

MEMORANDUM

TO: CITY COUNCIL

FROM: SHERIDAN BOHLKEN, RECREATION SERVICES DIRECTOR

SUBJECT: APPROVE PURCHASE OF PLAYGROUND EQUIPMENT USING THE COOPERATIVE PURCHASING AGREEMENT WITH OMNIA PARTNERS FOR THE INCLUSIVE PLAYGROUND REPLACEMENT PROJECT AT ELM STREET PARK

DATE: NOVEMBER 9, 2021

SUMMARY OF ACTION:

Approval to purchase of equipment using the cooperative purchasing agreement with OMNIA Partners for playground equipment with Play & Park Structures for the Inclusive Elm Street Park Playground Replacement Project

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The estimated equipment costs for the Inclusive Elm Street Playground Replacement Project is \$188,064. The playground equipment expenditures will be funded out of the approved Capital Improvement Program Budget totaling \$369,484 the project in FY 2021-22. By purchasing the equipment using the cooperative purchasing agreement with OMNIA Partners, the City will save \$77,529.

RECOMMENDATION:

It is recommended that the City Council approve the purchase of equipment using the cooperative purchasing agreement with OMNIA Partners for playground equipment with Play & Park Structures for the Inclusive Elm Street Park Playground Replacement Project.

BACKGROUND:

On June 5, 2018, California voters approved Proposition 68, the "Parks and Water Bond Act of 2018" (Senate Bill 5). The "Per Capita Program", administered by California State Park's Office of Grants and Local Services (OGALS), was established through this proposition with the intent of supplementing existing capital outlay expenditures for recreation purposes. Allocations for the Per Capita Program are determined based on the population of cities, counties or other eligible districts. Under this program, grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.

On October 22, 2019, a resolution was adopted authorizing the City Manager to submit a grant application and associated documents for the "Per Capita Program". On October 26, 2021, a project proposal was presented to Council for the Inclusive Elm Street Park

**CITY COUNCIL
APPROVE PURCHASE OF PLAYGROUND EQUIPMENT USING THE
COOPERATIVE PURCHASING AGREEMENT WITH OMNIA PARTNERS FOR THE
INCLUSIVE PLAYGROUND REPLACEMENT PROJECT AT ELM STREET PARK
NOVEMBER 9, 2021
PAGE 2**

Playground Replacement Project, and the project, as well as the additional funding required, were approved.

ANALYSIS OF ISSUES:

Play & Park Structures is a member of the OMNIA Partners purchasing cooperative. The City of Arroyo Grande has been a member of OMNIA Partners (formerly known as National IPA & U.S. Communities) since 2007. OMNIA Partners is a cooperative purchasing organization for public sector procurement. The collective buying power provides savings for public agencies nationwide. Cooperative contracts are competitively solicited and publicly awarded. This process reduces product and administrative costs.

By purchasing the playground equipment for the Inclusive Elm Street Park Playground Replacement Project with Play & Park Structures through OMNIA Partners, the City not only receives the design for the playground and playground equipment, but also saves \$76,876 through the procurement process. A separate Request for Proposals/Qualifications will be administered for the pour in place (PIP) material and installation of the project.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve the recommendation to purchase playground equipment with Play & Park Structures through OMNIA Partners for the Inclusive Elm Street Playground Replacement Project;
2. Do not approve the recommendation to purchase the playground equipment for the approved Inclusive Elm Street Playground Replacement Project; or
3. Provide other staff direction.

ADVANTAGES:

Approval of the purchase of playground equipment with Play & Park Structures through OMNIA Partners will provide the approved inclusive playground incorporating NatureGrounds, Play-On Technology Promoting Physical Activity, the 7 Principles of Inclusive Playground Design and an Outdoor Adult Fitness Zone, qualifying the playground for four National Demonstration Site accreditations, the first in the nation. This purchase will include the design as well as all necessary documents, equipment and materials to build the Inclusive Elm Street Park Playground. Purchasing the playground equipment with Play & Park Structures through OMNIA Partners will save the City \$77,529.

DISADVANTAGES:

As the proposed purchase agreement will save the City \$76,876 in funding for the approved Inclusive Elm Street Park Playground Replacement project, there are no known disadvantages at this time.

**CITY COUNCIL
APPROVE PURCHASE OF PLAYGROUND EQUIPMENT USING THE
COOPERATIVE PURCHASING AGREEMENT WITH OMNIA PARTNERS FOR THE
INCLUSIVE PLAYGROUND REPLACEMENT PROJECT AT ELM STREET PARK
NOVEMBER 9, 2021
PAGE 3**

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code 54954.2. At the time of report publication, no comments were received.

Attachments:

1. Elm Street Park Playground Equipment Purchase Order with Park & Play Structures
2. OMNIA Partners Agreement Letter
3. Play & Park Structures Member Agreement with OMNIA Partners



Attachment 1

Play & Park Structures of Central
Coast CA
2390 C #170 Los Posas Rd.
Camarillo, CA, 93010
Phone: 661-964-7626
Fax:
Email:
kathy.wiggins@playandpark.com
Contact: Kathy Wiggins

Elm Street Park

City of Arroyo Grande
Attn: Sheridan Bohlken
1221 Ash Street
Arroyo Grande, CA 93420
Phone: 805-473-5478
sbohlken@arroyogrande.org

Quote Number: 821-138194C
Quote Date: 11/2/2021

Stock ID	Description	Quantity	Weight	Unit Price	Amount
RDU	2-5 RAMPED PLAY STRUCTURE	1	7891.48	\$98,256.00	\$98,256.00
	7202 -- ECHO CHAMBER ASSEMBLY	1			
	60059 -- 5"OD ALUM UPR 10'W/CAP	5			
	60061 -- SMALL KICKPLATE-8"SPACE	3			
	60102 -- 5"OD AL UPR W/CAP 6'LG	2			
	60178 -- 5"OD ALUM UPR 8' W/CAP	6			
	60945 -- 5"OD ALUM UPR 9'W/O CAP	4			
	60949 -- 5"OD ALUM UPR 7' W/CAP	2			
	61320 -- 5"OD AL UPR W/O CAP 6'LG	2			
	61383 -- SINGLE POST FABRIC SHADE	1			
	71000 -- SQUARE DECK	1			
	71001 -- TRIANGLE DECK	5			
	71002 -- ISOSCELES DECK	1			
	71003 -- SEMI-HEX DECK	4			
	71013 -- METAL HANDHOLD BARRIER	1			
	71014 -- PIPE WALL	1			
	71016 -- RAMP DECK TO GROUND	1			
	71018 -- RAMP DECK TO DECK	1			
	71019 -- TELESCOPE PANEL	1			
	71031 -- RING CLAMP ASSEMBLY	71			
	71101 -- INCLINE WALL CLIMBER 2'-0	1			
	71130 -- PIPE WALL	1			
	71158 -- WORD SCRAMBLE-ADA PANEL	1			
	71249 -- BENCH SEAT	1			
	71279 -- MOUNTAIN CLIMBER W/RAILS	1			
	71299 -- VERT LADDER 2'-8"/3'-4"	1			
	71338 -- HAND PEDALER	1			
	71381 -- VERTICAL LADDER 1'-4"	1			
	71382 -- VERTICAL LADDER 2'-0"	1			
	71385 -- BALCONY DECK	2			
	71395 -- MINI PANEL	1			
	71419 -- SIGN LANGUAGE PANEL	1			
	71464 -- SLIDE TRANSFER	1			
	71502 -- ACCESSIBLE DRIVING PANEL	1			
	71503 -- FLAT CAP PACKAGE	2			
	71513 -- SLAT BARRIER	1			
	71532 -- HALF HEX SLAT ROOF W/EXT	1			
	71561 -- ROCK-N-WAVE	1			
	71671 -- SINGLE CASCADE ENTRANCE	1			
	71674 -- STRAIGHT SECTION	1			
	71677 -- EXIT SECTION	1			
	G60040 -- 11'POST W/O CAP GALV	1			
OMNIA	OMNIA DISCOUNT	1	0	(\$44,215.20)	(\$44,215.20)
	--				
RDU	5-12 PLAY STRUCTURE	1	3518.037	\$50,038.00	\$50,038.00
	60919 -- ZIG ZAG ADAPTER	7			

	62007 -- 3.5"ALUM UPR 10'W/CAP	2			
	62203 -- VERTICAL LADDER-3 RUNG	2			
	62243 -- LEG LIFT	1			
	62345 -- RETURN STEP	1			
	63308 -- 3.5"OD ALUM POST W/CAP11'	1			
	63309 -- 3.5"OD ALUM POST W/CAP12'	1			
	63310 -- 3.5"OD ALUM POST W/CAP13'	1			
	63312 -- 3.5"OD ALUM POST W/CAP15'	5			
	63748 -- 90DEG LOOP LADDER LINK	1			
	67832 -- BUTTON STEP F/S	3			
	69003 -- ANGLED ROCK	1			
	69147 -- DECK TO DECK STAIR 3'-4"	1			
	69149 -- TRI TRANSFER W/HAND 4'-8"	1			
	69303 -- TRIANGLE DECK	1			
	69304 -- HEX DECK	2			
	69386 -- BEANSTALK CLIMBER 8'-0"	1			
	69494 -- DUELING SPIRAL CASCADE	1			
	69526 -- ROPE LADDER 8'-0"	1			
	69528 -- CLUBHOUSE CLIMBER 8'-0"	1			
	69529 -- HALF HEX SLAT ROOF	1			
	69532 -- TREEFORT PANEL W RAIN WHEEL	1			
	G63312 -- 3.5"OD GALV POST W/CAP15'	2			
OMNIA	OMNIA DISCOUNT --	1	0	(\$22,517.10)	(\$22,517.10)
RDU	2-BAY SHADE SWING SET	1	2459	\$13,950.00	\$13,950.00
	65223 -- SHADED SWING 2 BAY	1			
	65180 -- TWEEN MATES SWING 5"	1			
	67915 -- 3 1/2"MADE-FOR-ME SEAT GV	1			
	65173 -- REFLECTIONS SELFIE SWING 5"	1			
	65174 -- SELFIE TOT SWING 5"	1			
OMNIA	OMNIA DISCOUNT --	1	0	(\$1,116.00)	(\$1,116.00)
RDU	FREESTANDING ITEMS	1	2052	\$25,812.00	\$25,812.00
	65130 -- LEAF HOP	1			
	68121 -- DRIZZLE BENCH	1			
	68128 -- SONATA	1			
	EC015 -- CRAWL THROUGH PLAYHOUSE	1			
	65220 -- FLYING SAUCER	1			
	65196 -- SWIZZLER	2			
OMNIA	OMNIA DISCOUNT --	1	0	(\$7,164.09)	(\$7,164.09)
RDU	FREENOTES FLOWERS	1	0	\$2,398.00	\$2,398.00
	FWR-O-IG -- ORANGE FLOWER	1			
	FWR-I-IG -- INDIGO FLOWER	1			
OMNIA	OMNIA DISCOUNT --	1	0	(\$119.90)	(\$119.90)
RDU	FITNESS AREA	1	989	\$17,549.00	\$17,549.00
	UP180S -- LAT PULL DOWN (IN-GROUND)	1			
	UP185 -- CHIN-UP	1			
	UP184 -- PUSH-UP	1			
	UP168S -- SIT-UP/BACK EXT(IN-GRD)	1			
	UP164S -- CARDIO WALKER(IN-GROUND)	1			
	UP177 -- BALANCE BOARD	1			
OMNIA	OMNIA DISCOUNT --	1	0	(\$1,754.90)	(\$1,754.90)
65193	NDS INCLUSIVE PLAY SIGN PKG	1	62	\$0.00	\$0.00
65192	NDS PLAY ON SIGN PKG	1	62	\$0.00	\$0.00
65195	NDS NATURE GROUNDS SIGN PKG	1	62	\$0.00	\$0.00
65191	NDS FITNESS SIGN PKG	1	62	\$0.00	\$0.00
SF-129	8' BENCH INGROUND	2	276	\$960.00	\$1,920.00
OMNIA	OMNIA DISCOUNT --	2	0	(\$432.00)	(\$864.00)

OMNIA	ADDITIONAL OMNIA DISCOUNT	1	0	(\$212.96)	(\$212.96)
-	-				

Pricing per National IPA / OMNIA Partners Public Sector Contract #R170303. Please reference contract number on your purchase order made out to Play and Park Structures. _____ All 2021 pricing is valid on orders placed by November 7, 2021 that are eligible for immediate shipment.. All orders placed after November 7, 2021 will receive a MSRP material increase of 9.5%.	Total Weight: 17433.517 SubTotal: \$131,958.85 Material Surcharge: \$29,264.69 Estimated Freight: \$14,345.98 Tax: \$12,494.82 Total Amount: \$188,064.34
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THIS QUOTATION IS SUBJECT TO POLICIES IN THE CURRENT PLAY & PARK STRUCTURES CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO PLAY & PARK STRUCTURES, C/O Play & Park Structures of Central Coast CA.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

Freight charges: Prepaid & added

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. Play & Park Structures designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Purchase Amount: _____ \$188,064.34

Order Information

Bill to:

Company: _____

Attn: _____

Address: _____

City/State/Zip: _____

Billing Contact: _____

Billing Phone: _____

Billing Fax: _____

Enter desired color palette name: _____

OR

Enter desired color: Uprights (_____)

Decks (_____)

Accents (_____)

Roofs/Tubes (_____)

Slides/Panels (_____)

Play & Park Structures of Central Coast CA

By: _____

Salesperson's signature

PPS is not responsible for Permits, Fees, Engineering, unidentified utilities. extremely rocky or hard soils, Dewatering, disposal of hazardous materials, landscaping or irrigation. Price does not include unloading and receiving, security, fencing and portable restroom.

Salesman's Signature

Customer's Signature

PLAY



SITE FURNISHINGS



Shade, Shelter, Dog Agility
Equipment, Outdoor
Fitness Equipment

SPECTATOR SEATING



SURFACING





August 17, 2021

To Whom It May Concern:

The City of Arroyo Grande is a member of OMNIA Partners as of 3/1/2007.

The OMNIA Partners Participation Number assigned to City Arroyo Grande is **5143380**.

Thank you for your participation with OMNIA Partners.

Sincerely,

A handwritten signature in black ink, appearing to read "Bishop Theroff". The signature is stylized with a large, sweeping initial "B" and a trailing flourish.

Bishop Theroff
Manager, Member Services

Region 4 Education Service Center

Contract R170303

for

Playground Systems, Installation, Service and Related Items

With

Play and Park Structures, Inc

Effective: May 1 ,2017

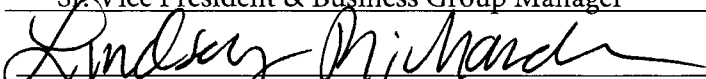
The following documents comprise the executed contract between Region 4 Education Service Center and Play and Park Structures, Inc, effective May 1, 2017

- I. Vendor Contract Signature Form
- II. Play and Park Structures Response to RFP
- III. Original Request for Proposal

VENDOR CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: 120 days

Company name Play & Park Structures
Address 401 Chestnut Street, Suite 410
City/State/Zip Chattanooga, TN 37402
Telephone No. 423-265-7529
Fax No. 423-425-3124
Email address lrichardson@playcore.com
Printed name Lindsay Richardson
Position with company Sr. Vice President & Business Group Manager
Authorized signature 


Accepted by The Cooperative Purchasing Network:

Term of contract May 1, 2017 to April 30, 2020

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.


Region 4 ESC Authorized Board Member

4/25/2017
Date


Print Name

Margaret A. Bass
Region 4 ESC Authorized Board Member

4/25/2017
Date

Margaret A. Bass
Print Name

TCPN Contract Number R170303

Appendix B:

PRODUCT / SERVICES SPECIFICATIONS

It is the intention of TCPN to establish a contract with vendor(s) for Playground Systems, Installation,

Solicitation Number 17-03
Playground Systems, Installation, Service and Related Items



Region 4 ESC Office
7145 West Tidwell Road
Houston, TX 77092

Submitted By:

Play & Park Structures
401 Chestnut Street
Suite 410
Chattanooga, TN 37402

423-648-5585

March 8, 2017

Dear TCPN,

We are thrilled to submit our value-add proposal in response to Solicitation number 17-03. We have included the additional programs and services that make Play & Park Structures unique to the recreation industry and a premium value for our customers. In addition to offering world-class playground and recreation equipment, Play & Park Structures also provides curriculum programming, research based play, partnerships and outreach education. We believe playgrounds and recreation are a great platform for learning and development for children, and are committed to the advancement of play structured around these concepts.

We hope you find this information helpful in understanding our position on play and recreation. We appreciate your consideration for this solicitation.

Thank you!



Appendix B: **PRODUCT / SERVICES SPECIFICATIONS**

General Specifications – Printed and included in Tab 4 by product line

- SuperMax
- DuraMax
- Horizons
- Skyline
- Boulderscapes
- Ultrashade
- Ultrashelter
- UPlay Today

Warranty – Printed and included in Tab 4 by product line

Labor Warranty – One year labor warranty will be provided by our certified installation network

Standards – Printed and included in Tab 4 by product line

Play and Park Structures Project Management Strategies and Objectives:

Project Management: methodologies and tool

Play and Park Structures is always developing and expanding tools and methodologies to help support a strong customer experience. Corporately we are constantly training and providing additional tools to expand our products and best practices from project management perspective. We have detailed assets that are made available to all distributors and installers to support the installation side of our business. Along with our annual certified installers training, we also have detailed documents related to installation instructions, maintenance forms, and planning for the unforeseen. We strive to appropriately communicate on shipping cycle timelines and have multiple tools available to support our customer experience. We also constantly strive to establish strong post sell follow up as a key initiative within our organization.

Project planning and communications

Play and Park Structures knows that planning a playground from start to finish can be an overwhelming task. To make your experience more fun, we offer a brief online guide to budgeting, design, ordering, **and installation a customer's new playground** – helping achieve your outdoor recreation goals more quickly. These planning documents are available as free resources to our customer and should be communicated through our nationwide distribution network.



Quality Assurance Procedures

Play and Park Structures is committed to ensuring product quality in all aspects of manufacturing. We are members of many organizations that ensure the highest level of standards for product manufacturing and safety compliance. We are members of IPEMA (International Play Equipment Manufacturers Association), which is a 3rd party Product Certification that services U.S. and Canadian public play equipment and public play surfacing materials. As an IPEMA member company, we ensure all of our products are tested to the highest standards to ensure quality and safety. As part of IPEMA testing process, we guarantee that all products meet the C.P.S.C. (Consumer Product Safety Commission) and ASTM F1487-07 requirements as required by the federal government. We recently received our ISO 9001 certification to meet the new industry standards and our facility is the first manufacturing facility in our industry to pass this quality audit. This support our position as an industry leader in operating best practices and compliments the work of our quality control team and employees are out Fort Payne operating location.

Project Management: experience with large school districts (80,000 + full time students)

Play and Park Structures and its distributors have supplied and installed many large school districts with our playground and park equipment. We work with public school districts in Nassau and Suffolk counties in NY, Portland Public Schools in OR, and Topeka Public Schools in Kansas and many other school districts across the United States. Our manufacturing capabilities allow us to manufacture and ship \$20 million plus in equipment each month from the PlayCore Southern Fulfillment Center. Our industry leading manufacturing processes allow us to build a custom play system in 21 days, with flexibility to ship and install in a relative short period of time. Our capabilities as a large manufacturer allow us to exceed requirements and expectations for fulfilling the demands of large school districts and municipal park districts.

Project Management: experience as a single vendor or “prime” systems integrator

The majority of Play and Park Structures orders are custom built recreation equipment manufactured **to the customer's specifications**. PlayCore and Play and Park Structures have adopted a lean manufacturing process for all actions and activities involved in our manufacturing process. All of our materials are supplied from our vendors on a Just-In-Time basis. The benefit of these value-added manufacturing activities results is an efficient supply chain, translating into value for our customers in the form of reduced leads times, improved product quality and cost reduction.

Project Change Control

The manufacturing and business culture of Play and Park Structures incorporates a philosophy of continuous improvement in manufacturing and all business areas. As a company, we have performed **hundreds of “kaizen” events that have changed and streamlined many** of our manufacturing, engineering and business processes. The changes and improvements that we make in our processes as a result of the kaizen events have, and will continue to, improve our performance in areas that most benefit our customers. Our corporate culture dictates that continuous change and improvement in how we manage our business will create additional value for our customers.

Complex, infrastructure project experience

Play and Park Structures, our distributors, and our management team have years of industry experience to support complex customer projects. Our organization strives on cross collaboration and we work to **utilize all team members' strengths to maximize our end user customer experience**. We have team members that have managed multimillion dollars turnkey military projects, we have team members that have degrees in landscape architecture, we have team members with PHD's in industry specific

topics, and a variety of team members that our industry leaders within specific product categories. It **is easy for our team to lean on one another to leverage each other's leadership** strengths in specific competencies in order to provide the best possible customer experience and turnkey project solution.

K-12 Commitment

Play and Park Structures is committed to helping children meet national education standards by providing fun and innovative ways to maximize the value of playground equipment. Our exclusive activity guides are designed specifically for our playground products to bring learning outdoors. We provide a suite of resources to meet national educational and physical education standards unlike any competitor in the industry today. Play and Park Structures is the first playground equipment company to offer standards-based activities for outdoor play because we are committed to helping children meet their physical, social, and academic goals.

The Outdoor Creative Kit and Learning System is a valuable resource. Taking classroom lessons to the playground, that are typically taught indoors, get kids moving and learning while meeting required content standards and having a whole lot of fun. This unique system helps teachers appreciate and find learning opportunities in the everyday discoveries that occur on a playground.

The Play On! Curriculum was developed in partnership with AAPAR and AAHPERD to provide standards-based physical education activities for use on the playground. The program includes one hundred activity cards which align with National Association of Sports and Physical Education (NASPE) standards. Play On! Promotes higher levels of physical activity on the playground for increased fitness levels in children. With guidance from parents and teachers, children develop healthy habits that they carry with them into adulthood.

Play and Park Structures is also committed to providing social and physical inclusion for people of all abilities on the playground. Universally designed play environments make a fundamental statement about social values and **everyone's right to play**. **They encourage equality of play opportunities, full participation in active play, and the independence of people of all abilities.** Play and Park Structures partnered with PlayCore and Utah State University to develop a step-by-step tool to create a playground where everyone can be a part of the fun. The tool encompasses 7 Benefits of Inclusive Design. These unique benefits provide guidelines for designing universally inclusive play environments that focus on **the child's experiences** and encourage the development of skills.

Play and **Park Structures also supports St. Jude Children's Research Hospital with incentives for their Math-A-Thon program.**

Our commitment to the K-12 market is unsurpassed by any playground company available today.

Experience with other Public Agencies, City, County, State Parks, Etc. and work with Landscaping architects in the design and layout of the facilities planning.

Play and Park Structures works very closely with Landscape Architects in designing outdoor play and recreation environments with the arrangement and usage of our products. In many cases, Play and Park Structures works directly with staff Landscape architects that are employed by the municipalities. In those instances, we work alongside the architect to create a design concept from the ground up. We utilize our AutoCAD program to design the play space in-house, and send to the Landscape Architect that is on staff with the city. We act as a consultant to the architect where we specialize in the design of the specific play environment, which allows the Landscape Architect to focus on the overall site plan and full scope of the project. This strategy works very well and allows the architect to focus on broader issues related to the project.

In other situations, we work with privately owned Landscape Architecture firms to help develop design concepts and ideas for public and city parks. It is very common for a municipality to contract with a third party privately owned Landscape Architecture firm to develop a new park or an outdoor space. We **act as an extension of the Landscape Architect's firm and bring additional design value to the** municipal customer who is the end user. We have great experience in working with firms all over the United States, and in many cases, these firms will delegate out the playground design portion of their project directly to us. Since we work in a common design software like AutoCAD, we are able to drop our equipment and custom design directly into their site layout for their project.

Finally, we work very closely with public and private Landscape Architecture firms to provide them with **continuing educational units (CEU's)**. Play and Pak Structures has a suite of 30 best practice design programs and case studies focused on playground design and advocacy for recreation. We bring this CEU service to these Landscape Architecture firms free of charge, and they appreciate getting brought up-to-speed on new design concepts and other pertinent information that helps them to be more effective in designing for municipalities. Some of the design programs we offer are Me2 (Seven Principals for Inclusive Play), NatureGrounds, Play On! (Physical Fitness Curriculum) just to name a few.

Cost Model

Play and Park Structures has committed agencies and partners across the country that provide project management from the start of manufacturing until project completion. We are committed to providing the customer with support and peace of mind with their playground process. We value our relationships and strive to create a positive customer experience. We will work hand and hand with our customer and agents to find a unique and specific design for every community. Play and Park Structures will look at every element of play and recreation to accommodate the local taxpayers and community with their dream designs. We will help the buyer through every level of the buying process, and the customer will be able to take advantage of our certified installers and will have exceptional customer service available at all times.

Budgeting for a new playground is an important process and requires some key considerations during the planning phase of the customers desired play space. Below is a list of key areas that we identify as important cost model considerations of each design.

- Equipment
 - In large part, your playground budget will be determined by how many children you expect to use the playground at a given time. A good general rule is to budget for about \$1,000 per child, meaning that if you expect 50 kids to be able to play there together, you should budget for about \$50,000. The playground development cost should then be compared to the project budget. If development cost exceed budget, it is almost always better to devise a plan to phase in the project over a period of several years rather than reducing the scope of the playground.
- Surfacing
 - This portion of the budget will cover preparation of the site and installation of safety surfacing (Such as engineered wood fiber or shredded rubber). The type of surfacing material, in particular, may have a tremendous impact on the cost of the playground over its life cycle. Some surfacing types require simple and minimal yearly maintenance like EWF and others may require little to no maintenance like our rubberized surfacing options.
- Installation

- Installation is another expense to plan for when creating budget for your new playground. Installation of a playground includes: basic site preparation, playground installation and surfacing installation. One factor that has an impact on the cost of installation is the site itself. If additional preparation will be needed to clear the site of subsurfacing rock, additional funds should be planned into the budget.

Below is a cost model playground field guide that our sales consultant utilized during initial consultations with our customers.



Play and Park Structures and our sister companies offer products that cover every facet of play space development. If a customer is looking to **purchase a proprietary product that is not in Playcore's suite** of products, we will work with the customer and TCPN to identify the best possible solution to fit the **customer's** needs.

We have provide a previous Customer proposal to demonstrate our cost model considerations when providing a complete customer solution based on the identified customer criteria.

Third Party Relationships

Play and Park Structures collaborates with many third party vendors on the majority of our playground and park projects. We work closely with general contractors, landscape architects, independent sales representatives, equipment suppliers and playground installers to perform the scope of work required by our customers. The firms we partner with on a national level vary in terms of business type. We work with many small and disadvantaged businesses. Two of our exclusive sales agencies are classified as **SDB's** in the form of a **WBE/WOB (Women Business Enterprise/Women Owned Business)**.

Parts, service, shipping, repair, and warranty

1. At our Fort Payne facility, we test products to the following standards:

- ASTM F1487
- ASTM F2373
- CAN/CSA Z614
- EN 1176
- CPSC

ASTM, CSA and EN standards are a voluntary technical performance standards and are primarily used by manufacturers and CPSC guidelines are primarily published for consumer use. Standards become legally binding only when a government regulator cites them in laws, regulations and codes or when they are cited in a contract. Our facility test set ups for modular equipment, strength and load testing for components, along with protrusions, crush and shear, entrapment, and all other industry standards. We have dedicated team members on staff with years of experience that are constantly monitoring and reviewing components and testing equipment in order to make sure we maintain our beyond compliance position which is to ensure all children have a safer place to play.

This means that although a piece may meet the "standard" guidelines, but is what we believe to be a real or perceived threat, we will not allow it on our system.

2. Installation and repair work is serviced by our distribution partners and it is a requirement of their exclusive distribution agreement. Our partners have a network of certified installers that they use to perform our installation and repairs. Play and Park Structures host an annual certified installers training in order for our distribution partners to consistently expand their service network which allows us to be responsive to our customers' needs. **In order to ensure that our customers' needs** are being met, we require all of our installers to provide customer sign off by the end customer before any installation cost are paid out to the subcontractor performing the work. By requiring our customer to sign off on the final product and installation, it allows us to monitor our certified installation network, while also collecting real time customer feedback.
3. Tracking and completion of repairs is managed and monitored with the same procedure as described in response number two. All customer service request are cataloged and submitted through an online web based form which allows our customer service and management team to monitor issues and service request in the marketplace. All of our customer service request are reviewed by all department leaders on a weekly basis to ensure that there is corrective action to each customer request that is submitted by our distribution partners.
4. Post installation and warranty support is the responsibility of our distribution partners. We train annually on new policies and procedures that will help support a positive customer experience with our final products. We have maintenance and supervision guides which have been developed with industry partners to support our customer network with appropriate maintenance and supervision standards for their product purchase. These tools are available to our entire distribution network and we also support these programs through outreach which can be presented by our certified trainers in order to **provide ceu's to** our end customers which we have partnered with.



Maintenance Guide
provided as a public
service by Play &
Park Structures.

5. Play and Park Structures offers a wide array of designs to meet the aesthetic and functional needs of your recreation space. Our customers can choose from one of our pre-designed structures shown in our catalog or on our website, or they can work with a Play and Park Structures recreation consultant to create a truly unique and custom structure that meets your facilities expectations. Regardless of the size of the structure, our designs will address many critical health benefits on the system. Furthermore, our expansive variety of play components offers many benefits to **children's health by building upper body strength, lower body strength, cardiovascular, core, and overall stability and balance.** These design can be drafted from scratch with our in house CAD team members who are qualified and certified in national playground safety inspection. The CAD team reviews **the customer's area, product interest and safety standards to design a one-of-a kind playground structure.** We work hand-in-hand to get the best design possible for the space, **children's ages and the activities that our customers require.** The CAD team has also been trained in designing ADA accessible structure. Every element of design is thoughtfully considered, down to the simple idea of playground flow, orientation, and **what's fun on the structure. It's an added value to have these in-house experts available to design customers dream play spaces.**
6. Project schedule and coordination is the responsibility of our distribution partners with their end customer. We provide a web cloud based tracking sites for our distribution partners to track all material while it is in the manufacturing process. Our web based site provides all product, carrier, and estimated shipping data in order to ensure they can appropriately communicate delivery schedules with end users. We also have other tools available such as gnatt chart workbooks which

can be used to provide customers with forecasted construction schedules based on the construction requirements.

7. Appropriate equipment selection is determined by our sales consultants and end user. We have several tools within our sales process that allow for appropriate customer consultation. We allow our customer to decide how their play space is designed, while recommending best practices based on industry research, experience, and customer budgets. All these factors combined allow for customer to decide what fits their needs best by collaborating with leading industry experts and research.
8. Similar to bullet two, we can monitor performance of turnkey project by having clearly defined scope of work which is defined by our sales consultants and customers. On projects we manage directly, we have a detailed PO process which identifies the scope of work, along with appropriate change order procedures to facilitate a successful project. By having the appropriate scoping and change order policies in place, it allows us to successfully monitor the performance of turnkey projects with our distribution partners. Some distribution partners execute turnkey solutions within their business and we always work to collaborate and share resources as needed to provide a successful customer experience.
9. Site development and permitting are performed by our exclusive distribution network on a per project basis. We can provide support resources as needed to help support the permitting process, but our distribution partners manage and consult with the end customer on status updates and requirements.
10. **Our company's design** approach is consistent with the information discussed in bullet five. When consulting on turnkey solutions, we utilize our certified installation network and our other business units to provide a successful one stop shop for our customers. Play and Park Structures has access to multiple recreation solutions through our parent company Playcore, therefore, we can utilize our manufacturing partners and our certified installers network to provide a turnkey play solution for our end customers.
11. All shipping information is managed through our exclusive representative reporting site. Any backorders or production changes are loaded into this site with real time information and also supported with calls from our customer service team. This technology also has mobile capability to allow sales reps and their administrative team to manage the information while they are on the road or out of the office.

Site sample image below.

REPORTING

(See Reports List)

Rep	Back Orders
100 PARK HOUSE ACCOUNT	* -30 -60 -90 -120 days
Reports	Packing Slips
Component BOM	* -30 -60 -90 -120 days
Days Order	Order # Date Ship PO Sold To
Delivery Check Sheet	50231268 3/12/2015 Ultra Play
	5058216 3/4/2015 Play & Park Structures
	5055211 3/6/2015 Play & Park Structures
	5052216 3/4/2015 Play & Park Structures
	5052212 3/4/2015 Play & Park Structures
	5053212 3/4/2015 Play & Park Structures
	5022211 3/2/2015 Play & Park Structures
	5051219 3/2/2015 Play & Park Structures
	5026209 3/29/2015 Play & Park Structures
	5052206 3/25/2015 4550 Town of Brighton
Search	1/2
Orders on Hold	
International Hold: 1	
Help	
Turn off Pop up blockers	

- Save as a favorite
- Save log-in information
- Check daily

Park Structures House Account - park 1000

Orders in Production						
* -30 -60 -90 -120 days	Order	Date	Rep Date	Project	Rep PO	Sold To
	5025501	3/10/2015	4/3/2015	Beachers with TCM Discount	76824	Buffton-Harrison Metro School Dist
	5025501	3/10/2015	4/3/2015	Life Floor Tiles 3/16	4175	Tennessee Poulis Inc.
	5057632	2/28/2015	4/16/2015	WIP 18 CF	7652-343	Robertson Industries
	5021605	2/28/2015	3/27/2015	St. Paul Lutheran School	10124	Kids Around the World
	5033651	2/28/2015	4/16/2015	Parco	503661134	Gelsco Trading & Import Co. LLC
	5058501	3/27/2015	4/17/2015	Swansea Park	0935105	Cascade Mini Bouncing
	5026514	2/25/2015				Park Structures House Account
	5058511	3/25/2015	3/26/2015	DC Hatch Silverleaf final	54471	Safe and Sounds Playgrounds
	5021602	2/29/2015		Hilbert DPW	674	Office of Hilbert
	5054554	3/18/2015	3/26/2015	Freestanding Slide	18884	WILLVIGART Inc
	1/2					

Shipped Orders

* -30 -60 -90 -120 days	Order	Ship Date	Project	Rep PO	Sold To	Trailer	Carrier
	5022212	3/6/2015			Play & Park Structures	PFS	FED EX
	5055211	3/6/2015			Play & Park Structures	PFS	FED EX
	5052216	3/4/2015			Play and Park Structures	1333	LTD
	5022212	3/4/2015			Play and Park Structures	1333	LTD
	5057213	3/3/2015			Play & Park Structures	PFS	FEDEX
	5027214	3/3/2015			Play & Park Structures	PFS	FEDEX
	5057215	3/3/2015			Play & Park Structures	PFS	FEDEX
	5025501	3/3/2015	Crawl tube parts: R5647R		Anchorage School District	8T	FEDEX
	5026209	3/2/2015			Play & Park Structures	PFS	FEDEX
	5056359	2/23/2015		4550	Town of Brighton	PFS	FEDEX
	1/2						

12. Our company has a comprehensive representative order tracking site (pictured above) which details all order information within our order management system. This information is organized by rep and shows detailed order information, backorders, shipped orders, and orders in production. Our order management site also details if orders are on credit, order entry, or engineering hold. It is also the responsibility of our customer service team to notify our agencies of any product backorders on a customer order. This allows the sales agency to manage the customer experience based on the real time data they are receiving from our production facility. Lastly, our carrier contracts require that all of our transportation carriers are required to provide a 24 hour call ahead on all product deliveries. This allows our customers and reps to adequately prepare for shipments with our carrier partners. We also have QR technology on all of our product delivers, which allows our installers, sales reps, and end user to provide immediate feedback on the quality of the material as it is delivered to the end user destination.
13. We carry a limited number of complete unit designs in stock. Items which are in stock are managed by our southern fulfillment facility and go through our quick ship procedure policy in order to fulfill customer requirements.
14. On time deliveries are variable based on our customer requirements. Our distribution partners manage end user deliveries directly with the end customer. Our manufacturing plant is able to produce equipment based on our three week lead time with 95% plus on time order fulfillment out of our manufacturing facility.
15. Technical assistance is managed by our customer service team and our technical support manager. This team has over 50 combined years of industry experience and work directly with our customer and distribution network on a daily basis.

<p>Clarence Thornberry Play and Park Structures Technical Manager Marketing/Sales 256-997-5264 Work (256) 844-7300 Mobile ClarenceT@playcore.com Fort Payne USA</p>	<p>Satterfield, Kathy Playcore Customer Service Park Structures (256) 845-5610 EXT:5294 Work ksatterfield@playcore.com 150 Playcore Drive SE Fort Payne, AL 35967</p>
<p>Adams, Brenda Playcore Customer Service 256-997-5429 Work badams@playcore.com 150 Playcore Drive SE Fort Payne, AL 35967</p>	<p>Johnston, Karen Playcore Customer Service 256-997-5431 Work kjohnston@playcore.com 150 Playcore Drive SE Fort Payne, AL 35967</p>

16. Play and Park Structures can shorten service calls based on our certified installation network and **customer service teams synergizing on best practices and customer's needs. All service calls are** important, but as with all business practices, appropriate prioritization creates additional capacity. Our customer service team evaluates all service calls and they review priority calls with the management team on a daily basis. If a service call needs to be elevated to the senior level of the organization, that request flows through the appropriate channels in order to make the most informed decision on how to handle the request. Our production facility always manages to the processes they have set in place, but senior leaders can adjust some procedures based on the need within the market. Any service request that has been elevated to a senior leader in the organization is micro managed through completion in order to ensure that the end user experience has been appropriately met by our distribution partners and certified installers.

17. Our team places all warranty claims through our southern facilities packing slip procedure in order to ensure that all claims are appropriately catalogs with the manufacturing team. Our Fort Payne management team host weekly discrepancy meetings with all key management personal to discuss and review all claims which are submitted by our distribution partners. All of these claims are reviewed to identify the root cause and a corrective action produce is put in place to ensure that the situation does not arise again. All claims are quoted within 24 to 48 hours with our customer service team. We are able to take advantage of our quick ship program with some material and this helps support customers with an expedited turn around. Once we have the claim processed, it

is the responsibility of our distribution partners to communicate the time frame and plan of action to correct the claim.

18. Our organization is always working to continuously improve the services we provide to the marketplace. We are constantly hosting Kaizen event to identify and understand where improvement can be made within the business. We also have a sales representative advisory board that meets on a quarterly basis to review key industry topics and advise on areas within the product line and business that may need to be incorporated into the long term and short term business strategies.

19. Returned goods may be requested for the following reasons:

- Return for credit. The customer may request a return on products based on the following conditions:
 - The product is a standard catalog model; no specials may be requested for return.
 - Delivery has been made within the last 61 calendar days.
 - The product is in merchantable condition and has never been installed or stored in an area of little or no protection.
- The Accounting Department will issue credit to the appropriate invoice after equipment is received and verified to be in merchantable condition.
- The following charges are withheld from any credit amount issued:
 - 25% restocking fee for all goods returned by truck.
 - 20% restocking fee for all goods returned by UPS or US Mail.
 - Freight charges will be deducted for both outbound and inbound.

Rework charges resulting from labor and material necessary to return the product to merchantable condition.

- Overages or wrong parts returned:
 - These type of returns should be shipped back to the factory within 30 days upon
 - Receipt of notification from the customer.
 - No credit will be issued for these types of returns. If parts are not returned, the
 - Customer may be billed for the equipment.
 - Park Structures will be responsible for all freight, restocking and rework charges on wrong or defective parts.

Note: Restocking charges will be charged on all customer requests of return goods.

Replacement parts carry a 7 to 21 day lead time and will follow the standard product warranty policies list in this proposal.

7145 West Tidwell Road ~ Houston, Texas 77092
(713) 462-7708
www.esc4.net

Publication Date: February 1, 2017

NOTICE TO OFFEROR

SUBMITTAL DEADLINE: Tuesday March 15, 2017 @ 2:00 PM CT

Questions regarding this solicitation must be submitted in writing to Jason Wickel, Cooperative Purchasing Coordinator at questions@esc4.net or (713) 744-8189 no later than *February 23, 2017 at 5pm CT*. All questions and answers will be posted to both www.esc4.net and www.nationalipa.org under [Solicitations](#). Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

Request for Proposal (RFP)
by

Region 4 Education Service Center ("ESC")

for

Playground Systems, Installation, Service and Related Items

On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network "TCPN."

Solicitation Number 17-03

Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. **Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.**

ATTENTION OFFERORS:

Submission of a proposal confers NO RIGHT on an Offeror to an award or to a subsequent contract. Region 4 ESC, in its sole discretion and for any reason or no reason, reserves the rights to reject any or all proposals, accept only a part of any proposal, accept the proposal deemed most advantageous to Region 4 ESC, and waive any technicalities. The issuance of this RFP does not obligate Region 4 ESC to make an award or negotiate or execute a contract. Region 4 ESC reserves the right to amend the terms and provisions of the RFP, negotiate with a proposer, add, delete, or modify the contract and/or the terms of any proposal submitted, extend the deadline for submission of proposals, ask for best and final offers, or withdraw the RFP entirely for any reason solely at Region 4 ESC's discretion. An individual proposal may be rejected if it fails to meet any requirement of this RFP. Region 4 ESC may seek clarification from a proposer at any time, and failure to respond within a reasonable time frame is cause for rejection of a proposal.

Please be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by the State of Texas.

Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If an Offeror believes that its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance to Region 4 ESC's Open Record Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 Education Service Center ("ESC") must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offerors are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

ACKNOWLEDGMENT AND ACCEPTANCE
OF REGION 4 ESC's OPEN RECORDS POLICY

Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- ☒ We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

- ☐ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)

3/9/2017

Date



Authorized Signature & Title
Lindsay Richardson
Sr. Vice President & Business Unit Mgr

TABLE OF CONTENTS

A.	Introduction.....	p. 6
B.	Scope.....	p. 7
C.	Definitions.....	p. 7
D.	General Terms and Instructions to Offerors.....	p. 8
	• Calendar of Events.....	p.10
	• Evaluation Criteria.....	p.12
E.	Appendix A: Vendor Contract Form.....	p.15
	• Signature Page.....	p. 24
F.	Appendix B: Product/Services Specifications.....	p. 25
	• Special Terms & Conditions	
	• Specifications	
G.	Appendix C: Pricing.....	p. 28
H.	Appendix D: General Terms & Conditions Acceptance Form.....	p. 29
I.	Appendix E: Vendor Questionnaire.....	p. 31
J.	Appendix F: Company Profile.....	p. 35
	• References	
K.	Appendix G: Value Add.....	p. 38
L.	Appendix H: Additional Required Documents.....	p. 39
	• Clean Air and Water Act	
	• Debarment Notice	
	• Lobbying Certification	
	• Vendor/Contractor Requirements	
	1. Contractor's Employment Eligibility	
	2. Fingerprint & Background Checks	
	3. Business Operations in Sudan, Iran	
	• Antitrust Certification Statement	
	• Implementation of HB 1295 (Certification of Interested Parties)	
	• EDGAR Certifications	
	• Specific State Requirements	
M.	Appendix I: State Notice.....	p. 61

A. INTRODUCTION

I. Background on Region 4 Education Service Center

Region 4 Education Service Center ("Region 4 ESC" herein "Lead Public Agency") on behalf of itself and all state, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein "Participating Agencies") solicits proposals from qualified Offerors to enter into a Vendor Contract ("contract") for the goods or services solicited in this proposal.

Contracts are approved and awarded by a single governmental entity, Region 4 ESC, and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities). These types of contracts are commonly referred to as being "piggybackable".

Region 4 ESC's purchasing cooperative was established in 1997 as a means to increase their economic and operational efficiency. The purchasing cooperative has since evolved into a National Cooperative used to assist other government and public entities increase their economical and operational efficiency when procuring goods and services.

II. What is the role of The Cooperative Purchasing Network ("TCPN")

The Cooperative Purchasing Network ("TCPN") assists Region 4 ESC in helping other public agencies and non-profits reap the benefits of national leveraged pricing, with no cost to the member. TCPN leverages one of the largest pools of purchasing potential. This is accomplished by competitively soliciting proposals and awarding contracts for commonly purchased products and services. Through the TCPN solicitation process, Region 4 ESC awards contracts covering Facilities, Furniture, Office Supplies & Equipment, Security Systems, and Technology and other goods and services industries.

III. Purpose of TCPN

- Provide governmental and public entities opportunities for greater efficiency and economy in procuring goods and services.
- Take advantage of state-of-the-art purchasing procedures to ensure the most competitive contracts.
- Provide competitive price and bulk purchasing for multiple government or public entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services.
- Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves.
- Help in assisting with use of best business practices.

IV. Customer Service

- TCPN is dedicated to making our contracts successful for both our members and our awarded vendors.
- TCPN is committed to providing our members and awarded vendors with high quality service.
- TCPN has dedicated staff available to answer questions, offer guidance and help in any way possible.

B. SCOPE

It is the intention of Region 4 ESC to establish a contract with vendor(s) for Playground Systems, Installation, Service and Related Items. Awarded vendor(s) shall perform covered services under the terms of this agreement. Offerors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities. Electronic Catalog and/or price lists must accompany the proposal. Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. If Offeror has existing cooperative contracts in place, Offeror is requested to submit pricing equal or better than those in place.

Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Offerors may elect to limit their proposals to a single service within any category, or multiple services within any or all categories

Region 4 ESC is seeking a service provider that has the depth, breadth and quality of resources necessary to complete all phases of this contract. In addition, TCPN also requests any value add commodity or service that could be provided under this contract.

While this solicitation specifically covers Playground Systems, Installation, Service and Related Items. Offerors are encouraged to submit an offering on any and all products or services available that they currently perform in their normal course of business.

C. KEY DEFINITIONS

Days: means calendar days.

Lead agency: means the government entity advertising, soliciting, evaluating and awarding the contract. This definition also includes a public agency that meets the definition of a political subdivision, including a county, city, school district, state, public higher education or special district.

Lowest Pricing Available: means the overall lowest not-to-exceed price available for the specified goods or services at the time the vendor submits their proposal.

Procurement: means buying, purchasing, renting, leasing or otherwise acquiring any materials, services or construction. Procurement also includes all functions that pertain to the obtaining of any material, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

Responsive Offeror: means a person, company, firm, corporation, partnership or other organization who submits a proposal which conforms in all material respects to the invitation for bids or request for proposals.

Solicitation: means an invitation for bids, a request for technical offers, a request for proposals, a request for quotations or any other invitation or request by which we invite a person to participate in a procurement.

Specifications: means any description of physical or functional characteristics, or of the nature of a material, service or construction of item. Specifications may include a description or any requirement for inspecting, testing or preparing a material, service or construction item for delivery.

Vendor: means any provider or seller of goods and/or services that has a contractual relationship with Region 4 or TCPN.

D. GENERAL TERMS AND INSTRUCTIONS TO OFFERORS

- I. **Submission of Response:** Unless otherwise specified in the solicitation, all submitted proposals must contain two (2) bound and signed original copies of the solicitation, and two (2) electronic copies on flash drives shall be provided. Please see format requirements below. **Vendor must also submit two (2) electronic proposals free of propriety information to be posted on Vendor information page if awarded a contract.**

Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted. Sealed responses may be submitted on any or all items, unless stated otherwise. Proposal may be rejected for failure to comply with the requirements set forth in this proposal.

Deviations from any terms, conditions and/or specifications must be conspicuously noted in writing by the Offeror and shall be included with the response. (See Appendix D).

- II. **Proposal Format:** Responses must be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of the Offeror's company and the solicitation name and number on both the outside front cover and vertical spine. All forms are to be completed electronically.

Tabs should be used to separate the proposal into sections. Each tabulated section should contain both the section of the RFP referenced and the Offeror's response to that section. The following items identified must be included behind the tabs listed below. Offerors failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

III. **Binder Tabs:**

- Tab 1 – Entire Vendor Contract and Signature Form (pgs. 1-15, Appendix A)
 - General Terms and Conditions Acceptance Form (Appendix D)
- Tab 2 – Questionnaire (Appendix E)
- Tab 3 – Company Profile (Appendix F, excluding References section)
- Tab 4 – Product / Services (Appendix B)
- Tab 5 – References (Appendix F)
- Tab 6 – Pricing (Appendix C)
- Tab 7 – Value Add (Appendix G)
- Tab 8 – Required Documents
 - Additional Required Documents (Appendix H)
 - Acknowledgement & Acceptance of Region 4 ESC Open Records Policy (Page 4).

- IV. **Mailing of Proposals:** All bids and proposals submitted in response to the solicitation must be clearly identified as listed below with the solicitation number, title, name and address of the company responding. All packages must be clearly identified as listed below, sealed and delivered to the Region 4 ESC office no later than the submittal deadline assigned for this solicitation.

From _____
Company _____
Address _____
City, State, Zip _____
Solicitation Name and Number _____ Due Date and Time _____

- V. **Time for Receiving Proposals:** Proposals received prior to the submittal deadline will be time-stamped upon receipt and kept secure and unopened. At the submittal deadline, Region 4 will begin the process of opening all bids publicly by collecting all proposals received before the deadline in the room designated for the bid opening. No proposals received after the submittal time and deadline will be considered. Late proposals will be returned to sender unopened.
- VI. **Inquiries and/or Discrepancies:** Questions regarding this solicitation must be submitted in writing to Jason Wickel, Cooperative Purchasing Coordinator at questions@esc4.net or (713) 744-8189 no later than *February 23, 2017*. All questions and answers will be posted to both www.esc4.net and www.nationalipa.org under **Solicitations**. Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

- VII. Restricted and Prohibited Communications with Region 4 ESC:** During the period between the date Region 4 ESC issues this RFP and the selection of the vendor who is awarded a contract by Region 4 ESC, if any, Offerors shall restrict all contact with Region 4 ESC and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the individual identified above in Section "Inquiries and/or Discrepancies" in the specified manner. **Do not contact members of the Board of Directors, other employees of Region 4 ESC or any of Region 4 ESC's agents or administrators. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made, may result in disqualification of the Offeror.**

The communications prohibition shall terminate when the contract is recommended by the administration, considered by the Board of Directors at a noticed public meeting, and a contract has been awarded. In the event the Board of Directors refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed. Additionally, during the time period between the award by the Board of Directors and the execution of the contract, Offerors shall not engage in any prohibited communications as described in this section.

Prohibited communications includes direct contact, discussion, or promotion of any Offeror's response with any member of Region 4 ESC's Board of Directors or employees except for communications with Region 4 ESC's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Offerors, assure that decisions are made in public, and to protect the integrity of the RFP process. Except as provided in the above stated exceptions, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Communications between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any member of Region 4 ESC's Board of Directors;
- Communications between any director and any member of a selection or evaluation committee; and
- Communications between any director and administrator or employee.

The communications prohibition shall not apply to the following:

- Communications with Region 4 ESC's purchasing agent specifically named and authorized to conduct and receive such communications under this RFP or upon the request of Region 4 ESC, with Region 4 ESC's legal counsel; and
- Presentations made to the Board of Directors during any duly noticed public meeting.

Nothing contained herein shall prohibit any person or entity from publicly addressing Region 4 ESC's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation requested by Region 4 ESC's representatives.

VIII. Calendar of Events (subject to change):

<u>Event</u>	<u>Date:</u>
Issue RFP	February 1, 2017
Pre-proposal Conference	N/A
Deadline for receipt of questions via email	February 23, 2017
Issue Addendum/a (if required)	To Be Determined
Proposal Due Date	March 15, 2017
Approval from Region 4 ESC	April 2017
Contract Effective Date	May 1, 2017

CONDITIONS OF SUBMITTING PROPOSALS

- IX. **Amendment of Proposal:** A proposal may be amended up to the time of opening by submitting a sealed letter to the location indicated on the front page of this solicitation.
- X. **Withdrawal of Proposals:** Withdrawal of proposals prior to the opening date will be permitted. Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal. However, consideration may be given in cases where Offeror advises that it made a clerical error that is substantially lower than it intended. In such case, Offeror must provide written notice of their desire to withdraw, along with supporting documents, within 3 business days of receiving the acceptance letter or of being requested by Region 4 ESC for clarification of the proposal, whichever is later. Any contracts entered into prior to Region 4 ESC receiving notice must be honored.
- No Offeror should assume that their withdrawal request has been accepted unless, and until, they receive written acknowledgment and acceptance of their proposal withdrawal.
- XI. **Clarifications:** Offeror may receive a written request to clarify, in writing, its proposal in order to determine whether a proposal should be considered for award. The process of clarification is not an opportunity for an Offeror to revise or modify its proposal, and any response by an Offeror to a written request for clarification that attempts to revise or modify its proposal shall be given no effect. The purpose of the request for clarification will be solely made for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal, which may be corrected or waived in the leading agency's sole discretion.
- XII. **Non-Responsive Proposals:** All proposals will be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration for award of the contract, and the Offeror shall receive notice of the rejection of its proposal.
- XIII. **Negotiations:** Region 4 ESC shall determine which responsive proposals are in the competitive range and/or are reasonably susceptible of being selected for award. Proposals not in the competitive range may not be further evaluated. Proposals in the competitive range shall be evaluated on the basis of price and the other evaluation criteria set forth in the solicitation. In the event that Region 4 ESC decides to conduct negotiations, notice shall be provided to each Offeror whose proposal is being considered for award, which notice may identify, in general terms, the elements or factors upon which Region 4 ESC intends to base its negotiations. Offerors will not be assisted, in any way, to bring their proposal up to the level of other proposals through discussions. During the course of negotiations, no Offeror's technical proposal or pricing shall be revealed to any other Offeror or to any other person who is not involved with the evaluation process. Region 4 ESC will also not indicate to Offeror a cost or price that it must meet to either obtain further consideration nor will it provide any information about other Offerors' proposals or prices.
- XIV. **Best and Final Offer:** Region 4 ESC, in its sole discretion, may request all Offerors in the competitive range to submit a Best and Final Offer. Offerors must submit their Best and Final Offers in writing. If an Offeror does not respond to the request for a Best and Final Offer, that Offeror's most recent prior offer will be considered to be its Best and Final Offer.
- XV. **Specifications:** When a solicitation contains a specification that states no substitutions, no deviation from this requirement will be permitted. Offeror must comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the members.

References to manufacturer's specifications (Design Guides), when used by Region 4 ESC, are to be considered informative to give the Offeror information as to the general style, type and kind requested. Responses proposing goods, materials or equipment regularly produced by a reputable manufacturer

shall be evaluated by Region 4 ESC which will, in its sole discretion, determine whether such proposed goods, materials or equipment are substantially equivalent to the Design Guides, considering quality, workmanship, economy of operation, and suitability for the purpose intended. Offerors should include all documentation required to evaluate whether or not their proposed goods, materials or equipment are substantially equivalent to the Design Guides.

- XVI. **Quality of Materials or Services:** Offeror shall state the brand name and number of the materials being provided. If none is indicated then it is understood that the offeror is quoting on the exact brand name and number specified or mentioned in the solicitation.

However, unless specifically stated otherwise, comparable substitutions will be permitted in cases where the material is equal to that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended.

- XVII. **Samples:** Upon request, samples shall be furnished, free of cost, within seven (7) days after receiving notice of such request. By submitting the proposal Offeror certifies that all materials conform to all applicable requirements of this solicitation and of those required by law. Offeror agrees to bear the costs for laboratory testing, if results show that the sample does not comply with solicitation requirements.

Submissions may be rejected for failing to submit samples as requested.

- XVIII. **Deviations and Exceptions:** Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 4 ESC to award a manufacturer's complete line of products, when possible.

- XIX. **Formation of Contract:** A response to this solicitation is an offer to contract with Region 4 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is awarded by Region 4 ESC. A contract is formed when Region 4 ESC's board signs the Vendor Contract Signature Form. The prospective vendor must submit a signed Vendor Signature Form with the response thus, eliminating the need for a formal signing process.

- XX. **Estimated Quantities:** Region 4 ESC anticipates that a substantial number of participating members will enter into contracts resulting from this solicitation based on multiple surveys and usage of other contracts that may have included similar services, however, Region 4 ESC makes no guarantee or commitment of any kind concerning quantities or usage of contracts resulting from this solicitation. The volume for this contract is estimated to be up to and in excess of \$8 million a year. This information is provided solely as an aid to contract vendors in preparing proposals only. The successful Vendor(s) discount and pricing schedule shall apply regardless of the volume of business under the contract.

- XXI. **Multiple Awards:** membership includes a large number of potential entities which may utilize this contract throughout the nation. In order to assure that any ensuing contract(s) will allow Region 4 ESC to fulfill current and future needs, Region 4 ESC reserves the right to award contract(s) to multiple vendors. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with Region 4 ESC.

- XXII. **Non-Exclusive:** Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience and benefit of participating members. Region 4 ESC and participating entities reserve the right to obtain like goods and services from other sources.

AWARD PROCESS

- XXIII. **Award or Rejection of Proposals:** In accordance with applicable laws, rules, and regulations for public purchasing, award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to participating agencies, price and other factors considered. Region 4 ESC reserves the right to use a "Market Basket Survey" method, based on randomly selected criteria to determine the most advantageous response. To qualify for evaluation, a proposal must have been submitted on time, and satisfy all mandatory requirements identified in this solicitation. Proposals that are materially non-responsive will be rejected and the Offeror will be provided notice of such rejection.

XXIV. Evaluation Process: In evaluating the responses the following predetermined criteria is considered:

Products/Pricing (40 Points)

1. Scope and breadth of products available
2. All products and services available
3. Pricing for all available products and services
4. Pricing for warranties on all products and services
5. Ability of Customers to verify that they received contract pricing
6. Payment methods
7. Other factors relevant to this section as submitted by the proposer

Performance Capability (25 Points)

1. Ability to deliver products and services nationally
2. Response to emergency orders
3. Average Fill Rate
4. Average on time delivery rate
5. Shipping charges
6. Return and restocking policy and applicable fees
7. History of meeting the shipping and delivery timelines
8. Ability to meet service and warranty needs of members
9. Customer service/problem resolution
10. Invoicing process
11. Contract implementation/Customer transition
12. Financial condition of vendor
13. Website ease of use, availability, and capabilities related to ordering, returns and reporting
14. Offeror's safety record
15. Instructional materials
16. Other factors relevant to this section as submitted by the proposer

Qualification and Experience (25 Points)

1. Offeror's reputation in the marketplace
2. Reputation of products and services in the marketplace
3. Past relationship with Region 4 ESC and/or TCPN members
4. Experience and qualification of key employees
5. Location and number of sales persons who will work on this contract
6. Past experience working with the government sector
7. Exhibited understanding of cooperative purchasing
8. Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors
9. Minimum of 10 customer references relating to the products and services within this RFP
10. Other factors relevant to this section as submitted by the proposer

Value Add (10 Points)

1. Marketing plan and capability
2. Sales force training
3. Other factors relevant to this section as submitted by the proposer

XXV. Competitive Range: It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range are unacceptable and do not receive further award consideration.

XXVI. Evaluation: A committee will review and evaluate all responses and make a recommendation for award of contract(s). The recommendation for contract awards will be based on the predetermined

criteria factors outlined in this solicitation, where each factor is assigned a point value based on its importance.

- XXVII. Past Performance:** An Offeror's performance and actions under previously awarded contracts are relevant in determining whether or not the Offeror is likely to provide quality goods and services to TCPN members; including the administrative aspects of performance; the Offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Offeror's businesslike concern for the interests of the customer.

OPEN RECORDS POLICY

- XXVIII. Proprietary Information:** Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If an Offeror believes that its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledge and Acceptance to Region 4 ESC's Open Record Policy" form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

PROTEST OF NON-AWARD

- XXIX. Protest Procedure:** Any protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CT. No protest shall lie for a claim that the selected Vendor is not a responsible Offeror. Protests shall be filed with Robert Zingelmann, Chief Financial Officer Business/Operations Services and sent to the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092. Protests shall include the following:

1. Name, address and telephone number of protester
2. Original signature of protester or its representative
3. Identification of the solicitation by RFP number
4. Detailed statement of legal and factual grounds including copies of relevant documents; and the form of relief requested.
5. Any protest review and action shall be considered final with no further formalities being considered.

LIMITATION OF LIABILITY

- XXX. Waiver:** BY SUBMITTING A PROPOSAL, OFFER EXPRESSLY AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST BOTH THE COOPERATIVE PURCHASING NETWORK AND REGION 4 EDUCATION SERVICE CENTER, ITS DIRECTORS, OFFICERS, ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH

(1) THE ADMINISTRATION, EVALUATION, RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

XXXI. NEITHER REGION 4 ESC NOR TCPN SHALL BE RESPONSIBLE OR LIABLE FOR ANY COSTS INCURRED BY PROPOSERS OR THE SELECTED VENDOR IN CONNECTION WITH RESPONDING TO THE RFP, PREPARING FOR ORAL PRESENTATIONS, PREPARING AND SUBMITTING A PROPOSAL, ENTERING OR NEGOTIATING THE TERMS OF A CONTRACT, OR ANY OTHER EXPENSES INCURRED BY A PROPOSER. THE PROPOSER OR SELECTED VENDOR IS WHOLLY RESPONSIBLE FOR ANY SUCH COSTS AND EXPENSES AND SHALL NOT BE REIMBURSED IN ANY MANNER BY REGION 4 ESC OR TCPN.

APPENDIX A

VENDOR CONTRACT AND SIGNATURE FORM

*This Vendor Contract and Signature Form ("Contract") is made as of March 8th **2017**, by and between Play & Park Structures and Region 4 Education Service Center ("Region 4 ESC") for the purchase of **Playground Systems, Installation, Service and Related Items***

RECITALS

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations will be incorporated into the final contract "Vendor Contract."

WHEREAS, this contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with TCPN; and it being further understood that Region 4 ESC shall act as the Lead Public Agency with respect to all such purchase agreements.

WHEREAS, TCPN has the administrative and legal capacity to administer purchases on behalf of Region 4 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

ARTICLE 1- GENERAL TERMS AND CONDITIONS

- 1.1 TCPN shall be afforded all of the rights, privileges and indemnifications afforded to Region 4 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to TCPN, including, without limitation, Vendors obligation to provide insurance and other indemnifications to Lead Public Agency.
- 1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.
- 1.3 TCPN shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.
- 1.4 Purchasing procedure:
 - Purchase orders are issued by participating governmental agencies to the awarded vendor indicating on the PO "**Per TCPN Contract # R**_____."
 - Vendor delivers goods/services directly to the participating agency.
 - Awarded vendor invoices the participating agency directly.
 - Awarded vendor receives payment directly from the participating agency.
 - Awarded vendor reports sales monthly to TCPN.

- 1.5 **Customer Support:** The vendor shall provide timely and accurate technical advice and sales support to Region 4 ESC staff, TCPN staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

ARTICLE 2- ANTICIPATED TERM OF AGREEMENT

- 2.1 Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC. Region 4 ESC will notify the vendor in writing if the contract is extended. Awarded vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.
- 2.2 Region 4 ESC shall review the contract prior to the renewal date and notify the current awarded vendor, no less than ninety (90) days of Region 4 ESC's intent renew the contract. Upon receipt of notice, awarded vendor must notify Region 4 ESC if it elects not to renew. Awarded vendor shall honor the administrative fee for any sales incurred throughout the life of the contract on any sales made based on a Region 4 ESC contract whether awarded a renewal or not. Region 4 ESC reserves the right to exercise each two-year extension annually.

ARTICLE 3- REPRESENTATIONS AND COVENANTS

- 3.1. **Scope:** This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members. Although contractors may restrict sales to certain public units (for example, state agencies or local government units), any contract that prohibits sales from being made to public school districts may not be considered. Sales without restriction to any Members are preferred. These types of contracts are commonly referred to as being "piggybackable".
- 3.2. **Compliance:** Cooperative Purchasing Agreements between TCPN and its Members have been established under state procurement law.
- 3.3. **Offeror's Promise:** Offeror agrees all prices, terms, warranties, and benefits granted by Offeror to Members through this contract are comparable to or better than the equivalent terms offered by Offeror to any present customer meeting the same qualifications or requirements.

ARTICLE 4- FORMATION OF CONTRACT

- 4.1. **Offeror Contract Documents:** Region 4 ESC will review proposed offeror contract documents. Vendor's contract document shall not become part of Region 4 ESC's contract with vendor unless and until an authorized representative of Region 4 ESC reviews and approves it.
- 4.2. **Form of Contract:** The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a firm submitting an offer requires Region 4 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.
- 4.3. **Entire Agreement (Parol evidence):** The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 4.4. **Assignment of Contract:** No assignment of contract may be made without the prior written approval of Region 4 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 4 ESC. Awarded vendor is required to notify Region 4 ESC when any material change in operations is made that may adversely affect members (i.e. bankruptcy, change of ownership, merger, etc.).

- 4.5. **Novation**: If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Region 4 ESC reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.
- 4.6. **Contract Alterations**: No alterations to the terms of this contract shall be valid or binding unless authorized and signed by a Region 4 ESC staff member.
- 4.7. **Order of Precedence**: In the event of a conflict in the provisions of the contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
- Special terms and conditions
 - General terms and conditions
 - Specifications and scope of work
 - Attachments and exhibits
 - Documents referenced or included in the solicitation
- 4.8. **Supplemental Agreements**: The entity participating in the Region 4 ESC contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. Neither Region 4 ESC, TCPN, its agents, members and employees shall be made party to any claim for breach of such agreement.
- 4.9. **Adding authorized distributors/dealers**: Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.

ARTICLE 5- TERMINATION OF CONTRACT

- 5.1. **Cancellation for Non-Performance or Contractor Deficiency**: Region 4 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the contract;
 - ii. Providing work and/or material that was not awarded under the contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
 - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
 - v. Failing to make progress in performance of the contract and/or giving Region 4 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or
 - vi. Performing work or providing services under the contract prior to receiving an authorized purchase order from Region 4 ESC or participating member prior to such work

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.

- 5.2. **Termination for Cause**: If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract Region 4 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps,

models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

- 5.3 **Delivery/Service Failures:** Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.
- 5.4 **Force Majeure:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.
- 5.5 **Standard Cancellation:** Region 4 ESC may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order. Vendor may be requested to provide additional items not already on contract at any time.

ARTICLE 6- LICENSES

- 6.1 **Duty to keep current license:** Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 4 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.
- 6.2 **Survival Clause:** All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

ARTICLE 7- DELIVERY PROVISIONS

- 7.1 **Delivery:** Vendor shall deliver said materials purchased on this contract to the Member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

- 7.2 **Inspection & Acceptance:** If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

ARTICLE 8- BILLING AND REPORTING

- 8.1 **Payments:** The entity using the contract will make payments directly to the awarded vendor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 8.2 **Invoices:** The awarded vendor shall submit invoices to the participating entity clearly stating "*Per TCPN Contract*". The shipment tracking number or pertinent information for verification shall be made available upon request.
- 8.3 **Tax Exempt Status:** Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
- 8.4 **Reporting:** The awarded vendor shall provide TCPN with an electronic accounting report, in a format prescribed by TCPN, on a monthly basis summarizing all contract Sales for the applicable month. Reports of Contract Sales for Region 4 ESC and member agencies in each calendar month shall be provided by awarded vendor to TCPN by the 10th day of the following month. If there are no sales to report, Vendor is still required to communicate that information via email. Reports are to be sent via email to reporting@nationalipa.org at which time administrative fees are due in accordance with the administrative fee payment terms in the agreement.

Failure to provide a monthly report of the administrative fees within the time and manner specified herein shall constitute a material breach of this contract and if not cured within thirty (30) days of written to Supplier shall be deemed a cause for termination of the contract at Region4 ESC's sole discretion.

ARTICLE 9- PRICING

- 9.1 **Best price guarantee:** The awarded vendor agrees to provide pricing to Region 4 ESC and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the duration of the contract. Pricing offered to Federal government buying consortiums for goods and services is exempt from this requirement. The awarded vendor, however, agrees to lower the cost of any product purchased through TCPN following a reduction in the manufacturer or publisher's direct cost.
- 9.2 **Price increase:** Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.
- Awarded vendor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC if requested.
- It is the awarded vendor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was accepted in the original contract.
- 9.3 **Additional Charges:** All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

- 9.4 **Price reduction and adjustment:** Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 4 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 4 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 4 ESC any published price reduction during the contract period.
- 9.5 **Prevailing Wage:** It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser (Region 4 ESC or its Members). It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.
- 9.6 **Administrative Fees:** All pricing submitted to Region 4 ESC shall include the administrative fee to be remitted to TCPN by the awarded vendor.

The awarded vendor agrees to pay administrative fees monthly to TCPN in the amount of 3_% of the total purchase amount paid to awarded vendor, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Region 4 ESC and member agencies pursuant to the contract (as amended from time to time and including any renewal thereof) ("Contract Sales").

Administrative fee payments are to accompany the contract monthly sales report by the 10th day of the following month, in the amount indicated on the report as being due. Administrative fee payments are to be paid by the awarded vendor via Automated Clearing House to a TCPN designated financial institution.

