

Table of Contents

Part D - Questionnaire - AmTab Manufacturing	1
Part E - Signature Forms - AmTab Manufacturing	15
Exhibit A - Financial Health Document - AmTab Manufacturing	23
Exhibit C - Warranties, Additional Services - AmTab Manufacturing	24
AmTab Warranty FIN	24
2020 AmTab ADA STATEMENT	25
AmTab - Sustainability Statement	26
2020 AmTab Flammability Statement	27
2020 AmTab Affirmative Action Plan	28
Tabulation By Vendor_IFB#022-A_orgId_767767	33

Part D - Questionnaire

AEPA 022

Furniture

Instructions

This questionnaire contains forms and requests for information required by AEPA for vendor evaluation for responsiveness and responsibility.

To submit the required forms, follow these steps:

1. Read the documents in their entirety.
2. Respondents must use Part D – Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested.
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled “***Part D – Questionnaire – Name of Company***”.
5. Submit Part D, along with other required documents in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one single PDF titled “Part D – Questionnaire – Name of Company”:

[Company Information](#)

[Service Questionnaire](#)

[Exceptions](#)

[Deviations](#)

Company Information

Name of Company: AmTab Manufacturing Corporation

Company Address: 600 Eagle Drive

City, State, zip code: Bensenville, IL 60106

Website: www.amtab.com

Contact Person: Greg Swon

Title: Accounting Manager

Phone: 630-301-7600

Email: greg.swon@amtab.com

Background

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the respondent has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its investigation of the company.

This business is a: _____ public company ☒ privately owned company

In what year was this business started under its present name? 2006

Under what additional, or, former name(s) has your business operated? N/A

Is this business a corporation? _____ No ☒ Yes. If yes, complete the following:

Date of Incorporation: 07/14/2006

State of Incorporation: Illinois

Name of President: Doss Samikkannu

Name(s) of Vice President(s): N/A

Name of Treasurer: Jason Samikkannu

Name of Secretary: Steven Samikkannu

Is this business a partnership? ☒ No _____ Yes. If yes, complete the following:

Date of Partnership: _____

State Founded: _____

Type of Partnership, if applicable: _____

Name(s) of General Partner(s): _____

Is this business individually owned? ☒ No _____ Yes. If yes, complete the following:

Date of Purchase: _____

State Founded: _____

Name of Owner/Operator: _____

Is this business different from those identified above? ☒ No _____ Yes

If yes, describe the company's format, year and state of origin and names and titles of the principles below.

Is this business women-owned? ☒ No _____ Yes

Is this business minority-owned? _____ No _____ X Yes

Does this business have an Affirmative Action plan/statement? _____ No _____ X Yes

Business Headquarter Location

Business Address 600 Eagle Drive
City, State, zip code Bensenville, IL 60106
Phone 630-301-7600
How long at this address? Since 2018

Business Branch Location(s)

Branch Address One Location (Same as Headquarter Location)
City, State, zip code
Branch Address
City, State, zip code
Branch Address
City, State, zip code
Branch Address
City, State, zip code

**If more branch locations exist, insert information here or add another sheet with the above information.*

Sales History

Provide your business's annual sales for in the United States by the various public segments.

	2019	2020	2021 YTD
K-12 (public & private), Educational Service Agencies	Approx \$40,000,000	Approx \$44,000,000	Approx \$30,400,000
Higher Education Institutions	Approx \$2,500,000	Approx \$2,750,000	Approx \$1,900,000
Counties, Cities, Townships, Villages	Approx \$2,000,000	Approx \$2,200,000	Approx \$1,520,000
States	Approx \$3,000,000	Approx \$3,300,000	Approx \$2,280,000
Other Public Sector & Non-profits	Approx \$1,500,000	Approx \$1,650,000	Approx \$1,140,000
Private Sector	Approx \$1,000,000	Approx \$1,100,000	Approx \$760,000
Total	Approx \$50,000,000	Approx \$55,000,000	Approx \$38,000,000

Provide your business's annual sales for **products and services that meet this solicitation's scope of work** in the United States by the various public segments.

	2019	2020	2021 YTD
K-12 (public & private), Educational Service Agencies	Approx \$40,000,000	Approx \$44,000,000	Approx \$30,400,000
Higher Education Institutions	Approx \$2,500,000	Approx \$2,750,000	Approx \$1,900,000
Counties, Cities, Townships, Villages	Approx \$2,000,000	Approx \$2,200,000	Approx \$1,520,000
States	Approx \$3,000,000	Approx \$3,300,000	Approx \$2,280,000
Other Public Sector & Non-profits	Approx \$1,500,000	Approx \$1,650,000	Approx \$1,140,000
Private Sector	Approx \$1,000,000	Approx \$1,100,000	Approx \$760,000
Total	Approx \$50,000,000	Approx \$55,000,000	Approx \$38,000,000

Work Force

Key Contacts and Providers: Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	Greg Swon	Accounting Mgr.	630-301-7600	greg.swon@amtab.com
Sales Manager	Steven Samikkannu	General Mgr.	630-301-7600	steve.samikkannu@amtab.com

Customer & Support Manager	Client Services Team	Associate - Client Services	630-301-7600	clientserviceteam@amtab.com
Distributors, Dealers, Installers, Sales Reps	Steven Samikkannu	General Mgr.	630-301-7600	steve.samikkannu@amtab.com
Consultants & Trainers	Steven Samikkannu	General Mgr.	630-301-7600	steve.samikkannu@amtab.com
Technical, Maintenance & Support Services	Greg Swon	Accounting Mgr.	630-301-7600	greg.swon@amtab.com
Quotes, Invoicing & Payments	Greg Swon	Accounting Mgr.	630-301-7600	greg.swon@amtab.com
Warranty & After the Sale	Client Services Team	Associate - Client Services	630-301-7600	clientserviceteam@amtab.com
Financial Manager	Greg Swon	Accounting Mgr.	630-301-7600	greg.swon@amtab.com

Sales Force: Provide total number and location of salespersons employed by your business in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
6	Bensenville	IL

Describe how your company will implement training and knowledge of the contract with your respective sales force. Furthermore, describe how your company plans to support and train your sales force on a national, regional, or local level and generally assist with the education of sales personnel about the resulting contract.

AmTab has sales members dedicated to different regions throughout the country. All sales people will be trained on the terms and conditions of the contract and instructed to promote this contract as much as possible. Furthermore, all dealers will also be trained on the specifics of the contract and instructed to promote it when possible. Our sales team and dealer network will be thoroughly trained and instructed regarding the contract and will be able to work seamlessly with the end users who wish to buy through it.

What is your company's plan, if your company were awarded the contract, to service up to 29 states. Describe if your company has a national sales force, dealer network, or distributor(s) with the ability to call on eligible agencies in the participating states in AEPA.

AmTab currently services all 50 states. We have a sales team of 10 people dedicated to different regions of the country and different markets. We also have a very extensive dealer network. This way we are able to reach any customer no matter where they are located. Our team and extended teams are always willing and able to be available when needed.

