



## Solicitation Number: RFP #032620

### CONTRACT

This Contract is between **Sourcewell**, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **Innotex Corp.**, 2397 Harts Ferry Rd., Ohatchee, AL 36271 (Vendor).

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

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

#### 1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires May 7, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.

C. SURVIVAL OF TERMS. Articles 11 through 16 survive the expiration or cancellation of this Contract.

#### 2. EQUIPMENT, PRODUCTS, OR SERVICES

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

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

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

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

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

### **3. PRICING**

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

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

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

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

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

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of

nonconforming Equipment and Products, the Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Member.

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

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

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

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

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

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

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

## 5. MEMBERSHIP, CONTRACT ACCESS, AND MEMBER REQUIREMENTS

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

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

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

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

## 6. MEMBER ORDERING AND PURCHASE ORDERS

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

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

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

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

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

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

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

## **7. CUSTOMER SERVICE**

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

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

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

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

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

The Report must contain the following fields:

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

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

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

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

## **9. AUTHORIZED REPRESENTATIVE**

Sourcwell's Authorized Representative is its Chief Procurement Officer.

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

## **10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

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

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

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

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

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

## **11. LIABILITY**

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

## **12. AUDITS**

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

## **13. GOVERNMENT DATA PRACTICES**

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

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

#### **14. INTELLECTUAL PROPERTY**

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

#### **15. PUBLICITY, MARKETING, AND ENDORSEMENT**

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

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

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

#### **16. GOVERNING LAW, JURISDICTION, AND VENUE**

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

#### **17. FORCE MAJEURE**

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

#### **18. SEVERABILITY**

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



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

## 19. PERFORMANCE, DEFAULT, AND REMEDIES

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

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

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

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

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

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

## 20. INSURANCE

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

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

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

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

Minimum limits:

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

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

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

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition). At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

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

\$1,000,000 Personal and Advertising Injury

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

\$2,000,000 general aggregate

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

Minimum Limits:

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

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

Minimum Limits:

\$2,000,000

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

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

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

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

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

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

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

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

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to name Sourcewell and its Members, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance

maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

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

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

## **21. COMPLIANCE**

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

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

## **22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

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

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Member. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

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

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

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

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

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

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

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

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

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

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

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award

covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

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

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

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

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

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

### 24. CANCELLATION

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

Sourcewell

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

Title: Director of Operations & Procurement/CPO

Date: 5/5/2020 | 5:07 PM CDT

Innotex Corp.

DocuSigned by:  
By: Rene Frederic Roy  
D529D175B525476...  
Rene Frederic

Title: VP of Finance

Date: 5/6/2020 | 4:28 AM PDT

Approved:

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

Title: Executive Director/CEO

Date: 5/6/2020 | 6:33 AM CDT



# RFP 032620 - Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment

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## Vendor Details

Company Name: Innotex Corp.  
2397 Harts Ferry Rd  
Address: Ohatchee, Alabama 36271  
Contact: Lou Lopez  
Email: lou.lopez@innotexprotection.com  
Phone: 608-346-8585  
Fax: 585-585-8585  
HST#: 99-0372856

## Submission Details

Created On: Sunday March 22, 2020 14:21:56  
Submitted On: Thursday March 26, 2020 12:52:18  
Submitted By: Lou Lopez  
Email: lou.lopez@innotexprotection.com  
Transaction #: 996436db-97e0-4d28-99df-1a61c2ea68d2  
Submitter's IP Address: 96.37.99.68

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## Specifications

**Table 1: Proposer Identity & Authorized Representatives**

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

Line Item	Question	Response *
1	Proposer Legal Name (and applicable d/b/a, if any):	Innotex Corp.
2	Proposer Address:	2397 Harts Ferry Rd Ohatchee, AL, USA 36271
3	Proposer website address:	innotexprotection.com
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Rene Frederic Roy, VP of Finance, 275 Gouin Street, Richmond, QC Canada J0B 2H0 Rene-Frederic.Roy@innotexprotection.com, (819) 826-5993 ext 228
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Melissa Cote, CSR, 275 Gouin Street, Richmond, QC Canada J0B 2H0 Melissa.Cote@innotexprotection.com (819) 826-5993 ext. 279
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Lou Lopez, VP of Sales, 2397 Harts Ferry Rd Ohatchee, AL, USA 36271 Lou.Lopez@innotexprotection.com, (608) 346-8585