Failure to provide a monthly payment of the administrative fees within the time and manner specified herein shall constitute a material breach of the contract and if not cured within thirty (30) day of written notice to awarded vendor shall be deemed a cause for termination of the contract, at Region 4 ESC's sole discretion.

All administrative fees not paid when due shall bear interest at a rate equal to the lesser of 1 ½% per month or the maximum rate permitted by law until paid in full.

ARTICLE 10- PRICING AUDIT

- 10.1 **Audit rights:** Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Agreement. TCPN and Region 4 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 4 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC or TCPN.

ARTICLE 11- OFFEROR PRODUCT LINE REQUIREMENTS

- 11.1 **Current products:** Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.
- 11.2 **Discontinued products:** If a product or model is discontinued by the manufacturer, vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

- 11.3 **New products/Services**: New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 11.4 **Options**: Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 11.5 **Product line**: Offerors with a published catalog may submit the entire catalog. Region 4 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 4 ESC may reject any addition of equipment options without cause.
- 11.6 **Warranty conditions**: All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 11.7 **Buy American requirement**: (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

ARTICLE 12- SITE REQUIREMENTS

- 12.1 **Cleanup**: Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.
- 12.2 **Preparation**: Vendor shall not begin a project for which Member has not prepared the site, unless vendor does the preparation work at no cost, or until Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 12.3 **Registered sex offender restrictions**: For work to be performed at schools, vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Member's discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 12.4 **Safety measures**: Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 12.5 **Smoking**: Persons working under the contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 12.6 **Stored materials**: Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Member, it shall be the Vendor's responsibility to protect all materials and equipment. The Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.

ARTICLE 13- MISCELLANEOUS

- 13.1 **Funding Out Clause:** Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:

"Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract."

- 13.2 **Disclosures:** Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

Include a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in TCPN.

The Offeror affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- 13.3 **Indemnity:** The awarded vendor shall protect, indemnify, and hold harmless both Region 4 ESC and TCPN and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract, including any supplemental agreements with members. Any litigation involving either Region 4 ESC or TCPN, its administrators and employees and agents will be in Harris County, Texas. Any litigation involving TCPN members shall be in the jurisdiction of the participating agency.

- 13.4 **Franchise Tax:** The Offeror hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

- 13.5 **Marketing:** Awarded vendor agrees to allow Region 4 ESC/TCPN to use their name and logo within website, marketing materials and advertisement. Any use of TCPN name and logo or any form of publicity, inclusive of press releases, regarding this contract by awarded vendor must have prior approval from TCPN.

- 13.6 **Certificates of Insurance:** Certificates of insurance shall be delivered to the Region 4 ESC participant prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

- 13.7 **Legal Obligations:** It is the Offeror's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

- 13.8 **Open Records Policy:** Because Region 4 ESC contracts are awarded by a governmental entity, responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are

exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance to Region 4 ESC's Open Record Policy" form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

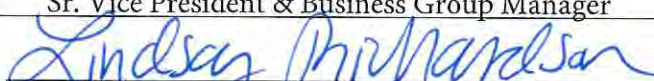
The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Offeror are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

VENDOR CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: 120 days

Company name Play & Park Structures
Address 401 Chestnut Street, Suite 410
City/State/Zip Chattanooga, TN 37402
Telephone No. 423-265-7529
Fax No. 423-425-3124
Email address lrichardson@playcore.com
Printed name Lindsay Richardson
Position with company Sr. Vice President & Business Group Manager
Authorized signature 

Accepted by The Cooperative Purchasing Network:

Term of contract _____ to _____

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

TCPN Contract Number _____

Appendix B:

PRODUCT / SERVICES SPECIFICATIONS

It is the intention of TCPN to establish a contract with vendor(s) for Playground Systems, Installation,

Appendix D:

GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

☐ We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

☒ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

Section/Page	Term, Condition, or Specification	Exception/Deviation	Region 4 Accepts
All products	Delivery	Product delivery 24-40 business days.	
All products	Freight	Freight is not included on price lists. It will be quoted separately per project.	

Vendor Contract Launch

Vendors must commit to attending a contract launch meeting with a member of the Business Development Team should they be awarded a contract with Region 4 ESC through this RFP. Vendor contract launches are meant to establish a good relationship with awarded vendors and help to ensure compliance and effective administration over the life of the contract.

It is highly recommends that the individuals who will handle contract management, reporting and marketing are in attendance.

If awarded, please provide contact information for scheduling:

Play & Park Structures
Vendor

Kelly Conely
Point of Contact

Sales Administrative Coordinator
Title

423-648-5585
Phone Number

kconely@playcore.com
Email Address

Signature: Kelly Conely Date: 3/9/2017

Appendix E:
QUESTIONNAIRE

Please provide responses to the following questions that address your company's operations, organization, structure and processes for providing products and services.

1. States Covered

Offeror must indicate any and all states where products and services can be offered.

Please indicate the price co-efficient for each state if it varies. (If applicable)

☒ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- | | |
|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Montana |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Nebraska |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> California | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> New York |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Maryland | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Michigan | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Minnesota | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Mississippi | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Missouri | |

☒ **Territories & Outlying Areas** (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

2. Diversity Programs

- Do you currently have a diversity program or any diversity partners that you do business with? ☐ Yes ☒ No
- If the answer is yes, do you plan to offer your program or partnership through TCPN ☐ Yes ☐ No

(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)

- Will the products accessible through your diversity program or partnership be

offered to TCPN members at the same pricing offered by your company?

☐ Yes ☐ No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

3. **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

It is the policy of some entities participating in TCPN to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Offerors shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. **Minority Women Business Enterprise**

Offeror certifies that this firm is an MWBE

☐ Yes ☒ No

List certifying agency: _____

b. **Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)**

Offeror certifies that this firm is a SBE or DBE

☐ Yes ☒ No

List certifying agency: _____

c. **Disabled Veterans Business Enterprise (DVBE)**

Offeror certifies that this firm is a DVBE

☐ Yes ☒ No

List certifying agency: _____

d. **Historically Underutilized Businesses (HUB)**

Offeror certifies that this firm is a HUB

☐ Yes ☒ No

List certifying agency: _____

e. **Historically Underutilized Business Zone Enterprise (HUB Zone)**

Offeror certifies that this firm is a HUB Zone

☐ Yes ☒ No

List certifying agency: _____

f. **Other**

Offeror certifies that this firm is a recognized diversity
certificate holder

☐ Yes ☒ No

List certifying agency: _____

4. **Residency**

Responding Company's principal place of business is in the city of Chattanooga State of TN.

5. **Felony Conviction Notice**

Please check applicable box:

- ☐ A publicly held corporation; therefore, this reporting requirement is not applicable.
- ☒ Is not owned or operated by anyone who has been convicted of a felony.
- ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony.

*If the third box is checked a detailed explanation of the names and convictions must be attached.

6. **Processing Information**

Company contact for:

Contract Management

Contact Person: Matt Mitchell & Kelly Conely
Title: Sales Administration
Company: Play & Park Structures
Address: 401 Chestnut Street, Suite 410
City: Chattanooga State: TN Zip: 37402
Phone: 423-648-5585 Fax: 423-425-3124
Email: mmitchell@playcore.com, kconely@playcore.com

Billing & Reporting/Accounts Payable

Contact Person: Kelly Conely
Title: Sales Administrative Coordinator
Company: Play & Park Structures
Address: 401 Chestnut Street, Suite 410
City: Chattanooga State: TN Zip: 37402
Phone: 423-648-5585 Fax: 423-425-3124
Email: kconely@playcore.com

Marketing

Contact Person: Michele Chandler
Title: Director of Marketing
Company: Play & Park Structures
Address: 401 Chestnut Street, Suite 410
City: Chattanooga State: TN Zip: 37402
Phone: 423-425-3177 Fax: 423-425-3124
Email: mchandler@playcore.com

7. **Distribution Channel:** Which best describes your company's position in the distribution channel:

- ☒ Manufacturer direct ☐ Certified education/government reseller
- ☐ Authorized distributor ☒ Manufacturer marketing through reseller

☐ Value-added reseller ☐ Other _____

8. Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
☒ Yes ☐ No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

- Pricing submitted includes the required administrative fee. ☒ Yes ☐ No
(Fee calculated based on invoice price to customer)
- Additional discounts for purchase of a guaranteed quantity? ☒ Yes ☐ No

9. Cooperatives

List any other cooperative or state contracts currently held or in the process of securing

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume
TIPS	28%	11/2018	150,000
Buyboard	30%	9/2017	500,000
Oregon State Contract	10%	12/2017	New contract
KCDA	30%	4/2018	No Sales

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Chattanooga TN - Headquarters



Since 1976, Play & Park Structure's mission has centered around developing products, programs, and services that enhance classroom learning, create environmental awareness, promote physical activity, and build communities. Play & Park Structures helps to build healthy lifestyles and encourage imaginative play, while creating spaces that provide social and physical inclusion for people of all abilities.

Play & Park has an appropriate play solution for a full spectrum of needs and aesthetics, including parks, schools, early childhood centers, churches, and community centers. Whether your project calls for a traditional playground or a creatively themed play, the variety of styles and materials offered allows you to choose the perfect playground to complement your vision.

Play & Park Structures is committed to meeting and/or exceeding ASTM safety standards to help create safer play environments for children. By having the industry's best warranty, Play & Park Structures provides protection and assurance for your playground investment.



Ft. Payne, AL Southern Fulfillment Center

With Play & Park Structures being a PlayCore business unit, we have access to one of the best manufacturing facilities in the industry. Our facility is ISO 9001 and 14001 certified and our products meet all industry standards. With a more than 400,000 square facility that is well equipped to handle orders of large or small quantities, with the typical lead time on an order entered into the system being 24 to 45 days.

Play & Park Structures created the first Outdoor Creative Play & Learning System that brings standards-based activities to the playground and outdoor environments to support children's physical and mental development.

The design team continually advances the concept of play through unique designs, including traditional posts and platform playgrounds, deckless, continuous-play structures, as well as nature inspired playgrounds. In addition to aluminum, steel, and plastic components, we specialize in structures made from sustainably forested wood and recycled metal and plastic.



Congratulations! You have just purchased a high quality and carefully designed play structure!

You can be confident that the quality of Play & Park Structures products and the service you will receive from our representatives and staff will make your playground purchasing experience a great one! You are responsible for facilitating delivery, unloading, and storing your equipment when it arrives at your site. Be prepared to receive your shipment by following these simple steps:

Facilitate Delivery

- ✓ Designate a clear path to the site for the delivery truck. If you are not immediately installing the equipment, determine a dry and secure storage site with sufficient space to protect your investment.
- ✓ You will need to arrange for a forklift with extended forks to be on-site at the time of delivery. If a forklift is not available, arrange for 4 -5 people to unload the equipment and transport it to storage.



Receiving the Shipment

- ✓ Compare the packing slip with the containers shipped to verify the address and purchase order numbers are correct. Make sure the proper number of pieces have arrived.
- ✓ Crosscheck each container label against the Bill of Lading provided by the shipping company to ensure that you have received the number of items noted on the shipping document. Crated and uncrated items that are labeled count towards the total number of items.



Survey for Damage

- ✓ Inspect and make detailed notes of any detectable damage to the equipment.
- ✓ Sign for the delivery once all shortages or damages have been clearly noted.
- ✓ If there are any issues or shortages, contact your Play & Park Structures representative to file a claim.

Unload and Store

- ✓ Unload the crate using a forklift.
- ✓ If you do not have a forklift, open the container and unload the parts from the crate individually.
- ✓ Gather all paperwork and save for reference



Hardware



Plastic Components

Frequently Asked Questions

Question: When do I inspect the equipment for damage?

Answer: You should inspect the product for concealed damages as soon as you receive the shipment. It is helpful to unwrap each item. If you find any damages please notify your Play & Park Structures representative within 15 calendar days of delivery. If you have concealed shortages, please notify your representative within 60 calendar days of delivery.

Question: What if I find damaged parts later?

Answer: Some damaged parts may be found at the time of installation as each part is attached to the system. If a damaged part is discovered during installation, contact your representative as soon as possible. Keep the packaging and paperwork for that item until the issue is resolved.

Tips for making your playground preparation a success!

- Keep a file of all paperwork and shipping documents.
- Unwrap metal components that must be stored outdoors.
- Keep your owner's manual and maintenance kit in a easily accessible place for use in maintenance checks.
- Contact your Play & Park Structures Consultant immediately with any questions or concerns. They are eager to make your experience a great one!

Receiving Your Playground Equipment

Instructions and Tips from Play & Park Structures

Congratulations! You have just purchased a high quality and carefully designed play structure!

You can be confident that the quality of Play & Park Structures products and the service you will receive from our representatives and staff will make your playground purchasing experience a great one! You are responsible for facilitating delivery, unloading and storing your equipment when it arrives at your site. Be prepared to receive your shipment by following these simple steps:

1 Facilitate Delivery

- Designate a clear path to the site for the delivery truck. If you are not immediately installing the equipment, determine a dry and secure storage site with sufficient space to protect your investment.
- You will need to arrange for a forklift with extended forks to be on site at the time of delivery.
- If a forklift is not available, arrange for 4-5 people to unload the equipment and transport it to storage.

2 Receiving the Shipment

- Compare the packing slip with the containers shipped to verify the address and purchase order numbers are correct. Make sure the proper number of pieces have arrived.
- Crosscheck each container label against the Bill of Lading provided by the shipping company to ensure that you have received the number of items noted on the shipping document. Crated and uncrated items that are labeled count towards the total number of items. (Label Example: Package 1 of 5).
- Note any shortages clearly on the *delivery receipt*. This will be very important if you need to make a claim for missing pieces.

3 Survey for Damage

- Inspect and make detailed notes of any detectable damage to the equipment.
- Sign for the delivery once all shortages or damages have been clearly noted.
- If there are any issues or shortages, contact your Play & Park Structures representative to file a claim.

4 Unload and Store

- Unload the crate using a forklift.
- If you do not have a forklift, open the container and unload the parts from the crate individually.
- Gather all paperwork and save for future reference. Make a notation of any concealed damage or missing items discovered later.



**play&park
structures®**

A PLAYCORE Company

playandpark.com

1.800.727.1907



Inspect the number of containers and compare with the Bill of Lading.



Make sure that your forklift has extended forks.



Clear a path for the truck and forklift.



Arrange for assistance in unloading if no forklift is available.



Have a pallet puller on hand to pull the crate to the back of the truck.



Answers to Questions You Might Have...

Question: How many people will be needed to unload my shipment?

Answer: You are responsible for checking and unloading the shipment, the freight carrier and driver are not responsible for that part of the shipment process. Unloading a standard size play system by hand usually requires about 4-5 people. Fewer people are required if you have the proper equipment. You will want to consult your Play & Park Structures representative for a recommendation if your structure is larger than average.

Question: What equipment will I need?

Answer: It is ideal to have a forklift on site when your play equipment is delivered. Having a forklift with 4' fork extensions is helpful for large crates. If extensions are not available, a pallet puller can be used to pull the crate to the back of the trailer. If the crate must be unloaded by hand, you will need a utility knife and a hammer or pry bar to open the top of the crate to unload individual products. Hand trucks would be useful in transporting equipment to storage. See the images on this sheet for examples of each method.

Question: Where should my equipment be stored until the time of installation?

Answer: Equipment that is unloaded from the truck should be stored in a secure area to prevent theft and vandalism until the date of installation. It is best for the equipment to be stored in a dry place so that moisture does not get within the packaging of the products. If you are storing posts and other metal items outdoors, it is best to unwrap the product completely so that moisture will not be trapped within the packaging.

Question: When do I inspect the equipment for damage?

Answer: You should inspect the product for concealed damages as soon as you receive the shipment. It is helpful to unwrap each item. If you find any damage please notify your Play & Park Structures representative within 15 calendar days of delivery. If you have concealed shortages, please notify your Play & Park Structures representative within 60 calendar days of delivery.

Question: What if I find damaged parts later?

Answer: Some damaged parts may be found at the time of installation as each part is attached to the system. If a damaged part is discovered during installation, contact your Play & Park Structures representative as soon as possible. Keep the packaging and paperwork for that item until the issue is resolved.

Tips: for making your playground preparation a success!

- ✓ Keep a file of all paper work and shipping documentation for future reference
- ✓ Unwrap metal components that must be stored outdoors
- ✓ Keep your owner's manual and maintenance kit in an easily accessible place for use in maintenance checks.
- ✓ Contact your Play & Park Structures rep immediately with any questions or concerns. They are eager to make your experience a great one!

playandpark.com

**play&park
structures®**

A PLAYCORE Company

1-800-727-1907

SuperMax structures provide the largest deck, so kids of all abilities can play together. It also boasts the largest product offering of the Play & Park product lines. Designed to be age appropriate for children ages 2-5 or 5-12.

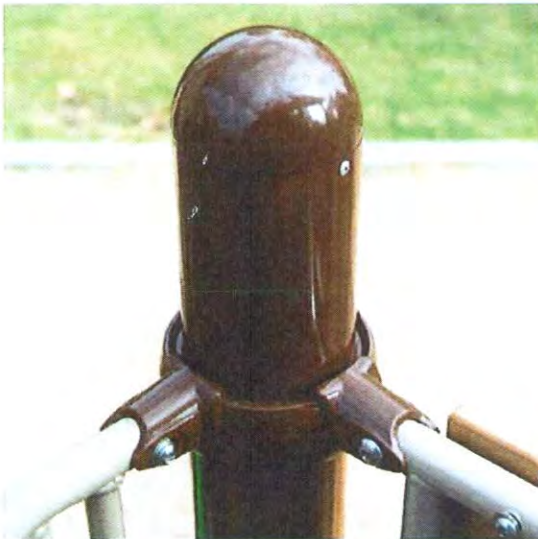
SUPERmax PLAY SYSTEMS

- ❖ 5" diameter uprights, 11 gauge aluminum or galvanized steel
- ❖ 48" punched, 12 gauge steel decks – 8" to 8' high (in 8" increments)
- ❖ ADA transfer stations – with ramps, universally accessible activities and play components



SuperMax Clamp System

- ❖ Easier and quicker installation
- ❖ Cleaner look to overall system
- ❖ Maximum Customization
- ❖ Unique hardware hold clamps firmly in place to eliminate sliding once installed



- One of the strongest decks, posts, and components in the industry to support even the busiest playground's large capacity
- Customization of configuration and color options
- Can be linked to our standards-based curriculum and programs

Appendix F:

Company Profile

1. Company's official registered name.
PS Commercial Play LLC, DBA Play & Park Structures
2. Brief history of your company, including the year it was established.
Play & Park Structures was established in 1976. Since then, Play & Park Structures' mission has centered on developing products, programs, and services that enhance classroom learning, create environmental awareness, promote physical activity, and build communities. Play & Park Structures helps build healthy lifestyles and encourage imaginative play, while creating spaces that provide social and physical inclusion for people of all abilities.
3. Company's Dun & Bradstreet (D&B) number.
03-700-8547
4. Corporate office location.
Chattanooga, TN
5. List the total number of sales persons employed by your organization within the United States, broken down by market.
6. List the number and location of offices, or service centers for all states being offered in solicitation. Additionally, list the names of key contacts at each location with title, address, phone and email address.
 - All initial contact must first go through Kelly Conely or Matt Mitchell. We will then connect the customer to their local sales representative.

 2017 Sales Group Listing		
Agency/Distributor	State (Country)	Territories / Counties
BYO Playgrounds	ALL	ALL
John P. LaRue "Big Toys"	Maine, New Hampshire, Vermont, Mass, Rhode Island, & Conn.	ALL
Hammill Recreation, LLC	ALABAMA	ALL
Recreation Today	ALASKA	ALL
Desert Recreation Inc.	ARIZONA	ALL
Play By Design	ARKANSAS	ALL
Northern California Recreation - John Ogden	CALIFORNIA	NORTHWEST CALIFORNIA
PPS of CA - Murray Wroth	CALIFORNIA	SOUTHWEST CALIFORNIA
Recreation Brands Southern CA - Mike Etchison	CALIFORNIA	SOUTH CALIFORNIA
Sun Country Systems	CALIFORNIA	CENTRAL CALIFORNIA
Performance Recreation	COLORADO	ALL
Mile High PlaySystems	COLORADO	ALL
New England Recreation Group	CT, MA, ME, NH, RH, VT	ALL
Bliss Products	DC, DE, FL, GA, LA, MD, MS, NC, SC, TN, VA	ALL
Recreation Today	IDAHO	ALL
PPS of NORTHERN IL - Pat Puebla	ILLINOIS	NORTHERN ILLINOIS
PPS of SOUTHERN IL - Steve Casada	ILLINOIS	SOUTHERN ILLINOIS
PPS of MN, IA, & NE - KYLE SIEDLIK	IOWA	ALL
Playscale Recreation	KANSAS	ALL
Leisure Concepts	KENTUCKY, INDIANA, & OHIO	ALL
AMERICAN ATHLETIX	MICHIGAN	ALL
PPS of MN, IA, & NE - KYLE SIEDLIK	MINNESOTA	ALL
PPS of SOUTHERN IL & MO - Steve Casada	MISSOURI	NORTHWEST MISSOURI
ADVANTAGE RECREATION	MONTANA & WYOMING	ALL
PPS of MN, IA, & NE - KYLE SIEDLIK	NEBRASKA	ALL
PPS of NV & UT - HENRY SUDWEEKS	NEVADA	ALL
PPS of NY & NJ - JOHN POSANTI	NEW JERSEY & NEW YORK	ALL
School Equipment, Inc.	NEW MEXICO	ALL
CORPORATE	NORTH DAKOTA	ALL
Leisure Concepts	OHIO	NORTH OHIO
Playgrounds By Design Inc.	OKLAHOMA	ALL
Recreation Today	OREGON	ALL
Playgrounds Etc.	PENNSYLVANIA	WEST PENNSYLVANIA
Third Little Pkg PlaySystems	PENNSYLVANIA	EAST PENNSYLVANIA
PPS of IA, & NE - KYLE SIEDLIK	SOUTH DAKOTA	ALL
McKenna Construction	TEXAS	SOUTHEAST TEXAS
PPS of NW TX - Chris Moody	TEXAS	NORTHWEST TEXAS, NORTHEAST TEXAS
PPS of SOUTH TX - Jeff Mankins	TEXAS	SOUTH TEXAS
PPS of NV & UT - Henry Sudweeks	UTAH	ALL
Wildwood Playgrounds NW	WASHINGTON	ALL
Recreation Today	WASHINGTON	ALL
CORPORATE	WEST VIRGINIA	ALL

7. Please provide contact information for the person (s) who will be responsible for the following areas, including resumes: Resumes attached under Company profile tab.

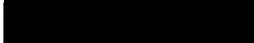
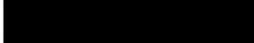
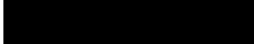

a. Sales

- i. Matt Mitchell – mmitchell@playcore.com, 423-425-3165
Director of Sales Administration
- ii. Matt Ross – mross@playcore.com, 423-425-3169
Vice President of Sales
- iii. Bethany Smisson – bsmisson@playcore.com, 423-648-5606
Assistant Sales Manager

b. Sales Support

- i. Kelly Conely – kconely@playcore.com, 423-648-5585
Sales Administrative Coordinator

c. Marketing

- i. Michele Chandler – mchandler@playcore.com, 423-425-3177
Director of Marketing
 - d. Financial Reporting
 - i. Kelly Conely – kconely@playcore.com will be the main financial contact
Sales Administrative Coordinator
 - ii. Financial Team is supported by Jesse Taylor, VP of Finance
 - e. Executive Support
 - i. Lindsay Richardson – lrichardson@playcore.com, 423-425-3132
Sr. Vice President & Business Group Manager
- 8. Define your standard terms of payment.
Net 30 terms
- 9. Who is your competition in the marketplace?
Play & Park Structures primary competitors are, but are not limited to:
Gametime, LSI, Little Tikes, Burke, Miracle, PlayWorld, Playcraft
- 10. Overall annual sales for the last three years; 2013, 2014, 2015
 - a. 
 - b. 
 - c. 
 - d. 
- 11. Overall public sector sales, excluding Federal Government, for last (3) years; 2013, 2014, 2015.
*We track our sales internally by consumer group and this information is not readily available.
- 12. What is your strategy to increase market share?
We work with a diverse distribution network that includes independent sales agencies, a manufacturer directed sales group and cataloguers. A coordinated strategy to include our corporate sales and marketing team, paired with a distribution strategy that includes our dealer network has proven to be successful in growing our market share. We will continue to promote TCPN, in an effort to improve market share; as well as to allow us to compete effectively with US Communities, HGAC and other national contract.
- 13. What differentiates your company from competitors?
Play & Park Structures created the first Outdoor Creative Play & Learning system that brings standards-based activities to the playground and outdoor environments to support children's physical and mental development. Through national partnerships, we do the research to ensure our products promote physical fitness, imagination, and

creativity on the playground. Play & Park Structures is committed to meeting and/or exceeding ASTM safety standards to help create safer play environments for children.

14. Describe the capabilities and functionality of your firm's on-line catalog/ordering website.

Our products are available to view online at <https://www.playandpark.com/catalogs>. Pricing and content is kept current on the website. Due to the custom nature of the design process, we do not currently offer a process for online ordering. Every customer's space, budget, and area can vary. Our website does offer multiple areas to help assist in the ordering process; find you consultant will help customers locate their local representative, as well as on all the product pages you are able to request a quote for the equipment you're interested in. It's been our experience that personal hands-on consulting with playground projects, results in a higher level of service for our customers due to some of the technical requirements involved with construction, site preparation and installation.

15. Describe your company's Customer Service Department (hours of operation, number of service centers, etc)

Play & Park Structures has a unique approach to customer service. Although Play & Park Structures does have a dedicated customer service department with over 30 years of experience, we see customer service as everyone's responsibility from corporate employees to our sales team.

All of our distributors have customer service representatives in their office to process all Customer Service Requests (CSR's). Our corporate service center is located in Ft. Payne, AL at the PlayCore Southern Fulfillment Center. All requests are sent electronically via our automated CSR system from the dealer service centers to our corporate service center. Our corporate service center is open Monday-Friday from 8:00 AM to 5:00 PM CST. All requests are processed the same day and a response is sent out to the customer on their claim.

16. Provide information regarding whether your firm, wither presently or in the past, has been involved in any litigation, bankruptcy or reorganization.

PlayCore is currently owed by Sentinel Capital Partners. Previous company information can be pulled from our Dunn & Bradstreet (D & B) number: DUNS #03-700-8547.

Marketing and Sales

17. Details of how organization plans to market this contract within the first ninety (90) days of the award date. This may include, but not be limited to:

- PLAY & PARK STRUCTURES will submit a press release announcing the TCPN contract within the first 30 days of being awarded the contract
- PLAY & PARK STRUCTURES will post announcements on all social media, including the brand's website
- PLAY & PARK STRUCTURES will include information about TCPN on any promotional materials mailed throughout the year, calling out the importance of this buying contract
- PLAY & PARK STRUCTURES will update their co-branded collateral with new images and any updated content provided by TCPN
- Play & Park Structures will make every effort to include the TCPN contract in national advertisements in trade publications and national show programs
- PLAY & PARK STRUCTURES will provide signage at regional tradeshow announcing the contract, with visibility on collateral tables. In addition, PLAY & PARK STRUCTURES will train the sales teams to promote the TCPN contract whenever appropriate
- PLAY & PARK STRUCTURES will update existing webpage on their branded website with TCPN contract information and link to TCPN for registration option
- Play & Park Structures will link to TCPN website
- Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials

18. PLAY & PARK STRUCTURES will demonstrate the benefits of this contract to eligible entities if awarded.

- PLAY & PARK STRUCTURES' pitch centers on the position that most agencies don't want to go to bid. They want an administrative tool to issue purchase orders/contracts. By using the TCPN contract, they can save 30% of their time, and get more tangible product for their time and effort. Because the contract is pre-negotiated, customer gets the best pricing, and it saves them time.

19. Here is how PLAY & PARK STRUCTURES' plans to market this agreement to existing government customers.

- PLAY & PARK STRUCTURES will send email communication directly to current government customers, reminding them of the TCPN contract and the benefits of future purchases through a pre-negotiated contract.

20. Below please find our detailed ninety (90) day plan describing how the contract will be implemented within our firm.

- First 30 days:
 - Upon award of contract, PPS will draft and deploy a press release announcing the contract award through all relevant channels of media
 - PPS will update brand website to include TCPN logo, link to TCPN website, and features/benefits of contract
 - PPS will add TCPN announcement on Blog of brand website
 - PPS will update marketing materials to include any new TCPN content, to be used as downloadable documents on the website, and as content that can be requested through e-newsletters
 - PPS will include TCPN content/logo in latest promotional materials to remind customers about the benefits of the contract
- Second 30 days:
 - PPS will schedule webinar training to coincide with monthly rep meetings to keep TCPN top of mind, and to ensure reps are presenting TCPN as part of sales calls
 - PPS will create signage that can be used at all regional trade shows, and national shows, giving the contract high visibility at conferences
- Final 30 days and ongoing:
 - PPS will continue to remind reps about the TCPN contract through weekly email updates, quarterly newsletters, tradeshow materials, website, and social media
 - PPS will add TCPN information to postcard mailings for quarterly promotions (when mailed), or through links on the website for digital promotions
 - PPS will continue to add information about TCPN on all new rep trainings, and national sales meetings

21. PLAY & PARK STRUCTURES will include TCPN training as part of the monthly webinar series, and as part of ongoing training for new sales reps. Additionally, TCPN will be featured in National Sales meeting agendas as a very important element in the sales process.

22. We acknowledge that our organization agrees to provide the PLAY & PARK STRUCTURES logo to Region 4 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

23. Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.

Administration

24. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).

Play & Park Structures has relationships across the country to try and accommodate all customers that want to purchase playground equipment from Play & Park Structures. Below is a list of contracts that Play & Park currently holds with various organizations.

- TIPS- Kim Thompson kim.thompson@tips-usa.com
- Buyboard- Contacts vary
- Oregon State Contract- Shirley Smith 503-378-5395
- KCDA- Paula Schilling 425-251-8115

25. Describe the capacity of your company to report monthly through this agreement. Kelly Conely will be in charge of providing sales reports. She will provide all information in a timely and organized manner.

Kelly Conely

Sales Administrative Coordinator

kconely@playcore.com

Direct: 423-648-5585

Fax: 423-425-3124

26. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc for each eligible agency.

Play & Park has committed agencies across the country that provide project management from the start of manufacturing until the project is completed. We are committed to providing the customer with support and peace of mind with their playground process. We will work hand and hand with our customer and agents to find a unique and specific design for every community. Play and Park will look at every element of play and recreation to accommodate the local taxpayers and community with their dream designs. We will help the buyer through every level of the buying process, and the customer will be able to take advantage of our certified installers and will have exceptional customer service available at all times. With these practices in place, we are always looking for cost advantages that will help our company compete and gain market share within the industry.

27. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and participating public agencies.

Play & Park Structures currently doesn't have an e-procurement methods at this time. We have made improvements to our website and included a quote request component but we are still looking into expanding the e-procurement availability.

Green Initiatives

28. Please provide your company's environmental policy and/or green initiative.

Play & Park Structures believes in sustainability and is committed to taking the necessary steps to ensure our children have a safe environment to play. Play & Park Structures is proud to be ISO-14001 certified for our manufacturing facility in Fort Payne, AL. Also referred to as the "Green Certification", ISO-14001 is an internationally recognized standard for environment management, measurement, evaluation and auditing.

- Please reference the attached PPS Environmentally Friendly and PPS Recycled Content documents.

Vendor Certifications

- N/A



Things we do today impact the world tomorrow. Play & Park Structures believes in sustainability and is committed to taking the necessary steps to ensure our children have a safer environment for play!

Be Environmentally Conscious Daily:

- Turn off the lights when you leave a room
- Buy energy-efficient florescent light bulbs
- Recycle at home and at work
- Use reusable canvas bags when going to the store
- Whenever possible, walk, ride a bike, or carpool

How we help!

Facility & Product Recycling Programs

Play & Park Structures believes that by being mindful of waste we will provide for a greener tomorrow

- Our facility recycles 100% of scrap metal, rotationally molded plastic, and paper
- Review our material content information for an outline of products that are recyclable and that contain pre and post-consumer recycled material
- Our employees are challenged with conserving paper by avoiding unnecessary office printing. Recycle bins for paper, aluminum, cardboard, and plastic are available to help divert trash from landfills



How you can help!

Be an environmentally conscious purchaser!

- Choose a play equipment manufacturer that is ISO 14001 certified
- When replacing an existing playground structure, contact your local recycling center for options
- Specify recyclable materials for your play structures
- Upon receipt of your playground, recycle or reuse all packaging materials
- Consider recycled surfacing options
- Plant trees around your playground to provide natural shade and raise children's awareness of the natural environment

ISO 14001 Certified



Play & Park Structures is proud to be ISO 14001 certified for its manufacturing facility in Fort Payne, Alabama. Also referred to as the 'Green Certification', ISO 14001 is an internationally recognized standard for environmental management, measurement, evaluation, and auditing. As an ISO 14001 certified company, Play & Park Structures controls the environmental impact of our activities, products, and services by implementing an Environmental Management System (EMS) that meets international standards, but is specific to the play products being produced. Play & Park Structures received its certification from an SRI Registrar, an accredited registrar that issues quality, environmental, health & safety, and security management system registration certificates based on internationally known standards.

Playground customers have confirmed that they prefer to use manufacturers such as Play & Park Structures who are environmental responsible.

Any organization that chooses a Play & Park Structures playground is a friend to the environment!

Material Type	Found in These Products	% Pre-Consumer	% Post-Consumer	% Recyclable
Aluminum	Structure uprights	65%	10%	100%
Aluminum Castings	Post caps, castings	0%	100%	100%
Cardboard Packaging	Packing, shipping	0%	45%	100%
Injection Molded Plastics	Handles, handholes, small components	15%	100%	100%
Poly Tubing	Packaging, shipping	40%	20%	100%
Recycled Plastics	Recycled roof, Recycled decks	0%	100%	100%
Rotationally Molded Plastics	Slides, tunnels, panels, roofs	0%	0%	100%
Rotationally Molded Plastics	Park Timbers	100%	0%	100%
Rubber products	Poured in place, bonded, shredded rubber surfacing	0%	100%	100%
Steel Plates and Sheets	Slides, decking, steps, roofs, site furniture, mirror panel, grills, speedy spinner	30%	68%	100%
Stainless Steel	Mirror panels, slides, tabs	0%	65%	100%
Steel Tubing	Play structure uprights, center supports, ladders, climbers, railings	0%	50%	100%

Definitions:

Pre-Consumer Recycling: the recycling of production waste, seen as optimizing the efficiency of material use in manufacturing processes

Post-Consumer Recycling: the recycling of used products, the popular definition of recycling to conserve resources

Recyclable: Items that can be recycled for post-consumer use in areas where such recycling facilities are available

Play & Park Structures is dedicated to maintaining our environment through the use of recycled and reclaimed materials. These materials are used only when they do not affect the durability, strength or quality of our products. Play & Park Structures adheres to the federal requirements of the EPA and complies with the requirements of the Alabama Department of Environmental Management while maintaining their internal environmental management system.

Appendix G:

Value Add

Playcore Brands

Play and Park Structures is one of the PlayCore family of brands, one of the largest playground equipment companies in the United States. PlayCore is a leader in play research, fitness, compliance, product innovation, and designing equipment for the safety and development of children. PlayCore is a leading designer, manufacturer, and marketer of a broad range of commercial and consumer playground and park equipment, surfacing, site amenity, fitness, and related play products. The business operates under the [GameTime](#), [Play & Park Structures](#), and [Ultra Play](#), the surfacing brand of [TotTurf](#), and the youth fitness brand of [Everlast Climbing Industries](#). PlayCore's corporate headquarters is located in Chattanooga, Tennessee. PlayCore's mission is to grow our business passionately providing dynamic play and recreation opportunities through innovative designs, empowered employees, and dedicated customer support. Our values are derived on: Play, Leadership, Teamwork, Responsibly, Partnerships, and Community.

Curriculum & Programs

Play & Park structures is committed to helping children meet national education standards by providing fun and innovative ways to maximize the value of your playground. Our exclusive activity guides are designed specifically for our playgrounds products to bring learning outdoors. Play & Park Structures is the first playground manufacturer to supply standards-based curriculum for specific playground components.

Our **"Safety Resource Series"** were developed by PlayCore, Play & Park Structures, and playground safety experts so the customer can maintain safer play environments by training staff on how to:

- Create inspection procedures for a sustainable playground maintenance program.
- Identify potentially hazardous conditions in the play environment.
- Define proper maintenance practices for playground equipment and surfacing.
- Develop active and effective supervision practices to reduce injuries.
- Develop incident response plans for continuous quality improvements.

"The Power of Urban Play" was created by over 40 urban park and recreation leaders that met to develop a resource for creating wholesome play environments that bring urban communities together through:

- Designing compelling play environments
- Creating playgrounds as crime prevention programs
- Offering programs on the urban playground
- Developing an urban playground master plan

Our **"Outdoor Creative Play & Learning System"** was created to broaden children's experiences by providing activities that incorporate outdoor physical activity with standards-based learning



helping children meet physical, social, and academic goals. Our programs features and benefits are as followed:

- 100 reproducible activity cards for grades PreK-1,2-3, & 4-5
- Each activity card is aligned with national standards in these key content areas: Language arts, mathematics, science, social studies, physical education, health, and creative arts.
- Inclusion suggestions and multiple levels of challenge insure that children of all abilities can actively participate.

“Play On” was developed to maximize the physical fitness value of your playground equipment through six unique elements of play and fun playground learning activities. The Play On! Curriculum was developed in partnership with AAPAR & AAHPERD to provide standards-based physical education activities for use on the playground. The programs features and benefits are as followed:

- A binder of one hundred activity cards designed for grades K-5
- All activities are aligned with National Association of Sports and Physical education(NASPE) standards
- Play On! Promotes higher levels of physical activity on the playground for increased fitness levels in children

Curriculum & Programs (cont.)

Play and Park Structures has also developed an **“a-maze”** standards based activity. Every a-maze purchase comes with a free activity folder with instructors to bring classroom learning outdoors. The a-maze activity cards inspire creativity, imagination, and dynamic learning through the use of loose parts and configurable panels. The a-maze panel system offers a unique playground experience as children can create new and exciting play spaces every day by rotating the activity panels. In addition to the traditional physical benefits of outdoor play, the a-maze panel system fosters creativity, imagination, social, emotional and cognitive development. Each panel can be customized with activities of your choice.

Lastly, Play & Park Structures has developed a **“Music Makers”** standards-based Activities program that brings whimsical instruments and sounds outdoors to the playground. Every order of Music Makers components comes with music activity cards which are based on physical education and music standards. Each activity teaches children about a different aspect of music including tone, rhythm, creative movement, and dance.

Outreach

One of our goals at Play and Park Structures is to be a leader in the area of research and education for our customers. In addition to the nationally recognized, standards based curriculum programs that we offer our customers; we also conduct a variety of educational and outreach seminars for our customers. The seminars are given on a variety of topics that include strategies to combat childhood obesity through play, universal design, playground safety, playground maintenance and environmental sustainability through natural design. These seminars are conducted at a variety of venues, including national and state conferences, educational conferences, school



district meetings, PTO/PTA meetings and landscape architecture firms. Furthermore, our educational and outreach sessions are approved by IACET (International Association for Continuing Education and Training) and LACES (Landscape Architecture Continuing Education System), which allows for Educational Contact Hours or Continuing Education Units “CEU’s” to be obtained. The seminars are a complimentary service that we offer our customers and conducted throughout the US at the request of our customers.

Surfacing

Play and Park Structures offers several surfacing systems to accommodate your playground surfacing needs. We use an extensive network of reliable and experienced installers and offer only surfacing solutions that meet and exceed industry standards. Our products are IPEMA verified and are backed by comprehensive warranties. Our products are as followed:

- SurfaceMax econoTurf
 - Superior pigmented material made entirely from recycled tires. Typical installation completed in one day. Suitable for 2-5 yr old play area with 4-ft fall height
- SurfaceMax Pigmented
 - Economy product is 100% recycled. Colorful, durable, and suitable for Daycare, church or Primary School use
- SurfaceMax classic
 - Affordable product ideal for Daycare, churches and schools. Durable surfacing is suitable for indoor or outdoor applications.
- SurfaceMax Aromatic
 - Industry standard high quality poured in place products suitable for all indoor or outdoor playground applications. Full design service available.
- SurfaceMax Aliphatic
 - Our high quality Aliphatic surfacing recommended for lighter colors and high-traffic playgrounds.

Surfacing (cont.)

- SurfaceMax Thermal Plastic
 - Our Thermal Plastic product provides more vibrant colors and greater wearability. Aliphatic recommended for colors: Cream, Yellow, Sky Blue, and Azure Blue.
- SurfaceMax Supreme
 - NEW! Highest quality on the market. Dense & Long-lasting, with best elongation and tensile strength in the industry

Certified Installers Network

Play and Park Structures has certified installers that go through a very intensive two day training in order to install our equipment in a professional and timely manner. The course consists of one

day of classroom course work, and one day of equipment install. The course covers all aspects of equipment safety, such as proper project management techniques and general safety practices. All of our sales agencies are required to have a certified install within their region.

Manufacturing

Play and Park Structures can manufacture playground equipment quicker than anyone in the industry. We have over 400,000 sq feet of manufacturing facility and have a lead time of four to six weeks on full orders. We can get replacement parts shipped in as quickly as seven days. Our Manufacturing facility is nationally certified with ISO 9001 & 14001 certifications. Our product is made of; structural formed steel, 99.99% pure zinc coating, Conversion coating, Zinc rich primer applied to welds after fabrication, and Improved durable powder coat finish. All products are ASTM, CPSC, and IPEMA certified. All products can be looked up on the IPEMA website to get an IPEMA certification for our product.

PLAYGROUND MAINTENANCE GUIDE



**Preserving the Play Environment
Promoting the Value of Play
Protecting Children**

Provided as a public service by

**play&park
structures®**

A **PLAYCORE** Company

Item 8.g. - Page 75



About the Authors

Teresa B. Hendy, CPSI

President, Site Masters, Inc.



Teresa (Teri) is the President and owner of Site Masters Inc., a Cincinnati, Ohio based consulting firm specializing in the design and safety of children's play environments. For the past twenty six years Teri has been actively involved as a design and safety consultant to the school, child care, and park and recreation industries as well as to private foundations, science centers, museums, and national quick serve restaurants.

Teri brings extensive knowledge of the standards and guidelines that apply to the playground industry as she has actively worked with the ASTM subcommittees since 1987 to develop industry standards. Teri is on the Voice of Play Advisory Board to IPEMA and

an executive board member, instructor, and co-chair of the curriculum committee for the National Playground Safety Institute. She is a nationally recognized author, speaker, and expert in the area of playground safety and design.

Daniel M. Hendy, CPSI

Site Masters, Inc.



Dan has over twenty years of experience in the recreation industry working with early childhood centers, government, municipalities, and schools. Having previously owned and operated a sales and construction company, Dan possesses extensive knowledge and experience in managing the construction and design of playground facilities as well as the manufacturing and fabrication of playground equipment and site furnishings. Dan has experience in facilitating the design and construction of playgrounds to meet the developmental needs of the children and users of the play spaces. His background in education and teaching has enabled him to develop programming to meet the goals of owners, designers, and builders of play facilities. Dan has facilitated many local landmark

projects: Highfield Gardens, Evendale Recreation Center Playground, Juilfs Park, Bicentennial Commons Playground Addition, Ziegler Park, Crescent Park Playground.

Dan has a Masters in Education, holds a US patent, is a Certified Playground Safety Inspector, and after 30 years in the playground industry, has joined Site Masters Inc. as a partner in the firm.



This Guide is a part of the Safety Resource Series and is provided as a public service by Play & Park Structures. The Safety Resource Series is made up of the Playground Maintenance Guide and the Playground Supervision Guide. For more information about the Series or to request digital copies of the Guides, visit www.playandpark.com or call (800) 727-1907.

Disclaimer

The purpose of this overview resource is to raise awareness about some considerations for a routine playground maintenance program; it is not to be considered as an all inclusive list. Do not rely upon this overview in lieu of the normal safety inspections that might otherwise be conducted. Please refer to the manufacturer specifications and warnings, which were supplied with the equipment, and continue with normal inspections. Please do not construe our failure to either itemize any particular maintenance activity or list any particular condition as a statement that these activities are unneeded or that these conditions do not require attention. PlayCore and its divisions volunteer these comments in the interest of safety while advising of the restricted context in which they are given.

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• Preserving the Play Environment • Promoting the Value of Play • Protecting Children

Table of Contents



Playground Maintenance Guide

Table of Contents

Why is Maintenance Important?4

Management and Staffing Priorities.....5

Maintenance Inspection—Frequency and Process.....6

Low Frequency Inspections

 Sample Inspection Form7

 Inspection Guide.....9

High Frequency Inspections

 Sample Inspection Form25

 Inspection Guide.....27

Resources29

Replacement Parts30



Why is Maintenance Important?

Well-maintained playground equipment can help children to develop cognitively, physically, communicatively, socially, and emotionally in a safer environment. Along with helping to promote children's development, a quality maintenance program has many positive outcomes.

- **Protect your investment:** Play equipment, protective surfacing, planning, and site development of a playground are significant investments. It simply makes good economic sense to maintain the equipment to extend its life and protect your school or agency's investment.
- **Manage risk:** Proper, routine, and timely maintenance is a way of managing risks in the community's play areas, helping to protect them from costly accidents, and demonstrating the community's standard of care.
- **Improve children's play experiences:** When playground equipment is broken or otherwise unusable, children miss opportunities for play. That moment of connection with others and fun-filled learning might be lost. The better maintained the equipment, the better the chance that a child's life is improved. Your work could make the difference!
- **Promote community values:** Maintained and groomed play environments are a source of pride for the community. Taking good care of the playground equipment and maintaining a beautiful environment is an expression of your community's values.
- **Control expenses:** Timely, preventive routine maintenance procedures help control expenses by reducing upkeep and replacement costs, enabling more accurate budgeting.

Did You Know?

It has been estimated that at least **33%** of playground accidents could be avoided with a planned maintenance program (National Recreation and Park Associations CPSI Course).

Learning Outcomes:

- Define the importance of maintenance as a key to maximizing playground value and managing risk
- Generate high and low frequency inspection protocols and procedures for a sustainable maintenance program
- Identify potentially hazardous conditions in the play environment and define proper maintenance practices for playground equipment and surfacing
- Summarize a variety of tools and generate a maintenance program unique to your school or agency

By identifying and eliminating these hazardous conditions, you can play an important role in...

***Preserving the Play Environment,
Promoting the Value of Play, and
Protecting Children.***



• Preserving the Play Environment • Promoting the Value of Play • Protecting Children

Management & Staffing Priorities



When designing a playground maintenance program, managers should consider, among other factors, these concepts:

- **Inspections should be routine, timely, and followed up with action.**
 - *Tip: Design the program to be consistent with manufacturer's instructions when available and take into account environmental conditions.*
- **Have a system in place that ensures an appropriate response to hazards.**
 - A hazard is anything that could hurt someone. Serious hazards should be immediately repaired, removed, or taken out of service.
 - The play environment is constantly changing; your system should be capable of responding in an ongoing manner.
 - *Tip: Daily or high frequency inspections may help with responding to the dynamic play environment.*
- **A successful program requires comprehensive commitment.**
 - Your program requires commitment that begins at the top because funds must be allocated to support it.
 - Everyone associated with the playground, from the manufacturer to the citizen, has a role to play in providing access to safer and age appropriate play.
- **Continually educate staff in these and other areas.**
 - How to effectively identify problems and repair play equipment
 - How to provide ongoing maintenance
 - How to keep records and documentation of work
- **When necessary, bring in outside vendors to perform inspections and/or do technical repairs.**
- **Practice complete documentation.**
 - Complete records of maintenance and repairs are essential for a sound maintenance program and risk control. Providing documented evidence that maintenance is being performed verifies a standard of care as set forth by the operator and creates a historical record that could be useful.
 - Often, warranties are not honored if there is no proof of maintenance.



• Preserving the Play Environment • Promoting the Value of Play • Protecting Children



Maintenance Inspection

Maintenance Inspection—Frequency and Process

Because play equipment and surfacing are subject to changes from use, abuse, and climate, they must be inspected on a regular basis. The frequency of inspection will be determined by many factors including equipment age, usage, and materials and external factors like the age of the users, climate, and vandalism. Regardless of site-specific attributes of the playground, two types of inspections should be performed on all playgrounds: low frequency and high frequency.

Low Frequency Inspections

Often performed quarterly or semi-annually, low frequency inspections are in-depth investigations of the equipment and surfacing looking for wear and tear. This inspection requires a staff member with mechanical knowledge and extensive knowledge about play equipment and surfacing standards. During or immediately after the inspection, staff should do preventive maintenance and repairs and/or remove damaged equipment to remedy problems discovered in the inspection. An example of this type of maintenance would be replacing heavily worn “S” hooks that were noted during the inspection. See pages 7-24 for a sample inspection form and corresponding guide.

High Frequency Inspections

Often performed daily or weekly, high frequency inspections look at frequently changing conditions caused by use, weather, and/or vandalism. During a high frequency inspection, staff checks and corrects playground conditions such as loose-fill surfacing depths, sanitation issues, and the presence of trash and debris. If any hazards are discovered, staff should follow school or agency procedures such as completing documentation, taking the area out of use, and/or correcting the problem. See page 25-28 for a sample inspection form and corresponding guide.

Playground Inspection Process

When new play equipment is installed and at the introduction of a new playground safety and maintenance program, it is good practice to have an audit of the equipment performed by a Certified Playground Safety Inspector (CPSI). The audit will note conditions that are not compliant with current industry standards and will form the basis for a systematic program of removal, repair, and/or retrofit.

For a list of Certified Playground Safety Inspectors in your area or for information about becoming a CPSI, contact the National Recreation and Park Association at (800) 626-6772 or online at www.nrpa.org/cpsi.

Inspections Forms: Reports detailing inspections, maintenance, and repairs need to be completed for all types of inspections and maintenance. File these reports in an accessible location because they may be invaluable for ongoing maintenance, budgeting, staffing, designing new play areas, future play equipment selection, and other purposes.

Sample low and high frequency forms are included as part of this program guide. They can be reproduced and tailored to meet the site and policy specific needs of your school or agency. Because of the variance of each play area, these forms should not be considered as comprehensive lists of playground hazards or maintenance requirements.

Low Frequency Playground Inspection (Quarterly/Semiannually)

Playground	Inspector	Date	
Page _____ of _____ (Hands On- Physical Check - Inspector)		Equipment List	
GENERAL SAFETY			
1. Warning labels and age signage present and legible			
2. Equipment free of crush and shear hazards			
3. Equipment free of entanglement hazards, protrusions			
4. Equipment free of sharp points, edges			
5. Bolts ends less than two threads, rounded, smooth			
6. No change in openings causing head entrapment			
7. No insect, bird or animal infestation			
FINISHES & MATERIAL CONDITIONS			
1. Metal surfaces are free of rust and loose paint chips			
2. Surfaces are clean, free of graffiti and vandalism			
3. Wood is free of rot, splinters, warping, checking			
4. Free of bent, broken, missing parts, excessive wear			
5. Plastics components are free of cracks			
6. Welds are intact and crack free			
7. PVC coatings are not peeling and in good condition			
FASTENERS			
1. Hardware is present, tight and fully engaged			
2. Pipe caps are present on ends of tubing			
3. Fittings/bearings are functional, greased, squeak free			
4. Turnbuckles are engaged and properly adjusted			
5. Cables/ropes are anchored and not unraveled			
STRUCTURAL MEMBERS			
1. Footings/anchoring devices are secure and stable			
2. Structural members are sound and securely fastened			
3. Springs/rocking components in good repair			
GRIPPING & STEPPING COMPONENTS			
1. Hand gripping components secure and do not rotate			
2. Stepping surfaces are level, stable and clean			
3. Foot holds/rungs are tight and free of excessive wear			
SLIDES			
1. Slide bedway and rails are smooth and clear of debris			
2. Bedway at platform is free of entanglement hazard			
SWINGS & MOVING COMPONENTS			
1. Chains are not twisted and are free of excessive wear			
2. S - hooks are not worn and closed to within 0.04 inch			
3. Swing hangers & bushings are free of excessive wear			
4. Swing seats are smooth & in good condition			
5. Tire seats are lightweight, smooth & in good condition			
6. Tire swing assemblies greased and in good condition			
7. All moving components are in good condition, secure, & lubricated			
OTHER			
PROTECTIVE SURFACING			Comment on reverse
1. Loose-fill surfacing is level and at proper depth			
2. Use zones are clear of obstacles and debris			
3. Surface drainage is functional with no standing water			
4. Wear mats are properly secured in place, level			
5. Unitary surfaces are intact, free of depressions & ruts			
6. Surfaces intended to be accessible are essentially level (1:48 cross slope, 1:16 running slope)			
7. Accessible surfaces are free of abrupt changes of elevation greater than ½ inch and do not have cracks or gaps greater than ½ inch horizontal.			
8. Transfer platforms have a height above the surfacing between 11 and 18 inches.			
Codes	√ = Okay	M = Maintenance	R = Repair Required
		O = Outstanding Issue	P = Parts Needed
			X = Corrected

Reviewed By: _____ Date: _____

Note: This is a quarterly/semi-annual report and designed as a sample inspection report. Manufacturer's maintenance instructions for inspection schedules and replacement parts are to be referred to prior to any repairs. "Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.

Codes

The following codes are used to indicate the present condition of the equipment.

Code	Explanation
✓ (Okay)	A check mark indicates that the component has been checked and that the conditions are satisfactory.
M (Maintenance)	An "M" indicates that the condition was corrected during the inspection. Examples would be tightening hardware or removing debris.
R (Repair)	An "R" indicates that repairs cannot be readily completed while the inspector is on site and follow up repairs will be necessary by a skilled staff member or outside vendor. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
O (Outstanding)	An "O" indicates that a serious hazard may be present requiring additional action or that the inspector wants or needs a second opinion. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance. Examples: <ul style="list-style-type: none">○ The inspector may not have the authority to order the removal of a piece of equipment.○ The inspector may be unsure of the existence of a protrusion or entanglement hazard and needs to consult with a CPSI.○ The structural integrity of a piece of playground equipment is in question and a structural engineer must be consulted.
P (Parts)	A "P" indicates that replacement parts are required and need to be ordered and installed. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
X (Completed)	An "X" indicates that all necessary work and actions have been taken to repair, replace or remove an unacceptable condition. Make certain that the date of correction is written beside the "X."

Comments:

Guide for Low Frequency Inspections



The sample inspection form provided on page 7 is designed as a low frequency report for an existing playground. It is not intended as an instrument for a playground audit. It is understood when using this inspection report that the play equipment, play surfaces, use zones, and accessibility were compliant at the time this play area was designed and installed. Should there be any questions regarding the above compliance matters, a full scale audit needs to be conducted by a Certified Playground Safety Inspector (CPSI), prior to using this form.

Important Headings

- The name, location, or proper means of identifying the playground should be typed or printed.
- The name of the person conducting the inspection should be typed or printed.
- The date of the inspection should be typed or printed.
- Should multiple pages be necessary, number the additional pages and indicate the total number of pages.
- Print the equipment names in the "Equipment List" columns (one piece of equipment per column). Should more columns be necessary, add additional pages. Be as descriptive as possible for each piece of equipment, using characteristics such as height, color, location, number of swing seats, etc.

General Safety

This section addresses conditions that apply to every piece and type of playground equipment. Should you have any concerns regarding whether or not a hazard exists, mark the box with an "O" for outstanding issue and consult with a CPSI and/or the manufacturer of the equipment.



1. Check for required signs and labels.

The ASTM standard requires the name of the manufacturer or custom designer be present on the equipment. Typically, the manufacturer's name is molded into plastic components or cast into steel pipe caps or collars.

An age recommendation and adult supervision sign or label must be present on or near the equipment.

Other signs and/or warning labels that are required;

- Warnings regarding danger of wearing sports helmets and clothing with drawstrings, which can become strangulation hazards when worn on the equipment.
- Hot surface warning when applicable.
 - Surfacing warning when applicable.



General Safety

2. Check for crush and shear hazards.

Such hazards may crush a child's finger or cause amputation. Crush and shear points can occur on components that are in motion like see-saws and moving bridge planks. To check for a crush or shear hazard, place a 5/8 inch diameter dowel in the opening. If the component could close down on the dowel, then a crush or shear hazard is present. Lightweight objects such as tic-tac-toe game pieces are not considered for crush and shear. *Tip: Should you have any concerns regarding crush and shear hazards, mark the box with an "O" for outstanding issue, and consult with a CPSI and/or the manufacturer of the equipment.*



Demonstration of test for crush and shear hazard.

3. Check for entanglement and protrusion hazards.

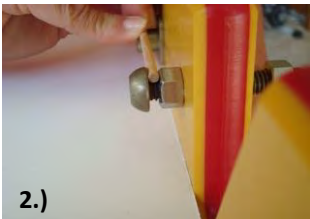
Typically caused by hardware or small diameter components that project out from a surface, entanglement and protrusion hazards may entangle clothing resulting in strangulation and/or impale skin causing a laceration, contusion, or other soft tissue damage. Projection gauges should be used to check for entanglement and protrusion hazards. Projection gauges are part of an inspection tool kit that is available for purchase from Play & Park Structures and the National Recreation and Park Association (NRPA). It is possible to fabricate your own gauges using the dimensions outlined in the Consumer Product Safety Commission's Handbook for Public Playground Safety, publication #325, available for free at www.cpsc.gov. *Tip: Should you have any concerns regarding entanglements and protrusions, mark the box with an "O" for outstanding issue and consult with a CPSI and the manufacturer of the equipment.*



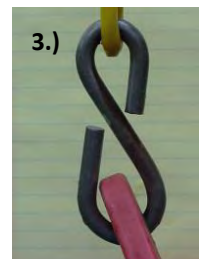
Projection gauges are part of an inspection tool kit that is available for purchase from Play & Park Structures. To order, contact your local representative at (800)727-1907 or www.playandpark.com and ask for Part #6101.

A. Check for entanglement hazards.

1. Check that there are no more than two threads exposed on a bolt end. In this photo, more than two threads are exposed, so this bolt would be considered an entanglement hazard.



2. Check that hardware does not increase in diameter from the initial surface out of which it projects, creating a hook, as seen in this photo. If a 1/8" diameter rod can be inserted fully into the space between the projection and the initial surface then the projection is considered an entanglement hazard.



3. Check that the gaps in an "S" hook are not greater than .04 inches (approximate thickness of a dime).

General Safety



Examine gap between slide and platform.

4. Check that there are no gaps at the entrance to a slide at the point of attachment of the slide to the platform, as seen in this photo. If a gap is present, it must be considered for entanglement. Since there is no standard test method, use your best judgment to determine if a draw string on a child's coat or outerwear could become entangled in the gap. If in doubt, photograph the gap and contact the manufacturer.

5. Check that hardware and small components do not project vertically above a horizontal unless the projection is less than 1/8 of an inch or it is rounded. In order for a piece of hardware or small component to be considered a vertical entanglement hazard, all of the following conditions must exist:

- a. The projection would fit inside a three inch diameter ring, as seen in this photo.
- b. The projection projects vertically above a horizontal and is perpendicular to the surface it comes out of (90 degrees), as seen in this photo. If the component projects out horizontally or below horizontal it is not considered for entanglement unless the projection is on the sidewall of a slide.
- c. The projection is not rounded. In this photo, the projection on the left has perpendicular sides and must be considered for entanglement. The projection on the right, however, is rounded and, therefore, is not considered a vertical entanglement hazard.
- d. The perpendicular portion of the projection is taller than 1/8 of an inch, as seen in this photo.



B. Check for protrusion hazards.

1. Place each of the three gauges over all projections, regardless of shape and orientation, as seen in this photo.



Gauges are used to test the compliance of all projections.



General Safety

2. If the projection extends through the gauge and projects beyond the face of the gauge, then the projection is considered a protrusion hazard and has the potential to impale a child. In this photo the projection is a protrusion hazard.



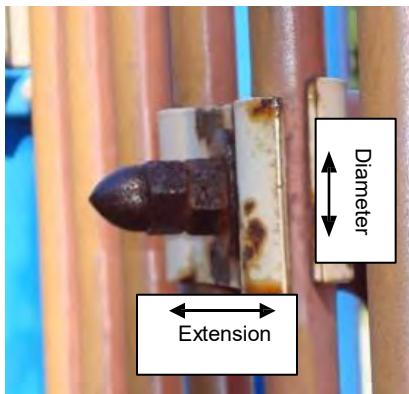
Source: CPSC
This bolt end is an unsafe protrusion.

3. Suspended components, such as swings, have stricter protrusion requirements because they move and may hold the added weight of a child, changing the dynamics of the hazard. On a suspended component, any projections that would fit inside a 1 ¼ inch diameter gauge may not project out more than 1/8 of an inch. (A suspended projection hazard gauge, resembling a large flat washer, is part of the protrusion gauge kit.)



Test swings for protrusion hazards with this special gauge..

When projection gauges are not available, use the following procedure to determine the presence of a protrusion hazard.



This unsafe protrusion is useful for visualizing extension and diameter measurements.

- If the diameter or maximum cross section of a projection is less than or equal to ½ inch, the projection should not extend more than ¼ of an inch above the surface to which it is attached.
- If the diameter or maximum cross section of a projection is less than or equal to 1 ½ inches, the projection should not extend more than ¾ of an inch above the surface to which it is attached.
- If the diameter or maximum cross section of a projection is less than or equal to 3 inches, the projection should not extend more than 1 ½ inches above the surface to which it is attached.

Quick Reference Protrusion Hazard Chart	
If the diameter or maximum cross section of a projection is less than or equal to this Diameter,	The projection should not extend more than this Extension above the surface to which it is attached.
Diameter	Extension
½ inch	¼ inch
1 ½ inches	¾ inch
3 inches	1 ½ inches

General Safety



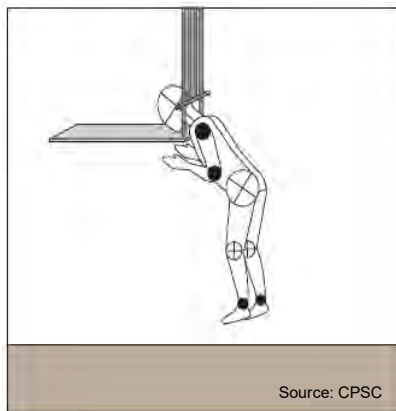
This cracked component is a hazard.

4. **Check for sharp points and edges.** Use your judgment to determine whether or not a point or edge could harm a child; generally, all edges should be smooth and rounded. Pay particular attention to rough edges on hardware, worn or cracked materials, splintered wood, rusted or cracked metal, and weld spatters on metal surfaces.

5. **Check that bolt ends show less than two threads and are rounded and smooth.** Pay close attention to bolt ends because rough or projecting bolt ends could be entanglement and protrusion hazards.



More than 2 threads are showing, so this bolt is a hazard.



6. **Check for head entrapment hazards.**

Head entrapment and a resulting strangulation hazard can occur when children enter an opening feet first with only their legs and torso passing through the opening. Completely bound openings that measure between 3.5 inches and 9 inches must be considered for head entrapment. If the equipment was installed correctly and audited after installation, there should not be entrapment hazards unless the equipment shifts or receives improper repairs. Head entrapment probes and templates are available for purchase from Play & Park and the NRPA as part of the inspection tool kit and mentioned in a

previous section. are two probes/templates: a torso probe/template and a head probe/template. The probe is three dimensional and should be purchased in order to guarantee accuracy. Templates are two dimensional and may be used in place of probes. It is possible to make your own templates using the dimensions outlined in the CPSC Handbook for Public Playground Safety, but when making your own templates, make certain that the final product is accurate.



This photo shows the use of entrapment templates as opposed to the three dimensional probes.

- A. Test all completely bound openings that measure between 3.5 and 9 inches. An opening where safety surfacing is the lowest boundary is not considered a hazard and is not tested.



General Safety

- B. Insert the torso probe/template into the opening as shown in the photograph. If the torso probe/template does not enter the opening, then the opening is compliant and it does not need to be checked further. If the torso probe/template goes into the opening to a depth of four inches, then the opening is considered accessible to a child and the opening must be checked using the head probe/template to determine if an entrapment hazard is present.



The torso probe freely enters the opening and therefore requires further testing.



The head probe does not freely enter; therefore, this tic-tac-toe panel poses a head entrapment hazard and should be corrected.

- C. Insert the head probe/template into any opening that allowed the torso probe/template to enter. If the head probe/template will freely pass through the opening, no head entrapment hazard is present. If the head probe will not enter and exit the opening freely, the opening is considered a head entrapment hazard.

If a head entrapment hazard exists, it should be corrected immediately. The degree of severity of the hazard will be determined by the likelihood that a child can get into the opening and the height of the opening above the ground. Higher openings where it is unlikely the entrapped child's feet will contact the ground pose a greater risk. **Tip: If you are uncertain whether or not a head entrapment hazard exists, close off the opening and take the equipment out of service until a CPSI and/or the manufacturer can be contacted to look at the issue.**

7. Check the cleanliness and sanitation of the play environment.

Serious health hazards can be created by animal feces, bodily fluids, and bird droppings. Also, check regularly for the presence of pests, like insects and vermin, and remove them and their nests from play areas.

Finishes & Materials Conditions



Finishes & Materials Conditions

This section applies to specific types of surfaces, finishes, and materials and may not apply to all components of the play equipment.

1. Check that metal surfaces are free from rust & chipping paint.

Clean and paint all surfaces if rust appears. Prepare the surfaces properly before painting. Touch up paint is available for purchase from Play & Park (Part#139361)



Vandalized surfaces can be cleaned using Play & Park Structures Graffiti Remover (#302139).

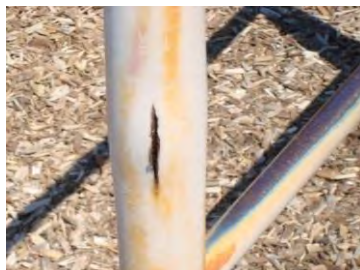


Fire damage to this playground surface has made it unsafe.

2. Check the conditions of all surfaces.

- Surfaces should be free from mold and mildew as they can be health and slip hazards.
- Equipment and surfacing should be carefully checked to verify that any graffiti or vandalism did not create a hazard. Graffiti breeds more graffiti and should be removed immediately.

- ### 3. Check that wood surfaces are free from rot, splinters, warping, and severe checking.
- Remove any splinters, smooth the area, and fill with caulk if necessary. If warping or rot exists, check the integrity of the wood and its anchoring point. (Hidden rot can occur where the wood member intersects the protective surface and concrete footers.) *Tip: When possible, obtain replacement wood from the manufacturer of the wooden play equipment.*



This pipe is splitting.

- ### 4. Check that there are no damaged, bent, broken, or missing parts.
- Damaged, bent, broken, or missing components could compromise the integrity of the structure.



The wooden upright post is unstable.

- ### 5. Check that plastic components are free from cracks, holes, and burns.
- Damaged plastic components should be repaired, removed, or isolated. Before altering a damaged component, consult with the manufacturer of the equipment to determine if repair is possible.



Cracked plastic could be a cut or scratch hazard.

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Fasteners

6. Check that no weld joints are broken, rusting, or rough.

A skilled welder should make repairs within the parameters of manufacturer and playground industry standards. Be sure to repaint the weld afterward. Touch up paint can be purchased from Play & Park (#139361). Do not weld swing "S" hooks closed.

7. Check PVC coated components for signs of wear and peeling.

Frequently used to coat swing chain, platforms, and other components, PVC coatings are subject to degradation and UV breakdown and need to be checked for signs of wear and peeling. When possible, correct peeling by re-coating the component immediately because, in some cases, exposed metal may deteriorate more quickly. Plastisol, which can be used to touch up PVC coated decks and other components, can be purchased from Play & Park (#140212).



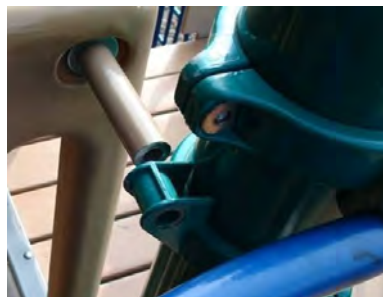
The PVC coating is peeling, exposing the metal underneath to the elements.

Fasteners

This section applies to specific types of hardware and other fasteners and may not apply to all play components on the playground.



This bolt is loose.



Hardware is missing causing the component to come apart.

1. Check that all hardware is present, tight, and fully engaged.

Physically check hardware to confirm that it is tight. Most manufacturers utilize self locking bolts or lock-tite, but intensive use of the equipment can cause bolts to loosen. If non-moving equipment moves, the hardware may be missing or not fully engaged.

