

**Letter of Agreement  
to Extend the Contract**

Between

**Altec Industries, Inc. (Vendor)  
33 Inverness Center Parkway, Suite 110  
Birmingham, AL 35242**


and

**National Joint Powers Alliance® (NJPA)  
202 12<sup>th</sup> Street NE  
Staples, MN 56479  
Phone: (218) 894-1930**

The Vendor and NJPA have entered into an Agreement (Contract #031014-ALT) for the procurement of Public Utility Equipment with Related Accessories and Supplies. This Agreement has an expiration date of April 10, 2018, but the parties may extend the Agreement for one additional year by mutual consent.

The parties acknowledge that extending the Agreement for another year benefits the Vendor, NJPA and NJPA's Members. The Vendor and NJPA therefore agree to extend the Agreement listed above for a fifth year. This existing Agreement will terminate on April 10, 2019. All other terms and conditions of the Agreement remain in force.

**National Joint Powers Alliance® (NJPA)**

By: , Its: **Director of Cooperative  
Contracts & Procurement/CPO**

Name printed or typed: Jeremy Schwartz

Date

4-21-17

**Altec Industries, Inc.**

By: Riley J Browne, Its: **Contract Specialist**

Name printed or typed: Riley Browne

Date

4-20-2017



**PROPOSER QUESTIONNAIRE- General Business Information**  
*(Products, Pricing, Sector Specific, Services, Terms and Warranty are addressed on **Form P**)*

Proposer Name: ALTEC Industries, Inc Questionnaire completed by: Cullen Bull

Please identify the person NJPA should correspond with from now through the Award process:

Name: Cullen Bull E-Mail address: cullen.bull@altec.com

Provide an answer to all questions directly below each question (do not leave blank, mark NA if not applicable) and address all requests made in this RFP. Please supply any applicable supporting information and documentation you feel appropriate in addition to answers entered to the Word document. All information must be typed, organized, and easily understood by evaluators. *Please use the Microsoft Word document version of this questionnaire to respond to the questions contained herein.*

**Company Information& Financial Strength**

- 1) Why did you respond to this RFP?
  - Altec Industries, Inc. has responded to this RFP in order to provide an extensive product offering solution to NJPA and its Members.
- 2) What are your company's expectations in the event of an award?
  - Continued growth within our government business sectors and the potential of being recognized as the preferred supplier of hydraulic equipment solutions for NJPA and its members.
- 3) Provide the full legal name, address, tax identifications number, and telephone number for your business.
  - ALTEC Industries, Inc.  
33 Inverness Center Drive  
Birmingham, AL 35242  
Tax ID **63 0362926**  
Phone 205-991-7733
- 4) Demonstrate your financial strength and stability.
  - See attached letter, LETTER FEB 2014
- 5) Are you now, or have you ever been the subject of a bankruptcy action? Please explain. No
- 6) Provide a brief history of your company that includes your company's core values and business philosophy.  
Altec is a leading provider of products and services to the electric utility, telecommunications and contractor markets. We provide products and services in over 100 countries throughout the world. Altec, Inc. is the holding company for Altec Industries, Global Rental, Altec Capital, Altec NUECO, Altec Worldwide, Altec Canada and Altec Ventures, LLC.

Since 1929, Altec has been a company committed to excellence. Our products are the industry leaders and are consistently raising the bar through innovative product design, integrated safety features, and continued dedication to total customer satisfaction.

Altec's values are the cornerstone of our corporate culture and every associate is considered an integral part of Team Altec.

Our core Altec values: (in Alphabetical order)



- Customer first
- Enjoyment of work
- Family
- Financial stability
- Integrity
- People are our greatest strength
- Quality
- Spiritual development
- Teamwork

Altec promotes an environment built on teamwork where knowledge is shared and innovative solutions are the result. The expertise of our Team is as critical to our success as is the effectiveness of our products and solutions. At Altec, one can personally excel and work with peers to build the industry's most innovative products and solutions..

- 7) How long has your company been in the "[NAME OF SOLICITATION]" industry?
- 85 years
- 8) Is your organization best described as a manufacturer or a distributor/dealer/re-seller for a manufacturer of the products/equipment and related services being proposed?
- Manufacturer
- a) If the Proposer is best described as a re-seller, manufacturer aggregate, or distributor, please provide evidence of your authorization as a dealer/re-seller/manufacturer aggregate for the manufacturer of the products/equipment and related services you are proposing. N/A
- b) If the Proposer is best described as a manufacturer, please describe your relationship with your sales/service force and/or Dealer Network in delivering the products/equipment and related services proposed.
- Our sales force are individuals who work directly for ALTEC Industries, we do not use a dealer network. These Account Managers cover the entire United States (in addition to many countries overseas). We have over 18 service center locations in the U.S. and a multitude of mobile service technicians that can service our customers at their respective locations.
- c) Are these individuals your employees, or the employees of a third party?
- These individuals are ALTEC's direct employees.
- d) If applicable, is the Dealer Network independent or company owned?
- N/A
- 9) Please provide your bond rating, and/or a credit reference from your bank.
- See attached letter, Credit Ref Ltr Regions 2.6.14
- 10) Provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held by your organization in pursuit of the commerce and business contemplated by this RFP.
- Altec Industries holds all credible licenses and certifications necessary for providing goods and services referenced in this RFP (related to OSHA/ANSI/ASME standards for manufacturing)
  - ALTEC Industries, Inc. St. Joseph, MO plant, which manufactures a large number of our products is ISO 9001:2008 certified
  - Employees of our plants hold welding certifications, Fluid Power Society certifications and various engineering certifications
  - Account Managers are required to become Certified Operators every 5-years, through our Sentry Operator Certification training program.
  - ALTEC Industries, Inc. is capable of providing certification for crane and digger derrick operators through our Sentry training program.



