

Form C

**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS,
AND SOLUTIONS REQUEST**



Company Name: Robbins Inc.

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA or included in the final contract. NJPA will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	NJPA ACCEPTS

Proposer's Signature: Mary E. Smith Date: 5/22/18

NJPA's clarification on exceptions listed above:

Sourcewell formerly known as NJPA, received this document blank.

A red circular stamp with the word 'LEGAL' at the top, 'HCP' in the middle, 'Initials' below it, 'July 31, 2018' below that, and 'Date' at the bottom.

LEGAL
HCP
Initials
July 31, 2018
Date

Contract Award
RFP #060518

FORM D



Formal Offering of Proposal
(To be completed only by the Proposer)

ATHLETIC SURFACING WITH RELATED MATERIALS, SUPPLIES, INSTALLATION, AND SERVICES

In compliance with the Request for Proposal (RFP) for ATHLETIC SURFACING WITH RELATED MATERIALS, SUPPLIES, INSTALLATION, AND SERVICES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Robbins Inc. Date: May 22, 2018

Company Address: 4777 Eastern Ave.

City: Cincinnati State: OH Zip: 45226

CAGE Code/DUNS: _____

Contact Person: Ms. Mary (Beth) Smith Title: VP of Sales Administration

Authorized Signature: Mary E. (Beth) Smith

Beth Smith
(Name printed or typed)

FORM E
CONTRACT ACCEPTANCE AND AWARD



[Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.]

Sourcewell Contract #: 060518-RBI

Proposer's full legal name: Robbins Inc.

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be August 7, 2018 and will expire on August 7, 2022 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

Jeremy Schwartz

SOURCEWELL DIRECTOR OF OPERATIONS AND
RFP OPERATIONS/CPD SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

Chad Coquette

SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on August 3, 2018

Sourcewell Contract # 060518-RBI

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Robbins Inc.

Authorized Signatory's Title Vice President of Sales Administration

Mary E. Smith
VENDOR AUTHORIZED SIGNATURE

Mary E. Smith
(NAME PRINTED OR TYPED)

Executed on Aug 9, 2018

Sourcewell Contract # 060518-RBI



Proposal Affidavit Signature Page

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 NJPA members 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 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 NJPA, or any person, firm, or corporation under contract with NJPA, 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.
3. 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 in writing and have been included with the Proposer's RFP response.
4. The Proposer will, if awarded a Contract, provide to NJPA 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.
5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.
6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
7. The Proposer understands that NJPA 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.
8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Robbins Inc.

Address: 4777 Eastern Ave.

City/State/Zip: Cincinnati, OH 45226

Telephone Number: (513) 871-8988

E-mail Address: info@robbinsfloor.com

Authorized Signature: Mary E. Smith

Authorized Name (printed): Mary (Beth) Smith

Title: VP of Sales Administration

Date: 5/22/18

Notarized



Subscribed and sworn to before me this May 22 day of _____, 20 18

Notary Public in and for the County of Hamilton State of Ohio

My commission expires: 7.6.21

Signature: Gwendolyn J. Hawes



PROPOSER QUESTIONNAIRE

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: Robbins Inc.

Questionnaire completed by: John Ficks

Payment Terms and Financing Options

1) What are your payment terms (e.g., net 10, net 30)?

Robbins standard payment terms to Authorized Robbins Dealer for NJPA projects is net 30. Payment terms are often dictated by purchase contract issued by NJPA member or authorized purchasing representative of NJPA member. Payment terms are generally negotiated between Authorized Robbins Dealer and NJPA member. *Robbins successful history as an NJPA vendor has indicated no problems with payment terms.*

2) 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?

Yes. Robbins makes tax exempt municipal lease financing available through NJPA partner vendor National Cooperative Leasing based in Minnesota.

3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members' purchase orders.

Robbins maintains a dedicated customer service department. Each Robbins sales territory has a dedicated customer service representative. Robbins operates an ERP system to link dealer quote and order data with manufacturing resources. This is rare in our industry. Individual NJPA projects, although material pricing is set, will be quoted as an individual project. In this manner, the materials will be sourced and available to meet the needs of the NJPA client.

Standard procedure is as follows.