2. Check that caps and plugs are present on the ends of all pipes and tubes.

Exposed tubing and pipe must have capped ends. Caps cover sharp edges, prevent insect infestation, and protect the metal from freeze cycles. The caps should be rounded, securely fastened, and should not create an entanglement or protrusion hazard.

3. Check that all fittings and bearings are functional, lubricated, and squeak free.

Fittings and bearings should be in good condition, not showing excessive signs of wear. Lubricate during inspection to prolong the life of the component. Replace fittings and bearings that are in poor condition, showing excessive signs of wear.



The cap is missing and should be replaced.

Structural Members



4. Check that turnbuckles are fully engaged and properly adjusted.

Used to keep components such as climbing nets taut, turnbuckles may loosen over time. Adjust turnbuckle tension as required.



Worn ropes and an exposed anchoring device make this component unsafe.

5. Check that all cables and ropes are securely fastened.

Cables and ropes must be securely anchored and not capable of looping back on themselves. The anchoring device must be located below the minimum required depth of protective surfacing. Check to make certain that cables and ropes are in good condition and not unraveling or coming apart.

Structural Members

This section applies to the structural integrity of the playground and applies to all types of components.

1. Check to make certain that all footings and other forms of anchoring devices are stable and are not exposed.

- Footings and anchoring devices should be stable and in good repair. Standing water and seasonal freeze cycles can soften the ground around the footings, compromising their integrity.



Standing water could cause instability.



The concrete footing is exposed.

- Concrete footings and other anchoring devices should be installed below the level of the protective surfacing material. If there are exposed footings, the play area should be taken out of service, and they should be corrected as soon as possible.

2. Check to make certain that structural members are sound and securely fastened.

Structural members, such as upright support posts, horizontal beams, and platforms, must be sound and securely fastened, fasteners being tight and secure, with no unintended movement. When a component shifts, head entrapment hazards may be created.



This collar is slipping.

3. Check that springs and rocking components are in good repair.

Coil springs and other types of rocking components are subject to heavy use. For this reason, they may crack or wear out and become loose from their anchoring devices. It is important to check the points of attachment to the footing and to the body of the spring bouncer. Check the springs and rocking components for loose or missing hardware and for signs of cracking or degradation.

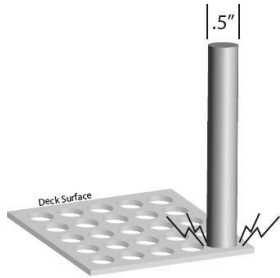


Gripping & Stepping Components

Gripping and Stepping Components

1. Check that all handholds/grips are tight, in good condition, and do not rotate.

Unexpected movement of a handhold could cause a child to fall.



2. Check that all stepping surfaces are level, stable, and clean.

- Stepping surfaces that are not level and stable may create a trip hazard. Stairs, platforms, and other types of access devices should not have abrupt changes of level.
- All surfaces should be kept clean and free of debris. Platforms should drain well.
- Surfaces intended for wheelchair use should not have a vertical change of elevation greater than $\frac{1}{2}$ inch and may not have a horizontal gap or space greater than $\frac{1}{2}$ inch.



Openings in the surface of an accessible route may not be large enough to admit a $\frac{1}{2}$ " dowel.

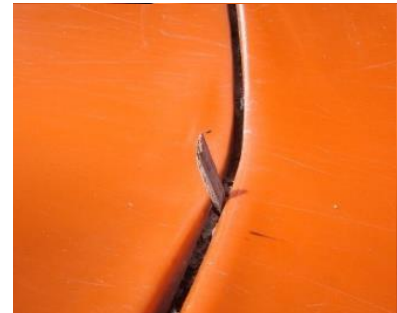
3. Check that all foot rungs/holds are tight, secure, and in good condition.

- If a foot hold is not intended to move, it should not move. Make certain that components such as button steps and balance beams are level and secure.
- Excessive wear on a stepping component may impact the integrity of the component and also create a tripping hazard, especially if the surface is separating, such as when a pipe splits.

Slides

1. Check all slides to make certain that the bedways and side walls are smooth and free from debris.

- Look for smoothness, and note excessively worn slide parts.
- Look for foreign objects caught in the spaces between sections of the slide, as seen in this photo.



This debris could pose a hazard.



This tear could be an entanglement hazard.

2. Check the slide bedway and the attachment point of the slide to the platform for conditions that might entangle clothing or body parts.

The slide bedway must be free from entanglement hazards, as noted in the entanglement section. Clothing entanglement can occur when the bedway separates from the platform creating a gap large enough to allow draw strings or clothing to enter the gap. Entanglement may also occur when sections of the bedway separate or when the component is cracked or damaged. *Tip: If you are unsure of the entanglement potential, mark an "O" for outstanding issue on the inspection form and take the equipment out of service until the issue is resolved.*

Swings & Moving Components

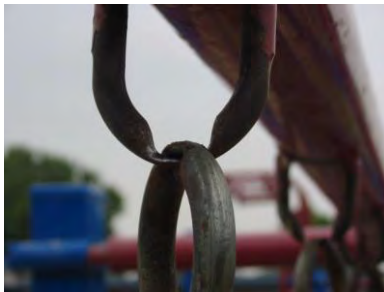


1. Check that swing chains or cables are not twisted and are free from excessive wear.

- Check the links of the chain from top to bottom for kinks, paying special attention to the links at the top of the chain and at the swing seat connection.
- Unwrap swing chains if they are wrapped around the top rail of the swing structure, checking for deep wear.
- *Tip: Purchase swing chain from a playground equipment manufacturer.* Chain purchased from a hardware store can have a different hardness that is not suitable for playground use.



The swing chains need attention.



Worn hardware poses a hazard.

2. Check “S” Hooks and other types of fasteners for excessive wear and to make certain that they are closed.

- Check frequently that “S” hooks are not worn more than $\frac{1}{4}$ of their thickness, as seen in this photo. Always replace them with “S” hooks from a playground equipment vendor. Never reuse an “S” hook. Once it is closed and re-opened, its strength has been compromised.
- All fasteners should be closed so that the opening is less than .04 inches as measured with an automotive feeler gauge. For perspective, a U.S. dime is approximately .04” thick. Never weld an “S” hook closed.

3. Check that all swing hangers are free from excessive wear and that the bushings are lubricated and in good condition.

Swing hangers and bushings should be checked frequently for signs of excessive wear. Because bushings are designed to wear out so that the cast swing hanger does not, make certain that the component that supports the swing chain has a bushing, bearings, or some other means of reducing the friction yet moves freely within the swing hanger. Swing hangers should be securely fastened to the top rail so that they do not spin or rotate around the top rail unless designed to do so.

4. Check that swing seats are smooth, in good condition, and free from cuts or tears.

Injuries can occur if swing seats break while in use. Make certain that fasteners are not pulling through the swing seat material, the material is not cracked or torn impacting the integrity of the seat, and the edges and surfaces are rounded and smooth. When a child jumps out of a swing seat while swinging, the seat may fly back into the path of a child on an adjacent swing and an exposed metal edge or rough jagged vinyl may cut a child.



This strap swing is tearing.



This tire is cracking.

5. Check that tire swing seats are light weight, smooth and rounded, and in good condition.

- Tire swing seats must be lightweight (less than 35 pounds).
- The tire must be smooth, rounded, and in good condition. Check to make certain that there are no exposed steel belts or sharp or rough edges. Look at the condition of the seat where the hardware comes through the tire to make certain that the rubber or plastic is not cracking.



Swings & Moving Components

6. Check that tire swings assemblies, including swivels and/or bearings, remain properly greased and are in good condition.
7. Check that all other moving components are in good condition, secure, and lubricated.
 - Moving components may include but are not limited to swing structures, track rides, trapeze ladders, trapeze rings, tire swings, Tilt-N-Twirl/upright twirling components, scoop diggers, steering wheels, Speedy Spinners/spinning rides, chain net climbers, panels with moving assemblies, spring bouncers, suspension bridges, and FunTrainer/pogo type bouncers.
 - The integrity of the component and all its parts should be checked frequently and should be in good condition.
 - Moving components may come loose and should be checked frequently at the concrete footing or other anchor/attachment point.
 - Moving components should be greased or lubricated during inspection.

Other

In this section of the inspection form, add any other condition not listed above that should be noted.

Nature Play



Providing natural play opportunities for children is gaining in popularity. Childcare centers, schools and parks are recognizing the need for children to interact with the natural world. A comprehensive program of playground safety will also include inspection and management of natural play areas.

For the purposes of this workbook “Nature Play” is an environment that allows children to engage in unstructured play with natural materials in a natural setting. There are two distinct types of natural settings: Undeveloped areas and man-made areas.



Children playing together in a naturalized outdoor learning environment.

Photo Courtesy of the Natural Learning Institute.

Undeveloped Natural Environment– These are specific environments where nature is simply there for the child to be discovered and explored. These areas might be a meadow, waterway, and woods that are designated for natural play. It might be a section of the woods off of a trail that is set-aside for children to interact with. The undeveloped natural area has not been altered therefore no standards or guidelines apply.

Good safety management practices would suggest that even though these areas are undeveloped you are inviting the children to play in this environment therefore care must be taken to ensure that no hazards are present beyond those that are part of a natural environment. A trained inspector should check these areas looking for hazardous conditions such as but not limited to broken branches; leaning fallen trees, poison plants, or evidence of vandalism that has created a hazard. Routine maintenance would be performed to remove trash and debris and take care of any issues that might surface.

Man-Made Natural Environment– A man made natural play area is one where the owner has taken natural elements such as boulders and tree sections and placed them in an area with the intention that children interact with the materials in an unstructured manner. Many of these areas are rich in diverse plant materials, loose parts and may include natural or manmade water areas. In this second category there is quite a range of complexity of design. Often the intent of these areas is to allow children the freedom to explore the natural materials and to provide an element of risk taking that is appropriate for the age of the child. Careful consideration of safety concerns should be given to these developed areas.

There are no standards for this type of natural play environment. The area should be evaluated giving consideration to how the children will be using the natural materials. Take a common sense approach using professional judgment. If the intent of the element is for children to climb, protective surfacing materials should be provided in an area where a child might be expected to fall. Precautions should be taken to make certain that large rocks and logs are anchored securely, are stable and not in danger of coming apart or moving. When combining or constructing natural materials make certain to eliminate head entrapment in completely bound openings and protrusion hazards. The playground standards do not have to be applied in a strict sense but do give them consideration. Before creating your inspection and maintenance protocol have conversations with your agency safety management staff to make certain that you have provided a means to fulfill your agency’s safety obligations.

When natural play elements are combined with traditional play equipment such as using boulders to access a platform or attaching a net climber to a log or a rock formation the configuration should be treated as if it is playground equipment and must meet the criteria of the ASTM F1487 Standards and protective surfacing must be provided.



A secondary pathway encourages exploration.

Photo Courtesy of the Natural Learning Institute.

Mankind has been playing in nature since the beginning of time. Only in recent years has our society has felt the need to define and organize what until now was considered to be so natural. Nature play is ever changing with the dawn of a new day and each change of season. Inspection and management protocols need to be just as flexible.

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Protective Surfacing

Protective Surfacing – Loose-fill and Unitary

(Note: Because of the importance of understanding the characteristics of protective surfacing, descriptions are provided and followed with the explanation of the use of this section of the inspection form.)

All playground equipment must have impact attenuating (protective) surfacing under and around it. Unacceptable playground surfaces include grass, packed earth, asphalt or concrete, and other hard surfaces. Acceptable surfacing materials fall into two categories: loose-fill and unitary surfacing. Your budget, the amount of use the playground gets, your ability to maintain the surface, and other factors will help facilitate playground surfacing selections.

Unacceptable Playground Surfacing	Acceptable Playground Surfacing Examples
<ul style="list-style-type: none"> Grass Packed earth Concrete, asphalt Other hard surfaces 	<ul style="list-style-type: none"> Sand, gravel, shredded rubber Wood chips, shredded bark mulch, engineered wood fiber Unitary materials certified for playground use Poured-in-place rubber, rubber tiles, bonded rubber
 <p>Grass and packed earth are unacceptable playground surfaces.</p>	 <p>Play & Park Structures SurfaceMax Engineered Wood Fiber is a good choice for loose-fill playground surfacing.</p>

Although it cannot eliminate all injuries, well-maintained protective surfacing should be capable of absorbing some of the impact from a falling body. For this reason, your role in maintaining the surfacing is essential.

Consumer Product Safety Commission Documentation of Surfacing: *Materials used as protective surfacing under playground equipment must meet impact attenuation criteria. The CPSC has outlined the performance criteria that various types of surfaces must meet. Manufacturers of unitary materials, shredded rubber, recycled tires, and engineered wood fiber are expected to supply all compliance and test reports for their surfaces. In the event that local landscape materials are used you may consult with the Consumer Product Safety Commission's Handbook for Public Playground Safety for information regarding the type and depth of common surfaces. For more information, visit www.cpsc.gov, publication #325.*

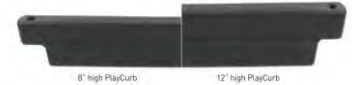
It is important that the surfacing material be able to protect a child from a fall from the height of the playground equipment. To properly assess the surfacing material the following should be noted; type of material, depth or thickness of the surfacing material and the height of the equipment. See the recommendations for critical height and fall height found in the Consumer Product Safety Commission's Handbook for Public Playground Safety.

Protective Surfacing



Loose-fill Surfacing Materials

When impacted, loose-fill materials move downward and/or outward, providing some fall cushioning but also requiring ongoing raking and replenishment to keep the materials in place at an appropriate depth. Loose-fill materials must be contained in some manner either by using earth berms, timber, or plastic borders called park timbers. Rubber wear mats can be placed in high impact areas, such as under swings and the base of slides, to reduce the frequency of raking. The CPSC classifies loose-fill materials as organic or inorganic.



Play & Park Structures Wear Mats (#161292) and Park Timbers (#67757; 67764) help keep loose-fill surfacing materials in place.



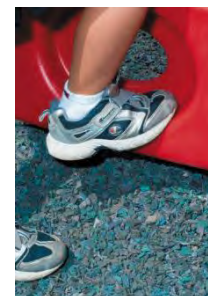
SurfaceMax Engineered Wood Fiber is a good organic loose-fill material.



Exercise caution when purchasing recycled pallets for surfacing as large wood fragments can be hazardous.

Examples of organic loose-fill materials are engineered wood fiber, recycled wood pallets, and shredded bark mulch. Engineered wood fiber is a wood product that is made exclusively for use under playground equipment. Organic materials require more frequent replenishing than inorganic materials because they naturally decompose over time. Wood fibers must be drained well and topped off regularly to maintain the desired depth and to prevent the growth of mold and bacteria.

Inorganic loose-fill materials include shredded rubber, sand, pea stone, and gravel. Inorganic materials do not decompose and require less frequent replacement. Frequently found on older playgrounds, sand and gravel require frequent raking and turning due to their tendency for compaction. Raking and turning can help prevent gravel from developing a hard layer known as hardpan that resembles concrete. Shredded rubber is attractive and durable, does not form hardpan, but must be maintained at the desired depth.



Shredded rubber



Pea stone

Table 2. Minimum compressed loose-fill surfacing depths				
Inches	Of	(Loose-Fill Material)	Protects to	Fall Height (feet)
9		Shredded/recycled rubber		10
9		Sand		4
9		Pea Gravel		5
9		Wood mulch (non-CCA)		7
9		Wood chips		10

Source: CPSC

Loose-fill materials should be maintained at a depth that will absorb some impact from a fall.

surfacing depths” for information about the fall attenuation properties of various types of surfacing. Your role of raking and leveling the loose-fill surfacing materials will be essential in helping to protect children on the playground.

All types of loose-fill materials need to be maintained at an acceptable depth in order to retain their fall attenuation properties. **The Consumer Product Safety Commission’s Handbook for Public Playground Safety recommends that there be 12 inches of loose-fill materials under playground equipment. Under no circumstances should loose-fill materials be less than nine inches.** Refer to Table 2 entitled “Minimum compressed loose-fill

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Protective Surfacing

Unitary Surfacing Materials

Unitary products include poured-in-place rubber (rubber particles bound with a liquid urethane), rubber tiles, bonded rubber, and synthetic turf. Unitary surfacing does not require raking, decompressing, or replenishment; however, it may require sanitization or maintenance due to surface debris, vandalism, movement in the tiles, erosion, poor drainage, or worn areas that result from repeated impacts. When unitary surfacing is in need of repair, it should be done immediately as per supplier's instructions. Always consult the manufacturer before applying any chemicals or before pressure washing.

Types of Unitary Surfacing Materials			
Poured-in-place	Rubber Tiles	Bonded Rubber	Synthetic Turf
			
SurfaceMax Poured Rubber <i>Recycled Poured-in-place Rubber Surfacing</i>	SurfaceMax Tile Surfacing <i>Recycled Rubber Tiles</i>	SurfaceMax Bonded Rubber <i>Recycled Bonded Rubber Surfacing</i>	SurfaceMax Turf Synthetic Turf Safety Surfacing

Making a Purchasing Decision

The generally lower initial cost of purchasing loose-fill surfacing materials should be weighed against the predictable cost of maintaining it and topping it off regularly. Taking the maintenance costs into account, in the long term purchasing unitary materials may be more economical for your school or agency.

Maintaining the protective nature and longevity of loose-fill surfacing includes the following tasks:

- Raking and leveling
- Removing debris
- Decompressing, raking, turning, and tilling
- Replenishing, topping off, and replacement of worn out materials
- Installation and maintenance of border material or park timbers
- Drainage, drainage, drainage!

The greatest benefits of unitary materials are the ease of maintenance, predictable cushioning properties, and that the material stays in place. The disadvantages are the generally higher initial cost and the eventual loss of cushioning properties over time. Most unitary materials require a base of compressed stone or concrete/asphalt. The cost of this base should be considered in the overall cost analysis of the surface system. (See your manufacturer's warranty information for the predicted product life.)

Inspection of Protective Surfacing



This section of the sample Low Frequency Inspection form applies to specific types of surfacing. All categories may not apply depending upon the type of surfacing on your school or agency's playground.

1. Check that loose-fill surfacing is level and the proper depth.

Because loose-fill materials get kicked out and ruts develop in high impact areas, all loose-fill materials must be regularly raked level. Similarly, loose-fill materials must be replenished when the surface level drops below the minimum level required for the height of the equipment in the area. Sand and pea stone must be turned regularly to reduce compaction and the formation of hardpan.



Rake loose-fill material to proper depth.



The bench is in the use zone.

2. Check that the use zones (areas with protective surfacing) are clear of obstacles and debris.

Toys, site furnishings, and other objects should not be in the use zones. These items and other debris must be removed because they can block fall paths to the safety surfacing, endangering children. In this photo the bench has been pulled into the use zone.

3. Check that the surfacing material drains well and is not holding water.

Standing water can cause moss or mold growth, possible slip hazards, and erosion of the subsurface of unitary materials creating depressions and possible trip hazards.



Surfaces should drain properly to prevent hazardous conditions caused by erosion and other forces. In the photo on the right, erosion has broken down the surfacing and exposed concrete footings.



The concrete edge of this wear mat is exposed.

4. Check that wear mats are properly secured in place and level.

There should not be any hardware or concrete footing visible on or around the wear mat.



This poured-in-place surfacing requires repairs.

5. Check that unitary surfaces are intact, free from depressions, ruts, and worn areas. Look for general wear-and-tear of the unitary materials, paying special attention to high impact areas like swings and slide exits.

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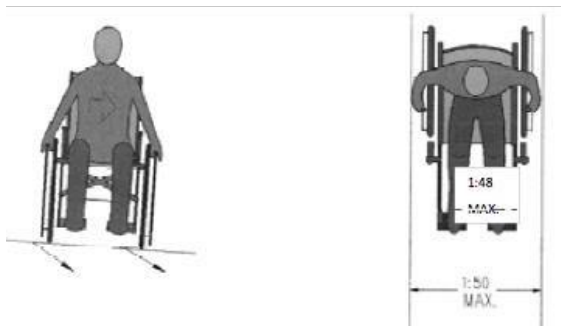


Maintaining Accessibility of Surfacing

The Americans with Disabilities Act is a Federal law that requires that playgrounds installed after 1991 meet the recommendations of the American's with Disabilities Act. Information regarding how to fully comply with the ADA may be found in the 2010 ADA Accessibility Design Standards. This document may be downloaded by going to; http://www.ada.gov/2010ADASTandards_index.htm

One of the largest deterrents to accessibility is the surface that a person using a mobility device must use to get from one location to another. If the surfacing or accessible route of travel is not maintained properly access to the playground equipment may not be provided.

Unitary surfacing material, engineered wood fiber and some engineered rubber fibers are considered to be accessible to person's using mobility devices. The manufacturers of these materials must be able to prove that their product meets the criteria found in the ASTM F1951-09 Standard. This standard tests whether or not a surface is considered accessible to a wheelchair user.



In order for the above noted surfaces to be considered accessible they must be maintained. Accessible surfaces have to be essentially level with a cross slope of no more than 1:48 and a running slope that does not exceed 1:16. There can't be a change of elevation greater than ½ inch with the top 1/4 inch beveled as noted previously.

All surfacing materials, especially loose materials settle over time. During low frequency inspections check areas where two surfaces come together such as a concrete sidewalk adjoining a unitary material. Make

certain that the vertical change of elevation does not exceed ½ inch and that there is not a gap between the surfaces greater than ½ inch measured horizontally. Where loose surfaces are used check to make certain that there is an appropriate transition from a unitary surface such as a sidewalk or rubber accessible route and the loose material. The solid surface should be beveled or ramped down into the loose material so that a drop off is not created when the loose fill material compresses or is kicked away.

Check the surface at the base of a transfer platforms to make certain that the surface is essentially level and that the distance from the top of the protective surface to the top of the transfer platform is not less than eleven inches and is not more than 18 inches.



By ensuring proper surfacing precautions are taken, the play experience can be fun and safe for all.

High Frequency Playground Inspection (Daily/Weekly)

Playground		Inspector		Week of	
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Walk-through Visual Check & Routine and Cleaning Tasks	Mon	Tue	Wed	Thur	Fri	Sat	Su
GENERAL AREA							
Area is free from all trash, broken glass, weeds, and storm remnants							
All walkways are free from ice and trip hazards							
No hazards have been created by vandalism or user modification							
Drains are working properly							
There are no overhead hazards that could fall on users							
PROTECTIVE SURFACES							
Surfaces are free from all debris and foreign material							
Loose-fill surfaces are level, particularly under swings & slide exits							
Loose-fill surfaces are raked to proper depths and not compacted							
All unitary surfaces are intact and free from trip hazards							
There are no exposed footings or loose borders/curbs							
Surface drainage is functional with no standing water							
Protective surfaces are not frozen							
PLAYGROUND EQUIPMENT							
There are no damaged, loose, vandalized, or missing parts							
Equipment is not bent and is stable							
There are no user modifications, like ropes tied to parts							
All moving parts, like swing seats and chains, are in good repair							
There are no hazards from glass or other litter on the equipment							
OTHER							

Codes	V = Okay	M = Maintenance	R = Repair Required	O = Outstanding	P = Parts Needed	X = Corrected
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Inspection Comments	Details (use back of form for additional comments) <input type="checkbox"/> See Attached	Repair Date
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		
Sun		

Reviewed By: _____ Date: _____

Note: This is a high frequency report and designed as a visual assessment of the play area, play equipment, and play surfacing. Frequently used playgrounds may require a more detailed report by a staff member experienced in repair and playground inspection. Always consult manufacturer's maintenance instructions for inspection schedules and replacement parts. "Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.

Codes

The following codes are used to indicate the present condition of the equipment.

Code	Explanation
V (Okay)	A check mark indicates that the component has been checked and that the conditions are satisfactory.
M (Maintenance)	An "M" indicates that the condition was corrected during the inspection. Examples would be tightening hardware or removing debris.
R (Repair)	An "R" indicates that repairs cannot be readily completed while the inspector is on site and follow up repairs will be necessary by a skilled staff member or outside vendor. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
O (Outstanding)	<p>An "O" indicates that a serious hazard may be present requiring additional action or that the inspector wants or needs a second opinion. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.</p> <p>Examples:</p> <ul style="list-style-type: none">○ The inspector may not have the authority to order the removal of a piece of equipment.○ The inspector may be unsure of the existence of a protrusion or entanglement hazard and needs to consult with a CPSI.○ The structural integrity of a piece of playground equipment is in question and a structural engineer must be consulted.
P (Parts)	A "P" indicates that replacement parts are required and need to be ordered and installed. If the condition could present a hazard to users, the equipment should be taken out of service until the situation can be corrected. When the repairs have been made, indicate so by marking an "X" for completed maintenance.
X (Completed)	An "X" indicates that all necessary work and actions have been taken to repair, replace, or remove an unacceptable condition. Make certain that the date of correction is written beside the "X."

Comments:

Guide for High Frequency Inspections



Guide for High Frequency Inspections

This inspection form guide details daily/weekly maintenance tasks that should be done within the play environment. Each section of the form is described in detail below. Refer to the previous section for additional inspection task details and information about playground surfacing.

Important Headings

- The name, location, or proper means of identifying the playground should be typed or printed.
- The name of the person conducting the inspection should be typed or printed.
- The date and day of the week should be typed or printed.

General Areas

- The play area should be cleaned of trash, broken glass, storm remnants (like tree limbs), and other items that may be hazardous. Trash cans should be emptied when necessary.
- Entry and perimeter walkways should be free from ice and trip hazards such as scattered gravel or sand.
- The general area should be checked for vandalism and changes made to the environment by its users. Examples include objects like site furnishings moved into the use zones and ropes or other items tied to the equipment.
- Visually check to see if the area is free from standing water and that drains are clear and working.
- Visually inspect above the play area for dead trees and branches. After a storm, look for broken limbs and damaged trees and electrical wires that may fall into the play area.



Clean up playground litter.



Sweep off walkways.



Be aware of dangers created by weather conditions and vandalism.

Protective Surfaces

- Clean away foreign materials, like rocks, that could affect the impact attenuation (cushioning) ability of the surface or be a hazard.
- Loose-fill surfacing materials require regular/daily raking and leveling, particularly under and around swings and slide exits. The use of wear mats will minimize the need for raking under these components.
- Raking can keep loose-fill materials level and prevent compaction. *Tip: Mark upright support posts and borders/curbs to indicate the proper surfacing depth.*
- Unitary surfaces can deteriorate, crack, and separate. Check for any severe wearing and conditions that could create trip hazards.
- If there are exposed concrete footings, level and/or top off the surfacing or close the area for use. Loose borders/curbs can present a trip hazard and should be corrected.

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Guide for High Frequency Inspections

- Standing water can breed mold, mildew, and bacteria; speed up the deterioration of organic loose-fill materials; affect the impact attenuation of loose-fill materials; and freeze, reducing the protective characteristics of the surfacing.

Playground Equipment

- Check on and around the equipment for damage resulting from vandalism or normal use. Damaged, missing, and loose parts require immediate repair or replacement.
- Stability may be compromised by loose concrete footings, which can develop under moving equipment (swings, bouncers, Speedy Spinners) or when the ground has become saturated. Bent or unstable equipment must be addressed immediately.
- Foreign objects such as toys, ropes, dog leashes, and sticks should be removed from the playground equipment. Ropes tied onto equipment need to be cut off immediately because they can become strangulation hazards.
- Because moving parts are subject to heavy use, the integrity of the component, all its parts, and the anchor or attachment point should be checked frequently and should be greased or lubricated during inspection.
- Glass, drug paraphernalia, and other dangerous materials should be removed. *Tip: Check inside tunnels and tube slides as well as between the sections of slides to make certain there are no hidden dangerous materials.*

Other

In this section of the inspection form, add any other condition not listed above that should be noted.

Codes

See the reverse of each inspection form for an explanation of the codes.

Inspection Comments

Specifically detail any items requiring action by personnel and note the date of repair. Utilize the back of the inspection report for further descriptions and/or drawings.

Reviewed By

This report is to be reviewed, approved, dated, and retained by the owner or their representative, demonstrating his or her awareness of the conditions noted in the report.



Glossary

CPSI- Certified Playground Safety Inspector is a person who is certified by the National Playground Safety Institute to perform playground safety inspections.

Crush and shear points- These junctures can cause laceration, abrasion, amputation or fracture during use. They are defined as any point that can entrap a 5/8 inch diameter rod when one portion of the moving component closes down upon another component.

Entanglement- This condition occurs when a person's clothing or items worn around the person's neck become caught or entwined on play equipment. Entanglement can result in strangulation, loss of a body part, or emotional injury.

Entrapment, head- Any condition which impedes withdrawal of the head when the body has penetrated an opening. Head entrapment can result in strangulation.

Guardrail- The device around a platform or elevated surface that helps protect a child from an inadvertent fall.

Impact attenuating surfacing- Material(s) to be used within the use zone of any playground equipment. Protective surfacing shall meet the minimum impact attenuation requirements of ASTM specification F1292.

Partially bounded opening- Any opening in a piece of play equipment that is not totally enclosed by boundaries on all sides so that the perimeter of the opening is discontinuous.

Projection- A component which, due to its physical nature, must be tested to determine whether or not the projection would be considered to be a protrusion or entanglement hazard. Such a component would fit inside one of the three projection gauges.

Protective barrier- An enclosing device around an elevated surface that prevents both inadvertent and deliberate attempts to pass through the device.

Protrusion- A projection which, when tested in accordance with the requirements herein would be found to be a hazard having the potential to cause bodily injury to a user who impacts it.

Sharp edge/point- An edge or point that could lacerate the skin.

Trip hazard- An abrupt change in elevation that is not clear and obvious to the user.

Use zone- The area beneath and around equipment where a child might be expected to land if they were to fall from the equipment. This area must be covered with an impact attenuating surfacing material.

Organizations

NRPAI-National Recreation and Park Association (www.nrpa.org/; 800-626-6772)

NPSI is a program of the National Recreation and Park Association.

IPEMA-International Play Equipment Manufacturers Association (www.ipema.com; 888-944-7362)

IPEMA is a non-profit, membership, trade association that represents and promotes an open market for manufacturers of playground equipment and surfacing.

NPPS- National Program for Playground Safety (www.uni.edu/playground; 800-554-7529)

NPPS is the premier non-profit organization in the United States delivering training and services about outdoor play and safety.

ASTM- ASTM International (www.astm.org; 610-832-9500)

ASTM, formerly the American Society for Testing and Materials, is an independent and renowned developer of technical standards utilized in testing a multitude of products, including playground equipment and related products.

CPSC- Consumer Product Safety Commission (www.cpsc.gov; 800-638-2772)

The CPSC regulates many products, including playground equipment and related products, to help ensure consumers/users safety.



Replacement Parts

Play & Park Structures



www.playandpark.com
401 Chestnut Street, Suite 410
Chattanooga, TN 37402
(800) 727-1907

To make a warranty claim, send your written statement of claim, along with the original purchase invoice or invoice number to: Play & Park Structures, **Customer Service**, 401 Chestnut St., Ste. 310 Chattanooga, TN 37402. For more information about your warranty contact your local Play & Park representative at the phone number or website listed above.

To purchase additional surfacing materials or replacement Play & Park Structures parts or components that are not under warranty, please contact your Play & Park representative at (800) 727-1907 or www.playandpark.com and provide the part number as indicated below.

Maintenance Products



ASTM Inspection Kit
#6101



Plastisol
#140212



Graffiti
Remover
#302139



Touch-up Paint
#139361
Indicate color

Labels and Signs



Replacement Labels
#305551 Age appropriate 5-12
#305561 Age 2-5; 5-12
#305550 Age 2-5 (shown)
#305552 Warning concerning hard surfaces (shown)



Age Appropriate Fiberglass Signs
#67866 Pre-school age graphics (shown)
#67867 School age graphics
#67868 Pre-school and school age graphics

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Taking Equipment Out of Service



There will be times when it is necessary to take a piece of equipment or a component out of service either temporarily while a repair is being made or longer term when replacement parts are on order. It is important that care is taken to protect the site while keeping children from coming into contact with the hazard that has been identified. How this is done can impact the safety of the playground.

When making a repair such as replacing an “S” hook or swing seat or performing routine maintenance where the person making the repair is on site, it is acceptable to rope off the area using caution tape or plastic construction fencing. A sign stating that the equipment is temporarily closed for repair should be placed next to the equipment or on the plastic fencing. Caution tape is only acceptable for a very short time while the maintenance staff is performing the repair.



Plastic construction fencing in conjunction with a sign may be used for longer periods of time but should still be considered to be a temporary solution.

Keeping an inventory of items that are commonly replaced such as “S” Hooks, swing chain, swing hangers and swing seats allow maintenance to be performed without having to take the equipment out of service for any length of time.

When it will take days or weeks to make the repair a more permanent solution should be considered. If a component or section of equipment is damaged it may be necessary to keep children from using that piece of equipment while a replacement part is being ordered. If the equipment is free-standing, meaning it is not part of a composite unit, consider installing portable fencing around the entire piece of equipment with a sign that states that this equipment is closed for repair.



If the play component is part of a composite structure and children could still play on the rest of the equipment without being in danger the damaged component could be taken out of service instead of the entire composite structure. When doing this it is important to avoid creating a greater hazard. Consider removing the damaged component and blocking

off the entrance to the component from the platform it attaches to. A piece of plywood wide enough to block off the entire opening and at least 38 inches high could be attached to the structure. The plywood should be attached to the structure so that children are not able to remove it and in such a manner that sharp edges, protrusions, entrapment and entanglement hazards are not created. Many



agencies order extra protective barriers from their playground equipment suppliers so that when a component is damaged they can remove the component and put a protective barrier in the opening until a replacement component can be ordered and installed.

Often depending on the design of the damaged component there are metal pipes that are used to support the play component that are imbedded into the ground. It may not be desirable to remove these support pipes, especially if they will be reused when the replacement part is received. Care should be taken to properly protect children from any hazards that might be associated with the remaining product.

Never leave what was intended to be a temporary solution in place for an extended period of time. If there is no money for replacement parts a more permanent solution should be considered or the product should be removed completely.



Replacement Parts

Swing Accessories

S Hook
#1



Swing
Clevis
#166683

S Hook Pliers
#4248



Swing Hangers

- #1461 2-3/8" Toprail painted
- #1462 3.5" Toprail painted
- #1463 5" Toprail painted
- #1485 2-3/8" Toprail galvanized (shown left)
- #1486 3.5" Toprail galvanized
- #1487 5" Toprail galvanized
- Anti-wrap swing hanger (shown right)
- # 8105 2-3/8" Toprail
- #8106 3.5" Toprail



Swing Seats

- #67548 Strap seat
- #67549 Strap with clevis (shown left)
- #67552 Enclosed tot seat
- #67553 Enclosed tot seat with clevis (shown right)



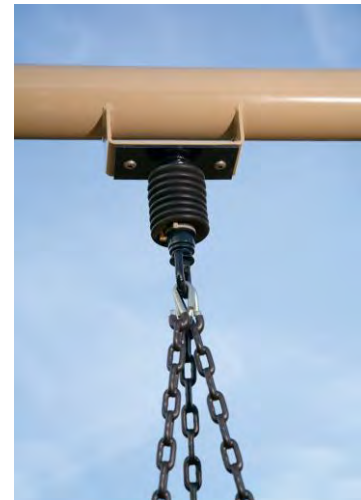
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Replacement Parts

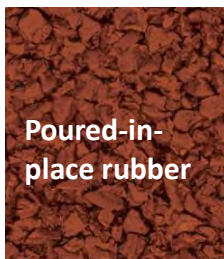


Tire Swing Accessories

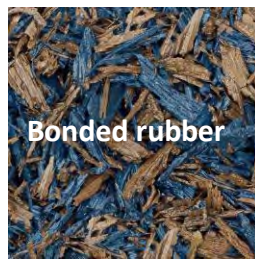
- #159194 Tire swing bracket (shown right)
- #300196 Tire seat
- #304005 Tire seat support ring



Surfacing



Poured-in-place rubber



Bonded rubber



Rubber tiles



Shredded rubber



Engineered wood fiber



Synthetic turf



Wear Mats
#161292



- Park Timbers, 4' sections
- #67757 Recycled black, 8" high
- #67758 Color, 8" high
- #67764 Recycled black, 12" high (shown)
- #67765 Color, 12" high

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Notes

Notes





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Item 8.g. - Page 112

Play & Park Structures is more than just a commercial playground company, through our various partnerships we strive to do our part to make an impact on how our community and our world plays.

Natural Learning Initiative

The NatureGrounds program was developed with the technical assistance of the Natural Learning Initiative, a research and design assistance program of the College of Design, North Carolina State University.



playandpark.com/enrichment/nature-playgrounds

St. Jude Children's Research Hospital

St. Jude Children's Research Hospital is internationally recognized for its pioneering work in finding cures and saving children with cancer and other catastrophic diseases. Play & Park Structures supports St. Jude Research Hospital with incentives for their Math-A-Thon program.

Mathathon.org



SHAPE AMERICA

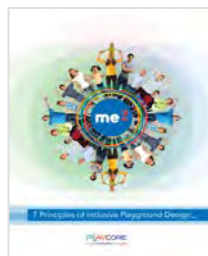
The Play On! Program was developed by PlayCore in partnership with SHAPE America - Society of Health and Physical Educators.



Utah State University

Universally designed play environments that apply the **7 Principles of Inclusive Playground Design™** can dramatically impact children's play experiences. These guidelines move play environments beyond minimum accessibility to ensure that people of all abilities can be both physically and socially active through inclusive play.

Developed in partnership with PlayCore, Utah State University, and Lekotek.



Safety Resource Series

We know that 84% of all playground accidents could be avoided through better adult supervision and proper playground maintenance. The Safety and Maintenance Guides were developed by PlayCore, Play & Park Structures, and playground safety experts to maintain safer play environments by training staff on how to create inspection procedures, identify potentially hazardous conditions, define proper maintenance practices, develop active and effective supervision practices, and lastly develop incident response.



NatureGrounds

PlayCore has implemented research-based best practice guidelines outlined in the NatureGrounds program, developed in partnership with the Natural Learning Initiative, N.C State University, creating a playground that allows children, families, and communities to experience the many benefits of playing surrounded by nature. By implementing NatureGrounds best practice guidelines, a design by Play & Park increases overall play value, stimulates physical activity and positive social interactions between users, and positively impacts the environmental sustainability of the site.



Universal Playground Design

Play & Park Structures has designed a universally designed playground to go beyond the minimum ADA requirements, creating a truly inclusive environment that promotes active play for people of all ages and abilities. The 7 Benefits of Inclusive Playground Design™, developed in partnership with Utah State University's Center for Persons with Disabilities, uniquely consider the child's perspective and what is important for children to feel during play. These principles ensure that children have access to opportunities, to be smart, included, safe, independent, active, comfortable, and experience fair and equitable play.



The Power of Urban Play

This national report was developed with the expertise of urban park and recreation leaders across our nation. This rich resource provides information for park and recreation agencies, school districts, and other youth serving organizations to make lasting changes for children's health and well-being in urban communities. Data was collected and summarized through a series of interviews, surveys, and round table discussions in order to capture a broad representation of urban communities across the country. The report reviews the importance of play in urban communities, defines the trends and unique characteristics, and discusses best practice strategies for developing and maintaining wholesome play environments.



PLAYGROUND SUPERVISION GUIDE



**Preserving the Play Environment
Promoting the Value of Play
Protecting Children**

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Item 8.g. - Page 115



About the Authors

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Teresa (Teri) is the President and owner of Site Masters Inc., a Cincinnati, Ohio based consulting firm specializing in the design and safety of children's play environments. For the past twenty six years Teri has been actively involved as a design and safety consultant to the school, child care, and park and recreation industries as well as to private foundations, science centers, museums, and national quick serve restaurants.

Teri brings extensive knowledge of the standards and guidelines that apply to the playground industry as she has actively worked with the ASTM subcommittees since 1987 to develop industry standards. Teri is on the Voice of Play Advisory Board to IPEMA and

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Daniel M. Hendy, CPSI

Site Masters, Inc.



Dan has over twenty years of experience in the recreation industry working with early childhood centers, government, municipalities, and schools. Having previously owned and operated a sales and construction company, Dan possesses extensive knowledge and experience in managing the construction and design of playground facilities as well as the manufacturing and fabrication of playground equipment and site furnishings. Dan has experience in facilitating the design and construction of playgrounds to meet the developmental needs of the children and users of the play spaces. His background in education and teaching has enabled him to develop programming to meet the goals of owners, designers, and builders of play facilities. Dan has facilitated many local landmark

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Dan has a Masters in Education, holds a US patent, is a Certified Playground Safety Inspector, and after 30 years in the playground industry, has joined Site Masters Inc. as a partner in the firm.



This Guide is a part of the Safety Resource Series and is provided as a public service by Play & Park Structures. The Safety Resource Series is made up of the Playground Maintenance Guide and the Playground Supervision Guide. For more information about the Series or to request digital copies of the Guides, visit www.playandpark.com or call (800) 727-1907.

Disclaimer

The purpose of this overview is to raise awareness about some considerations for a routine playground supervision program; it is not to be considered as an all inclusive list. Do not rely upon this overview in lieu of the normal safety inspections that might otherwise be conducted. Please refer to the manufacturer specifications and warnings, which were supplied with the equipment, and continue with normal inspections. Please do not construe our failure to either itemize any particular supervisory activity or list any particular condition as a statement that these activities are unneeded or that these conditions do not require attention. PlayCore and its divisions volunteer these comments in the interest of safety while advising of the restricted context in which they are given.

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Table of Contents



Playground Supervision Guide

Table of Contents

Introduction	4
<i>The Value of Play</i>	
<i>Why is Playground Supervision Preparation Important?</i>	
<i>How and Why Children are Injured on the Playground</i>	
<i>Falls and Safety Surfacing</i>	
<i>Active Supervision Can Reduce Injuries</i>	
Understand the Play Environment	11
<i>Map Out the Playground</i>	
<i>Establish Sight Lines</i>	
<i>Know the Children's Abilities</i>	
<i>Identify Facility-Related Hazards</i>	
Promote Positive Playground Behaviors	17
<i>Identify Behavior-Related Hazards</i>	
<i>Develop Playground Rules</i>	
<i>Develop Positive Behavior Supports</i>	
<i>Provide Choices and Establish Consequences</i>	
<i>Define the Playground Supervisor's Behavior</i>	
Develop a Playground Supervision Plan	25
Conclusion.....	28
<i>Promote Play</i>	
<i>Resources</i>	



Introduction

The importance of a qualified and caring playground supervisor frequently goes unnoticed by everyone except children. You need to be a compassionate adult, often lending a friendly ear, as well as an administrator, enforcing the rules. The primary job of a playground supervisor is to be concerned about the safety and welfare of the children that are in your care. How you choose to do your job may impact not only their safety but the value of their play. Through play, children grow and develop valuable skills that will carry them into the adult world. The work of a playground supervisor is to enhance play opportunities and restrict behaviors that prevent children from productive, safer play experiences. Along with participating in this seminar, supervisors should familiarize themselves with their school or agency's playground related policies, be trained in first aid, and participate in ongoing learning about best practices for playground supervision.

Learning Objectives

- Identify the importance of the value of play and playground supervision
- Gain an understanding of the play environment
- Identify potential environmental and playground equipment hazards
- Develop active supervision practices to reduce injuries
- Develop an understanding of potential behavior-related hazards
- Define the elements of a pre-play site inspection
- Develop effective supervision and emergency response plans for continuous quality improvement



Playground supervisors have an important role in helping to protect children's safety and enhance play opportunities.

The Value of Play

In order to enhance the value of play, you must know how to positively support play in safer and more meaningful ways. Play has innate value for all children. As a playground supervisor, how you approach the supervision of the playground may impact children's physical safety and the opportunities they may have to develop physically, cognitively, communicatively, emotionally, and socially. With diabetes, obesity, and social adjustment issues reaching epidemic proportions, playground supervisors can have a significant role in facilitating healthy, active outdoor play and learning.

Through play, children

- Learn about the world around them
- Develop physical skills
- Strengthen their bodies
- Mature socially and emotionally
- Learn cooperation and teamwork



Children have a sense of pride and accomplishment when they are successful at developmentally appropriate risk taking.

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- Expend energy and improve focus (*Studies have shown that free play helps children to increase brain activity and be better prepared to learn inside the classroom.*)
- Enjoy multisensory experiences
- Demonstrate creativity and imagination
- Develop cognitive skills such as cause and effect and problem solving
- Learn leadership skills

All of the small play events that take place during “play time” are the stepping stones that enrich a child’s life and pave the pathway to a purposeful adulthood.

Determining the roles and responsibilities of staff while children are on the playground is essential to ensuring that opportunities are provided for play along a developmentally appropriate continuum of learning in a safer environment. While some staff may serve as supervisors, others may serve as play facilitators to engage more directly with children through guided discovery or perhaps by organizing group games or learning activities. It is important to provide opportunities for children to experience various types of play through child-initiated exploration during free play and more guided learning and directed play in which children develop important social rules while interacting with others on the playground. Facilitators may provide redirection, encourage social engagement, or provide materials or equipment for children to interact with. Providing opportunities for various types of play can offer a well-rounded environment that promotes hands-on learning and encourages the construction of ideas and knowledge, while still providing opportunities for choice, social and pretend play, and problem solving.

Why is Playground Supervision Preparation Important?

Studies have shown that working as a group to learn about playground supervision creates strong, active supervision, which in turn can reduce the number of playground injuries (National Program for Playground Safety). However, we cannot assume that everyone knows how to properly supervise children on a playground. Improper or lack of supervision knowledge can negatively impact not only children’s safety but also their play experiences. A well prepared play supervisor should know how to promote healthy, active, challenging play without compromising safety.

Most playground injuries are minor bumps, bruises, cuts, and scratches; unfortunately, sometimes playground injuries can be more serious. However, by providing information and education about proper playground supervision, we may reduce the severity and number of injuries that occur on the playground while also increasing play value.

Did You Know?

- **200,000** children visit the emergency room each year due to injuries sustained on the playground (*Consumer Product Safety Commission, 2006*)
- **80%** of elementary school injuries every school year happen on the playground (*Thompson & Bruya, 1995*)
- **84%** of all playground accidents could be avoided through two activities: adult supervision and proper playground maintenance (*National Recreation and Park Association’s CPSI Course*)



The play environment and the needs of the children can change quickly; in order to remain up-to-date, communicate continuously with your school or agency's administration. Playground supervisors can play a vital role in ensuring that playground needs are addressed proactively. A means of communicating changes to procedures should be established to

It is a good idea to include groups of staff in the playground supervision discussion even if they are not directly responsible for playground duties. They may be needed to step into the playground supervision role during a supervisor's absence or in an emergency, or they may wish to volunteer for this position in the future. Also, providing playground supervision information to a broad group can help promote the value of play throughout the school or agency.



Playground supervisors work together to map out their playground space and their site-specific supervision plan.

The ratio of supervisors-to-children on the playground should typically be the same as the classroom ratio, but it can be adjusted depending on the needs of a particular group of children and/or specific licensing or accreditation requirements.

Tip: If the population being served includes children with disabilities, it would be appropriate to work with the administration to set up a supervision program that would enable the playground supervisors to best support each child's experience.



Educating playground supervisors about play, playground injuries, environmental and behavioral considerations and/or hazards, and the playground supervisor's role are critical for promoting safer and more meaningful play. Schools and agencies are encouraged to embrace the playground as an important asset and to strive to minimize

risk by focusing efforts on preparing playground supervisors, maintaining safer play environments, and adopting playground policies and procedures that continuously improve the overall quality of the children's experiences.

How and Why Children are Injured on Playgrounds

A playground supervisor can make the playground safer simply by having an understanding of how and why children are injured on playgrounds. Children are injured on playgrounds for various reasons. In no way does this program guide include a comprehensive listing of possible hazards or injuries, but it does outline some of the potential hazards. Through observation, experience, and discussion with other playground supervisors, you will begin to recognize play patterns that could lead to injury.

On the playground, pay close attention to the following:

- **Children getting on and off of play equipment**
 - *Tip: Children are more likely to experience challenge as they begin and end an activity.*
 - **Young children, who may not have fully developed motor skills**
 - Children should not be allowed to lift another child onto overhead climbers.
 - Young children may be more susceptible to falls because they are still developing spatial awareness skills.
 - *Tip: Supervise younger children closely when they attempt to use upper body equipment.*
 - **Children displaying lack of caution**
 - Accidents happen...nearly 1/3 of playground injuries are self inflicted.
 - Teach children to be cautious as they move through the play environment.
 - *Tip: Discourage running on and around the playground equipment.*
 - **Overcrowding on play activities, such as slide entrances**
 - Be aware of overcrowding especially in the first few minutes of recess as children often rush to their favorite activities!
 - *Tip: If a component is frequently overcrowded due to its popularity, consider developing guidelines that ensure that all children have a chance to use the equipment.*
- 
- **Items brought into the play environment that could become strangulation hazards**
 - Openings in playground equipment are not designed to accommodate children wearing sports helmets and could entrap a child's head.
 - Items worn around the neck, such as jump ropes, mittens, scarves, dog leashes, long necklaces, and canteens, should not be worn.
 - Strings attached to children's clothing pose hazards.
 - *Tip: Require children to remove helmets (unless worn for medical reasons in a supervised environment) and other strangulation hazards before using equipment.*
- 

Source: CPSC
- **Children interacting with playmates**
 - Over half of playground injuries are caused by children's interaction with others.
 - *Tip: By knowing the temperaments of the children in your care, learn to be proactive and intervene if necessary. It is important to provide children with opportunities to develop valuable interpersonal and conflict resolution skills on their own.*
 - *Tip: Ask the children to help you develop rules that will promote safety and fun on the playground.*
 - **Falls**
 - Falls are the number one cause of playground injury.
 - *Tip: Approved safety surfacing should be maintained under and around the playground equipment.*



Falls and Safety Surfacing

Children often learn through their experiences, even when the experience means they fall down. The leading cause of playground injuries is falls, including falls from the equipment onto the ground and falls from one piece of equipment onto another piece of equipment. Work with other supervisors and your agency to develop policies that limit risky behaviors and promote safer play. With good supervision, developmentally appropriate equipment, and proper safety surfacing, children can develop new skills and engage in developmentally appropriate risk taking in safer ways.

The surface under and around the playground equipment should be a material that is capable of absorbing some of the impact from a child's falling body. Hard surfaces such as grass, packed earth, concrete, and asphalt are **not** considered to be protective surfaces. Playground supervisors should know enough about protective surfacing to know when to alert someone that the surfaces need attention. *Tip: If you suspect the surfacing is unsafe, **do not** allow children to use the playground equipment.*

Unacceptable Playground Surfacing	Acceptable Playground Surfacing Examples
<ul style="list-style-type: none"> Grass Packed earth Concrete, asphalt Other hard surfaces 	<ul style="list-style-type: none"> Sand, gravel, shredded rubber Wood chips, shredded bark mulch, engineered wood fiber Unitary materials certified for playground use Poured-in-place rubber, rubber tiles, bonded rubber
 <p>Grass and packed earth are unacceptable playground surfaces.</p>	 <p>Engineered Wood Fiber is a good choice for loose-fill playground surfacing.</p>

The Consumer Product Safety Commission (CPSC) classifies surfacing materials into two categories: loose-fill and unitary. Loose-fill surfaces include sand, gravel, wood chips, shredded bark mulch, shredded recycled tires, and engineered wood fiber. Engineered wood fiber is a wood product that is made exclusively for use under playground equipment.

Table 2. Minimum compressed loose-fill surfacing depths				
Inches	Of	(Loose-Fill Material)	Protects to	Fall Height (feet)
9		Shredded/recycled rubber		10
9		Sand		4
9		Pea Gravel		5
9		Wood mulch (non-CCA)		7
9		Wood chips		10

Source CPSC

Loose-fill materials should be maintained at a depth that will help protect from a fall. Table 2 indicates minimum compressed loose-fill surfacing depths as recommended by the CPSC.

The CPSC's Handbook for Public Playground Safety recommends that there be 12 inches of appropriate loose-fill material under playground equipment. Under no circumstances should loose-fill material be less than nine inches. For more information, please refer to Table 2 entitled, "Minimum compressed loose-fill surfacing depths." Loose-fill materials tend to compact and get kicked out in high traffic areas, such as under swings and at the base of slides. To maintain loose-fill material at an acceptable depth, it should be raked

and leveled periodically. As a playground supervisor, it is important to notify the owner or their representative when loose-fill surfacing material needs to be raked back into place and/or replenished.



Loose-fill materials get kicked away and must be raked level.



Play & Park Wear Mats under swings can help keep loose-fill materials in place and protect unitary surfaces from wear.



Unitary surfacing materials like SurfaceMax Poured Rubber are a good option for playground surfacing.

Unitary surfacing materials include rubber tiles, solid rubber surfaces like poured-in-place rubber and bonded rubber, and synthetic turf. A playground supervisor should check that the unitary materials are in good condition with no holes, tears, or damage. If the surfacing is damaged in an area, that area should be taken out of service until it is repaired.

CPSC Documentation of Surfacing: *Materials used as protective surfacing under playground equipment must meet impact attenuation criteria. The CPSC has outlined the performance criteria that various types of surfaces must meet. Manufacturers of unitary materials, shredded rubber, recycled tires and engineered wood fiber are expected to supply all compliance and test reports for their surfaces. In the event that local landscape materials are used you may consult with the Consumer Product Safety Commission's Handbook for Public Playground Safety for information regarding the type and depth of common surfaces. For more information, visit www.cpsc.gov, publication #325.*



Active Supervision Can Reduce Injuries

An active playground supervisor constantly moves throughout the play environment. There are two types of movement that playground supervisors should use. The first involves **physically moving** through the play environment. The second type of movement is **visual scanning**. Visual scanning is moving with your eyes, always looking from one side to another, not spending much time focusing on one area of the playground. Remember this mantra: **“Move with the body. Scan with the eyes.”**

A playground supervisor must observe not just see. By carefully observing children’s behavior, you will begin to anticipate what they are about to do. Often a supervisor can stop a situation from getting out of hand by simply moving physically closer to the children involved or by looking directly at them. Asking a child to walk with you for a few minutes removes him or her from the immediate situation and can give him or her an opportunity to redirect their behavior.

Active supervision does not mean playing games with the children. If a supervisor is acting as referee or shooting hoops with the kids he or she is not actively watching the rest of the children. When making supervision choices, consider the needs of each child and the needs of the group.

Tip: In environments with a large number of staff, some should serve as supervisors while others serve as facilitators, engaging children in guided or more directive play to promote creativity, socialization, and learning.

Active playground supervision also means having an understanding of children’s physical skills. Position supervisors near challenging play components to provide encouragement and additional supervision. For example, young children may need additional supervision when using upper body equipment such as horizontal ladders. Close proximity to the equipment also enables the supervisor to discourage its improper use. (Ex: children grabbing the legs of a child above them, children trying to hurry a child that is having difficulty, etc.)

Simple ways to make your supervision efforts more effective:

- Move with the body. Scan with the eyes.
- Observe children’s behavior to anticipate dangerous situations.
- Avoid distractions.
- Position supervisors near challenging components.



When engaging individuals or small groups of children, ensure that sufficient supervision is provided to the rest of the playground.

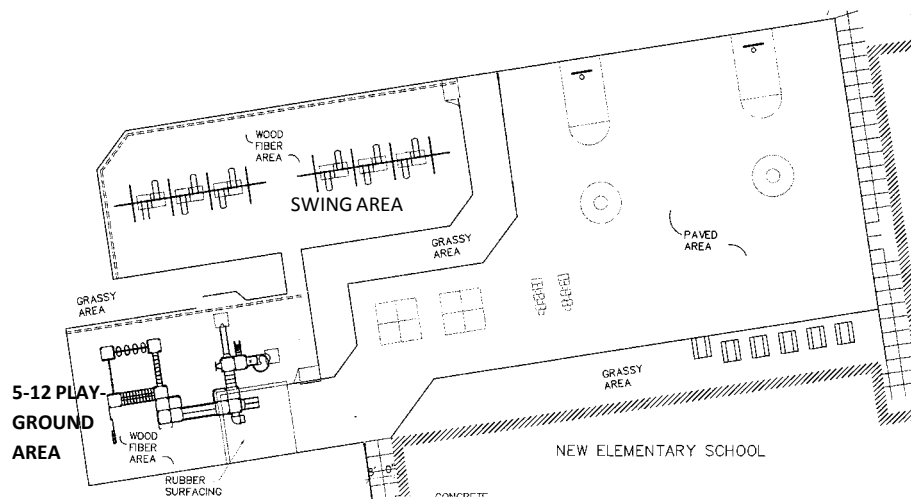
Understand the Play Environment



A playground supervisor must be familiar with the play environment as well as the playground equipment. The play environment includes play equipment, natural landscaping, ball fields, and any other areas that children may use for play while under your supervision. As part of developing a supervision program, go out on the playground and closely examine all of the equipment and relevant play areas. Considering the environment and the types of activities that will occur there will help you become familiar with areas that require greater supervision or help you anticipate potential challenges.

Map Out the Playground

When evaluating the play environment, draw the playground on paper.



The purpose of mapping out the play area is to establish a collective understanding of the following things:

- Activities that are allowed in each area
- How children will move from the building into the play area
- What areas are off limits to all children or to a particular age group
- What sight line concerns may exist
- How the staff can most effectively supervise the play environment
- Other factors

Include the following areas in your drawing:

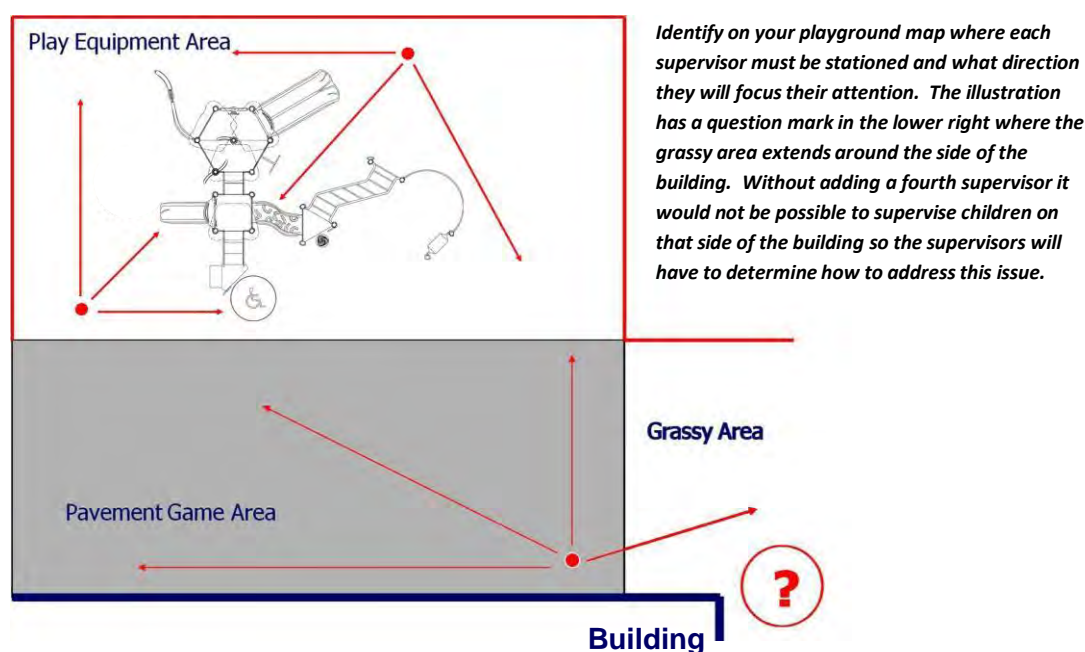


- Activity areas: grassy areas, paved game areas, athletic fields, and playground equipment areas
 - When mapping activity areas, you might anticipate overcrowding. On a paved game area, for example, children playing hop scotch or jumping rope might interfere with a basketball game.
 - *Tip: By designing areas for each activity, overcrowding and conflicts can be avoided.*
 - *Tip: Ball play and chase games should be kept away from the playground equipment area.*
- Main points of access into and out of the building and grounds
- Streets, fences, and any hazards that may be attractive to the children, such as retention ponds, streams, dumpsters, culvert pipes, or drainage ditches
- Areas appropriate for use only by certain age groups
 - Playgrounds are typically intended for use by ages 2-5, 5-12, or 2-12.
 - *Tip: Look for labels and signs on and around the play equipment specifying the appropriate age group.*
- Equipment that might require a greater level of supervision

Establish Sight Lines

A play environment map is an essential tool for designing a supervision plan. In this section, you will learn how to use the playground map to recognize sight lines and determine the number and placement of supervisors. Sight lines are imaginary lines that describe the areas a supervisor can clearly see when positioned on the playground.

When defining sight lines, discuss any areas of the play environment that are difficult to see into, through, and/or around. Look at the playground equipment configurations and note any areas where the view is obscured. Also, identify components such as crawl tubes or tube slides that are not as visually open. Many horizontal crawl tubes longer than four feet have openings in them to allow for supervision. Buildings and landscaping can also create visual inaccessibility. *Tip: Any areas that cannot be supervised due to their lack of visual access should be off limits to children.*



Determine how supervisors can move through the play environment to provide a greater level of supervision in all areas. Remember that the playground supervisor is constantly moving, not standing in just one spot. By organizing the play areas with a diagram and detailing visual sight lines, you will be able to determine the number of supervisors necessary to provide supervision for each area. Ideally, the ratio of playground supervisors is the same as the classroom teacher-to-student ratio.

Group Activity #1

1. Playground supervisors should go outside to become familiar with the playground equipment and draw a map of the play environment. Note the following areas on your map.
 - All activity areas
 - Main points of interest
2. Evaluate the playground environment, establishing the following guidelines:
 - Where your sight lines should be
 - The number of supervisors
 - Where each supervisor should move and focus his or her attention

Know the Children's Abilities

It is imperative that a playground supervisor understand the abilities of the children that he or she will be responsible for supervising. Infants, toddlers, and pre-school children as well as children with disabilities may require a greater level of support than school-age children. The physical, cognitive, communicative, sensory, and social/emotional abilities of children on the playground may vary, and playground supervisors should be familiar with the skills and needs of the children in order to best support their development. (Playgrounds are typically intended for ages 2-5, 5-12, or 2-12.)

Very young children can often climb up before they have developed the ability to back down a climber. They are still developing their understanding of cause and effect, depth perception, and their sense of balance, and they may be unsteady on their feet when attempting new challenges. When supervising young children, be aware of the challenges they may face, and be available to facilitate their development in appropriate ways while allowing for them to develop independence.



Young children may need additional support and developmentally appropriate equipment, such as this smaller slide, on the playground.



Children with disabilities may need additional support and/or specialized equipment on the playground.

Children with disabilities may have needs that impact their ability to fully independently access equipment on the playground. Assistance should be provided as needed while still encouraging the child to be as independent as possible. Some children may need additional support to help them actively participate and engage in play. Playground supervisors should be aware of any medical needs that might impact a child's safety on the playground and guide them in choosing activities that would be most appropriate. (Ex: sensitivity to sun exposure or temperature, heart conditions triggered by exertion, etc.) Supervisors should be informed about the needs of the children they are supervising so they can encourage and promote inclusive play and fun for everyone. Confidential information should be shared only with members of the child's support team.

When supporting older children, ensure that they are playing on age-appropriate equipment and are using the equipment correctly. Older children that become bored with equipment that does not provide developmentally appropriate risk and challenge may attempt inappropriate uses of the equipment.

Group Activity #2

As a group, discuss the abilities of children using your playground.

- Explore abilities that might influence how and/or whether particular age groups should use varying play components. Note components or areas that are "off limits" to certain age groups.
- Discuss ways to promote inclusion and promote active engagement among children with and without disabilities. Often, children can participate in the same activities even if they participate in a different way.
- Identify equitable play activities for children of all abilities.



Identify Facility-Related Hazards

Children can be injured on playgrounds as a result of interaction with the facility or with each other. Facility related hazards are hazards within the play environment. During active playground supervision, it is important for the supervisor to identify such hazards and takes steps to remedy them.

In addition to the regular maintenance staff inspections of the playground, pre-play site inspections should take place before each use of the playground. Changes are constantly occurring to the playground as a result of climate, use, and/or vandalism. The pre-play inspection only takes a few minutes of time but is vital to improving the safety of the play environment.

During a pre-play inspection the supervisor is looking for anything that seems out of order or abnormal. If a condition is found that may present a hazard and it cannot be corrected immediately, the playground or a portion of it may need to be closed. Clearly communicate any playground closures to all staff and children. Playground supervisors should work with the owner or their representative to determine the best method of closing the playground. The organization may benefit from developing a formal work order process or a simple maintenance request form to remedy any facility-related hazards. *Tip: Digital photographs can be useful in describing the precise maintenance need.*



Hazards in the play environment can be related to the facility. In this case, damaged playground equipment poses a hazard.

Conditions to Look for During a Pre-play Site Inspection

Due to the variation of sites and equipment, this list should not be considered to be all inclusive. Each facility should evaluate its unique needs when creating the pre-play site inspection criteria.

1. Environmental Hazards

- Weather
 - Is there any impact from rain, snow, wind or excessive heat?
 - Does the surfacing and equipment show good drainage (no puddles)?
 - Are the surfacing and equipment free from ice?
 - Is all equipment, including slides, a reasonable temperature?



In addition to having unacceptable surfacing under it, this metal slide may become superheated on excessively hot days.

- Foreign Materials
 - Playground is free from animals, nests, and animal droppings.
 - All toys and found objects, like rocks and branches, are away from the equipment.
 - All bodily fluids and accidents are properly and safely cleaned up.
 - Playground is free from trash and broken glass.
 - *Tip: Wear gloves that protect against blood-borne pathogens when cleaning up drug paraphernalia, bodily fluids, or other dangerous materials.*
 - *Tip: Look inside tunnels and tube slides before and after recess to make certain that there are no hidden hazards and that children are not hiding to avoid going back to class.*



Toys and loose parts are encouraged in the play environment but not on the playground equipment.

- Surfaces
 - Sidewalks and pavement game areas are free from loose particles such as sand, gravel, mulch, and shredded rubber. Loose particles scattered onto a hard pavement may cause a child to slip and fall.
 - Grassy play areas are free from wildlife habitats like molehills and other trip hazards.
 - Safety surfacing is intact with no ruts or deep depressions.
 - All loose-fill materials are at appropriate depth.
 - *Tip: Daily raking and leveling by custodial staff helps keep loose-fill surfacing material in good shape for play.*
 - *Tip: Do not allow children to play on equipment if there are exposed concrete footings or unacceptable surfacing.*



In addition to having unacceptable surfacing around it, this seesaw's exposed concrete footing poses a hazard to children.

2. Playground Equipment Hazards

- Broken, missing, or damaged parts
 - Playground equipment is free from conditions that may pose danger to a child.
 - *Tip: In many cases, you may need to make a decision about whether a hazard is present.* For example, if a knob on a play panel no longer turns, it is broken but is not presenting a hazard to a child. If that same knob is missing and a bolt end is exposed, a hazard may be present. Alert the owner or their representative and close the area from play.



This spring rider is missing a handhold. This missing part is a danger to users.



- Missing or loose hardware
 - No components have missing or loose hardware. If the hardware is missing, the integrity of the piece it was attached to may be compromised.
 - *Tip: Closely observe any hardware that is loose or missing to determine if a hazard is present. Report such conditions to the owner or their representative.*
- Movement
 - Some play components have flex built into their design. (Ex: net climbers, including mast; swing structures; slide bedways, etc.)
 - If you notice increased movement in these components, check for secure hardware and intact parts to determine if the flex is normal or abnormal (hazardous).
 - *Tip: If the movement is new or appears to increase, investigate the source of the movement.*
 - *Tip: Always keep the children off of the equipment if there is any doubt or concern about its integrity, and report the concern to the owner and/or the person responsible for inspecting and maintaining the playground.*
- Swings
 - Because of the frequency of use and the movement of swings, they wear out more frequently than other types of equipment.
 - Swings are free from any broken or damaged swing seats.
 - Swing chains are not severely worn, broken, kinked, or twisted.
 - Chains hang freely and are not wrapped around the top rail of the swing structure.



This collar has become loose and the deck is slipping. Report such loose hardware and prevent children from playing on the deck.



The National Recreation and Park Association Dirty Dozen Checklist

The National Recreation and Park Association has identified twelve of the leading causes of injury to children on the playground. These hazards are referred to as the “Dirty Dozen”. For more information about playground safety and to purchase a copy of the Dirty Dozen Checklist, go to www.nrpa.org/cpsi.

Group Activity #3

As a group, go outside to the play area and perform a pre-play site inspection. Be sure to check all areas mentioned in this section: weather; foreign materials; surfaces; broken, missing, or damaged parts; missing or loose hardware; movement; and swings.