Products, Services & Solutions

Provide a description of the Products, Services & Solutions to be provided by the product category set forth in Part B - Specifications. The primary objective is for each Supplier to provide its complete product, service, and solutions offerings that fall within the scope of this solicitation so that participating agencies may order a range of products as appropriate for their needs.

AmTab provides a wide variety of products from Mobile Bench Tables, Outdoor Furnishings, Hospitality and Physical Distancing Solutions to Interior Graphics and Signage. We also provide various services such as Transportation, Assessments, Installations, Freight, Environmental Branding Solutions from Printed Graphic Signage and Decor as well as full Design collaborations. Our products are designed, manufactured and furnished under AmTab's core principles: Safety, Quality and Durability, Ease of Operation, and Value for Your Investment. AmTab products are proudly manufactured in the USA with 100% domestic materials and labor. We plan to submit our entire product line. Some product categories are as follows: Booth Systems, Mobile Tables, Social Tables, Waste Receptacles, Condiment Cabinets

and Partitions, Seating Concepts, Folding Tables and Benches, Teacher Desks and Lecterns, Collaborative Learning Products, Utility and Art Tables, Computer and Technology Tables, Meadia and Gaming Tables, Conference and Seminar Tables, Music and Performance, Stages and Risers and ADA products.

If offering Design Services in your response, describe how the process works between your company and the customer.

We gather information from whoever we can get it from – the client, our educational partnerships team, or the dealer. From there we set up meetings to go over exactly what is needed or wanted in the space we are designing. During these meetings we bring in our interior design team and our environmental design team (if applicable) so that each team has a chance to ask questions about the project as needed. We'll walk you through our design intake form to make sure that any and all questions we have are answered and we can start the project off in the right direction the first time. This allows us to spend more time designing what the client wants instead of going back and forth on revisions. Once we have gathered all of the necessary information we'll get started on the project. If we have questions along the way, we'll reach out and ensure that we are still on the right track. Once our design is finished they will receive an AmTab design package from our designers that includes a layout, hand-picked finishes, and custom graphics. From there we're happy to make any tweaks necessary to ensure that our design reflects what each school or company was looking for.

Distribution

Describe how your company proposes to distribute the products and services nationwide, regionally, or at the local level.

AmTab has accounts with multiple LTL carriers, Full Truck carriers and we also have a some company trucks and drivers that we use when needed for special orders. AmTab also has its own installation team or its network of dealers also have their own installation teams. We like to partner with many carriers so that we always have a truck available at the lowest cost to the customer.

Service/Support and Distribution Centers: Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
AmTab Corporate Office / Factory	Bensenville	IL
Multiple Dealers Nationwide	Nationwide	Nationwide

Describe the criteria and process by which your company selects and approves subcontractors, distributors, installers, and other independent services.

AmTab does not allow everyone to sell its products. We are very particular who represents us and who sells our products. We pride ourselves on being the best products in the industry and also having the best customer service. Since our dealer network is an extension of us essentially we want to make sure our dealers feel the same way. Our sales team meets with all dealers and usually invites them to visit our facility to see how our products are made and also train them on how they operate and how they stand apart from the competition. We need to have good partnerships with our dealers so they can have a good partnership with the end customer.

Provide a list of current subcontractors, distributors, installers, and other independent service providers who are contracted to perform the type of work outlined in this solicitation in the member agency states. Include, if applicable, contractor license or certificate information and the state(s) wherein they are eligible to provide services on behalf of the business.

Please see attached separate file labeled Dealers – AmTab Manufacturing. This will provide all authorized dealers who will utilize this contract and provide services under it.

If applicable, describe your company's ability to do business with manufacturer/dealer/distribution organizations that are either small or MWBE businesses as defined by the Small Business Administration.

AmTab itself is MBE certified (certification attached separately). We can work with any dealer or customer no matter how big or small. However, we especially like when we work with small or MWBE businesses. Our AmTab Team will work hand in hand with both the dealer and end customer from start to finish.

If applicable, describe other ways your company can be sensitive to a participating agencies desire to utilize local and/or MWBE companies, such as the number of local employees and offices with a geographic region, companies your firm uses that may be local (i.e. delivery company), your own company's diversity of owner employees, etc.

Through our dedicated sales force and our dealer network we can reach any customer. Someone will always be available to answer questions and provide information or training whenever needed. Customer satisfaction is always our top priority and we want to make sure that every customer has a positive experience.

If applicable, provide details on any products or services being offered by your company where the manufacturer or service provider is either a small or MWBE business as defined by the Small Business Administration. Provide product/service name, company name and small/MWBE designation.

We are MBE certified (certificate included as a separate attachment). We also work with many dealers who are certified.

Marketing

Key Marketing Contact(s): List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *To insert more rows, hit the tab key from the last field in the Email column.*

Name	Title	Phone	Email
Steven Samikkannu	General Manager	630-301-7600	steve.samikkannu@amtab.com

Describe how this business marketed its products and services to schools, nonprofit organizations, and other public sector audiences in Fiscal Year 2019– 2020 (July 1 – June 30). List all conventions, conferences, and other events at which this company exhibited.

AmTab has marketed our world-class products in a variety of different ways from 2019-2020. For marketing to schools, nonprofit organization, and other public sector we utilize several different approaches. From years of attending conferences, hosting events at AmTab, sponsoring events, and networking in the industry we have a large client base that we use for our email marketing campaigns. Typically, we see a 40% open rate and 15% click rate which are both well above industry norms. We also have a sales team that consists of 7 whom which cover both the United States and International. Daily phone calls and dialogue with our end users are how we continue to build partnerships that last which has a huge impact on our success. Frequently, we hold events at our 300,000 sq foot manufacturing facility that range from end users checking out our furniture to inviting our dealer network to help see our new products. That perfectly transitions into our dealer network which acts as an extension of our sales team. They are positioned across the country and reach out to end users daily on our behalf. As far trade shows and other events they are as follows: EDspaces, California School Nutrition Association Show, Alabama School Nutrition Association Show, MHEC, Florida School Nutrition Association, California Association of School Business Officials, Coalition for Adequate School Housing and First Taste TV. First Taste TV featured prominent figures in K-12 figures taking a walkthrough of our facility and world-class products and designs.

Describe how your company will market the resulting contract to eligible Member Agencies. Describe how your company differentiates the new agreement from existing contracts that your company may hold today. Please be specific and detailed in your response.

AmTab will marketing the AEPA contract in a variety of different ways. First, and foremost, we will let all our dealer network across the country know that we have been awarded this contract and let them know the benefits. The more we can train our extended sales force, the better they will be able to sell our products and utilize this contract. The

second is we would get the member list and begin targeting them in our email marketing campaigns. In all of our campaigns we include the various contracts that we hold and AEPA would now be included. In order to differentiate this contract from others that we hold as of today we will hold demonstrations of the benefits of the contract. We get a lot of visitors, dealers, and travel to many events across the country. During our presentation we will let them know about the contract and all the benefits of it. On top of that, when we attend various events we will leave information about the AEPA contract so end users will be a) be aware we hold the contract and b) the benefits will be clear to them. Educating our sales team and end users about the perks of the contract will be the biggest differentiator here.