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
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7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Listed below is the website link that contains this information. I have also entered the verbiage from the website below the web link.</p> <p><a href="http://innotexprotection.com/en/about-turnout-gear-manufacturer/">http://innotexprotection.com/en/about-turnout-gear-manufacturer/</a></p> <p>A century in the making.....Our craft goes back over a hundred years ago in 1889 at our Canadian facility where various garments were produced. In the late 1960s, the company became the outerwear division of Bombardier Recreational Products that was later sold to Camoplast Inc. After over 20 years of manufacturing extreme sports outerwear, winter sports and football protective equipment, the transition began to FR industrial and military protective apparel in the mid-1980s. In 1999, a new management team decided to merge the know-how of extreme sports and fire retardant for industrial and military use in the designing and manufacturing of apparel. With the idea to create a line of turnout gear, INNOTEX was born. It's mission: to continuously innovate through textile. The first UL® certified turnout gear was subsequently made in 2001.</p> <p><b>Our Designs</b> Our lightweight turnout designs are inspired by decades of experience in the development and manufacturing of extreme sports protective clothing. We design our products to be as efficient as possible, making improvements to comfort and durability, without compromising on protection.</p> <p>With high quality craftsmanship and exceptional attention to detail, we have created a turnout with increased durability, which in turn helps to extend the life of the turnout and allows fire departments to save considerably and increase firefighter safety.</p> <p>Firefighting is a demanding task. Taking extremely high risks and taking action in all sorts of situations requires determination, rigorous training and a great deal of passion. At INNOTEX®, we understand and share that passion. Our team takes nothing for granted. We don't hesitate to redefine tradition and refresh proven ideas, thanks to the clever use we make of modern technologies. Pride is the drive of firefighters, ours is to see you protected by our gear. Our company was named Innotex because one of our core principles is to (INNO)vation through (Tex)tiles - INNOTEX</p>
8	Provide a detailed description of the products and services that you are offering in your proposal.	Personal Protective Equipment for Firefighters following the standards set by the NFPA. Our product line includes Turnout gear, Proximity suits, Gloves, Particulate and Non-Particulate Hoods
9	What are your company's expectations in the event of an award?	To provide quality products in a timely manner to perform at or above the standards set by the NFPA for the Fire Departments that are served by this program.
10	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	We are a privately held company and operate under a policy of not releasing our specific financial data. What we can assure you is that we are a profitable, fiscally responsible and financially stable company. We exceed financial ratios that our banking partners require us to hold to do business with them. These numbers are consistently reviewed internally and yearly reviewed by external accountants. If needed, our CFO is more than willing to discuss these items during a phone call with Sourcewell's CFO or Financial department.
11	What is your US market share for the solutions that you are proposing?	We have a smaller market share in the U.S. in regards to turnout gear. Having said this, we are confident that we are in the Top 5 of suppliers in the U.S. market for turnout gear. There are 14 total competitors. Top 3 are in revenue a group. We believe we are #4 and close with # 5 in the next revenue group. They next 8-10 competitors are in a much lower revenue group. The view is different when it comes to hoods and gloves. We are the market share leader in Particulate Barrier hoods. The glove market is harder to determine overall market share but we are confident in our share of the market
12	What is your Canadian market share, if any?	We are the #1 supplier in the Canadian market. #2 is very close to us and between the two companies, we hold the vast majority of the business in the Canadian market.
13	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No

14	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	B) We are a manufacturer of Turnout Gear, Proximity Gear, Hoods and Gloves. We go to market through a network of Dealers who are located throughout the U.S. and Canada along with some International partners. We have a Sales team of 6 Regional Sales Managers and a VP of Sales who work directly for Innotex to engage with our Dealers throughout North America and some International locations. Our Dealers also have multiple Sales Reps who work directly for each of our Dealers.	*
15	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	NFPA 1971 and NFPA 1851 are the standards that we follow to provide our products to the Fire Service Industry. We work closely with UL to receive UL certification to the NFPA standards for our products. We are also ISO 9001 certified in our manufacturing facilities.	*
16	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Not applicable	*
17	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Turnout Gear (aka Bunker Gear), Proximity Suits, Gloves, Particulate and Non-Particulate blocking Hoods and Gloves. All achieve certification to the NFPA Standard	*