- 11) Provide a detailed explanation outlining licenses and certifications both required to be held, and actually held, by third parties and sub-contractors to your organization in pursuit of the commerce contemplated by this RFP. If not applicable, please respond with "Not Applicable."
- All existing/potential suppliers are required to register their business on Altec's iSupplier Portal, located on our website. Included on the site we identify that all applicable laws are produced or performed in compliance with all applicable federal, state and local laws, rules, regulations and ordinances, including without limitation, (a) the Fair Labor Standards Act; (b) Equal employment opportunity acts; (c) the Occupational Safety and Health Act (OSHA) and all standards, rules, regulations and orders pursuant thereto; and (d) all other federal and state occupational safety and health statutes, the provisions of which are substantially the same as those found in OSHA or administered by any state pursuant to that Act. Supplier shall secure all necessary governmental authorizations, licenses and permits applicable to the goods, material, or equipment to be supplied or the labor or services to be performed hereunder and shall, upon request, furnish Altec with satisfactory proof of compliance with any designation law, rule, or regulation.
- 12) Provide all "Suspension or Disbarment" information as defined and required herein.
- Not applicable
- 13) In addition to the \$1.5 million in General Liability and/or in conjunction with umbrella insurance coverage, what level of automobile and workers compensation insurance does your organization currently have? If none, please explain.
- Automotive \$1M
  - Workers Compensation \$1M
- 14) Within the RFP category there is potential to be several different sub-categories of solutions; list sub category title/s that best describe your equipment/products, services and supplies.
- Insulated and Non-Insulated Aerial devices (Utility/Telecommunications/Parks & Rec), Digger derricks (Utility/Telecommunications) , Cranes (Utility/Construction) , Material handling equipment (Facilities Maintenance/Signs-Lighting), Chippers (Parks & Rec) and numerous Specialty unit options.

### **Industry Requirements & Marketplace Success**

- 15) List and document recent industry awards and recognition.
- **Birmingham, AL, December 5, 2011**—The California Air Resource Board (CARB) has approved the Altec Jobsite Energy Management System (JEMS®) when used in any power take-off (PTO), diesel-fueled truck application with a gross vehicle weight (GVW) rating over 10,000 lbs as meeting the requirements set forth in title 13, California Code of Regulations section 2485.  
Altec JEMS® is a product of Altec's Green Fleet, designed to eliminate engine idle time at the jobsite and reduce fuel consumption, noise pollution, and carbon footprint. The JEMS® is an integrated plug-in system powered by application-specific battery packs. The system provides power for the aerial device, truck cabin heating and air conditioning, and export power for hand tools and other electrical accessories.
  - Altec was awarded **2010 Best Companies to Work for in Alabama**. The awards program is a project of *Business Alabama Magazine* and Best Companies Group. Companies from across the state were involved in the process to determine the *Best Companies to Work for in Alabama* and were evaluated on a series of criteria including workplace policies, practices and demographics. Employees from each company were also surveyed to measure the overall worker experience. The combined scores determined the top companies and the final ranking. Best Companies Group managed the overall registration and survey process in Alabama and also analyzed the data and used their expertise to determine the final rankings.
  - Altec received the prestigious "**Supplier of the Year**" Award from **Pacific Gas and Electric Company** in 2010. The award is presented each year by PG&E to the supplier that best demonstrates excellence in environmental stewardship, innovation, customer satisfaction, safety, diversity, cost reduction and overall value. Pacific Gas and Electric Company is one of the largest investor owned utilities in the United States. The company is headquartered in San Francisco and has over 20,000 employees serving more than 15 million customers throughout northern and central California. PG&E has over 5,000 suppliers and an annual supply



chain budget of \$4 billion. When presenting their "Supplier of the Year" award, PG&E specifically highlighted the efforts that Altec made in the areas of environmental stewardship, strategic development and diversity. In particular, the utility recognized Altec as the leading manufacturer of green fleet solutions and industry changing technology that is helping to create manufacturing jobs in California. The initiatives implemented by Altec helped PG&E reduce its carbon emissions profile, provide safer work environments for line crews, reduce fleet operating costs and extend fleet vehicle life. In addition, Altec and PG&E worked together to help develop America's first plug-in, all-electric utility truck.

- Altec, Inc., a Birmingham, Ala., based manufacturer of equipment for the electric utility and contractor markets, is a **member of the Business Roundtable**, a national group of companies dedicated to improving society, environment, and the economy.
- Altec, Inc, along with 70+ other corporations, is a member of the **2011 S.E.E. Change Progress Report** for enhancing our commitment to improving the environment and creating a sustainable future for America.

16) Supply three references/testimonials from customers of like status to NJPA Members to include Government and Education agencies. Please include the customer's name, contact, and phone number.

- Connexus Energy / Jim Larson / (763) 323-4228
- US Navy / Rebecca Fraley / (805) 982-3098
- Rochester Public Utilities / Jim Book / (507) 280-1525

17) Provide a list of your top 5 Government and/or Education customers (entity name is optional) including: entity type, the state the entity is located in, scope of the project/s, size of transaction/s and dollar volumes from the past 3 fiscal years.

- Federal / Department of Defense / Various Locations / > \$10 million
- Federal / US Department of Energy / Various Locations / > \$6 million
- Federal / Tennessee Valley Authority / Tennessee / > \$1 million
- Municipality / City of Portland / Oregon / > \$1 million
- Cooperative / Pedernales Electric Coop / Texas / >\$1 million

18) What percentages of your current (within the past three (3) fiscal years) national sales are to the government and education verticals? Indicate government and education verticals individually.

- Government is approximately 10%, we do not track education as a separate vertical

#### **Proposer's Ability to Sell and Deliver Service Nationwide**

19) Please describe your company sales force in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale and services of the equipment/products contemplated in this RFP?