Cooperative Marketing. Describe ways in which your company will collaborate with AEPA Member Agencies in marketing the resulting contract. Submit any supplemental materials as PDFs and title it Exhibit B – Marketing Plan.

- Process on how the contract will be launched to current and potential agencies.
- The ability to produce and maintain in full color print advertisements in camera-ready electronic format, or electronic advertisements, including company logos and contact information.
- Anticipated contract announcements, planned advertisements, industry periodicals, other direct or indirect marketing activities promoting the AEPA awarded contract.
- How the contract award will be displayed/linked on the Respondent's website.

Our company will collaborate with AEPA Member Agencies in the following ways. Email marketing campaigns to all our end users and clients accumulated throughout the year will be made known of the contract. A big tool we have is having an extensive dealer network across the country. Our sales team will set-up individual meetings with them and let them know about the contract and all the benefits. That way it will put them in the best situation to utilize the contract. We will supply the member agencies with the most update to photos as well as our competitive pricing. We will also supply them any verbiage or information they would need from us. We realize that this is a partnership and we will be sure to do everything we can on our end. We have two full time photographers and an in-house graphic and design team so producing high quality images, logos, and all marketing related material for various advertisements would be very easy to do. We can also produce flyers that demonstrates the benefits of the contract and include the AEPA logo to help build brand recognition. As far as contract announcements is concerned we will include the AEPA announcement to all our dealers and partners in our monthly email campaign. To our end users, we will include the AEPA logo and information about the contract. Across our fast-growing social media channels we will let everyone know we have been awarded the contract. Paid advertisements on social media would be another way we would get the word across to end users. On our website, we will have a separate page where end users and our partners can see that we have been awarded the contract and included there will be all the benefits.

Environmental Initiatives

Describe how your products and/or services support environmental goals.

All AmTab products are MAS Green certified. We are always trying to find ways to be as sustainable as possible and leave as little of a carbon footprint as we can. Pretty much all of our raw materials and packaging materials are made from recycled material (wood, steel, cardboard, etc). The safety of our products is always our main concern and our cutting edge product engineers and production engineers are always finding ways to better our operations and our products.

Indicate if your company has any products in your offering that have any third-party environmental certifications.

All of AmTab's products are MAS Green certified (certificate included as a separate attachment). Also, our suppliers have many certifications for the raw materials we use such as Eco Certified, CPA Certified, Rainforest Alliance Certified, Greenguard Certified, Recycled Content Certified, ISO Certified and many more. We only use the highest quality materials in our products. Supplier Certificates can be supplied upon request.

Describe the business's "green" objectives (i.e. LEED, reducing footprint, etc.).

AmTab's Sustainable Statement is included as a separate attachment for this contract. Our manufacturing and product engineers are always finding ways to better our products and the way we make them while bettering the environment at the same time. The materials we use, the way we make our products and the way we ship them are always examined and tested to make sure things are for the better.

Describe what percentage of your offering is environmentally preferable and what are your company's plans to improve this offering.

Currently all AmTab products are MAS Green certified and made mostly from recycled materials. Safety and sustainability are some of our biggest concerns and we will continue to make safe and high quality products without ever cutting corners.

Additional Information

Describe any/all features, advantages and benefits of your organization that you feel will provide additional value and benefit to a participating AEPA agency.

- 1) **American Made** - Often times, products and materials are not produced in the USA because margins are the driving force. That is not the case at AmTab. At AmTab the driving force is YOU. All of AmTab's products and materials are 100% made and produced in the USA. We don't cut any corners in the name of quality and that has been one of the cornerstones of the AmTab culture. End users that partner with AmTab get the highest quality products that are unmatched in the industry.
- 2) **Minority Owned** AmTab is a family and minority owned business. The company has been led by Doss Samikkannu and his two sons Steve and Jason. The entire AmTab team has a blue collar, Midwest working mentality that exuberates from the top all the way to the bottom of the company.
- 3) **Award Winning Line** Our quality at AmTab is one of the most important components of our identity. We cut no corners when it comes to supplying our partners with the best furniture and design work the market has to offer. We pride ourselves on being the industry leader in providing K-12, Higher-Education and Hospitality with the finest product line in the market. We have won countless awards that are a symbol of our quality in the eyes of end users.
- 4) **Uniqueness** Upgrading your furniture or re-designing your school plays an important part in creating an environment that students want to be a part of. At AmTab we are proud to say with the help of our furniture line and design work we are able to create real change and see improvements in different areas of the school such as:
 - 15% - 25% increase in student participation in nutrition programs
 - School Revenues increase
 - Reduce Waiting TimesAmTab also has the most color options in the industry, all products are fully mobile, high-powered gas cylinder in our tables, high-pressure lamination on top and bottom of our tables, 400 lb. weight capacity stool, largest stool seating size above industry standards and many other differentiating factors that make AmTab one of a kind.
- 5) **Control Supply Chain** As a supplier, AmTab is in a unique position of controlling the entire supply chain. Being able to manufacture, design, and furnish all our products locally puts us in a great position in the marketplace. A big advantage is being able to make the adjustments that our customers want. Since we make the products at our facility, we can make sure that the customer's order is exactly how they want it to be. Another AmTab staple is that our products are 100% American made. All our materials are of the highest quality and sourced locally. We don't cut corners when it comes to quality and we ensure that all our products will exceed the marketplace's expectation. Combining our fantastic product line with our talented graphic and interior design team, we are able to increase student participation, increase revenue, improve retention of students and staff, and increase school spirit.

If applicable, describe your company's ability to integrate into other ecommerce sites:

Include details about your company's ability to create punch out sites and accept orders electronically (cXML, OCI, etc.).

Provide detail on where your company has integrated with a public agency's ERP (Oracle, Infor Lawson, SAP, etc.) system in the past and include some details about the resources you have in place to support these integrations. List, by ERP provider, the following information: name of public agency, ERP system used, "go live" date, net sales per calendar year since "go live", and percentage of agency sales being processed through this connection.

AmTab has the ability to integrate with other ecommerce sites. We can create punch out sites and orders can be sent electronically through email. We have integrated with some agencies such as BigCommerce, Periscope Holdings and TXMAS to name a few. Our products can be listed through these agencies and linked with our website to customize orders. About 20% of our sales are currently done through these integrated sites and we continue to build / grow this method annually.

Disclosures

Financial Health (REQUIRED): AEPA requires reports that describe the financial soundness of your organization. Accepted financial reports include balance sheets and Profit & Loss statements for the past three years (2018, 2019, 2020), a Letter of Credit or Line of Credit from a bank or lending institution indicating the line of credit limit and the average outstanding balance, Dun & Bradstreet reports, a complete Annual Financial Report (for publicly traded companies). Reports must be for the three years prior to this solicitation. Scan the report(s) into a PDF document and title as per the instructions.