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	We are an ISO 9001 certified company and have also been awarded multiple patents in reference to the design of our garments.	*
19	What percentage of your sales are to the governmental sector in the past three years	This would depend on the definition being used for the governmental sector in this exercise. We sell the absolute majority of our products to Municipalities throughout North America. These sales are done through our Dealer Network but the end user is generally a Fire Department for a large or small city. If we look at the government sector as something like the Department of Defense then very little of our sales goes through to these Departments.	*
20	What percentage of your sales are to the education sector in the past three years	We do sell turnout gear, gloves and hoods to Fire Training Academies but these sales represent a very small portion of our business. 1%.	*
21	List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	HGAC, New York, New Jersey and Mississippi State contracts	*
22	List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	We do not hold any GSA contracts.	*

**Table 4: References/Testimonials**

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

Entity Name *	Contact Name *	Phone Number *	
City of Denver	Capt. Marc Wiederrich	(720) 865-3866	*
City of Toronto	Dino Athanasiou	(416) 992-8967	*
City of Laredo (TX)	Capt. Richard Cedillo	(956) 645-2730	*

**Table 5: Top Five Government or Education Customers**

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

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
City of Toronto	Government	ON - Ontario	Multi-year contract supplying 1,000's of sets of Turnout gear for this 4,000 Firefighter Department	Depends on the year, some years it is hundreds of thousands, this year several million.	One Million+ with several million coming this year.
City of Denver	Government	Colorado - CO	Multi-year contract supplying 1000+ sets of Turnout gear for this 1,200 Firefighter Department. We are also supplying them with some of their gloves and potentially their hoods in 2020	Approximately \$75- \$100K per order.	This contract is less than one year old. We have supplied approx. \$500k in product to them. Contract represents several million dollars
City of Laredo	Government	Texas - TX	We have supplied the City of Laredo (400 Firefighters) and their training facility for 9+ years with multiple products including Turnout gear, gloves and hoods.	Approximately \$100 - \$200K per order	Approx. \$350 - \$400K
City of Charlotte	Government	North Carolina - NC	We have supplied the City of Charlotte for the last 4 years. This is a contract that also can be utilized by additional Departments as part of the CPC.	Approximately \$50 - \$100K per order	\$1.5 million+ including CPC business
City of New York	Government	New York - NY	We have supplied 1200+ of our Innotex Gray 25 Hoods and Gray 35 hoods to the FDNY. Mainly Gray 25. This isn't top 5 in revenue but they are the largest Fire Department in the world and they chose to buy our hoods. This was a great win for us	\$100K	\$100K

**Table 6: Ability to Sell and Deliver Service**

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

Line Item	Question	Response *
25	Sales force.	As mentioned above, we have 6 Regional Sales Managers and a VP of Sales who are solely focused on the North American market and the Dealers that service these markets. There are 100+ Sales Reps who call on the individual Departments. We work hand in hand with them to deliver the best products to their respective Departments. We also have a dedicated internal Customer Service team who supports our RSMs, Dealers, Dealer Sales Reps and Fire Departments
26	Dealer network or other distribution methods.	Dealer Network
27	Service force.	We do have an 1851 center that is capable of providing any service in regards to our product line to support our North American Dealers or Fire Departments.
28	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	We have a dedicated team of Customer Service Representatives who are available Mon - Fri from 8am - 5:30pm (sometimes later) EST. This group of individuals are solely focused on servicing our Dealers, RSMs and Fire Departments. Depending on the situation, the response time could be within a few minutes or an hour but most are handled within the same business day. If the scope of the inquiry requires more investigation or research, the response could be longer.
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	We cover all areas of the U.S. and Canada
30	Identify any Sourcewell Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	At this time, we see no limitations in our coverage of the North American market
31	Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories.	Shipping costs would be higher for Members in Hawaii or Alaska.

