number on both the outside front cover and vertical spine. Type set should be Times New Roman 12pt. All responses should be delivered using standard carriers or hand delivered. No electronic submissions (e-mail) will be accepted.

Include a copy of the entire RFP document that you are responding to, prior to your tabulated response. Tabs should be used to separate the proposal into sections. Please include an electronic version of your response on a CD or flash drive.

## **X. TIMETABLE**

- A. RFP advertised and released: February 3, 2017
- B. Request for questions/information due date: February 20, 2017
- C. Answers/addenda posted to [www.floridabuy.org](http://www.floridabuy.org): February 22, 2017
- D. Deadline for proposal: March 6, 2017
- E. Award information will be made available on April 11, 2017 via [www.floridabuy.org](http://www.floridabuy.org)

## **XI. FORMS**

Please complete all forms (A-K) and submit with your proposal. Failure to do so will render your submission unresponsive.

## Form A – Vendor Information

Company Information			
Company Name	Pro-Link, Inc.		
Address	500 Chapman Street		
City/State/Zip	Canton, MA 02021		
Phone	781-828-9550	Fax	781-828-9551
Toll Free Customer Number	800-745-4657		

Company Contacts	
<b>General Manager/CEO Name</b> Email Phone	Brian Slack brian.slack@prolinkhq.com 470-395-2201
<b>Sales Manager Name</b> Email Phone	Mark Prosser mark.prosser@prolinkhq.com 216-272-0949
<b>Customer Service Manager Name</b> Email Phone	Mary Hanley mary.hanley@prolinkhq.com 781-232-1835
<b>Account Manager(s) for the Cooperative Name(s)</b> Email Phone	Al Hudson al.hudson@prolinkhq.com 470-395-2207

Responsibilities	
<b>Submitting Sales Reports to PAEC</b> Name Email/Phone	Al Hudson al.hudson@prolinkhq.com 470-395-2207
<b>Payment of Administrative Fees to PAEC</b> Name Email/Phone	Bruce Seich bruce.seich@prolinkhq.com 781-232-1825
<b>Conducting Audits</b> Name Email/Phone	Al Hudson al.hudson@prolinkhq.com 470-395-2207

## Form B – Questionnaire

**Instructions.** Please complete the questionnaire below by placing your company's answers in the correlating response column.

<b>Responding Company's Name:</b>		<b>Pro-Link, Inc.</b>
<b>Instructions: For those responding to the RFP, please respond to the questions below.</b>		
<b>Question</b>	<b>Response</b>	
1. As you envision it, what is your company's role in this partnership? Please include sales and marketing strategies.	Distributor member will consult with schools to determine best practices to best solve or recommend products.	
2. Does your company have the capability to attend conferences and provide training seminars?	Yes	
3. How many staff members are dedicated to in-house customer service?	Varies by member 2-4	
4. Inventory: Where are your company's distribution hubs located? What is the service/fill rate of inventory from those locations?	Pro-Link's main hub is in Atlanta with our member distributor involved with logistics. Our stocking distributor will have one day delivery from our hub.	
5. Describe your company's ordering process and what methods can be used by members to place or create orders?	Easy ordering by visiting distributor location, call in order, fax, email and most cases on line ordering	
6. Does your company offer online ordering? How many staff members are dedicated to your online ordering helpdesk?	Yes, in most cases	
7. Does your company have retail locations that members would be able to access to make purchases? If so, please describe how our members would receive their discount(s) at your retail locations.	We have retail locations your member can visit. When placing an order use a PO# and identification	
8. Please explain if your company would or would not be willing to proceed with integration into the Florida Buy Marketplace should your company be awarded a contract.	Yes, we would be willing to the integration in to the Florida Buying Market Place, with 8 distribution points in Florida.	
9. What are your payment terms?	Net 30	
10. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	Yes, with no fee for use of credit cards.	
11. Does your company offer any prompt payment discounts? If so, please describe.	No	
12. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	Yes with \$125 to \$150.	
13. Briefly explain your delivery policy and the lead time required from a member placing an order to receipt of delivery.	Delivery time can vary by market based on how far from the warehouse is your location . Normal delivery 1 - 2 days.	
14. Does your company assess fuel surcharges for deliveries? If so, what is the charge?	No	