- Altec employs a direct sales force, approximately 100+ strong, dedicated to commercial and government sales and support within their respective territories. Our sales representatives spend 100% of their time; communicating, consulting and managing customer's expectations and needs. The products represented in this RFP are core to our customers and industry, thus allowing our Account Managers to provide expert knowledge to NJPA members of their benefits and usage. Contracts, such as NJPA are offered regularly, to our government customers as a tool to ensure new or existing NJPA members can procure the products that they deem necessary for their work.

20) Please describe your dedicated dealer network and number of individual sales force within your dealer network in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sales distribution and delivery of your equipment/products and related services contemplated in this RFP?

- ALTEC does not use dealers, our sales force are all direct employees of ALTEC Industries.

21) Please describe your dedicated company service force or dedicated network in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale of the equipment/products and related services contemplated in this RFP?

- Altec offers a National network of service support for our existing and new customers. We maintain 18 service center facilities located strategically within the US. They are staffed with Altec employed and certified hydraulic technicians and the necessary tools and equipment to service and maintain our customer's equipment. We also



offer a National fleet of Altec employed and certified hydraulic mobile service technicians (MSTs) with service vehicles. Our MSTs are devoted to providing on-site warranty, service and preventative maintenance solutions for our customers who own similar products being offered in this RFP.

- 22) Please describe your dedicated dealer service force or network in terms of numbers geographic dispersion, and the proportion of their attention focused on the sale of the equipment/products and related services contemplated in this RFP? Additionally, please describe any applicable road service and do they offer the ability to service customers at the customer's location?
- ALTEC does not use dealers, our service force are all direct employees of ALTEC Industries.
- 23) Describe in detail your customer service program regarding process and procedure. Please include, where appropriate, response time capabilities and commitments as a part of this RFP response and awarded contract.
- Our customers can contact our Service Group directly via 877-GO-ALTEC (877-462-5832) for all parts, shop service, mobile service and technical support needs, Monday-Friday from 7:00 am to 5:00 pm. Callers are automatically routed to the nearest service center or mobile service representative who will schedule the service necessary to resolve their service needs. Altec offers 24 hour emergency assistance for any emergency service needed after 5:00 pm or on weekends.
- 24) Identify any geographic areas or NJPA market segments of the United States you will NOT be fully serving through the proposed contract.
- All geographic areas of the United States will be served
- 25) Identify any of NJPA Member segments or defined NJPA verticals you will NOT be offering and promoting an awarded contract to? (Government, Education, Non-profit)
- All NJPA Member segments will be served
- 26) Define any specific requirements or restrictions as it applies to our members located off shores such as Hawaii and Alaska and the US Islands. Address your off shore shipping program on the Pricing form P of this document.
- Freight on Board (FOB) to Outside the Continental United States (OCONUS) shipping will always be provided based on the NJPA members written requirements.
    - We will traditionally provide **FOB-Factory with a fixed \$2/mile option cost**. This would remain the same if the customer identifies **FOB - Continental United States (CONUS Port)**.
    - If the customer requires **Port-to-Port OCONUS** shipping, we will provide a current market transport cost in the open market section of our quotation. Transport costs fluctuate between carriers and are based upon current fuel costs, surcharges/fees, size/weight of equipment...etc.
    - If the customer requires **FOB - Destination**, additional fees for drive-away service (Port to Doorstep) will be included. These rates are based upon the location and will included as an open market charge.

### Marketing Plan

- 27) Describe your contract sales training program to your sales management, dealer network and/or direct sales teams relating to a NJPA awarded contract.
- ALTEC employs a National sales training team, they provide initial base sales training programs for all new Altec sales associates (both Account Managers and Technical Sales Specialists). Thereafter, focused web-training modules and e-courses are being developed to provide a more procedural method for these types of sales calls. These materials will also serve as follow-up training for all associates with 2+ years of experience. In addition to the training team, Altec employs a Government Sales team focused on the management of all federal, state and cooperative contracts. This team serves as the experts for the company, for associates in the field who need on-the-fly support. The Government team communicates contract changes, improvements and regulations with the National sales force regularly.
- 28) Describe how you would market/promote an NJPA Contract nationally to ensure success.
- The Altec/NJPA marketing plan will include, but not be limited to, the development of printed marketing materials, press releases, advertisements, web-based marketing, and the attendance of trade shows. The Altec Government Sales team and Corporate Communications Project Manager will be involved in all NJPA



promotions corporate-wide.

- 29) Describe your marketing material, and overall marketing ability, relating to promoting this type of partnership and contract opportunity. Please send a few representative samples of your marketing materials in electronic format.
- Altec will draw on already developed product literature material, and combine with advertisements of the NJPA contract. Various electronic avenues, including, but not limited to, partnering with NJPA's website, the [www.altec.com](http://www.altec.com) website, and internal Altec systems will be avenues for communicating information regarding the opportunity in this RFP. See **attached Marketing Examples**.
- 30) Describe your use of technology and the internet to provide marketing and ensure national contract awareness.
- Altec already has a well established website, [www.altec.com](http://www.altec.com), which offers detailed information of the products and services we offer. This website will be used in conjunction with the Altec/NJPA marketing plan.
  - Altec has a robust online presence which includes websites, social media and email blasts to customers and associates. Altec communicates through these online channels in a deliberate and coordinated manner in order to create awareness of our product offerings and services that support the industries we serve
- 31) Describe your perception of NJPA's role in marketing the contract and your contracted products/equipment and related services.
- NJPA provides numerous opportunities for promotion of our products via their own web traffic, tradeshow attendance and printed marketing materials. This exceeds the promotion, that we encounter with many of our other contracts, so our perception has been very good.
- 32) Describe in detail any unique marketing techniques and methods as a part of your proposal that would separate you from other companies in your industry.
- In recent years, Altec has become more technologically "in tune" and tied into our customers via internet sales and social media experimentation. We feel that in conjunction with our reputation of being an industry leader, we will continue to leverage technology exploration to reach emerging markets and technologically driven consumers.
- 33) Describe your company's Senior Management level commitment with regards to embracement, promoting, supporting and managing a resultant NJPA awarded contract
- Altec's Senior Management is committed to supporting any value added resource our customers need. As part of their ongoing support, a dedicated Government sales team was established, to manage the daily commitments, sales and support of all government contracts we are awarded.
- 34) Do you view your products/equipment applicable to an E-procurement ordering process?  
xx Yes \_\_\_ No
- a) If yes, describe examples of E-procurement system/s or electronic marketplace solutions that your products/equipment was available through. Demonstrate the success of government and education customers to ordering through E-procurement.
- Altec manages federal customer solicitations/RFQs via the GSA E-buy system, FedBid and several other public sites. Although, awards (POs) are still provided manually by the respective contracting officer, these sites offer a method of standardized RFQ submissions.
  - Consumers are currently able to request new/used equipment, rental and leasing quotes via our Corporate website.
  - Altec offers parts and accessory sales via our AltecConnect portal, located on our Corporate website.
- 35) Please describe how you will communicate your NJPA pricing and pricing strategy to your sales force nationally?
- All communication regarding NJPA contract changes/improvements are routed through Altec's Government sales team and distributed to Altec's National and Technical sales teams. Additionally, memos and price lists are housed in a centralized location for direct access by both sales teams.