**Table 7: Marketing Plan**

Line Item	Question	Response *
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	We will utilize a multi-pronged approach in marketing this contract in the States and Provinces where the contract applies. First, the education of our Sales Force (RSMs and Dealer Sales Reps) will be a critical component in launching this initiative. Their education will definitely help the expansion of this program. Second, we have a weekly communication utilizing our mailing list with Dealers, Sales Reps and Industry partners where we can also promote this program and the benefits of it. Targeted Social Media can also be a solid avenue for the promotion. One challenge will be that since this isn't available to all, we will need to craft the wording to promote this while also leaving room for the occasion that this isn't available to a particular area or partner. We have attached a couple of marketing brochures for your reference.
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Facebook and Instagram are our primary outlets for social media. There is more work to be done in this area but we are aware of this and it remains a priority for our team.
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Depending on the influence and potential size in winning a particular RFP, there can be multiple ways to promote a win. We promote a lot of these wins currently amongst our team, who then utilize these wins in their presentations throughout North America. The same can be said for our Dealer Sales Reps. In many instances, we promote some of our larger Departments at many of the trade shows that we attend throughout North America by prominently displaying the Turnout gear of several Departments for that particular area or region of the country. The more success we have together, the more we can promote the program between our two companies. We know that Sourcewell cannot endorse our brand but we can promote that we are having success to our RSMs and Dealer network in this new avenue of business.
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	We do have a robust online system that allows our users to log-in into our Dealer Zone to build quotes, develop specs, gather important detailed spec information, review pricing, compare pricing, and submit orders. If there is interest, we would be more than willing to provide a demonstration on the efficiency and ease of use of this system for Sourcewell. We are very proud of this resource.

**Table 8: Value-Added Attributes**

Line Item	Question	Response *
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell Members. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	We have multiple ways to approach the training of these Departments. We can do this throughout the process both before and after the sale. We can approach this training through our Dealer Reps in person or through different technology channels like Skype, GoToMeeting, Microsoft Teams, we have even facilitated some through Facetime for more general questions or ideas. In person training is the best way to experience the garments. Touching and maneuvering with the garments brings a lot of value to the training session. Not mandatory but a better experience. We also have great exposure throughout N. America at a significant amount of trade shows where we can invite Departments and their employees to learn with us at these functions. Our RSMs also travel frequently throughout their Region to provide in person detailed training sessions for Departments. We have the ability to demonstrate our manufacturing facilities to those that can travel to them and we frequently have people visit our 3 N. American manufacturing facilities. Some of these training sessions have no cost associated with them. Some the Department will pay for the travel expenses of their employees and some we have helped with the costs. There is a tremendous array of options here and we welcome the opportunity to be a part of them. Our products are unique due to the extensive work that we have put into developing and patenting them.
37	Describe any technological advances that your proposed products or services offer.	We hold multiple patents in the design and function of our garments for the Firefighting community.
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Traditionally, turnout gear has come in a black plastic bag (think of a Hefty Bag). This is the way that the industry has done it for decades. We have decided that as a company we want to try and eliminate these plastic bags and the plastic ties that attach some of the necessary documentation to the garments. We are launching this initiative now and are proud to be a contributor to reducing the amount of plastic that is entering into our waterways, oceans and landfills. We have also eliminated the printing of our full line catalog, much to the dismay of some of our employees and customers. There is a lot of paper associated with these items. We do offer several tri-fold brochures (attached) in limited quantities. We understand the value of these initiatives and are continually looking for more ways to improve in this area.