15. At times there are issues with service and/or deliveries. Please describe your process for addressing these issues.	Call us and let us know you issue so we can help you resolve it.
16. State your company's process for handling returns and/or credits.	Call us to let us know you have an issue so we can resolve it fast for your satisfaction.
17. State your company's process for introducing new products to the catalog. .	As we find new solutions for better cleaning at a resonable price we will add them to our offering.
18. Is there a specific time of the year when you as a company receive pricing increases and/or decreases from the manufacturers? How will your company propose pricing increases and decreases to the core list and paper core lists?	Most increases or decreases in price are in the first quarter of the year except for paper and liners where market fluctuations dictate price fluctuations
19. Would your company consider a dedicated inside sales representative that would be familiar with the PAEC Florida Buy contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?	Yes.
20. Would your company be willing to work with each of the Florida regions on sending/mailling out physical catalogs to members?	Yes
21. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to PAEC Florida Buy to ensure a successful roll-out in a timely, well communicated, responsive fashion?	Each of our member locations along with our Region Managers will work together to successfully rollout your plan. We are knowledgeable in this process recently having rolled out a conversion for over fifty malls nationally.
22. Please list the contracts your company currently holds that may compete directly with the PAEC Florida Buy program and describe how you will position the PAEC Florida Buy program versus other contracts.  If other contracts are available, please describe the process PAEC Florida Buy would need to take to transition a current purchaser who requests to utilize our program/contract instead of their current contract.	None.
23. How would you educate your sales representatives on the strengths of our contract? Would sales representatives be willing to conduct on-site visits with cooperative staff to members to explain the benefits of the Florida Buy Program?	The process of education would be from our VP of Sales, to our Pro-Link Region Managers to educate the management and sales staff of our eight members serving the state of Florida.
24. Please describe your marketing plan to reach and connect with our members in Florida. Please note what touch points and connection those members have with sales representatives.	Serving the PAEC area Pro-Link has SSE Equipment Supply Company, that has eight years of relationship with your area of the market in the panhandle.

25. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.	None.
---	-------

26. List any exceptions that your company is requesting to the terms set forth in the Instructions and Technical Specifications.	None
--	------

## Form D – References

**Instructions:** Please provide three references in the spaces below.

<b>Responding Company's Name:</b>	Pro-Link, Inc.
-----------------------------------	----------------

Reference #1		
Reference Name	Washington Prime Malls	
Reference Contact Name	rick.barbour@washingtonprime.com	
<ul style="list-style-type: none"><li>• Phone</li><li>• Email</li></ul>		
Notes (for CPC use only):		

Reference #2		
Reference Name		
Reference Contact Name		
<ul style="list-style-type: none"><li>• Phone</li><li>• Email</li></ul>		
Notes (for CPC use only):		


Reference #3		
Reference Name		
Reference Contact Name		
<ul style="list-style-type: none"><li>• Phone</li><li>• Email</li></ul>		
Notes (for CPC use only):		

## Form E - Level of Support

**Instructions:** Please indicate the level of support you will offer on this contract category. Check only one box in each section.

Prices are (check one box):	
<input type="checkbox"/>	No different from what we ordinarily offer to individual members.
<input type="checkbox"/>	Two percent (2%) lower than our best price to individual members.
<input type="checkbox"/>	Three percent (3%) lower than our best price individual members.
<input type="checkbox"/>	Four percent (4%) lower than our best price to individual members.
<input type="checkbox"/>	Five percent (5%) lower than our best price to individual members.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Other, please explain      15% to 25% off Catalog Pricing

Prices are (check one box):	
<input checked="" type="checkbox"/>	No different from what we ordinarily offer to other consortiums.
<input type="checkbox"/>	Two percent (2%) lower than our best price to other consortiums.
<input type="checkbox"/>	Three percent (3%) lower than our best price other consortiums.
<input type="checkbox"/>	Four percent (4%) lower than our best price to other consortiums.
<input type="checkbox"/>	Five percent (5%) lower than our best price to other consortiums.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to other consortiums.
<input type="checkbox"/>	Other, please explain

  
Authorized Signature (must match Signature on Form F)

3/1/17  
Date



## Form F- Assurance of Compliance

To Whom It May Concern:

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of all detailed and special conditions.

In submitting this proposal, it is understood that the right is reserved by the PAEC Florida Buy Purchasing Cooperative to reject any and all proposals.

Company Name: Pro-Link, Inc.

Authorized Agent's Signature: 

Agent's Name (Printed) MARK PROSSER

City/State/Zip: Peachtree Corners, Georgia 30092

Telephone Number: 470-395-2202 Fax Number: 470-395-3496

E-mail Address: mark.prosser@prolinkhq.com

## Form G-Contract Offer and Award

### OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specification and being familiar with all the conditions surrounding the proposed projects, hereby offer and agree to furnish all professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance of this proposal.