## Other Cooperative Procurement Contracts

- 36) Identify all cooperative contracts hosted by any government or education agency or government or education cooperative or by a third party marketing company, which are marketed in more than one state, held or utilized by the Proposer.
- Texas Association of School Boards (TASB) Buy-Board
- 37) What is the annual dollar sales volume generated through each of the contract(s) identified in your answer to the previous question.
- BuyBoard \$0
- 38) Identify awarded WSCA or specific state procurement contracts held or utilized by the Proposer with any State of the United States.
- California Multiple Award Schedule (CMAS)
  - Texas Multiple Award Schedule (TXMAS)
  - Commonwealth of Pennsylvania (Co-Stars)
  - Michigan MI Deal
  - Washington State Purchasing Cooperative
  - State of Ohio
- 39) What is the annual combined dollar sales volume for each of these contracts?
- CMAS >\$2M
  - TXMAS >\$1.5M
  - Co-Stars >\$1.5M
- 40) Identify any GSA Contracts held or utilized by the Proposer.
- General Services Administration - GS-30F-1028G
- 41) If you are awarded the NJPA contract, are there any market segments or verticals (e.g., higher education, K-12 local governments, non-profits etc.) or geographical markets where the NJPA contract will not be your primary contract purchasing vehicle? If so, please identify those markets and which cooperative purchasing agreement will be your primary vehicle.
- Federal Government Agencies/Depart of Defense - General Services Administration (GSA) or Defense Logistics Agency (DLA) are the federal governments primary sources for contracting
- 42) If you are awarded the NJPA contract, is it your intention and commitment to lead with your NJPA contract?  
xx Yes \_\_\_ No Explain and demonstrate your commitment and/or restrictions.
- NJPA is ALTEC's primary offered cooperative contract option for all eligible market segments. The only exceptions would customers who are ineligible to become a member, federal agencies who are required to follow the Federal Acquisition Regulations (FAR) or if the procurement officer does not allow use of the NJPA contract.
- 43) Identify a proposed administrative fee payable to NJPA for facilitation, management and promotion of the NJPA contract, should you be awarded. This fee is typically calculated as a percentage of Contract sales and not a line item addition to the customers cost of goods.
- 1% administrative fee

## Value Added

- 44) If applicable, describe any product/equipment training programs available as options for NJPA members. If applicable, do you offer equipment operator training as well as maintenance training? xx Yes \_\_\_ No



- Each truck is delivered with two (2) sets of operator and maintenance/parts manuals. Within the equipment manuals, the standard features, safe operation, maintenance and repair information are covered, similar to the operator's manual in your personal vehicle. The Sentry Program's self-directed course covers safe operation of a generic type device (i.e. aerial, derrick, crane, etc.).
- One (1) copy of Altec's, OSHA based, Sentry Safety Certification Computer Based Training (CBT) is supplied with every delivered unit. This provides the NJPA member with a means of operator certification for the applicable equipment category.
- Upon delivery of an NJPA's members completed equipment, the local Altec Account Manager provides an on-site equipment orientation with the appropriate operators.
- Other Altec Training options: *(NOTE: additional costs apply)*
  - Customized Altec equipment hydraulic maintenance training
  - International Fluid Power Society (IFPS) Certification training (testing provided by third party)
  - On-site Sentry Operator certification for operators
  - Train-the-Trainer Sentry certification training
  - NCCCO certification programs for operators of mobile cranes and digger derricks

45) Is this training standard as a part of a purchase or optional? Every unit delivered, receives a standard equipment orientation meeting with our local Account Manager and a copy of the Sentry CBT Operator certification program.

46) Describe current technological advances your proposed equipment/products and related services offer.

- Our products are the industry leaders and are consistently raising the bar through innovative product design, integrated safety features, and continued dedication to total customer satisfaction.

47) Describe your "Green" program as it relates to your company, your products/equipment, and your recycling program, including a list of all green products accompanied by the certifying agency for each (if applicable).

At Altec, we are committed to sustainable solutions and continuous improvement. This commitment to sustainability is reflected throughout our company — in the products we build, the facilities in which we build them and in the way we do business. For more than 84 years, Altec has maintained strong values focused on our customers and associates, and we believe it is crucial to protect our shared environment.

As a company, we make conscious business decisions that meet the needs of the present, without compromising the future. We consistently strive to contribute to a healthier environment by keeping sustainability at the forefront of engineering and research, production and manufacturing processes, and all other aspects of our business.

