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Marketing Plan for IKIO LED Lighting

Objective: To outline how IKIO LED Lighting will market its athletic facility lighting solutions to AEPA member agencies and their participating entities across 30 states, ensuring optimal reach, engagement, and contract utilization.

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1. Marketing Strategy Overview

IKIO LED Lighting will implement a comprehensive, multi-channel marketing strategy aimed at AEPA member agencies and their respective public entities, including schools, universities, and local governments. The strategy focuses on demonstrating IKIO's commitment to energy-efficient, high-performance athletic lighting solutions tailored for large-scale facilities.

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2. Key Elements of the Marketing Plan

a. Dedicated Senior-Level Contract Manager

- Assign a senior-level contract manager specifically to AEPA, responsible for ensuring contract terms, pricing, and all communication flows seamlessly across member agencies. This manager will be trained in all aspects of the AEPA contract and IKIO's offerings.

b. Sales Team and Distributor Network

- IKIO currently employs **5-6 sales representatives in Indiana**, one of its key states, and has **1 dedicated sales representative in Colorado**. These representatives will focus on direct outreach and sales engagement with AEPA member agencies.
- **Distributor Network**: IKIO also has distributors in **8-10 states**, ensuring broad product availability and quick response times to customer needs. This network will support the sales team in delivering products efficiently and providing local customer service.

c. Sales Team Training

- All sales staff will be educated on the specifics of the AEPA contract, including terms, conditions, pricing structures, and order processing requirements for each state. Sales staff will lead their discussions with the AEPA contracts as a primary offer.

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3. Marketing Channels

a. Online Presence

- **SEO and Online Marketing**: Optimize the AEPA landing page and related content with relevant keywords such as "athletic lighting," "facility lighting solutions," and "energy-efficient lighting" to drive organic search traffic.

b. Email Marketing

- **Targeted Campaigns**: Use targeted email marketing to promote IKIO's athletic lighting solutions to AEPA members. The campaign will emphasize the unique benefits of IKIO's

products, such as energy savings, durability, and the ability to meet stringent IESNA standards.

- **Newsletter Inclusions**: Feature IKIO's AEPA-approved products and services in relevant AEPA newsletters, highlighting case studies of successful projects such as the Rodeo Arena Stadium in Pampa, TX.

c. Sales Collateral

- **Custom Sell Sheets**: Develop AEPA-specific sell sheets that can be co-branded with the logos and contact details of individual member agencies. These sheets will outline the key benefits, technical specifications, and pricing for IKIO's lighting solutions.
- **Product Brochures**: Distribute digital and print brochures tailored to AEPA member agencies, showcasing IKIO's athletic lighting products with a focus on their durability, energy efficiency, and compliance with local, state, and federal codes.

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4. Event Marketing

a. Trade Shows and Conferences

- **AEPA Annual and Winter Meetings**: IKIO representatives will attend and actively participate in the AEPA annual and winter meetings to engage with member agencies and promote the benefits of using IKIO products.
- **National and Regional Trade Shows**: IKIO will have a presence at key national events such as the Association of School Business Officials (ASBO), the National Association of Educational Procurement (NAEP), and the National Institute of Governmental Purchasing (NIGP). These events provide a platform to network with potential buyers and showcase IKIO's energy-efficient solutions.

b. Webinars and Virtual Events

- **Educational Webinars**: Host educational webinars targeting decision-makers in school districts and government agencies. These webinars will focus on the benefits of upgrading to LED athletic lighting, energy savings, and improved performance.
- **Case Study Presentations**: Present case studies of successful lighting projects, like the Rodeo Arena Stadium project, highlighting cost savings, energy efficiency, and ease of installation.

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5. Local Outreach and Engagement

a. Collaboration with AEPA Member Agencies

- **State-Level Marketing Plans**: Work with each participating AEPA state to develop a customized marketing plan that fits the unique needs and procurement processes of their local education and government entities.
- **State-Level Presentations**: IKIO will offer virtual or in-person presentations to introduce the AEPA contract and IKIO's athletic lighting solutions to state procurement officials and educational institutions.

b. Direct Engagement with Facilities

- **Facility-Specific Outreach**: Target school districts and public institutions with aging or inefficient athletic lighting systems. IKIO will offer free consultations and audits to help them understand the benefits of upgrading to LED lighting under the AEPA contract.
- **Pilot Projects and Testimonials**: Where possible, IKIO will partner with early adopters of its solutions to run pilot projects. These projects will be documented and shared with other AEPA members as testimonials, building trust and interest in IKIO's offerings.

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6. Promotional Materials

a. Digital Catalogs and Pricing Tools

- Provide AEPA member agencies with an up-to-date digital catalog featuring product listings, specifications, and discounted pricing for athletic lighting solutions.

b. Case Studies and Success Stories

- Develop case studies that showcase IKIO's successful projects, focusing on energy savings, ease of installation, and post-installation support. Case studies will be distributed via email campaigns, trade shows, and webinars.