39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	None	*
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	None	*
41	What unique attributes does your company, your products, or your services offer to Sourcewell Members? What makes your proposed solutions unique in your industry as it applies to Sourcewell members?	<p>We hold multiple patents in the design and function of our garments for the Firefighting community. Our new Energy design turnout gear was designed to work with the Firefighter and not waste valuable energy fighting the garment while in one of the most dangerous scenarios out there. We want the Firefighter's Energy working towards saving lives, fighting the fire and saving property. They have enough on their hands than to have a garment that works against them. Our patented variable height collar to limit interference and ease of use, our patented Dual Zone technology for increased performance in thermal protection and breathability, our patented Airflow system that provides comfort and performance to the Firefighter, all of these are designed to bring value to the Firefighter. Web link attached for more details.</p> <p><a href="http://innotexprotection.com/en/turnouts/energy-coat-pants/">http://innotexprotection.com/en/turnouts/energy-coat-pants/</a></p> <p>We are the number one supplier of Particulate Blocking hoods for Firefighters in N. America and probably the world. Our Gray 25/35 hoods lead the market. We have a proprietary face cloth exclusively developed and produced for Innotex.</p> <p><a href="http://innotexprotection.com/en/equipment/firefighter-hoods/">http://innotexprotection.com/en/equipment/firefighter-hoods/</a></p> <p>We were also the first manufacturer to release a Particulate blocking system in turnout gear and work to continuously improve these garments with the recent addition of a new zone for the groin area. This is an aggressive area for cancer in Fire Fighters and we have worked to help protect them in this area of their body.</p> <p>Our new Endurance Knee System is also another example on our work to continuously and diligently bring improved protection, performance and comfort to the Firefighter.</p> <p>Another area where we thrive is our delivery lead times. We have an unmatched published program where we can produce Custom Turnout Gear in 5 working days. This is a tremendous opportunity for your Members. This 911 service allows a Department to get gear when the need is critical. There is a 15% up charge for this service but it is extremely helpful to a Department. We also have our Rapid Delivery Gear (RDG) program. This program allows for a Department to have gear manufactured in 15 days or less. There are 5 pre-configured models and the sizing is pre-determined (think M, L, XL, etc). This is also priced very competitively and is a great resource for Departments who have tighter budgets and/or a lot of turnover. Document is attached and link is provided below.</p> <p><a href="http://innotexprotection.com/en/turnouts/rapid-delivery-gear-coat-pants/">innotexprotection.com/en/turnouts/rapid-delivery-gear-coat-pants/</a></p> <p>These are just a few of the example of Innovation that we have provided for the Fire Service Community. Our website has a complete description of our entire product line.</p> <p><a href="http://innotexprotection.com">innotexprotection.com</a></p> <p>This link talks about our approach to Innovation.</p> <p><a href="http://innotexprotection.com/en/fire-protection-innovation/">http://innotexprotection.com/en/fire-protection-innovation/</a></p>	*
42	Identify your ability and willingness to provide your products and services to Sourcewell member agencies in Canada.	We are very capable in providing our products to your Members in Canada. We are the market share leader in this part of North America and have two factories along with our Headquarters located in Canada	*



**Table 9: Warranty**

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

Line Item	Question	Response *
43	Do your warranties cover all products, parts, and labor?	See attached warranty document for all details
44	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	See attached warranty document for all details
45	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Not applicable
46	Are there any geographic regions of the United States (and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?	Our warranty utilizes our 1851 center located in Richmond, QC or can be applied to an approved local ISP to perform the services.
47	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Not applicable
48	What are your proposed exchange and return programs and policies?	See attached warranty document for all details
49	Describe any service contract options for the items included in your proposal.	We also have the ability to offer a 5 year warranty for a small additional cost

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *
50	What are your payment terms (e.g., net 10, net 30)?	Net 30
51	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	Not applicable
52	Describe your formal trade-in program or policy for the products or equipment offered in your proposal, if any. Upload trade-in program materials (if applicable) in the document upload section of your response.	Not applicable
53	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.	Our initial plan is to have one of our Customer Service Reps dedicated to handling the review and participation in these RFP's. This person will also be responsible for tracking the success of the RFP. As we earn business, we will send the corresponding fee to Sourcewell. We understand the importance of paying the fee associated to the participation in this contract and look forward to earning business through it. If we are paying fees, we are generating revenue which is great for all of us
54	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?	No

**Table 11: Pricing and Delivery**

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

Line Item	Question	Response *
55	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Line item discounts. See attached pricing document
56	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	20% discount from MSRP based on the attached price lists.  Please keep in mind that we use realistic MSRP figures. Some competitors inflate MSRP so it appears that they offer HUGE discounts. In reality, the MSRP is just overly inflated. We don't operate our business in this fashion.
57	Describe any quantity or volume discounts or rebate programs that you offer.	Qty 10 - Custom Turnouts receive an additional discount approximately 5% can vary depending on materials  Qty 25 - Custom Turnouts receive an additional discount approximately 9% can vary depending on materials  Qty 100 - Custom Turnouts receive an additional discount approximately 10% can vary depending on materials
58	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Not applicable
59	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Shipping costs will be applied for orders of less than 15 TOG. Rush charges can also apply for quicker service. Non-standard items can receive additional charges. 5 year warranty is an extra cost.
60	If freight, delivery, or shipping is an additional cost to the Sourcwell Member, describe in detail the complete freight, shipping, and delivery program.	Generally speaking, for orders less than 15 suits, there is a charge of \$20 per suit (subject to change). Glove and Hood orders, \$3,000 or less, freight charges are applied. These charges apply to commercial delivery addresses.
61	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Each situation and shipping address would have different charges applied for these states and territories.
62	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Not applicable

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
63	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	We have multiple contracts that have similar discounts offered.