Promote Positive Playground Behavior



Identify Behavior-Related Hazards

In addition to facility-related hazards, supervisors should be aware of children's behavior that may be potentially dangerous to themselves or others so that they can respond proactively. Due to the variation of sites and equipment, this list of behavior related hazards should not be considered to be complete.

On the playground, pay close attention to the following behaviors:

- **Risk taking behaviors**
 - While often positive, risk taking behaviors may occur both on and off of the equipment that may endanger a child. Supervisors should determine acceptable use of the playground equipment.
 - Peer-pressure can often increase dangerous risk taking behavior.
 - *Tip: Support and give assistance to children when they are exploring with appropriate risk taking behaviors, keeping the risk taking activity within the boundaries of their developmental capabilities.*
- **Aggressive behaviors**
 - Children's emotions are sometimes acted out in non-preferred ways.
 - *Tip: Watch for aggressive behavior towards both other children and inanimate objects like playground equipment.*
 - Intervening to help the child work through anger or frustration may keep the situation from escalating and prevent the transfer of verbal or physical aggression to other children. The supervisor's role is to channel non-preferred behavior into acceptable and meaningful forms of expression.
- **Use of the equipment**
 - Children should use the equipment within its intended parameters while still participating in imaginative and free play.
 - *Tip: Discourage pushing, shoving, overcrowding on or around the equipment.*
 - *Tip: Discourage running and playing tag on the equipment, as these activities can distract children from spatial judgement which could lead to missteps, slips, or falls.*
- **Bullying and conflict resolution**
 - All children should be visible to the playground supervisors at all times, as well as when walking to and from the playground area.
 - Provide plenty of choices, activities, and developmentally appropriate playground equipment and activities so that children do not wait to play and there is something for everyone to enjoy.
 - Since peer pressure is the most influential factor in putting a stop to bullying, schools should provide opportunities to raise awareness through discussion, curriculum, media, and role playing. Bullying often takes place in the presence of other student bystanders, so increasing their empathy and giving them the confidence to intervene can work effectively.
 - *Tip: Develop a school policy on bullying that defines what is considered a bullying incident, how to proactively prevent bullying from occurring, and the procedure for intervening and taking disciplinary action if necessary. Students should also know the procedure and steps to take if they witness bullying and should learn about conflict resolution skills.*



Develop Playground Rules

Playground supervisors should collaborate with school or agency staff and children to develop rules and guidelines that promote safety, encourage positive behavior, and allow children to be active, experience new challenges, and mature developmentally. There is no hard-and-fast set of playground rules. Rules will vary based on the ages of the children, the site-specific play environment and playground equipment, the number of playground supervisors, what is socially acceptable in that particular setting or community, and other factors. Ultimately, your school or agency can develop playground safety rules in two ways: First, supervisors can collaborate to establish school or agency wide rules, providing guidance and understanding as to what type of activities and behavior will be encouraged/discouraged on the playground; Second, rules can be developed with children that relate specifically to the desired behaviors your school or agency wants to encourage on the playground. Including children in this process can help them take ownership of the rules.

Supervisors' Playground Rules

Supervisors' playground rules should be developed in a group discussion with supervisors and members of your school or agency staff and administration. These rules will be based on behaviors that the playground supervisors determine would be unsafe for children, but they should also address the desired behaviors that would encourage fun, engagement, and safer play.

As a group, the supervisors should decide what is considered acceptable/unacceptable play behavior. What skills and behaviors do you wish to encourage while children are playing? (Ex: running, jumping, climbing, pushing, ball play, piling on, curiosity, hiding, social daring, bullying, etc.)

During this process, work with your school or agency to decide what behaviors will be allowed in each area of the play environment and on and around the playground equipment. The acceptable behavior may vary for different age groups and for different types of equipment. *Tip: You may wish to develop playground policies for activities such as lining up and checking out balls, toys, and other loose parts.*

Examples of Supervisors' Playground Rules:

- Tag games should be played in the grassy area away from the equipment.
- Children can use slides by going down feet first.
- Shovels, buckets, and other sand toys should remain in the sand and water play area.
- Children must wear helmets when riding bikes and other riding toys, and helmets should be returned to the designated area before getting on playground equipment.
- Fences, trees, lampposts, and other site amenities should not be used as climbing equipment.

When developing rules about the playground equipment, consider among other factors these things:

- Age and ability of each user group
 - *Tip: Look for signs and labels on and around the equipment that indicate appropriate user groups.*
 - Consider height and complexity of activity
- Overcrowding and the number of children on equipment
- Foreign objects brought onto the play equipment (Ex: helmets, clothing with strings, sharp objects, etc.)
 - Work with and educate parents, so they can help discourage the wearing/carrying of these items
 - Scan the play environment frequently, looking for dangerous objects and other hazards
 - Consider creating a "playground dress code" that restricts the wearing of drawstrings, other strangulation hazards, and inappropriate footwear
- Usage during inclement weather or other weather-related hazards
 - Encourage the wearing of sun protective clothing and/or sunscreen

Develop Playground Rules

When children have a say in developing the rules, they assume ownership and are more likely to embrace them. When developing playground rules, allow children at your school or agency the opportunity to talk about how they like to be treated and what might upset or hurt them when they are playing outside on the playground. Keep the focus on how the children like to be treated by others (ex. included, treated fairly, encouraged, etc.), and create a list of "good safety choices" to make on the playground. *Tip: It may be helpful to use happy and sad faces/thumbs up and thumbs down to provide a visual during discussion about good and less preferred choices.* Use this list to create rules that are simple and positive; develop a few broad rules (5 works well) instead of many specific ones.

When establishing the rules, discuss with the children what the rules mean and give examples to which they can relate or role play the rules together. Following are some examples that might be useful in discussing rules with children:

- How can children 'Be Respectful'?
 - Talk about teasing, bullying, following requests from supervisors, and using equipment appropriately.
- What does it mean to 'Be Careful'?
 - Ask them questions like "Why do we wear helmets when we ride our trikes? What could happen if we didn't?" or "Is it safe to run behind the swings? What could happen?"
 - This discussion will help children develop an understanding of the rules, provide opportunities to develop better choices, and essentially guide them through the problem solving process.
- How can children 'Use Kind Words' to settle a dispute?
 - Help children understand words are a better choice than pushing or yelling to resolve a conflict.
 - Conflict resolution strategies can be helpful for children as they learn to interact with their peers.
 - Ask children to give some examples of how to use kind words on the playground. (Ex. "That doesn't feel good." vs. "Leave me alone!"; "Thanks for asking." vs. "I don't want to play!"; "Please let me pass." vs. "Get out of my way!")

Examples of Early Childhood Rules:

- Play Safe
- Use Kind Words
- Make Friends
- Take Turns
- Have Fun

Examples of Elementary Aged Rules:

- Everyone can play – include and encourage others
- Follow directions
- Always return equipment
- Use playground equipment appropriately
- Keep hands to yourself
- Stay inside designated play area
- Wear playground-friendly clothing
- All games are open
- Take turns & be cautious of others
- Stop, look, & listen when you hear the whistle/bell

Discuss how good behavior will be rewarded and what consequences will occur for not following the rules. Once finalized, these rules should become part of your published playground rules. These rules should be distributed to everyone involved with the agency or school, and it is suggested that a copy be sent home to the parents and guardians of the children for further reinforcement in other settings. Posting them in the classroom and/or on the playground provides a consistent reminder and an easy way for supervisors to review and discuss the rules. *Tip: Depending on the age and development of the children, you may consider adding a simple picture to each rule to provide a visual reminder.*





Develop Positive Behavior Supports

It is important to consider positive behavior supports and how the supervisors can be *proactive* to ensure that the rules are followed rather than *reactive* when they are broken. Keep in mind that supervisors are not the “Playground Police.” It is the supervisor's job to provide a safer environment for active free play, encourage children, and help children follow and understand the playground rules in order to promote safety and fun for everyone. In order to be proactive, be consistent with rules, procedures, and routines. Any disciplinary procedure taken should be previously approved by school or agency administration and should be fair and consistent.

Some methods for promoting positive playground behavior:

- Positive behavior supports
 - Choices and self-monitoring opportunities
 - Positive reinforcement and praise.
Tip: Consider developing a public method of rewarding children for positive behavior, such as a “Playground Friend of the Week” award.
 - Natural consequences
 - Visual supports
 - Reminders of rules. *Tip: Try to state reminders in a positive way to reinforce the desired behavior. For example, you might say “Keep hands to yourself” instead of “No pushing” or “Use the equipment in a safer way” instead of “No jumping off the wall.”*
- Passive methods of enforcement
 - Making eye contact
 - Physically moving closer in proximity to a child
- Some behavior may require other disciplinary actions that have been approved by your school or agency
 - Time outs, verbal warnings, or taking privileges away



By promoting positive playground behavior, you can help kids play more safely and have more fun!

Supervisors should remain consistent in how they react to less preferred behaviors from children. Threats and warnings without the intention of taking action are confusing to children. All playground supervisors must be consistent regarding what is considered acceptable and unacceptable behavior, the number and type of reminders given, and consequences that will follow.

Provide Choices & Establish Consequences

Providing children with choice gives them an element of control and ownership in the decision making process. Poor choices may result in natural consequences (such as not getting to participate in an activity) or an established disciplinary action. Keep consequences **simple**; make them **relevant** and **timely**. If at all possible, the consequences should occur on the same day or immediately after the behavior occurred.

Tip: Deal with issues on the spot by removing equipment and materials or children from the undesired or dangerous situation.

Examples of Providing Choices:

- If a child wants to climb up a slide, you might say, "You can go down the slide feet first or climb on the climbing wall."
- "You can listen and follow directions or you can sit and watch your friends play."

Any disciplinary procedures must be consistent with existing school or agency policy. Procedures should be finalized and approved by the administration. Copies of policy and procedures for positive behavior supports and other disciplinary procedures should be included as part of the playground supervision program and reviewed and revised as necessary.

When developing consequences, consider questions like these:

- Is the consequence the same for running on the play equipment as for shoving a classmate to the ground?
- How will you manage verbal versus physical bullying?
- Does the level of consequence increase with the number of incidents?
- How many reminders will be given before there is a consequence?
- What if other factors like attention seeking or defending oneself influenced the behavior?
- *Tip: Be careful with setting up too many specifics. There are always unique circumstances to every situation.*

The following examples are forms of discipline that are not recommended:

- Requiring physical exercise such as doing pushups or running laps. Children should relate exercise with positive feelings and memories, not negative ones.
- Taking away recess time in school settings. Children need to exert energy in order to focus and do their best in the classroom. Studies show that children that engage in daily high-energy activity increase test scores and on task behavior (Davis, C., et al., *Effects of aerobic exercise on overweight children's cognitive functioning: a randomized controlled trial, Research Quarterly for Exercise Sport*, 2007).
- Intentionally embarrassing or humiliating children, which can harm them socially and emotionally.



Positive behavior supports can help children relate exercise with positive feelings and memories.



Group Activity #4

Work with the school or agency administration and staff to develop and finalize rules that can be used by the supervisors to promote positive playground behavior.

Part I: Develop Supervisors' Playground Rules

1. Using the playground map (created in Group Activity #1) as a reference, list the types of activities that are intended to occur in each area of the play environment.
2. Create a list of playground equipment components and the potential unacceptable behaviors that could occur on or around them. (Ex. walking on top of horizontal ladders, jumping off elevated platforms, swinging upside down, etc.)
Tip: Consider users' ages and abilities when determining rules.
3. Consider other factors such as items brought into the play environment that may require additional rules and/or monitoring to ensure safer play.
4. Make a list of acceptable and unacceptable play behaviors for each play area and each component of playground equipment. Discuss questions of play equity, fairness, and inclusion to be sure that they are addressed in playground rules.
5. Discuss how these rules will be followed through. (Ex: communication of rules to the children, ways to offer safer choices, the monitoring system that will be in place, etc.)

Part II: Develop Positive Behavior Supports on the Playground

1. Discuss ways to be proactive to ensure that the rules are followed rather than reactive when they are broken.
2. When possible, encourage the children to follow the playground rules by using positive behavior supports. (Ex. choices and self-monitoring opportunities, positive reinforcement and praise, natural consequences, visual supports, reminders of rules, etc.)
3. Pass out scenarios of children engaging in less preferred play behaviors. Discuss or role play in small groups how to use positive behavior management strategies.

Part III: Provide Choices & Establish Consequences

1. Define potential playground scenarios and create alternative choices that give the children control and ownership in the decision making process.
2. List disciplinary procedures that are consistent with school or agency policy.
3. Determine how consequences will be communicated to the children and who will respond.
4. Discuss how supervisors will determine consequences based on specifics of each incident.

Part IV: Finalize Playground Rules

At the completion of Parts I-III of this Group Activity, your group's list should be finalized and presented to school or agency administration for approval. The completed list will become part of a permanent record that can be used on an on-going basis, and it should be reviewed and/or revised as necessary.

Group Activity #5

Work with the children to develop rules that will help them understand and demonstrate positive playground behavior.

1. Discuss with the children why playground safety is important, and explain that they are going to help create their own playground safety rules.
2. Allow children the opportunity to talk about how they like to be treated and what might upset or hurt them when they are playing on the playground.
3. Use open-ended questions, examples to which the children can relate, and other means to talk about behavioral choices that can help them have positive play experiences.
4. From this discussion, create a list of positive play behaviors. You may wish to use a visual indicator such as happy/sad faces or thumbs up/thumbs down depending on the developmental ages of the children.
5. Use this list to come up with positive, simple, child-friendly rules.
6. Finalize the rules with the school or agency administration, including them in the playground policy. Consider posting the playground rules in the classroom and/or on the playground to provide a consistent reminder.



Define the Playground Supervisor's Behavior

Children are born to play. As discussed earlier, kids require time for healthy active play opportunities in order to fully develop socially, emotionally, communicatively, physically, and cognitively. When children are deprived of play opportunities the consequences can result in serious developmental and physical health conditions such as obesity. Your behavior can directly impact the quantity and quality of children's play experiences.

Identify the Supervisor

For safety reasons, children need a means of easily locating and communicating with a playground supervisor, but on a busy playground, it can be difficult for children to spot them and for supervisors to hear children calling their names. Consider a brightly colored uniform or vest that can be worn by the supervisors to enable easy recognition. A visual indicator can expedite contact and improve safety.

Have a Positive Attitude

Attitude is everything! What is the first thing that comes to mind when you think about play—a sense of freedom, laughter, running, jumping, swinging, and generally having fun outside? The playground supervisor's attitude has a direct impact on the value of children's play experiences. A great playground supervisor promotes healthy active play and is familiar with the needs of children. First and foremost, take the job seriously, be prepared, patient, and have a positive attitude.

Define Your Location

It is important to define the location of each playground supervisor and where they will move while watching the children. In Group Activity #1 you explored sight lines and the number of supervisors on the playground. Each supervisor should know what area of the playground he or she is responsible for supervising before the children come out to play. The supervisor should be familiar with the area and equipment, understanding where he or she needs to physically roam while scanning the play environment with his or her eyes, closely monitoring challenging equipment and areas out of immediate sight like inside crawl tubes.

Communicate

Playground supervisors should establish a means of communicating with one another and the main office from the playground. Many schools and agencies use radios or other mobile communication devices for this purpose. If one supervisor is assisting an injured child, he or she needs to alert the other supervisors and facilitators of the situation for them to communicate with the main office regarding the emergency situation. You will also need a means of communicating with the other supervisors if you need to leave your post for any reason.

Know Your Emergency Response

As part of playground supervisor preparation, discuss existing school or agency policies relating to injury prevention, emergency response, and incident reporting procedures.

All playground supervisors should be trained in first aid and equipped with proper first aid materials. Small first aid kits in backpacks or fanny packs could include protective gloves, protective mouth guards, gauze, bandages, etc. If any children have severe allergies to bee stings or other medical needs, subject to school or agency policy, it may be necessary for the supervisor to have the appropriate medicine as part of the kit.



Emergency response plans should be explored for scenarios like fire, severe weather, bomb threats, rabid or sick animals, strangers on the playground, and weapons on the playground. Emergency response plans may already be developed for inside the building, but handling emergencies outside the building is equally important.

When developing emergency plans for different playground emergency scenarios, consider these things:

- Watch the children not directly involved in the emergency and protect them from harm.
- Children are very familiar with fire drills and severe weather drills and learn at an early age the seriousness of the situation. By developing similar playground protocols, you can build on these familiar experiences.
- Involve management in the process of developing playground emergency response plans.
- Know how to respond to help keep everyone calm.
- Evacuation plans should include a method of gathering the children together, directing them to a given location, and accounting for all of the children.
- Practice drills on the playground to help ensure quick response in a real emergency.

Report Incidents

Every school and agency should have an incident report form that has been prepared with the advice of the school or agency's legal or risk management department. Playground supervisors should know how to properly complete the form in a timely manner so that proper notifications and documentation can be ensured. If a child is injured severely enough to require treatment at a hospital, there is a good chance that further information will be needed about the incident. Additionally, incident reports should be processed and retained in a systematic manner so that trends can be identified and adjustments to the supervision program can be made. An incident report form is the best, most complete way of documenting the circumstances surrounding the incident; therefore it needs to be completed and submitted immediately following the incident as directed by the school or agency policy. Other incidents such as bullying, fighting, or medical emergencies, etc. may also need to be documented.

Develop a Playground Supervision Plan



Group Activity #6

Using your notes from Group Activities #1-5 and the information provided in this Guide as a starting point, complete the Playground Supervision Plan on the following pages with the group of playground supervisors from your school or agency. Use this resource as a tool to engage your various stakeholders in the planning, documentation, communication/preparation, and execution of a comprehensive playground supervision plan. Remember it should be a living document and needs to be continually updated and refined for continuous quality improvement.

Playground Supervision Plan

Name of School/Agency/Group: _____ Date: _____

Name of Playground (if multiple): _____

Staff & Administration Involved in Development of Plan:

Define the Ratios on the Playground

(Number of children/number of staff)

Define the Roles of Staff

(Determine personnel that will function as playground supervisors and those that will function as play facilitators.)

Define the Supervisors, Their Roles, and Locations/Designated Supervision Areas

(Consider how they will be positioned and move to supervise areas that are less visually accessible.)

Define the Play Facilitators & Their Roles, If Applicable

(Who will facilitate play with the children? What type of activities and engagement will they provide?)

Define the Developmental Ages of the Children

Define Age Appropriate Equipment

(Labels and signs indicate age appropriateness of equipment. How will you keep children from using inappropriate pieces of equipment?)

Define Activity Areas

(What activities will be encouraged/discouraged in each area of the play environment? Where will loose parts such as balls and manipulatives be allowed?)

Define the Accessibility Needs to Ensure Access and Inclusion of Children of All Abilities

(Ex. Equipment, surfacing, visual supports, modifications, adult assistance, etc.)

Note: This form is designed as a sample playground supervision plan. Due to the variation of sites and equipment, this plan should not be considered to be all inclusive. Each facility should evaluate its unique needs when creating a playground supervision plan.

Define Developmental Outcomes

(What developmental skills are important for children to experience on the playground?)

Define System for Identifying & Correcting Potential Facility-Related Hazards

(Who will complete pre-play site inspection? To whom should hazards be reported? What is the process for closing the playground due to facility-related hazards?)

Define the Playground Dress Code, If Applicable

(Ex: clothing that could become a strangulation hazard, helmets, footwear, sun protective clothing, sunscreen, etc.)

Define the Playground Rules: Supervisors' Rules

(Develop guidelines for safety, appropriate playground behavior, positive behavior supports, consequences, etc. How will these rules be reviewed and approved by school or agency administration?)

Define the Playground Rules: Rules Developed with Children

(Rules for children's behavior should be simple, positive, and child-friendly. How will the rules be posted and reviewed with the children for further reinforcement?)

Define Means of Identifying the Supervisor

(Will the supervisors wear brightly colored clothing or vests?)

Define the Communication System

(Who will communicate with the main office in the event of an incident? How will information be conveyed to other supervisors/facilitators? Ex: Radios, whistles, hand signals, etc. How and when will it be communicated to the children that it is time to line up and go back inside?)

Define Emergency Plan & Incident Reporting Process

(Assign roles that each adult will take on in case of emergency. Who will stay with an injured child? Who will watch the other children? Who will communicate with the main office? Who will fill out incident reports? How will they be reviewed and retained?)

Define Maintenance of Playground Supervision Plan

(How frequently will the Playground Supervision Plan be updated and communicated? How will the school or agency prepare new supervisors? How will the Playground Supervision Plan be incorporated into the school or agency's policies and procedures?)

Additional Site-specific Considerations



Conclusion

Promote Play

Now that you have learned about playground supervision and started your planning process, we encourage you to become an advocate for play for all children at your school or agency. Help give children the opportunities they need to play freely, explore new learning opportunities, exercise their bodies, and grow into healthy, productive adults.

Share the fun! As a play supervisor you are in the perfect position to share your knowledge with others.

Here are some ideas of ways that you can promote fun, safer play in your community:

- Establish a playground safety week, sending information home regarding the importance of play and playground safety.
- Become a resource for parents and teachers about safer play.
- Offer information and tips to parents, teachers, and care givers about safer play on the playground.
- Establish a continuous quality improvement process, tracking incidents and positively promoting safer play.

By becoming an advocate for healthy play opportunities within your community, you have an opportunity to positively impact the health and well-being of our most precious resource, our children.





Resources

PlayCore

www.playcore.com

(877) 762-7563

For a variety of resources and programs for play, visit www.playcore.com.

NRPA-National Recreation and Park Association

www.nrpa.org/playgroundsafety/

(800) 626-6772

NRPA is dedicated to educating professionals and the public on the essential nature of parks and recreation.

IPEMA-International Play Equipment Manufacturers Association

www.ipema.com

(888) 944-7362

IPEMA is a non-profit, membership, trade association that represents and promotes an open market for manufacturers of playground equipment and surfacing.

NPPS- National Program for Playground Safety

www.uni.edu/playground

(800) 554-7529

NPPS is the premier non-profit organization in the United States delivering training and services about outdoor play and safety.

ASTM- ASTM International

www.astm.org

(610) 832-9500

Formerly known as the American Society for Testing and Materials, ASTM is an independent and world renowned developer of technical standards utilized in testing a multitude of products, including playground equipment and related products.

CPSC- Consumer Product Safety Commission

www.cpsc.gov

(800) 638-2772

The Consumer Product Safety Commission regulates many products, including playground equipment and related products, to help ensure consumers/users safety.

Access Board- U.S. Architectural and Transportation Barriers Compliance Board

www.access-board.gov

800-872-2253

The Access Board has completed Accessibility Guidelines for Play Facilities as set forth in the Americans with Disabilities Act of 1990.

This program provided as a public service by



401 Chestnut Street, Suite 310

Chattanooga, TN 37402

(800) 727-1907

www.playandpark.com

• Preserving the Play Environment • Promoting the Value of Play • Protecting Children



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Item 8.g. - Page 144



ISO 14001

We are proud to be ISO 14001 certified for our manufacturing facility in Fort Payne, Alabama, also referred to as the "Green Certification," ISO 14001 is an internationally recognized standard for environmental management, measurement, evaluation, and auditing. As an ISO 14001 certified company, Play & Park controls the environmental impact of our activities, products, and services by implementing and an Environmental Management System (EMS) that meets international standards, but is specific to the play products being produced.



ISO 9001

An industry certification process issued by the International Organization for Standardization. It is used to measure manufacturing standards and to certify company compliance with quality control systems covering design, development, production, installation, inspection and testing.



ADA

Access Board (The United States Architectural and Transportation Barriers Compliance Board) has completed Accessibility Guidelines for Play Facilities as set forth in the Americans with Disabilities Act of 1990. The Final Report of the Regulatory Negotiation Committee is available via the internet.



IPEMA



In the interest of public playground safety, the International Playground Equipment Manufacturer's Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, Detroit Testing Laboratory, Inc. (DTL), validates an equipment manufacturer's certification of conformance to ASTM F1487, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, except sections 7.1.1, 10 & 12.6.1; to CAN/CSA Z614, Children's Playspaces and Equipment, except clauses 9.8, 10 & 11, or both. The use of corresponding logo in Play & Park Structures catalog signifies that Play & Park Structures has received written validation from the independent laboratory that the product(s) associated with the use of the logo conforms to the requirements of the Indicated standard. Check the IPEMA website, www.ipema.org, to confirm product validation.



ASTM



ASTM International is an independent and world renowned developer of technical standards utilized in testing a multitude of products, ASTM's F15.29 committee met regularly for over a decade in the continual development of the F1487 Standard Consumer Safety Performance Specifications for Playground Equipment for Public Use. The original standard, F1487-93 was published in 1993 and subsequently replaced by the current version F1487-07a, published in May 2007.



CPSC

The Consumer Product Safety Commission (CPSC) is an independent agency within the United States Federal Government with the authority to inform the public of current product safety performance information and recommended practices. The CPSC first published their guidelines for public playgrounds in 1981 and have updated their publication several times since then. The current CPSC Handbook for Public Playground Safety, publication #325, is an excellent guide for owners and operators of public play environments.



Payment and Credit Documents

Credit Card Form/ ACH information



PPS ACH Information

Account Name: Play and Park
Routing Number: 061000104
Bank Name: Sun Trust Bank, Atlanta
303 Peachtree Street, NE
Atlanta, GA 30308
Account Number: 1000137556717
Swift Code: SNTRUS3A
ACH ABA#: 061000104



Credit Card Payment Authorization

Card Type: Visa _____ Master Card _____ American Express _____
Card Number: _____ Expiration Date: _____
Cardholder Name (as it appears on card): _____
Billing Address (as it appears on account): _____

CSC Card Security Code: _____
CSC only: Visa and MasterCard CSC has a 3 digit code on the right on the back of card. American Express CSC is printed out embossed on the front of the card.
Payment one: amount \$ _____
Payment Release Date: _____
Representing: _____
(Choose one: pre-ship work in progress, invoices due, installation complete or other)
Payment two: amount \$ _____
Payment Release Date: _____
If required: (Choose one: pre-ship work in progress, invoices due, installation complete, or other)
Representing: _____
(Choose one: pre-ship work in progress, invoices due, installation complete, other)
Charge authorized this date _____
By Cardholder signature _____ representing _____ (Business name)

Return by fax to your Park Structures representative or to the Park Structures Credit Department by e-mailing: csaylor@playcore.com, or by faxing to 802-529-3125. Questions? Contact your representative or the Park Structures Credit office at 823-629-3171.

Form R05032015

Electronic Check Option



play&park structures
A PLAYCORE Company

Electronic Check Authorization Form

Company Name: _____

Authorized Signer:
First Name: _____
Last Name: _____
Phone: _____
Email: (required for receipts) _____
Billing Address: _____

Bank Name: _____

Bank Routing Number: _____
(The American Bankers Association routing number is a nine digit bank code used in the United States to identify financial institutions.)

Bank Account Number: _____

Account Type: Checking _____ Savings _____

ONE TIME PAYMENT: Amount \$ _____

RECURRING PAYMENT:
Amount \$ _____
Payment will be ran on the _____ of each month
Date of First Payment: _____
Date of Final Payment: _____

Charge authorized this date: _____

Authorized Signature _____ representing _____
(Business name)

Return by fax to your Play & Park Structures representative or to the Play & Park Structures Credit Department by emailing Corinne Saylor at csaylor@playcore.com, or by faxing to 8423-425-3124. Questions? Contact your representative or the Park Structures Credit office at 423-425-3171.

BigToys
A PLAYCORE Company

Electronic Check Authorization Form

Company Name: _____

Authorized Signer:
First Name: _____
Last Name: _____
Phone: _____
Email: (required for receipts) _____
Billing Address: _____

Bank Name: _____

Bank Routing Number: _____
(The American Bankers Association routing number is a nine digit bank code used in the United States to identify financial institutions.)

Bank Account Number: _____

Account Type: Checking _____ Savings _____

ONE TIME PAYMENT: Amount \$ _____

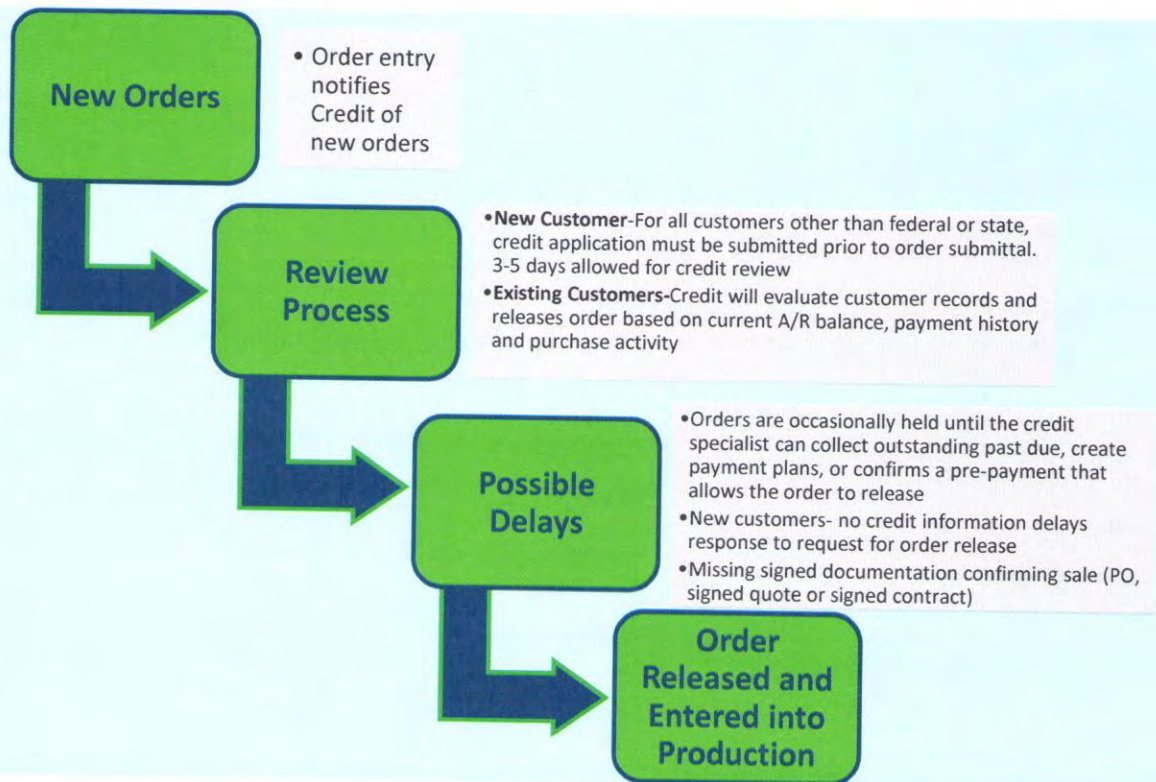
RECURRING PAYMENT:
Amount \$ _____
Payment will be ran on the _____ of each month
Date of First Payment: _____
Date of Final Payment: _____

Charge authorized this date: _____

Authorized Signature _____ representing _____
(Business name)

Return by fax to your Big Toys representative or to the Big Toys Credit Department by emailing Corinne Saylor at csaylor@playcore.com, or by faxing to 8423-425-3124. Questions? Contact your representative or the Big Toys credit office at 423-425-3171.

Order Flow Processing



Credit Application



play&park structures
A PLAYCORE Company

BUSINESS CONTACT INFORMATION

Company name	Date business commenced
Phone / Fax Number	<input type="checkbox"/> Sole proprietorship
Company address	<input type="checkbox"/> Partnership
City, State Zip Code	<input type="checkbox"/> Corporation
Mailing address if different	<input type="checkbox"/> Other
Business Registered in State of:	
Owner/President name:	Owner since (year)

BUSINESS AND CREDIT INFORMATION

Accounts Payable Contact:	Bank name
Name	Primary business address
Phone / Fax Number	City, State Zip Code
E-mail address	Phone
Will you accept original invoices by email? Yes <input type="checkbox"/> No <input type="checkbox"/>	Account number
	Type of account <input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other

Select and Use Tax Exemption Certificate Number:
Please note: We are required to charge tax on your purchase according to applicable state law if a tax exemption certificate number is not supplied on this application along with a state of the certificate.

AGREEMENT

The business entity and applicant hereby collectively referred to as customer in submitting this Credit Application to PlayCore Structures Inc., and its affiliate companies, hereby collectively referred to as PlayCore as an indication to PlayCore to manufacture and/or provide services for the use and the benefit of the business entity or applicant listed herein. The customer agrees to the payment terms stated on PlayCore invoices, unless these terms have been modified through a mutually executed contract. A PlayCore invoice or a pay application, representing the value of goods and/or services provided, will be deemed as in payment default if one of the following events occur:

1. The customer payment is not received by PlayCore within the agreed upon payment terms.
2. The customer enters a state of bankruptcy.
3. The customer is declared as insolvent by PlayCore.
4. The customer has misrepresented to PlayCore the provisions of this application and agreement or other agreements.

A late charge will be assessed on any balances in arrears. The late charge will be calculated at the maximum rate permitted by the state the applicant resides in. Applicant agrees to accept and pay assessed late charge(s) on balances or services in arrears. The applicant agrees to reimburse costs incurred by PlayCore to collect services or balances in payment default to include, but not limited to, attorney fees, court costs, and any and all other costs expended to collect services or balances in payment default. Applicant agrees to mail payment to the "Remit To" address listed on PlayCore invoices unless an alternate address change is approved by the PlayCore Credit Manager. The terms and conditions of this agreement found herein shall prevail over terms and conditions stated on any other conflicting documents not endorsed or accepted by PlayCore.

SIGNATURES

Agreed to terms and heretofore by:

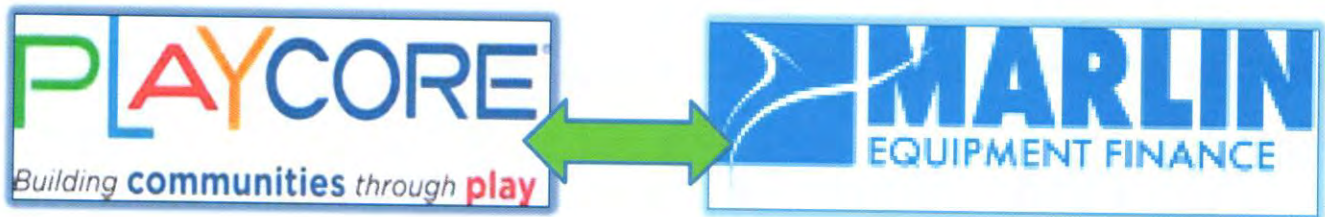
Signature	Signature
Name and Title	Name and Title

Date	Date
BUSINESS/TRADE REFERENCES	
Company name	Phone
Address	Fax
City, State ZIP Code	E-mail
Type of account	Other
Company name	Phone
Address	Fax
City, State ZIP Code	E-mail
Type of account	Other
Bank or Financial Institution	Phone
Address	Fax
City, State ZIP Code	E-mail
Type of account	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Other

PP3 Credit Application (06/2013)

Marlin Financing Option

play&park
structures[®]
A PLAYCORE company



Marlin and Playcore have partnered to offer a competitive program to allow customers to make their purchase today at affordable low monthly payments. They can spread their payments out for up to 72 months with as little as \$0 Down (subject to Marlin's terms and conditions).

General Billing Information



Discount/Prepayment Information

Cash in advance for payment in full is required on ALL orders under \$1k, regardless of customer. Cash in advance discounts are not available for orders under \$1k

Pre-payment in full with a P-card/credit card on orders greater than \$1k is eligible for a 1% discount

Cash in advance for payment in full on orders greater than \$1k is eligible for 3% (including orders financed by Marlin)


*Check, Check By phone, Wire or Marlin Leasing

- A customer is not eligible for the discount if the past due on their receivables exceeds 60 days.
- Accounts that decline the available discounts and submit credit information to establish terms should be notified by the salesperson that 3-5 working days are required to determine credit worthiness prior to releasing the order.

Intent to Decline Available Discounts



In the event the customer declines the available discounts, this form must be signed by the customer and submitted along with the other order documents to be retained in their file in order to document that we are in compliance with the Prompt Payment Final Rule 5 CFR 1315, and to confirm that we made them aware of the available discounts.



Intent To Decline Available Discounts

Play & Park Structures
801 Chestnut Street, Suite 610
Chattanooga, TN 37402

Date: _____

Authorized Buyer's Name

Title

Company Name

Street Address

City, State, ZIP

Contact Phone

Purchase Agreement Number

Play & Park Structures greatly appreciates your new order. Because we also value your time and effort as much as our own, Play & Park Structures wants to make you aware that we offer a discount of 5% for all cash in advance orders (this includes Marine financing). We also offer a 1% discount for all orders pre-paid with a P-card/credit card.

This offer is a necessary response to the Prompt Payment Act that instructs state and federal agencies to review and determine the costs and total benefits of paying early, and utilizing all available discounts to reduce budget costs in the most productive manner possible. The Prompt Payment Final Rule 5 CFR 1315. Prompt Payment (formerly OMB Circular A-115, "Prompt Payment") requires Executive departments and agencies to pay commercial obligations within identified terms, or to pay interest penalties when payments are late. Since many state and federal agencies now mandate that all their purchases be paid within the most advantageous terms, we require written confirmation of your intent to disregard in the event you intend to decline the available discounts. If this is your intention, please note and sign below so this information may be retained in your customer file.

☐ _____ is declining a cash-in-advance discount of 5%
(Customer)

☐ _____ is declining a 1% discount for pre-payment of the order with a
(Customer) P-card/credit card.

My signature hereby attests that _____ is not in any violation of local/federal laws requiring the acceptance of all available discounts.

Signature _____
Title _____
Date _____

EPD04/06/2013

Appendix H:
ADDITIONAL REQUIRED DOCUMENTS

- DOC #1 Clean Air and Water Act
- DOC #2 Debarment Notice
- DOC #3 Lobbying Certification
- DOC #4 Contractors Requirements
- DOC #5 Antitrust Certification Statement
- DOC #6 Implementation HB 1295 (Certificate) of Interested Parties)
- DOC #7 EDGAR Certifications

FOR VENDORS INTENDING TO DO BUSINESS IN NEW JERSEY:

- DOC #8 Ownership Disclosure Form
- DOC #9 Non-Collusion Affidavit
- DOC #10 Affirmative Action Affidavit
- DOC #11 Political Contribution Disclosure Form
- DOC #12 Stockholder Disclosure Form

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:

All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38.

Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.

Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26

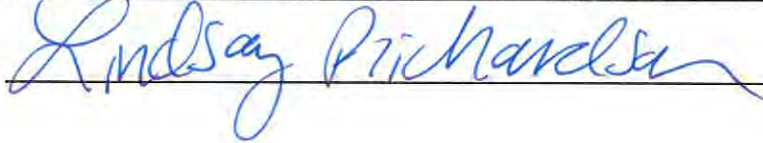
Bid and Performance Security, as required by the applicable municipal or state statutes.

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor: Play & Park Structures

Title of Authorized Representative: Lindsay Richardson

Mailing Address: 401 Chestnut Street, Suite 410, Chattanooga, TN 37402

Signature: 

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: Play & Park Structures

Title of Authorized Representative: Lindsay Richardson

Mailing Address: 401 Chestnut Street, Suite 410, Chattanooga, TN 37402

Signature: 

DOC #3

LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.


Signature of Offeror

3/9/2017

Date

Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Region 4 ESC Participating entities in which work is being performed.

Fingerprint and Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.


Signature of Offeror

3/9/2017
Date

**ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)**

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Vendor Play & Park Structures

Address 401 Chestnut Street

Suite 410

Chattanooga, TN 37402

Phone 423-648-5585

Fax 423-425-3124

Offeror


Signature

Lindsay Richardson

Printed Name

Sr. Vice President & Business Unit Manager
Position with Company

Authorizing Official


Signature

Lindsay Richardson

Printed Name

Sr. Vice President & Business Unit Manager
Position with Company

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Play & Park Structures
Chattanooga, TN United States

Certificate Number:
2017-177141

Date Filed:
03/10/2017

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

TCPN The Cooperative Purchasing Network

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

17-03

Playground Systems, Installation, Service and Related Items

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Lindsay Richardson
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP/ SEAL ABOVE

My commission expires October 25, 2020

Sworn to and subscribed before me, by the said Lindsay Richardson, this the 9 day of March, 2017, to certify which, witness my hand and seal of office.

Bethany L. Smisson
Signature of officer administering oath

Bethany L. Smisson
Printed name of officer administering oath

Associate Sales Manager
Title of officer administering oath

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

"This form *MUST* be filled out *ONLINE*"

Last Revision: February 16, 2016

TO WHOM IT MAY CONCERN:

REGION 4 EDUCATION SERVICE CENTER is in the process of ensuring that all policies and procedures involving the expenditure of federal funds are compliant with the new Education Department General Administrative Guidelines ("EDGAR"). Part of this process involves ensuring that all current vendors agree to comply with EDGAR. You must complete this form and return to REGION 4 EDUCATION SERVICE CENTER along with your proposal.

The following certifications and provisions are required and apply when REGION 4 EDUCATION SERVICE CENTER expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Agency and the Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds, REGION 4 EDUCATION SERVICE CENTER reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds, REGION 4 EDUCATION SERVICE CENTER reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. REGION 4 EDUCATION SERVICE CENTER also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if REGION 4 EDUCATION SERVICE CENTER believes, in its sole discretion that it is in the best interest of REGION 4 EDUCATION SERVICE CENTER to do so. Vendor will be compensated for work performed and accepted and goods accepted by REGION 4 EDUCATION SERVICE CENTER as of the termination date if the contract is terminated for convenience of REGION 4 EDUCATION SERVICE CENTER. Any award under this procurement process is not exclusive and REGION 4 EDUCATION SERVICE CENTER reserves the right to purchase goods and services from other vendors when it is in REGION 4 EDUCATION SERVICE CENTER's best interest.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must 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."

Pursuant to Federal Rule (C) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES  Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned

upon the acceptance of the wage determination. The non - Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 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 contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non -Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 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.

Pursuant to Federal Rule (F) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

(G) 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).

Pursuant to Federal Rule (G) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER member resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors 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 takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term and after the awarded term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C.

1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.


(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by REGION 4 EDUCATION SERVICE CENTER for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES  Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When REGION 4 EDUCATION SERVICE CENTER expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES LM Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Vendor agree? YES LM Initials of Authorized Representative of Vendor

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Vendor agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES LM Initials of Authorized Representative of Vendor

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES LM Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Play & Park Structures

Address, City, State, and Zip Code: 401 Chestnut Street, Suite 410, Chattanooga, TN 37402

Phone Number: 423-425-3132

Fax Number: 423-425-3124

Printed Name and Title of Authorized Representative: Lindsay Richardson, Sr. Vice President & Business Unit Manager

Email Address: lrichardson@playcore.com

Signature of Authorized Representative: Lindsay Richardson Date: 3/9/2017

OWNERSHIP DISCLOSURE FORM

(N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Play & Park Structures

Street: 401 Chestnut Street, Suite 410

City, State, Zip Code: Chattanooga, TN 37402

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I _____ Lindsay Richardson _____, an authorized representative of Play & Park Structures, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
None		

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

3/9/2017

Date


Authorized Signature and Title

Lindsay Richardson - Sr. Vice President & Business Unit Manager

Company Name: Play & Park Structures

Street: 401 Chestnut Street, Suite 410

City, State, Zip Code: Chattanooga, TN 37402

State of New Jersey

County of Hamilton

I, Lindsay Richardson of the Chattanooga
Name City

in the County of Hamilton, State of Tennessee
of full age, being duly sworn according to law on my oath depose and say that:

I am the Sr. Vice President & Business Unit Manager of the firm of Play & Park Structures
Title Company Name

the offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that TCPN relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

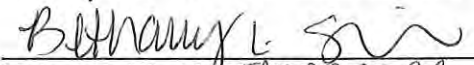
I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Play & Park Structures
Company Name


Authorized Signature & Title
Lindsay Richardson, Sr. Vice President & Business Unit
Manager

Subscribed and sworn before me

this 9 day of March, 2017


Notary Public of Tennessee
My commission expires October 25, 2020

SEAL



AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)**Company Name:** Play & Park Structures**Street:** 401 Chestnut Street, Suite 410**City, State, Zip Code:** Chattanooga, TN 37402**Proposal Certification:**

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:1. A photo copy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information ReportAttached.

OR

3. A complete Affirmative Action Employee Information Report (AA302)**Public Work – Over \$50,000 Total Project Cost:**

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form

AA201-A upon receipt from the _____

B. Approved Federal or New Jersey Plan – certificate enclosed _____

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

3/9/2017**Date**
Authorized Signature and TitleLindsay Richardson - Sr. Vice President & Business
Unit Manager

CO= N601685
U= AG68164

EQUAL EMPLOYMENT OPPORTUNITY
2016 EMPLOYER INFORMATION REPORT
REPORT - TYPE 8

SECTION B - COMPANY IDENTIFICATION

1. PLAYCORE OF WISCONSIN INC
401 CHESTNUT STREET
SUITE 410
CHATTANOOGA, TN 37402

SECTION C - TEST FOR FILING REQUIREMENT

2.a. PS COMMERCIAL PLAY, LLC
401 CHESTNUT STREET
SUITE 310
CHATTANOOGA, TN 37402
HAMILTON COUNTY
c. Y

1-Y 2-Y 3-Y DUNS NO.:619765639 EIN :200173831

SECTION E - ESTABLISHMENT INFORMATION

NAICS: 339920 Sporting and Athletic Goods
Manufacturing

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO														OVERALL TOTALS
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES			
EXECUTIVE/SR OFFICIALS & MGRS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
FIRST/MID OFFICIALS & MGRS	0	0	4	0	0	0	0	0	2	0	0	0	0	0	0	6	
PROFESSIONALS	1	0	6	0	0	0	0	0	0	0	0	0	0	0	0	7	
TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SALES WORKERS	1	0	9	0	0	0	0	0	1	0	0	0	0	0	0	11	
ADMINISTRATIVE SUPPORT	0	0	1	0	0	0	0	0	3	0	0	0	0	0	0	4	
CRAFT WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OPERATIVES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
LABORERS & HELPERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	2	0	20	0	0	0	0	0	6	0	0	0	0	0	0	28	
PREVIOUS REPORT TOTAL	1	0	13	0	0	0	0	0	6	0	0	0	0	0	0	20	

SECTION F - REMARKS

P.L. 1995, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the

statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

Signature of Procurement Agent

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfns/lfmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used "as-is", subject to edits as described herein.
 - e. The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

NOTE: This section does not apply to Board of Education contracts.

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Vendor Name:	Play & Park Structures		
Address:	401 Chestnut Street, Suite 410		
City:	Chattanooga	State: TN	Zip: 37402

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.


Signature

Lindsay Richardson
Printed Name

Sr. Vice President & Business Unit
Mgr Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
None			\$

☐ Check here if the information is continued on subsequent page(s)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Page ____ of ____

[illegible]

Item 8.g. - Page 175

**List of Agencies with Elected Officials Required for Political Contribution
Disclosure**

N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☒ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership☐ Corporation☐ Sole Proprietorship☐ Limited Partnership☒ Limited Liability Corporation☐ Limited Liability Partnership☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 9 day of
MARCH, 2017

(Notary Public)

My commission expires October 25, 2020

My Commission expires:



Bethany L. Smisson
(Affiant)

Bethany L. Smisson
(Print name & title of affiant)
Associate Sales Manager
(Corporate Seal)

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- ☒ We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

- ☐ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)

3/9/2017

Date



Authorized Signature & Title

Lindsay Richardson

Sr. Vice President & Business Unit Mgr



WARRANTY

Dero will warrant its products against defects in workmanship and materials for a period of (12) months from the date of delivery for all products consisting of TGIC powder coat, Thermoplastic powder coat, stainless steel finishes, and for a period of two years on products consisting of galvanized or Thermoplastic/PVC rubber dip over galvanized finishes. Under this warranty, Dero's liability is limited to repair or replacement, at Dero's option, of products found in Dero's reasonable judgment to have been defective in workmanship or materials.

This warranty does not cover failure due to negligence, abuse, vandalism, accidents, lack of maintenance, or improper installation; nor does it cover defects or failure due to products tampered with, altered, modified or repaired by anyone not approved by Dero.

The air pump for the Dero Air Kit 1 is warranted for above freezing temperatures. The air pump is not warranted in below freezing temperatures and it is strongly recommended that air pumps are removed and stored indoors during periods of below freezing temperatures. There is a six month warranty period for the pump, parts and gaskets. Acts of God, improper use or vandalism are not covered by this warranty

The Dero Air Kit 2 and Air Kit 3 are warranted for temperatures ranging from -30 – 110 degrees. There is a one year warranty period for the pump, parts and gaskets, and a six-month warranty on the hose and pumphead. Acts of God, improper use or vandalism are not covered by this warranty

Dero will assume transportation charges for return of the defective product if returned by the buyer in accordance with written instructions from Dero. Dero will not be responsible for providing the cost of labor for removal or installation of the defective product or any replacement. In no event shall Dero be liable for special, inherent or consequential damages, including, without limitation, loss of use or profits.

Proof of sale from Dero or from an approved dealer is required. The foregoing warranty is exclusive and is given and accepted in lieu of any and all other warranties, expressed or implied, including, without limitation, the implied warranties of merchantability and fitness. The remedies of buyer for any breach of warranty shall be limited to those provided herein. No agreement varying or extending the foregoing warranty will be binding upon Dero unless it is in writing and signed by a duly authorized officer of Dero.

Any questions regarding this warranty should be directed to:

Dero
504 Malcolm Ave SE
Suite 100
Minneapolis, MN 55414
Toll free 888-337-6729
www.dero.com



LIMITED WARRANTY ON BIGTOYS

BigToys provides a lifetime limited warranty on BigToys: a fifty-year limited warranty on recycled plastic lumber including solid recycled plastic decking, enclosure and roof components; a fifteen-year limited warranty on pipes, rails, loops, and rungs; a lifetime limited warranty on metal upright posts; and a one-year limited warranty on powder coated parts. These warranties cover damage due to failure or corrosion of metal parts that cause the product to become structurally unfit for its intended use. Lifetime warranty covers the life of the product as defined below and cover the product under normal use, proper maintenance and at original installation location; see exclusions.

LIFETIME LIMITED WARRANTY ON HARDWARE

BigToys provides a lifetime warranty against structural failure due to breaking or shearing which causes the product to become structurally unfit for its intended use; a lifetime warranty on stainless steel hardware against rust; and a one-year limited warranty on hardware against rust; see exclusions. All testing of BigToys hardware is performed under the guidelines of ASTM B117. The lifetime warranty refers to life of the product as defined below and covers the product under normal use and proper maintenance. The cost of the replacement due to scratching or cutting of certain hardware plating is not included in this warranty.

LIMITED WARRANTY ON INTEGRATED SHADE PRODUCTS

BigToys provides a ten-year limited warranty on fabric canopies against tears, runs, cracking, mildew and color fading except for red, which has a three-year color warranty. Canopies have a limited warranty against structural failure due to wind of up to 90 miles per hour (mph) and structural failure due to snow and ice loading exceeding five pounds per square foot. Fabric canopies are to be removed if winds are expected to exceed 90 mph or when snow or ice is expected. Fabric warranty does not cover damage resulting from chemical contact. All metal upright posts and support structure framing have a ten-year limited warranty against becoming structurally unfit for the intended and a one-year limited warranty against rusting and **workmanship of painted surfaces. Warranty is limited to winds of up to 90 mph when fabric canopies are installed (wind resistance improves 10 to 20 mph without canopies).**

FIFTEEN-YEAR LIMITED WARRANTY ON ROTOMOLDED PRODUCTS

BigToys provides a fifteen-year limited warranty on rotomolded products and ten-year limited warranty on polyethylene handholds for structural integrity against damage due to breaking or splitting under normal use that causes the product to become structurally unfit for its intended use; see exclusions. In the event of a claim under this warranty, BigToys will replace the rotomolded product at no cost to the customer.

LIMITED WARRANTY ON CONDITIONED WOOD

BigToys provides a fifteen-year limited warranty on conditioned wood components including decks, enclosures and roofs and on conditioned wood uprights utilizing metal footings; and an eight year limited warranty on conditioned uprights without metal footings against structural failure due to deterioration from fungi or insects that render the product to become unfit for its intended use; see exclusions.

LIMITED WARRANTY ON NET CLIMBERS AND COMPONENTS

BigToys provides a five-year limited warranty on nylon-covered cable net climbers and components against structural failure caused by cable breakage; a five-year limited warranty on nylon-covered cable wear and deterioration resulting from defects in material and workmanship; and a one-year limited warranty on nylon rope products. These warranties cover damage due to failure that cause the product to become structurally unfit for the intended use; see exclusions.

LIMITED WARRANTY ON SITE FURNISHINGS

BigToys provides a ten-year limited warranty on site furnishings against structural failure and a one-year limited warranty on powder coating. These warranties cover damage due to failure or corrosion of metal parts that cause the product to become structurally unfit for the intended use; see exclusions.

LIMITED WARRANTY ON FIBERGLASS SIGNAGE AND HDPE PANELS

BigToys provides a ten-year limited warranty on fiberglass sign panels against delaminating or fading and a five-year warranty on high density polyethylene (HDPE) panels against degradation and discoloration.

FIVE-YEAR LIMITED WARRANTY ON BELT AND INFANT SWING SEATS

BigToys provides a five-year limited warranty on belt and infant swing seats against structural failure that causes the seats to become unfit for its intended use; see exclusions.

FIVE-YEAR LIMITED WARRANTY ON FREENOTES INSTRUMENTS AND POSTS

Freenotes Harmony Parks instruments and posts carry a five-year limited warranty against failures in manufacturing or materials.

TWO-YEAR LIMITED WARRANTY ON MOVEABLE PARTS

BigToys provides a two-year limited warranty on moveable plastic and metal with respect to failure due to material or production defects.

ONE-YEAR LIMITED WARRANTY ON ALL OTHER BIGTOYS PRODUCTS

Products included in the BigToys catalog that are manufactured by other PlayCore companies, including but not limited to UltraSite, UltraPlay, UltraShade and UltraShelter, will maintain the warranty of each respective brand.

For the purpose of this warranty, lifetime encompasses no specific term of years, but rather that Seller warrants to its original customer for as long as the original customer owns the Product and uses the Product for its intended purpose that the Product and all parts will be free from defect in material and manufacturing workmanship.

The warranty is not effective if products have not been installed properly according to the instructions provided by BigToys, or maintained correctly according to the BigToys Maintenance Manual.

BigToys excludes from these warranties the cost to remove parts and reinstall replacements; replacement due to cosmetic defects or coating deterioration caused by climatic conditions; and wood replacement resulting from twisting, warping, checking, shrinking, swelling or other natural physical properties of wood.

The warranty does not cover normal wear and tear, surface corrosion on metal parts, discolored surfaces and other cosmetic issues or failures due to misuse or vandalism.

BigToys & EarlyWorks Environments Limited Warranty

To the extent permitted by law, these warranties are expressly in lieu of any other implied or expressed warranties or representation by any person, including any implied warranty of merchantability or fitness. These warranties provide valuable rights to you. No Sales Representative can modify or amend the terms of this warranty.

Claim Procedure

To make a warranty claim, send your written statement of claim, along with the original purchase invoice or invoice number to:

BigToys
Customer Service
P.O. Box 680121
Fort Payne, AL 35968

Or Contact you local Representative at
USA 1-866-814-8697

Within 60 days of notice of claim under warranty, BigToys will make arrangements to replace the damaged product. BigToys will cover freight costs within the continental United States. BigToys is not responsible for freight costs associated with products located outside the continental United States. BigToys reserves the right to inspect all products identified as damaged.

Since warranty limitations and exclusions may vary from state to state, you should check any specific warranty rights in your state.

See BigToys on the web at www.bigtoys.com





BONDED RUBBER WARRANTY

Playground Equipment

Play and Park Structures warrants the Surface Max recycled poured bonded rubber surface installed and maintained in accordance to Play and Park Structures specifications, under this contract agreement for a period of three (3) years commencing from the date of substantial completion. This limited warranty shall provide for 100% of the cost for necessary repairs caused by the failure of the Surface Max Poured Bonded Rubber due to workmanship and materials only, and pertains only to the surfacing material agreed to under this contract.

This limited warranty includes Play and Park Structures's obligation to only repair and/or replace any defective materials or workmanship in the surface area or surface areas that have failed during the first year of the three-year warranty period. A failed area or failed areas include edge raveling, delamination, peeling, color loss or loss of integrity as a result of the Surface Max recycled poured bonded rubber degradation. Due to maintenance requirements, edge raveling, delamination, peeling or loss of integrity in the second and third year of the warranty is limited to material replacements only. Labor cost for resealing and/or repairing the poured bonded rubber pad will be at the expense of the end user. Material replacement due to color lost carries a one-year warranty.

Play and Park Structures is under no obligation or responsibility to repair and/or replace the Surface Max recycled poured bonded rubber surface if damaged during the curing process (Unless specified in contract), damage by vandalism (including stains, cuts, burns, gouges, etc.), product misuse, abuse or alteration, improper slab or base or sub-base design or construction, improper drainage, improper or lack of specified required maintenance, any foreign residue that may be deposited on the surface, normal wear and tear (including slight color variations, and color fading), damage from sharp objects (high heels, spikes, etc.), problems caused by moisture, alkali, hydrostatic pressure, cracking, shifting, or lifting of the substrate, or acts of God.

All warranty claims shall be made in writing to Play and Park Structures within thirty (30) days after the Owner has knowledge thereof, but in no event later than thirty (30) days after expiration of the warranty period. The written notification from the Owner shall include the following: the date of the first notice of the failure, details of the failure, photos of the failed area and a request for a warranty claim meeting with Play and Park Structures at the installation site (if applicable). Play and Park Structures shall not be responsible for warranty claims for any notices received from the Owner after thirty (30) days of Owner's first knowledge of the failure.

Play and Park Structures shall determine the validity of all claims after sufficient evidence has been gathered. Play and Park Structures shall then replace, repair or make a refund for any claims validated by it. Any refund, credit or allowance provided to the Owner on a warranty claim is exercisable only if said allowance is used to accommodate replacement with a Surface Max recycled poured bonded rubber surface.

Any dispute as to whether and to what extent there is a Surface Max recycled poured bonded rubber surfacing failure and a subsequent valid warranty claim within the meaning of this warranty shall be initially dealt with by joint investigation and discussion between Play and Park Structures and owner in order to achieve a mutually agreeable solution. If such a solution cannot be reached within thirty (30) days, then either the Owner of Play and Park Structures shall submit the matter to an arbitrator who is a member of the American Arbitration Association and who shall make a determination in accordance with the rules and regulation of said American Arbitration Association. The decision of said arbitrator shall be binding on both parties.

This limited warranty is exclusive of the underlying material (e.g. existing surface, existing or new asphalt, concrete, base, sub-base or sub-grade). If the underlying material fails for any reason whatsoever (including hydrostatic pressure, cracking, shifting, heaving), then Play and Park Structures warranty shall be rendered invalid. If the underlying material is concrete, a "curing agent" is NOT allowed; as it will probably cause delamination of the Surface Max recycled poured bonded rubber. Additionally, there is no warranty against surface cracking along expansion joints and underlying cracks, or separating from an adjacent border, curb or walkway. This limited warranty does not include discoloration as a result of ultraviolet rays, unapproved cleaning materials or vandalism. **WARNING:** Surface temperatures can prove dangerous under warm weather conditions. Shoes and/or socks must be worn during warm weather conditions.

Owner agrees that it will not, under any circumstances, make alterations to the Surface Max recycled poured bonded rubber surface without the written authorization of Play and Park Structures. Any unauthorized alteration by the Owner shall result in the immediate termination of all warranties for the Surface Max recycled poured bonded rubber surfacing and shall also give rise to the duty of the Owner to hold harmless, defend and indemnify Play and Park Structures from any claim, suit or cause of action, personal injury, death, or property damage arising out of or related to said alteration.

This limited warranty is expressly made in lieu of any other warranties and is exclusive to the original Owner. Owner acknowledges that the limited warranty will be voided if the Owner fails to follow the Play and Park Structures Maintenance Guidelines provided by Play and Park Structures. Owner agrees that in no event shall Play and Park Structures have any liability to Owner for loss of use or loss of profits or any form of consequential damages. **NOTE:** The following chemicals can cause potential damage to the Surface Max recycled poured bonded rubber and should be avoided: disinfectants, concentrated bleach, gasoline, diesel, hydraulic and lubricating oils, weak acids and organic solvents.

If the contract price is not paid in a timely manner as per the terms and conditions of the agreed contract, the limited warranty is automatically voided. Any damages to the surface during the curing period will be repaired or paid for at the Owner's expense. This limited warranty does not lessen or eliminate any other contractual obligation of Owner to Play and Park Structures.

Warrantor: Play and Park Structures
P. O. Box 680121, Fort Payne, AL 65968
800-235-2440

Order number:

Name of project:

Customer:

Location:

Date of installation:

Representative:

Date:

LIMITED WARRANTY

Everlast Climbing Industries, Inc. ("ECI") warrants to the original purchaser that products from ECI will be free from defects in materials and workmanship for a period of one full year from the date of purchase, normal wear and tear excepted. Should the products purchased directly from ECI, or authorized partners, fail to conform to this warranty during this one year warranty period, ECI will, at its option, repair or replace the faulty unit(s) at no additional charge. This limited warranty does not include service to repair damage to the products purchased from ECI, or authorized partners, resulting from a cause other than defect or malfunction, including neglect, accident, unreasonable use or servicing or modification by anyone other than ECI.

EXCEPT AS SET FORTH ABOVE, ALL PRODUCTS PURCHASED FROM ECI ARE SOLD "AS IS." ECI MAKES NO WARRANTIES EXPRESS OR IMPLIED HEREUNDER AND SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

Warranty service may be obtained by contacting ECI in writing at the address shown below within one year of original purchase and providing proof of purchase date. You, the original purchaser, agree to pay the cost for ECI to ascertain that damages have occurred. For further information, contact:

**Everlast Climbing Industries, Inc.,
1335 Mendota Heights Road, Mendota Heights, MN 55120
Phone: (651) 665-9131 Toll Free: (800) 476-7366**

All warranties on the products purchased from ECI are limited to one year from the date of purchase.

Failure to install and maintain products according to ECI's Installation and/or Maintenance Instructions will void this warranty. Any modifications or changes to the product's panels, wall products or hand holds, without ECI's express written approval, will void this warranty.

If the product does not conform with the warranties given as stated above, your remedy is to have the unit repaired or replaced as provided above. In no event will ECI be liable for any loss or damage, including damages of any kind arising out of the use of or inability to use this product, for incidental or consequential damages, or for any claim by anyone other than you, the original purchaser.

Some states do not allow limitations on warranties and do not allow the exclusion or limitation of incidental or consequential damages, so any such limitation or exclusion may not apply to you. This warranty gives you specific legal rights which may vary from state to state.

Purchasing Entity: _____

Purchase Date: _____

* Keep this document for your records and proof of warranty.

WARRANTY

National Recreation Systems, Inc. ("company") warrants to owner ("owner") products to be free from defects in material and workmanship, after proper assembly, and under normal conditions for the type of product, according to the following terms and conditions:

- A) 1 YEAR WARRANTY - failure of structural strength of any framework component.
- B) 5 YEAR WARRANTY - aluminum plank will not blister, crack, peel or flake due to weather, temperature changes, continued exposure to rain, snow or U.V. rays from the sun.
- C) The warranty period shall begin from the date title to the goods passes to the owner (typically F.O.B. Factory).
- D) Damages resulting from improper usage, abuse, alteration, negligence, transportation, fire, lightning, caustic chemicals, acts of God, improper maintenance or other causes beyond the control of the "company" are excluded.
- E) Any claim for defects covered by warranty shall be promptly presented, in writing, to NATIONAL RECREATION SYSTEMS, INC., Fort Wayne, IN 46858-1487, Attention: Warranty Service Department. The "company" then shall provide "owner" written instruction for remedy.
- F) Should defects covered by warranty occur the "company" shall repair or replace, at its option and at no cost to the "owner", the defective "product" or defective portion thereof subject to the terms and conditions of the warranty.

The "company" shall not be liable to the "owner" for consequential damages for breach of any written or implied warranty on its "products", and shall not be liable to the "owner" for any incidental damages, for breach of any written or implied warranty unless incurred by the "owner" because the "company" did not perform any remedy hereunder within a reasonable time or because the "company" has imposed an unreasonable duty upon the "owner" as a condition of securing any remedy hereunder. "Owner's" exclusive remedy and damages shall be limited to the repair or replacement of defective "products" as provided herein. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply.

This writing contains the entire agreement between the "company" and the "owner", and the warranties expressed in the first paragraph herein excludes all other warranties, such as those made by dealers, distributors, contractors, or applicators of the "products" of the "company".

All warranties, either expressed or implied, of merchantability of fitness for a particular purpose are limited to the term hereof. Some states do not allow limitations in how long an implied warranty lasts, therefore, the above limitation may not apply to the "owner".

This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

Effective on any product shipped on or after 10/2012.



Recycled Poured Rubber Surfacing

POURED IN PLACE (PIP) WARRANTY

Playground Equipment

Play & Park Structures warrants the SurfaceMax recycled poured rubber surface (referred to as PIP) installed and maintained in accordance to Play & Park Structures specifications, under this contract agreement for a period of five (5) years commencing from the date of substantial completion. This limited warranty shall provide for 100% of the cost for necessary repairs caused by the failure of the SurfaceMax PIP due to workmanship and materials only, and pertains only to the surfacing material agreed to under this contract.

Water Play Equipment

Play & Park Structures warrants the SurfaceMax recycled poured rubber surface (referred to as PIP) installed and maintained in accordance to Play & Park Structures specifications, under this contract agreement for a period of three (3) years commencing from the date of substantial completion. This limited warranty shall provide for 100% of the cost for necessary repairs caused by the failure of the SurfaceMax PIP due to workmanship and materials only, and pertains only to the surfacing material agreed to under this contract.

Water Play Equipment Only: If aliphatic binder is not used, poured rubber surfacing (PIP) will carry a maximum one-year (1) warranty.

This limited warranty includes Play & Park Structures' obligation to only repair and/or replace any defective materials or workmanship in the surface area or surface areas that have failed during the warranty period. A failed area or failed areas include edge raveling, bubbling, delamination, peeling, and loss of integrity as a result of the SurfaceMax recycled poured rubber degradation. Play & Park Structures is under no obligation or responsibility to repair and/or replace the SurfaceMax recycled poured rubber "PIP" surface if damaged during the curing process (Unless specified in contract), damage by vandalism (including stains, cuts, burns, gouges, etc.), product misuse, abuse or alteration, improper slab or base or sub-base design or construction, improper drainage, improper or lack of specified required maintenance, any foreign residue that may be deposited on the surface, normal wear and tear (including slight color variations, and color fading), damage from sharp objects (high heels, spikes, etc.), problems caused by moisture, alkali, hydrostatic pressure, cracking, shifting, or lifting of the substrate, or acts of God.

All warranty claims shall be made in writing to Play & Park Structures within thirty (30) days after the Owner has knowledge thereof, but in no event later than thirty (30) days after expiration of the warranty period. The written notification from the Owner shall include the following: the date of the first notice of the failure, details of the failure, photos of the failed area and a request for a warranty claim meeting with Play & Park Structures at the installation site (if applicable). Play & Park Structures shall not be responsible for warranty claims for any notices received from the Owner after thirty (30) days of Owner's first knowledge of the failure.

Recycled Poured Rubber Surfacing

Play & Park Structures shall determine the validity of all claims after sufficient evidence has been gathered. Play & Park Structures shall then replace, repair or make a refund for any claims validated by it. Any refund, credit or allowance provided to the Owner on a warranty claim is exercisable only if said allowance is used to accommodate replacement with a SurfaceMax recycled poured rubber surface.

Any dispute as to whether and to what extent there is a SurfaceMax recycled poured rubber surfacing failure and a subsequent valid warranty claim within the meaning of this warranty shall be initially dealt with by joint investigation and discussion between SurfaceMax and owner in order to achieve a mutually agreeable solution. If such a solution cannot be reached within thirty (30) days, then either the Owner of Play & Park Structures shall submit the matter to an arbitrator who is a member of the American Arbitration Association and who shall make a determination in accordance with the rules and regulation of said American Arbitration Association. The decision of said arbitrator shall be binding on both parties.

This limited warranty is exclusive of the underlying material (e.g. existing surface, existing or new asphalt, concrete, base, sub-base or sub-grade). If the underlying material fails for any reason whatsoever (including hydrostatic pressure, cracking, shifting, heaving), then Play & Park Structures warranty shall be rendered invalid. If the underlying material is concrete, a "curing agent" is NOT allowed, as it will probably cause delamination of the SurfaceMax recycled poured rubber. Additionally, there is no warranty against surface cracking along expansion joints and underlying cracks, or separating from an adjacent border, curb or walkway. This limited warranty does not include discoloration as a result of ultraviolet rays, unapproved cleaning materials or vandalism. WARNING: Surface temperatures can prove dangerous under warm weather conditions. Shoes and/or socks must be worn during warm weather conditions.