The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the PAEC Florida Buy Purchasing Cooperative as stated in the evaluation section, will be a consideration in making the award.

This contract offer and award binds said vendor to all terms and conditions stated in the proposal until a contract has been signed by both parties.

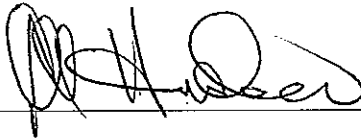
Company Name: Pro-Link, Inc.

Address 3300 Holcombridge Road, Suite 220

City: Peachtree Corners State: GA Zip: 30092

Contract Contact Person: Al Hudson

Authorized Signature: \_\_\_\_\_



### ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE PAEC FLORIDA BUY PURCHASING COOPERATIVE

Contract Term: It is the intent of the PAEC Florida Buy Purchasing Cooperative to award a contract(s) of Office and Custodial Supplies for one 1 (one) year, with the option to renew annually for three (3) years. The contract term shall be for a term of XXXXXXXXXXXX

PAEC Authorized Signature \_\_\_\_\_

Contract Number \_\_\_\_\_

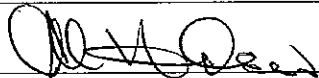
Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

## Form H- Participation in the Panhandle Area Educational Consortium Florida Buy Program.

I fully understand that an award of the RFP requires enrollment in the PAEC Florida Buy Program and that a 2% Administrative Fee for sales and income generated off of this contract will be paid quarterly to PAEC, along with a completed sales report (a template of which will be provided by PAEC) for contract management, marketing, and facilitation of this agreement. This fee is not to be added to the invoice or otherwise passed to any entity choosing to use this agreement.

I understand that the award and contract are approved by the Washington County, Florida School District as PAEC's fiscal agent and by the Chief Executive Officer of the Panhandle Area Educational Consortium, and are available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities).

Print Name Al Hudson

Signature 

Date February 28, 2017

Address 3300 Holcomb Bridge Road, Suite 220  
Peachtree corners, GA 30092

# Form I- Marketplace Supplier e-Commerce Survey

Please fill out survey, Save As (your company name) and return to buyer contact.  
Pro-Link, Inc

## Buyer Information

Date:

Name of buyer:

Buyer contact Name:

Email:

Phone:

Contract Name:

Contract #:

Contract Category

## 1. Supplier information

Company name:   
2200 Holcomb Bridge Road, suite 220  
Company address:   
Website:   
Main number:

## 2. Business contact:

### Primary Contact:

1. Name: Al Hudson  
Email: al.hudson@prolinkhq.com  
Phone: 470-395-2207  
Title: Support

### IT Contact:

2. Name: Alam Laclare  
Email: adam@ansinc.us  
Phone: 401-257-5012  
Title: Owner

### Other Contact

3. Name: Mark Prosser  
Email: mark.prosser@prolinkhq.com  
Phone: 216272-0949  
Title: Vice President of Sales

3. Can your company provide a punch-out enabled commerce site identifying the items under contract for your buyer? **Yes:** **No: X**

[If yes, answer questions 4-5 and return survey to buyer. If no, answer questions 6-9 and return form to buyer.]

4. Can your company receive cXML orders? **Yes:** **No: X**

5. What is the current lead time to set up a Test punch-out site?

Set up a Production punch-out site?

Recieve a test order?

Recieve a production order?

6. Can you provide a spreadsheet with the name, item number, description and contracted price for the goods or services under contract? **Yes:**☒ **No:**

[If no, you can save, and return survey to buyer without completing questions 7-9]

7. How many items are under contract for the buyer?

8. How frequently do items and/or item pricing change?

9. Do the products or services under contract have configurations options, e.g. color or size?

**Yes:** ☒ **No:**

## Form J- Compliance/Deviation from Specifications

Item	Description	Comply	Deviate
A.1	The Bidder will have access to a full inventory of the awarded product line.	Yes	
A.2	The Bidder shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	Yes	
A.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Bidder will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.	Yes	
A.4	Bidders must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Bidder and the manufacturer during the term of this contract may be added and offered through the AEPA contract.	Yes	
A.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.	Yes	
A.6	If the Bidder intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Bidder must identify all providers and any and all associated costs with these providers.	Yes	
A.7	Optional services must be identified separately, and must include clear descriptions of proposed services.	Yes	
A.8	Bidders must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.	Yes	
A.9	Bidders must be able to supply paper catalogs where requested. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.	Yes	
A.10	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.	Yes	
A.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.	Yes	
A.12	All products sold by the Bidder must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Bidders may offer reconditioned products as a Voluntary Alternate; such items shall be	Yes	