1. NJPA Member contacts dedicated Robbins staff member regarding required solution.
2. Robbins staff communicates with NJPA member regarding pre-negotiated options as well as specific project requirements.
3. Robbins staff connects NJPA member with local authorized Robbins dealer for site inspection and needs assessment.
4. Using pre-negotiated NJPA pricing, Robbins dealer submits proposal to NJPA member representing the total cost of acquisition. Proposal may include custom items beyond the scope of the NJPA contract such as concrete correction, specialty artwork or another custom factor.
5. Robbins dealer and NJPA member enter into contract.
6. Project solution is implemented.
7. NJPA member is invoiced by Robbins dealer.
8. Project follow-up is held.

Robbins maintains an order management structure to support quarterly reporting of sales to NJPA. This system has operated successfully since 2014. Robbins is on excellent terms with NJPA accounting and always reports sales to NJPA in a timely manner.

4) **Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?**

Robbins does accept major credit cards but does not accept P-card procurement and payment process, nor has there been any demand for this process from NJPA members.

Warranty

5) **Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.**

The warranty supplied by Robbins is unique in the industry because it is considered a "joint" warranty. The warranty is written in two parts to cover both the installation, endorsed by the Authorized Robbins Dealer, materials, endorsed by Robbins. Warranties are issued upon project completion. Depending on product, warranty coverage ranges from 1 year to 25 years.

- Do your warranties cover all products, parts, and labor?

Yes. See attached

- Do your warranties impose usage restrictions or other limitations that adversely affect coverage?

The warranty limits floor use to use for which it is intended. See warranty document.

- Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?

Yes. But, if repair is not covered by warranty, customer will be invoiced.

- Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?

Robbins dealers comprehensively cover the United States. If a floor can be installed in a specific region, it can also be serviced.

- 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?

The joint warranty issued by Robbins and Robbins dealers covers the items purchased from Robbins and the Robbins materials installed by the dealer. If the NJPA member demands "sourced" items a part of the contract, those items would be covered by the OEM warranty.

- What are your proposed exchange and return programs and policies?

Installed floors may not be exchanged or returned. Robbins imposes a modest re-stocking fee for cancelled orders.

6) **Describe any service contract options for the items included in your proposal.**

Robbins offers the optional EGIS Floorlife® program. Egis is a long term floor maintenance program for indoor maple and synthetic floor systems that extends the original warranty of the floor up to 40 years. Egis falls outside the NJPA contract offering as pricing is contingent on several factors that are not known until the floor is installed. EGIS is a program taken advantage of by many school districts and universities.

Pricing, Delivery, Audits, and Administrative Fee

7) **Provide a general narrative description of the equipment/products and related services you are offering in your proposal.**

In general, the scope of Robbins offering includes solutions to provide surfaces for the following applications.

- Indoor wood gym floors
- Indoor synthetic gym floors
- Indoor synthetic running tracks
- Indoor field-house flooring
- Indoor weight room flooring
- Indoor multi-purpose areas
- Outdoor multi-purpose areas
- Outdoor running tracks
- Theatrical Flooring for schools
- Repair Services

The above flooring systems are to be supplied to NJPA members through a turn-key procurement system that includes materials and installation. Necessary sourced services and material are also included in offering to ensure a timely and comprehensive installation to meet the needs of the NJPA member.

8) **Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)**

The pricing model described below has a four year history of ensuring NJPA members receive the most competitive pricing possible in a timely manner. Most purchases made by NJPA members are done so in order to expedite the acquisition of the product and installation in order to meet a challenging goal for acquisition and installation. This pricing and pricing model has successfully met the needs of NJPA members. Currently, many NJPA members are waiting for new contract to be in place in order to execute purchase contracts with Robbins.

Robbins is holding early-2017 pricing. Robbins pricing model represents line item, discounted, "Ceiling Prices" for the turn-key installation of Robbins systems. **Pricing represents competitively bid pricing to institutional customers and is extremely competitive.** As "Ceiling Prices", in many markets, actual pricing is further discounted based on local competitive market conditions. This pricing model ensures NJPA members receive competitive custom pricing based on project and market conditions. Authorized Robbins Dealers are held to a firm standard of ensuring pricing is equal to or better than lowest, competitively bid pricing of similar product. Robbins internal sales teams review NJPA pricing with local dealer to ensure the NJPA member is receiving a competitive price based on specific project requirements.