Owner agrees that it will not, under any circumstances, make alterations to the SurfaceMax recycled poured rubber surface without the written authorization of Play & Park Structures. Any unauthorized alteration by the Owner shall result in the immediate termination of all warranties for the SurfaceMax recycled poured rubber surfacing and shall also give rise to the duty of the Owner to hold harmless, defend and indemnify Play & Park Structures from any claim, suit or cause of action, personal injury, death, or property damage arising out of or related to said alteration.

This limited warranty is expressly made in lieu of any other warranties and is exclusive to the original Owner. Owner acknowledges that the limited warranty will be voided if the Owner fails to follow the Play & Park Structures Maintenance Guidelines provided by Play & Park Structures. Owner agrees that in no event shall Play & Park Structures have any liability to Owner for loss of use or loss of profits or any form of consequential damages. NOTE: The following chemicals can cause potential damage to the SurfaceMax recycled poured rubber and should be avoided: disinfectants, concentrated bleach, gasoline, diesel, hydraulic and lubricating oils, weak acids and organic solvents.

If the contract price is not paid in a timely manner as per the terms and conditions of the agreed contract, the limited warranty is automatically voided. Any damages to the surface during the curing period will be repaired or paid for at the Owner's expense. This limited warranty does not lessen or eliminate any other contractual obligation of Owner to Play & Park Structures.

Warrantor: Play & Park Structures
401 Chestnut Street, Suite 310
Chattanooga, TN 37402
877-762-7563

Order number:

Name of project:

Customer:

Location:

Date of installation:

Representative:

Date



WARRANTY

SurfaceMax Loose Shredded Rubber Surfacing is manufactured from recycled automobile and truck tires and is guaranteed to meet or exceed the ASTM Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment Playground Surfacing Guidelines used by U.S. Consumer Products Safety Commission.

Play & Park Structures warrants SurfaceMax Loose Shredded Rubber Surfacing against total color loss for eight years from the purchase date and in turn warrants the impact attenuation performance of this product for the lifetime of ownership (not to exceed fifty years), subject to the conditions and exclusions listed below.

All product warranties are conditioned upon SurfaceMax Loose Shredded Rubber Surfacing being properly installed and maintained by the end-user in accordance with the installation and maintenance guidelines available from Play & Park Structures.

Play & Park Structures' entire liability and the purchaser's sole remedy, in the unlikely event that SurfaceMax Loose Shredded Rubber Surfacing does not conform to this guarantee, shall be limited to the replacement of defective material and shall not include the removal costs or installation costs or consequential damages or refund.

No other guarantee or warranty is expressed, written or implied except stated herein. Vandalism, physical loss or any abnormal use shall void this warranty, and Play & Park Structures shall have no responsibility with respect to damage resulting there from. Additionally, this warranty shall be void if foreign materials that affect impact attenuation are deposited onto or into these products. Under no conditions shall Play & Park Structures be liable for any damages whatsoever arising from the use of or inability to use the aforementioned products, even if Play & Park Structures has been advised of the possibility of such loss.

Warrantor: Play & Park Structures
401 Chestnut Street, Suite 310
Chattanooga, TN 37402
877-762-7563

Order number:

Name of project:

Customer:

Location:

Date of Installation:

Representative:



10 YEAR LIMITED WARRANTY AGAINST FAILURE DUE TO EXPOSURE TO SUNLIGHT (PE)

(PE Monofilament, XP, LSR)

Play & Park Structures warrants that for TEN (10) years from the date of SurfaceMax synthetic turf installation, the turf, when installed and maintained as recommended by the yarn & turf manufacturer, will retain at least 50% of its pile fiber. If any area or portion of the turf substantially changes, as distinguished from a change in texture, or if pile heights decrease 50% or more within ten years after its initial installation, Play & Park Structures will have all such areas or portions replaced with new turf of equivalent quality, excluding installation costs. Play & Park Structures also warrants that at the time of the initial turf installation, the SurfaceMax synthetic turf will be free of manufacturing defects. Slight color changes will occur over the lifetime of this turf / carpet and is not considered an issue or basis for claim. All labor cost involved with the removal of the affected turf / carpet and reinstallation of the replacement carpet will be the responsibility of the purchaser.

Subject to the following limitations:

General provisions of this limited warranty apply only to the wear of the turf with regard to ultraviolet degradation, and do not apply to damage incurred during installation, improper underlay, pile crushing, willful or negligent abuses, or damage by machinery or equipment, nor does it apply when the turf is not professionally installed by an approved installer. This limited warranty does not apply to installations on stairways or other uneven surfaces, nor does it apply to turf which has not been properly maintained.

The expressed limited warranty excludes all implied warranties, and said manufacturer shall in no event be liable for a breach of warranty in any amount exceeding the mill invoice price of the turf.

If dissatisfied, the owner must submit notice of all claims under this warranty to Play & Park Structures within ten (10) years from the date of turf installation.

Limitations on Coverage

This warranty does not apply (1) if the product is used for any application other than sports fields, courts, greens, or landscaping & play areas, (2) to any damage caused during or on account of improper installation or repairs, (3) to the extent that any defect or damage is caused by:

- a. Burns, cuts, accidents, vandalism, abuse, negligence, or neglect
- b. Improper design or failure of the sub-base of the sports field, green, court, or landscape
- c. Wear or abrasion caused by inadequate sub-base
- d. Wear or abrasion under swing sets, slides, and other high friction play equipment
- e. Wear due to lack of infill/no infill
- f. Movement of product due to lack of infill
- g. Use of infill products of an incorrect grade
- h. Failure to maintain infill products at the correct level (per FIFA accredited test institutes)
- i. Use of inappropriate footwear or sports equipment
- j. The playing surface being used other than for the purpose for which it was designed and installed
- k. Use of chemicals, herbicides, pesticides
- l. Use of improper cleaning methods
- m. Any harmful chemical reaction to the product caused by infill materials
- n. Acts of God or other conditions beyond the reasonable control of Play & Park Structures
- o. Post fibrillation after or during installation for purposes other than to get infill materials in place
- p. Failure to properly maintain, protect or repair the products or turf
- q. Damage that occurs during the shipping/transportation process. All shipping claims must be filed against the truck line in question.

- r. Damage caused by reflection (melting) or other flammable materials
- s. Packing, matting, or roll crush marks are inherent characteristics of turf / carpet manufactured using polypropylene / olefin and nylon fibers.

All SurfaceMax synthetic turf is subject to normal wear and tear. Normal wear and tear is not a manufacturing defect and is not covered by this warranty.

Remedy

If a product fails to perform as warranted during the warranty period, Play & Park Structures will provide replacement product, F.O.B. Mill, for the product determined by Play & Park Structures or Play & Park Structures representative not to comply with the stated warranty, allowing the purchase price for the replacement product prorated for the number of months remaining in the unexpired warranty period. Purchaser shall be responsible for paying the portion of the purchase price for the replacement product not allowed by Play & Park Structures. Play & Park Structures shall not be responsible for removal of the defective turf or installation of the new.

Limitations on Liability

In no event shall Play & Park Structures be liable, whether on contract or in tort or under any other legal theory, for lost profits or revenues, loss of use or similar economic loss, or for indirect special, incidental, consequential, punitive or similar damages arising out of or in connection with the use, condition, possession, performance, maintenance, non-delivery or late delivery of the products, even if Play & Park Structures has been advised of the possibility of such damages.

Play & Park Structures shall not be responsible for any costs or expenses incurred by Purchaser or others with respect to any tests, inspections, or consultations conducted by Purchaser or others. Claims must be submitted within 30 days after discovery of the alleged defect. Purchaser must promptly inspect all products upon delivery. Anything herein to the contrary notwithstanding, to the extent that any defects, shortages, or non-conformities in the products are discoverable by inspection upon delivery of the products, all obligations of Play & Park Structures to purchaser with respect to such defects, shortages, and non-conformities shall be deemed satisfied, and all products shall be deemed to be free of such defects, shortages, and non-conformities, unless Purchaser notifies Play & Park Structures of such defects, shortages, or non-conformities in writing within 30 days after the date of delivery.

Assignment

Purchaser may not transfer, convey, or otherwise assign all or any of its rights under this warranty without prior written consent of Play & Park Structures. Any such transfer or assignment without prior written consent shall be null and void and of no force or effect.

Warrantor: Play & Park Structures

401 Chestnut Street, Suite 310

Chattanooga, TN 37402

877-762-7563

Order Number:

Name of Project:

Customer:

Location:

Date of Installation:

Signature of Representative:

Date:



FIFTEEN YEAR LIMITED (PERFORMANCE) WARRANTY

Effective June 1, 2008

Park & Play Structures warrants the SurfaceMax Engineered Wood Fiber Surfacing installation to the original purchaser for a period of fifteen (15) years from date of installation. This limited warranty applies only to SurfaceMax Engineered Wood Fiber Surfacing that has been approved for installation.

Performance:

In the event the Materials do not conform or perform as expected, the Limited Warranty shall be limited to replacement of the defective Materials in question, and shall not include installation or consequential damages or refund. This Limited Warranty does not cover normal wear.

Conditions:

This Limited Warranty is conditional upon the Surfacing being properly installed and maintained by the purchaser in accordance with written instructions provided by Play & Park Structures.

What Is Covered?

1. Play & Park Structures warrants, to the original purchaser, that the SurfaceMax Engineered Wood Fiber surfacing system will meet ASTM F1292-04 at the specified critical height (8 ft. for an 8 in. depth of SurfaceMax Engineered Wood Fiber, 12 ft. for a 12 in. depth) for a period of fifteen (15) years from the date of installation, subject to the conditions and exclusions shown below.
2. Play & Park Structures warrants, to the original purchaser, that the SurfaceMax Engineered Wood Fiber Surfacing will be free from defects upon delivery, subject to the conditions and exclusions shown below.

If the SurfaceMax Engineered Wood Fiber surfacing is defective within the applicable warranty period, Play & Park Structures will, subject to the conditions set forth below, replace defective installation components at no charge within a reasonable period of time. Components used for replacement under this warranty are warranted for the remainder of the original warranty period. The replacement of defective components shall constitute the sole and exclusive remedy in the event of a breach of warranty.

EXCLUSIONS

Incorrect installation, including insufficient drainage, failure to install all material delivered, failure to maintain the surface depth thereof, failure to use SurfaceMax wear mats in high use areas (swings, slides etc.), abnormal use, lack of or improper maintenance, acts of vandalism shall void this limited warranty and SurfaceMax shall have no responsibility with respect to damage resulting there from. In addition, changed impact attenuation characteristics created by sand or other materials tracked into the System are not covered by this Warranty as is acts of God, or any other cause beyond the control of Play & Park Structures will not be covered by this limited warranty

**FIFTEEN YEAR
LIMITED (PERFORMANCE) WARRANTY**

**NO REPRESENTATIVE OF THE SELLER HAS AUTHORITY TO MAKE ANY
REPRESENTATIONS OR PROMISES EXCEPT AS STATED HEREIN.**

THERE ARE NO WARRANTIES EITHER EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANT ABILITY AND FITNESS FOR A PARTICULAR PURPOSE THAT EXTEND BEYOND THE WARRANTIES CONTAINED IN THIS DOCUMENT. PLAY & PARK STRUCTURES. SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES TO THE STRUCTURE OR ITS CONTENTS ARISING UNDER ANY THEORY OF LAW WHATSOEVER.

Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights that vary from state to state.

Warrantor: Play & Park Structures
401 Chestnut Street, Suite 310
Chattanooga, TN 37402
877-762-7563

Order number:

Name of project:

Customer:

Location:

Date of installation:

Representative:



PLAY & PARK STRUCTURES WARRANTIES

LIMITED WARRANTY ON SUPERMAX, DURAMAX & TOTMAX

Play & Park Structures provides a lifetime limited warranty on SuperMax, DuraMax & totMax: a fifteen -year warranty on metal decks, pipes, rails, loops, and rungs; a lifetime limited warranty on upright posts; and a one-year limited warranty on powder coated parts. These warranties cover damage due to failure or corrosion of metal parts that cause the product to become structurally unfit for its intended use. Lifetime warranty covers the life of the product as defined below and covers the product under normal use, proper maintenance and at original installation location; see exclusions.

LIFETIME LIMITED WARRANTY ON HARDWARE

Play & Park Structures provides a lifetime limited warranty against structural failure due to breaking or shearing which causes the product to become structurally unfit for its intended use; a lifetime warranty on stainless steel hardware against rust; and a one-year limited warranty on hardware against rust; see exclusions. All testing of Play & Park Structures' hardware is performed under the guidelines of ASTM B117. The lifetime warranty refers to the life of the product as defined below and covers the product under normal use and proper maintenance. The cost of replacement due to scratching or cutting of certain hardware plating is not included in this warranty.

FIFTEEN-YEAR LIMITED WARRANTY ON ROTOMOLDED PRODUCTS

Play & Park Structures provides a fifteen-year limited warranty on rotomolded products and ten-year limited warranty on polyethylene handholds for structural integrity against damage due to breaking or splitting under normal use that causes the product to become structurally unfit for its intended use; see exclusions. In the event of a claim under this warranty, Play & Park Structures will replace the rotomolded product at no cost to the customer.

TWENTY-YEAR LIMITED WARRANTY ON RECYCLED PLASTIC LUMBER PRODUCTS

Play & Park Structures provides a twenty-year limited warranty on recycled plastic lumber products in normal applications against rotting, splintering, decay or structural damage directly from termites or fungal decay that causes the product to become structurally unfit for its intended use; see exclusions.

LIMITED WARRANTY ON NET CLIMBERS AND COMPONENTS

Play & Park Structures provides a five-year limited warranty on nylon-covered cable net climbers and components against structural failure caused by cable breakage; a five-year limited warranty on nylon-covered cable wear and deterioration resulting from defects in material and workmanship; and a one-year limited warranty on nylon rope products. These warranties cover damage due to failure that cause the product to become structurally unfit for the intended use; see exclusions.

LIMITED WARRANTY ON INTEGRATED PLAY & PARK SHADE PRODUCTS

Play & Park Structures provides a ten-year limited warranty on fabric canopies against tears, runs, cracking, mildew and color fading except for red, which has a three-year color warranty. Canopies have a limited warranty against structural failure due to wind of up to 90 miles per hour (mph) and structural failure due to snow and ice loading exceeding five pounds per square foot. Fabric canopies are to be removed if winds are expected to exceed 90 mph or when snow or ice is expected. Fabric warranty does not cover damage resulting from chemical contact.

All metal upright posts and support structure framing have a ten-year limited warranty against becoming structurally unfit for the intended and a one-year limited warranty against rusting and workmanship of painted surfaces. Warranty is limited to winds of up to 90 mph when fabric canopies are installed (wind resistance improves 10 to 20 mph without canopies).

LIMITED WARRANTY ON SITE FURNISHINGS

Play & Park Structures provides a ten-year limited warranty on site furnishings against structural failure and a one-year limited warranty on powder coating. These warranties cover damage due to failure or corrosion of metal parts that cause the product to become structurally unfit for the intended use; see exclusions.

LIMITED WARRANTY ON FIBERGLASS SIGNAGE AND HDPE PANELS

Play & Park Structures provides a ten-year limited warranty on fiberglass sign panels against delaminating or fading and a five-year warranty on high density polyethylene (HDPE) panels against degradation and discoloration.

TEN-YEAR LIMITED WARRANTY ON REDWOOD AND PRESSURE-TREATED WOOD PRODUCTS

Play & Park Structures provides a ten-year limited warranty on redwood and pressure-treated wood products against damage by decay or termites that cause the wood to become structurally unfit for its intended use; see exclusions.

FIVE-YEAR LIMITED WARRANTY ON PLAY & PARK STRAP AND TOT SEAT

Play & Park Structures provides a five-year limited warranty on strap and tot swings seats against structural failure that causes the seats to become unfit for its intended use; see exclusions. The factory installed "S"-Hook and Seat Hanger assemblies are covered under a one-year limited warranty against rust, corrosion, or premature wear.

THREE-YEAR LIMITED WARRANTY ON "C" SPRINGS FOR SPRING BOUNCERS

Play & Park Structures provides a three-year limited warranty on "C" springs for Spring Bouncers against damage due to delaminating of the rubber spring and breakage of the "C" spring that would cause the Spring Bounce to become structurally unfit for its intended use; see exclusions.

Products included in the Play and Park Structures catalog that are manufactured by other PlayCore companies, including but not limited to UltraSite, UltraPlay, UltraShade, UltraShelter and SurfaceMax, will maintain the warranty of each respective brand.

For the purpose of this warranty, *lifetime* encompasses no specific term of years, but rather that Seller warrants to its original customer for as long as the original customer owns the Product and uses the Product for its intended purpose that the Product and all parts will be free from defects in material and manufacturing workmanship.

Play & Park Structures excludes from these warranties the cost to remove parts and reinstall replacements; replacement due to cosmetic defects or coating deterioration caused by climatic conditions; and wood replacement resulting from twisting, warping, checking, shrinking, swelling or other natural physical properties of wood.

To the extent permitted by law, these warranties are expressly in lieu of any other implied or expressed warranties or representation by any person, including any implied warranty of merchantability or fitness. These warranties provide valuable rights to you. No Sales Representative can modify or amend the terms of this warranty.

Claim Procedure

To make a warranty claim, send your written statement of claim, along with the original purchase invoice or invoice number to:

Play & Park Structures
Customer Service
401 Chestnut Street - Suite 410
Chattanooga, TN 37402

Or Contact you local Representative at
1-800-727-1907

Within 60 days of notice of claim under warranty, Play & Park Structures will make arrangements to replace the damaged product. Play & Park Structures will cover freight costs within the continental United States. Play & Park Structures is not responsible for freight costs associated with products located outside the continental United States. Play & Park Structures reserves the right to inspect all products identified as damaged.

Since warranty limitations and exclusions may vary from state to state, you should check any specific warranty rights in your state.

*Date of Purchase:*_____

*Purchaser:*_____

*Play & Park Invoice Number:*_____

Authorized Play & Park Signature

Title

See Park Structures on the web at www.playandpark.com

To obtain a "GENERAL CERTIFICATE of CONFORMITY" as required by the "CONSUMER PRODUCT SAFETY IMPROVEMENT ACT OF 2008" follow the link below and enter your seven-digit customer order number.

www.cpsia.playcore.com





TILE MATERIAL TEN YEAR WARRANTY

Subject to the following terms and conditions, Play & Park Structures (SELLER) warrants to the Buyer that the Play & Park Structures recycled rubber tile surfacing (Tile) sold to the Buyer will be free from manufacturing defects at the time of their delivery to the job site.

If, upon inspection by the Seller, the Tile evidences manufacturing defects, Seller's liability and Buyer's remedies are limited, at Seller's option, to the repair or replacement of the defective Tile at the F.O.B. point in the original contract of sale.

Seller further warrants that the Tile will not prematurely deteriorate to the point of failure because of weathering for a period of ten (10) years from the date of sale if properly installed, maintained and used for the purpose for which the Seller intended.

Buyer shall give Seller notice of a claim under this warranty within thirty (30) days of discovering the premature deterioration of the Tile.

If, upon inspection by the Seller, the Tile shows premature deterioration because of weathering within the ten (10) year period stated herein, Seller's liability and Buyer's remedies are limited at Seller's option to the providing of repair material for the original Tile or credit to be applied toward the purchase of the new Tile, the value of these remedies being determined by the Seller based upon the number of remaining months of the unexpired warranty used to pro-rate at the current price for the Tile. The maximum pro-rated value allowed by Seller for repair or credit shall not exceed the original Tile purchase price.

Years from date of shipment to date of claim	% of purchase price for which seller is responsible
0-2	100%
3-6	60%
6-8	40%
9-10	20%

NO REPRESENTATIVE OF THE SELLER HAS AUTHORITY TO MAKE ANY REPRESENTATIONS OR PROMISES EXCEPT AS STATED HEREIN.

THERE ARE NO WARRANTIES EITHER EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANT ABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH EXTEND BEYOND THE WARRANTIES CONTAINED IN THIS DOCUMENT. PLAY & PARK STRUCTURES SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES TO THE STRUCTURE OR ITS CONTENTS ARISING UNDER ANY THEORY OF LAW WHATSOEVER.

Play & Park Structures

Date of Issue:

By: _____

Authorized Signature_____

Title: _____

Buyer: _____

PS Reference Number:_____



WARRANTY

UltraSite provides a limited warranty on site furnishing products. These warranties cover damage due to failure or corrosion of metal parts that cause the product to become structurally unfit for its intended use. The warranty covers the life of the product as defined below, and covers the product under normal use with proper maintenance, and at original installation location. See exclusions* (page 5).

THERMOPLASTIC COATED PRODUCTS

UltraSite provides a 5-year Limited Warranty on Thermoplastic coated site amenities. UltraSite guarantees all items for one full year to be free of defects in workmanship or materials when installed and maintained properly. We agree to repair or replace any items determined to be defective. Items specifically not covered by this warranty include vandalism, man-made or natural disasters, lack of maintenance, normal weathering, or wear and tear due to public abuse.

Items damaged or lost in transit are the responsibility of the carrier, whether visible or concealed. It is the responsibility of the recipient to assure that the order is received complete. Before signing the delivery receipt, inspect the shipment immediately and completely. Note any damages or shortages on the bill of lading. Damage reports must be filed within 5 days. UltraSite is not responsible for damages or loss in transit. Title to all goods passes to the customer at the time of shipment. UltraSite will assist in filing claims if the freight arrangements were made by UltraSite at your request.

HARDWARE

UltraSite provides a lifetime limited warranty on hardware against structural failure due to breaking or shearing which causes the product to become structurally unfit for its intended use; a lifetime warranty on stainless steel hardware against rust; and a one-year limited warranty on hardware against rust. See exclusions. The lifetime warranty refers to the life of the product as defined below and covers the product under normal use and proper maintenance. The cost of replacement due to scratching or cutting of certain hardware plating is not included in this warranty.

RECYCLED PLASTIC LUMBER PRODUCTS

UltraSite provides a 5-year limited warranty on recycled plastic lumber products in normal applications against splintering, decay or structural damage directly from termites or fungal decay that causes the product to become structurally unfit for its intended use. See exclusions* (page 5)



UltraSite guarantees all materials and workmanship for 5-years on any product made completely from our 100% Recycled Plastic. The guarantee excludes vandalism, improper use, product alterations, misuse, negligence, accident, theft, corrosion caused by chemicals, ice or snow damage and acts of God.

IPE WOOD, RED STAINED WOOD, PRESSURE TREATED WOOD AND UNTREATED WOOD

UltraSite provides a 1-year limited warranty on IPE wood, red stained wood, pressure-treated wood and untreated wood products against rotting, splintering, decay or structural damage directly from termites or fungal decay that causes the product to become structurally unfit for its intended use. Checking in the surface of planks are natural in all wood products and are not covered under this limited warranty. The guarantee excludes vandalism, improper use, product alterations, misuse, negligence, accident, theft, corrosion caused by chemicals, ice or snow damage and acts of God. Please follow the maintenance procedures as specified in the product maintenance guide.

LIMITED WARRANTY ON WATER FOUNTAINS AND DOG FOUNTAINS

UltraSite provides a 1-year limited warranty on all the water fountains and related components.

ULTRASHADE STRUCTURES

UltraShade warrants that the shade structure sold will be free from defects in materials under intended use for a period of 10-years from the date of delivery (Structure & Fabric). UltraShade and its suppliers will be liable for repair or replacement of materials found to be defective. The repair or replacement of materials shall be at the expense of UltraShade.

This warranty is in effect only if the structure has been assembled and installed in accordance with the UltraShade's installation drawings, and has been subjected only to normal intended use and exposure. UltraShade shall not be responsible for delays due to missing, stolen or non-conforming parts. Any rework/retrofit of non-conforming part must be authorized by UltraShade. This limited warranty is void if any damage has resulted from abnormal use, abuse, accident, vandalism, maintenance, misapplication, service or modification by someone other than UltraShade, authorized dealers, or authorized installers.

This limited warranty excludes color fading of structure within 10 miles of any area retaining salt water. Any replacement part issued during original warranty period is warranted for the remaining original warranty period or 6 months, whichever is longer.



Shade fabrics carry a 10-year limited manufacturer's warranty from the date of assembly, against failure from significant fading, deterioration, breakdown, mildew, outdoor heat, cold or discoloration, with the exception of Red, which carry a 3-year limited warranty. Should the fabric need to be replaced under the warranty, UltraShade will manufacture and ship a new fabric at no charge for the first 6 years, thereafter pro-rated over the last 4 years.

This warranty shall be void if damage to the fabric is caused by contact with chemical, misuse, vandalism, any Act of God (ie. Hurricane, tornado, micro/macroburst), including, but not limited to, ice, snow, or wind in excess of the applicable building code parameters. Fabric tops are warranted for wind/gusts up to 90mph and prior to snow or ice accumulation. The warranty will be voided if any modification or attachment is made to the rafter(s). The fabric will wear/tear should any object be placed between the rafter and fabric, voiding the warranty.

The warranty will only be applicable to the repair or replacement of defective materials. UltraShade reserves the right, in cases where certain fabric colors have been discontinued, to offer the customer a choice of available colors to replace the warranted fabric of the discontinued color. UltraShade does not warrant any particular color will be available for any period of time, and reserves the right to discontinue any color for any reason, without recourse by the owner of the discontinued fabric color.

NOTE: Shadesure™ fabric warranties cover fabric tops up to 40' in length.

Fabric tops over 40' in length are covered by a non-prorated 5-year warranty.

UltraShade warranties its sewing thread for a period of 8 years.

The thread will be free from defects in material/workmanship and will not be damaged by exposure to the sunlight, weather or water.

All labor for the removal, assembly and/or freight will be for the customer's account and the warranty will only be applicable to the repair or replacement of the defective material.

In the event of a claim of defect in materials, UltraShade shall be placed on notice of defect in writing, delivered to UltraShade at the address indicated below, within 30 calendar days from discovery of the defect. No later than 30 days from the date of receipt of the notice, UltraShade will determine whether to repair or to replace defective materials. UltraShade, disclaims all other warranties, expressed or implied, including any supplementary materials required for the shade installation.



ULTRASHELTER

UltraShelter warrants that the shelter sold will be free from defects in materials under intended use for a period of 10-years from the date of delivery. UltraShelter and its suppliers will be liable for repair or replacement of materials found to be defective. The repair or replacement of materials shall be at the expense of UltraShelter.

This warranty is in effect only if the structure has been assembled and installed in accordance with UltraShelter's installation drawings, and has been subjected only to normal intended use and exposure. Pre-finished metal roof surfaces, performance shall be the responsibility of the metal finisher. UltraShelter assumes no warranties with regard to finish durability.

UltraShelter shall not be responsible for delays due to missing, stolen, or non-conforming parts. Any rework/retro-fit of non-conforming parts must be authorized by UltraShelter. This limited warranty is void if any damage has resulted from abnormal use, abuse, accident, vandalism, maintenance or lack of maintenance, misapplication, service, or modification by someone other than UltraShelter, authorized dealers, or authorized installers.

This limited warranty excludes color fading of structure within 10 miles of any area retaining salt water. Any replacement part issued during original warranty period is warranted for the remaining original warranty period or 6 months, whichever is longer. In the event of a claim of defect in materials, UltraShelter shall be placed on notice of defect in writing, delivered to UltraShelter at the address indicated below, within 30 calendar days from discovery of the defect. No later than 30 days from the date of receipt of the notice, UltraShelter will determine whether to repair or to replace defective materials. UltraShelter, disclaims all other warranties, expressed or implied, including any supplementary materials required for the shelter installation.

ACTIONFIT PRODUCTS

UltraSite offers 10-year limited warranty on steel posts, stainless steel posts, welds, bars and metal accessories excluding cycle parts, and cosmetic damage or defects. A 5-year limited warranty on Stainless damper module and aluminum cycle cover, with the exclusion of cosmetic damage or defects. 2-year limited warranty on Bearings, damper, plastics, rubber parts, and some cycle parts including pedal and shaft, with the exclusion of cosmetic damage or defects. 1-year limited warranty on Rib belt of cycle, with the exclusion of cosmetic damage or defects.



ALL OTHER PRODUCTS

UltraSite offers 1-year limited warranty on all other products.

For the purpose of this warranty, *lifetime* encompasses no specific term of years, but rather that Seller warrants to its original customer for as long as the original customer owns the Product and uses the Product for its intended purpose that the Product and all parts will be free from defects in material and manufacturing workmanship.

UltraSite excludes from these warranties the cost to remove parts and reinstall replacements; replacement due to cosmetic defects or coating deterioration caused by climatic conditions; and wood replacement resulting from twisting, warping, checking, shrinking, swelling or other natural physical properties of wood.

To the extent permitted by law, these warranties are expressly in lieu of any other implied or expressed warranties or representation by any person, including any implied warranty of merchantability or fitness. These warranties provide valuable rights to you.

No Sales Representative can modify or amend the terms of this warranty.

CANCELLATIONS AND RETURNS

Cancellations are only accepted with approval of UltraSite. No merchandise shall be returned without a Return Goods Authorization number which is issued by customer service. Any authorized merchandise must be carefully packed and received in saleable condition. A restocking charge of up to 25% will be applied to all returned goods and 50% charge will be applied to all the UltraShade and UltraShelter products when the error is not the fault of UltraSite. All returns must be shipped freight prepaid.

EXCLUSION

The guarantee excludes vandalism, improper use, product alterations, misuse, negligence, accident, theft, corrosion caused by chemicals, ice or snow damage and acts of God.

UltraSite

1675 Locust St.
Red Bud, IL 62278
800.458.5872



Claim Procedure

To make a warranty claim, send your written statement of claim, along with the original purchase invoice or invoice number to:

UltraSite Customer Service

1675 Locust St.
Red Bud, IL 62278
800.458.5872

Within 60 days of notice of claim under warranty, UltraSite will make arrangements to replace the damaged product. UltraSite will cover freight costs within the continental United States. UltraSite is not responsible for freight costs associated with products located outside the continental United States. UltraSite reserves the right to inspect all products identified as damaged.

Since warranty limitations and exclusions may vary from state to state, you should check any specific warranty rights in your state.

Date of Purchase: _____

Purchaser: _____

UltraSite Invoice Number: _____

Authorized UltraSite Signature

Title

See UltraSite on the web at www.ultra-site.com



UPlay Today™ Warranty

UltraPlay Systems, Inc. warrants its products to be free from defects in materials and/or workmanship, subject to normal usage and installation, for a period of 1-year from the date of shipment to the original purchaser. In the event of a claim under this warranty, UltraPlay Systems will replace the component at no cost within the first 12 months from date of shipment to the original customer. Equipment not specifically addressed in the following paragraphs is also subject to this limited 1 year warranty against defects in materials and/or workmanship.

TEN-YEAR LIMITED WARRANTY ON UPRIGHT POSTS

UltraPlay Systems provides a limited warranty on metal upright posts to be free from defects in materials or workmanship against structural failure which causes the product to become unfit for its intended use, subject to normal usage and installation, for a period of 10 years from the date of shipment to the original customer.

FIVE-YEAR LIMITED WARRANTY ON METAL PARTS

UltraPlay Systems provides a limited warranty on metal decks, steps, stairs, rails, pipes, support posts, rungs, loops, swing frame yokes and clamps to be free from defects in materials or workmanship against structural failure which causes the product to become unfit for its intended use, subject to normal usage and installation, for a period of 5 years from the date of shipment to the original customer.

FIVE-YEAR LIMITED WARRANTY ON GROUND-MOUNT METAL PARTS

UltraPlay Systems provides a limited warranty on metal footers, inground footers, surface mount plates, ground spikes, slide and climber mounting posts and plates to be free from defects in materials or workmanship against structural failure which causes the product to become unfit for its intended use, subject to normal usage and installation, for a period of 5 years from the date of shipment to the original customer.

THREE-YEAR LIMITED WARRANTY ON PLASTIC PARTS

UltraPlay Systems provides a limited warranty on the following plastic parts: slides, climbers, roofs, tunnels, bridges, panels and border timbers. These components are warranted to be free from defects in materials or workmanship, subject to normal usage and installation, for a period of 3 years from the date of shipment to the original customer.

ONE-YEAR LIMITED WARRANTY ON HARDWARE

UltraPlay Systems provides a limited warranty on hardware to be free from defects in materials or workmanship against structural failure due to breaking or shearing, subject to normal use and installation, for a period of 1 year from the date of shipment to the original customer.

ONE-YEAR LIMITED WARRANTY ON HDPE CLIMBERS AND HDPE SPRING RIDERS

UltraPlay Systems provides a limited warranty on high density polyethylene (HDPE) climbers and spring riders against degradation for a period of 1 year from the date of shipment to the original customer.

ONE-YEAR LIMITED WARRANTY ON SPRING RIDER METAL PARTS

UltraPlay Systems provides a limited warranty on metal springs, bases and brackets of spring riders to be free from defects in materials or workmanship against structural failure which causes the product to become unfit for its intended use, subject to normal usage and installation, for a period of 1 year from the date of shipment to the original customer.

ONE-YEAR LIMITED WARRANTY ON STRAP AND TOT SEAT

UltraPlay Systems provides a 1 year limited warranty on strap and tot swing seats against structural failure that causes the seat to become unfit for its intended use. Additionally, chain, "S"- hooks and hangers are covered under a one-year limited warranty.

LIMITED WARRANTY ON SITE FURNISHINGS

UltraPlay Systems provides a five-year limited warranty on the finish of thermoplastic coated site furnishings from the date of shipment to the original customer. Additionally, all site furnishings are guaranteed to be free from defects in materials or workmanship for one-year from the date of shipment to the original customer.

All warranties specifically exclude damage caused by man-made or natural disasters, vandalism, negligence, improper installation or improper use, modification, changes in appearance resulting from weathering, scratches, dents, discoloration, normal wear and tear, or marring as a result of public or private use.

Claims are limited to replacement of equipment only and do not include any costs associated with labor, removal or installation of the original or replacement product.

Warranties are valid only if products are installed and maintained in accordance with UltraPlay installation instructions and use of approved parts.

This warranty is applicable to the original owner only. Warranties are non-transferable.

Claim Procedure: To make a warranty claim, send your written statement of claim, photographs of defective equipment along with the original purchase invoice or invoice number to:

UltraPlay Systems
Customer Service
1675 Locust Street
Red Bud, IL 62278

Or Contact a Customer Service Representative at:
1-800-458-5872

Within 60 days of notice of claim under warranty, UltraPlay Systems will make arrangements to replace the damaged product. UltraPlay Systems will cover freight costs within the continental United States. UltraPlay Systems is not responsible for freight costs associated with products located outside the continental United States. UltraPlay Systems reserves the right to inspect all products identified as defective. Photos of defective equipment may be required to accompany warranty claims.

Since warranty limitations and exclusions may vary from state to state, you should check any specific warranty rights in your state.

Date of Purchase: _____

Purchaser: _____

UltraPlay Invoice Number: _____

Authorized UltraPlay Signature

Title

Visit UltraPlay on the web at www.ultraplay.com & www.uplaytoday.com





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/01/2016

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).

PRODUCER Marsh USA, Inc. Two Alliance Center 3560 Lenox Road, Suite 2400 Atlanta, GA 30326 Attn: Atlanta.CertRequest@marsh.com / Fax: 212-948-4321 457102-CAS-GAUWX-16-17	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No):														
INSURED Play & Park Structures 401 Chestnut Street, Suite 310 Chattanooga, TN 37402	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Chubb Custom Insurance Company</td><td>38989</td></tr><tr><td>INSURER B : Charter Oak Fire Insurance Company</td><td>25615</td></tr><tr><td>INSURER C : National Union Fire Insurance Co. of Pittsburgh, PA</td><td>19445</td></tr><tr><td>INSURER D : Phoenix Insurance Company</td><td>25623</td></tr><tr><td>INSURER E : Liberty Insurance Underwriters Inc.</td><td>19917</td></tr><tr><td>INSURER F : Travelers Property Casualty Company Of America</td><td>25674</td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Chubb Custom Insurance Company	38989	INSURER B : Charter Oak Fire Insurance Company	25615	INSURER C : National Union Fire Insurance Co. of Pittsburgh, PA	19445	INSURER D : Phoenix Insurance Company	25623	INSURER E : Liberty Insurance Underwriters Inc.	19917	INSURER F : Travelers Property Casualty Company Of America	25674
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COVERAGES **CERTIFICATE NUMBER:** ATL-003693129-32 **REVISION NUMBER:** 15

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR \$250,000 Per Occ. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			79937909	08/01/2016	08/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 POLICY AGGREGATE \$ 10,000,000
F	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			TJ-CAP-9D89706-5-16	08/01/2016	08/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp./Coll. Ded.: \$1,000 \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			BE036027482	08/01/2016	08/01/2017	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$
D G B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A	TC2NUB-9D900314-16 (AOS) 012851959 (CA) TRO-UB-9D90032-6-16 (AZ,OR,WI)	08/01/2016 08/01/2016 08/01/2016	08/01/2017 08/01/2017 08/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Excess Umbrella			100005445606	08/01/2016	08/01/2017	Each Occurrence 25,000,000 Aggregate 25,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Information Only

CERTIFICATE HOLDER

Play & Park Structures
401 Chestnut Street, Suite 310
Chattanooga, TN 37402

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
of Marsh USA Inc.

Manashi Mukherjee

Manashi Mukherjee

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CERTIFICATE OF REGISTRATION



**Quality
System
Registrar**



Having been audited in accordance with requirements of

ISO 14001:2004

SRI Quality System Registrar, 300 Northpointe Circle, Seven Fields, Pennsylvania, 16046, USA, hereby grants to:

Play and Park Structures Division of Playcore

Registration of the management system at its location:

**150 Playcore Drive SE
Fort Payne, Alabama, 35967, USA**

The conditions for maintaining this certificate of registration are set forth in the SRI registration agreements R20.3 and R20.4.

Scope of ISO 14001:2004 registration: "Environmental activities related to the production of playground equipment."

Initial SRI registration date: July 23, 2008

Current registration period: July 21, 2014 through July 20, 2017

Signed for SRI:


Christopher H. Lake, President & COO

Release Date: July 21, 2014
Certificate Number: 012789
Registration Number: 0689-05



CERTIFICATE OF REGISTRATION



**Quality
System
Registrar**



Having been audited in accordance with requirements of

ISO 9001:2015 – ANSI/ISO/ASQ Q9001-2015

SRI Quality System Registrar, 300 Northpointe Circle, Seven Fields, Pennsylvania, 16046, USA, hereby grants to:

Play and Park Structures Division of Playcore

Registration of the management system at its location:

**150 PlayCore Drive SE
Fort Payne, Alabama, 35967, USA**

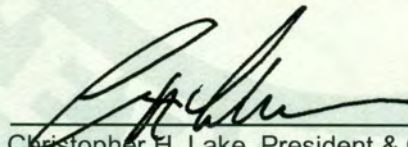
The conditions for maintaining this certificate of registration are set forth in the SRI registration agreements R20.3 and R20.4. Further clarifications regarding the scope of this certificate and the applicability of ISO 9001:2015 requirements may be obtained by consulting the organization.

Scope of ISO 9001:2015 registration: "Design, manufacture, and supply of playground equipment."

Initial SRI Registration date: September 18, 1996

Current registration period: February 23, 2017 through February 22, 2020

Signed for SRI:


Christopher H. Lake, President & COO

Release Date: February 23, 2017

Certificate Number: 017051

Registration Number: 0689-05





7145 West Tidwell Road ~ Houston, Texas 77092
(713) 462-7708
www.esc4.net

Publication Date: February 1, 2017

ADDENDUM NO. 1

NOTICE TO OFFEROR

SUBMITTAL DEADLINE: Wednesday, March 15, 2017 @ 2:00 PM CT

Questions regarding this solicitation must be submitted in writing to Jason Wickel, Cooperative Purchasing Coordinator at questions@esc4.net or (713) 744-8189 no later than *February 23, 2017 at 5pm CT*. All questions and answers will be posted to both www.esc4.net and www.nationalipa.org under [Solicitations](#). Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

Request for Proposal (RFP)
by

Region 4 Education Service Center ("ESC")

for

Playground Systems, Installation, Service and Related Items

**On behalf of itself, other government agencies and non-profits, made available
through The Cooperative Purchasing Network "TCPN."**

Solicitation Number 17-03

This Addendum No. 1 amends the Request for Proposals (RFP) for Playground Systems, Installation, Service and Related Items 17-03 (Addendum). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

This Addendum No. 1 is hereby issued to correct the submittal deadline date on the RFP document. The submittal deadline is Wednesday, March 15, 2017 @ 2:00 PM CT.

Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.

VENDOR CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name _____

Address _____

City/State/Zip _____

Telephone No. _____

Fax No. _____

Email address _____

Printed name _____

Position with company _____

Authorized signature _____

Accepted by The Cooperative Purchasing Network:

Acknowledgement of Addendum Number(s): _____

Term of contract _____ **to** _____

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

TCPN Contract Number _____



7145 West Tidwell Road ~ Houston, Texas 77092
(713) 462-7708
www.esc4.net

Publication Date: February 1, 2017

NOTICE TO OFFEROR

SUBMITTAL DEADLINE: Tuesday March 15, 2017 @ 2:00 PM CT

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Request for Proposal (RFP)
by

Region 4 Education Service Center ("ESC")

for

Playground Systems, Installation, Service and Related Items

On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network "TCPN."

Solicitation Number 17-03

Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. **Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.**

ATTENTION OFFERORS:

Submission of a proposal confers NO RIGHT on an Offeror to an award or to a subsequent contract. Region 4 ESC, in its sole discretion and for any reason or no reason, reserves the rights to reject any or all proposals, accept only a part of any proposal, accept the proposal deemed most advantageous to Region 4 ESC, and waive any technicalities. The issuance of this RFP does not obligate Region 4 ESC to make an award or negotiate or execute a contract. Region 4 ESC reserves the right to amend the terms and provisions of the RFP, negotiate with a proposer, add, delete, or modify the contract and/or the terms of any proposal submitted, extend the deadline for submission of proposals, ask for best and final offers, or withdraw the RFP entirely for any reason solely at Region 4 ESC's discretion. An individual proposal may be rejected if it fails to meet any requirement of this RFP. Region 4 ESC may seek clarification from a proposer at any time, and failure to respond within a reasonable time frame is cause for rejection of a proposal.

Please be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by the State of Texas.

Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If an Offeror believes that its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance to Region 4 ESC's Open Record Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 Education Service Center ("ESC") must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offerors are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

ACKNOWLEDGMENT AND ACCEPTANCE
OF REGION 4 ESC's OPEN RECORDS POLICY

Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- ☐ We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

- ☐ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

Date

Authorized Signature & Title

TABLE OF CONTENTS

A.	Introduction.....	p. 6
B.	Scope.....	p. 7
C.	Definitions.....	p. 7
D.	General Terms and Instructions to Offerors.....	p. 8
	• Calendar of Events.....	p.10
	• Evaluation Criteria.....	p.12
E.	Appendix A: Vendor Contract Form.....	p.15
	• Signature Page.....	p. 24
F.	Appendix B: Product/Services Specifications.....	p. 25
	• Special Terms & Conditions	
	• Specifications	
G.	Appendix C: Pricing.....	p. 28
H.	Appendix D: General Terms & Conditions Acceptance Form.....	p. 29
I.	Appendix E: Vendor Questionnaire.....	p. 31
J.	Appendix F: Company Profile.....	p. 35
	• References	
K.	Appendix G: Value Add.....	p. 38
L.	Appendix H: Additional Required Documents.....	p. 39
	• Clean Air and Water Act	
	• Debarment Notice	
	• Lobbying Certification	
	• Vendor/Contractor Requirements	
	1. Contractor's Employment Eligibility	
	2. Fingerprint & Background Checks	
	3. Business Operations in Sudan, Iran	
	• Antitrust Certification Statement	
	• Implementation of HB 1295 (Certification of Interested Parties)	
	• EDGAR Certifications	
	• Specific State Requirements	
M.	Appendix I: State Notice.....	p. 61

A. INTRODUCTION

I. Background on Region 4 Education Service Center

Region 4 Education Service Center ("Region 4 ESC" herein "Lead Public Agency") on behalf of itself and all state, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein "Participating Agencies") solicits proposals from qualified Offerors to enter into a Vendor Contract ("contract") for the goods or services solicited in this proposal.

Contracts are approved and awarded by a single governmental entity, Region 4 ESC, and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities). These types of contracts are commonly referred to as being "piggybackable".

Region 4 ESC's purchasing cooperative was established in 1997 as a means to increase their economic and operational efficiency. The purchasing cooperative has since evolved into a National Cooperative used to assist other government and public entities increase their economical and operational efficiency when procuring goods and services.

II. What is the role of The Cooperative Purchasing Network ("TCPN")

The Cooperative Purchasing Network ("TCPN") assists Region 4 ESC in helping other public agencies and non-profits reap the benefits of national leveraged pricing, with no cost to the member. TCPN leverages one of the largest pools of purchasing potential. This is accomplished by competitively soliciting proposals and awarding contracts for commonly purchased products and services. Through the TCPN solicitation process, Region 4 ESC awards contracts covering Facilities, Furniture, Office Supplies & Equipment, Security Systems, and Technology and other goods and services industries.

III. Purpose of TCPN

- Provide governmental and public entities opportunities for greater efficiency and economy in procuring goods and services.
- Take advantage of state-of-the-art purchasing procedures to ensure the most competitive contracts.
- Provide competitive price and bulk purchasing for multiple government or public entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services.
- Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves.
- Help in assisting with use of best business practices.

IV. Customer Service

- TCPN is dedicated to making our contracts successful for both our members and our awarded vendors.
- TCPN is committed to providing our members and awarded vendors with high quality service.
- TCPN has dedicated staff available to answer questions, offer guidance and help in any way possible.

B. SCOPE

It is the intention of Region 4 ESC to establish a contract with vendor(s) for Playground Systems, Installation, Service and Related Items. Awarded vendor(s) shall perform covered services under the terms of this agreement. Offerors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities. Electronic Catalog and/or price lists must accompany the proposal. Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. If Offeror has existing cooperative contracts in place, Offeror is requested to submit pricing equal or better than those in place.

Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Offerors may elect to limit their proposals to a single service within any category, or multiple services within any or all categories

Region 4 ESC is seeking a service provider that has the depth, breadth and quality of resources necessary to complete all phases of this contract. In addition, TCPN also requests any value add commodity or service that could be provided under this contract.

While this solicitation specifically covers Playground Systems, Installation, Service and Related Items. Offerors are encouraged to submit an offering on any and all products or services available that they currently perform in their normal course of business.

C. KEY DEFINITIONS

Days: means calendar days.

Lead agency: means the government entity advertising, soliciting, evaluating and awarding the contract. This definition also includes a public agency that meets the definition of a political subdivision, including a county, city, school district, state, public higher education or special district.

Lowest Pricing Available: means the overall lowest not-to-exceed price available for the specified goods or services at the time the vendor submits their proposal.

Procurement: means buying, purchasing, renting, leasing or otherwise acquiring any materials, services or construction. Procurement also includes all functions that pertain to the obtaining of any material, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

Responsive Offeror: means a person, company, firm, corporation, partnership or other organization who submits a proposal which conforms in all material respects to the invitation for bids or request for proposals.

Solicitation: means an invitation for bids, a request for technical offers, a request for proposals, a request for quotations or any other invitation or request by which we invite a person to participate in a procurement.

Specifications: means any description of physical or functional characteristics, or of the nature of a material, service or construction of item. Specifications may include a description or any requirement for inspecting, testing or preparing a material, service or construction item for delivery.

Vendor: means any provider or seller of goods and/or services that has a contractual relationship with Region 4 or TCPN.

D. GENERAL TERMS AND INSTRUCTIONS TO OFFERORS

- I. **Submission of Response:** Unless otherwise specified in the solicitation, all submitted proposals must contain two (2) bound and signed original copies of the solicitation, and two (2) electronic copies on flash drives shall be provided. Please see format requirements below. **Vendor must also submit two (2) electronic proposals free of propriety information to be posted on Vendor information page if awarded a contract.**

Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted. Sealed responses may be submitted on any or all items, unless stated otherwise. Proposal may be rejected for failure to comply with the requirements set forth in this proposal.

Deviations from any terms, conditions and/or specifications must be conspicuously noted in writing by the Offeror and shall be included with the response. (See Appendix D).

- II. **Proposal Format:** Responses must be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of the Offeror's company and the solicitation name and number on both the outside front cover and vertical spine. All forms are to be completed electronically.

Tabs should be used to separate the proposal into sections. Each tabulated section should contain both the section of the RFP referenced and the Offeror's response to that section. The following items identified must be included behind the tabs listed below. Offerors failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

III. **Binder Tabs:**

- Tab 1 – Entire Vendor Contract and Signature Form (pgs. 1-15, Appendix A)
 - General Terms and Conditions Acceptance Form (Appendix D)
- Tab 2 – Questionnaire (Appendix E)
- Tab 3 – Company Profile (Appendix F, excluding References section)
- Tab 4 – Product / Services (Appendix B)
- Tab 5 – References (Appendix F)
- Tab 6 – Pricing (Appendix C)
- Tab 7 – Value Add (Appendix G)
- Tab 8 – Required Documents
 - Additional Required Documents (Appendix H)
 - Acknowledgement & Acceptance of Region 4 ESC Open Records Policy (Page 4).

- IV. **Mailing of Proposals:** All bids and proposals submitted in response to the solicitation must be clearly identified as listed below with the solicitation number, title, name and address of the company responding. All packages must be clearly identified as listed below, sealed and delivered to the Region 4 ESC office no later than the submittal deadline assigned for this solicitation.

From _____
Company _____
Address _____
City, State, Zip _____
Solicitation Name and Number _____ Due Date and Time _____

- V. **Time for Receiving Proposals:** Proposals received prior to the submittal deadline will be time-stamped upon receipt and kept secure and unopened. At the submittal deadline, Region 4 will begin the process of opening all bids publicly by collecting all proposals received before the deadline in the room designated for the bid opening. No proposals received after the submittal time and deadline will be considered. Late proposals will be returned to sender unopened.

VI. Inquiries and/or Discrepancies: Questions regarding this solicitation must be submitted in writing to Jason Wickel, Cooperative Purchasing Coordinator at questions@esc4.net or (713) 744-8189 no later than *February 23, 2017*. All questions and answers will be posted to both www.esc4.net and www.nationalipa.org under Solicitations. Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

VII. Restricted and Prohibited Communications with Region 4 ESC: During the period between the date Region 4 ESC issues this RFP and the selection of the vendor who is awarded a contract by Region 4 ESC, if any, Offerors shall restrict all contact with Region 4 ESC and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the individual identified above in Section "Inquiries and/or Discrepancies" in the specified manner. **Do not contact members of the Board of Directors, other employees of Region 4 ESC or any of Region 4 ESC's agents or administrators. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made, may result in disqualification of the Offeror.**

The communications prohibition shall terminate when the contract is recommended by the administration, considered by the Board of Directors at a noticed public meeting, and a contract has been awarded. In the event the Board of Directors refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed. Additionally, during the time period between the award by the Board of Directors and the execution of the contract, Offerors shall not engage in any prohibited communications as described in this section.

Prohibited communications includes direct contact, discussion, or promotion of any Offeror's response with any member of Region 4 ESC's Board of Directors or employees except for communications with Region 4 ESC's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Offerors, assure that decisions are made in public, and to protect the integrity of the RFP process. Except as provided in the above stated exceptions, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Communications between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any member of Region 4 ESC's Board of Directors;
- Communications between any director and any member of a selection or evaluation committee; and
- Communications between any director and administrator or employee.

The communications prohibition shall not apply to the following:

- Communications with Region 4 ESC's purchasing agent specifically named and authorized to conduct and receive such communications under this RFP or upon the request of Region 4 ESC, with Region 4 ESC's legal counsel; and
- Presentations made to the Board of Directors during any duly noticed public meeting.

Nothing contained herein shall prohibit any person or entity from publicly addressing Region 4 ESC's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation requested by Region 4 ESC's representatives.

VIII. Calendar of Events (subject to change):

Event

Issue RFP
Pre-proposal Conference
Deadline for receipt of questions via email
Issue Addendum/a (if required)
Proposal Due Date
Approval from Region 4 ESC
Contract Effective Date

Date:

February 1, 2017
N/A
February 23, 2017
To Be Determined
March 15, 2017
April 2017
May 1, 2017

CONDITIONS OF SUBMITTING PROPOSALS

IX. Amendment of Proposal: A proposal may be amended up to the time of opening by submitting a sealed letter to the location indicated on the front page of this solicitation.

X. Withdrawal of Proposals: Withdrawal of proposals prior to the opening date will be permitted. Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal. However, consideration may be given in cases where Offeror advises that it made a clerical error that is substantially lower than it intended. In such case, Offeror must provide written notice of their desire to withdraw, along with supporting documents, within 3 business days of receiving the acceptance letter or of being requested by Region 4 ESC for clarification of the proposal, whichever is later. Any contracts entered into prior to Region 4 ESC receiving notice must be honored.

No Offeror should assume that their withdrawal request has been accepted unless, and until, they receive written acknowledgment and acceptance of their proposal withdrawal.

XI. Clarifications: Offeror may receive a written request to clarify, in writing, its proposal in order to determine whether a proposal should be considered for award. The process of clarification is not an opportunity for an Offeror to revise or modify its proposal, and any response by an Offeror to a written request for clarification that attempts to revise or modify its proposal shall be given no effect. The purpose of the request for clarification will be solely made for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal, which may be corrected or waived in the leading agency's sole discretion.

XII. Non-Responsive Proposals: All proposals will be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration for award of the contract, and the Offeror shall receive notice of the rejection of its proposal.

XIII. Negotiations: Region 4 ESC shall determine which responsive proposals are in the competitive range and/or are reasonably susceptible of being selected for award. Proposals not in the competitive range may not be further evaluated. Proposals in the competitive range shall be evaluated on the basis of price and the other evaluation criteria set forth in the solicitation. In the event that Region 4 ESC decides to conduct negotiations, notice shall be provided to each Offeror whose proposal is being considered for award, which notice may identify, in general terms, the elements or factors upon which Region 4 ESC intends to base its negotiations. Offerors will not be assisted, in any way, to bring their proposal up to the level of other proposals through discussions. During the course of negotiations, no Offeror's technical proposal or pricing shall be revealed to any other Offeror or to any other person who is not involved with the evaluation process. Region 4 ESC will also not indicate to Offeror a cost or price that it must meet to either obtain further consideration nor will it provide any information about other Offerors' proposals or prices.

XIV. Best and Final Offer: Region 4 ESC, in its sole discretion, may request all Offerors in the competitive range to submit a Best and Final Offer. Offerors must submit their Best and Final Offers in writing. If an Offeror does not respond to the request for a Best and Final Offer, that Offeror's most recent prior offer will be considered to be its Best and Final Offer.

XV. Specifications: When a solicitation contains a specification that states no substitutions, no deviation from this requirement will be permitted. Offeror must comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the members.

References to manufacturer's specifications (Design Guides), when used by Region 4 ESC, are to be considered informative to give the Offeror information as to the general style, type and kind requested. Responses proposing goods, materials or equipment regularly produced by a reputable manufacturer shall be evaluated by Region 4 ESC which will, in its sole discretion, determine whether such proposed goods, materials or equipment are substantially equivalent to the Design Guides, considering quality, workmanship, economy of operation, and suitability for the purpose intended. Offerors should include all documentation required to evaluate whether or not their proposed goods, materials or equipment are substantially equivalent to the Design Guides.

XVI. Quality of Materials or Services: Offeror shall state the brand name and number of the materials being provided. If none is indicated then it is understood that the offeror is quoting on the exact brand name and number specified or mentioned in the solicitation.

However, unless specifically stated otherwise, comparable substitutions will be permitted in cases where the material is equal to that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended.

XVII. Samples: Upon request, samples shall be furnished, free of cost, within seven (7) days after receiving notice of such request. By submitting the proposal Offeror certifies that all materials conform to all applicable requirements of this solicitation and of those required by law. Offeror agrees to bear the costs for laboratory testing, if results show that the sample does not comply with solicitation requirements.

Submissions may be rejected for failing to submit samples as requested.

XVIII. Deviations and Exceptions: Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 4 ESC to award a manufacturer's complete line of products, when possible.

XIX. Formation of Contract: A response to this solicitation is an offer to contract with Region 4 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is awarded by Region 4 ESC. A contract is formed when Region 4 ESC's board signs the Vendor Contract Signature Form. The prospective vendor must submit a signed Vendor Signature Form with the response thus, eliminating the need for a formal signing process.

XX. Estimated Quantities: Region 4 ESC anticipates that a substantial number of participating members will enter into contracts resulting from this solicitation based on multiple surveys and usage of other contracts that may have included similar services, however, Region 4 ESC makes no guarantee or commitment of any kind concerning quantities or usage of contracts resulting from this solicitation. The volume for this contract is estimated to be up to and in excess of \$8 million a year. This information is provided solely as an aid to contract vendors in preparing proposals only. The successful Vendor(s) discount and pricing schedule shall apply regardless of the volume of business under the contract.

XXI. Multiple Awards: membership includes a large number of potential entities which may utilize this contract throughout the nation. In order to assure that any ensuing contract(s) will allow Region 4 ESC

to fulfill current and future needs, Region 4 ESC reserves the right to award contract(s) to multiple vendors. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with Region 4 ESC.

- XXII. Non-Exclusive:** Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience and benefit of participating members. Region 4 ESC and participating entities reserve the right to obtain like goods and services from other sources.

AWARD PROCESS

- XXIII. Award or Rejection of Proposals:** In accordance with applicable laws, rules, and regulations for public purchasing, award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to participating agencies, price and other factors considered. Region 4 ESC reserves the right to use a "Market Basket Survey" method, based on randomly selected criteria to determine the most advantageous response. To qualify for evaluation, a proposal must have been submitted on time, and satisfy all mandatory requirements identified in this solicitation. Proposals that are materially non-responsive will be rejected and the Offeror will be provided notice of such rejection.

- XXIV. Evaluation Process:** In evaluating the responses the following predetermined criteria is considered:

Products/Pricing (40 Points)

1. Scope and breadth of products available
2. All products and services available
3. Pricing for all available products and services
4. Pricing for warranties on all products and services
5. Ability of Customers to verify that they received contract pricing
6. Payment methods
7. Other factors relevant to this section as submitted by the proposer

Performance Capability (25 Points)

1. Ability to deliver products and services nationally
2. Response to emergency orders
3. Average Fill Rate
4. Average on time delivery rate
5. Shipping charges
6. Return and restocking policy and applicable fees
7. History of meeting the shipping and delivery timelines
8. Ability to meet service and warranty needs of members
9. Customer service/problem resolution
10. Invoicing process
11. Contract implementation/Customer transition
12. Financial condition of vendor
13. Website ease of use, availability, and capabilities related to ordering, returns and reporting
14. Offeror's safety record
15. Instructional materials
16. Other factors relevant to this section as submitted by the proposer

Qualification and Experience (25 Points)

1. Offeror's reputation in the marketplace
2. Reputation of products and services in the marketplace
3. Past relationship with Region 4 ESC and/or TCPN members
4. Experience and qualification of key employees

5. Location and number of sales persons who will work on this contract
6. Past experience working with the government sector
7. Exhibited understanding of cooperative purchasing
8. Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors
9. Minimum of 10 customer references relating to the products and services within this RFP
10. Other factors relevant to this section as submitted by the proposer

Value Add (10 Points)

1. Marketing plan and capability
2. Sales force training
3. Other factors relevant to this section as submitted by the proposer

XXV. Competitive Range: It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range are unacceptable and do not receive further award consideration.

XXVI. Evaluation: A committee will review and evaluate all responses and make a recommendation for award of contract(s). The recommendation for contract awards will be based on the predetermined criteria factors outlined in this solicitation, where each factor is assigned a point value based on its importance.

XXVII. Past Performance: An Offeror's performance and actions under previously awarded contracts are relevant in determining whether or not the Offeror is likely to provide quality goods and services to TCPN members; including the administrative aspects of performance; the Offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Offeror's businesslike concern for the interests of the customer.

OPEN RECORDS POLICY

XXVIII. Proprietary Information: Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If an Offeror believes that its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledge and Acceptance to Region 4 ESC's Open Record Policy" form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

PROTEST OF NON-AWARD

XXIX. Protest Procedure: Any protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CT. No protest shall lie for a claim that the selected Vendor is not a responsible Offeror. Protests shall be filed with Robert Zingelmann, Chief Financial Officer Business/Operations Services and sent to the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092. Protests shall include the following:

1. Name, address and telephone number of protester
2. Original signature of protester or its representative
3. Identification of the solicitation by RFP number
4. Detailed statement of legal and factual grounds including copies of relevant documents; and the form of relief requested.
5. Any protest review and action shall be considered final with no further formalities being considered.

LIMITATION OF LIABILITY

XXX. Waiver: BY SUBMITTING A PROPOSAL, OFFER EXPRESSLY AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST BOTH THE COOPERATIVE PURCHASING NETWORK AND REGION 4 EDUCATION SERVICE CENTER, ITS DIRECTORS, OFFICERS, ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

XXXI. NEITHER REGION 4 ESC NOR TCPN SHALL BE RESPONSIBLE OR LIABLE FOR ANY COSTS INCURRED BY PROPOSERS OR THE SELECTED VENDOR IN CONNECTION WITH RESPONDING TO THE RFP, PREPARING FOR ORAL PRESENTATIONS, PREPARING AND SUBMITTING A PROPOSAL, ENTERING OR NEGOTIATING THE TERMS OF A CONTRACT, OR ANY OTHER EXPENSES INCURRED BY A PROPOSER. THE PROPOSER OR SELECTED VENDOR IS WHOLLY RESPONSIBLE FOR ANY SUCH COSTS AND EXPENSES AND SHALL NOT BE REIMBURSED IN ANY MANNER BY REGION 4 ESC OR TCPN.

APPENDIX A

VENDOR CONTRACT AND SIGNATURE FORM

*This Vendor Contract and Signature Form ("Contract") is made as of _____ 2017, by and between _____ and Region 4 Education Service Center ("Region 4 ESC") for the purchase of **Playground Systems, Installation, Service and Related Items***

RECITALS

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations will be incorporated into the final contract "Vendor Contract."

WHEREAS, this contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with TCPN; and it being further understood that Region 4 ESC shall act as the Lead Public Agency with respect to all such purchase agreements.

WHEREAS, TCPN has the administrative and legal capacity to administer purchases on behalf of Region 4 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

ARTICLE 1- GENERAL TERMS AND CONDITIONS

- 1.1 TCPN shall be afforded all of the rights, privileges and indemnifications afforded to Region 4 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to TCPN, including, without limitation, Vendors obligation to provide insurance and other indemnifications to Lead Public Agency.
- 1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.
- 1.3 TCPN shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.
- 1.4 **Purchasing procedure:**
 - Purchase orders are issued by participating governmental agencies to the awarded vendor indicating on the PO "**Per TCPN Contract # R_____.**"
 - Vendor delivers goods/services directly to the participating agency.

- Awarded vendor invoices the participating agency directly.
- Awarded vendor receives payment directly from the participating agency.
- Awarded vendor reports sales monthly to TCPN.

- 1.5 **Customer Support:** The vendor shall provide timely and accurate technical advice and sales support to Region 4 ESC staff, TCPN staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

ARTICLE 2- ANTICIPATED TERM OF AGREEMENT

- 2.1 Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC. Region 4 ESC will notify the vendor in writing if the contract is extended. Awarded vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.
- 2.2 Region 4 ESC shall review the contract prior to the renewal date and notify the current awarded vendor, no less than ninety (90) days of Region 4 ESC's intent to renew the contract. Upon receipt of notice, awarded vendor must notify Region 4 ESC if it elects not to renew. Awarded vendor shall honor the administrative fee for any sales incurred throughout the life of the contract on any sales made based on a Region 4 ESC contract whether awarded a renewal or not. Region 4 ESC reserves the right to exercise each two-year extension annually.

ARTICLE 3- REPRESENTATIONS AND COVENANTS

- 3.1. **Scope:** This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members. Although contractors may restrict sales to certain public units (for example, state agencies or local government units), any contract that prohibits sales from being made to public school districts may not be considered. Sales without restriction to any Members are preferred. These types of contracts are commonly referred to as being "piggybackable".
- 3.2. **Compliance:** Cooperative Purchasing Agreements between TCPN and its Members have been established under state procurement law.
- 3.3. **Offeror's Promise:** Offeror agrees all prices, terms, warranties, and benefits granted by Offeror to Members through this contract are comparable to or better than the equivalent terms offered by Offeror to any present customer meeting the same qualifications or requirements.

ARTICLE 4- FORMATION OF CONTRACT

- 4.1. **Offeror Contract Documents:** Region 4 ESC will review proposed offeror contract documents. Vendor's contract document shall not become part of Region 4 ESC's contract with vendor unless and until an authorized representative of Region 4 ESC reviews and approves it.
- 4.2. **Form of Contract:** The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a firm submitting an offer requires Region 4 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.
- 4.3. **Entire Agreement (Parol evidence):** The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

- 4.4. **Assignment of Contract:** No assignment of contract may be made without the prior written approval of Region 4 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 4 ESC. Awarded vendor is required to notify Region 4 ESC when any material change in operations is made that may adversely affect members (i.e. bankruptcy, change of ownership, merger, etc.).
- 4.5. **Novation:** If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Region 4 ESC reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.
- 4.6. **Contract Alterations:** No alterations to the terms of this contract shall be valid or binding unless authorized and signed by a Region 4 ESC staff member.
- 4.7. **Order of Precedence:** In the event of a conflict in the provisions of the contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
- Special terms and conditions
 - General terms and conditions
 - Specifications and scope of work
 - Attachments and exhibits
 - Documents referenced or included in the solicitation
- 4.8. **Supplemental Agreements:** The entity participating in the Region 4 ESC contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. Neither Region 4 ESC, TCPN, its agents, members and employees shall be made party to any claim for breach of such agreement.
- 4.9. **Adding authorized distributors/dealers:** Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.

ARTICLE 5- TERMINATION OF CONTRACT

- 5.1. **Cancellation for Non-Performance or Contractor Deficiency:** Region 4 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the contract;
 - ii. Providing work and/or material that was not awarded under the contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
 - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
 - v. Failing to make progress in performance of the contract and/or giving Region 4 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or

- vi. Performing work or providing services under the contract prior to receiving an authorized purchase order from Region 4 ESC or participating member prior to such work

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.

- 5.2 **Termination for Cause:** If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract Region 4 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- 5.3 **Delivery/Service Failures:** Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.
- 5.4 **Force Majeure:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.
- 5.5 **Standard Cancellation:** Region 4 ESC may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order. Vendor may be requested to provide additional items not already on contract at any time.

ARTICLE 6- LICENSES

- 6.1 **Duty to keep current license:** Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 4 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.

- 6.2 **Survival Clause:** All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

ARTICLE 7- DELIVERY PROVISIONS

- 7.1 **Delivery:** Vendor shall deliver said materials purchased on this contract to the Member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.
- 7.2 **Inspection & Acceptance:** If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

ARTICLE 8- BILLING AND REPORTING

- 8.1 **Payments:** The entity using the contract will make payments directly to the awarded vendor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 8.2 **Invoices:** The awarded vendor shall submit invoices to the participating entity clearly stating “*Per TCPN Contract*”. The shipment tracking number or pertinent information for verification shall be made available upon request.
- 8.3 **Tax Exempt Status:** Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
- 8.4 **Reporting:** The awarded vendor shall provide TCPN with an electronic accounting report, in a format prescribed by TCPN, on a monthly basis summarizing all contract Sales for the applicable month. Reports of Contract Sales for Region 4 ESC and member agencies in each calendar month shall be provided by awarded vendor to TCPN by the 10th day of the following month. If there are no sales to report, Vendor is still required to communicate that information via email. Reports are to be sent via email to reporting@nationalipa.org at which time administrative fees are due in accordance with the administrative fee payment terms in the agreement.

Failure to provide a monthly report of the administrative fees within the time and manner specified herein shall constitute a material breach of this contract and if not cured within thirty (30) days of written to Supplier shall be deemed a cause for termination of the contract at Region4 ESC’s sole discretion.

ARTICLE 9- PRICING

- 9.1 **Best price guarantee:** The awarded vendor agrees to provide pricing to Region 4 ESC and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the

duration of the contract. Pricing offered to Federal government buying consortiums for goods and services is exempt from this requirement. The awarded vendor, however, agrees to lower the cost of any product purchased through TCPN following a reduction in the manufacturer or publisher's direct cost.

- 9.2 **Price increase:** Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.

Awarded vendor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC if requested.

It is the awarded vendor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was accepted in the original contract.