Item	Description	Comply	Deviate
	marketed and labeled as being reconditioned.		
A.13	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).	Yes	
A.14	Bidder has the option to offer private label products. Bidder shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	Yes	
A.15	Bidder must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.	Yes	
A.16	Bidder must have a 24-hour toll-free order fax line.	Yes	
A.17	If the Bidder makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.	Yes	
A.18	Bidder shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.	Yes	
A.19	Orders that are \$50.00 or more shall include free shipping. Bidder shall bid a flat rate for all orders that are less than \$50.00 regardless of where to be shipped in the continental United States.	Yes	

## Form K- Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version (CD or portable Drive) of their proposal as well as three written copies by the due date and time listed in the RFP by mail. Written submissions must follow the format listed in the RFP which is 12-point Times New Roman font.

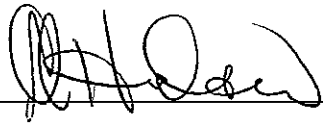
**Submission made via email will be rejected.**

Please take a moment and review the checklist provided and ensure all of the required documents have been included with your submission.

Your proposal should include the following:

- Narrative
- Form A-Vendor Information (Submit as a PDF, not scanned)
- Form B- Questionnaire (Submit as a Word Document)
- Form C -Pricing Sheet and all 7 (seven) tabs (Submit as an Excel (.xls or .xlsx) document)
- Form D- References (Submit as a PDF)
- Form E- Level of Support (Printed, signed, and scanned, submit as PDF)
- Form F- Assurance of Compliance (Printed, signed, and scanned, submit as PDF)
- Form G-Contract Offer and Award (Printed, signed, and scanned, submit as PDF)
- Form H-Participation in the PAEC Florida Buy Program (Printed, signed, and scanned, submit as PDF)
- Form I-Equal Level Supplier Survey (Printed, signed, and scanned, submit as PDF)
- Form J-Proposal Checklist (Printed, signed, and scanned, submit as PDF)

Important: Forms must be submitted in the format indicated and a printed copy included in your response. Three copies, along with a digital copy, must be mailed to PAEC before the response deadline.



Authorized Signature

February 28, 2017

Date





**For Office and Custodial Supplies**

**Panhandle**

**Area Education consortium**

**RFP #17-08**

## Management Proposal

Pro-Link, Inc. was founded in 1984 as a nationally full-service janitorial supply, marketing and buying organization that to date our national member list is over 100 Jan San Members.

Pro-Link, Inc. is D&B Rated with a Federal Tax ID is 74-2817255.

### **Proposed organization for staffing project includes but not limited to support of RFP:**

As shown in our organizational chart relating to PAEC we have as directors for our proposal the Vice President of Sales Mark Prosser and Vice President of Supply Chain Amiad Zionpur.

Mark Prosser directs our five national Region Managers for long term and short term planning of our Business Plan, coordination of products and pricing with Amiad Zionpur, Member relations nationally and sales decisions. The processes needed to succeed for your roll out will be his ultimate role of having the two Region Managers for the Florida region working in concert with our eight regional Member Distributors. Our RM's Chris Butler and Toby Deitzel responsible for your PAEC have many years of industry experience and product know how to assist you in this roll out. They will coordinate the process of Sales, explaining the story of Pro-Link and PAEC through the parts of training and working with the Member Distributors in stocking and filling of goods to your facilities. As well as disseminating the process to the management and staff of our Member Distributors.

Directly administering the PAEC Al Hudson will also see that Member Management follow up with Member sales force and receiving the Pro-Link and PAEC Sales for reporting to PAEC for the 2% admin fee. Al has prepared the pricing sheet with category grouping and will disseminate the catalogs to support this requirement. If needed, Al will also work with issues between PAEC and Member Distributors.

The member distributors are responsible for taking orders and PO's, processing and delivering goods to PAEC in a timely fashion, and billing customer for items filled. Other responsibilities will include training, suggesting products and processes, introduction to new ideas and be an all-around good guy.

On the Supply Chain side Amiad Zionpur will work with customer service and Purchasing to established the levels of stocking needed got your growth. Customer Service is our Central Purchasing for information on product knowledge, literature, specifications and labeling.