For confidentiality, respondents may choose to send the report(s) by email directly to the AEPA Executive Director, George Wilson, at georgewilson.aepa@outlook.com. The reports will be held through the end of the protest period for the solicitation after which they will be destroyed. The pdf report(s) must be received by the AEPA Executive Director before the due date and time of the solicitation opening.

Legal: Does this business have actions currently filed against it? X No Yes

If Yes, **AN ATTACHMENT IS REQUIRED:** List and explain current actions, such as, Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

References

Provide contact information of your business's five largest public agency customers.

Agency	Name	Title	Phone Number	Email
1. Las Cruces SD	Jerry Ontiveros	Contract Administrator	575-527-5846	jontiver@lcps.net
2. Socorro ISD	Shelley Chenausky	Director of Child Nutrition Services	915-937-0467	schena01@sisd.net
3. Canyons SD	Gary Hansen	Purchasing Director	801-826-5390	gary.hansen@canyonsdistrict.org
4. Provo City SD	Tina Fluehe	Purchasing Coordinator	276-634-4700	tinaf@provo.edu
5. ElkGrove USD	Tony Almeida	Custodial Services Manager	713-740-0195	talmeida@egusd.net

Service Questionnaire

The following chart indicates which AEPA Member States intend to participate in this solicitation category. Respond to Yes/No and choice questions by using an (X). ***Note: A Respondent must be willing and able to deliver the proposed products and/or services to 90% of the participating AEPA Member States.***

AEPA Member States	Participating in this category.	In which states has this company sold products/services in the past 3 years? (Place an X where applicable)	If awarded, which states does this company propose to sell in? (Place an X where applicable)	Indicate which states this company has sales reps, distributors or dealers in. (Place an X where applicable)
California	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Colorado	Undecided	<u>X</u>	<u>X</u>	<u>X</u>
Connecticut	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Florida	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Georgia	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Illinois	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Indiana	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Iowa	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Kansas	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Kentucky	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Massachusetts	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Michigan	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Minnesota	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Missouri	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Montana	yes	<u>X</u>	<u>X</u>	<u>X</u>
Nebraska	Yes	<u>X</u>	<u>X</u>	<u>X</u>
New Jersey	Yes	<u>X</u>	<u>X</u>	<u>X</u>
New Mexico	Yes	<u>X</u>	<u>X</u>	<u>X</u>
North Dakota	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Ohio	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Oregon	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Pennsylvania	Yes	<u>X</u>	<u>X</u>	<u>X</u>
South Carolina	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Texas	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Virginia	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Washington	Yes	<u>X</u>	<u>X</u>	<u>X</u>
West Virginia	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Wisconsin	Yes	<u>X</u>	<u>X</u>	<u>X</u>
Wyoming	Yes	<u>X</u>	<u>X</u>	<u>X</u>

e-Commerce: Does this business have an e-commerce website?	X	No	Yes
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If YES, what is the website?

Customer and Support Service: It is understood depending on the type, kind and level of products and/or services being proposed in response to this solicitation will impact and determine the type and level of services required and these are identified in Part B Specifications of this solicitation.

Does this business have online customer support options?	No	X	Yes
----------------------------------------------------------	----	---	-----

Does this business have a toll-free customers support phone option?	No	X	Yes
---------------------------------------------------------------------	----	---	-----

Does this business offer local customer and support service options? _____ **No** _____ **X** **Yes**

State your normal delivery time (in days) and any options for expediting delivery.

Standard lead time is 20-30 days. However, we do have a "Quick Ship" program. This is for products that are more popular and we keep an inventory for and guarantees these items ship within three business days.

State your backorder policy. Do you fill the order when available, or cancel the order and require participating agencies to reorder if items are backordered?

Our orders are made to order and we do not have a backorder policy.

Describe your company's payment terms as well as any quick pay discounts.

Standard Net 30 Terms.

State your company's return policy and any applicable State restocking fees.

Returns and restocking fees are handled on a case by case basis based on the customization of the orders. Restock fee never exceeds 50%.

Describe any special program that your company offers that will improve customers' ability to access products, on-time delivery, or other innovative strategies.

AmTab has a robust customer service program which is anchored by team members that have been with AmTab for a long time. They have maintained great partnerships with our dealer network as well as with our end customers. The team is very responsive, kind, helpful and available to work with our dealers and end users even after work hours. We go above and beyond to meet the needs for our partners. Our companies main pillars are building partnerships and that is one of the main differentiating factors that keeps our dealer network strong and our end users excited to keep working with us. We also have a very high end design resources team for both interior design and environmental design. These teams work hand in hand with both our dealers and end customers to come up with the perfect package for the customer.

Pricing

Is your pricing methodology guaranteed for the term of the contract? _____ **No** _____ **X** **Yes**

Will you offer customized price lists to participating entities as required per the pricing terms of Part A? _____ **No** _____ **X** **Yes**

Will you offer hot list pricing (optional) as described in the pricing terms of Part A? _____ **X** **No** _____ **Yes**

Will you offer volume price discounts as described in the pricing terms of Part A? _____ **No** _____ **X** **Yes**

Competitiveness: In order for your response to be considered, your company must offer AEPA prices that are equal to or lower than those normally offered to individual entities or cooperatives with equal or lower volume.

Is the pricing that is proposed to AEPA equal to or lower than pricing your company offers to individual entities or cooperatives with equal to or lower volume? _____ **No** _____ **X** **Yes**

Indicate which of the following apply and the **level of competitive range** you are offering in response to this solicitation.

X Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

 Pricing is LESS THAN individual customer and/or cooperatives. Lower by %

Cooperative Contracts: Does your business currently have contracts with other cooperatives (local, regional, state, national)?

 No

 X **Yes**

If YES, identify which cooperative and the respective expiration date(s).

TIPS – Exp. 5/31/24, NCPA – Exp. 10/31/23 KPN – Exp. 2/28/23 KCDA – Exp. 10/31/21

If YES, and your business is awarded an AEPA contract, explain which contract your business will lead with in marketing and sales representative presentations (sales calls)?

AEPA is a well known and well respected organization. If awarded a contract we would most certainly promote AEPA first and foremost. Our interior sales team and our dealer network would be instructed to promote AEPA above all other contracts and thoroughly trained on the specifics of the contract.

Administrative Fee: Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee. Mark with an "X".

	The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling, administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.
X	The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to the adjusted AEPA Member Agency's price.
	The pricing for the products and/or services includes ALL (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

Leasing: Do your business offer leasing arrangements under this solicitation?

 No

 Yes

 X

If Yes, please indicate how the rate factor is determined and other cost factors below.