- 9.3 **Additional Charges:** All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 9.4 **Price reduction and adjustment:** Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 4 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 4 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 4 ESC any published price reduction during the contract period.
- 9.5 **Prevailing Wage:** It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser (Region 4 ESC or its Members). It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.
- 9.6 **Administrative Fees:** All pricing submitted to Region 4 ESC shall include the administrative fee to be remitted to TCPN by the awarded vendor.

The awarded vendor agrees to pay administrative fees monthly to TCPN in the amount of 3% of the total purchase amount paid to awarded vendor, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Region 4 ESC and member agencies pursuant to the contract (as amended from time to time and including any renewal thereof) ("Contract Sales").

Administrative fee payments are to accompany the contract monthly sales report by the 10th day of the following month, in the amount indicated on the report as being due. Administrative fee payments are to be paid by the awarded vendor via Automated Clearing House to a TCPN designated financial institution.

Failure to provide a monthly payment of the administrative fees within the time and manner specified herein shall constitute a material breach of the contract and if not cured within thirty (30) day of written notice to awarded vendor shall be deemed a cause for termination of the contract, at Region 4 ESC's sole discretion.

All administrative fees not paid when due shall bear interest at a rate equal to the lesser of 1 ½% per month or the maximum rate permitted by law until paid in full.

ARTICLE 10- PRICING AUDIT

- 10.1 **Audit rights:** Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Agreement. TCPN and Region 4

ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 4 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC or TCPN.

ARTICLE 11- OFFEROR PRODUCT LINE REQUIREMENTS

- 11.1 **Current products:** Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.
- 11.2 **Discontinued products:** If a product or model is discontinued by the manufacturer, vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 11.3 **New products/Services:** New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 11.4 **Options:** Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 11.5 **Product line:** Offerors with a published catalog may submit the entire catalog. Region 4 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 4 ESC may reject any addition of equipment options without cause.
- 11.6 **Warranty conditions:** All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 11.7 **Buy American requirement:** (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

ARTICLE 12- SITE REQUIREMENTS

- 12.1 **Cleanup:** Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.
- 12.2 **Preparation:** Vendor shall not begin a project for which Member has not prepared the site, unless vendor does the preparation work at no cost, or until Member includes the cost of site preparation in a

purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

- 12.3 **Registered sex offender restrictions:** For work to be performed at schools, vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Member's discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 12.4 **Safety measures:** Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 12.5 **Smoking:** Persons working under the contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 12.6 **Stored materials:** Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Member, it shall be the Vendor's responsibility to protect all materials and equipment. The Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.

ARTICLE 13- MISCELLANEOUS

- 13.1 **Funding Out Clause:** Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:

"Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract."

- 13.2 **Disclosures:** Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

Include a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in TCPN.

The Offeror affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- 13.3 **Indemnity**: The awarded vendor shall protect, indemnify, and hold harmless both Region 4 ESC and TCPN and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract, including any supplemental agreements with members. Any litigation involving either Region 4 ESC or TCPN, its administrators and employees and agents will be in Harris County, Texas. Any litigation involving TCPN members shall be in the jurisdiction of the participating agency.
- 13.4 **Franchise Tax**: The Offeror hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- 13.5 **Marketing**: Awarded vendor agrees to allow Region 4 ESC/TCPN to use their name and logo within website, marketing materials and advertisement. Any use of TCPN name and logo or any form of publicity, inclusive of press releases, regarding this contract by awarded vendor must have prior approval from TCPN.
- 13.6 **Certificates of Insurance**: Certificates of insurance shall be delivered to the Region 4 ESC participant prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
- 13.7 **Legal Obligations**: It is the Offeror's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
- 13.8 **Open Records Policy**: Because Region 4 ESC contracts are awarded by a governmental entity, responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance to Region 4 ESC's Open Record Policy" form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Offeror are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

VENDOR CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name _____
Address _____
City/State/Zip _____
Telephone No. _____
Fax No. _____
Email address _____
Printed name _____
Position with company _____
Authorized signature _____

Accepted by The Cooperative Purchasing Network:

Term of contract _____ **to** _____

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

TCPN Contract Number _____

Appendix B:
PRODUCT / SERVICES SPECIFICATIONS

It is the intention of TCPN to establish a contract with vendor(s) for Playground Systems, Installation, Service and Related Items. Awarded vendor(s) shall perform covered services under the terms of this agreement.

Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single service within any category, or multiple services within any or all categories.

TCPN is seeking a service provider that has the depth, breadth and quality of resources necessary to complete all phases of playground, installation, service and related items. In addition, TCPN also requests any value add commodity or service that could be provided under this contract.

Products considered for award shall be in full compliance to all applicable federal state and local standards, codes and regulations such as American Society for Testing and Materials (ASTM), Consumer Product Safety Commission (CPSC) standards, codes and statutes. Bidders shall document compliance to said standards and provide certificates of insurance for product liability insurance.

Vendor(s) shall, at the request of any member institution, perform provide these products and/or covered services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

TCPN is asking for the supplier's total offering of equipment, services, or any other value added product or service that may have benefit to our membership. Please provide your full and complete written product specifications for all equipment proposed in your response.

Rotationally Molded Plastics: Color consistency, color intensity, opacity and UV resistance are very important for the durability of rotationally molded plastics thus, it is preferred that all rotationally molded playground equipment and components be made of compounded and not dry blended or turbo blended plastics. UV Stability is a must thus it is preferred that all rotationally molded plastics are manufactured with UV 15 inhibitors. Please clearly indicate with specifications if your product meets these requirements or not.

Please provide your full and complete legal written product warranty for any and all products you have included in this RFP. You must also indicate in writing if there are any pro-rated aspects to your warranty. If so, please describe in detail what they are.

Please indicate in writing any and all differences in product warranty as compared to the warranty. If your products and services do not carry the warranty coverage as requested, please indicate in writing the difference(s).

Special consideration will be given to bidders who also supply a written labor warranty that covers the installation costs associated with the replacement of any product covered under the manufacturer's product warranty. If you are able to provide, please indicate any special considerations or conditions that there may be with this type of warranty service.

TCPN requires a project management function as part of the services delivered by the vendor. Service providers must describe their competencies to manage and coordinate project activities, resources, and communications. Service providers must address their capabilities in areas to include but not limited to:

- Project management methodologies and tool
- Project planning and communications
- Quality assurance procedures
- Project management experience with large school districts (80,000+ full time students)
- Project management experience as a single vendor or "prime" systems integrator
- Project change control
- Complex, infrastructure project experience

Please describe your company experience with other Public Agencies, City, County, State Parks, etc. and work with landscaping architects in the design and layout of the facilities planning.

As with any project, cost is a major consideration. Describe a cost model that provides TCPN clients with both the services desired from a complex project perspective and also to know that the product costs are defined and appropriate for the items being procured. Additionally, TCPN wants to enter into a relationship with the best available company or organization and recognizes that the "best value" is not always provided by the "low cost proposal". It is vitally important that a district get value for its dollar and be able to demonstrate this to the taxpayers. Consequently, prospective vendor(s) are required to provide a proposed pricing model that will:

- Be able to demonstrate throughout the life of the contract that the costs associated with this partnership are within normal and customary charges for the type of service provided.
- Be simple to administer as specific scopes of work are developed.
- Meet all statutory requirements for record keeping, reporting and auditing of public funds.
- Adhere to agency purchasing policy.
- Be flexible in working within established budgets.
- Provide firm/competitive prices to clients once the projects are scoped
- Provide service rates and contractual maximum uplifts for goods and services through both your firm and through existing TCPN contracts.
- Vendor(s) must submit a cost proposal fully supported by documentation. This must be a verifiable price index for equipment, systems, parts, components, surfacing materials, site furnishings, installation and all other Products, services and supplies offered by the supplier.
- Include building pricing for a current infrastructure build out for a typical agency with appropriate technology infrastructure to support voice video and data to the desktop (data being Internet connectivity at a minimum).
- There may be times where products or services required are needed from a supplier outside of awarded supplier's capabilities. Indicate how these situations will be handled.
-

It cannot be over emphasized how important this criterion is to the potential success of any prospective vendor(s) and your particular attention to providing a unique and workable implementation is strongly recommended.

Third Party Relationships

The ability to work with third parties as part of a complex project is paramount to project success. Describe your company's ability to work with third parties both large and small as well as any Small and Disadvantaged Business (SDB) firms that public sector clients may require.

Please respond to the questions listed below regarding parts, service, shipping, repair, and warranty. (Place in tab 2 of your response).

1. Please describe the quality program(s) within your company and the program which measures your service work.
2. Describe your expectations of your subcontractors for installation and repairs. How does your company verify these expectations are being met?
3. Describe how your company tracks completion of repairs and what information is required to be submitted by the service center prior to payment.
4. Describe your company's post-installation and warranty support
5. Provide the procedure on how your company determines the system design.
6. Describe what project scheduling tools your company use to track projects during construction
7. How does your company make the proper equipment selection on a turnkey project?
8. Describe your company's performance maintenance system on turnkey projects.
9. Describe how your company handles site development and project permitting process.
10. What is your company's design approach and philosophy for a turnkey project?
11. Describe your company's shipping schedule notification procedures.
12. Describe how your company deals with shipping delays. How do you notify your customer of delays?
13. How many products do you stock? Where?
14. What is your percentage of on-time delivery?
15. Indicate who will be providing technical assistance including their title, telephone number, fax number, and e-mail address. Include resume.
16. Provide evidence of your company's ability to shorten the time frame between receiving a service call to problem solution. What does your company do to expedite quotes to the government entity and track completion from the service centers?
17. How does your company track warranties and update equipment lists/warranty periods as units or components are replaced?
18. How does your company work to continuously improve the services that you provide?
19. What is the policy on replacement parts and costs associated with them? What is the standard lead time for replacement parts and what warranty do they carry?

Appendix C:

PRICING

Electronic Price Lists

- Respondents must submit products, services, warranties, etc. in price list.
- Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from a particular offeror and the pricing per item.
- Services such as installation, delivery, tech support, training, and other services must be priced or listed as free in order to be offered on the contract. Unlisted services will not be accepted.
- Electronic price lists must contain the following: *(if applicable)*
 - Manufacturer part #
 - Vendor part # (if different from manufacturer part #)
 - Description
 - Manufacturers Suggested List Price and Net Price
 - Net price to Region 4 ESC (including freight)
- Media submitted for price list must include the respondents' company name, name of the solicitation, and date on CD, DVD or Flash Drive (i.e. Pin or Jump Drives).
- ***Please submit price lists and/or catalogs in excel or delimited format only.***

Not to Exceed Pricing

- Region 4 ESC requests pricing be submitted as not to exceed for any participating entity.
- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted for solicitation.
- Vendor must allow for lower pricing to be available for similar product and service purchases.

Appendix D:

GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

- ☐ We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

- ☐ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

Section/Page	Term, Condition, or Specification	Exception/Deviation	Region 4 Accepts



Vendor Contract Launch

Vendors must commit to attending a contract launch meeting with a member of the Business Development Team should they be awarded a contract with Region 4 ESC through this RFP. Vendor contract launches are meant to establish a good relationship with awarded vendors and help to ensure compliance and effective administration over the life of the contract.

It is highly recommends that the individuals who will handle contract management, reporting and marketing are in attendance.

If awarded, please provide contact information for scheduling:

Vendor

Point of Contact

Title

Phone Number

Email Address

Signature: _____ Date: _____

Appendix E:

QUESTIONNAIRE

Please provide responses to the following questions that address your company's operations, organization, structure and processes for providing products and services.

1. States Covered

Offeror must indicate any and all states where products and services can be offered.

Please indicate the price co-efficient for each state if it varies. (If applicable)

☐ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- | | |
|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Montana |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Nebraska |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> California | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> New York |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Maryland | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Michigan | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Minnesota | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Mississippi | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Missouri | |

☐ **Territories & Outlying Areas** (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

2. Diversity Programs

- Do you currently have a diversity program or any diversity partners that you do business with?

☐ Yes ☐ No

- If the answer is yes, do you plan to offer your program or partnership through TCPN

☐ Yes ☐ No

(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)

- Will the products accessible through your diversity program or partnership be offered to TCPN members at the same pricing offered by your company?
☐Yes ☐No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

3. **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

It is the policy of some entities participating in TCPN to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Offerors shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. **Minority Women Business Enterprise**

Offeror certifies that this firm is an MWBE ☐Yes ☐No

List certifying agency: _____

b. **Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)**

Offeror certifies that this firm is a SBE or DBE ☐Yes ☐No

List certifying agency: _____

c. **Disabled Veterans Business Enterprise (DVBE)**

Offeror certifies that this firm is a DVBE ☐Yes ☐No

List certifying agency: _____

d. **Historically Underutilized Businesses (HUB)**

Offeror certifies that this firm is a HUB ☐Yes ☐No

List certifying agency: _____

e. **Historically Underutilized Business Zone Enterprise (HUB Zone)**

Offeror certifies that this firm is a HUB Zone ☐Yes ☐No

List certifying agency: _____

f. **Other**

Offeror certifies that this firm is a recognized diversity certificate holder ☐Yes ☐No

List certifying agency: _____

4. **Residency**

Responding Company's principal place of business is in the city of _____ State of ____.

5. Felony Conviction Notice

Please check applicable box:

- ☐ A publicly held corporation; therefore, this reporting requirement is not applicable.
- ☐ Is not owned or operated by anyone who has been convicted of a felony.
- ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony.

*If the third box is checked a detailed explanation of the names and convictions must be attached.

6. Processing Information

Company contact for:

Contract Management

Contact Person: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Billing & Reporting/Accounts Payable

Contact Person: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Marketing

Contact Person: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

7. **Distribution Channel:** Which best describes your company's position in the distribution channel:

- ☐ Manufacturer direct ☐ Certified education/government reseller
☐ Authorized distributor ☐ Manufacturer marketing through reseller
☐ Value-added reseller ☐ Other _____

8. **Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.

☐ Yes ☐ No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

- Pricing submitted includes the required administrative fee. ☐ Yes ☐ No

(Fee calculated based on invoice price to customer)

- Additional discounts for purchase of a guaranteed quantity? ☐ Yes ☐ No

9. **Cooperatives**

List any other cooperative or state contracts currently held or in the process of securing

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume

[Remainder of Page Intentionally Left Blank]

Appendix F:
COMPANY PROFILE

Please provide the following:

1. Company's official registered name.
2. Brief history of your company, including the year it was established.
3. Company's Dun & Bradstreet (D&B) number.
4. Corporate office location.
5. List the total number of sales persons employed by your organization within the United States, broken down by market.
6. List the number and location of offices, or service centers for all states being offered in solicitation. Additionally, list the names of key contacts at each location with title, address, phone and e-mail address.
7. Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:
 - a. Sales
 - b. Sales Support
 - c. Marketing
 - d. Financial Reporting
 - e. Executive Support
8. Define your standard terms of payment.
9. Who is your competition in the marketplace?
10. Overall annual sales for last three (3) years; 2013, 2014, 2015.
11. Overall public sector sales, excluding Federal Government, for last three (3) years; 2013, 2014, 2015.
12. What is your strategy to increase market share?
13. What differentiates your company from competitors?
14. Describe the capabilities and functionality of your firm's on-line catalog/ordering website.
15. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.).
16. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

Marketing / Sales

17. Detail how your organization plans to market this contract within the first ninety (90) days of the award date. This should include, but not be limited to:
 - a. A co-branded press release within first 30 days
 - b. Announcement of award through any applicable social media sites
 - c. Direct mail campaigns
 - d. Co-branded collateral pieces
 - e. Advertisement of contract in regional or national publications
 - f. Participation in trade shows
 - g. Dedicated TCPN and Region 4 ESC internet web-based homepage with:
 - i. TCPN and Region 4 ESC Logo
 - ii. Link to TCPN and Region 4 ESC website
 - iii. Summary of contract and services offered
 - iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials
18. Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded.
19. Explain how your company plans to market this agreement to existing government customers.
20. Provide a detailed ninety (90) day plan describing how the contract will be implemented within your firm.
21. Describe how you intend on train your national sales force on the Region 4 ESC agreement.
22. Acknowledge that your organization agrees to provide its company logo(s) to Region 4 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.
23. Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.

\$_____ in year one

\$_____ in year two

\$_____ in year three

Administration

24. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).
25. Describe the capacity of your company to report monthly sales through this agreement.
26. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.

27. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

Green Initiatives

We are committed to helping to build a cleaner future! As our business grows, we want to make sure we minimize our impact on the Earth's climate. So we are taking every step we can to implement innovative and responsible environmental practices throughout Region 4 ESC to reduce our carbon footprint, reduce waste, promote energy conservation, ensure efficient computing, and much more. We would like vendors to partner with us in this enterprise. To that effort, we ask Offerors to provide their companies environmental policy and/or green initiative.

28. Please provide your company's environmental policy and/or green initiative.

Vendor Certifications (if applicable)

29. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Offeror to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

References

Provide a minimum of ten (10) customer references for product and/or services of similar scope dating within the past three (3) years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

Entity Name
Contact Name and Title
City and State
Phone Number
Years Serviced
Description of Services
Annual Volume

Appendix G:
VALUE ADD

Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract for participating agencies. Your marketing plan and salesforce training plan as detailed in Appendix F will also be taken into account when evaluating your company's value add score.

Any additional products or services offered in this section will only be considered by Region 4 ESC if auditable pricing is offered for them in Appendix C. Any products or services for which pricing is not offered will not be considered a part of any contract awarded as a result of this RFP.

All products or services offered in this section are subject to the same requirements as products offered in Appendix B. Respondents must provide detailed descriptions of any additional products and services being offered as a part of their proposal, and Region 4 ESC reserves the right to reject any value add products or services which it deems to be unrelated to the scope of this RFP.

Appendix H:
ADDITIONAL REQUIRED DOCUMENTS

- DOC #1 Clean Air and Water Act
- DOC #2 Debarment Notice
- DOC #3 Lobbying Certification
- DOC #4 Contractors Requirements
- DOC #5 Antitrust Certification Statement
- DOC #6 Implementation HB 1295 (Certificate) of Interested Parties)
- DOC #7 EDGAR Certifications

FOR VENDORS INTENDING TO DO BUSINESS IN NEW JERSEY:

- DOC #8 Ownership Disclosure Form
- DOC #9 Non-Collusion Affidavit
- DOC #10 Affirmative Action Affidavit
- DOC #11 Political Contribution Disclosure Form
- DOC #12 Stockholder Disclosure Form

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:

All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38.

Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.

Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26

Bid and Performance Security, as required by the applicable municipal or state statutes.

DOC #1

Clean Air and Water Act

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor: _____

Title of Authorized Representative: _____

Mailing Address: _____

Signature: _____

DOC #2

Debarment Notice

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: _____

Title of Authorized Representative: _____

Mailing Address: _____

Signature: _____

LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Signature of Offeror

Date

CONTRACTOR CERTIFICATION REQUIREMENTS**Contractor's Employment Eligibility**

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Region 4 ESC Participating entities in which work is being performed.

Fingerprint and Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Signature of Offeror

Date

DOC #5

ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Vendor _____

Address _____

Phone _____

Fax _____

Offeror _____

Signature

Printed Name

Position with Company

Authorizing Official

Signature

Printed Name

Position with Company

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

“This form *MUST* be filled out *ONLINE*”

Last Revision: February 16, 2016

EDGAR CERTIFICATIONS
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

REGION 4 EDUCATION SERVICE CENTER is in the process of ensuring that all policies and procedures involving the expenditure of federal funds are compliant with the new Education Department General Administrative Guidelines ("EDGAR"). Part of this process involves ensuring that all current vendors agree to comply with EDGAR. You must complete this form and return to REGION 4 EDUCATION SERVICE CENTER along with you proposal.

The following certifications and provisions are required and apply when REGION 4 EDUCATION SERVICE CENTER expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Agency and the Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds, REGION 4 EDUCATION SERVICE CENTER reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds, REGION 4 EDUCATION SERVICE CENTER reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. REGION 4 EDUCATION SERVICE CENTER also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if REGION 4 EDUCATION SERVICE CENTER believes, in its sole discretion that it is in the best interest of REGION 4 EDUCATION SERVICE CENTER to do so. Vendor will be compensated for work performed and accepted and goods accepted by REGION 4 EDUCATION SERVICE CENTER as of the termination date if the contract is terminated for convenience of REGION 4 EDUCATION SERVICE CENTER. Any award under this procurement process is not exclusive and REGION 4 EDUCATION SERVICE CENTER reserves the right to purchase goods and services from other vendors when it is in REGION 4 EDUCATION SERVICE CENTER's best interest.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must 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."

Pursuant to Federal Rule (C) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES _____ Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction

Item 8.g. - Page 260

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

Pursuant to Federal Rule (D) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when REGION 4 EDUCATION SERVICE CENTER expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 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.

Pursuant to Federal Rule (F) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(G) 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).

Pursuant to Federal Rule (G) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER member resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors 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 takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by REGION 4 EDUCATION SERVICE CENTER, the vendor certifies that during the term and after the awarded term of an award for all contracts by REGION 4 EDUCATION SERVICE CENTER resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C.

1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by REGION 4 EDUCATION SERVICE CENTER for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When REGION 4 EDUCATION SERVICE CENTER expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Vendor certifies that Vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Vendor agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES _____ Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____ Date: _____

OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: _____

Street: _____

City, State, Zip Code: _____

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I _____, an authorized representative of _____, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Date

Authorized Signature and Title

NON-COLLUSION AFFIDAVIT

Company Name: _____

Street: _____

City, State, Zip Code: _____

State of New Jersey

County of _____

I, _____ of the _____
Name City

in the County of _____, State of _____
of full age, being duly sworn according to law on my oath depose and say that:

I am the _____ of the firm of _____
Title Company Name

the offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that _____ relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Company Name

Authorized Signature & Title

Subscribed and sworn before me

this _____ day of _____, 20____

Notary Public of _____
My commission expires _____, 20____

SEAL

AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)

Company Name: _____

Street: _____

City, State, Zip Code: _____

Proposal Certification:

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval _____
OR
2. A photo copy of their Certificate of Employee Information Report _____
OR
3. A complete Affirmative Action Employee Information Report (AA302) _____

Public Work – Over \$50,000 Total Project Cost:

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the _____
- B. Approved Federal or New Jersey Plan – certificate enclosed _____

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Date

Authorized Signature and Title

P.L. 1995, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the

statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

Signature of Procurement Agent

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfns/lfmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

NOTE: This section does not apply to Board of Education contracts.

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

<input type="checkbox"/>	Check here if disclosure is provided in electronic form.
--------------------------	--

[illegible]☐ Check here if the information is continued on subsequent page(s)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Page ____ of ____

[illegible]

Item 8.g. - Page 272

**List of Agencies with Elected Officials Required for Political Contribution
Disclosure
N.J.S.A. 19:44A-20.26**

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION**Name of Business:**

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship

☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this ____ day of _____, 2__.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	_____ (Corporate Seal)

Appendix I: **STATE NOTICE**

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with TCPN and access the Vendor Contract award made pursuant to this solicitation, and hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states/districts may be found at http://www.usa.gov/Agencies/State_and_Territories.shtml and <http://www.usa.gov/Agencies/Local.shtml>

Certain Public Agencies and Political Subdivisions:

Cities, Towns, Villages, and Boroughs in California including but not limited to:

LOS ANGELES CITY HALL	DOWNEY CITY HALL
COMMERCE CITY HALL	EL SEGUNDO CITY HALL
VERNON CITY HALL	GARDENA CITY HALL
WEST HOLLYWOOD CITY HALL	CITY OF HAWTHORNE
CITY OF BELL	CITY OF HERMOSA BEACH
BELL GARDENS CITY HALL	HUNTINGTON PARK CITY HALL
CUDAHY CITY HALL	LAWNDALE CITY HALL
BEVERLY HILLS CITY HALL	LYNWOOD CITY HALL
CITY OF COMPTON	MALIBU CITY HALL
CULVER CITY CITY HALL	MANHATTAN BEACH CITY HALL

MAYWOOD CITY HALL
PALOS VERDES ESTATES CITY HALL
CITY OF ROLLING HILLS ESTATES
ROLLING HILLS CITY HALL
RANCHO PALOS VERDES CITY HALL
REDONDO BEACH CITY HALL
CITY OF SOUTH GATE
CITY OF INGLEWOOD
SANTA MONICA CITY HALL
TORRANCE CITY HALL
WHITTIER CITY HALL
BUENA PARK CITY HALL
LA PALMA CITY HALL
CYPRESS CITY HALL
LA HABRA HEIGHTS CITY HALL
LA HABRA CITY HALL
LA MIRADA CITY HALL
MONTEBELLO CITY HALL
NORWALK CITY HALL
CITY OF PICO RIVERA
SANTA FE SPRINGS CITY HALL
STANTON CITY HALL
ARTESIA CITY HALL
CERRITOS CITY HALL
AVALON CITY HALL
BELLFLOWER CITY HALL
LAKEWOOD CITY HALL
HAWAIIAN GARDENS CITY HALL
CITY OF LOMITA
LOS ALAMITOS CITY HALL
CITY OF PARAMOUNT
SEAL BEACH CITY HALL
CARSON CITY HALL
CITY OF SIGNAL HILL CITY HALL
CITY OF LONG BEACH
BRADBURY CITY HALL
DUARTE CITY HALL
CITY OF LA CANADA FLINTRIDGE
MONROVIA CITY HALL
SIERRA MADRE CITY HALL
SOUTH PASADENA CITY HALL
ARCADIA CITY HALL
CITY OF PASADENA
SAN MARINO CITY HALL
CITY OF GLENDALE
CITY OF AGOURA HILLS
CITY OF HIDDEN HILLS
CITY OF CALABASAS
CITY OF SAN FERNANDO
SANTA CLARITA CITY HALL
WESTLAKE VILLAGE CITY HALL
THOUSAND OAKS CITY HALL
BURBANK CITY HALL

CITY OF AZUSA
CITY OF IRWINDALE
BALDWIN PARK CITY HALL
CHINO CITY HALL
CITY OF CHINO HILLS
CLAREMONT CITY HALL
CITY OF COVINA
RANCHO CUCAMONGA CITY HALL
EL MONTE CITY HALL
SOUTH EL MONTE CITY HALL
CITY OF GLENDORA
INDUSTRY CITY HALL
LA PUENTE CITY HALL
LA VERNE CITY HALL
MONTEREY PARK CITY HALL
MONTCLAIR CITY HALL
ONTARIO CITY HALL
DIAMOND BAR CITY HALL
POMONA CITY HALL
ROSEMEAD CITY HALL
SAN DIMAS CITY HALL
SAN GABRIEL CITY HALL
CITY OF TEMPLE CITY
UPLAND CITY HALL
CITY OF WALNUT
WEST COVINA CITY HALL
ALHAMBRA CITY HALL
CHULA VISTA CITY HALL
IMPERIAL BEACH CITY HALL
CITY OF LA MESA
CITY OF LEMON GROVE
NATIONAL CITY CITY HALL
CARLSBAD CITY HALL
CITY OF DEL MAR
EL CAJON CITY HALL
ENCINITAS CITY HALL
CITY OF ESCONDIDO
OCEANSIDE CITY HALL
CITY OF POWAY
SAN MARCOS CITY HALL
CITY OF SANTEE
CITY OF SOLANA BEACH
CITY OF VISTA CITY HALL
SAN DIEGO CITY HALL
CORONADO CITY HALL
INDIO CITY HALL
INDIAN WELLS CITY HALL
BANNING CITY HALL
CITY OF BEAUMONT
CITY OF BLYTHE
BRAWLEY CITY HALL
CALEXICO CITY HALL
CITY OF CALIPATRIA

CATHEDRAL CITY CITY HALL
CITY OF COACHELLA
DESERT HOT SPRINGS CITY HALL
EL CENTRO CITY HALL
HOLTVILLE CITY HALL
IMPERIAL CITY HALL
CITY OF LA QUINTA
PALM DESERT CITY HALL
PALM SPRINGS CITY HALL
CITY OF RANCHO MIRAGE
TWENTYNINE PALMS CITY HALL
WESTMORLAND CITY HALL
ADELANTO CITY HALL
APPLE VALLEY TOWN HALL
BARSTOW CITY HALL
GRAND TERRACE CITY HALL
CITY OF BIG BEAR LAKE
CITY OF CALIMESA
CITY OF COLTON
FONTANA CITY HALL
HESPERIA CITY HALL
HIGHLAND CITY HALL
LOMA LINDA CITY HALL
NEEDLES CITY HALL
CITY OF REDLANDS
RIALTO CITY HALL
VICTORVILLE CITY HALL
CITY OF YUCAIPA
CITY OF SAN BERNARDINO
RIVERSIDE CITY HALL
CITY OF LAKE ELSINORE
HEMET CITY HALL
CITY OF MORENO VALLEY
CITY OF MURRIETA
PERRIS CITY HALL
CITY OF SAN JACINTO
MENIFEE CITY HALL
CANYON LAKE CITY HALL
TEMECULA CITY HALL
WILDOMAR CITY HALL
IRVINE CITY HALL
COSTA MESA CITY HALL
CITY OF DANA POINT
CITY OF LAKE FOREST
LAGUNA WOODS CITY HALL
HUNTINGTON BEACH CITY HALL
CITY OF LAGUNA BEACH
LAGUNA HILLS CITY HALL
CITY OF ALISO VIEJO
CITY OF NEWPORT BEACH
CITY OF SAN CLEMENTE
SAN JUAN CAPISTRANO CITY HALL
CITY OF LAGUNA NIGUEL

WESTMINSTER CITY HALL
RANCHO SANTA MARGARITA CITY HALL
MISSION VIEJO CITY HALL
SANTA ANA CITY HALL
FOUNTAIN VALLEY CITY HALL
TUSTIN CITY HALL
ANAHEIM CITY HALL
BREA CITY HALL
FULLERTON CITY HALL
GARDEN GROVE CITY HALL
NORCO CITY HALL
VILLA PARK CITY HALL
ORANGE CITY HALL
CITY OF PLACENTIA
CORONA CITY HALL
YORBA LINDA CITY HALL
CITY OF VENTURA
CITY OF CAMARILLO
CARPINTERIA CITY HALL
CITY OF FILLMORE
MOORPARK CITY HALL
CITY OF OJAI
OXNARD CITY HALL
CITY OF PORT HUENEME
CITY OF SANTA PAULA
SIMI VALLEY CITY HALL
SANTA BARBARA CITY HALL
GOLETA CITY HALL
CITY OF ARVIN
AVENAL CITY HALL
COALINGA CITY HALL
CORCORAN CITY HALL
CITY OF DELANO
EXETER CITY HALL
FARMERSVILLE CITY HALL
CITY OF HANFORD
CITY OF HURON
LEMOORE CITY HALL
LINDSAY CITY HALL
CITY OF MCFARLAND
CITY OF MARICOPA
PORTERVILLE CITY HALL
SHAFTER CITY HALL
CITY OF TAFT
CITY OF TULARE
CITY OF VISALIA
WASCO CITY HALL
WOODLAKE CITY HALL
CITY OF BAKERSFIELD
SAN LUIS OBISPO CITY HALL
ARROYO GRANDE CITY HALL
CITY OF ATASCADERO
BUELLTON CITY HALL

GROVER BEACH CITY HALL
CITY OF GUADALUPE
LOMPOC CITY HALL
MORRO BAY CITY HALL
PASO ROBLES CITY HALL
PISMO BEACH CITY HALL
SANTA MARIA CITY HALL
CITY OF SOLVANG
CALIFORNIA CITY CITY HALL
BISHOP CITY HALL
LANCASTER CITY HALL
TOWN OF MAMMOTH LAKES
PALMDALE CITY HALL
CITY OF RIDGECREST
CITY OF TEHACHAPI
CHOWCHILLA CITY HALL
CITY OF CLOVIS
DINUBA CITY HALL
CITY OF DOS PALOS
FIREBAUGH CITY HALL
CITY OF FOWLER
KERMAN CITY HALL
KINGSBURG CITY HALL
LOS BANOS CITY HALL
MADERA CITY HALL
MENDOTA CITY HALL
ORANGE COVE CITY HALL
PARLIER CITY HALL
REEDLEY CITY HALL
CITY OF SANGER
CITY OF SELMA
FRESNO CITY HALL
CITY OF SALINAS
CARMEL-BY-THE-SEA CITY HALL
GONZALES CITY HALL
GREENFIELD CITY HALL
KING CITY CITY HALL
MARINA CITY HALL
MONTEREY CITY HALL
CITY OF DEL REY OAKS
PACIFIC GROVE CITY HALL
CITY OF SAND CITY
SEASIDE CITY HALL
CITY OF SOLEDAD
BELMONT CITY HALL
CITY OF BRISBANE
BURLINGAME CITY HALL
TOWN OF HILLSBOROUGH
COLMA TOWN HALL
CITY OF DALY CITY
HALF MOON BAY CITY HALL
LOS ALTOS HILLS CITY HALL
CITY OF LOS ALTOS

CITY OF MENLO PARK
TOWN OF ATHERTON
TOWN OF PORTOLA VALLEY
MILLBRAE CITY HALL
MOUNTAIN VIEW CITY HALL
PACIFICA CITY HALL
WOODSIDE TOWN HALL
REDWOOD CITY CITY HALL
SAN BRUNO CITY HALL
SAN CARLOS CITY HALL
SOUTH SAN FRANCISCO CITY HALL
SUNNYVALE CITY HALL
SAN FRANCISCO CITY-COUNTY
GOVERNMENT OFC
PALO ALTO CITY HALL
EAST PALO ALTO CITY HALL
CITY OF SAN MATEO
FOSTER CITY CITY HALL
ALAMEDA CITY HALL
AMERICAN CANYON CITY HALL
CITY OF BENICIA
CITY OF BRENTWOOD
CALISTOGA CITY HALL
CLAYTON CITY HALL
CITY OF CONCORD
CITY OF PLEASANT HILL
TOWN OF DANVILLE
CITY OF EL CERRITO
CITY OF ANTIOCH
FAIRFIELD CITY HALL
CITY OF FREMONT
HAYWARD CITY HALL
CITY OF HERCULES
LAFAYETTE CITY HALL
CITY OF LIVERMORE
MARTINEZ CITY HALL
MORAGA CITY HALL
NAPA CITY HALL
NEWARK CITY HALL
OAKLEY CITY HALL
CITY OF ORINDA
CITY OF PINOLE
PITTSBURG CITY HALL
CITY OF PLEASANTON
DUBLIN CITY HALL
RIO VISTA CITY HALL
CITY OF SAINT HELENA
SAN LEANDRO CITY HALL
CITY OF SUISUN CITY
CITY OF UNION CITY
VALLEJO CITY HALL
CITY OF WALNUT CREEK
TOWN OF YOUNTVILLE

EMERYVILLE CITY HALL
PIEDMONT CITY HALL
OAKLAND CITY HALL
BERKELEY CITY HALL
CITY OF ALBANY
RICHMOND CITY HALL
SAN PABLO CITY HALL
SAN RAFAEL CITY HALL
CITY OF BELVEDERE
TOWN HALL OF TIBURON
ROHNERT PARK CITY HALL
FAIRFAX CITY HALL
COTATI CITY HALL
LARKSPUR CITY HALL
MILL VALLEY CITY HALL
NOVATO CITY HALL
PETALUMA CITY HALL
TOWN OF ROSS
SAN ANSELMO TOWN HALL
CITY OF SAUSALITO
CORTE MADERA TOWN HALL
CITY OF CAMPBELL
CITY OF CAPITOLA
CUPERTINO CITY HALL
CITY OF GILROY
HOLLISTER CITY HALL
CITY OF MONTE SERENO
LOS GATOS CITY HALL
MILPITAS CITY HALL
MORGAN HILL CITY HALL
SAN JUAN BAUTISTA CITY HALL
SANTA CLARA CITY HALL
SANTA CRUZ CITY HALL
SCOTTS VALLEY CITY HALL
SARATOGA CITY HALL
WATSONVILLE CITY HALL
CITY OF SAN JOSE
STOCKTON CITY HALL
CITY OF ANGELS CAMP
LODI CITY HALL
CITY OF ATWATER
CITY OF CERES
ESCALON CITY HALL
GUSTINE CITY HALL
HUGHSON CITY HALL
LATHROP CITY HALL
LIVINGSTON CITY HALL
MANTECA CITY HALL
MERCED CITY HALL
MODESTO CITY HALL
NEWMAN CITY HALL
CITY OF OAKDALE
PATTERSON CITY HALL

CITY OF RIPON
RIVERBANK CITY HALL
SONORA CITY HALL
TRACY CITY HALL
TURLOCK CITY HALL
CITY OF WATERFORD
SANTA ROSA CITY HALL
CITY OF CLEARLAKE
CLOVERDALE CITY HALL
FORT BRAGG CITY HALL
HEALDSBURG CITY HALL
CITY OF LAKEPORT
POINT ARENA CITY HALL
SEBASTOPOL CITY HALL
CITY OF SONOMA
CITY OF UKIAH
WILLITS CITY HALL
TOWN OF WINDSOR
EUREKA CITY HALL
CITY OF ARCATA
CITY OF BLUE LAKE
CRESCENT CITY CITY HALL
FERNDALE CITY HALL
FORTUNA CITY HALL
CITY OF RIO DELL
TRINIDAD CITY HALL
CITY OF AMADOR CITY
CITY OF AUBURN
CITY OF DAVIS
CITY OF DIXON
CITY OF CITRUS HEIGHTS
FOLSOM CITY HALL
GALT CITY HALL
CITY OF IONE
ISLETON CITY HALL
JACKSON CITY HALL
LINCOLN CITY HALL
LOOMIS TOWN HALL
PLACERVILLE CITY HALL
PLYMOUTH CITY HALL
CITY OF RANCHO CORDOVA
CITY OF ROCKLIN
ROSEVILLE CITY HALL
CITY OF SUTTER CREEK
VACAVILLE CITY HALL
WEST SACRAMENTO CITY HALL
WHEATLAND CITY HALL
CITY OF WINTERS
WOODLAND CITY HALL
COLFAX CITY HALL
ELK GROVE CITY HALL
CITY OF SACRAMENTO
MARYSVILLE CITY HALL

CITY OF BIGGS
CITY OF CHICO
CITY OF COLUSA
GRASS VALLEY CITY HALL
CITY OF GRIDLEY
CITY OF LIVE OAK
CITY OF NEVADA CITY
ORLAND CITY HALL
OROVILLE CITY HALL
CITY OF PARADISE
WILLIAMS CITY HALL
CITY OF WILLOWS
CITY OF YUBA CITY
ANDERSON CITY HALL
CITY OF SHASTA LAKE
CORNING CITY HALL
DUNSMUIR CITY HALL

Counties in California including but not limited to:

LOS ANGELES COUNTY
IMPERIAL COUNTY
SAN BERNARDINO COUNTY
RIVERSIDE COUNTY
ORANGE COUNTY
VENTURA COUNTY
SANTA BARBARA COUNTY
KINGS COUNTY
TULARE COUNTY
KERN COUNTY
SAN LUIS OBISPO COUNTY
MONO COUNTY
INYO COUNTY
MADERA COUNTY
FRESNO COUNTY
SAN MATEO COUNTY
SOLANO COUNTY
CONTRA COSTA COUNTY
NAPA COUNTY
ALAMEDA COUNTY
MARIN COUNTY
SAN BENITO COUNTY
SANTA CRUZ COUNTY
SANTA CLARA COUNTY
SAN JOAQUIN COUNTY
CALAVERAS COUNTY
MARIPOSA COUNTY
MERCED COUNTY

K-12 in California including but not limited to:

ALAMEDA UNIFIED SCHOOL DIST
ALBANY UNIFIED SCHOOL DISTRICT
BERKELEY UNIFIED SCHOOL DIST
CASTRO VALLEY UNIFIED SCH DIST
EMERY UNIFIED SCHOOL DISTRICT
FREMONT UNIF SCHOOL DISTRICT

CITY OF ETNA
FORT JONES CITY HALL
REDDING CITY HALL
CITY OF MONTAGUE CITY HALL
MOUNT SHASTA CITY HALL
RED BLUFF CITY HALL
CITY OF TEHAMA
WEED CITY HALL
YREKA CITY HALL
ALTURAS CITY HALL
LOYALTON CITY HALL
PORTOLA CITY HALL
SUSANVILLE CITY HALL
TULELAKE CITY HALL
SOUTH LAKE TAHOE CITY HALL
TOWN OF TRUCKEE

STANISLAUS COUNTY
TUOLUMNE COUNTY
SONOMA COUNTY
LAKE COUNTY
MENDOCINO COUNTY
HUMBOLDT COUNTY
DEL NORTE COUNTY
PLACER COUNTY
AMADOR COUNTY
EL DORADO COUNTY
YOLO COUNTY
SACRAMENTO COUNTY
YUBA COUNTY
COLUSA COUNTY
SIERRA COUNTY
NEVADA COUNTY
BUTTE COUNTY
PLUMAS COUNTY
GLENN COUNTY
SUTTER COUNTY
SHASTA COUNTY
TEHAMA COUNTY
TRINITY COUNTY
SISKIYOU COUNTY
MODOC COUNTY
ALPINE COUNTY
LASSEN COUNTY

HAYWARD UNIFIED SCHOOL DIST
LIVERMORE VALLEY JOINT UNIF SD
MOUNTAIN HOUSE ELEM SCH DIST
DUBLIN UNIFIED SCHOOL DISTRICT
NEWARK UNIFIED SCHOOL DISTRICT
NEW HAVEN UNIFIED SCHOOL DIST

OAKLAND UNIFIED SCHOOL DIST
PIEDMONT UNIFIED SCH DIST
PLEASANTON UNIFIED SCHOOL DIST
SAN LEANDRO UNIFIED SCH DIST
SAN LORENZO UNIFIED SCH DIST
SUNOL GLEN UNIFIED SCH DIST
ALPINE CO UNIFIED SCHOOL DIST
AMADOR CO UNIFIED SCH DIST
BIGGS UNIFIED SCHOOL DISTRICT
CHICO UNIFIED SCHOOL DISTRICT
DURHAM UNIFIED SCHOOL DISTRICT
FEATHER FALLS UNION ELEM SD
GOLDEN FEATHER UNION SCH DIST
GRIDLEY UNIFIED SCH DISTRICT
MANZANITA ELEM SCHOOL DISTRICT
OROVILLE CITY ELEM SCH DIST
OROVILLE UNION HIGH SCH DIST
PALERMO UNION ELEM SCH DIST
PARADISE UNIFIED SCH DISTRICT
PIONEER UNION ELEM SCH DIST
THERMALITO UNION ELEM SCH DIST
BANGOR UNION ELEM SCH DIST
BRET HARTE UNION HIGH SCH DIST
CALAVERAS UNIFIED SCHOOL DIST
MARK TWAIN UNION ELEM SCH DIST
VALLECITO UNION SCH DISTRICT
COLUSA UNIFIED SCHOOL DISTRICT
MAXWELL UNIFIED SCHOOL DIST
PIERCE JOINT UNIFIED SCH DIST
WILLIAMS UNIFIED SCHOOL DIST
ACALANES UNION HIGH SCH DIST
ANTIOCH UNIFIED SCHOOL DIST
BRENTWOOD UNION ELEM SCH DIST
BYRON UNION SCHOOL DISTRICT
CANYON ELEM SCHOOL DISTRICT
JOHN SWETT UNIFIED SCH DIST
KNIGHTSEN ELEM SCHOOL DISTRICT
LAFAYETTE ELEM SCHOOL DISTRICT
LIBERTY UNION HIGH SCH DIST
MARTINEZ UNIFIED SCHOOL DIST
MORAGA SCHOOL DISTRICT
MT DIABLO UNIFIED SCHOOL DIST
OAKLEY UNION ELEM SCH DIST
ORINDA UNION SCHOOL DISTRICT
PITTSBURG UNIFIED SCHOOL DIST
WEST CONTRA COSTA USD
SAN RAMON VALLEY UNIFIED SD
WALNUT CREEK SCHOOL DISTRICT
DEL NORTE CO UNIFIED SCH DIST
BUCKEYE UNION SCHOOL DISTRICT
CAMINO UNION SCHOOL DISTRICT
EL DORADO UNION HIGH SCH DIST
BLACK OAK MINE UNIF SCH DIST

GOLD OAK UNION SCHOOL DISTRICT
GOLD TRAIL UNION SCH DISTRICT
INDIAN DIGGINGS ELEM SCH DIST
LAKE TAHOE UNIFIED SCH DIST
LATROBE SCHOOL DISTRICT
MOTHER LODE UNION SCHOOL DIST
PIONEER UNION SCHOOL DISTRICT
PLACERVILLE UNION ELEM SD
POLLOCK PINES ELEM SCH DIST
RESCUE UNION SCHOOL DISTRICT
ALVINA ELEM SCHOOL DISTRICT
BIG CREEK ELEMENTARY SCH DIST
BURREL UNION ELEM SCH DIST
CARUTHERS UNIFIED SCH DISTRICT
CHAWANAKEE UNIFIED SD
CLAY JOINT ELEM SCHOOL DIST
CLOVIS UNIFIED SCHOOL DISTRICT
COALINGA-HURON UNIFIED SD
FIREBAUGH LAS DELTAS UNIF SD
FOWLER UNIF SCHOOL DISTRICT
FRESNO UNIFIED SCHOOL DIST
WASHINGTON UNIFIED SCHOOL DIST
KERMAN UNIFIED SCHOOL DISTRICT
KINGSBURG ELEM CHARTER SD
KINGSBURG JOINT UNION HSD
KINGS CANYON UNIFIED SCH DIST
LATON JOINT UNIFIED SCH DIST
MENDOTA UNIFIED SCH DISTRICT
MONROE ELEM SCHOOL DISTRICT
ORANGE CENTER SCHOOL DISTRICT
PACIFIC UNION ELEM SCH DIST
PARLIER UNIF SCHOOL DISTRICT
PINE RIDGE ELEM SCH DIST
RAISIN CITY ELEM SCHOOL DIST
RIVERDALE JOINT UNIFIED SD
SANGER UNIFIED SCHOOL DISTRICT
SELMA UNIFIED SCH DISTRICT
CENTRAL UNIFIED SCHOOL DIST
GOLDEN PLAINS UNIFIED SCH DIST
WASHINGTON COLONY ELEM SD
WEST PARK ELEM SCHOOL DISTRICT
WESTSIDE ELEM SCHOOL DISTRICT
PRINCETON JOINT UNIF SCH DIST
CAPAY JOINT UNION ELEM SD
HAMILTON UNIFIED SCH DIST
LAKE ELEM SCHOOL DISTRICT
ORLAND UNIFIED SCHOOL DISTRICT
PLAZA ELEM SCHOOL DISTRICT
STONY CREEK JOINT UNIFIED SD
WILLOWS UNIF SCHOOL DISTRICT
ARCATA ELEM SCHOOL DISTRICT
NORTHERN HUMBOLDT UNION HSD
BIG LAGOON UNION ELEM SCH DIST

BLUE LAKE UNION ELEM SCH DIST
BRIDGEVILLE ELEM SCHOOL DIST
CUDDEBACK UNION ELEM SCH DIST
CUTTEN ELEM SCHOOL DISTRICT
EUREKA CITY UNIFIED SCH DIST
FERNDALE UNIFIED SCHOOL DIST
FIELDBROOK ELEM SCHOOL DIST
FORTUNA ELEMENTARY SCHOOL DIST
FORTUNA UNION HIGH SCH DIST
FRESHWATER ELEM SCHOOL DIST
GARFIELD ELEM SCHOOL DISTRICT
GREEN POINT ELEM SCHOOL DIST
HYDESVILLE ELEM SCHOOL DIST
JACOBY CREEK CHARTER SCH DIST
KLAMATH TRINITY JOINT UNIF SD
KNEELAND ELEM SCHOOL DISTRICT
LOLETA UNION ELEM SCHOOL DIST
MATTOLE UNIFIED SCH DISTRICT
MCKINLEYVILLE UNION SCH DIST
ORICK ELEMENTARY SCHOOL DIST
PACIFIC UNION SCHOOL DISTRICT
PENINSULA UNION SCHOOL DIST
RIO DELL ELEMENTARY SCH DIST
SCOTIA UNION SCH DISTRICT
SOUTH BAY UNION ELEM SCH DIST
SOUTHERN HUMBOLDT JOINT USD
TRINIDAD UNION SCH DIST
BRAWLEY ELEM SCHOOL DISTRICT
BRAWLEY UNION HIGH SCH DIST
CALEXICO UNIFIED SCHOOL DIST
CALIPATRIA UNIFIED SCH DIST
CENTRAL UNION HIGH SCH DIST
EL CENTRO ELEM SCHOOL DISTRICT
HEBER ELEM SCHOOL DISTRICT
HOLTVILLE UNIFIED SCHOOL DIST
IMPERIAL UNIFIED SCHOOL DIST
MAGNOLIA UNION ELEM SCH DIST
MCCABE UNION ELEM SCHOOL DIST
MEADOWS UNION ELEM SCH DIST
MULBERRY ELEM SCHOOL DISTRICT
SAN PASQUAL VALLEY USD
SEELEY UNION ELEM SCH DIST
WESTMORLAND UNION ELEM SD
BIG PINE UNIFIED SCHOOL DIST
BISHOP UNIFIED SCHOOL DISTRICT
DEATH VALLEY UNIFIED SCH DIST
LONE PINE UNIFIED SCH DIST
OWENS VALLEY UNIFIED SCH DIST
ROUND VALLEY JOINT ELEM SD
ARVIN UNION SCHOOL DISTRICT
BAKERSFIELD CITY SCH DIST
BEARDSLEY SCHOOL DISTRICT
BELRIDGE ELEM SCHOOL DISTRICT

BLAKE ELEM SCHOOL DISTRICT
BUTTONWILLOW UNION SCH DIST
CALIENTE UNION SCHOOL DISTRICT
SIERRA SANDS UNIFIED SCH DIST
DELANO JOINT UNION HIGH SD
DELANO UNION SCHOOL DISTRICT
DIGIORGIO ELEM SCHOOL DISTRICT
EDISON ELEM SCHOOL DISTRICT
ELK HILLS ELEM SCHOOL DISTRICT
EL TEJON UNIFIED SCHOOL DIST
FAIRFAX SCHOOL DISTRICT
FRUITVALE SCHOOL DISTRICT
GENERAL SHAFTER ELEM SCH DIST
GREENFIELD UNION SCH DIST
KERN HIGH SCHOOL DISTRICT
KERNVILLE UNION SCHOOL DIST
LAKESIDE UNION SCH DISTRICT
LAMONT SCHOOL DISTRICT
LINNS VALLEY-POSO FLAT USD
LOST HILLS UNION SCHOOL DIST
MAPLE ELEM SCHOOL DISTRICT
MARICOPA UNIFIED SCHOOL DIST
MCFARLAND UNIFIED SCH DISTRICT
MCKITTRICK ELEM SCHOOL DIST
MIDWAY ELEM SCHOOL DISTRICT
MOJAVE UNIFIED SCHOOL DIST
MUROC JOINT UNIFIED SCH DIST
NORRIS SCHOOL DISTRICT
PANAMA-BUENA VISTA UNION SD
POND UNION ELEM SCHOOL DIST
RICHLAND SCHOOL DISTRICT
RIO BRAVO-GREELY UNION SD
ROSEDALE UNION SCHOOL DISTRICT
SEMITROPIC ELEM SCHOOL DIST
SOUTHERN KERN UNIFIED SCH DIST
SOUTH FORK UNION SCH DIST
STANDARD SCHOOL DISTRICT
TAFT CITY SCHOOL DISTRICT
TAFT UNION HIGH SCHOOL DIST
TEHACHAPI UNIFIED SCHOOL DIST
VINELAND ELEM SCHOOL DISTRICT
WASCO UNION ELEM SCH DISTRICT
WASCO UNION HIGH SCHOOL DIST
ARMONA UNION ELEM SCHOOL DIST
CENTRAL UNION ELEM SCH DIST
CORCORAN JOINT UNIF SCH DIST
HANFORD ELEM SCHOOL DISTRICT
HANFORD JOINT UNION HIGH SD
ISLAND UNION SCH DIST
KINGS RIVER HARDWICK SCH DIST
KIT CARSON UNION SCH DISTRICT
LAKESIDE UNION ELEM SCH DIST
LEMOORE UNION ELEM SD

LEMOORE UNION HIGH SCH DIST
PIONEER UNION ELEM SCH DIST
REEF-SUNSET UNIFIED SCH DIST
KELSEYVILLE UNIF SCHOOL DIST
KONOCI UNIF SCHOOL DISTRICT
LAKEPORT UNIFIED SCHOOL DIST
LUCERNE ELEM SCHOOL DISTRICT
MIDDLETOWN UNIFIED SCHOOL DIST
UPPER LAKE UNION ELEM SCH DIST
UPPER LAKE UNION HIGH SCH DIST
BIG VALLEY JOINT UNIF SCH DIST
FT SAGE UNIFIED SCH DISTRICT
JANESVILLE UNION SCH DISTRICT
JOHNSTONVILLE ELEM SCH DIST
LASSEN UNION HIGH SCHOOL DIST
RICHMOND ELEM SCHOOL DISTRICT
SHAFFER UNION ELEM SCH DIST
SUSANVILLE SCHOOL DISTRICT
WESTWOOD UNIF SCHOOL DISTRICT
ABC UNIFIED SCHOOL DISTRICT
ALHAMBRA UNIFIED SCHOOL DIST
ANTELOPE VALLEY UNION HIGH SD
ARCADIA UNIFIED SCHOOL DIST
AZUSA UNIFIED SCHOOL DISTRICT
BALDWIN PARK UNIFIED SCH DIST
BASSETT UNIFIED SCHOOL DIST
BELLFLOWER UNIFIED SCHOOL DIST
BEVERLY HILLS UNIFIED SCH DIST
BURBANK UNIFIED SCHOOL DIST
BONITA UNIFIED SCHOOL DISTRICT
CASTAIC UNION SCHOOL DIST
CENTINELA VALLEY UNION HSD
CHARTER OAK UNIFIED SCH DIST
CLAREMONT UNIFIED SCHOOL DIST
COMPTON UNIFIED SCHOOL DIST
COVINA VALLEY UNIFIED SCH DIST
CULVER CITY UNIFIED SCH DIST
DOWNEY UNIFIED SCHOOL DISTRICT
DUARTE UNIFIED SCHOOL DISTRICT
EAST WHITTIER CITY SCHOOL DIST
EL MONTE CITY SCHOOL DISTRICT
EL MONTE UNION HIGH SCH DIST
EASTSIDE UNION SCHOOL DISTRICT
EL RANCHO UNIFIED SCHOOL DIST
EL SEGUNDO UNIFIED SD
GARVEY SCHOOL DISTRICT
GLENDALE UNIFIED SCHOOL DIST
GLENORA UNIFIED SCHOOL DIST
GORMAN ELEM SCHOOL DISTRICT
HACIENDA-LA PUENTE USD
HAWTHORNE SCHOOL DISTRICT
HERMOSA BEACH CITY SCH DIST
HUGHES-ELIZABETH LAKES USD

INGLEWOOD UNIFIED SCHOOL DIST
KEPPEL UNION SCHOOL DISTRICT
LA CANADA UNIFIED SCHOOL DIST
LANCASTER ELEM SCHOOL DIST
LAS VIRGENES UNIFIED SCH DIST
LAWNDALE ELEM SCHOOL DISTRICT
LENNOX SCHOOL DISTRICT
LITTLE LAKE CITY SCHOOL DIST
LONG BEACH UNIFIED SCHOOL DIST
LOS ANGELES UNIF SCH DIST
LOS NIETOS ELEM SCHOOL DIST
LOWELL JOINT SCHOOL DISTRICT
LYNWOOD UNIFIED SCHOOL DIST
MANHATTAN BEACH UNIF SCH DIST
MONROVIA UNIFIED SCHOOL DIST
MONTEBELLO UNIFIED SCHOOL DIST
MOUNTAIN VIEW SCHOOL DISTRICT
NEWHALL SCHOOL DISTRICT
NORWALK LA MIRADA UNIFIED SD
PALMDALE SCHOOL DISTRICT
PALOS VERDES PENINSULA UNIF SD
PARAMOUNT UNIFIED SCHOOL DIST
PASADENA UNIFIED SCHOOL DIST
POMONA UNIFIED SCHOOL DISTRICT
REDONDO BEACH UNIFIED SCH DIST
ROSEMEAD SCHOOL DISTRICT
ROWLAND UNIFIED SCH DISTRICT
SAN GABRIEL UNIFIED SCH DIST
SAN MARINO UNIFIED SCHOOL DIST
SANTA MONICA-MALIBU UNIF SD
SAUGUS UNION SCH DISTRICT
ACTON AGUA DULCE UNIF SCH DIST
SOUTH PASADENA UNIF SCH DIST
SOUTH WHITTIER SCHOOL DISTRICT
SULPHUR SPRINGS UNION ELEM SD
TEMPLE CITY UNIFIED SCH DIST
TORRANCE UNIFIED SCH DIST
VALLE LINDO ELEM SCHOOL DIST
WALNUT VALLEY UNIFIED SCH DIST
WEST COVINA UNIF SCH DISTRICT
WESTSIDE UNION SCHOOL DIST
WHITTIER CITY SCHOOL DISTRICT
WHITTIER UNION HIGH SCH DIST
WILLIAM S HART UNION HS DIST
WILSONA SCHOOL DISTRICT
WISEBURN SCHOOL DISTRICT
ALVIEW DAIRYLAND UNION SD
CHOWCHILLA SCHOOL DISTRICT
CHOWCHILLA UNION HSD
MADERA UNIFIED SCHOOL DISTRICT
BASS LAKE JOINT UNION ELEM SD
RAYMOND KNOWLES ELEM SCH DIST
YOSEMITE UNIFIED SCHOOL DIST

BOLINAS STINSON UNION SCH DIST
DIXIE SCHOOL DISTRICT
KENTFIELD SCHOOL DISTRICT
LAGUNA JOINT ELEM SCHOOL DIST
LAGUNITAS ELEM SCHOOL DIST
LARKSPUR SCHOOL DISTRICT
LINCOLN ELEM SCHOOL DISTRICT
MILL VALLEY SCHOOL DISTRICT
NICASIO SCHOOL DISTRICT
NOVATO UNIF SCHOOL DISTRICT
REED UNION SCHOOL DISTRICT
ROSS ELEM SCHOOL DISTRICT
ROSS VALLEY SCHOOL DISTRICT
SAN RAFAEL ELEM SCH DISTRICT
SAUSALITO MARIN CITY SCH DIST
SHORELINE UNIFIED SCHOOL DIST
TAMALPAIS UNION HIGH SCH DIST
UNION JOINT ELEM SCH DISTRICT
MARIPOSA CO UNIFIED SCH DIST
ANDERSON VALLEY UNIF SCH DIST
ARENA UNION ELEM SCHOOL DIST
FT BRAGG UNIF SCH DISTRICT
MANCHESTER UNION ELEM SCH DIST
MENDOCINO UNIFIED SCHOOL DIST
POINT ARENA JOINT UNION HSD
ROUND VALLEY UNIF SCH DISTRICT
UKIAH UNIFIED SCHOOL DISTRICT
WILLITS UNIF SCHOOL DISTRICT
ATWATER ELEM SCHOOL DISTRICT
BALLICO CRESSEY ELEM SCH DIST
DELHI UNIFIED SCHOOL DISTRICT
DOS PALOS-ORO LOMAS JOINT USD
EL NIDO ELEM SCHOOL DISTRICT
HILMAR UNIFIED SCHOOL DISTRICT
MERCED RIVER UNION ELEM SD
LE GRAND UNION ELEM SCH DIST
LE GRAND UNION HIGH SCH DIST
LIVINGSTON UNION SCHOOL DIST
LOS BANOS UNIFIED SCH DISTRICT
MCSWAIN ELEM SCHOOL DISTRICT
MERCED CITY SCHOOL DISTRICT
MERCED UNION HIGH SCHOOL DIST
PLAINSBURG UNION ELEM SCH DIST
PLANADA ELEMENTARY SCHOOL DIST
SNELLING-MERCED FALLS ELEM SD
WEAVER UNION SCHOOL DISTRICT
WINTON SCHOOL DISTRICT
GUSTINE UNIFIED SCHOOL DIST
MODOC JOINT UNIFIED SCH DIST
SURPRISE VALLEY JOINT UNIF SD
TULELAKE BASIN JOINT UNIF SD
EASTERN SIERRA UNIF SCH DIST
MAMMOTH UNIFIED SCHOOL DIST

ALISAL UNION ELEM SCH DISTRICT
BRADLEY UNION ELEM SCHOOL DIST
CARMEL UNIFIED SCHOOL DISTRICT
CHUALAR UNION ELEM SCH DIST
GONZALES UNIFIED SCH DISTRICT
GRAVES ELEM SCHOOL DISTRICT
GREENFIELD UNION SCH DISTRICT
KING CITY UNION SCHOOL DIST
SOUTH MONTEREY CO HS DIST
LAGUNITA SCHOOL DISTRICT
MISSION UNION ELEM SCHOOL DIST
MONTEREY PENINSULA UNIFIED SD
NORTH MONTEREY CO UNIF SD
BIG SUR UNIFIED SCH DISTRICT
PACIFIC GROVE UNIFIED SCH DIST
SALINAS CITY ELEM SCH DISTRICT
SALINAS UNION HIGH SCHOOL DIST
SAN ANTONIO UNION ELEM SD
SAN ARDO UNION ELEM SCH DIST
SAN LUCAS UNION ELEM SCH DIST
SANTA RITA UNION SCHOOL DIST
SOLEDAD UNIFIED SCH DISTRICT
SPRECKELS UNION SCHOOL DIST
WASHINGTON UNION SCHOOL DIST
CALISTOGA JOINT UNIFIED SD
HOWELL MOUNTAIN ELEM SCH DIST
NAPA VALLEY UNIFIED SCH DIST
POPE VALLEY UNION ELEM SD
ST HELENA UNIFIED SCHOOL DIST
CHICAGO PARK ELEM SCH DIST
CLEAR CREEK ELEM SCHOOL DIST
GRASS VALLEY SCHOOL DISTRICT
NEVADA CITY ELEM SCH DISTRICT
NEVADA JOINT UNION HIGH SD
TWIN RIDGES ELEM SCH DIST
PLEASANT RIDGE UNION SCH DIST
PLEASANT VALLEY SCH DISTRICT
READY SPRINGS UNION ELEM SD
UNION HILL ELEM SCH DIST
SADDLEBACK VALLEY UNIFIED SD
ANAHEIM CITY SCHOOL DISTRICT
ANAHEIM UNION HIGH SCH DIST
BREA-OLINDA UNIFIED SCH DIST
BUENA PARK SCHOOL DISTRICT
CAPISTRANO UNIFIED SCHOOL DIST
CENTRALIA ELEM SCHOOL DISTRICT
CYPRESS SCHOOL DISTRICT
FOUNTAIN VALLEY SCHOOL DIST
FULLERTON SCHOOL DISTRICT
FULLERTON JOINT UNION HSD
GARDEN GROVE UNIF SCHOOL DIST
HUNTINGTON BEACH CITY SD
HUNTINGTON BEACH UNION HS DIST

LAGUNA BEACH UNIFIED SCH DIST
LA HABRA CITY SCHOOL DISTRICT
LOS ALAMITOS UNIFIED SCH DIST
MAGNOLIA SCHOOL DISTRICT
NEWPORT MESA UNIFIED SCH DIST
OCEAN VIEW SCHOOL DISTRICT
ORANGE UNIFIED SCHOOL DIST
PLACENTIA YORBA LINDA USD
IRVINE UNIF SCHOOL DISTRICT
SANTA ANA UNIFIED SCH DISTRICT
SAVANNA SCHOOL DISTRICT
TUSTIN UNIFIED SCHOOL DIST
WESTMINSTER SCHOOL DISTRICT
ACKERMAN CHARTER SCHOOL DIST
ALTA DUTCH FLAT ELEM SCH DIST
AUBURN UNION SCHOOL DISTRICT
COLFAX ELEM SCHOOL DISTRICT
DRY CREEK JOINT ELEM SCH DIST
EUREKA UNION SCHOOL DISTRICT
FORESTHILL UNION SCH DISTRICT
LOOMIS UNION SCHOOL DISTRICT
NEWCASTLE ELEM SCHOOL DISTRICT
PLACER HILLS UNION SCH DIST
PLACER UNION HIGH SCHOOL DIST
ROCKLIN UNIFIED SCH DISTRICT
ROSEVILLE CITY SCHOOL DISTRICT
ROSEVILLE JOINT UNION HSD
TAHOE TRUCKEE UNIFIED SCH DIST
WESTERN PLACER UNIF SCH DIST
PLUMAS UNIFIED SCHOOL DISTRICT
ALVORD UNIFIED SCHOOL DISTRICT
BANNING UNIFIED SCHOOL DIST
BEAUMONT UNIFIED SCH DISTRICT
COACHELLA VALLEY UNIF SCH DIST
CORONA-NORCO UNIF SCH DIST
DESERT CENTER UNIF SCHOOL DIST
DESERT SANDS UNIF SCHOOL DIST
LAKE ELSINORE UNIFIED SCH DIST
HEMET UNIFIED SCHOOL DISTRICT
JURUPA UNIFIED SCHOOL DISTRICT
MENIFEE UNION SCHOOL DISTRICT
MORENO VALLEY UNIFIED SCH DIST
MURRIETA VALLEY UNIF SCH DIST
NUVIEW UNION SCHOOL DISTRICT
PALM SPRINGS UNIF SCHOOL DIST
PALO VERDE UNIFIED SCHOOL DIST
PERRIS ELEMENTARY SCHOOL DIST
PERRIS UNION HIGH SCHOOL DIST
RIVERSIDE UNIFIED SCH DIST
ROMOLAND SCHOOL DISTRICT
SAN JACINTO UNIFIED SCH DIST
TEMECULA VALLEY UNIF SCH DIST
VAL VERDE UNIFIED SCHOOL DIST

ARCOHE UNION SCHOOL DISTRICT
CENTER JOINT UNIF SCH DIST
ELK GROVE UNIF SCHOOL DISTRICT
ELVERTA JOINT ELEM SCH DIST
FOLSOM-CORDOVA UNIF SCH DIST
GALT JOINT UNION ELEM SCH DIST
GALT JOINT UNION HIGH SD
NATOMAS UNIFIED SCHOOL DIST
TWIN RIVERS UNIFIED SCH DIST
RIVER DELTA UNIFIED SCH DIST
ROBLA ELEM SCHOOL DISTRICT
SACRAMENTO CITY UNIF SCH DIST
SAN JUAN UNIFIED SCHOOL DIST
BITTERWATER TULLY UNION ESD
CIENEGA UNION ELEM SCHOOL DIST
HOLLISTER SCHOOL DISTRICT
JEFFERSON SCHOOL DISTRICT
NORTH CO JOINT UNION SD
PANOCHE ELEM SCHOOL DISTRICT
SAN BENITO HIGH SCH DISTRICT
AROMAS-SAN JUAN UNIF SCH DIST
SOUTHSIDE ELEM SCHOOL DISTRICT
TRES PINOS UNION SCH DIST
WILLOW GROVE UNION ELEM SD
ADELANTO SCHOOL DISTRICT
ALTA LOMA ELEM SCHOOL DISTRICT
APPLE VALLEY UNIFIED SCH DIST
BARSTOW UNIFIED SCHOOL DIST
BEAR VALLEY UNIFIED SCH DIST
CENTRAL SCHOOL DISTRICT
CHAFFEY JOINT UNION HS DIST
CHINO VALLEY UNIFIED SCH DIST
COLTON JOINT UNIF SCH DISTRICT
CUCAMONGA SCHOOL DISTRICT
ETIWANDA SCHOOL DISTRICT
FONTANA UNIF SCHOOL DISTRICT
HELENDALE SCHOOL DIST
HESPERIA UNIFIED SCHOOL DIST
LUCERNE VALLEY UNIF SCH DIST
MORONGO UNIFIED SCHOOL DIST
MOUNTAIN VIEW SCHOOL DISTRICT
MT BALDY JOINT ELEM SCH DIST
NEEDLES UNIF SCHOOL DISTRICT
ONTARIO-MONTCLAIR SCHOOL DIST
ORO GRANDE ELEMENTARY SCH DIST
REDLANDS UNIF SCHOOL DISTRICT
RIALTO UNIFIED SCHOOL DISTRICT
RIM OF THE WORLD UNIF SCH DIST
SAN BERNARDINO CITY UNIFIED SD
TRONA JOINT UNIFIED SCH DIST
UPLAND UNIFIED SCHOOL DIST
VICTOR ELEMENTARY SCHOOL DIST
VICTOR VALLEY UNION HS DIST