**For Office and Custodial Supplies  
Panhandle  
Area Education consortium  
RFP #17-08**

Customer Service also keeps current out Google web site that has all of our SDS and up to date literature that is easily available to all our members, sales force, Customer service and management to supply PAEC with compliant safe and easy to find information to be OSHA compliant.

**The individual Pro-Link Members will be the first line and contacts for PAEC.** This information will be given to you upon completion of the RFB for each Member's contact information.

**Experience of Bidder**

Contracts of Bidder during the last five years that relate to Bidders ability to perform are shown below:

**(1) Costars - Pennsylvania Department of General Services: Cooperative Purchasing Program**

a. CoStars is a Pennsylvania Government supported purchasing system allowing both suppliers and buyers to use best practices for everyday business opportunities. Being supplied with a CoStars Contract number allows the Pro-Link members to approach any state funded agency including Public School systems to present programs, products and ideas while having the knowledge that these items will not necessarily be placed on a bid request to multiple distributors. This tool also allows the user the ability to order exactly what is requested without fear of a lower cost product taking its place.

b. Pro-Link has decided to use the Pro-Link catalog along with a created list price sheet in conjunction with a specific discount as the basic program.

**c. See Attached letter for reference for past 8 years and contact information.**

**(2) Washington Prime Malls – Group of +75 Malls Managed and Owned nationally.**

a. Term of Coverage 40 new malls over past 2 years

b. Term of coverage +25 malls over past 5 years

c. Management requested Pro-Link provide constancy of cleaning and public appearance at the malls while maintaining quality they expected.

d. Contact: Rick Barbour

e. Phone: 614-887-5833

**500 Chapman Street • Canton, MA 02021 USA  
Phone 781-828-9550 • Fax 781-828-9551 • [www.prolinkhq.com](http://www.prolinkhq.com)**



**For Office and Custodial Supplies  
Panhandle  
Area Education consortium  
RFP #17-08**

**Experience of Bidder (continued)**

**Bidders Experience in office and Custodial Supply service.**

(1) Pro-Link, Inc., founded in 1984, is a national full-service janitorial supply, marketing, and buying organization. Pro-Link has more than 100 members and over 100 distribution points throughout the United States.

(2) Pro-Link provides its distributors and customers with a nationally recognized brand of high quality products and services that help deliver consistently cleaner facilities at lower total costs. With a sales force of industry professionals, we also provide national field support, troubleshooting, and training for members and end-customers.

Bidder has not had any contract terminated in the past five years.

Bidder has not had any private or governmental litigation and any inquiries by governmental regulatory agencies in which the Bidder has been involved in the past five years.

**PAEC FLORIDA BUY RFP #17-08**  
**TITLE: OFFICE AND CUSTODIAL SUPPLIES**

**ACCEPTANCE OF BID AND CONTRACT AWARD**

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, and service incurred in compliance with all terms, conditions, specifications and amendments in the Request for Proposals and any written exceptions to the RFP. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the Special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of his proposed subcontractors, time of completion, as well as other factors of interest to the Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name Pro.Link

Date 5/10/2017

Company Address 500 Chapman Street City Canton State MA Zip 02021

Contact Person Al Hudson Title Member Specialist

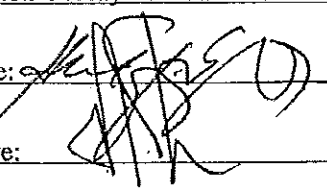
Authorized Signature (ink only)  Title Member Specialist

ACCEPTANCE OF BID AND CONTRACT AWARD TO BE COMPLETED ONLY BY AGENCY


Your bid for contracting services is hereby accepted by the PAEC fiscal agent and District of Record, the Washington County Florida School Board on April 10, 2017. As Offeror, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Request for Proposal. The parties intend this contract to constitute the final and complete agreement between the Agency and Offeror, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until April 11, 2021 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on April 11, 2018, April 11, 2019 and April 11, 2020. PAEC reserves the right to terminate this agreement with a 30 day notice within the first year or extended years due to inactivity of sales and/or failure to comply with Section 7, *Agreement to Participate in PAEC Cooperative State Purchasing Florida Buy*.