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7. Reporting and Monitoring

a. Quarterly Sales and Administrative Reports

- IKIO will provide quarterly sales and administrative fee reports to AEPA and its member agencies, ensuring transparency and accountability in all transactions.

b. Continuous Improvement

- IKIO will continuously gather feedback from AEPA member agencies and adjust its product offerings, pricing strategies, and marketing messages based on this feedback. The goal is to increase engagement and ensure IKIO is meeting the needs of AEPA members

8. Conclusion

IKIO LED Lighting is committed to supporting AEPA member agencies by providing high-quality, energy-efficient athletic lighting solutions tailored to their specific needs. Through targeted digital marketing, trade show presence, and collaborative outreach, IKIO aims to maximize the use of the AEPA contract and help member agencies achieve cost savings while upgrading their facilities with state-of-the-art lighting solutions.

This marketing plan demonstrates IKIO's dedication to actively promoting and growing the AEPA contract by building strong relationships with member agencies, engaging directly with potential customers, and leveraging IKIO's extensive experience in the lighting industry.

Part E – Signature Forms

AEPA 025-A
Athletic Field Lighting

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 may lead 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. Return the forms and pages in their correct order and scan one (1) single PDF format titled ***"Part E – Signature Forms – Name of Responding Company"*** (i.e. one PDF document for all signature forms).
4. Submit Part E, along with other required documents in Bonfire.

*Note, a solicitation 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 Responding Company".

Uniform Guidance "EDGAR" Certification Form – ****signature required***
Solicitation Affidavit – ****signature required***
Acceptance of Solicitation & Contract – ****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 CFRR 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).

13. Governing Law; Forum Selection.

Respondent acknowledges and agrees that any legal action or proceeding in which the Association of Educational Purchasing Agencies, Inc. ("AEPA"), is a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the Commonwealth of Kentucky, and must be brought and determined in the state courts of the Commonwealth of Kentucky in Warren County, Kentucky, or the United States Western District of Kentucky (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

Respondent further acknowledges and agrees that any legal action or proceeding in which a party includes a participating agency, but does not include AEPA as a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the state in which the participating agency is domiciled, and must be brought and determined in the state in which the participating agency is domiciled (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

By initialing the table (1-13) and signing below, I certify that the information in this form is true, complete and accurate and 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	**Initial**
1. Violation of Contract Terms and Conditions	Yes, I agree	C.T
2. Termination for Cause of Convenience	Yes, I agree	C.T
3. Equal Employment Opportunity	Yes, I agree	C.T
4. Davis-Bacon Act	Yes, I agree	C.T
5. Contract Work Hours and Safety Standards Act	Yes, I agree	C.T
6. Right to Inventions Made Under a Contract or Agreement	Yes, I agree	C.T
7. Clean Air Act and Federal Water Pollution Control Act	Yes, I agree	C.T
8. Debarment and Suspension	Yes, I agree	C.T
9. Byrd Anti-Lobbying Amendment	Yes, I agree	C.T
10. Procurement of Recovered Materials	Yes, I agree	C.T
11. Profit as a Separate Element of Price	Yes, I agree	C.T
12. General Compliance with Participating Agencies	Yes, I agree	C.T
13. Governing Law; Forum Selection.	Yes, I agree	C.T

Ikio LED Lighting

Name of Business

Chris Tomalewski

Signature of Authorized Representative

Chris Tomalewski

Printed Name

9/15/24

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.

Chris Tomalewski	8470 Allison Pointe Blvd, Ste 128
Authorized Representative (Please print or type)	Mailing Address
Vice President- Business Development	Indianapolis, IN, 46250
Title (Please print or type)	City, State, Zip
Chris Tomalewski	9/15/24
Signature of Authorized Representative	Date

Acceptance of Solicitation & Contract Award

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	Ikio LED Lighting	**Date**	9/15/24
Address	8470 Allison Pointe Blvd, Ste 128	**City, State Zip**	Indianapolis, IN, 46250
Contact Person	Inderpreet Singh	**Title**	Business Development Manager
Authorized Signature	Chris Tomalewski	**Title**	Vice President- Business Development
Email	ctomalewski@ikioledlighting.com	**Phone**	317-737-4287

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, 2026 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, or the contract expires, it may be extended for 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)	3/1/2025	**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 Bonfire** *(Respondent must submit documents in the required title/format)*	**Format of Uploaded Document**	**Notes**
	Bid Bond – if Required, see Part A if applicable.	Upload PDF copy of the bid security.	The original bid security must be received by Lakes Country Service Cooperative by due date and time.
	Part C – State-Specific Forms – ***Name of Responding Company***	Single, Scanned PDF	**New Jersey Only Requirement.** Signatures Required.
	Part D - Questionnaire – ***Name of Responding Company*** Includes: ● Company Information ● Service Questionnaire ● Exceptions ● Deviations	Single, Scanned PDF	**Required.**
	Part E – Signature Forms – ***Name of Responding Company*** Includes: ● Uniform Guidance "EDGAR" Certification ● Solicitation Affidavit ● Acceptance of Solicitation & Contract	Single, Scanned PDF	**Required.** Signatures required.
	Part F – Pricing Schedule – ***Name of Responding Company***	Excel Workbook	**Required.**
	Price List and/or Catalog – ***Name of Responding Company***	Upload PDF	**Required.**
	Exhibit A – Marketing Plan – ***Name of Responding Company***	Scanned PDF	**Optional.** Form not provided by AEPA, Respondent Created