Altec is the industry leader for sustainability efforts and is dedicated to listening and creating solutions. That's why we acknowledge the tremendous challenges and opportunities our customers face and aspire to responsibly care for the environment and the communities in which we operate. Altec's allegiance is evident in the development of numerous sustainability initiatives:

- **The Industry's First Green-Focused Facility.** Located in Dixon, CA, Altec products are manufactured in a plant that features state-of-the-art sustainable construction that exceeds Title 24 energy and lighting codes.
- **Meeting Customer Needs.** Our Green Fleet product line decreases fuel consumption and greenhouse gas emissions, while lowering noise pollution. In partnership with the Department of Energy, Electric Partners Research Institute, CALSTART Hybrid Truck Users Forum and others, we offer a range of hybrid/electric and job-site energy management systems, along with recycled lightweight materials and alternative fuels.
- **Facilities and Processes.** Each Altec facility has established procedures and environmental management programs and actively engages in recycling steel, copper and aluminum, as well as consumer recyclables. The installation of powder coat and e-coat paint systems has substantially reduced solid waste volume and air emissions, and energy-efficient lighting has replaced traditional lighting in all facilities.



- **Altec EcoEasy Common Sustainability Goals.** Green purchasing policies using Best-Value approach utilizing Staples' environmental office products and supplies has been implemented Corporate wide.

48) Describe any Women or Minority Business Entity (WMBE) or Small Business Entity (SBE) accreditations and the general minority and small business program of your organization as it relates to a Contract resulting from this RFP.

- As part of our commitments to holding federal contracts, Altec is annually responsible to providing a small-business contracting plan which is reviewed and approved by one of our two federal contract agencies. Every year, we strive to find small business suppliers who will meet the quality and liability requirements, to supply products/services that meet/exceed our manufacturing standards. Suppliers who are interested in doing business with Altec are encouraged to register on our Supplier portal, located on our website.

49) Identify any other unique or custom value added attributes of your company or your products/equipment or related services. What makes your proposed solutions unique in your industry as it applies to NJPA members?

- **NJPA MEMBER SOLUTIONS:** Altec offers an NJPA member the ability to work with one manufacturer for key component integration (unit/body/chassis), direct warranty administration and service after the sales solutions.

**\*\*Altec offers cradle-to-grave services, including:**

- **Altec Capital Services (ACS)** - Equipment Financing
- **Global Rental Company** - Equipment Rentals
- **Altec Supply** - Tool and Accessory Sales
- **Altec Service Group** - In-shop and Mobile service and replacement parts support
- **Altec NUECO** Used Equipment/Trade-In options - Altec NUECO
- **JJ Kane Auctioneers** - Auctions - (preferred auctioneer of Altec, Inc. and its subsidiaries)

- **GLOBAL SOLUTIONS:**

- **Altec Canada** - Factory direct purchasing solutions for our NJPA Canadian customers with local Sales, full- service parts, shop and mobile service, rental, financing, used and

- **Milton, Ontario**
- **Winnipeg, Manitoba**
- **Surrey, British Columbia**

- **Altec Worldwide** - Global distribution network comprised of more than 65 distributors with final assembly capabilities in more than 35 locations worldwide.

- **COMPANY OWNERSHIP:** Altec has been a family owned and privately held manufacturing company, since 1929. Longevity in ownership, is an assurance for our NJPA customers that they can rely on availability of older Altec replacement parts, ensure Altec units are trade-worthy at a future date, and ultimately that the values and principles Altec was founded on remain in place today - Total customer satisfaction in all aspects of the business.
- **CUSTOMER FOCUS:** Altec listens and engineers solutions for our customers and the daily challenges they face. It is from that commitment, that innovative equipment, features and options are designed to provide equipment that is "highly productive and has a low overall cost of ownership".
- **GOVERNMENT FOCUSED SALES:** Altec is committed to assisting in the acquisition and procurement goals of each government entity we serve. Having a team who is both engaged in the customer relationship and also procurement process, assists NJPA members achieve their procurement goals effectively and efficiently.
- **DESIGN INNOVATION:** Our products are consistently raising the bar with innovative product design and integrated safety features.
- **ISO FACILITY:** Units to be designed, manufactured and final assembled in an ISO9001 registered factory
- **SUPPLY CHAIN INITIATIVES:** Altec continues to make significant efforts corporate-wide to reduce and contain costs by using the Altec Production System and strengthening our supply chain.
- **QUALITY CONTROL:** With the one stop shop Altec provides the ability to control quality by manufacturing parts for the equipment. This allows us not only quality control but schedule control.