9) **Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.**

The project pricing for the products listed in this proposal represent a 5 – 15% or greater discount from Robbins list pricing depending on product and/or MFMA Grade of wood selected. As wood is a product of nature, the pricing changes over the course of the year and the potential exists for significant discounts to be given to NJPA members based on overstocked inventory or project size.

Robbins also offers "Hot List" or special pricing to NJPA members that may represent significant material discounts for the total project. It is impossible to identify the level of discount as it varies weekly based on material availability. NJPA members have taken advantage of significant product discounts from Robbins over the past four years.

10) The pricing offered in this proposal is

- a. the same as the Proposer typically offers to an individual municipality, university, or school district.
- b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.
- d. other than what the Proposer typically offers (please describe).

11) **Describe any quantity or volume discounts or rebate programs that you offer.**

Proposed pricing is "Ceiling Pricing". Each project is priced on a per project basis by Robbins dealer. Sales involving large volume or multiple projects are subject to significant discount. In addition, NJPA member is encouraged to evaluate material options to further reduce prices. *For example, a recent project involved NJPA member purchasing multiple installations. The NJPA member received heavily discounted pricing due to volume and strength of relationship with Robbins.*

12) **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.**

Sourced products or related services are provided on a project by project basis by either Robbins Inc. or the Authorized Robbins dealers. Sourced products or services are generally required to ensure the quality installation of the sports floor system. Examples of this service may include concrete correction or moisture mitigation. The necessity of such services is dictated by the conditions of the project. Pricing for these services is offered at a competitive bid price per the request of the NJPA member or necessity of the service. Pricing for these services are often subject to the rules established by the general contract for the project or are pre-negotiated with NJPA member prior to project start.

Ancillary services such as those described above will be negotiated on a per project basis. Robbins Sports Surfaces will facilitate the inclusion of these items in the overall installation contract and work with the Authorized Robbins Dealer to make sure the NJPA member is receiving a competitive and equitable price for ancillary services.

13) **Identify any total cost of acquisition costs that are NOT included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.**

All potential costs are included in the pricing submitted with Robbins' response. For example, Robbins is providing TURN-KEY CEILING pricing that includes materials and installation. Project and construction requirements, expected and unexpected, may sometimes dictate the addition of some services or products at a negotiated price with owner.

14) **If delivery or shipping is an additional cost to the NJPA Member, describe in detail the complete shipping and delivery program.**

Freight is FOB mill, this is standard in the industry and necessary due to the potential freight complexity. Every project installation performed for an NJPA member is custom depending on the size of the project, product chosen and installation complexities. As a result, freight cost varies from project to project. The

Authorized Robbins dealer will facilitate all freight costs for the NJPA member. Freight is an additional line item cost included in the contract offering to the NJPA member. Robbins issues a per project freight quote to the dealer based on project location and shipping requirements. Robbins maintains freight contracts with specific vendors in order to offer the most competitive freight cost to NJPA member.

15) Specifically describe those shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

Alaska, Hawaii and Canada shipments are managed by Robbins on a daily basis and offer no extraordinary challenges. As with shipments to the contiguous United States, each project requires a custom price for shipment and Robbins makes every effort to minimize the cost. Robbins maintains an international sales department that regularly manages international shipments and necessary documentation.

16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

The Robbins Authorized Dealer network is the most geographically comprehensive of any sports flooring manufacturer in the United States and Canada, ensuring the ability of Robbins to effectively meet demand of NJPA members.

17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with NJPA. This process includes ensuring that NJPA 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 NJPA.

See specific points below regarding Robbins processes and self-audit process.

- Robbins staff are involved in nearly all NJPA transactions and regularly ensure that the NJPA member is receiving the most competitive price possible. Authorized dealers are instructed to verify all NJPA pricing with Robbins prior to quotation.
- Robbins requires all dealers to declare the project is "NJPA" at time of quotation and thus Robbins is able to track all NJPA projects through ERP systems. This allows all projects to be accounted for, for the purposes of quarterly reporting.
- Robbins request copies of actual contracts between Authorized Dealer and NJPA member in order to ensure proper administrative fee is accounted for.