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
64	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	All of the participants in this program will receive a flat discount of 20% from our MSRP so tracking this will be simply applying that level of discount to a specific order. We are also establishing this as the "ceiling" price. We will educate our Dealers that they can offer even greater discounts to the Members. This will be discussed on a case by case basis. There is room for our Dealers to negotiate a better price for Members based on the pricing model that we have implemented for them. As mentioned, we will have a dedicated Team member who will monitor and track these transactions. Our Customer Service team works closely together so multiple people will be aware of how this program works.
65	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	1.0%

**Table 14: Industry Specific Questions**

Line Item	Question	Response *
66	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Revenue is the key metric for this program. We anticipate solid success with this program. With that success, we know that it will breed more success through our RSMs and Dealers. Also, the awards from this contract will potentially bring Departments around the awarded Department so word of mouth will also play an important part of this program.

67	Describe the unique design and feature attributes of the products and/or equipment offered in your proposal.	<p>We hold multiple patents in the design and function of our garments for the Firefighting community. Our new Energy design turnout gear was designed to work with the Firefighter and not waste valuable energy fighting the garment while in one of the most dangerous scenarios out there. We want the Firefighter's Energy working towards saving lives, fighting the fire and saving property. They have enough on their hands than to have a garment that works against them. Our patented variable height collar to limit interference and ease of use, our patented Dual Zone technology for increased performance in thermal protection and breathability, our patented Airflow system that provides comfort and performance to the Firefighter, all of these are designed to bring value to the Firefighter. Web link attached for more details.</p> <p><a href="http://innotexprotection.com/en/turnouts/energy-coat-pants/">http://innotexprotection.com/en/turnouts/energy-coat-pants/</a></p> <p>We are the number one supplier of Particulate Blocking hoods for Firefighters in N. America and probably the world. Our Gray 25/35 hoods lead the market. We have a proprietary face cloth exclusively developed and produced for Innotex.</p> <p><a href="http://innotexprotection.com/en/equipment/firefighter-hoods/">http://innotexprotection.com/en/equipment/firefighter-hoods/</a></p> <p>We were also the first manufacturer to release a Particulate blocking system in turnout gear and work to continuously improve these garments with the recent addition of a new zone for the groin area. This is an aggressive area for cancer in Fire Fighters and we have worked to help protect them in this area of their body.</p> <p>Our new Endurance Knee System is also another example on our work to continuously and diligently bring improved protection, performance and comfort to the Firefighter.</p> <p>Another area where we thrive is our delivery lead times. We have an unmatched published program where we can produce Custom Turnout Gear in 5 working days. This is a tremendous opportunity for your Members. This 911 service allows a Department to get gear when the need is critical. There is a 15% up charge for this service but it is extremely helpful to a Department. We also have our Rapid Delivery Gear (RDG) program. This program allows for a Department to have gear manufactured in 15 days or less. There are 5 pre-configured models and the sizing is pre-determined (think M, L, XL, etc). This is also priced very competitively and is a great resource for Departments who have tighter budgets and/or a lot of turnover. Document is attached and link is provided below.</p> <p><a href="http://innotexprotection.com/en/turnouts/rapid-delivery-gear-coat-pants/">innotexprotection.com/en/turnouts/rapid-delivery-gear-coat-pants/</a></p> <p>These are just a few of the example of Innovation that we have provided for the Fire Service Community. Our website has a complete description of our entire product line.</p> <p><a href="http://innotexprotection.com">innotexprotection.com</a></p> <p>This link talks about our approach to Innovation.</p> <p><a href="http://innotexprotection.com/en/fire-protection-innovation/">http://innotexprotection.com/en/fire-protection-innovation/</a></p>	
68	Describe available options for customization of the products and/or equipment offered in your proposal.	<p>We specialize in offering fully customized garments for the Firefighter including utilizing measurements of the Firefighter to tailor make a garment specific for that individual</p>	*
69	Explain your processes for sizing, fitting, and the alteration of the products and/or equipment offered in your proposal, as applicable.	<p>Much like our training, the sizing, measuring and fitting can be provided through multiple avenues. Our main approach is in person measuring of the Firefighter using our specifically designed sizing kits along with a tape measure and scale. These are performed by our Dealer Sales Reps at the Department with the individual Firefighters. Our RSMs in a good portion of cases are also present for these measuring sessions. In the same fashion, we also hold Ensure fit sessions when the custom gear is delivered with our Reps and/or RSMs. Our gear in most cases is custom built for the Firefighter. The designs are also tailored to each individual Department's need and Standard Operating Procedures.</p>	*