- Altec feels that the fiberglass boom is one of the most important components in the building of an aerial device or a digger derrick. We don't have to rely on an outside vendor for quality control. Altec has composite engineers on staff, we have traceability from raw material to the finished product.
- All booms ultrasonically tested and documents maintained.
- All fiberglass booms to have a minimum of 7 to 1 to ultimate safety factor.
- All welding to be done by AWS certified welders who meet Standard D1.1 on a 3G weld.
- All bearing surfaces to be machined after welding.
- All units with electronic circuit boards to be wave soldered
- Provide a power distribution module (PDM) in the cab as a central point for all electrical. Include diagnostic capability with LED lights.
- **POWDER COAT FINISH:** Altec Powder Coat paint process, provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion. Paint is electro-statically applied to the inside as well as the outside of the fabricated parts then high temperature cured prior to the assembly ensuring maximum coverage and protection.
  - All major weldments - pedestals, turntables, steel booms, outriggers - to be shotblast to a SSPC-SP10 near white finish standard prior to powdercoating (painting).
  - All major weldments to be powdercoated.
  - All components to be finish painted white prior to assembly to ensure proper coverage.
  - Powdercoat or finish paint the inside of major weldments - pedestals, turntables, steel booms, and outriggers.
  - Major weldments to pass a 500+ hour salt spray test.
- **MECHANIC CERTIFICATION:** All quality and final testing of equipment prior to shipment from manufacturer and final assembler to be performed by FPS certified mechanics.
- **SAFETY CERTIFICATION TRAINING:** To promote and ensure the safe operation of our equipment amongst our NJPA members, Altec offers numerous OSHA based training CBTs and Trainer led safety programs. Altec SENTRY complies and demonstrates the vital safety features necessary for the industries in which we serve.
- **SAFETY STANDARDS:** Standard Safety features are provided on every applicable unit; outrigger boom Interlock, outrigger motion alarm, back up alarm, unit/outrigger selector, Altec ISO Grip (Insulated Control Handle, Auxiliary Control Covers, Control Console (dashboard), Boom Tip Covers). Available tools available; Basic Operating Videos, Safety Videos, Sales Videos.
- **CORPORATE TRAINING:** People (training and certifications), process (*a controlled process that provides traceability and accountability*) and technology (machinery used) makes Altec a differentiating Vendor.
- **WARRANTY:** Provide a lifetime structural warranty on unit and body, for first owner.
- **NATIONAL SERVICE SUPPORT NETWORK:** As a private company dedicated to our customers and associates, Altec, Inc., leads the way in service and customer satisfaction in the electric utility, telecommunications, contractor, and tree care industries.
  - **SERVICE / PARTS:** Altec is proud to provide products and services that help crews work safer and smarter. On-line ordering is available at [www.alteconnect.com](http://www.alteconnect.com). Altec Connect provides easy access to ordering Tools and Accessories or Replacement Parts, as well as detailed manuals and parts information for your units. Altec is committed to bringing you the services and products you need. For additional assistance with Parts, Tools, & Accessories, Shop Service, Mobile Service, or Technical Support, call 1-877-GO ALTEC (1-877-462-5832). **See attached Altec Connect Flier.**

50) Other than what you have already demonstrated or described, what separates your company, your products/equipment and related services from your competition?

- The people who work here. We are truly a team and work as a unit. So we are able to address many needs due to the various companies that together make up ALTEC. Whether a customer is looking for new equipment, used equipment, financing, service work, financing, all of these groups can be found at ALTEC.



- Provide a lifetime structural warranty on unit and body.
- Units to be designed, manufactured and final assembled in an ISO9001 registered factory
- All testing of machines prior to shipment from manufacturer and final assembler to be performed by FPS certified mechanics.
- Parts manuals to reflect the unit as built including all custom options.
- All circuit boards to be wave soldered - not hand.
- Provide a power distribution module in the cab as a central point for all electrical. Include diagnostic capability with LED lights.
- All booms ultrasonically tested and documents maintained.
- All fiberglass booms to have a minimum of 7 to 1 to ultimate safety factor.
- All welding to be done by AWS certified welders who meet Standard D1.1 on a 3G weld.
- All bearing surfaces to be machined after welding.
- All major weldments - pedestals, turntables, steel booms, outriggers - to be shotblast to a SSPC-SP10 near white finish standard prior to powdercoating (painting).
- All major weldments to be powdercoated.
- All components to be finish painted white prior to assembly to ensure proper coverage.
- Powdercoat or finish paint the inside of major weldments - pedestals, turntables, steel booms, and outriggers.
- Major weldments to pass a 500+ hour salt spray test.
- All manuals to be available on CD ROM and to have parts pages which reflect units as built.

50) Other than what you have already demonstrated or described, what separates your company, your products/equipment and related services from your competition?

- The people who work here. We are truly a team and work as a unit. So we are able to address many needs due to the various companies that together make up ALTEC. Whether a customer is looking for new equipment, used equipment, financing, service work, financing, all of these groups can be found at ALTEC.

51) Identify and describe any service contract options included in the proposal, or offered as a proposed option, for the products/equipment being offered.

- No service contract options are included in bid price. Service contracts are specific to customer, product, and nature of repair. Please call 1-877-GO ALTEC (1-877-462-5832) to speak with your local Parts, Mobile, or Shop Service representative.

52) Identify your ability and willingness to offer an awarded contract to qualifying member agencies in Canada specifically and internationally in general.

- Altec services Canada as well as numerous countries internationally. Contact the Altec Sales Team for specific opportunities.

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

- No unique distribution method is described

**NOTE: Questions regarding Payment Terms, Warranty, Products/Equipment/Services, Pricing and Delivery, and Industry Specific Items are addressed on Form P.**

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

*Culler Bell*

Date: \_\_\_\_\_

*3/5/14*



**Form B**



**PROPOSER INFORMATION**

Company Name: ALTEC Industries, Inc.

Address: 33 Inverness Center Parkway, Ste 110

City/State/Zip: Birmingham, AL 35242

Phone: 205-991-7733 Fax: \_\_\_\_\_

Toll Free Number: 1-888-GO ALTEC E-mail: cullen.bull@altec.com

Web site: www.altec.com

Voids sometimes exist between management (those who respond to RFPs) and sales staff (those who contact NJPA Members) that result in communication problems. Due to this fact, provide the names of your key sales people, phone numbers, and geographic territories for which they are responsible

**COMPANY PERSONNEL CONTACTS**

**Authorized Signer for your organization\*:**

Name: Cullen Bull

Email: cullen.bull@altec.com Phone: 205-991-7733

\* By executing Form F, the "Proposer's Assurance of Compliance," you are certifying this person identified here has their authorization to sign on behalf of your organization:

**Author of your proposal response**

Name: Cullen Bull Title: New Equipment Sales Representative - Strategic Accounts

Email: cullen.bull@altec.com Phone: 205-991-7733

**Your Primary Contact person regarding your proposal:**

Name: Cullen Bull Title: New Equipment Sales Representative - Strategic Accounts

Email: cullen.bull@altec.com Phone: 205-991-7733

**Other important contact information:**

Name: Elana Martinez Title: Senior Account Manager - Government Accounts

Email: elana.martinez@altec.com Phone: 303-416-0653

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



**Form C**

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



Company Name: ALTEC Industries, Inc.