If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:

Responsibilities	Yes, indicate with an "X"	No, indicate with an "X"
1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the AEPA contract.	X	
2. Train and educate sales staff on what the AEPA contract is: including pricing, who can order from the contract (by state), terms/conditions of the contract, and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	X	
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. The marketing plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	X	
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.	X	
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the		

respective administrative fees to be paid. If there are no sales, the Vendor Partner is required to submit a \$0 report to the AEPA Member Agency.	X	
6. Have ongoing communication with the Category Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	X	
7. Attend two (2) AEPA meetings each year (see Part A)	X	
8. Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).	X	
9. Increase sales over the term of the contract with all participating AEPA Member Agencies.	X	

Exceptions

Instructions:

1. If "no" is marked with an "X" below, complete this form by signing it at the bottom.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of exceptions. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the company name and identifying information as to which item the response refers must appear on each page.
4. Exceptions to local, state or federal laws cannot be accepted under this solicitation.

X	No , this respondent does not have exceptions to the Terms and Conditions incorporated in Parts A and B of this IFB.
	Yes , this respondent has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this solicitation.

IFB Section and Page Number	Outline Number	Term and Condition	Exception

Deviations

Instructions:

1. If "no" is marked with an "X" below, complete this form by signing it at the bottom.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the company name and identifying information as to which item the response refers must appear on each page.
4. Deviations to local, state, or federal laws cannot be accepted under this solicitation.

X	No , this respondent does not have deviations (exceptions or alternates) to the specifications listed in Part B of this solicitation.
	Yes , this respondent has the following deviations to the specifications listed in Part B of this solicitation.

Outline Number Part B	Specification (describe)	Details of Deviation
-----------------------	--------------------------	----------------------



Association of Educational
PURCHASING AGENCIES

Part E – Signature Forms

AEPA 022-A

Furniture

Instructions

Contained herein are forms that **require a signature** from an authorized person at your company. All items found within this document are **mandatory**. Failure to sign the required areas, sections, or signature lines will allow AEPA to consider your company's proposal as **non-responsive**.

To submit the required signed forms, follow these steps:

1. Read the documents in their entirety.
2. Complete all forms and sign when required.
3. Once signed, place notary stamp in the delegated area on the Bid Affidavit.
4. Return the forms and pages in their correct order and scan one (1) single PDF format titled "Part E – Signature Forms – Name of Bidding Company" (i.e. one PDF document for all signature forms).
5. Submit Part E, along with other required documents in Public Purchase.

*Note, a bid checklist has been provided to review with your submission.

The following sections will need to be completed prior to submission as one (1) single PDF titled "Part E – Signature Forms – Name of Bidding Company".

Uniform Guidance "EDGAR" Certification Form – *signature required

Bid Affidavit – *signature required

Acceptance of Bid & Contract Award – *signature required

Uniform Guidance “EDGAR” Certification Form

2 CFR Part 200

When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the **“Uniform Guidance”** or new **“EDGAR”**. All Respondents submitting proposals must complete this EDGAR Certification form regarding the Respondent’s willingness and ability to comply with certain requirements, which may apply to specific agency purchases using federal grant funds.

For each of the items below, the Respondent will certify its agreement and ability to comply, where applicable, by having the Respondent’s **authorized representative check, initial the applicable boxes, and sign the acknowledgment** at the end of this form. If a Respondent fails to complete any item of this form, AEPA will consider and may list the response, as the Respondents are **unable to comply**. A **“No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Respondent using federal funds.**

1. Violation of Contract Terms and Conditions

Provisions regarding Respondent **default are included in AEPA’s terms and conditions**. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Respondent and the purchasing agency, **which must be consistent with and protect the purchasing agency at least to the same extent as AEPA’s terms and conditions**. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Respondent. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay Respondent for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Respondent’s **return policy**. If the participating agency has paid the Respondent for goods and services provided as the date of termination, Respondent shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including how it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Respondent, the participating agency’s provision shall control.

3. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of **“federally assisted construction contract”** in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, **“Equal Employment Opportunity”** (30 FR 12319, 12935, 3 CFR Part, 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 CFR Part 60, **“Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”**

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Respondent agrees that such provision applies to any participating agency purchase or contract that meets the definition of

“federally assisted construction contract” in 41 CFR Part 60-1.3 and Respondent agrees that it shall comply with such provision.

4. Davis Bacon Act

When required by Federal program legislation, Respondent agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Respondent shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, Respondent is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. Also, Respondent shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Respondent agrees that, for any purchase to which this requirement applies, the award of the purchase to the Respondent is conditioned upon Respondent’s acceptance of wage determination.

Respondent further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 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 construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this titled or imprisoned not more than five (5) years, or both.

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Respondent agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Respondent is required to compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work in excess of the standard workweek 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 workweek. The requirements of the 40 U.S.C. 3704 applies to construction work and provides that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 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.

7. Clean Air Act and Federal Water Pollution Control Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires 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). When required, Respondent agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain 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. Respondent certifies that the Respondent is not currently listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Respondent if Respondent is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not 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. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

10. Procurement of Recovered Materials

For participating agency purchases utilizing Federal funds, Respondent agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 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.

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, Respondent agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Respondent agrees that the total price, including profit, charged by the Respondent to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Respondent's contract with AEPA.

12. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Respondent agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with a participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

Respondent Certification (By Item)	Respondent Certification: YES, I agree or NO, I do NOT agree	Initial
1. Violation of Contract Terms and Conditions	Yes, I agree	SMS
2. Termination for Cause of Convenience	Yes, I agree	SMS
3. Equal Employment Opportunity	Yes, I agree	SMS
4. Davis-Bacon Act	Yes, I agree	SMS
5. Contract Work Hours and Safety Standards Act	Yes, I agree	SMS
6. Right to Inventions Made Under a Contract or Agreement	Yes, I agree	SMS
7. Clean Air Act and Federal Water Pollution Control Act	Yes, I agree	SMS
8. Debarment and Suspension	Yes, I agree	SMS
9. Byrd Anti-Lobbying Amendment	Yes, I agree	SMS
10. Procurement of Recovered Materials	Yes, I agree	SMS
11. Profit as a Separate Element of Price	Yes, I agree	SMS
12. General Compliance with Participating Agencies	Yes, I agree	SMS

AmTab Manufacturing Corporation

Name of Business



Signature of Authorized Representative

Steven Samikkannu - Secretary

Printed Name

09/13/2021

Date

Solicitation Affidavit

Instructions: This form must be signed by the business's authorized representative and notarized below. If awarded, the Respondent is required to produce a copy of this document for each Member Agency with which it contracts.

1. The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing bid (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other Respondents, or with any official of the **Member Agency**, or any employee thereof, or any person, business or corporation under contract with the **Member Agency** whereby the Respondent, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid, or is to pay to any other Respondent, or to any of the aforementioned persons, anything of value whatever, and that the Respondent has not, directly nor indirectly entered into any arrangement, or agreement, with any other Respondent or Respondents which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the Respondent, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the Respondent, nor any officer, director, partner, member or associate of the Respondent, nor any of its employees directly involved in obtaining contracts with the **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the Respondent or any person on his behalf has examined and understands the terms, conditions, the scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the Respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, the scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the Respondent is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these bid forms.