SNOWLINE JOINT UNIFIED SD
 YUCAIPA-CALIMESA JOINT USD
 ALPINE UNION ELEM SCH DIST
 BONSALE UNION ELEM SCH DIST
 BORREGO SPRINGS UNIF SCH DIST
 CAJON VALLEY UNION SCH DIST
 CARDIFF ELEM SCHOOL DISTRICT
 CARLSBAD UNIFIED SCHOOL DIST
 CHULA VISTA ELEM SCH DIST
 CORONADO UNIF SCHOOL DISTRICT
 DEHESA ELEM SCHOOL DISTRICT
 DEL MAR UNION SCHOOL DISTRICT
 ENCINITAS UNION SCH DISTRICT
 ESCONDIDO UNION ELEM SCH DIST
 ESCONDIDO UNION HIGH SCH DIST
 FALLBROOK UNION ELEM SCH DIST
 FALLBROOK UNION HS DISTRICT
 GROSSMONT UNION HIGH SCH DIST
 JAMUL-DULZURA UNION SCH DIST
 JULIAN UNION SCHOOL DISTRICT
 JULIAN UNION HIGH SCH DIST
 LAKESIDE UNION SCHOOL DISTRICT
 LA MESA SPRING VALLEY SCH DIST
 LEMON GROVE SCHOOL DISTRICT
 MOUNTAIN EMPIRE UNIF SCH DIST
 NATIONAL SCHOOL DISTRICT
 OCEANSIDE UNIFIED SCHOOL DIST
 POWAY UNIFIED SCHOOL DISTRICT
 RAMONA UNIFIED SCHOOL DISTRICT
 RANCHO SANTA FE SCHOOL DIST
 SAN MARCOS UNIFIED SCH DIST
 SAN DIEGO UNIFIED SCHOOL DIST
 SAN DIEGUITO UNION HS DISTRICT
 SANTEE SCHOOL DISTRICT
 SAN YSIDRO SCHOOL DISTRICT
 SOLANA BEACH SCHOOL DISTRICT
 SOUTH BAY UNION SCHOOL DIST
 SPENCER VALLEY SCHOOL DISTRICT
 SWEETWATER UNION HIGH SCH DIST
 VALLECITOS ELEM SCHOOL DIST
 VALLEY CENTER-PAUMA UNIFIED SD
 VISTA UNIFIED SCHOOL DISTRICT
 WARNER UNIFIED SCHOOL DISTRICT
 SAN PASQUAL UNION SCH DISTRICT
 SAN FRANCISCO UNIFIED SCH DIST
 BANTA ELEM SCHOOL DISTRICT
 ESCALON UNIF SCHOOL DISTRICT
 JEFFERSON ELEM SCHOOL DIST
 LAMMERSVILLE UNIFIED SCH DIST
 LINCOLN UNIFIED SCHOOL DIST
 LINDEN UNIFIED SCHOOL DIST
 LODI UNIFIED SCHOOL DISTRICT
 MANTECA UNIFIED SCHOOL DIST

NEW HOPE ELEM SCHOOL DIST
 NEW JERUSALEM ELEM SCH DIST
 OAK VIEW ELEM SCHOOL DISTRICT
 RIPON UNIF SCHOOL DISTRICT
 STOCKTON UNIF SCHOOL DISTRICT
 TRACY UNIFIED SCHOOL DISTRICT
 ATASCADERO UNIFIED SCH DIST
 COAST UNIFIED SCHOOL DISTRICT
 CAYUCOS ELEM SCHOOL DISTRICT
 LUCIA MAR UNIFIED SCHOOL DIST
 PASO ROBLES JOINT UNIFIED SD
 PLEASANT VALLEY JOINT ELEM SD
 SAN LUIS COASTAL UNIF SCH DIST
 SAN MIGUEL JOINT UNION ESD
 SHANDON JOINT UNIFIED SCH DIST
 TEMPLETON UNIFIED SCHOOL DIST
 BAYSHORE SCHOOL DISTRICT
 BELMONT-REDWOOD SHORES SD
 BRISBANE ELEM SCHOOL DISTRICT
 BURLINGAME ELEM SCH DISTRICT
 CABRILLO UNIFIED SCHOOL DIST
 HILLSBOROUGH CITY SCH DISTRICT
 JEFFERSON ELEM SCHOOL DISTRICT
 JEFFERSON UNION HIGH SCH DIST
 PACIFICA SCHOOL DISTRICT
 LA HONDA-PESCADERO UNIF SD
 LAS LOMITAS ELEM SCH DISTRICT
 MENLO PARK CITY SCH DISTRICT
 MILLBRAE SCHOOL DISTRICT
 PORTOLA VALLEY SCHOOL DISTRICT
 RAVENSWOOD CITY ELEM SCH DIST
 REDWOOD CITY SCHOOL DISTRICT
 SAN BRUNO PARK SCHOOL DISTRICT
 SAN CARLOS SCHOOL DISTRICT
 SAN MATEO-FOSTER CITY SCH DIST
 SAN MATEO UNION HIGH SCH DIST
 SEQUOIA UNION HIGH SCH DIST
 SOUTH SAN FRANCISCO UNIFIED SD
 WOODSIDE SCHOOL DISTRICT
 BALLARD ELEM SCHOOL DISTRICT
 BLOCHMAN UNION SCHOOL DISTRICT
 BUELLTON UNION SCHOOL DISTRICT
 CARPINTERIA UNIFIED SCH DIST
 COLD SPRING SCHOOL DISTRICT
 COLLEGE ELEMENTARY SCHOOL DIST
 CUYAMA JOINT UNIFIED SCH DIST
 GOLETA UNION SCHOOL DISTRICT
 GUADALUPE UNION SCH DISTRICT
 HOPE ELEM SCHOOL DISTRICT
 LOMPOC UNIFIED SCHOOL DIST
 LOS OLIVOS SCHOOL DISTRICT
 MONTECITO UNION SCH DIST
 ORCUTT UNION SCHOOL DISTRICT

SANTA BARBARA SCHOOL DISTRICT
SANTA MARIA-BONITA SCHOOL DIST
SANTA MARIA JOINT UNION HSD
SANTA YNEZ VALLEY UNION HSD
SOLVANG ELEM SCHOOL DISTRICT
VISTA DEL MAR UNION SCH DIST
BERRYESSA UNION SCHOOL DIST
CAMBRIAN SCHOOL DISTRICT
CAMPBELL UNION SCHOOL DISTRICT
CAMPBELL UNION HIGH SCH DIST
CUPERTINO UNION SCHOOL DIST
EAST SIDE UNION HIGH SCH DIST
EVERGREEN SCHOOL DISTRICT
FRANKLIN-MCKINLEY SCH DISTRICT
FREMONT UNION HIGH SCHOOL DIST
GILROY UNIFIED SCHOOL DIST
LAKESIDE JOINT SCHOOL DIST
LOMA PRIETA JT UNION ELEM SD
LOS ALTOS SCHOOL DISTRICT
LOS GATOS-SARATOGA JOINT UHSD
LOS GATOS UNION SCH DISTRICT
LUTHER BURBANK SCHOOL DISTRICT
MILPITAS UNIFIED SCHOOL DIST
MORELAND SCHOOL DISTRICT
MORGAN HILL UNIFIED SCH DIST
MOUNTAIN VIEW-LOS ALTOS HSD
MT PLEASANT ELEM SCHOOL DIST
OAK GROVE SCHOOL DISTRICT
ORCHARD SCHOOL DISTRICT
PALO ALTO UNIFIED SCHOOL DIST
SAN JOSE UNIFIED SCHOOL DIST
SANTA CLARA UNIFIED SCH DIST
SUNNYVALE SCHOOL DISTRICT
UNION SCHOOL DISTRICT
MOUNTAIN VIEW-WHISMAN SCH DIST
SARATOGA UNION SCHOOL DIST
ALUM ROCK ELEM SCHOOL DISTRICT
BONNY DOON UNION ELEM SCH DIST
HAPPY VALLEY ELEM SCHOOL DIST
LIVE OAK SCHOOL DISTRICT
MOUNTAIN ELEM SCHOOL DISTRICT
PACIFIC ELEM SCHOOL DISTRICT
PAJARO VALLEY UNIF SCH DIST
SAN LORENZO VALLEY UNIFIED SD
SANTA CRUZ CITY SCH DISTRICT
SCOTTS VALLEY UNIFIED SCH DIST
SOQUEL UNION ELEM SCH DISTRICT
ANDERSON UNION HIGH SCH DIST
BELLA VISTA ELEM SCH DISTRICT
BLACK BUTTE UNION ELEM SD
GATEWAY UNIFIED SCH DISTRICT
CASCADE UNION ELEM SCH DIST
CASTLE ROCK UNION ELEM SD

MOUNTAIN UNION SCH DIST
COLUMBIA ELEM SCHOOL DISTRICT
COTTONWOOD UNION ELEM SCH DIST
ENTERPRISE ELEM SCH DISTRICT
FALL RIVER JOINT UNIF SCH DIST
FRENCH GULCH-WHISKEYTOWN SD
GRANT ELEM SCHOOL DISTRICT
HAPPY VALLEY UNION SCH DIST
IGO-ONO-PLATINA UNION SCH DIST
INDIAN SPRINGS ELEM SCH DIST
JUNCTION ELEM SCHOOL DISTRICT
MILLVILLE ELEM SCHOOL DISTRICT
NORTH COW CREEK ELEM SCH DIST
OAK RUN ELEM SCHOOL DISTRICT
PACHECO UNION ELEM SCH DIST
REDDING SCHOOL DISTRICT
SHASTA UNION ELEM SCH DISTRICT
SHASTA UNION HIGH SCH DISTRICT
WHITMORE UNION ELEM SCH DIST
SIERRA PLUMAS JOINT UNIF SD
BIG SPRINGS UNION ELEM SD
BOGUS ELEM SCHOOL DISTRICT
BUTTEVILLE UNION ELEM SCH DIST
DELPHIC ELEM SCHOOL DISTRICT
DUNSMUIR ELEM SCHOOL DISTRICT
DUNSMUIR JOINT UNION HS DIST
SCOTT VALLEY UNIFIED SCH DIST
FORKS OF SALMON ELEM SCH DIST
GAZELLE UNION ELEM SCHOOL DIST
GRENADA ELEM SCHOOL DISTRICT
HAPPY CAMP UNION ELEM SCH DIST
HORN BROOK ELEM SCHOOL DISTRICT
JUNCTION ELEM SCHOOL DISTRICT
KLAMATH RIVER UNION ELEM SD
LITTLE SHASTA ELEM SCH DIST
BUTTE VALLEY UNIFIED SCH DIST
MCCLOUD UNION ELEM SCH DIST
MONTAGUE ELEM SCHOOL DIST
MT SHASTA UNION SCHOOL DIST
SEIAD ELEM SCHOOL DISTRICT
SISKIYOU UNION HIGH SCH DIST
WEED UNION ELEM SCHOOL DIST
WILLOW CREEK ELEM SCHOOL DIST
YREKA UNION ELEM SCHOOL DIST
YREKA UNION HIGH SCHOOL DIST
BENICIA UNIFIED SCHOOL DIST
DIXON UNIFIED SCHOOL DISTRICT
FAIRFIELD-SUISUN UNIF SCH DIST
TRAVIS UNIFIED SCHOOL DIST
VACAVILLE UNIF SCHOOL DISTRICT
VALLEJO CITY UNIFIED SCH DIST
ALEXANDER VALLEY UNION SD
WEST SONOMA CO UNION HSD

BELLEVUE UNION SCH DIST
BENNETT VALLEY UNION SCH DIST
CINNABAR ELEM SCHOOL DISTRICT
CLOVERDALE UNIF SCH DISTRICT
COTATI-ROHNERT PARK UNIF SD
DUNHAM ELEM SCHOOL DISTRICT
FORESTVILLE UNION SCH DISTRICT
FT ROSS ELEM SCHOOL DISTRICT
GEYSERVILLE UNIFIED SCH DIST
GRAVENSTEIN UNION SCHOOL DIST
GUERNEVILLE ELEM SCHOOL DIST
HARMONY UNION SCHOOL DISTRICT
HEALDSBURG UNIFIED SCH DIST
HORICON SCHOOL DISTRICT
KENWOOD ELEM SCHOOL DISTRICT
LIBERTY ELEM SCHOOL DISTRICT
MARK WEST UNION SCHOOL DIST
MONTE RIO UNION SCH DISTRICT
MONTGOMERY ELEM SCHOOL DIST
OAK GROVE UNION SCH DISTRICT
OLD ADOBE UNION SCH DISTRICT
PETALUMA CITY SCHOOL DISTRICT
PINER-OLIVET UNION SCH DIST
RINCON VALLEY UNION SCH DIST
ROSELAND SCHOOL DISTRICT
SANTA ROSA CITY SCHOOL DIST
SEBASTOPOL UNION SCH DISTRICT
SONOMA VALLEY UNIFIED SCH DIST
TWIN HILLS UNION SCH DISTRICT
TWO ROCK UNION ELEM SCH DIST
WAUGH ELEM SCHOOL DISTRICT
WEST SIDE UNION ELEM SCH DIST
WILMAR UNION ELEM SCHOOL DIST
WINDSOR UNIFIED SCH DISTRICT
WRIGHT ELEM SCHOOL DISTRICT
NEWMAN CROWS LANDING UNIF SD
CERES UNIFIED SCHOOL DISTRICT
CHATOM UNION SCHOOL DISTRICT
DENAIR UNIF SCHOOL DISTRICT
EMPIRE UNION ELEM SCH DISTRICT
GRATTON ELEM SCHOOL DISTRICT
HART-RANSOM UNION SCH DISTRICT
HICKMAN CMTY CHARTER DIST
HUGHSON UNIFIED SCHOOL DIST
KEYES UNION ELEM SCHOOL DIST
KNIGHTS FERRY ELEM SCH DIST
MODESTO CITY SCHOOL DISTRICT
OAKDALE JOINT UNIFIED SCH DIST
PARADISE ELEM SCHOOL DISTRICT
PATTERSON JOINT UNIF SCH DIST
RIVERBANK UNIFIED SCH DISTRICT
ROBERTS FERRY UNION ELEM SD
SALIDA UNION SCHOOL DISTRICT

SHILOH ELEM SCHOOL DISTRICT
STANISLAUS UNION SCH DISTRICT
SYLVAN UNION SCHOOL DISTRICT
TURLOCK UNIFIED SCH DISTRICT
VALLEY HOME JOINT SCHOOL DIST
WATERFORD UNIFIED SCH DISTRICT
BRITTAN ELEM SCHOOL DISTRICT
BROWNS ELEM SCHOOL DISTRICT
EAST NICOLAUS JT UNION HS DIST
FRANKLIN ELEM SCHOOL DISTRICT
LIVE OAK UNIFIED SCHOOL DIST
MARCUM-ILLINOIS UNION SCH DIST
MERIDIAN ELEM SCHOOL DISTRICT
NUESTRO ELEM SCHOOL DISTRICT
PLEASANT GROVE JT USD
SUTTER UNION HIGH SCHOOL DIST
WINSHIP-ROBBINS SCHOOL DIST
YUBA CITY UNIF SCHOOL DISTRICT
ANTELOPE ELEM SCHOOL DISTRICT
CORNING UNION ELEM SCHOOL DIST
CORNING UNION HIGH SCHOOL DIST
ELKINS ELEM SCHOOL DISTRICT
EVERGREEN UNION SCH DISTRICT
FLOURNOY UNION ELEM SCH DIST
GERBER UNION ELEM SCHOOL DIST
KIRKWOOD ELEM SCHOOL DISTRICT
LASSEN VIEW UNION SCHOOL DIST
LOS MOLINOS UNIFIED SCH DIST
RED BLUFF UNION ELEM SCH DIST
RED BLUFF JOINT UNION HSD
REEDS CREEK SCHOOL DISTRICT
RICHFIELD ELEM SCHOOL DISTRICT
BURNT RANCH SCHOOL DISTRICT
COFFEE CREEK ELEM SCHOOL DIST
COX BAR ELEM SCHOOL DISTRICT
DOUGLAS CITY ELEM SCHOOL DIST
JUNCTION CITY ELEM SCHOOL DIST
LEWISTON ELEM SCHOOL DISTRICT
TRINITY CENTER ELEM SCH DIST
TRINITY ALPS UNIFIED SCH DIST
ALLENSWORTH ELEM SCHOOL DIST
ALPAUGH UNIFIED SCHOOL DIST
ALTA VISTA ELEM SCHOOL DIST
BUENA VISTA ELEM SCHOOL DIST
BURTON SCHOOL DISTRICT
CITRUS SOUTH TULE SCH DISTRICT
COLUMBINE ELEM SCHOOL DIST
CUTLER OROSI JOINT UNIF SD
DINUBA UNIFIED SCHOOL DISTRICT
DUCOR UNION ELEM SCHOOL DIST
EARLIMART SCHOOL DISTRICT
EXETER UNIFIED SCHOOL DISTRICT
FARMERSVILLE UNIFIED SCH DIST

HOPE ELEM SCHOOL DISTRICT
HOT SPRINGS ELEM SCH DISTRICT
KINGS RIVER UNION ELEM SD
LIBERTY ELEM SCHOOL DISTRICT
LINDSAY UNIFIED SCHOOL DIST
MONSON SULTANA JOINT UNION ESD
OAK VALLEY UNION ELEM SCH DIST
OUTSIDE CREEK ELEM SCHOOL DIST
PALO VERDE UNION ELEM SCH DIST
PIXLEY UNION ELEM SCH DISTRICT
PLEASANT VIEW ELEM SCH DIST
RICHGROVE ELEM SCHOOL DISTRICT
ROCKFORD ELEM SCHOOL DISTRICT
SAUCELITO ELEM SCHOOL DISTRICT
SEQUOIA UNION ELEM SCHOOL DIST
SPRINGVILLE UNION SCHOOL DIST
STONE CORRAL ELEM SCHOOL DIST
STRATHMORE UNION ELEM SCH DIST
SUNDALE UNION ELEM SCH DIST
SUNNYSIDE UNION ELEM SCH DIST
TERRA BELLA UNION ELEM SD
THREE RIVERS UNION ELEM SD
TIPTON ELEM SCHOOL DISTRICT
TRAVER JOINT ELEM SCHOOL DIST
TULARE CITY SCHOOL DISTRICT
TULARE JOINT UNION HIGH SD
VISALIA UNIF SCHOOL DISTRICT
WAUKENA JOINT UNION ELEM SD
WOODLAKE UNIFIED SCHOOL DIST
WOODVILLE UNION SCH DISTRICT
JAMESTOWN ELEM SCHOOL DISTRICT
BIG OAK FLAT GROVELAND USD
BELLEVIEW ELEM SCHOOL DIST
COLUMBIA UNION SCHOOL DISTRICT
CURTIS CREEK ELEM SCH DIST
SONORA SCHOOL DISTRICT
SONORA UNION HIGH SCHOOL DIST
SOULSBYVILLE ELEM SCHOOL DIST
SUMMERSVILLE ELEM SCHOOL DIST
SUMMERSVILLE UNION HS DIST
TWIN HARTE LONG BARN UNION SD
BRIGGS ELEM SCHOOL DISTRICT
FILLMORE UNIFIED SCHOOL DIST
HUENEME ELEM SCHOOL DISTRICT
MESA UNION ELEM SCHOOL DIST
MOORPARK UNIFIED SCHOOL DIST
MUPU ELEMENTARY SCHOOL DIST
OCEAN VIEW SCHOOL DISTRICT
OJAI UNIFIED SCHOOL DISTRICT
OXNARD ELEM SCHOOL DISTRICT
OXNARD UNION HIGH SCHOOL DIST
PLEASANT VALLEY SCH DISTRICT

RIO ELEMENTARY SCH DISTRICT
SANTA CLARA ELEM SCHOOL DIST
SANTA PAULA UNIFIED SCH DIST
SIMI VALLEY UNIFIED SCH DIST
SOMIS UNION ELEM SCHOOL DIST
CONEJO VALLEY UNIF SCH DIST
VENTURA UNIF SCHOOL DISTRICT
DAVIS JOINT UNIF SCHOOL DIST
ESPARTO UNIF SCHOOL DISTRICT
WASHINGTON UNIFIED SCHOOL DIST
WINTERS JOINT UNIF SCHOOL DIST
WOODLAND JOINT UNIFIED SD
CAMPTONVILLE ELEM SCHOOL DIST
MARYSVILLE JOINT UNIF SCH DIST
PLUMAS LAKE ELEM SCHOOL DIST
WHEATLAND SCHOOL DISTRICT
WHEATLAND UNION HIGH SCH DIST
SOUTHERN TRINITY JOINT UNIF SD
BAKER VALLEY UNIFIED SCH DIST
MAPLE CREEK ELEM SCHOOL DIST
RAVENDALE-TERMO ELEM SCH DIST
POTTER VALLEY CMTY USD
OAK PARK UNIFIED SCHOOL DIST
SILVER VALLEY UNIFIED SCH DIST
LAYTONVILLE UNIFIED SCH DIST
MOUNTAIN VALLEY UNIF SCH DIST
PORTERVILLE UNIFIED SCH DIST
LEGGETT VALLEY UNIF SCH DIST
SIERRA UNIFIED SCHOOL DIST
SACRAMENTO CITY USD CENTRAL-2
SACRAMENTO CITY USD WEST-1
SAN RAFAEL CITY HIGH SCH DIST
LONG BEACH USD-ES MS K-8 AREA
LONG BEACH USD-HS AREA
SACRAMENTO CITY USD EAST-3
GOLDEN VALLEY UNIFIED SCH DIST
SAN DIEGO USD-AREA 1
SAN DIEGO USD-CHARTER SCHOOLS
SAN DIEGO USD-AREA 6
SAN DIEGO USD-AREA 4
SAN DIEGO USD-AREA 2
SAN DIEGO USD-AREA 3
SAN DIEGO USD-AREA 5
KASHIA ELEM SCHOOL DISTRICT
LA USD EDUC SVC CTR-NORTH
LA USD EDUC SVC CTR-SOUTH
LA USD EDUC SVC CTR-WEST
LA USD EDUC SVC CTR-EAST
LA USD EDUC SVC CTR-ISIC
LA USD EDUC SVC CTR-CHARTER
LA USD EDUC SVC CTR-OPTIONS

Higher Education in California including but not limited to:

ASSOCIATED TECH CLG-SAN DIEGO
 KAPLAN COLLEGE-BAKESFIELD
 DETECTIVE TRAINING INSTITUTE
 CALIFORNIA CAREER SCHOOL
 BENBOW AVIATION FLIGHT SCHOOL
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 DVS COLLEGE
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 MARIAN HEALTH CAREERS CTR
 SAN BERNARDINO CMTY CLG DIST
 CALIFORNIA CMTY CLGS OFFICE
 CLAREMONT UNIV CONSORTIUM
 PALOMAR INST OF COSMETOLOGY
 POWER ACAD OF HAIR DESIGNS
 MARINELLO SCHOOL OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 PACIF SCH MASSAGE/HEALING ART
 PROFESSIONAL INST OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 GOLDEN GATE UNIV-SCHOOL OF LAW
 NEWTON INTL CLG-GARDEN GROVE
 PACIFIC SOWEST SCH OF REALTORS
 KAPLAN COLLEGE-PALM SPRINGS
 CLARITA CAREER COLLEGE
 PRECISION TECHNICAL INSTITUTE
 UNIVERSAL TECHNICAL INST-RCH C
 VALLEY CAREER COLLEGE
 COMPUTER TRAINING INST
 BAY VISTA COLLEGE OF BEAUTY
 COLLEEN O'HARAS BEAUTY ACADEMY
 MARIENLLO SCHOOL OF BEAUTY
 MARINELLO BEAUTY COLLEGE
 MARINELLO BEAUTY COLLEGE
 JE BOUTIQUE CLG OF BEAUTY
 LYTLE'S EMPIRE BEAUTY CLG
 MARINELLO SCHOOL OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 MARINELLO SCHOOL OF BEAUTY
 HEALTHSTAFF TRAINING INST INC
 HYPNOSIS MOTIVATION INST

LA ORT TECH INST-LOS ANGELES
 AMER SCH OF MORTGAGE BANKING
 LA ORT TECH INST-VAN NUYS
 LOVING HANDS INST HEALING ARTS
 AMERICAN AUTO INSTITUTE
 FOUR D COLLEGE
 PREMIERE CAREER COLLEGE
 TRAVEL-WORLD COLLEGE/AGENCY
 NORTH-WEST COLLEGE-GLENDALE
 ADELANTE CAREER INSTITUTE
 CASA LOMA COLLEGE-LOS ANGELES
 NEWBRIDGE COLLEGE
 KAPLAN COLLEGE-STOCKTON
 MICROCOMPUTER EDUCATION CENTER
 SUMMIT CAREER COLLEGE
 EVEREST CLG-TORRANCE
 INSTITUTE OF TECHNOLOGY
 AMERICAN INST OF HEALTH SCI
 CAREER NETWORKS INSTITUTE
 WESTWOOD CLG-ANAHEIM
 WESTWOOD CLG-INLAND
 WESTWOOD CLG OF TECH-LA
 REDSTONE CLG-LOS ANGELES
 DELL'ARTE SCH PHYSICAL THEATRE
 THE CA INST OF JEWELERY TRAIN
 MISSION LANGUAGE/VOC SCHOOL
 VALLEY HYPNOSIS CENTER
 AMERICAN BAPT SEM OF THE WEST
 CALIFORNIA CLG OF ARTS-OAKLAND
 CALIFORNIA ST UNIV-EAST BAY
 CHABOT COLLEGE
 CHURCH DIV SCH OF THE PACIFIC
 HOLY NAMES UNIVERSITY
 GRADUATE THEOLOGICAL UNION
 MILLS COLLEGE
 PACIFIC LUTHERAN THEOL SEM
 PACIFIC SCHOOL OF RELIGION
 BERKELEY CITY COLLEGE
 LANEY COLLEGE
 MERRITT COLLEGE
 DOMINICAN SCH OF PHIL & THEOL
 UNIV OF CALIFORNIA-BERKELEY
 STARR KING SCHOOL FOR MINISTRY
 OHLONE COLLEGE
 PATTEN UNIVERSITY
 COLLEGE OF ALAMEDA
 WRIGHT INSTITUTE
 JESUIT SCHOOL OF THEOLOGY
 FRANCISCAN SCHOOL OF THEOLOGY
 CALIFORNIA ST UNIV-CHICO
 BUTTE COLLEGE
 CONTRA COSTA COLLEGE
 DIABLO VALLEY CLG-PLEASANT HL

SAINT MARYS CLG OF CALIFORNIA
JOHN F KENNEDY UNIV-SAN JOSE
LOS MEDANOS COLLEGE
LAKE TAHOE COMMUNITY COLLEGE
CALIFORNIA ST UNIV-FRESNO
WEST HILLS CTMY CLG-COALINGA
FRESNO PACIFIC UNIVERSITY
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REEDLEY COLLEGE
MENNONITE BRETHRN BIBLICAL SEM
ALLIANT INTL UNIV-FRESNO
HUMBOLDT STATE UNIVERSITY
COLLEGE OF THE REDWOODS
IMPERIAL VALLEY COLLEGE
BAKERSFIELD COLLEGE
TAFT COLLEGE
CALIFORNIA ST UNIV-BAKERSFIELD
CERRO COSO CMTY CLG-INDIAN WEL
LASSEN COMMUNITY COLLEGE
ANTELOPE VALLEY COLLEGE
ART CTR CLG OF DESIGN-HILLSIDE
AZUSA PACIFIC UNIVERSITY
BIOLA UNIVERSITY
CALIFORNIA INST OF TECHNOLOGY
CALIFORNIA INST OF THE ARTS
CALIFORNIA ST UNIV-LONG BEACH
CALIFORNIA ST UNIV-LOS ANGELES
CAL ST UNIV-DOMINGUEZ HILLS
CAL STATE POLYTECH-POMONA
CALIFORNIA ST UNIV-NORTHRIDGE
CERRITOS COLLEGE
CITRUS COLLEGE
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CLAREMONT MCKENNA COLLEGE
HARVEY MUDD COLLEGE
PITZER COLLEGE
POMONA COLLEGE
SCRIPPS COLLEGE
EL CAMINO CLG-COMPTON CTR
EL CAMINO COLLEGE
FULLER THEOLOGICAL SEMINARY
GLENDALE COMMUNITY COLLEGE
UNIVERSITY OF LA VERNE
LONG BEACH CITY COLLEGE
MASTER'S COLLEGE AND SEMINARY
EAST LOS ANGELES COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
PIERCE COLLEGE
LOS ANGELES TRADE TECH COLLEGE
LOS ANGELES VALLEY COLLEGE
SOUTH CALIF UNIV HLTH SCIENCE
MOUNT ST MARYS COLLEGE

MT SAN ANTONIO COLLEGE
OCCIDENTAL COLLEGE
OTIS COLLEGE OF ART AND DESIGN
PACIFIC OAKS COLLEGE
PASADENA CITY COLLEGE
PEPPERDINE UNIVERSITY
RIO HONDO COLLEGE
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LOS ANGELES SOUTHWEST COLLEGE
WEST LOS ANGELES COLLEGE
COLLEGE OF THE CANYONS
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ALLIANT INTL UNIV-LOS ANGELES
PARDEE RAND GRADUATE SCHOOL
MARYMOUNT COLLEGE
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LIFE PACIFIC COLLEGE
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COLLEGE OF MARIN-KENTFIELD
DOMINICAN UNIV OF CA-SAN RAFAE
SAN FRANCISCO THEOLOGICAL SEM
COLLEGE OF MARIN-INDIAN VALLEY
MENDOCINO COLLEGE
MERCED COLLEGE
HARTNELL COLLEGE
MONTEREY INSTITUTE INTL STDS
MONTEREY PENINSULA COLLEGE
NAPA VALLEY COLLEGE
PACIFIC UNION COLLEGE
CALIFORNIA ST UNIV-FULLERTON
CHAPMAN UNIV-ORANGE
CYPRESS COLLEGE
FULLERTON COLLEGE
GOLDEN WEST COLLEGE
SOUTHERN CA COLLEGE OPTOMETRY
ORANGE COAST COLLEGE
HOPE INTERNATIONAL UNIVERSITY
SANTA ANA COLLEGE
VANGUARD UNIV OF S CALIFORNIA
UNIV OF CALIFORNIA-IRVINE
SADDLEBACK COLLEGE
WESTERN STATE UNIV CLG OF LAW
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SIERRA COLLEGE-ROCKLIN

FEATHER RIVER COLLEGE
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CALIFORNIA ST UNIV-SACRAMENTO
SACRAMENTO CITY COLLEGE
COSUMNES RIVER COLLEGE
AMERICAN RIVER COLLEGE
BARSTOW CMTY COLLEGE
CAL ST UNIV-SAN BERNARDINO
CHAFFEY COLLEGE
LOMA LINDA UNIVERSITY
SAN BERNARDINO VALLEY COLLEGE
UNIVERSITY OF REDLANDS
VICTOR VALLEY COLLEGE
CRAFTON HILLS COLLEGE
SAN DIEGO ST UNIV-SAN DIEGO
ALLIANT INTL UNIV-SCRIPPS RANC
GROSSMONT COLLEGE
MIRACOSTA COLLEGE-OCEANSIDE
PALOMAR COLLEGE
POINT LOMA NAZARENE UNIVERSITY
SAN DIEGO MESA COLLEGE
SOUTHWESTERN COLLEGE
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SAN DIEGO CITY COLLEGE
UNIVERSITY OF SAN DIEGO
THOMAS JEFFERSON SCHOOL OF LAW
NATIONAL UNIVERSITY
SAN DIEGO CHRISTIAN COLLEGE
CA SCH POD MED/SAM MERRITT UNV
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CITY COLLEGE OF SAN FRANCISCO
COGSWELL POLYTECHNICAL COLLEGE
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HEALD COLLEGE-SAN FRANCISCO
SAN FRANCISCO CONSERV OF MUSIC
SIMPSON UNIVERSITY
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UNIVERSITY OF SAN FRANCISCO
UNIV OF CA HASTINGS CLG OF LAW
SAN FRANCISCO ART INSTITUTE
LINCOLN UNIVERSITY
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SAN JOAQUIN DELTA COLLEGE
UNIVERSITY OF THE PACIFIC
CUESTA COLLEGE-SN LUIS OBISPO
NOTRE DAME DE NAMUR UNIVERSITY
COLLEGE OF SAN MATEO

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WESTMONT COLLEGE
SAN JOSE STATE UNIVERSITY
FOOTHILL COLLEGE
GAVILAN COLLEGE
WILLIAM JESSUP UNIVERSITY
SAN JOSE CITY COLLEGE
STANFORD UNIVERSITY
SANTA CLARA UNIVERSITY
WEST VALLEY COLLEGE
DE ANZA COLLEGE
EVERGREEN VALLEY COLLEGE
CABRILLO COLLEGE
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SHASTA COLLEGE
CLG OF THE SISKIYOU-S-WEED
CALIFORNIA MARITIME ACADEMY
SOLANO COMMUNITY COLLEGE
SONOMA STATE UNIVERSITY
SANTA ROSA JUNIOR COLLEGE
CALIFORNIA ST UNIV-STANISLAUS
MODESTO JUNIOR COLLEGE-EAST
COLLEGE OF THE SEQUOIAS
PORTERVILLE COLLEGE
COLUMBIA COLLEGE
CALIFORNIA LUTHERAN UNIVERSITY
ST JOHNS SEMINARY
VENTURA COLLEGE
MOORPARK COLLEGE
OXNARD COLLEGE
UNIV OF CALIFORNIA-DAVIS
YUBA COLLEGE
ALLIANT INTL UNIV-SAN FRAN BAY
CALIFORNIA CHRISTIAN COLLEGE
FASHION INST OF DESIGN/MDSG
SOUTHERN CA INSTITUTE OF ARCH
AMERICAN ACAD OF DRAMATIC ARTS
GOLDEN GATE BAPTIST THEO SEM
SAN DIEGO MIRAMAR COLLEGE
FIELDING GRADUATE UNIVERSITY
MISSION COLLEGE
SAN DIEGO ST UNIV-IMPERIAL VLY
CAL POLYTECHNIC STATE UNIV
COLEMAN UNIVERSITY
CAL WESTERN SCHOOL OF LAW
CONCORDIA UNIVERSITY

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 COLUMBIA COLLEGE-HOLLYWOOD
 SWEDENBORGIAN HOUSE OF STUDIES
 USC KECK SCHOOL OF MEDICINE
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 THOMAS AQUINAS COLLEGE
 ANTIOCH UNIVERSITY-SANTA BARB
 SANTA BARBARA COLLEGE OF LAW
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 AMERICAN CONSERVATORY THEATER
 ACADEMY OF ART UNIVERSITY
 UNIV OF THE PACIFIC-DENTISTRY
 SAYBROOK GRADUATE SCHOOL
 HEALD COLLEGE-HAYWARD
 LAS POSITAS COLLEGE
 HEALD COLLEGE-CONCORD
 HEALD COLLEGE-SAN JOSE
 HEALD COLLEGE-SACREMENTO
 MCGEORGE SCH OF LAW
 LOYOLA LAW SCHOOL
 LATIN AMERICAN BIBLE INSTITUTE
 WESTERN UNIV OF HEALTH SCIENCE
 JOHN F KENNEDY UNIV LAW SCHOOL
 PEPPERDINE U-SCH OF BUS MGMT
 FOLSOM LAKE CLG-EL DORADO CTR
 USC SCHOOL OF PHARMACY
 ANTIOCH UNIVERSITY-LOS ANGELES
 DEVRY UNIVERSITY-POMONA
 WHITTIER COLLEGE SCHOOL OF LAW
 CHARLES R DREW UNIV OF MED/SCI
 UCLA SCHOOL OF LAW
 UCLA SCHOOL OF DENTISTRY
 UCLA GEFFEN SCHOOL OF MEDICINE
 ANDERSON SCHOOL OF MANAGEMENT
 HEALD COLLEGE CENTRAL OFFICE
 HEALD COLLEGE-STOCKTON
 HEALD COLLEGE-ROSEVILLE
 ALLIANT INTERNATIONAL UNIV OFF
 NATIONAL UNIV-FRESNO
 NATIONAL UNIV-SACRAMENTO
 NATIONAL UNIV-SAN JOSE
 NATIONAL UNIV-CARLSBAD
 NATIONAL UNIV-SAN BERNARDINO
 NATIONAL UNIV-COSTA MESA
 UNIV OF SAN DIEGO SCH OF LAW
 UNIV OF PHOENIX-SAN JOSE

UNIV OF PHOENIX-SO COAST
 UNIV OF PHOENIX-WOODLAND HILLS
 UNIV OF PHOENIX-SAN DIEGO
 UNIV OF CALIFORNIA SCH OF LAW
 UNIV OF SAN FRANCISCO LAW SCH
 SANTA CLARA UNIV SCHOOL OF LAW
 USC SCHOOL OF DENTISTRY
 USC GOULD SCHOOL OF LAW
 UNIV OF CALIFORNIA DAVIS-VET M
 UNIV OF CA SCH OF MED-DAVIS
 UNIV OF CALIFORNIA DAVIS-LAW
 UCI SCHOOL OF MEDICINE
 CLG OF THE REDWOODS-DEL NORTE
 CLG OF THE REDWOODS-MENDOCINO
 PEPPERDINE UNIVERSITY-LAW
 PU GRAD SCH ED/PSY-W LOS ANG
 LOMA LINDA SCHOOL OF MEDICINE
 LOMA LINDA SCHOOL OF DENTISTRY
 UCSD SCHOOL OF MEDICINE
 STANFORD UNIV SCHOOL OF LAW
 STANFORD UNIV SCH OF MEDICINE
 UNION INSTITUTE & UNIVERSITY
 UNION INSTITUTE & UNIVERSITY
 LONG BEACH CITY CLG-PACIFIC
 CAL ST UNIV-SAN MARCOS
 MOUNT ST MARYS COLLEGE-DOHENY
 FIDM-ORANGE COUNTY CAMPUS
 FIDM-SAN DIEGO CAMPUS
 FIDM-SAN FRANCISCO CAMPUS
 GOLDEN GATE BAPTIST SEM-SO CA
 UNIV OF LA VERNE CLG OF LAW
 COLEMAN UNIV-SAN MARCOS
 SANTIAGO CANYON COLLEGE
 MORENO VALLEY COLLEGE
 NORCO COLLEGE
 MT SAN JACINTO CLG-MENIFEE VLY
 HUMPHREYS COLLEGE-MODESTO
 CLEAR LAKE COMMUNITY COLLEGE
 WOODLAND COMMUNITY COLLEGE
 FOLSOM LAKE COLLEGE
 DEVRY UNIVERSITY-LONG BEACH
 CHABOT-LAS POSITAS CMTY DIST
 COAST CMTY CLG DISTRICT OFFICE
 CONTRA COSTA CMTY CLG DISTRICT
 FOOTHILL-DE ANZA CMTY CLG DIST
 GROSSMONT-CUYAMACA CLG DIST
 KERN COMMUNITY CLG DISTRICT
 LOS ANGELES CMTY CLG DISTRICT
 LOS RIOS CMTY CLG DISTRICT OFF
 N ORANGE COUNTY CMTY CLG DIST
 PERALTA COMMUNITY CLG DIST OFF
 SAN DIEGO CMTY CLG DIST OFF
 SAN JOSE/EVERGREEN CMTY DIST

SAN MATEO COUNTY CMTY CLG DIST
STATE CENTER CMTY CLG DISTRICT
THE CALIFORNIA ST UNIV SYS OFF
UNIV OF CALIFORNIA SYS OFFICE
VENTURA COUNTY CMTY CLG DIST
YOSEMITE COMMUNITY CLG DIST
WEST VALLEY-MISSION CMTY DIST
S ORANGE COUNTY CMTY CLG DIST
JOHN F KENNEDY UNIV SCH OF MGT
VENTURA COLLEGE OF LAW
SAN JOAQUIN COLLEGE OF LAW
GLENDALE UNIV COLLEGE OF LAW
MTI COLLEGE
ITT TECHNICAL INST-SAN DIEGO
ITT TECHNICAL INST-OXNARD
ITT TECHNICAL INST-ORANGE
ITT TECHNICAL INST-SAN BERNARD
HEALD COLLEGE-SALINAS
HUMPHREYS CLG-SCHOOL OF LAW
CORINTHIAN COLLEGES
NEW CHARTER UNIVERSITY
AMERICAN GRADUATE UNIVERSITY
CALIFORNIA ST UNIV-MONTREY BAY
CHAPMAN UNIV-SCHOOL OF LAW
THE ART INST PITTSBURGH OFFICE
THE ART INST OF CALIF-SAN FRAN
THE ART INST OF CALIF-LOS ANG
DEVRY UNIVERSITY-FREMONT
ITT TECHNICAL INST-SYLMAR
ITT TECHNICAL INST-RANCH CORD
EVEREST CLG-CITY OF INDUSTRY
EVEREST CLG-W LOS ANGELES
EVEREST CLG-ONTARIO
NORTHWESTERN POLYTECHNIC UNIV
ARGOSY UNIVERSITY-SAN FRANCISC
CARRINGTON CLG CA-SACRAMENTO
CARRINGTON CLG CA-SAN LEANDRO
KAPLAN COLLEGE-SAN DIEGO
TOURO UNIV CLG-OSTEOPATHIC MED
MUSICIANS INSTITUTE
LA COLLEGE INTERNATIONAL
KAPLAN COLLEGE-SACRAMENTO
SAMUEL MERRITT UNIVERSITY
EMPIRE COLLEGE
EMPIRE COLLEGE SCHOOL OF LAW
NEW SCH OF ARCHITECTURE/DESIGN
CALIFORNIA CULINARY ACADEMY
INDEPENDENCE UNIVERSITY
CARRINGTON CLG CA-PLEAS HILL
DONGGUK UNIVERSITY
ACAD OF CHINESE CULTURE/HEALTH
THE ART INST OF CALIF-SAN DIEG
ANTHEM COLLEGE-SACRAMENTO

ITT TECHNICAL INST-LATHROP
KAPLAN COLLEGE-PANORAMA CITY
RANCHO SANTIAGO CMTY CLG DIST
DEVRY UNIVERSITY-SAN DIEGO
TRINITY LAW SCHOOL
DEVRY UNIVERSITY-SHERMAN OAKS
LOS ANGELES COUNTY CLG-NURSING
ITT TECHNICAL INST-TORRANCE
LAGUNA CLG OF ART AND DESIGN
NATIONAL HISPANIC UNIVERSITY
MOUNT SIERRA COLLEGE
KAPLAN COLLEGE-MODESTO
KAPLAN CLG-N HOLLYWOOD
THE ART INST OF CALIF-ORANGE C
CARRINGTON CLG CA-SAN JOSE
CARRINGTON CLG CA-ANTIOCH
CONCORD LAW SCH-KAPLAN UNIV
EVEREST CLG-ONTARIO METRO
NORTHROP RICE AVIATION INST
THE KINGS UNIVERSITY
CITY CLG OF SAN FRAN-JOHN ADAM
SAN JOAQUIN VALLEY CLG-CORP
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SAN JOAQUIN VALLEY CLG-AVIATIO
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CALIFORNIA ADAMS COLLEGE INC
SANTA BARBARA BUSINESS COLLEGE
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BRYAN COLLEGE
CENTRAL COAST COLLEGE
GOLDEN STATE COLLEGE
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SANTA BARBARA BUSINESS COLLEGE
WORLDWIDE ED SVC CA-STOCKTON
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EVEREST CLG-SAN BERNARDINO
SAGE COLLEGE
MONTEREY PARK COLLEGE
CALIFORNIA ST UNIV-CHANNEL ISL
PLATT COLLEGE-LOS ANGELES
PLATT COLLEGE-ONTARIO
GOLDEN GATE UNIV-CYBER
PACIFICA GRADUATE INSTITUTE

PALMER CLG OF CHIROPRACTIC-CA
 TRIDENT UNIV INTERNATIONAL
 SOUTH BAYLO UNIVERSITY
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 UNIV OF PHOENIX-SACRAMENTO
 INTERCOAST COLLEGES-W COVINA
 NATIONAL CAREER EDUCATION
 INTERCOAST COLLEGES-RIVERSIDE
 INTERCOAST COLLEGES-BURBANK
 WESTERN SEMINARY-SAN JOSE
 ARGOSY UNIVERSITY-ORANGE CO
 SOUTH COAST COLLEGE
 ADVANCED CAREER COLLEGE
 MTI BUSINESS CLG OF STOCKTON
 AC TECH INSTITUTE
 COLLEGE OF APPRAISERS
 JANUS UNIVERSITY
 CALIFORNIA NATIONAL UNIVERSITY
 BROWNSON TECHNICAL SCHOOL
 INTERNATIONAL EDUCATION CORP
 UNITED EDUCATION INST-ONTARIO
 UNITED EDUCATION INST-CHULA
 UNITED EDUCATION INST-VAN NUYS
 UNITED EDUCATION INST-HUNTING
 UNITED EDUCATION INST-SN BERD
 UNITED EDUCATION INST-SAN DIEG
 EVEREST CLG-GARDENA
 EVEREST CLG-ALHAMBRA
 EVEREST CLG-LA WILSHIRE
 EVEREST CLG-ANAHEIM
 EVEREST CLG-RESEDA
 EVEREST CLG-SAN FRANCISCO
 EVEREST CLG-SAN JOSE
 EVEREST CLG-HAYWARD
 CALVARY CHAPEL BIBLE COLLEGE
 WYOTECH-LONG BEACH
 GALEN CLG OF MED/DENTAL ASST
 GALEN CLG OF MED/DENTAL ASST
 GALEN CLG OF MED/DENTAL ASST
 NATIONAL CAREER EDUCATION
 WEST COAST BAPTIST COLLEGE
 AMERICAN CAREER COLLEGE
 ASSOCIATED TECHNICAL COLLEGE
 CALIFORNIA VOCATIONAL COLLEGE
 CASA LOMA COLLEGE-VAN NUYS
 NATIONAL HOLISTIC INSTITUTE
 NORTH-WEST COLLEGE-POMONA
 NORTH-WEST COLLEGE-WEST COVINA
 NORTH-WEST COLLEGE-PASADENA
 CONCORDE CAREER INSTITUTE
 CONCORDE CAREER INSTITUTE
 CONCORDE CAREER INSTITUTE
 CONCORDE CAREER INSTITUTE

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 PHILLIPS GRADUATE INSTITUTE
 CALIFORNIA INTERNATIONAL UNIV
 DESIGN INSTITUTE OF SAN DIEGO
 SOKA UNIV OF AMERICA
 INTERIOR DESIGNERS INSTITUTE
 SOUTHERN CA BIBLE CLG/SEM
 PACIFIC COAST UNIV SCH OF LAW
 PLATT COLLEGE-SAN DIEGO
 RUDOLF STEINER COLLEGE
 WYOTECH-FREMONT
 SHASTA BIBLE COLLEGE
 SOUTHERN STATES UNIV-NEWPORT
 EPIC BIBLE COLLEGE
 YUIN UNIVERSITY
 AMERICAN COLLEGE OF LAW
 WORLD MISSION UNIVERSITY
 LINCOLN LAW SCHOOL OF SAN JOSE
 PACIFIC WEST COLLEGE OF LAW
 LARRY H LAYTON SCHOOL OF LAW
 PACIFIC STATES UNIVERSITY
 SOFIA UNIVERSITY
 CHICAGO SCH OF PSYCH-WESTWOOD
 CALIFORNIA SOUTHERN LAW SCHOOL
 LINCOLN LAW SCH OF SACRAMENTO
 MONTEREY COLLEGE OF LAW
 PEOPLES COLLEGE OF LAW
 SAN FRANCISCO LAW SCHOOL
 CALIFORNIA NORTHERN SCH OF LAW
 ACADEMY OF RADIO BROADCASTING
 GEMOLOGICAL INST OF AMERICA
 GLENDALE CAREER CLG-GLENDALE
 JOE BLASCO MAKEUP CENTER
 REVERE ACADEMY OF JEWELRY ARTS
 VIDAL SASOON ACADEMY
 WESTERN TRUCK SCHOOL-W SACRAM
 NEWTON INTERNATIONAL COLLEGE
 WESTERN PACIFIC TRUCK SCHOOL
 WESTERN PACIFIC TRUCK SCHOOL
 MUELLER CLG OF HOLISTIC STDS
 WESTERN PACIFIC TRUCK SCHOOL
 THE ART INST OF CA-HOLLYWOOD
 UNITED TRUCK DRIVING
 W INST OF NEUROMUSCULAR THER
 BUSINESS/TECH TRAINING INST
 AMERICAN FILM INSTITUTE
 EMPERORS CLG TRAD ORIENTAL MED
 FIVE BRANCHES UNIVERSITY
 LIFE CHIROPRACTIC COLLEGE-WEST
 WORLD UNIVERSITY
 PROFESSIONAL SCH OF PSYCHOLOGY
 AMER CLG OF TRAD CHINESE MED

PIMA MEDICAL INST-CHULA VISTA
 S CALIFORNIA INSTITUTE OF LAW
 PACIFIC CLG OF ORIENTAL MED
 SIERRA VALLEY COLLEGE
 MODERN TECHNOLOGY SCHOOL
 MEIJI UNIV OF INTEGRATIVE MED
 SANTA BARBARA BUSINESS COLLEGE
 TRAVEL UNIV INTERNATIONAL
 UNION UNIV OF CALIFORNIA
 YUBA COMMUNITY CLG DISTRICT
 BETHESDA CHRISTIAN UNIVERSITY
 CA CLG OF COMMUNICATIONS
 LE CORDON BLEU CLG CA-LA
 ADCON TECHNICAL INSTITUTE
 CALIFORNIA HEALING ARTS CLG
 WESTWOOD CLG-SOUTH BAY
 ICDC COLLEGE-LOS ANGELES
 ICDC COLLEGE-SAN FERNANDO
 ICDC COLLEGE-HUNTINGTON PARK
 INSTITUTE OF TECHNOLOGY
 PACIFIC COLLEGE
 WEST COAST ULTRASOUND INST
 WESTECH COLLEGE SCH OF TECH
 AMERICAN CLG OF MEDICAL TECH
 CLINICAL TRAINING INSTITUTE
 ADVANCED COLLEGE OF TECHNOLOGY
 COMMUNITY BUSINESS COLLEGE
 CBD COLLEGE
 GOLDEN STATE BAPTIST COLLEGE
 NATIONAL UNIV-TECH CTR
 HUBBARD CLG OF ADMIN INTL
 MIRACOSTA COLLEGE-SAN ELIJO
 CITY UNIVERSITY-LOS ANGELES
 CITY OF HOPE GRAD SCH/BIO SCI
 SAN JOAQUIN VALLEY CLG-RCH CUC
 ASIAN AMERICAN INTL BEAUTY CLG
 PROFESSIONAL CAREER INST-CERR
 AMERICAN CAREER COLLEGE
 AVALON BEAUTY COLLEGE
 PAUL MITCHELL THE SCHOOL
 COMPUTER TECHNOLOGIES PROG
 ELEGANCE INTERNATIONAL
 SALON SUCCESS ACADEMY
 EDNET CAREER INSTITUTE
 ESCONDIDO BIBLE COLLEGE
 CULINARY INSTITUTE OF AMERICA
 GLENDALE CAREER CLG-OCEANSIDE
 PROFESSIONAL CAREER INST-GARD
 FEDERICO CLG OF HAIRSTYLING
 PARIS BEAUTY COLLEGE
 RICHARDS BEAUTY COLLEGE
 MIAMI AD SCHOOL-SAN FRANCISCO
 EPISCOPAL THEOLOGICAL SCHOOL

WYOTECH-SACRAMENTO
 SIERRA COLLEGE-NEVADA COUNTY
 CRESTMONT COLLEGE
 WOODBURY UNIVERSITY-SAN DIEGO
 JOHN F KENNEDY UNIV-CAMPBELL
 WEST HILLS CMTY CLG-DISTRICT
 WEST HILLS CMTY CLG -LEMOORE
 UNIV OF NORTHERN CALIFORNIA
 KAPLAN COLLEGE-FRESNO
 KAPLAN COLLEGE-VISTA
 KAPLAN COLLEGE-RIVERSIDE
 COMMUNITY CHRISTIAN COLLEGE
 ANTELOPE VALLEY MEDICAL CLG
 CLG OF THE SISKIYOU-SYREKA
 CLG OF THE REDWOODS-KLAMATH
 WESTERN TRUCK SCHOOL-
 CORPORATE
 NORTH-WEST COLLEGE-RIVERSIDE
 INTERCOAST COLLEGES-CARSON
 INTERCOAST COLLEGES-ORANGE
 NATIONAL UNIVERSITY
 WESTERN SEMINARY-SACRAMENTO
 CUESTA COLLEGE-NORTH COUNTY
 UNIV OF CALIFORNIA-MERCED
 CARRINGTON CLG CA-EMERYVILLE
 CALIFORNIA COAST UNIVERSITY
 AGOSY UNIVERSITY-SANTA MONICA
 SIERRA COLLEGE-ROSEVILLE GATWY
 ART CTR CLG OF DESIGN-SOUTH
 BRANDMAN UNIV-ANTELOPE VALLEY
 BRANDMAN UNIV-COACHELLA VALLEY
 BRANDMAN UNIV-WAL CREEK
 BRANDMAN UNIV-FOLSOM
 BRANDMAN UNIV-FAIRFIELD
 BRANDMAN UNIV-HANFORD
 BRANDMAN UNIV-IRVINE
 BRANDMAN UNIV-LEMOORE
 BRANDMAN UNIV-MODESTO
 BRANDMAN UNIV-MONTEREY
 BRANDMAN UNIV-RIVERSIDE
 BRANDMAN UNIV-ONTARIO
 BRANDMAN UNIV-ROSEVILLE
 BRANDMAN UNIV-SAN DIEGO
 BRANDMAN UNIV-SANTA MARIA
 BRANDMAN UNIV-TRAVIS AFB
 BRANDMAN UNIV-VICTOR VALLEY
 BRANDMAN UNIV-VISALIA
 BRANDMAN UNIV-YUBA CITY
 CALIFORNIA CLG OF ARTS-SAN FRA
 STANBRIDGE COLLEGE
 NTMA TRAINING CTRS OF SO CALIF
 BRYAN COLLEGE-SACRAMENTO
 CARRINGTON COLLEGE GROUP

ELITE PROG SCH OF COSMETOLOGY
 NATIONAL POLYTECHNIC COLLEGE
 CLG OF INFORMATION TECHNOLOGY
 INTEGRATED DIGITAL TECH
 CENTRAL CALIFORNIA SCH CONT
 CALIFORNIA COLLEGE SAN DIEGO
 INTERNATIONAL CHRISTIAN EDUC
 LIBERTY TRAINING INSTITUTE
 ITT TECHNICAL INST-CLOVIS
 CALIFORNIA MIRAMAR UNIVERSITY
 DOMINICAN UNIV OF CA-UKIAH
 THE ART INST OF CA-INLAND EMP
 WILLIAM HOWARD TAFT UNIV
 WEIMAR COLLEGE
 EMBRY-RIDDLE AERO U-BEALE
 EMBRY-RIDDLE AERO U-PENDLETON
 EMBRY-RIDDLE AERO U-CHINA LAKE
 EMBRY-RIDDLE AERO U-EDWARDS
 PU GRAD SCH ED/PSY-DRESCHER
 PU GRAD SCH OF ED/PSY-ENCINO
 PU GRAD SCH OF ED/PSY-IRVINE
 PU GRAD SCH OF ED/PSY-WESTLK
 SANTA ROSA JUNIOR CLG-PETALUMA
 LAURUS COLLEGE
 DOWNEY REG MEDICAL CENTER
 PACIFIC HOSPITAL
 DOCTORS HOSPITAL MED CTR
 CHINO VALLEY MED CENTER
 COMMUNITY MEDICAL CENTER
 CHULA VISTA MEDICAL CENTER
 GLENDALE ADVENTIST MED CTR
 ARROWHEAD REG MED CENTER
 HANFORD FAMILY PRACTICE
 AMERICAN HEALTH CARE
 KAISER PERMANENTE MED CARE
 KAISER PERMANENTE MEDICAL
 HOLLYWOOD PRESBYTERIAN MED
 HOAG MEMORIAL HOSPITAL
 DESERT REG MEDICAL CENTER
 OSTEOPATHIC CTR CHILDREN
 NAVAL MEDICAL CENTER
 KAISER SCHOOL ANESTHESIA
 MARTIN LUTHER KING HOSPITAL
 NORRIS CANCER CENTER
 LAC/USC MEDICAL CENTER
 HUNTINGTON MEM HOSPITAL
 GOOD SAMARITAN HOSPITAL
 CHILDRENS HOSPITAL OF LA
 SUTTER MEDICAL CENTER
 NATIVIDAD MEDICAL CENTER
 CAL PACIFIC MEDICAL CENTER
 SAN FRANCISCO GENERAL
 PRESBYTERIAN HOSPITAL

MOUNT ZION HOSPITAL
 KAISER PERMANENTE HOSPITAL
 SUTTER HEALTH CHILDRENS HOSP
 VA MEDICAL CENTER
 ALAMEDA COUNTY MED CENTER
 KAISER PERMANENTE MED CTR
 UCSD MEDICAL CENTER
 RADY CHILDRENS HOSPITAL
 SCRIPPS MERCY HOSPITAL
 VA SAN DIEGO HEALTHCARE
 UCSD THEODORE GILDRED
 VENTURA COUNTY MED CENTER
 SANTA MONICA UCLA MED CTR
 OLIVE VIEW MEDICAL CENTER
 KERN MEDICAL CENTER
 VA GREATER LOS ANGELES
 SEPULVEDA VA HOSPITAL
 HARBOR-UCLA MEDICAL CTR
 CEDARS-SINAI MEDICAL CTR N TWR
 ST MARY MEDICAL CENTER
 UCLA MEDICAL CENTER
 KAISER PERMANENTE MED CTR
 KAISER PERMANENTE
 KAISER WOODLAND HILLS
 KAISER RIVERSIDE
 KAISER FONTANA
 UCI FAMILY HEALTH CENTER
 BUFFUM MEDICAL PAVILION
 MEMORIAL HOSP MEDICAL CTR
 VA LONG BEACH HEALTHCARE
 STANISLAUS RESIDENCY PROG
 REDDING FAMILY PRACTICE
 SAN JOAQUIN GEN HOSPITAL
 MERCY MEDICAL CTR MERCED
 SUTTER FAMILY PRACTICE
 VETERANS ADMIN MEDICAL CTR
 U C DAVIS MEDICAL CENTER
 KAISER PERMANENTE
 LUCILE PACKARD CHILDREN'S HOSP
 SAN JOSE MEDICAL CENTER
 PALO ALTO CLINIC
 FAMILY PRACTICE RESIDENCY
 SANTA CLARA VALLEY MED CTR
 KAISER PERMANENTE
 VA PALO ALTO HEALTH CARE
 STANFORD UNIV MEDICAL CTR
 KAISER PERMANENTE
 NORTHRIDGE FAMILY PRACTICE
 CONTRA COSTA MEDICAL CTR
 METHODIST HOSP SACRAMENTO
 WHITE MEMORIAL MED CENTER
 KERLAN JOBE ORTHOPAEDIC CLG
 RIVERSIDE CO MEDICAL CTR

JERRY L PETTIS VA MED CTR
 LOMA LINDA U MEDICAL CTR
 PRESBYTERIAN HEALTH
 PVHMC FAMILY RESIDENCY
 ORTHOPAEDIC HOSPITAL
 SAN MATEO MEDICAL CENTER
 SOUTHERN CALIF ORTHOPAEDIC
 SACRAMENTO VA MEDICAL CTR
 SANTA BARBARA COTTAGE HOSP
 CHILDRENS HOSPITAL CTRL CAL
 VA CENTRAL CALIFORNIA
 UCSF-FRESNO
 ST JOSEPHS MEDICAL CENTER
 PIH FAMILY PRACTICE
 CALIFORNIA HOSP MED CENTER
 CAMP PENDLETON
 DAVID GRANT MEDICAL CENTER
 CHILDRENS HOSP ORANGE CNTY
 KAISER PERMANENTE RICHMOND
 UNIVERSITY OF THE WEST
 ITT TECHNICAL INST-CULVER CITY
 ITT TECHNICAL INST-VISTA
 ITT TECHNICAL INST-SAN DIMAS
 UNIV OF ST AUGUSTINE HLTH SCI
 NCP CLG OF NURSING-HAYWARD
 NCP CLG OF NURSING-SAN FRAN
 OHLONE COLLEGE-NEWARK
 MODESTO JUNIOR COLLEGE-WEST
 INTL ACAD DSGN TECH-SACRAMENTO
 WEST COAST UNIVERSITY-LA
 WEST COAST UNIVERSITY-ORANGE
 WEST COAST UNIVERSITY-ONTARIO
 CA NORTHSTATE CLG OF PHARMACY
 LOS ANGELES FILM SCHOOL
 CAMBRIDGE CLG-ONTARIO
 DIABLO VALLEY CLG-SAN RAMON
 GOLDEN GATE UNIV-SILICON VLY
 PRESIDIO GRADUATE SCHOOL
 SHEPHERD UNIV-MAIN
 SHEPHERD UNIV-SCH OF MUSIC
 CHICAGO SCH OF PSYCH-DOWNTOWN
 CHICAGO SCH OF PSYCH-IRVINE
 LOS MEDANOS CLG-BRENTWOOD
 CHAPMAN UNIVERSITY SYSTEM
 ALLIED AMERICAN UNIVERSITY
 CAL ST UNIV-SAN BERN-PALM DEST
 SOUTHERN STATES UNIV-SAN DIEGO
 SOUTHERN STATES UNIV-FASHION
 SOUTHERN STATES UNIV-LA JOLLA
 JOHN PAUL GREAT CATHOLIC UNIV
 NATIONAL UNIV-CITRUS HEIGHTS
 NATIONAL UNIV-REDDING
 NATIONAL UNIV-STOCKTON

NATIONAL UNIV-PLEASANT HILL
 NATIONAL UNIV-SPECTRUM BUS PK
 NATIONAL UNIV-LA MESA
 NATIONAL UNIV-RANCHO BERNARDO
 NATIONAL UNIV-SOUTH BAY
 NATIONAL UNIV-NATIONAL CITY
 NATIONAL UNIV-BAKERSFIELD
 NATIONAL UNIV-CAMARILLO
 NATIONAL UNIV-LOS ANGELES
 NATIONAL UNIV-ONTARIO
 NATIONAL UNIV-SHERMAN OAKS
 NATIONAL UNIV-PALM DESERT
 NATIONAL UNIV-PASADENA
 NATIONAL UNIV-TEMECULA
 NATIONAL UNIV-WEST COVINA
 CALIFORNIA SOUTHERN UNIV
 HANDS-ON MEDICAL MASSAGE SCH
 RIVERSIDE COMMUNITY CLG DIST
 NATIONAL UNIV HEADQUARTERS
 LE CORDON BLEU CLG CA-SACRAMEN
 CARRINGTON CLG CA-CITRUS HTS
 CARRINGTON CLG CA-POMONA
 CARRINGTON CLG CA-STOCKTON
 SOUTHWESTERN CLG HEC-NATIONAL
 SOUTHWESTERN CLG HEC-OTAY MESA
 SOUTHWESTERN CLG HEC-SN YSIDRO
 THE ART INST OF CA-SACRAMENTO
 SOUTHERN CALIF INST OF TECH
 FREMONT COLLEGE-LOS ANGELES
 FREMONT COLLEGE-CERRITOS
 EXPRESSION CLG DIGITAL ARTS
 COASTLINE CMTY CLG-GARDEN GRV
 COASTLINE CMTY CLG-LE-JAO CTR
 COASTLINE CMTY CLG-COSTA MESA
 ALLIANT INTL UNIV-SACRAMENTO
 SAN DIEGO UNIV-INTEGRATIVE STD
 FOLSOM LAKE CLG-RANCHO CORDOVA
 SAN JOAQUIN DELTA CLG-MTN HSE
 GOLF ACAD OF AMERICA-SAN DIEGO
 ETERNITY BIBLE COLLEGE
 HEALD COLLEGE-MODESTO
 A W TOZER THEOLOGICAL SEMINARY
 JOHN F KENNEDY UNIV-BERKELEY
 JOHN F KENNEDY UNIV-COSTA MESA
 ITT TECHNICAL INST-CONCORD
 ITT TECHNICAL INST-CORONA
 ITT TECHNICAL INST-OAKLAND
 ITT TECHNICAL INST-WEST COVINA
 RYOKAN COLLEGE
 SILICON VALLEY UNIVERSITY
 ST KATHERINE COLLEGE
 WEST COAST UNIV-LA VERMONT BLD

State Agencies in California including but not limited to:

CALIFORNIA - GOVERNOR
CALIFORNIA - ATTORNEY GENERAL
CALIFORNIA - INSURANCE COMMISSIONER
CALIFORNIA - SECRETARY OF STATE
CALIFORNIA - STATE BOARD OF EQUALIZATION
CALIFORNIA - STATE CONTROLLER
CALIFORNIA - STATE TREASURER
CALIFORNIA - SUPERINTENDENT OF PUBLIC INSTRUCTION
CALIFORNIA - LT. GOVERNOR
CALIFORNIA - STATE AUDITOR
CALIFORNIA - STATE ASSEMBLY
CALIFORNIA - STATE SENATE
CALIFORNIA - OFFICIAL CALIFORNIA LEGISLATIVE INFORMATION
CALIFORNIA - LEGISLATIVE ANALYST'S OFFICE
CALIFORNIA - LEGISLATIVE COUNSEL OF CALIFORNIA
CALIFORNIA - CALIFORNIA LAW REVISION COMMISSION
CALIFORNIA - GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CALIFORNIA - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
CALIFORNIA - DEPARTMENT OF FINANCE
CALIFORNIA - DEPARTMENT OF FOOD AND AGRICULTURE
CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS
CALIFORNIA - DEPARTMENT OF PERSONNEL ADMINISTRATION
CALIFORNIA - OFFICE OF ADMINISTRATIVE LAW
CALIFORNIA - OFFICE OF THE STATE PUBLIC DEFENDER
CALIFORNIA - STATE LIBRARY
CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY
CALIFORNIA - CALIFORNIA HOUSING FINANCE AGENCY
CALIFORNIA - DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
CALIFORNIA - DEPARTMENT OF CORPORATIONS
CALIFORNIA - DEPARTMENT OF FINANCIAL INSTITUTIONS
CALIFORNIA - DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CALIFORNIA - DEPARTMENT OF MOTOR VEHICLES
CALIFORNIA - DEPARTMENT OF REAL ESTATE
CALIFORNIA - DEPARTMENT OF THE CALIFORNIA HIGHWAY PATROL
CALIFORNIA - DEPARTMENT OF TRANSPORTATION
CALIFORNIA - TEALE DATA CENTER
CALIFORNIA - ENVIRONMENTAL PROTECTION AGENCY
CALIFORNIA - CALIFORNIA AIR RESOURCES BOARD
CALIFORNIA - CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD
CALIFORNIA - DEPARTMENT OF PESTICIDE REGULATION
CALIFORNIA - STATE WATER RESOURCES CONTROL BOARD
CALIFORNIA - DEPARTMENT OF AGING
CALIFORNIA - DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
CALIFORNIA - DEPARTMENT OF DEVELOPMENTAL SERVICES
CALIFORNIA - DEPARTMENT OF HEALTH SERVICES
CALIFORNIA - DEPARTMENT OF MENTAL HEALTH
CALIFORNIA - DEPARTMENT OF REHABILITATION
CALIFORNIA - DEPARTMENT OF SOCIAL SERVICES
CALIFORNIA - EMERGENCY MEDICAL SERVICES AUTHORITY
CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT
CALIFORNIA - EMPLOYMENT TRAINING PANEL
CALIFORNIA - OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