Robbins has a proven track record of maintaining compliance with NJPA accounting.

18) Identify a proposed administrative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA 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 RFP Section 6.29 and following for details.)

Robbins will pay a fee of 2% of the total acquisition cost of line items identified in the attached pricing addendum. All product and services acquired by NJPA member through use of Robbins NJPA contract are subject to fee. *This practice was established 4 years ago and has been successfully employed by Robbins and the Robbins dealer network through dozens and dozens of successful projects. Robbins has the accounting practices in place to manage the fee program and remittances to NJPA*

Example.

8,000square foot gymnasium floor project. No additional price modifications, i.e. no concrete correction, special logos, or extraordinary labor cost. Robbins BioChannel Star standard gym floor system chosen at a TCA of \$13.00/sf

8,000sf * \$13.00 = \$104,000.00

2% of \$104,000 = \$2,080.00 administrative fee paid to NJPA.

Industry-Specific Questions

19) Identify the categories in which you provide solutions: wood, turf, rubber, and/or synthetic.

Robbins provides solutions in the following categories:

- Wood
- Rubber
- Synthetic

Robbins offers solutions in each category except turf. Robbins offers a comprehensive selection of products and services to comprehensively meet the needs of any NJPA members.

20) Specifically describe any manufacturing processes or material specification-related attributes that differentiate your offering from your competitors.

Several manufacturing related and material specification related attributed differentiate Robbins from its competition.

- Robbins is the only Maple Flooring Manufacturers Association (MFMA) member mill to operate its own lumber sawmill. This allows Robbins to better meet NJPA member demand in a timely manner if and when there is a shortage of material resources.
- Robbins is the only MFMA mill to regularly offer both commodity random length strip maple flooring and Continuous Strip® XL maple, a finger jointed product providing advanced technology benefits such as greater strength when compared to commodity random length strip flooring for gymnasiums.
- Robbins is the only MFMA member operating two separate flooring mills to best meet demand from schools during the busy summer months.
- Robbins is the exclusive North American distributor of SIKA/Descol Pulastic® seamless urethane athletic flooring systems. Pulastic is the original seamless polyurethane perfect for running tracks and auxiliary gyms.
- Robbins offers a wide range of products to NJPA members from basic commodity flooring systems to technologically advanced flooring systems providing benefit to the health and well-being of user student athletes.

21) Describe any serviceability attributes that your offered solutions contain. Please indicate which of these attributes are considered “industry-expected attributes” and which you believe are “vendor differentiators.”

Robbins offered solutions contain many serviceability attributes, some “industry-expected” and some “vendor differentiators”.

Industry Standard

- Maple systems are able to be repaired and recoated per industry standards
- Robbins urethane systems such as Pulastic and Strata Sport are able to be repaired and recoated per industry standards

Vendor Differentiators

The following characteristics provide unique serviceability benefits to owner.

- Geographically comprehensive dealer network. No other sports flooring manufacturer maintains a network of dealers able to service the geography covered by Robbins dealers.
- Robbins Continuous Strip XL maple requires less sanding at installation than industry standard commodity strip flooring, providing the purchaser with more wear surface and thus, a longer lasting floor.

- Robbins urethane system components are sourced from a single ISO certified formulator, ensuring cross compatibility of all compounds. This is rare in the industry as many manufacturers regularly change component suppliers, risking compatibility issues between liquid urethane components.

22) **Please explain the installation and maintenance services that are available.**

Robbins and the Robbins Authorized Dealer Network have a proven track record of meeting the installation and maintenance needs of NJPA members. The Robbins NJPA offering allows the NJPA member to receive the services necessary to insure the highest quality of floor installation and maintenance at a competitive price. The Robbins NJPA offering allows the NJPA member to receive services such as:

- Moisture problem mitigation
- Concrete problem mitigation
- Additional Graphics and Logos
- And standard requirement necessary to ensure a proper installation.
- Post-installation repairs and maintenance

Robbins track record of working with NJPA members indicates that our solutions meet the installation and maintenance requirements of NJPA members.

Thank you for the opportunity to respond to this RFP and continue to meet the demand of Robbins' many NJPA member clients.

Signature: Mary E. Arnold

Date: 5/22/18