Steven Samikkannu

Authorized Representative (Please print or type)

600 Eagle Drive

Mailing Address

Secretary

Title (Please print or type)

Bensenville, IL 60106

City, State, Zip



Signature of Authorized Representative

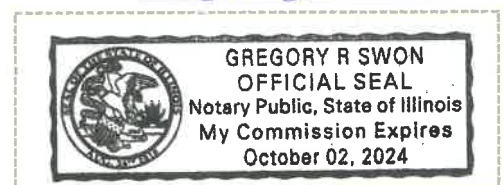
09/13/2021

Date

Subscribed and sworn to before me this 13th day of September

Notary Public in and for County of Dupage State of Illinois

My commission expires on October 02, 2024 Signature Gregory R Swon



Enter Notary Stamp




Association of Educational
PURCHASING AGENCIES

Acceptance of Solicitation & Contract

Instructions: PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Respondent is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	AmTab Manufacturing	Date	09/13/2021
Address	600 Eagle Drive	City, State Zip	Bensenville, IL 60106
Contact Person	Greg Swon	Title	Accounting Manager
Authorized Signature		Title	Secretary
Email	greg.swon@amtab.com	Phone	630-301-7600

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, 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 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 initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2023, unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, it may be extended month by month up to six (6) months by an AEPA state.

Awarding Agency _____

Authorized Representative _____

Awarded this	day of	Contract Number
Contract to commence (Member Agency to select)	3/1/2022	Or

Solicitation Checklist

Instructions: Utilize the checklist below, reviewing to confirm that all the required documents have been uploaded to Public Purchase, in their specified/required format, by the due date and time listed for this solicitation. **Submissions not following the specified/required format may result in being marked non-responsive and may not be considered for evaluation.** Respondents are reminded that failure to follow, comply with, and adhere to the enclosed instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its Member Agencies, affiliate agencies, and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the solicitation deadline submission date.

"X"	Document Title, Uploaded to Public Purchase (Respondent must submit documents in the required title/format)	Format of Uploaded Document	Notes
	Bid Bond – if Required, see Part B if applicable.	Upload PDF copy. The original must be received by Lakes Country Service Cooperative by due date and time.	Send to Lakes Country Service Cooperative.
	Part C – State-Specific Forms – Name of Responding Company	Single, Scanned PDF	Required. Signatures Required.
	Part D – Questionnaire – Name of Responding Company Includes: <ul style="list-style-type: none"> • Company Information • Service Questionnaire • Exceptions • Deviations 	Single, Scanned PDF	Required.
	Part E – Signature Forms – Name of Responding Company Includes: <ul style="list-style-type: none"> • Uniform Guidance "EDGAR" Certification • Bid Affidavit • Acceptance of Bid & Contract Award 	Single, Scanned PDF	Required. Signatures required.
	Part F – Pricing Schedule – Name of Responding Company	Excel Workbook	Required.
	Price List/Catalog – Name of Responding Company	Upload PDF	Required.
	Exhibit A – Financial Health Document(s) – Name of Responding Company	Scanned PDF	Required. Not provided by AEPA, Respondent Created
	Exhibit B – Marketing Plan – Name of Responding Company	Scanned PDF	Optional. Not provided by AEPA, Respondent Created
	Exhibit C – Warranties, Additional Services – Name of Responding Company	Scanned PDF	Optional. Not provided by AEPA, Respondent Created
	Exhibit D – Additional Discounts – Name of Responding Company	Scanned PDF	Optional. Not provided by AEPA, Respondent Created



PARK RIDGE COMMUNITY BANK

626 Talcott Road • Park Ridge, IL 60068 • 847.384.9200 • www.timetobank.com

Date: August 26, 2021

RE: AmTab Line of Credit Reference

To Whom It May Concern:

AmTab Manufacturing Corporation maintains a \$2,000,000.00 revolving line of credit with Park Ridge Community Bank. The line of credit was established in July, 2016 and has been in good standing since its inception. The loan was un-utilized in 2016, 2017, 2018, 2019 and 2020. In 2021 the line of credit was advanced by \$1,000,000.00 for a two-month period, then paid down to \$0.00.

As of today, this \$2,000,000.00 revolving line of credit has an outstanding balance of \$0.00 and is fully available.

Please contact the undersigned with any questions.

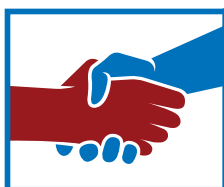
Sincerely,

John J. Hunt
Vice President

Park Ridge Community Bank
847-384-9200



Warranty Statement:



LIFETIME – LIMITED LIFETIME WARRANTY

UNLIMITED LIFETIME WARRANTY FOR THE FIRST 15 YEARS

AmTab® warrants products purchased here-under to be free of defects in materials and workmanship for a period of fifteen (15) years from the date of shipment.

LIMITED LIFETIME WARRANTY AFTER THE FIRST 15 YEARS

AmTab® will provide full product support.

UNLIMITED LIFETIME WARRANTY

- All Operating Mechanisms
- All Weld Joints
- All Dyna-Rock™ Edges

Unless Considered Unenforceable Or Unlawful Under Applicable Law:

- All implied warranties, including but not limited to warranties of merchantability and fitness for a particular purpose are hereby excluded.
- Purchaser's remedy, if any, for any defective products shall be limited to a refund, replacement or adjustment by AmTab® of the products at AmTab's® option, and shall in no event include damages of any kind, whether incidental, consequential or otherwise.

Warranty Does Not Apply To:

Expected regular wear and tear; Failure to maintain products in original condition; Abuse and misuse; Accident; Alteration, editing, or modification of the product; Utilizing foreign components in the place of AmTab® components in any of the products; Damage caused by cleaning chemicals; Rust or corrosion caused by not completely drying the product after cleaning; Exposure to moisture, humidity, temperature, or the elements causing damage to the product; Freight damage and shipping damage; Natural Disasters; Unforeseen Negative Events; Other AmTab® Considerations

Terms and Conditions are subject to change without notice from time to time in AmTab's® sole discretion