Note: **Original must be signed** and inserted in the inside front cover pouch.

Any exceptions to the Terms, Conditions, Specifications, or Proposal Forms contained herein shall be noted in writing and included with the proposal submittal. Proposer acknowledges that the exceptions listed may or may not be accepted by NJPA and may or may not be included in the final contract. NJPA may clarify exceptions listed here and document the results of those clarifications in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	

Proposer's Signature: Cullen Bell Date: 3/5/14

**NJPA's clarification on exception/s listed above:**

**Contract Award  
RFP #[SERIAL #]**



FORM D



**Formal Offering of Proposal**  
(To be completed Only by Proposer)

**PUBLIC UTILITY EQUIPMENT WITH RELATED ACCESSORIES AND SUPPLIES.**

In compliance with the Request for Proposal (RFP) for "PUBLIC UTILITY EQUIPMENT WITH RELATED ACCESSORIES AND SUPPLIES", the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby propose, fully commit and agree to furnish the defined equipment/products and related services in full compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they accept the full responsibility as the sole source of responsibility of the proposed response herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this proposal is the sole responsibility of the Proposer.

Company Name: ALTEC Industries, Inc. Date: 3/5/2014

Company Address: 33 Inverness Center Parkway

City: Birmingham State: AL Zip: 35242

Contact Person: Cullen Bull Title: New Equipment Sales - Strategic Accounts

Authorized Signature (ink only): *Cullen Bull* Cullen Bull  
(Name printed or typed)



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: ALTEC Industries, Inc.

Contact Person for Questions: Cullen Bull

(Must be individual who is responsible for filling out this Proposer's Response form)

Address: 33 Inverness Center Parkway

City/State/Zip: Birmingham, AL 35242

Telephone Number: 205-991-7733 Fax Number: 205-278-5800

E-mail Address: cullen.bull@altec.com

Authorized Signature: Cullen Bull

Authorized Name (typed): Cullen Bull

Title: New Equipment Sales - Strategic Accounts

Date: 3/5/2014

**Notarized**

Subscribed and sworn to before me this 5<sup>th</sup> day of March, 20 14

Notary Public in and for the County of Shelby State of TN

My commission expires: 12-10-2014

Signature: [Handwritten Signature]







Contract Acceptance and Award

(To be completed only by NJPA)

NJPA Public Utilities Equipment with Related Accessories + Supplies

ALTEC Industries, Inc.

Proposer's full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective start date of the Contract will be May 1st, 20 14 and continue for four years from the board award date. This contract has the consideration of a fifth year renewal option at the discretion of NJPA.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature:

*[Signature]*

NJPA Executive Director

Chad Coquette

(Name printed or typed)

Awarded this 10 day of April, 20 14 NJPA Contract Number # 031014-ALT

NJPA Authorized signature:

*[Signature]*

NJPA Board Member

Scott Veronen

(Name printed or typed)

Executed this 10 day of April, 20 14 NJPA Contract Number # 031014-ALT

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name ALTEC Industries, Inc.

Vendor Authorized signature:

*[Signature]*

Cullen Bull

(Name printed or typed)

Title: New Equipment Sales - Strategic Accounts

Executed this 10th day of April, 20 14 NJPA Contract Number # 031014-ALT





**PROPOSER QUESTIONNAIRE**

**Payment Terms, Warranty, Products/Equipment/Services, Pricing and Delivery, Industry Specific**

Proposer Name: ALTEC Industries, Inc.

Questionnaire completed by: Cullen Bull

**Payment Terms and Financing Options**

- 1) Identify your payment terms if applicable. (Net 30, etc.)
  - Payment terms are Net 30.
- 2) Identify any applicable leasing or other financing options as defined herein.
  - Leasing and/or financing options are available upon request and subject to credit approval. **See attached Altec Capital Credit Application.**  
Please feel free to visit <http://www.alteccapital.com> for more information.
- 3) Briefly describe your proposed order process for this proposal and contract award. (Note: order process may be modified or refined during an NJPA member's final Contract phase process).
  - a. Please specify if you will be including your dealer network in this proposal. If so, please specify how involved they will be. (For example, will the Dealer accept the P.O.?), and how are we to verify the specific dealer is part of your network?
    - Altec prefers a B-to-G order process, where NJPA members' issues purchase orders directly to Altec and pursuant to a contract resulting from this RFP.
- 4) Do you accept the P-card procurement and payment process?
  - yes

**Warranty**

- 5) Describe, in detail, your Manufacture Warranty Program including conditions and requirements to qualify, claims procedure, and overall structure.
  - **See attached Altec Warranty**
- 6) Do all warranties cover all products/equipment parts and labor?
  - **See attached Altec Warranty Profile and Altec Body Warranty**– 1 year material and labor / 90 days travel
- 7) Do warranties impose usage limit restrictions?
  - No
- 8) Do warranties cover the expense of technicians travel time and mileage to perform warranty repairs?
  - **See attached Altec Warranty**– 90 days travel
- 9) Please list any other limitations or circumstances that would not be covered under your warranty.
  - **See attached Altec Warranty**
- 10) Please list 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?



- All geographic regions of the U.S. shall be served. Members can call 1-877-GO ALTEC (1-877-462-5832) to speak with their local Parts, Mobile, or Shop Service representative.