Awarding Agency: PAEC fiscal agent and District of Record, the Washington County Florida School Board

Agency Executive: Herbert J. Taylor, Superintendent WCSB

Signature: 

Agency Executive: John T. Selover, Executive Director, PAEC

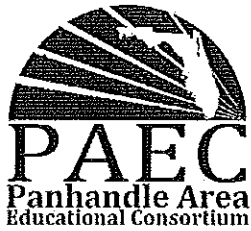
Signature: 

Awarded this 11th day of April

RFP#: 17-08

PAEC BOD: 3/23/2017

WCSB: 04/10/2017



**John T. Selover**  
Executive Director

753 West Boulevard  
Chipley, FL 32428  
Phone: (850) 638-6131  
Fax: (850) 638-6134  
paec.org

**Contact Person**

Name: Larche Hardy  
Phone: 850.638.6131  
Fax: 850.638.6109  
Email: Larche.hardy@paec.org

January 29, 2018

ProLink  
Al Hudson  
500 Chapman Street  
Canton, MA 02021

RE: PAEC Florida Buy RFP #17-08 Renewal ProLink

Dear Vendor Partner,

The Panhandle Area Educational Consortium Cooperative State Purchasing, Florida Buy, has reviewed the awarded affiliation agreement for the above listed partner and has approved it for renewal from April 11, 2018 through April 11, 2019.

If you have any questions, please contact the person listed above.

Sincerely,

Larche Hardy  
Florida Buy Project Manager

I accept the above renewal period of April 11, 2018 through April 11, 2019

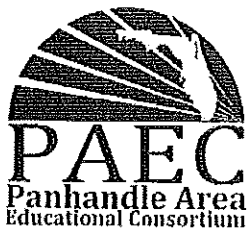
Al Hudson

Date: January 30, 2018



*Advancing Schools & Communities for Student Success*

CALHOUN – FAMU D.R.S – FRANKLIN – GADSDEN – GULF – HOLMES – JACKSON –  
JEFFERSON – LIBERTY – MADISON – TAYLOR – WAKULLA – WALTON – WASHINGTON



**John T. Selover**  
Executive Director

753 West Boulevard  
Chipley, FL 32428  
Phone: (850) 638-6131  
Fax: (850) 638-6134  
paec.org

January 22, 2019

ProLink  
Al Hudson  
500 Chapman Street  
Canton, MA 02021

**Contact Person**

Name: Larche Hardy  
Phone: 850.638.6131  
Fax: 850.638.6109  
Email: Larche.hardy@paec.org

RE: PAEC Florida Buy RFP #17-08 Renewal, ProLink

Dear Vendor Partner,

The Panhandle Area Educational Consortium Cooperative State Purchasing, Florida Buy, has reviewed the awarded contract for the above listed partner and has approved it for renewal from April 11, 2019 through April 11, 2020.

If you have any questions, please contact the person listed above.

Sincerely,

Larche Hardy  
Florida Buy Project Manager

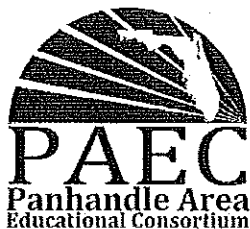
I accept the above renewal period of April 11, 2019 through April 11, 2020.

Name:  Date: 1/22/19



*Advancing Schools & Communities for Student Success*

CALHOUN – FAMU D.R.S – FRANKLIN – GADSDEN – GULF – HOLMES – JACKSON –  
JEFFERSON – LIBERTY – MADISON – TAYLOR – WAKULLA – WALTON – WASHINGTON



**John T. Selover**  
Executive Director

753 West Boulevard  
Chipley, FL 32428  
Phone: (850) 638-6131  
Fax: (850) 638-6134  
paec.org

ProLink  
Al Hudson  
500 Chapman Street  
Canton, MA 02021

February 10, 2020

RE: PAEC Florida Buy RFP #17-08 Renewal ProLink

Dear Vendor Partner,

The Panhandle Area Educational Consortium Cooperative State Purchasing, Florida Buy, has reviewed the awarded affiliation agreement for the above listed partner and has approved it for renewal from April 11, 2020 through April 11, 2021.

If you have any questions, please contact the person listed above.

Sincerely,

Larche Hardy  
Florida Buy Project Manager

I accept the above renewal period of April 11, 2020 through April 11, 2021

Al Hudson

Date:

February 10, 2020



*Advancing Schools & Communities for Student Success*

CALHOUN – FAMU D.R.S – FRANKLIN – GADSDEN – GULF – HOLMES – JACKSON –  
JEFFERSON – LIBERTY – MADISON – TAYLOR – WAKULLA – WALTON – WASHINGTON

**Contact Person**

Name: Larche Hardy  
Phone: 850.638.6131  
Fax: 850.638.6109  
Email: Larche.hardy@paec.org