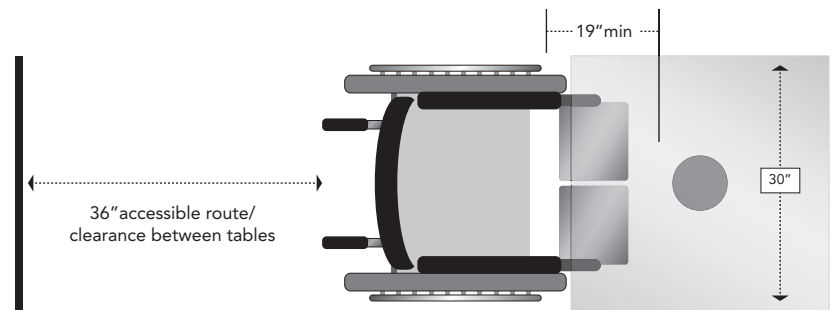
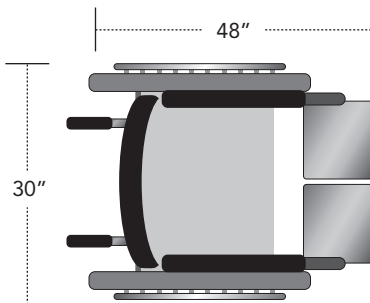
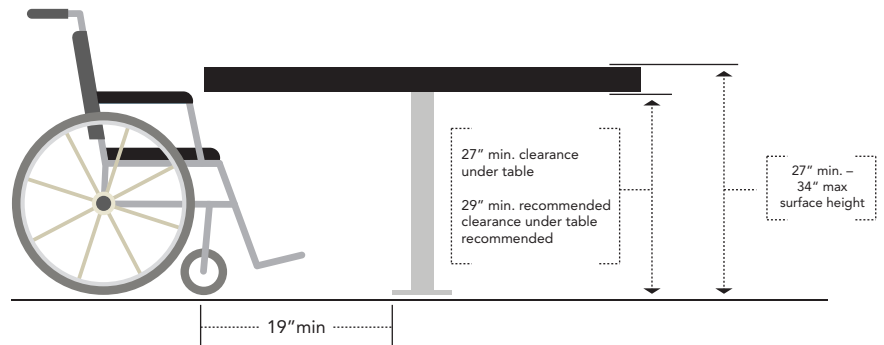
Effective Date is for products shipped after August 1, 2020



AmTab® is a leading global supplier of furnishings. AmTab® designs, manufactures, and furnishes high quality ADA products in complete accordance with ADA Standards for Accessible Design from the Department of Justice and all local ADA accessibility requirements. We are always dedicated to serving the marketplace with high quality products and services.

General Guidelines for ADA including but not limited to:

- Table height 34" maximum, 28" minimum
- Knee clearance 27" minimum (from floor to bottom of table surface)
- Clear floor area of 30" by 48" needed at each seating area
- Knee clearance extends at least 19" under the table





MISSION STATEMENT

AmTab® is a world-class American designer, manufacturer, and furnisher of high-impact learning environments. All AmTab® products and services help create inspiring learning environments and transformational learner experiences.

ENVIRONMENTAL POLICY

AmTab® has always been committed to being environmentally friendly, sustainable, and responsible. We love our planet and build products that are earth-friendly. Through our designing, manufacturing, packaging, transportation, and furnishing processes, we follow all local, state and federal environmental standards. Our goal is to implement business practices that incorporate life-cycle thinking into the design, manufacture, use, and the end-of-life management of our products to prevent pollution and waste, and work towards the continuous improvement of our environmental performance. Our environmental policy and related goals will continue to be clearly communicated to our employees, dealers, suppliers, customers, and partners. Together, we are making a strong positive impact.

DESIGN FOR ENVIRONMENT AND DURABILITY

AmTab® takes into account the impact that our products have on the environment and strategically designs them to maximize their sustainability. AmTab® incorporates renewable, recycled, and recyclable materials; uses cutting edge technology to make design considerations for the environment; and, addresses the end-of-life management and recovery options for the materials that make up our products. AmTab® uses materials from the Sustainable Forestry Initiative. AmTab® uses Environmentally Preferable Products as certified by the Composite Panel Association. AmTab® packaging materials are from recycled products. AmTab® will design and manufacture products that have a long useful life and can withstand repeated use and handling. AmTab® products are MAS Green Certified.

CHEMICAL MANAGEMENT

AmTab® works to mindfully reduce and eliminate chemicals that are hazardous to human and ecosystem health throughout our manufacturing facility. We maintain Safety Data Sheets both electronically and hard copy for easy access by both our office and factory personnel.

TRANSPORTATION

AmTab® is committed to reducing transportation related emissions through idling reductions, carrier selection, and reductions in unnecessary intercompany movement. We have consolidated our manufacturing and warehouse operations and reduced our truck fleet to minimal use. We always strive to maximize efficiency and minimize footprint when shipping products.

ELECTRONIC MEETINGS, COMMUNICATIONS, AND MESSAGING

AmTab® has been continuously utilizing technology and technological advances to operate in an effort to minimize and eliminate consumption of resources and reduce waste. AmTab® utilizes electronic meetings, communications, and messaging throughout the global footprint. AmTab® has converted many legacy paper-based documentation processes to modern electronic file management systems saving materials, time, and effort. In addition, AmTab® has invested in a robust website and related portal to access critical information without the need for paper-based materials. Electronic communications are the norm at AmTab®.

AmTab® Flammability Statement



AmTab®, as a leading supplier of furnishings, takes into consideration a variety of industry leading fire and flammability standards and recommendations in designing, manufacturing, and furnishing high quality products including the United States Consumer Product Safety Commission considerations and ASTM considerations. We are dedicated to serving the marketplace with high quality products and services.

CORE SEATING:

• California Technical Bulletin 117-2013 Section 1	Passed
• UFAC	Class 1
• NFPA 260	Class 1
• NY / NJ Port Authority (FTMS 191-5903)	Passed
• Boston Fire Code BFD 1X-1	Passed
• FAA 25.853 (a)	Passed
• NFPA 701 (Small Scale)	Passed
• ASTM E-84 (Adhered) Class A or 1	Passed
• Federal Specification CID A-A-2950	Passed
• MVSS 302	Passed
• BIFMA	Class 1
• IMO FTP MSC 307 (88) Part 8, 3.1 & 3.2	Passed

FABRIC SEATING:

• California Technical Bulletin 117-2013 Section 1	Passed
• UFAC	Class 1
• NFPA 260	Class 1
• NY / NJ Port Authority (FTMS 191-5903)	Passed
• Boston Fire Code BFD 1X-1	Passed
• FAA 25.853 (a)	Passed
• Federal Specification CID A-A-2950	Passed
• MVSS 302	Passed
• BIFMA	Class 1
• IMO FTP MSC 307 (88) Part 8, 3.1 & 3.2 BS 5852 (Crib 5)	Passed
• BS EN 1021-1:1994 (Cigarette)	Passed
• BS EN 1021-2:1994 (Match)	Passed

Affirmative Action Plan



I. SCOPE OF PLAN

This is the Affirmative Action Plan for AmTab® Manufacturing, which covers and is applicable to all facilities owned or operated by AmTab® Manufacturing. All Affirmative Action programs in the various locations are coordinated through a single Affirmative Action Officer as designated under Section IV- Program Responsibility of this plan. All correspondence regarding this plan should be directed to the Company Affirmative Action Officer.