**Equipment/Product/Services, Pricing, and Delivery**

- 11) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.
  - A selection of aerial devices with standard service bodies and chip dump bodies mounted on chassis
  - A selection of derrick devices with standard service bodies and chip dump bodies mounted on chassis
  - A selection of cranes and truck-mounted hydraulic cranes
  - A selection of wood chippers.
  - A selection of standard service bodies mounted on chassis.
  - A selection of standard chip dump bodies mounted on chassis.
- 12) Provide a general narrative description of your pricing model identifying how the model works (line item and/or published catalog percentage discount).
  - Line Item Proposed Contract Pricing plus \$/mile delivery charge (CONUS only). The pricing provided includes a discount of between 3 - 5% off MSRP. **See attached ALTEC 031014 pricing for bid, the pricing in this document is for the purposes of this bid only and is not for distribution.** Altec is also including **Altec 031014 pricing for distribution, this is the only document to be distributed.**
- 13) Please quantify the discount range presented in this response pricing as a percentage discount from MSRP/published list.
  - Line Item List Price less 3 - 5 Percentage Discount = Proposed Contract Price.  
Proposed Contract Price plus \$/mile delivery charge (CONUS only).  
**See attached ALTEC 031014 pricing for bid**
- 14) Provide an overall proposed statement of method of pricing for individual line items, percentage discount off published product/equipment catalogs and/or category pricing percentage discount with regard to all equipment/products and related services and being proposed. Provide a SKU number for each item being proposed.
  - Line Item List Price less Percentage Discount = Proposed Contract Price.  
Proposed Contract Price plus \$/mile delivery charge (CONUS only).  
**See attached ALTEC 031014 pricing for bid**
- 15) Propose a strategy, process, and specific method of facilitating “Sourced Equipment/Products and/or related Services” (AKA, “Open Market” items or “Non-Standard Options”).
  - ALTEC will utilize and Open Market section for customer to be able to customize equipment as needed. The items in our Open Market section will marked at 20%.
- 16) Provide your NJPA customer volume rebate programs, as applicable.
 

2-5 Units per SIN:	1% Discount from Contract Price
6-10 Units per SIN:	1.5% Discount from Contract Price
11-19 Units per SIN:	2% Discount form Contract Price
20+ Units per SIN:	TBD at Time of Order
- 17) Identify any Total Cost of Acquisition (as defined herein) cost(s) which is **NOT** included “Pricing” submitted with your proposal response. Identify to whom these charges are payable to and their relationship to Proposer.
  - Delivery is the only cost not included in pricing. It applies to all customers and the price is \$2.00 / mile for CONUS. Quotes would need to done for anything outside of the CONUS.
- 18) If freight, delivery or shipping is an additional cost to the NJPA member, describe in detail the complete shipping and delivery program.

19) As an important part of the evaluation of your offer, you must indicate the level of pricing you are offering. Prices offered in this proposal are (Your proposal will be deemed "Non-Responsive" if this question is not answered):

- a. Pricing is the same as typically offered to an individual municipality, Higher Ed or school district.
- b. Pricing is the same as typically offered to GPOs, cooperative procurement organizations or state purchasing departments.
- c. Better than typically offered to GPOs, cooperative procurement organizations or state purchasing departments.

20) Do you offer quantity or volume discounts?

- YES  NO Outline guidelines and program.
- 2-5 Units per SIN: 1% Discount from Contract Price
  - 6-10 Units per SIN: 1.5% Discount from Contract Price
  - 11-19 Units per SIN: 2% Discount from Contract Price
  - 20+ Units per SIN: TBD at Time of Order

21) Describe in detail your proposed exchange and return program(s) and policy(s).

- Due to the nature of our equipment and the customization there is no exchange and return program

22) Specifically identify those shipping and delivery and exchange and returns programs as they relate to Alaska and Hawaii and any related off shore delivery of contracted products/ equipment and related services

- Due to the nature of our equipment and the customization there is no exchange and return program.

23) Please describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with NJPA. Please be as specific as possible.

- We currently run quarterly reports for NJPA orders and compare the customers on this list with members listed on NJPA's website to verify customers are members.

### Industry Specific Items

Signature: Culler Bull

Date: 3/5/14





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MCGRIFF, SEIBELS & WILLIAMS, INC. P.O. Box 10265 Birmingham, AL 35202	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C No., Ext):</b> 800-476-2211	<b>FAX (A/C, No):</b>
<b>INSURED</b> Altec Industries, Inc. 1730 Vanderbilt Road Birmingham, AL 35234	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A :</b> Lexington Insurance Company	<b>NAIC #</b> 19437
	<b>INSURER B :</b> Hartford Fire Insurance Company	<b>NAIC #</b> 19682
	<b>INSURER C :</b> Chartis Specialty Insurance Company	<b>NAIC #</b> 26883
	<b>INSURER D :</b> Trumbull Insurance Company	<b>NAIC #</b> 27120
	<b>INSURER E :</b> Hartford Casualty Insurance Company	<b>NAIC #</b> 29424
	<b>INSURER F :</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** ZPNJT5ZS      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSR	WVD					
A	GENERAL LIABILITY			013136094	06/01/2013	06/01/2014	EACH OCCURRENCE	\$ 5,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 5,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
B	AUTOMOBILE LIABILITY			21CSES27903	06/01/2013	06/01/2014	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS		<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			1343797	06/01/2013	06/01/2014	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> CLAIMS-MADE				AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
D E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			21WNS27900 (AOS) 21XWES27902 (AL,MO,NC)	06/01/2013	06/01/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
					\$	\$	\$	\$

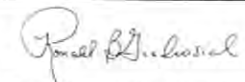
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
For Information Purposes Only.

## CERTIFICATE HOLDER

National Joint Powers Alliance (NJPA)  
202 12th Street Northeast  
Staples, MN 56479

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  


Pricing, financials and marketing material were submitted with the response and is available upon request. Due to the difficulty in emailing such a large file they were not included.

As a public agency, NJPA proposals, responses and awarded contracts are a matter of public record, except for that data included in the proposals, responses and awarded contracts that is classified as nonpublic; thus, pursuant to NJPA policies and RFP terms and conditions, all documentation, except for data which is nonpublic, is available for review through a formal request process including a written request.