70	If you provide on-site or in-person sales, service, training, and/or support, explain how those activities are handled and the unique attributes of your process.	We have multiple ways to approach the training of these Departments. We can do this throughout the process both before and after the sale. We can approach this training through our Dealer Reps in person or through different technology channels like Skype, GoToMeeting, Microsoft Teams, we have even facilitated some through Facetime for more general questions or ideas. In person training is the best way to experience the garments. Touching and maneuvering with the garments brings a lot of value to the training session. Not mandatory but a better experience. We also have great exposure throughout N. America at a significant amount of trade shows where we can invite Departments and their employees to learn with us at these functions. Our RSMs also travel frequently throughout their Region to provide in person detailed training sessions for Departments. We have the ability to demonstrate our manufacturing facilities to those that can travel to them and we frequently have people visit our 3 N. American manufacturing facilities. Some of these training sessions have no cost associated with them. Some the Department will pay for the travel expenses of their employees and some we have helped with the costs. There is a tremendous array of options here and we welcome the opportunity to be a part of them. Our products are unique due to the extensive work that we have put into developing and patenting them.
71	Describe your compliance with applicable national standards for the products and/or equipment offered in your proposal, such as: National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), and American National Standards Institute (ANSI).	All of our products are certified to the NFPA 1971 Standard and are also assessed to the NFPA 1851 Standard for care and maintenance. These products are certified by UL to be in accordance with the NFPA Standard.

**Table 15: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 72. NOTICE:** To identify any exception, or to request any modification, to the Sourcwell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcwell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

**Documents**

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

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

- [Financial Strength and Stability](#) - INNOTEX PRESENTATION LETTER\_2019\_R01.pdf - Wednesday March 25, 2020 17:29:24
- [Marketing Plan/Samples](#) - INNOTEX - GRAY Particulate-Blockin Hoods Catalog - 25 and 35 - ENG - Web.pdf - Wednesday March 25, 2020 13:43:42
- WMBE/MBE/SBE or Related Certificates (optional)
- [Warranty Information](#) - Limited warranty - Garments - 24 months R01 2013-09-27.pdf - Wednesday March 25, 2020 17:30:50
- [Pricing](#) - 2020 MSRP PRICE LIST - CLASSIC, ENERGY, GLOVES, HOODS, RDG.pdf - Thursday March 26, 2020 12:47:56
- [Additional Document](#) - Endurance - Sale Sheet - Final - ENG - Web.pdf - Wednesday March 25, 2020 13:44:09

## Proposers Assurance of Comp

### PROPOSER ASSURANCE OF COMPLIANCE

#### PROPOSER'S AFFIDAVIT

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

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

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

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Lou Lopez, VP of Sales, Innotex Corp.

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

Yes  No

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

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

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_7_Firefighting_Pers_Protect_Eqpt_RFP032620</b> Thu March 19 2020 10:31 AM	<input checked="" type="checkbox"/>	2
<b>Addendum_6_Firefighting_Pers_Protect_Eqpt_RFP032620</b> Fri March 13 2020 02:36 PM	<input checked="" type="checkbox"/>	--
<b>Addendum_5_Firefighting_Pers_Protect_Eqpt_RFP032620</b> Wed March 4 2020 05:07 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_4_Firefighting_Pers_Protect_Eqpt_RFP032620</b> Thu February 27 2020 03:55 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_3_Firefighting_Pers_Protect_Eqpt_RFP032620</b> Mon February 10 2020 06:01 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_2_Firefighting_Pers_Protect_Eqpt_RFP032620</b> Thu January 30 2020 05:45 PM	<input checked="" type="checkbox"/>	--
<b>Addendum_1_Firefighting_Pers_Protect_Eqpt_RFP032620</b> Mon January 27 2020 09:48 AM	<input checked="" type="checkbox"/>	--