II. POLICY STATEMENT

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply for our job openings. We are an equal opportunity employer and all qualified applications will receive consideration for employment without regard to race, religion, pregnancy, color, national

origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

The Employee Resources Director shall be responsible for initiating and coordinating all recruitment activities necessary to meet current and projected staffing needs. The recruitment program shall be tailored to number and types of positions to be filled and to labor market conditions. Special emphasis shall be placed on

recruitment efforts to attract minorities, women and other groups that are under-represented in the work force.

III. AFFIRMATIVE ACTION PLAN

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential Executive Order #11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission the responsibility for elimination of discrimination on State and local levels, are adopted by reference and incorporated by AmTab® Manufacturing. The Company

Affirmative Action Plan

also subscribes to the non-discrimination laws and regulations passed by Federal and State Governments. Therefore, all Company policies, procedures, rules and regulations of all departments, agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The Company will take affirmative action, when necessary, to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Federal and State laws.

IV. PROGRAM RESPONSIBILITY

The Affirmative Action Officer for AmTab® Manufacturing shall be the Employee Resources Director. The Affirmative Action Officer may review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Affirmative Action Program. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in problem resolution. The Officer will also serve as the liaison between AmTab® Manufacturing and compliance agencies and other community organizations as necessary. Such Officer may participate in any programs or

policies relative to the training, promotion, transfer or discipline of any person in the employ of the Company.

V. DISSEMINATION OF THE EEO/AA PROGRAM

A. Dissemination of policy within the

Company: The Affirmative Action Plan is posted on the Internet and Intranet under the AmTab® Manufacturing Employee Resources Department EEOC/Civil Rights page: www.amtab.com and available to the public and employees. The Affirmative Action Plan is also posted on the Employee Resources Department bulletin board. In addition, various posters, such as "Equal Opportunity is the Law".

The Affirmative Action Plan is reviewed periodically with department heads and managers, along with instruction on the laws and regulations regarding Equal Employment Opportunity and Affirmative Action. The Affirmative Action Plan is communicated to employees periodically by written and oral communication to all departments. New employees are informed of the policy as part of the orientation program.

B. Dissemination of policy outside

AmTab® Manufacturing: All recruiting sources for Company employment will be informed of the Company's intent to abide by Equal Opportunity law and such recruiting sources will be expected to

refer candidates for job openings without discrimination against properly qualified individuals solely because of their race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. All recruitment ads will include the phrase "AA/EEO" and the job postings and the application will include the Company's equal employment opportunity policy statement. Individuals requesting the Affirmative Action Plan will be directed to the Company's website. If they request a paper copy, one will be provided free of charge.

C. General: The Affirmative Action Plan is written in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters are available upon request free of charge.

Affirmative Action Plan

VI. WORKFORCE ANALYSIS

The Workforce Analysis is attached in the following Exhibits. This data shows relationships between the Company's workforce and that of the relevant labor market for AmTab® Manufacturing. The data reported for AmTab® Manufacturing is taken from payroll records in conformance with the federal EEO-4 report. The Affirmative Action plan will be updated every other year in conjunction with the federal EEO-4 reporting requirements.

VII. GOALS

A. Identification of Problem Areas:

In reviewing the Company's workforce statistics, there continues to be a higher percentage of men than women in AmTab® Manufacturing employment.

There are some employment classes and departments, which are over represented by one gender. The number of full-time and part-time minorities employed by AmTab® Manufacturing outweighs the AmTab® Manufacturing labor force data.

B. Goal Statement: In order to broaden the base of applicants, AmTab® Manufacturing has utilized an in-house recruiter as a source for applications to fill vacancies. Many applicants register, including those minorities with statistically high unemployment rates. Because this program has been responsive, AmTab® Manufacturing

will continue to utilize this method for the current plan years. AmTab® Manufacturing has a website, www.amtab.com, which can be utilized to view all current vacancies by any person with computer access. AmTab® Manufacturing will make an effort to hire males/females in non-traditional areas of employment.

AmTab® Manufacturing has a Diversity Affairs Commission which exists to achieve racial and ethnic equity and advocate for minority populations throughout AmTab® Manufacturing, to foster cross-cultural understanding and embrace our diversity. AmTab® Manufacturing Employee Resources Department provides staff support to the Diversity Affairs Commission.

C. Action Plan and Timetable: Hiring goals will be targeted but are subject to position openings, job related testing requirements, licenses, and required job related qualifications. Underrepresented segments of the AmTab® Manufacturing workforce will receive special attention with the goal of increasing employment of these groups.

D. Evaluation: The AmTab® Manufacturing Affirmative Action Plan will be reviewed, at least annually, and Company employment and new hires will be reviewed based upon EEO-4 report

information from which employment data is drawn, to determine status and degree of change of employment.

The attainment of Action Plan goals and evaluation of this Affirmative Action Plan is the responsibility of the Affirmative Action Officer, which is the Employee Resources Director of AmTab® Manufacturing.

Prepared By
Greg Swon, Employee Resources Director /
Affirmative Action Officer
Dated: June 1, 2020

Affirmative Action Plan

	Labor Force Analysis	
	Number	Percent
Total Labor Force	187	100%
MALE	163	87%
FEMALE	24	13%
TOTAL MINORITY M/F	167	89%
Black or African American	2	1%
Hispanic or Latino	156	83%
Asian	9	5%
Native Hawaiian or Other Pacific Islander	0	0%
American Indian OR Alaskan Native	0	0%
Two or More Races (Non Hispanic or Latino)	0	0%

Affirmative Action Plan

EEOC INFORMATION AS OF 6/11/20 – REGULAR EMPLOYEES

EEOC Category	White				Black				Hispanic or Latino				Asian				Native American				Native Hawaiian or Other Pacific Islander				Two or More Races (Non-Hispanic or Latino)			
	M	%	F	%	M	%	F	%	M	%	F	%	M	%	F	%	M	%	F	%	M	%	F	%	M	%	F	%
Executive Staff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	3	1%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Office Staff	11	6%	8	4%	0	0%	1	1%	8	5%	5	2%	5	3%	1	1%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Warehouse Staff	2	1%	0	0%	1	1%	0	0%	127	68%	8	5%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Maintenance Staff	1	1%	0	0%	0	0%	0	0%	5	2%	2	1%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%

Association of Educational Purchasing Agencies

Tabulation Report IFB #022-A - Furniture

Vendor: AmTab Manufacturing Corporation

General Comments:

General Attachments: Catalog - AmTab Manufacturing.pdf
Certificates - AmTab Manufacturing.pdf
Dealers - AmTab Manufacturing.xlsx
Exhibit A - Financial Health Document - AmTab Manufacturing.pdf
Exhibit C - Warranties, Additional Services - AmTab Manufacturing.pdf
Part D - Questionnaire - AmTab Manufacturing.pdf
Part E - Signature Forms - AmTab Manufacturing.pdf
Part F - Pricing Schedule - AmTab Manufacturing.xlsx
Price List - AmTab Manufacturing.pdf