CALIFORNIA - RESOURCES AGENCY
 CALIFORNIA - CALIFORNIA COASTAL COMMISSION
 CALIFORNIA - CALIFORNIA COASTAL CONSERVANCY
 CALIFORNIA - CALIFORNIA CONSERVATION CORPS
 CALIFORNIA - CALIFORNIA TAHOE CONSERVANCY
 CALIFORNIA - CERES: CALIFORNIA ENVIRONMENTAL RESOURCES EVALUATION SYSTEM
 CALIFORNIA - DEPARTMENT OF BOATING AND WATERWAYS
 CALIFORNIA - DEPARTMENT OF CONSERVATION
 CALIFORNIA - DEPARTMENT OF FISH AND GAME
 CALIFORNIA - DEPARTMENT OF FORESTRY AND FIRE PROTECTION
 CALIFORNIA - DEPARTMENT OF PARKS AND RECREATION
 CALIFORNIA - DEPARTMENT OF WATER RESOURCES
 CALIFORNIA - STATE LANDS COMMISSION
 CALIFORNIA - BOARD OF ARCHITECTURAL EXAMINERS
 CALIFORNIA - CALIFORNIA AFRICAN- AMERICAN MUSEUM
 CALIFORNIA - CONTRACTORS STATE LICENSE BOARD
 CALIFORNIA - DEPARTMENT OF CONSUMER AFFAIRS
 CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
 CALIFORNIA - DEPARTMENT OF GENERAL SERVICES: OFFICE OF PUBLIC SCHOOL CONSTRUCTION
 CALIFORNIA - FRANCHISE TAX BOARD
 CALIFORNIA - STATE PERSONNEL BOARD
 CALIFORNIA - CALIFORNIA TECHNOLOGY, TRADE AND COMMERCE AGENCY
 CALIFORNIA - DIVISION OF TOURISM: CALIFORNIA TRAVEL AND TOURISM
 CALIFORNIA - YOUTH AND ADULT CORRECTIONAL AGENCY
 CALIFORNIA - BOARD OF CORRECTIONS
 CALIFORNIA - DEPARTMENT OF CORRECTIONS
 CALIFORNIA - DEPARTMENT OF THE YOUTH AUTHORITY
 CALIFORNIA - CALIFORNIA LOTTERY
 CALIFORNIA - HEALTH AND WELFARE DATA CENTER
 CALIFORNIA - DEPARTMENT OF TOXIC SUBSTANCES CONTROL
 CALIFORNIA - CALIFORNIA ENERGY COMMISSION
 CALIFORNIA - OFFICE OF TRAFFIC SAFETY
 CALIFORNIA - CALGOLD: BUSINESS PERMITS MADE SIMPLE
 CALIFORNIA - CALIFORNIA NATIONAL GUARD
 CALIFORNIA - CALJOBS
 CALIFORNIA - GOVERNOR'S OFFICE ON SERVICE AND VOLUNTEERISM
 CALIFORNIA - MEDI-CAL
 CALIFORNIA - RURAL HEALTH POLICY COUNCIL
 CALIFORNIA - STATE AND CONSUMER SERVICES AGENCY
 CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
 CALIFORNIA - DEPARTMENT OF MANAGED HEALTH CARE
 CALIFORNIA - DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
 CALIFORNIA - CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM
 CALIFORNIA - CALIFORNIA SPATIAL INFORMATION LIBRARY
 CALIFORNIA - OFFICE OF THE INSPECTOR GENERAL

Counties in Hawaii including but not limited to:

HAWAII COUNTY

MAUI COUNTY

KAUAI COUNTY

HONOLULU CITY-CNTY

K-12 in Hawaii including but not limited to:

HAWAII SCHOOL DISTRICT

HONOLULU SCHOOL DISTRICT

LEEWARD OAHU SCHOOL DISTRICT

CENTRAL OAHU SCHOOL DISTRICT

WINDWARD OAHU SCHOOL DISTRICT
KAUAI SCHOOL DISTRICT
MAUI SCHOOL DISTRICT
LEILHUA-MILILANI-WAIALUA AREA
AIEA-MOANALUA-RADFORD AREA
HILO-LAUPAHOEHOE-WAIAKEA AREA
HONOKA-KLKEHE-KOHLA-KNWN A AREA
KAU-KEAAU-PAHOA AREA
FARRINGTON-KAISER-KALANI AREA

KAIMUKI-MCKINLEY-ROOSEVLT AREA
CASTLE-KAHUKU AREA
KAILUA-KALAHEO AREA
BALDWIN-KEKAULIKE-MAUI AREA
HANA-LHINLUNA-LANAI-MLKI AREA
CAMPBELL-KAPOLEI AREA
PEARL CITY-WAIPHUA AREA
NANAKULI-WAIANAE AREA

Higher Education in Hawaii including but not limited to:

UNIVERSITY OF HAWAII-HILO
CHAMINADE UNIVERSITY
BRIGHAM YOUNG UNIV-HAWAII
UNIVERSITY OF HAWAII-MANOA
HONOLULU COMMUNITY COLLEGE
KAPIOLANI COMMUNITY COLLEGE
HAWAII PACIFIC UNIV-LOA CAMPUS
LEEWARD COMMUNITY COLLEGE
HAWAII PACIFIC UNIVERSITY
WINDWARD COMMUNITY COLLEGE
KAUAI COMMUNITY COLLEGE
UNIV OF HAWAII-MAUI COLLEGE
UNIVERSITY OF HAWAII-WEST OAHU
HAWAII CMTY COLLEGE-HILO
ARGOSY UNIVERSITY-HONOLULU
JOHN BURNS SCHOOL OF MEDICINE
WILLIAM RICHARDSON SCH OF LAW
UNIV OF HAWAII-WEST HAWAII

UNIV OF HAWAII SYSTEM OFFICE
HAWAII TOKAI INTERNATIONAL CLG
HEALD COLLEGE-HONOLULU
REMINGTON COLLEGE-HONOLULU
WORLD MEDICINE INSTITUTE
UNIV OF THE NATIONS KONA
EMBRY-RIDDLE AERO U-SCHOFIELD
THE PHYSICIAN CENTER
HONOLULU CLINIC
HAWAII STATE HOSPITAL
MOANALUA MEDICAL CENTER
SHRINERS HOSPITAL
KAPIOLANI MEDICAL CENTER
US ARMY TRIPLER GEN HOSP
STRAUB CLINIC/HOSPITAL
KUAKINI MEDICAL CENTER
QUEENS MEDICAL CENTER
PACIFIC RIM CHRISTIAN COLLEGE

State Agencies in Hawaii including but not limited to:

HAWAII - LT. GOVERNOR
HAWAII - ATTORNEY GENERAL
HAWAII - GOVERNOR
HAWAII - DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM
HAWAII - DEPARTMENT OF EDUCATION
HAWAII - DEPARTMENT OF HEALTH
HAWAII - DEPARTMENT OF LAND AND NATURAL RESOURCES
HAWAII - DEPARTMENT OF TAXATION
HAWAII - DEPARTMENT OF TRANSPORTATION
HAWAII - HIGH TECHNOLOGY DEVELOPMENT CORPORATION
HAWAII - OFFICE OF ELECTIONS
HAWAII - OFFICE OF HAWAIIAN AFFAIRS
HAWAII - STATE PUBLIC LIBRARY SYSTEM
HAWAII - DEPARTMENT OF DEFENSE
HAWAII - HAWAII'S AGRICULTURAL GATEWAY
HAWAII - DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
HAWAII - HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII
HAWAII - DEPARTMENT OF AGRICULTURE
HAWAII - DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
HAWAII - DEPARTMENT OF BUDGET AND FINANCE
HAWAII - DEPARTMENT OF PUBLIC SAFETY
HAWAII - DEPARTMENT OF HUMAN SERVICES
HAWAII - DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
HAWAII - DEPARTMENT OF HAWAIIAN HOME LANDS

HAWAII - DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HAWAII - EXECUTIVE OFFICE ON AGING
HAWAII - OFFICE OF INFORMATION PRACTICES
HAWAII - DEPARTMENT OF THE ATTORNEY GENERAL
HAWAII - DIVISION OF STATE PARKS
HAWAII - HAWAII STATE CIVIL DEFENSE

Cities, Towns, Villages, and Boroughs in Louisiana including but not limited to:

GRAMERCY TOWN HALL	BASILE CITY HALL
GRETNA CITY HALL	TOWN OF HENDERSON
KENNER PARK AND RECREATION DEPARTMENT	BREAUX BRIDGE CITY HALL
KENNER CITY HALL	CITY OF BROUSSARD
JEAN LAFITTE TOWN HALL	CARENCRO CITY HALL
LUTCHER TOWN HALL	VILLAGE OF CHATAIGNIER
WESTWEGO CITY HALL	CHURCH POINT CITY HALL
NEW ORLEANS CITY HALL	CROWLEY CITY HALL
CITY OF HARAHAH	DELCAMBRE CITY HALL
CITY OF THIBODAUX	DUSON TOWN HALL
TOWN OF BERWICK	ELTON CITY HALL
CITY OF DONALDSONVILLE	ERATH CITY HALL
TOWN OF GOLDEN MEADOW	ESTHERWOOD CITY HALL
GRAND ISLE TOWN HALL	EUNICE CITY HALL
TOWN OF LOCKPORT	FRANKLIN CITY HALL
CITY OF MORGAN CITY	CITY OF GRAND COTEAU
CITY OF NAPOLEONVILLE	GUEYDAN CITY HALL
PATTERSON CITY HALL	IOTA CITY HALL
HAMMOND CITY HALL	JEANERETTE CITY HALL
ABITA SPRINGS TOWN HALL	JENNINGS CITY HALL
AMITE CITY HALL	KAPLAN CITY HALL
MONTPELIER TOWN HALL	LAKE ARTHUR CITY HALL
ANGIE CITY HALL	LEONVILLE TOWN HALL
BOGALUSA CITY HALL	LOREAUVILLE TOWN HALL
COVINGTON CITY HALL	MAMOU CITY HALL
FOLSOM TOWN HALL	MAURICE CITY HALL
FRANKLINTON CITY HALL	MERMENTAU CITY HALL
GREENSBURG TOWN HALL	CITY OF MORSE
INDEPENDENCE CITY HALL	CITY OF NEW IBERIA
KENTWOOD CITY HALL	OPELOUSAS CITY HALL
MADISONVILLE TOWN HALL	PINE PRAIRIE TOWN HALL
CITY OF MANDEVILLE	PORT BARRE CITY HALL
PEARL RIVER TOWN HALL	RAYNE CITY HALL
CITY OF PONCHATOULA	SAINT MARTINVILLE CITY HALL
ROSELAND CITY HALL	PARKS CITY HALL
SLIDELL CITY HALL	SCOTT CITY HALL
SPRINGFIELD TOWN HALL	VILLAGE OF CANKTON
TOWN OF KILLIAN	SUNSET TOWN HALL
VILLAGE OF SUN	TOWN OF TURKEY CREEK
VILLAGE OF TANGIPAOHA	VILLE PLATTE CITY HALL
VILLAGE OF TICKFAW	WASHINGTON TOWN HALL
VARNADO CITY HALL	WELSH CITY HALL
CITY OF ABBEVILLE	TOWN OF YOUNGSVILLE
ARNAUDVILLE CITY HALL	CITY OF LAKE CHARLES
TOWN OF BALDWIN	DEQUINCY CITY HALL
	CITY OF DERIDDER

ELIZABETH CITY HALL
FENTON CITY HALL
IOWA CITY HALL
KINDER CITY HALL
OBERLIN CITY HALL
REEVES CITY HALL
ROSE PINE TOWN HALL
CITY OF SULPHUR
TOWN OF VINTON
WESTLAKE CITY HALL
ADDIS TOWN HALL
ALBANY TOWN HALL
BAKER CITY HALL
BRUSLY TOWN HALL
CLINTON TOWN HALL
DENHAM SPRINGS CITY HALL
FORDOCHE CITY HALL
FRENCH SETTLEMENT TOWN HALL
GONZALES CITY HALL
VILLAGE OF GROSSE TETE
TOWN OF JACKSON
KROTZ SPRINGS CITY HALL
LIVINGSTON TOWN HALL
LIVONIA CITY HALL
MARINGOUIN CITY HALL
MORGANZA TOWN HALL
NEW ROADS CITY HALL
VILLAGE OF NORWOOD
CITY OF PLAQUEMINE
PORT ALLEN CITY HALL
ROSEDALE TOWN HALL
SAINT FRANCISVILLE TOWN HALL
SAINT GABRIEL CITY HALL
SLAUGHTER CITY HALL
SORRENTO CITY HALL
TOWN OF WALKER
WHITE CASTLE CITY HALL
WILSON CITY HALL
ZACHARY CITY HALL
CENTRAL CITY HALL
ARCADIA CITY HALL
ASHLAND CITY HALL
ATHENS CITY HALL
VILLAGE OF BELCHER
BENTON TOWN HALL
VILLAGE OF BIENVILLE
BRYCELAND VILLAGE
BLANCHARD TOWN HALL
VILLAGE OF CASTOR
LUCKY CITY HALL
TOWN OF COTTON VALLEY
VILLAGE OF EDGEFIELD
COUSHATTA CITY HALL

MARTIN CITY HALL
TOWN OF CULLEN
DOYLINE TOWN HALL
DUBBERLY TOWN HALL
GIBSLAND TOWN HALL
MOUNT LEBANON CITY HALL
GILLIAM CITY HALL
GOLDONNA CITY HALL
GRAND CANE CITY HALL
GREENWOOD CITY HALL
VILLAGE OF HALL SUMMIT
TOWN OF HAUGHTON
HAYNESVILLE CITY HALL
HEFLIN CITY HALL
HOMER TOWN HALL
VILLAGE OF HOSSTON
IDA TOWN HALL
CITY OF JAMESTOWN
KEACHIE CITY HALL
LISBON CITY HALL
LOGANSPOUT TOWN HALL
STANLEY VILLAGE HALL
LONGSTREET CITY HALL
CITY OF MANSFIELD
VILLAGE OF SOUTH MANSFIELD
VILLAGE OF DIXIE INN
MINDEN CITY HALL
MOORINGSPOUT CITY HALL
CITY OF OIL CITY
PLAIN DEALING TOWN HALL
PLEASANT HILL CITY HALL
POWHATAN CITY HALL
RINGGOLD CITY HALL
VILLAGE OF RODESSA
VILLAGE OF SALINE
SAREPTA TOWN HALL
SHONGALOO CITY HALL
SIBLEY TOWN HALL
SPRINGHILL CITY HALL
STONEWALL TOWN HALL
TOWN OF VIVIAN
CITY OF SHREVEPORT
CITY OF BOSSIER CITY
TOWN OF RICHWOOD
MONROE CITY HALL
CITY OF BASKIN
BASTROP CITY HALL
BERNICE CITY HALL
BONITA TOWN HALL
CHATHAM CITY HALL
VILLAGE OF CHOUDRANT
COLLINSTON CITY HALL
DELHI CITY HALL

DELTA CITY HALL
DOWNSVILLE CITY HALL
DUBACH CITY HALL
EPPS TOWN HALL
EROS TOWN HALL
FARMERVILLE CITY HALL
VILLAGE OF FOREST
GRAMBLING CITY HALL
EAST HODGE CITY HALL
HODGE CITY HALL
NORTH HODGE CITY HALL
JONESBORO CITY HALL
KILBOURNE CITY HALL
LAKE PROVIDENCE CITY HALL
LILLIE CITY HALL
MANGHAM TOWN HALL
MARION TOWN HALL
CITY OF MER ROUGE
OAK GROVE CITY HALL
OAK RIDGE TOWN HALL
PIONEER TOWN HALL
QUITMAN TOWN HALL
RAYVILLE TOWN HALL
VIENNA CITY HALL
CITY OF RUSTON
SIMSBORO CITY HALL
SPEARSVILLE CITY HALL
TOWN OF STERLINGTON
TALLULAH CITY HALL
RICHMOND CITY HALL
MOUND CITY HALL
WEST MONROE CITY HALL
WINNSBORO CITY HALL
CITY OF ALEXANDRIA
BUNKIE CITY HALL
CHENEYVILLE TOWN HALL
CLAYTON CITY HALL
COTTONPORT CITY HALL
EVERGREEN TOWN HALL
FERRIDAY CITY HALL
RIDGECREST TOWN HALL
GILBERT CITY HALL
HARRISONBURG TOWN HALL
HESSMER CITY HALL
JENA TOWN HALL
JONESVILLE TOWN HALL
LECOMPTE CITY HALL
MANSURA CITY HALL
MARKSVILLE CITY HALL
MELVILLE CITY HALL
MOREAUVILLE TOWN HALL

Counties and Parishes in Louisiana including but not limited to:

PLAQUEMINES PARISH

NEWELLTON CITY HALL
VILLAGE OF PALMETTO
PINEVILLE CITY HALL
PLAUCHEVILLE TOWN HALL
CITY OF SAINT JOSEPH
VILLAGE OF SICILY ISLAND
SIMMESPORT TOWN HALL
VIDALIA CITY HALL
WATERPROOF TOWN HALL
CITY OF WISNER
TOWN OF ANACOCO
ATLANTA CITY HALL
TOWN OF BALL
TOWN OF BOYCE
VILLAGE OF CALVIN
CAMPTI CITY HALL
VILLAGE OF CLARENCE
CLARKS CITY HALL
COLFAX CITY HALL
COLUMBIA TOWN HALL
CONVERSE CITY HALL
DODSON TOWN HALL
DRY PRONG TOWN HALL
CREOLA CITY HALL
FISHER CITY HALL
VILLAGE OF FLORIEN
FOREST HILL TOWN HALL
VILLAGE OF GEORGETOWN
TOWN OF GLENMORA
MCNARY TOWN HALL
TOWN HALL OF GRAYSON
HORNBECK CITY HALL
LEESVILLE CITY HALL
TOWN OF MANY
MONTGOMERY TOWN HALL
NATCHEZ CITY HALL
NATCHITOCHES CITY HALL
TOWN OF NEW LLANO
NOBLE CITY HALL
OAKDALE CITY HALL
OLLA TOWN HALL
POLLOCK TOWN HALL
PROVENCAL CITY HALL
VILLAGE OF ROBELINE
VILLAGE OF SIKES
SIMPSON VILLAGE HALL
TULLOS CITY HALL
URANIA TOWN HALL
WINNFIELD CITY HALL
WOODWORTH TOWN HALL
ZWOLLE CITY HALL

SAINT BERNARD PARISH

JEFFERSON PARISH
 SAINT CHARLES PARISH
 ST JOHN-BAPTIST PARISH
 ORLEANS PARISH
 LAFOURCHE PARISH
 TERREBONNE PARISH CONS
 ASSUMPTION PARISH
 TANGIPAHOA PARISH
 SAINT TAMMANY PARISH
 WASHINGTON PARISH
 SAINT HELENA PARISH
 LAFAYETTE PARISH CONS
 VERMILION PARISH
 SAINT MARY PARISH
 ACADIA PARISH
 JEFFERSON DAVIS PARISH
 IBERIA PARISH
 SAINT LANDRY PARISH
 SAINT MARTIN PARISH
 EVANGELINE PARISH
 CALCASIEU PARISH
 CAMERON PARISH
 BEAUREGARD PARISH
 ALLEN PARISH
 ASCENSION PARISH
 EAST FELICIANA PARISH
 SAINT JAMES PARISH
 LIVINGSTON PARISH
 POINTE COUPEE PARISH
 IBERVILLE PARISH
 WEST BATON ROUGE PARISH

K-12 in Louisiana including but not limited to:

ACADIA PARISH SCHOOL DISTRICT
 ALLEN PARISH SCHOOL DISTRICT
 ASCENSION PARISH SCHOOL DIST
 ASSUMPTION PARISH SCHOOL DIST
 AVOYELLES PARISH SCHOOL DIST
 BEAUREGARD PARISH SCHOOL DIST
 BIENVILLE PARISH SCHOOL DIST
 BOSSIER PARISH SCHOOL DIST
 CADDO PARISH PUBLIC SCHOOLS
 CALCASIEU PARISH SCHOOL DIST
 CALDWELL PARISH SCHOOL DIST
 CAMERON PARISH SCHOOL DISTRICT
 CATAHOULA PARISH SCH DISTRICT
 CLAIBORNE PARISH SCHOOL DIST
 CONCORDIA PARISH SCHOOL DIST
 DESOTO PARISH SCHOOL DISTRICT
 EAST BATON ROUGE PARISH SD
 EAST CARROLL PARISH SCH DIST
 EAST FELICIANA PARISH SCH DIST
 EVANGELINE PARISH SCHOOL DIST
 FRANKLIN PARISH SCHOOL DIST

WEST FELICIANA PARISH
 EAST BATON ROUGE PARISH-CITY
 BIENVILLE PARISH
 BOSSIER PARISH
 RED RIVER PARISH
 CLAIBORNE PARISH
 DESOTO PARISH
 WEBSTER PARISH
 CADDO PARISH
 OUACHITA PARISH
 MOREHOUSE PARISH
 UNION PARISH
 JACKSON PARISH
 EAST CARROLL PARISH
 WEST CARROLL PARISH
 RICHLAND PARISH
 LINCOLN PARISH
 MADISON PARISH
 FRANKLIN PARISH
 RAPIDES PARISH
 CATAHOULA PARISH
 LASALLE PARISH
 AVOYELLES PARISH
 TENSAS PARISH
 CONCORDIA PARISH
 GRANT PARISH
 CALDWELL PARISH
 SABINE PARISH
 NATCHITOCHES PARISH
 WINN PARISH
 VERNON PARISH

GRANT PARISH SCHOOL DISTRICT
 IBERIA PARISH SCHOOL DISTRICT
 IBERVILLE PARISH SCHOOL DIST
 JACKSON PARISH SCHOOL DISTRICT
 JEFFERSON PARISH PUB SCH DIST
 JEFFERSON DAVIS PARISH SD
 LAFAYETTE PARISH SCH DISTRICT
 LAFOURCHE PARISH SCHOOL DIST
 LASALLE PARISH SCHOOL DIST
 LINCOLN PARISH SCHOOL DISTRICT
 LIVINGSTON PARISH SCHOOL DIST
 MADISON PARISH SCHOOL DIST
 MOREHOUSE PARISH SCHOOL DIST
 NATCHITOCHES PARISH SCH DIST
 ORLEANS PARISH SCHOOL DISTRICT
 MONROE CITY SCHOOL DISTRICT
 OUACHITA PARISH SCHOOL DIST
 PLAQUEMINES PARISH SCH DIST
 POINTE COUPEE PARISH SCH DIST
 RAPIDES PARISH SCHOOL DISTRICT
 RED RIVER PARISH SCHOOL DIST

RICHLAND PARISH SCHOOL DIST
 SABINE PARISH SCHOOL DISTRICT
 ST BERNARD PARISH SCHOOL DIST
 ST CHARLES PARISH PUBLIC SD
 ST HELENA PARISH SCHOOL DIST
 ST JAMES PARISH SCHOOL DIST
 ST JOHN THE BAPTIST PARISH SD
 ST LANDRY PARISH SCH DIST
 ST MARTIN PARISH SCHOOL DIST
 ST MARY PARISH SCHOOL DISTRICT
 ST TAMMANY PARISH SCH DISTRICT
 TANGIPAOHA PARISH SCHOOL DIST
 TENSAS PARISH SCHOOL DISTRICT
 TERREBONNE PARISH SCHOOL DIST
 UNION PARISH SCHOOL DISTRICT
 VERMILION PARISH SCHOOL DIST
 VERNON PARISH SCHOOL DISTRICT

Higher Education in Louisiana including but not limited to:

MEDVANCE INSTITUTE-LOUISIANA
 RIVER PARISHES COMMUNITY CLG
 LOUISIANA DELTA COMMUNITY CLG
 SOUTH LOUISIANA CMTY CLG-LAFAY
 AVEDA INSTITUTE
 EASTERN CLG OF HEALTH VOCATION
 GRETNA CAREER COLLEGE
 BLUE CLIFF COLLEGE-SHREVEPORT
 BLUE CLIFF COLLEGE-LAFAYETTE
 BOSSIER PARISH CMTY COLLEGE
 CENTENARY COLLEGE OF LOUISIANA
 LOUISIANA ST UNIV-SHREVEPORT
 SOUTHERN UNIV AT SHREVEPORT
 MCNEESE STATE UNIVERSITY
 SOUTHERN UNIV A&M COLLEGE
 UNIV OF LOUISIANA-LAFAYETTE
 NICHOLLS STATE UNIVERSITY
 GRAMBLING STATE UNIVERSITY
 LOUISIANA TECH UNIVERSITY
 NORTHWESTERN STATE UNIVERSITY
 DILLARD UNIVERSITY
 LSU SCH OF MED-C/O BIOMED RSCH
 UNIVERSITY OF NEW ORLEANS
 LOYOLA UNIVERSITY-NEW ORLEANS
 NEW ORLEANS BAPTIST THEO SEM
 NOTRE DAME SEM GRAD SCH THEO
 OUR LADY OF HOLY CROSS COLLEGE
 SOUTHERN UNIV AT NEW ORLEANS
 TULANE UNIVERSITY
 XAVIER UNIV OF LOUISIANA
 DELGADO CMTY CLG-CITY PARK
 UNIV OF LOUISIANA-MONROE
 LOUISIANA COLLEGE
 LOUISIANA ST UNIV-ALEXANDRIA
 NUNEZ COMMUNITY COLLEGE

BOGALUSA CITY SCHOOL DISTRICT
 WASHINGTON PARISH SCHOOL DIST
 WEBSTER PARISH SCHOOL DIST
 WEST BATON ROUGE PARISH SD
 WEST CARROLL PARISH SCH DIST
 WEST FELICIANA PARISH SCH DIST
 WINN PARISH SCHOOL DISTRICT
 CITY OF BAKER SCHOOL SYSTEM
 ZACHARY COMMUNITY SCHOOL DIST
 RECOVERY SCHOOL DISTRICT
 CENTRAL COMMUNITY SCHOOL DIST
 JEFFERSON PARISH-REG NETWORK 1
 JEFFERSON PARISH-REG NETWORK 2
 JEFFERSON PARISH-REG NETWORK 3
 JEFFERSON PARISH-TRANS NETWORK
 JEFFERSON PARISH-REG SIG/TA
 JEFFERSON PARISH-ADV ACAD/SPEC

SAINT JOSEPH SEMINARY COLLEGE
 SOUTHEASTERN LOUISIANA UNIV
 LOUISIANA STATE UNIV AT EUNICE
 LOUISIANA STATE UNIVERSITY
 LSU SCHOOL OF NURSING
 TULANE SCHOOL OF MEDICINE
 LSU SCHOOL OF ALLIED HEALTH
 DELGADO CMTY CLG-WEST BANK
 LSU SCHOOL OF DENTISTRY
 LSU HEALTH SCI CTR-SHREVEPORT
 LOUISIANA TECH CLG-T H HARRIS
 LOUISIANA TECH CLG-EVANGELINE
 LSU SCH OF VETERINARY MEDICINE
 PAUL M HEBERT LAW CENTER
 TULANE LAW SCHOOL
 SOUTHERN UNIV LAW CENTER
 LOYOLA UNIVERSITY-SCH OF LAW
 BATON ROUGE SCH OF COMPUTERS
 WILLIAM CAREY UNIV-NEW ORLEANS
 DELGADO CMTY CLG SCH NURSING
 LSU HEALTH SCIENCE CENTER
 LOUISIANA STATE UNIV SYS OFF
 SOUTHERN UNIV A&M CLG SYS OFF
 UNIV OF LOUISIANA SYSTEM
 LOUISIANA CMTY TECH CLG SYSTEM
 LOUISIANA TECH COLLEGE-ACADIAN
 LOUISIANA TECH CLG-ALEXANDRIA
 LOUISIANA TECH CLG-ASCENSION
 LOUISIANA TECH CLG-AVOYELLES
 LOUISIANA TECH COLLEGE-BASTROP
 CAPITAL AREA TECH CLG-BATON
 LOUISIANA TECH CLG-C B CAREIL
 LOUISIANA TECH CLG-DELTA-QUACH
 LOUISIANA TECH CLG-FL PARISHES
 LOUISIANA TECH CLG-JEFFERSON

LOUISIANA TECH CLG-HUEY P LONG
 LOUISIANA TECH CLG-HAMMOND
 LOUISIANA TECH CLG-MORGAN SMIT
 LOUISIANA TECH COLLEGE-GULF
 CAPITAL AREA TECH CLG-FOLKES
 CAPITAL AREA TECH CLG-JUMON
 LOUISIANA TECH CLG-LAFAYETTE
 LOUISIANA TECH CLG-LAFOURCHE
 LOUISIANA TECH CLG-LAMAR SALT
 LOUISIANA TECH CLG-MANSFIELD
 LOUISIANA TECH CLG-NATCHITOCHÉ
 LOUISIANA TECH CLG-NO CENTRAL
 LOUISIANA TECH CLG-N EAST
 LOUISIANA TECH CLG-N WEST
 LOUISIANA TECH CLG-OAKDALE
 SO CTRL LOUISIANA TECH CLG-RP
 LOUISIANA TECH CLG-RUSTON
 LOUISIANA TECH COLLEGE-SABINE
 LOUISIANA TECH CLG-SHELBY JACK
 LOUISIANA TECH CLG-SHREVEPORT
 LOUISIANA TECH COLLEGE-SLIDELL
 LOUISIANA TECH CLG-WEST JEFFER
 LOUISIANA TECH COLLEGE-TECHE
 LOUISIANA TECH CLG-TALLULAH
 NORTHSHORE TECH CMTY CLG
 SOWELA TECHNICAL CMTY COLLEGE
 FLETCHER TECHNICAL CMTY CLG
 CAPITAL AREA TECH CLG-WESTSDE
 REMINGTON COLLEGE-LAFAYETTE
 HERZING UNIVERSITY-NEW ORLEANS
 ITT TECHNICAL INST-ST ROSE
 BATON ROUGE COMMUNITY COLLEGE
 DELTA CLG OF ARTS & TECHNOLOGY
 REMINGTON COLLEGE-BATON ROUGE
 CAMELOT COLLEGE
 CAMERON COLLEGE
 BATON ROUGE COLLEGE
 DELTA TECH

AMERICAN SCHOOL OF BUSINESS

State Agencies in Louisiana including but not limited to:

LOUISIANA - LT. GOVERNOR
 LOUISIANA - ATTORNEY GENERAL
 LOUISIANA - GOVERNOR
 LOUISIANA - STATE TREASURER
 LOUISIANA - SECRETARY OF STATE
 LOUISIANA - LOUISIANA STATE LEGISLATURE
 LOUISIANA - LEGISLATIVE AUDITOR
 LOUISIANA - LOUISIANA SENATE
 LOUISIANA - LOUISIANA HOUSE OF REPRESENTATIVES
 LOUISIANA - SUPREME COURT OF LOUISIANA
 LOUISIANA - LAW LIBRARY OF LOUISIANA
 LOUISIANA - DEPARTMENT OF AGRICULTURE AND FORESTRY
 LOUISIANA - DEPARTMENT OF CULTURE, RECREATION AND TOURISM

AYERS INSTITUTE INC
 ITT TECHNICAL INST-BATON ROUGE
 OUR LADY OF THE LAKE COLLEGE
 SOUTH LOUISIANA CMTY CLG-NEW
 LOUISIANA BAPTIST UNIVERSITY
 DIESEL DRIVING ACADEMY
 DIESEL DRIVING ACADEMY
 CAREER TECHNICAL CLG-MONROE
 UNIV OF PHOENIX-LOUISIANA
 BLUE CLIFF COLLEGE-METAIRIE
 SOUTH LOUISIANA CMTY CLG-FRANK
 NORTHWESTERN ST UNIV-NURSING
 ALEXANDRIA ACAD BEAUTY CULTURE
 AVEDA INSTITUTE-LAFAYETTE
 BAT ROUGE GEN MED SCH NURSING
 CAREER TECHNICAL CLG-SHREVEPOR
 SOUTHWEST UNIVERSITY
 DOMESTIC HOME CARE INSTITUTE
 EMBRY-RIDDLE AERO U-BARKSDALE
 FAMILY PRACTICE MED CENTER
 KENNER REG MEDICAL CENTER
 UNIVERSITY MEDICAL CENTER
 LAKE CHARLES MEM HOSPITAL
 EA CONWAY MED CENTER-MONROE
 EARL K LONG MED CTR-BTN ROUGE
 VETERANS ADMIN MED CTR
 LA STATE UNIV HOSP-SHREVEPORT
 E JEFFERSON GENERAL HOSPITAL
 BATON ROUGE MEDICAL CENTER
 VETERANS ADMIN MEDICAL CTR
 TOURO INFIRMARY
 OCHSNER FOUNDATION HOSP
 MED CENTER OF LOUISIANA
 NORTH OAKS MED CENTER
 DELGADO CMTY CLG-SLIDELL
 REMINGTON COLLEGE-SHREVEPORT
 VIRGINIA COLLEGE-BATON ROUGE
 DUPLICHAIR UNIVERISTY

LOUISIANA - DEPARTMENT OF EDUCATION
 LOUISIANA - DEPARTMENT OF ENVIRONMENTAL QUALITY
 LOUISIANA - DEPARTMENT OF INSURANCE
 LOUISIANA - DEPARTMENT OF LABOR
 LOUISIANA - DEPARTMENT OF NATURAL RESOURCES
 LOUISIANA - DEPARTMENT OF PUBLIC SAFETY
 LOUISIANA - DEPARTMENT OF REVENUE AND TAXATION
 LOUISIANA - DEPARTMENT OF STATE CIVIL SERVICE
 LOUISIANA - DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
 LOUISIANA - DEPARTMENT OF WILDLIFE AND FISHERIES
 LOUISIANA - DIVISION OF ADMINISTRATION
 LOUISIANA - STATE LIBRARY
 LOUISIANA - DEPARTMENT OF CORRECTIONS
 LOUISIANA - LOUISIANA STATE POLICE
 LOUISIANA - OFFICE OF FINANCIAL INSTITUTIONS
 LOUISIANA - DEPARTMENT OF HEALTH AND HOSPITALS
 LOUISIANA - LOUISIANA ECONOMIC DEVELOPMENT
 LOUISIANA - LOUISIANA LOTTERY CORPORATION
 LOUISIANA - LOUISIANA NATIONAL GUARD
 LOUISIANA - OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS
 LOUISIANA - OFFICE OF STATE PARKS
 LOUISIANA - REGIONAL PLANNING COMMISSION (JEFFERSON, ORLEANS,
 PLAQUEMINES, ST. BERNARD AND ST. TAMMANY PARISHES)
 LOUISIANA - ACADIANA REGIONAL DEVELOPMENT DISTRICT
 LOUISIANA - LOUISIANA COMMISSION ON LAW ENFORCEMENT
 LOUISIANA - BOARD OF REGENTS
 LOUISIANA - REAL ESTATE COMMISSION
 LOUISIANA - LOUISIANA PUBLIC SERVICE COMMISSION
 LOUISIANA - LOUISIANA MOTOR VEHICLE COMMISSION
 LOUISIANA - FILM AND VIDEO COMMISSION

Cities, Towns, Villages, and Boroughs in New Jersey including but not limited to:

CITY OF BAYONNE	TOWN OF HARRISON
BLOOMFIELD TOWNSHIP	BOROUGH OF EAST NEWARK
FAIRFIELD TOWNSHIP	CITY OF HOBOKEN
TOWN OF BOONTON	BOROUGH OF NORTH ARLINGTON
BOONTON TOWNSHIP	TOWN OF KEARNY
BOROUGH OF NORTH CALDWELL	BOROUGH OF KENILWORTH
BOROUGH OF CALDWELL	BOROUGH OF LINCOLN PARK
WEST CALDWELL TOWNSHIP	WINFIELD TOWNSHIP
BOROUGH OF CARTERET	CITY OF LINDEN
CEDAR GROVE TOWNSHIP	LIVINGSTON TOWNSHIP
BOROUGH OF CLIFFSIDE PARK	MAPLEWOOD TOWNSHIP
CITY OF CLIFTON	MILLBURN TOWNSHIP
CRANFORD TOWNSHIP	MONTCLAIR TOWNSHIP
CITY OF EAST ORANGE	VERONA TOWNSHIP
BOROUGH OF EDGEWATER	MONTVILLE TOWNSHIP
BOROUGH OF ESSEX FELS	BOROUGH OF MOUNTAIN LAKES
FAIRVIEW BOROUGH HALL	TOWN OF NORTH BERGEN
BOROUGH OF FANWOOD	CITY OF ORANGE
BOROUGH OF FORT LEE	WEST ORANGE TOWNSHIP
CITY OF GARFIELD	PARSIPPANY-TROY HILLS TOWNSHIP
BOROUGH OF GARWOOD	CITY OF PASSAIC
BOROUGH OF GLEN RIDGE	BOROUGH OF WALLINGTON

WARREN TOWNSHIP
CITY OF PLAINFIELD
BOROUGH OF NORTH PLAINFIELD
CITY OF RAHWAY
CLARK TOWNSHIP
BOROUGH OF ROSELAND
BOROUGH OF WATCHUNG
BOROUGH OF RUTHERFORD
LYNDHURST TOWNSHIP
BOROUGH OF CARLSTADT
BOROUGH OF EAST RUTHERFORD
BOROUGH OF MOONACHIE
BOROUGH OF WOOD RIDGE
SCOTCH PLAINS TOWNSHIP
SOUTH ORANGE VILLAGE TOWNSHIP
BOROUGH OF SOUTH PLAINFIELD
SPRINGFIELD TOWNSHIP
UNION TOWNSHIP
TOWN OF WEEHAWKEN
CITY OF UNION CITY
TOWN OF WESTFIELD
BOROUGH OF MOUNTAINSIDE
TOWN OF WEST NEW YORK
TOWN OF GUTTENBERG
TOWN OF SECAUCUS
WOODBIDGE TOWNSHIP
CITY OF NEWARK
BELLEVILLE TOWNSHIP
NUTLEY TOWNSHIP
IRVINGTON TOWNSHIP
CITY OF ELIZABETH
BOROUGH OF ROSELLE
BOROUGH OF ROSELLE PARK
HILLSIDE TOWNSHIP
CITY OF JERSEY CITY
BOROUGH OF ALLENDALE
BOROUGH OF BLOOMINGDALE
BOROUGH OF BUTLER
BOROUGH OF KINNELON
BOROUGH OF ELMWOOD PARK
BOROUGH OF FAIR LAWN
BOROUGH OF FRANKLIN
BOROUGH OF FRANKLIN LAKES
BOROUGH OF HAMBURG
HARDYSTON TOWNSHIP
BOROUGH OF HO-HO-KUS
LITTLE FALLS TOWNSHIP
BOROUGH OF WOODLAND PARK
MAHWAH TOWNSHIP
BOROUGH OF MIDLAND PARK
BOROUGH OF OAKLAND
BOROUGH OF OGDENSBURG
BOROUGH OF POMPTON LAKES

PEQUANNOCK TOWNSHIP
BOROUGH OF RAMSEY
VILLAGE OF RIDGEWOOD
BOROUGH OF GLEN ROCK
BOROUGH OF RINGWOOD
BOROUGH OF RIVERDALE
BOROUGH OF UPPER SADDLE RIVER
BOROUGH OF SADDLE RIVER
BOROUGH OF SUSSEX
WANTAGE TOWNSHIP
VERNON TOWNSHIP
BOROUGH OF WALDWICK
BOROUGH OF WANAQUE
WAYNE TOWNSHIP
WEST MILFORD TOWNSHIP
TOWN OF WYCKOFF
CITY OF PATERSON
BOROUGH OF HAWTHORNE
BOROUGH OF HALEDON
BOROUGH OF PROSPECT PARK
BOROUGH OF NORTH HALEDON
BOROUGH OF TOTOWA
CITY OF HACKENSACK
BOROUGH OF BOGOTA
BOROUGH OF HASBROUCK HEIGHTS
BOROUGH OF LEONIA
SOUTH HACKENSACK TOWNSHIP
BOROUGH OF MAYWOOD
BOROUGH OF ALPINE
BOROUGH OF BERGENFIELD
BOROUGH OF CLOSTER
CRESSKILL BOROUGH HALL
BOROUGH OF DEMAREST
BOROUGH OF DUMONT
BOROUGH OF EMERSON
CITY OF ENGLEWOOD
BOROUGH OF ENGLEWOOD CLIFFS
BOROUGH OF HARRINGTON PARK
BOROUGH OF HAWORTH
BOROUGH OF HILLSDALE
BOROUGH OF LITTLE FERRY
BOROUGH OF LODI
BOROUGH OF MONTVALE
BOROUGH OF NEW MILFORD
BOROUGH OF NORTHVALE
BOROUGH OF ROCKLEIGH
BOROUGH OF NORWOOD
BOROUGH OF ORADELL
BOROUGH OF PALISADES PARK
BOROUGH OF PARAMUS
BOROUGH OF PARK RIDGE
BOROUGH OF RIDGEFIELD
VILLAGE OF RIDGEFIELD PARK

BOROUGH OF RIVER EDGE
ROCHELLE PARK TOWNSHIP
SADDLE BROOK TOWNSHIP
CITY OF TEANECK
BOROUGH OF TENAFLY
BOROUGH OF WESTWOOD
RIVER VALE TOWNSHIP
BOROUGH OF OLD TAPPAN
WASHINGTON TOWNSHIP
BOROUGH OF WOODCLIFF LAKE
BOROUGH OF RED BANK
BOROUGH OF SHREWSBURY
BOROUGH OF FAIR HAVEN
BOROUGH OF ALLENHURST
LOCH ARBOUR VILLAGE
BOROUGH OF INTERLAKEN
CITY OF ASBURY PARK
BOROUGH OF ATLANTIC HIGHLANDS
BOROUGH OF AVON BY THE SEA
BOROUGH OF BELMAR
BOROUGH OF LAKE COMO
WALL TOWNSHIP
BOROUGH OF BRADLEY BEACH
COLTS NECK TOWNSHIP
BOROUGH OF DEAL
BOROUGH OF EATONTOWN
SHREWSBURY TOWNSHIP
BOROUGH OF TINTON FALLS
BOROUGH OF ENGLISHTOWN
MANALAPAN TOWNSHIP
FARMINGDALE BOROUGH
BOROUGH OF FREEHOLD
FREEHOLD TOWNSHIP
HAZLET TOWNSHIP
HOWELL TOWNSHIP
BOROUGH OF HIGHLANDS
HOLMDEL TOWNSHIP
KEANSBURG BOROUGH
BOROUGH OF KEYPORT
BOROUGH OF UNION BEACH
BOROUGH OF LITTLE SILVER
CITY OF LONG BRANCH
MARLBORO TOWNSHIP
ABERDEEN TOWNSHIP
BOROUGH OF MATAWAN
MIDDLETOWN TOWNSHIP
BOROUGH OF MONMOUTH BEACH
BOROUGH OF NEPTUNE CITY
NEPTUNE TOWNSHIP
OCEAN TOWNSHIP
BOROUGH OF OCEANPORT
BOROUGH OF RUMSON
BOROUGH OF SEA BRIGHT

SPRING LAKE BOROUGH PARKS AND
REC DEPT
BOROUGH OF SPRING LAKE
BOROUGH OF SPRING LAKE HEIGHTS
BOROUGH OF WEST LONG BRANCH
TOWN OF DOVER
BOROUGH OF VICTORY GARDENS
MINE HILL TOWNSHIP
ALLAMUCHY TOWNSHIP
BOROUGH OF ANDOVER
FRANKFORD TOWNSHIP
TOWN OF BELVIDERE
WHITE TOWNSHIP
BLAIRSTOWN TOWNSHIP
FRELINGHUYSEN TOWNSHIP
HARDWICK TOWNSHIP
BOROUGH OF BRANCHVILLE
SANDYSTON TOWNSHIP
MONTAGUE TOWNSHIP
MOUNT OLIVE TOWNSHIP
CALIFON BOROUGH
TEWKSBURY TOWNSHIP
KNOWLTON TOWNSHIP
DENVER TOWNSHIP
INDEPENDENCE TOWNSHIP
LIBERTY TOWNSHIP
CITY OF HACKETTSTOWN
BOROUGH OF HOPATCONG
HOPE TOWNSHIP
LAFAYETTE TOWNSHIP
JEFFERSON TOWNSHIP
ROXBURY TOWNSHIP
WASHINGTON TOWNSHIP
BOROUGH OF MOUNT ARLINGTON
BOROUGH OF NETCONG
TOWN OF NEWTON
ANDOVER TOWNSHIP
STILLWATER TOWNSHIP
FREDON TOWNSHIP
HAMPTON TOWNSHIP
OXFORD TOWNSHIP
MANSFIELD TOWNSHIP
ROCKAWAY TOWNSHIP
BOROUGH OF ROCKAWAY
RANDOLPH TOWNSHIP
SPARTA TOWNSHIP
BOROUGH OF STANHOPE
BYRAM TOWNSHIP
GREEN TOWNSHIP
BOROUGH OF WASHINGTON
WASHINGTON TOWNSHIP
BOROUGH OF WHARTON
CITY OF SUMMIT

BERNARDS TOWNSHIP
BEDMINSTER TOWNSHIP
BERKELEY HEIGHTS TOWNSHIP
BOROUGH OF BERNARDSVILLE
MENDHAM TOWNSHIP
CHATHAM TOWNSHIP
BOROUGH OF CHATHAM
BOROUGH OF CHESTER
CHESTER TOWNSHIP
BOROUGH OF FAR HILLS
BOROUGH OF FLORHAM PARK
LONG HILL TOWNSHIP
EAST HANOVER TOWNSHIP
BOROUGH OF MADISON
BOROUGH OF MENDHAM
BOROUGH OF MORRIS PLAINS
MORRIS TOWNSHIP
TOWN OF MORRISTOWN
BOROUGH OF NEW PROVIDENCE
HARDING TOWNSHIP
BOROUGH OF PEAPACK-GLADSTONE
HANOVER TOWNSHIP
ALLOWAY TOWNSHIP
CHERRY HILL TOWNSHIP
WATERFORD TOWNSHIP
BARNEGAT TOWNSHIP
BARNEGAT LIGHT BOROUGH
BOROUGH OF BARRINGTON
BOROUGH OF HARVEY CEDARS
BOROUGH OF BEACH HAVEN
LONG BEACH TOWNSHIP
BOROUGH OF SHIP BOTTOM
BOROUGH OF SURF CITY
BOROUGH OF BERLIN
CITY OF BEVERLY
EDGEWATER PARK TOWNSHIP
GLOUCESTER TOWNSHIP
WASHINGTON TOWNSHIP
BOROUGH OF TAVISTOCK
LOGAN TOWNSHIP
BURLINGTON TOWNSHIP
CITY OF BURLINGTON
WOODLAND TOWNSHIP
BOROUGH OF LAUREL SPRINGS
BOROUGH OF CLEMENTON
BOROUGH OF PINE HILL
BOROUGH OF LINDENWOLD
MANSFIELD TOWNSHIP
BOROUGH OF GIBBSBORO
GREENWICH TOWNSHIP
BOROUGH OF GLASSBORO
CITY OF GLOUCESTER CITY
BOROUGH OF HADDONFIELD

BOROUGH OF HADDON HEIGHTS
HAINESPORT TOWNSHIP
TOWN OF HAMMONTON
BOROUGH OF FOLSOM
WINSLOW TOWNSHIP
LOWER ALLOWAYS CREEK TOWNSHIP
SOUTH HARRISON TOWNSHIP
SPRINGFIELD TOWNSHIP
VOORHEES TOWNSHIP
WILLINGBORO TOWNSHIP
LUMBERTON TOWNSHIP
BOROUGH OF MAGNOLIA
STAFFORD TOWNSHIP
MANTUA TOWNSHIP
MAPLE SHADE TOWNSHIP
EVESHAM TOWNSHIP
MOUNT LAUREL TOWNSHIP
MEDFORD TOWNSHIP
BOROUGH OF MEDFORD LAKES
EAST GREENWICH TOWNSHIP
MOORESTOWN TOWNSHIP
BOROUGH OF MOUNT EPHRAIM
MOUNT HOLLY TOWNSHIP
EASTAMPTON TOWNSHIP
WESTAMPTON TOWNSHIP
HARRISON TOWNSHIP
BOROUGH OF NATIONAL PARK
BOROUGH OF PALMYRA
BOROUGH OF PAULSBORO
OLDMANS TOWNSHIP
BOROUGH OF PEMBERTON
PEMBERTON TOWNSHIP
BOROUGH OF PENNS GROVE
CARNEYS POINT TOWNSHIP
PENNSVILLE TOWNSHIP
BOROUGH OF PITMAN
QUINTON TOWNSHIP
RIVERSIDE TOWNSHIP
DELANCO TOWNSHIP
DELTRAN TOWNSHIP
BOROUGH OF RIVERTON
CINNAMINSON TOWNSHIP
BOROUGH OF RUNNEMEDE
CITY OF SALEM
MANNINGTON TOWNSHIP
EL SINBORO TOWNSHIP
BOROUGH OF SOMERDALE
BOROUGH OF HI-NELLA
BOROUGH OF STRATFORD
BOROUGH OF SWEDESBORO
WOOLWICH TOWNSHIP
WEST DEPTFORD TOWNSHIP
LITTLE EGG HARBOR TOWNSHIP

BOROUGH OF TUCKERTON
SOUTHAMPTON TOWNSHIP
SHAMONG TOWNSHIP
TABERNACLE TOWNSHIP
BOROUGH OF CHESILHURST
BOROUGH OF WENONAH
BERLIN TOWNSHIP
EAGLESWOOD TOWNSHIP
BOROUGH OF WESTVILLE
MONROE TOWNSHIP
DEPTFORD TOWNSHIP
CITY OF WOODBURY
BOROUGH OF WOODBURY HEIGHTS
BOROUGH OF WOODSTOWN
PILESGROVE TOWNSHIP
BOROUGH OF BELLMAWR
CITY OF CAMDEN
BOROUGH OF AUDUBON PARK
BOROUGH OF AUDUBON
BOROUGH OF OAKLYN
BOROUGH OF WOODLYNNE
HADDON TOWNSHIP
BOROUGH OF COLLINGSWOOD
BOROUGH OF MERCHANTVILLE
PENNSAUKEN TOWNSHIP
CITY OF ABSECON
BOROUGH OF AVALON
CITY OF BRIGANTINE
BOROUGH OF WEST CAPE MAY
CITY OF CAPE MAY
GALLOWAY TOWNSHIP
MIDDLE TOWNSHIP
CAPE MAY POINT BOROUGH
DENNIS TOWNSHIP
CITY OF EGG HARBOR CITY
TOWN OF WASHINGTON
MULLICA TOWNSHIP
CITY OF LINWOOD
BASS RIVER TOWNSHIP
CITY OF NORTHFIELD
CITY OF OCEAN CITY
CITY OF PLEASANTVILLE
EGG HARBOR TOWNSHIP
CITY OF PORT REPUBLIC
CITY OF SEA ISLE
CITY OF SOMERS POINT
BOROUGH OF STONE HARBOR
UPPER TOWNSHIP
LOWER TOWNSHIP
CITY OF NORTH WILDWOOD
BOROUGH OF WILDWOOD CREST
CITY OF WILDWOOD
BOROUGH OF WEST WILDWOOD

BOROUGH OF WOODBINE
CITY OF CORBIN CITY
HOPEWELL TOWNSHIP
CITY OF BRIDGETON
UPPER DEERFIELD TOWNSHIP
STOW CREEK TOWNSHIP
BUENA VISTA TOWNSHIP
LAWRENCE TOWNSHIP
BOROUGH OF CLAYTON
WEYMOUTH TOWNSHIP
BOROUGH OF ELMER
UPPER PITTSBORO TOWNSHIP
PITTSBORO TOWNSHIP
CITY OF ESTELL MANOR
FAIRFIELD TOWNSHIP
FRANKLIN TOWNSHIP
GREENWICH TOWNSHIP
MAURICE RIVER TOWNSHIP
HAMILTON TOWNSHIP
CITY OF MILLVILLE
BOROUGH OF BUENA
ELK TOWNSHIP
BOROUGH OF NEWFIELD
DOWNE TOWNSHIP
COMMERCIAL TOWNSHIP
DEERFIELD TOWNSHIP
BOROUGH OF SHILOH
CITY OF VINELAND
CITY OF ATLANTIC CITY
CITY OF MARGATE CITY
BOROUGH OF LONGPORT
CITY OF VENTNOR CITY
BOROUGH OF ALLENTOWN
FIELDSBORO BOROUGH
CITY OF BORDENTOWN
BORDENTOWN TOWNSHIP
MILLSTONE TOWNSHIP
NEW HANOVER TOWNSHIP
CRANBURY TOWNSHIP
UPPER FREEHOLD TOWNSHIP
CHESTERFIELD TOWNSHIP
FLORENCE TOWNSHIP
EAST WINDSOR TOWNSHIP
BOROUGH OF HIGHTSTOWN
BOROUGH OF HOPEWELL
JACKSON TOWNSHIP
CITY OF LAMBERTVILLE
WEST AMWELL TOWNSHIP
PLUMSTED TOWNSHIP
BOROUGH OF PENNINGTON
PLAINSBORO TOWNSHIP
BOROUGH OF PRINCETON
PRINCETON TOWNSHIP

WEST WINDSOR TOWNSHIP
EAST AMWELL TOWNSHIP
BOROUGH OF ROCKY HILL
BOROUGH OF ROOSEVELT
DELAWARE TOWNSHIP
MONTGOMERY TOWNSHIP PARKS AND
REC DEPT
BOROUGH OF STOCKTON
HOPEWELL TOWNSHIP
BOROUGH OF WRIGHTSTOWN
NORTH HANOVER TOWNSHIP
CITY OF TRENTON
EWING TOWNSHIP
LAWRENCE TOWNSHIP
HAMILTON TOWNSHIP
ROBBINSVILLE TOWNSHIP
LAKEWOOD TOWNSHIP
BERKELEY TOWNSHIP
BOROUGH OF BEACHWOOD
BOROUGH OF MANTOLOKING
BRICK TOWNSHIP
BOROUGH OF BRIELLE
LACEY TOWNSHIP
BOROUGH OF ISLAND HEIGHTS
BOROUGH OF LAKEHURST
BOROUGH OF LAVALLETTE
BOROUGH OF MANASQUAN
OCEAN GATE BOROUGH
BOROUGH OF PINE BEACH
BOROUGH OF BAY HEAD
BOROUGH OF POINT PLEASANT BEACH
BOROUGH OF POINT PLEASANT
BOROUGH OF SEA GIRT
BOROUGH OF SEASIDE HEIGHTS
BOROUGH OF SEASIDE PARK
BOROUGH OF SOUTH TOMS RIVER
OCEAN TOWNSHIP
MANCHESTER TOWNSHIP
UNION TOWNSHIP
BETHLEHEM TOWNSHIP
KINGWOOD TOWNSHIP
BOROUGH OF BLOOMSBURY
BOROUGH OF BOUND BROOK
BRIDGEWATER TOWNSHIP
FRANKLIN TOWNSHIP
TOWN OF CLINTON
BOROUGH OF DUNELLEN

Counties in New Jersey including but not limited to:

ESSEX COUNTY
UNION COUNTY
HUDSON COUNTY
PASSAIC COUNTY
BERGEN COUNTY

GREEN BROOK TOWNSHIP
EAST BRUNSWICK TOWNSHIP
EDISON TOWNSHIP
BOROUGH OF FLEMINGTON
RARITAN TOWNSHIP
FRENCHTOWN BOROUGH
BOROUGH OF GLEN GARDNER
LEBANON TOWNSHIP
BOROUGH OF HAMPTON
BOROUGH OF HELMETTA
BOROUGH OF HIGH BRIDGE
BOROUGH OF JAMESBURG
MONROE TOWNSHIP
BOROUGH OF LEBANON
BOROUGH OF MANVILLE
BOROUGH OF METUCHEN
HILLSBOROUGH TOWNSHIP
BOROUGH OF MILLSTONE
BOROUGH OF MIDDLESEX
BOROUGH OF MILFORD
HOLLAND TOWNSHIP
ALEXANDRIA TOWNSHIP
BOROUGH OF MILLTOWN
SOUTH BRUNSWICK TOWNSHIP
PISCATAWAY TOWNSHIP
OLD BRIDGE TOWNSHIP
CITY OF PERTH AMBOY
LOPATCONG TOWNSHIP
TOWN OF PHILLIPSBURG
BOROUGH OF ALPHA
POHATCONG TOWNSHIP
HARMONY TOWNSHIP
FRANKLIN TOWNSHIP
BOROUGH OF RARITAN
BOROUGH OF SAYREVILLE
FRANKLIN TOWNSHIP
BOROUGH OF SUMMERVILLE
BRANCHBURG TOWNSHIP
CITY OF SOUTH AMBOY
BOROUGH OF SOUTH BOUND BROOK
BOROUGH OF SOUTH RIVER
BOROUGH OF SPOTSWOOD
GREENWICH TOWNSHIP
READINGTON TOWNSHIP
CITY OF NEW BRUNSWICK
NORTH BRUNSWICK TOWNSHIP
BOROUGH OF HIGHLAND PARK

MONMOUTH COUNTY
WARREN COUNTY
SUSSEX COUNTY
MORRIS COUNTY
BURLINGTON COUNTY

SALEM COUNTY
GLOUCESTER COUNTY
CAMDEN COUNTY
CAPE MAY COUNTY
CUMBERLAND COUNTY
ATLANTIC COUNTY

MERCER COUNTY
OCEAN COUNTY
HUNTERDON COUNTY
SOMERSET COUNTY
MIDDLESEX COUNTY

K-12 in New Jersey including but not limited to:

ABSECON CITY ELEM SCH DISTRICT
ATLANTIC CITY PUBLIC SCH DIST
BRIGANTINE PUBLIC SCHOOL DIST
BUENA REGIONAL SCHOOL DISTRICT
EGG HARBOR CITY PUB SCH DIST
EGG HARBOR TWP SCHOOL DISTRICT
ESTELL MANOR CITY SCHOOL DIST
FOLSOM SCHOOL DISTRICT
GALLOWAY TWP SCHOOL DISTRICT
GREATER EGG HARBOR REG HIGH SD
HAMILTON TWP SCHOOL DISTRICT
HAMMONTON TOWN SCHOOL DISTRICT
LINWOOD PUBLIC SCHOOL DISTRICT
MAINLAND REGIONAL HS DISTRICT
MARGATE CITY SCHOOL DISTRICT
MULLICA TWP SCHOOL DISTRICT
NORTHFIELD CMTY SCHOOL DIST
PLEASANTVILLE SCHOOL DISTRICT
PORT REPUBLIC SCHOOL DISTRICT
SOMERS POINT PUBLIC SCHOOLS
VENTNOR CITY SCHOOL DISTRICT
WEYMOUTH TWP SCHOOL DISTRICT
ALLENDALE PUBLIC SCHOOL DIST
ALPINE SCHOOL DISTRICT
BERGEN CO TECH SCHOOL DIST
BERGENFIELD SCHOOL DISTRICT
BOGOTA SCHOOL DISTRICT
CARLSTADT PUB SCHOOL DISTRICT
EAST RUTHERFORD SCHOOL DIST
CARLSTADT E RUTHERFORD REG SD
CLIFFSIDE PARK SCHOOL DISTRICT
CLOSTER SCHOOL DISTRICT
CRESSKILL SCHOOL DISTRICT
DEMAREST SCHOOL DISTRICT
DUMONT SCHOOL DISTRICT
ELMWOOD PARK SCHOOL DISTRICT
EDGEWATER SCHOOL DISTRICT
EMERSON SCHOOL DISTRICT
ENGLEWOOD PUBLIC SCH DISTRICT
ENGLEWOOD CLIFFS SCHOOL DIST
FAIR LAWN SCHOOL DISTRICT
FAIRVIEW SCHOOL DISTRICT
FT LEE SCHOOL DISTRICT
FRANKLIN LAKES SCHOOL DISTRICT
GARFIELD SCHOOL DISTRICT
GLEN ROCK SCHOOL DISTRICT

HACKENSACK PUBLIC SCHOOLS
HARRINGTON PARK SCHOOL DIST
HASBROUCK HEIGHTS SCHOOL DIST
HAWORTH SCHOOL DISTRICT
HILLSDALE SCHOOL DISTRICT
HO-HO-KUS SCHOOL DISTRICT
LEONIA SCHOOL DISTRICT
LITTLE FERRY SCHOOL DISTRICT
LODI SCHOOL DISTRICT
LYNDHURST SCHOOL DISTRICT
MAHWAH TWP SCHOOL DISTRICT
MAYWOOD SCHOOL DISTRICT
MIDLAND PARK PUBLIC SCH DIST
MONTVALE SCHOOL DISTRICT
MOONACHIE SCHOOL DISTRICT
NEW MILFORD SCHOOL DISTRICT
NORTH ARLINGTON SCHOOL DIST
NORTHERN HIGHLANDS REG HSD
NORTHERN VALLEY REG HIGH SD
NORTHVALE PUBLIC SCHOOL DIST
NORWOOD PUBLIC SCHOOL DISTRICT
OAKLAND SCHOOL DISTRICT
OLD TAPPAN SCHOOL DISTRICT
RIVER DELL REGIONAL SCH DIST
ORADELL PUBLIC SCHOOL DISTRICT
PALISADES PARK SCHOOL DISTRICT
PARAMUS SCHOOL DISTRICT
PARK RIDGE SCHOOL DISTRICT
PASCACK VLY REG HIGH SCH DIST
RAMAPO INDIAN HILLS REG HSD
RAMSEY PUBLIC SCHOOL DISTRICT
RIDGEFIELD SCHOOL DISTRICT
RIDGEFIELD PARK SCH DISTRICT
RIDGEWOOD VILLAGE SCH DIST
RIVER EDGE SCHOOL DISTRICT
RIVER VALE SCHOOL DISTRICT
ROCHELLE PARK SCHOOL DISTRICT
RUTHERFORD SCHOOL DISTRICT
SADDLE BROOK TWP SCH DISTRICT
SADDLE RIVER SCHOOL DISTRICT
SOUTH HACKENSACK SCHOOL DIST
TEANECK SCHOOL DISTRICT
TENAFLY SCHOOL DISTRICT
UPPER SADDLE RIVER SCHOOLS
WALDWICK SCHOOL DISTRICT
WALLINGTON PUBLIC SCHOOLS

WESTWOOD REG SCHOOL DISTRICT
WOODCLIFF LAKE SCH DIST
WOOD RIDGE SCHOOL DISTRICT
WYCKOFF SCHOOL DISTRICT
BASS RIVER TWP SCHOOL DISTRICT
BEVERLY CITY SCHOOL DISTRICT
BORDENTOWN REG SCHOOL DISTRICT
BURLINGTON CITY PUBLIC SD
BURLINGTON TWP SCHOOL DISTRICT
BURLINGTON CO INST TECH DIST
CHESTERFIELD TWP SCHOOL DIST
CINNAMINSON TWP SCHOOL DIST
DELANCO TWP SCHOOL DISTRICT
DELTRAN TWP SCHOOL DISTRICT
EASTAMPTON TWP SCHOOL DISTRICT
EDGEWATER PARK TWP SCHOOL DIST
EVESHAM TWP SCHOOL DISTRICT
FLORENCE TWP SCHOOL DISTRICT
HAINESPORT TWP SCHOOL DISTRICT
LENAPE REGIONAL HIGH SCH DIST
LUMBERTON TWP SCHOOL DISTRICT
MANSFIELD TWP SCHOOL DISTRICT
MAPLE SHADE TWP SCHOOL DIST
MEDFORD LAKES SCHOOL DISTRICT
MEDFORD TWP SCHOOL DISTRICT
MOORESTOWN TWP SCHOOL DIST
MT HOLLY TWP SCHOOL DISTRICT
MT LAUREL TWP ELEM SCHOOL DIST
NEW HANOVER TWP SCHOOL DIST
NORTH HANOVER TWP SCH DISTRICT
NORTHERN BURLINGTON CO REG SD
PALMYRA BOROUGH SCH DISTRICT
PEMBERTON TOWNSHIP SCH DIST
RANCOCAS VALLEY REG HS DIST
RIVERSIDE TWP PUBLIC SCH DIST
RIVERTON BOROUGH SCHOOL DIST
SHAMONG TWP SCHOOL DISTRICT
SOUTHAMPTON TWP SCHOOL DIST
SPRINGFIELD TWP SCHOOL DIST
TABERNACLE TWP SCHOOL DISTRICT
WASHINGTON TWP SCHOOL DISTRICT
WESTAMPTON TWP SCHOOL DISTRICT
WILLINGBORO PUBLIC SCHOOL DIST
WOODLAND TWP SCHOOL DISTRICT
AUDUBON PUBLIC SCH DISTRICT
BARRINGTON SCHOOL DIST
BELLMAWR BOROUGH SCH DISTRICT
BERLIN BOROUGH SCHOOL DISTRICT
BERLIN TWP SCHOOL DISTRICT
BLACK HORSE PIKE REG SCH DIST
BROOKLAWN SCHOOL DISTRICT
CAMDEN CITY SCHOOL DISTRICT
CAMDEN CO TECHNICAL SCH DIST

CHERRY HILL PUBLIC SCHOOL DIST
CLEMENTON ELEM SCHOOL DISTRICT
COLLINGSWOOD PUBLIC SCH DIST
EASTERN CAMDEN CO REG SCH DIST
GIBBSBORO SCHOOL DISTRICT
GLOUCESTER CITY SCHOOL DIST
GLOUCESTER TWP SCHOOL DISTRICT
HADDON HEIGHTS PUBLIC SCH DIST
HADDON TWP SCHOOL DISTRICT
HADDONFIELD PUBLIC SCH DIST
LAUREL SPRINGS SCHOOL DISTRICT
LAWNSIDE PUBLIC SCHOOL DIST
LINDENWOLD SCHOOL DISTRICT
MAGNOLIA PUBLIC SCH DISTRICT
MERCHANTVILLE SCHOOL DISTRICT
MT EPHRAIM SCHOOL DISTRICT
OAKLYN PUBLIC SCHOOL DISTRICT
PENNSAUKEN PUBLIC SCHOOL DIST
PINE HILL PUBLIC SCHOOL DIST
RUNNEMEDE PUBLIC SCHOOL DIST
SOMERDALE PUBLIC SCHOOL DIST
STERLING HIGH SCHOOL DISTRICT
STRATFORD BOROUGH SCH DISTRICT
VOORHEES TWP SCHOOL DISTRICT
WATERFORD TWP SCHOOL DISTRICT
WINSLOW TWP SCHOOL DISTRICT
WOODLYNNE PUBLIC SCHOOL DIST
AVALON SCHOOL DISTRICT
CAPE MAY CITY SCHOOL DISTRICT
CAPE MAY CO TECH SCH DISTRICT
DENNIS TWP SCHOOL DISTRICT
LOWER CAPE MAY REG SCH DIST
LOWER TWP ELEM SCHOOL DISTRICT
MIDDLE TWP SCHOOL DISTRICT
NORTH WILDWOOD SCHOOL DISTRICT
OCEAN CITY SCHOOL DISTRICT
STONE HARBOR SCHOOL DISTRICT
UPPER TWP SCHOOL DISTRICT
WEST CAPE MAY SCHOOL DISTRICT
WILDWOOD PUBLIC SCHOOL DIST
WILDWOOD CREST SCHOOL DISTRICT
WOODBINE SCHOOL DISTRICT
BRIDGETON SCHOOL DISTRICT
COMMERCIAL TWP SCHOOL DIST
CUMBERLAND CO VOC TECH SD
DEERFIELD TWP SCHOOL DISTRICT
DOWNE TWP SCHOOL DISTRICT
FAIRFIELD TWP SCHOOL DISTRICT
GREENWICH TWP SCHOOL DISTRICT
HOPEWELL TWP SCHOOL DISTRICT
LAWRENCE TWP SCHOOL DISTRICT
MAURICE RIVER TWP SCHOOL DIST
MILLVILLE PUBLIC SCHOOLS

STOW CREEK TWP SCHOOL DISTRICT
UPPER DEERFIELD TWP SCH DIST
VINELAND PUBLIC SCHOOL DIST
BELLEVILLE SCHOOL DISTRICT
BLOOMFIELD TWP SCHOOL DISTRICT
CALDWELL-W CALDWELL SCH DIST
CEDAR GROVE SCHOOL DISTRICT
EAST ORANGE SCHOOL DISTRICT
ESSEX CO VOC SCHOOL DISTRICT
ESSEX FELS SCHOOL DISTRICT
FAIRFIELD PUBLIC SCH DIST
GLEN RIDGE SCHOOL DISTRICT
IRVINGTON PUBLIC SCHOOL DIST
LIVINGSTON PUBLIC SCHOOL DIST
MILLBURN TWP SCHOOL DISTRICT
MONTCLAIR SCHOOL DISTRICT
NEWARK PUBLIC SCHOOL DISTRICT
NORTH CALDWELL SCH DISTRICT
NUTLEY SCHOOL DISTRICT
ORANGE TWP SCHOOL DISTRICT
ROSELAND SCHOOL DISTRICT
SOUTH ORANGE MAPLEWOOD SD
VERONA SCHOOL DISTRICT
WEST ESSEX REG SCHOOL DISTRICT
WEST ORANGE SCHOOL DISTRICT
CLAYTON SCHOOL DISTRICT
CLEARVIEW REG SCHOOL DISTRICT
DEPTFORD TWP SCH DISTRICT
EAST GREENWICH TWP SCHOOL DIST
ELK TWP SCHOOL DISTRICT
FRANKLIN TWP SCHOOL DISTRICT
GATEWAY REG HIGH SCHOOL DIST
GLASSBORO SCHOOL DISTRICT
GLOUCESTER CO VOC TECH SD
GREENWICH TWP SCHOOL DISTRICT
HARRISON TWP SCHOOL DISTRICT
KINGSWAY REGIONAL SCH DISTRICT
LOGAN TWP SCHOOL DISTRICT
MANTUA TWP SCHOOL DISTRICT
MONROE TWP PUBLIC SCHOOL DIST
NATIONAL PARK SCHOOL DISTRICT
PAULSBORO SCHOOL DISTRICT
PITMAN SCHOOL DISTRICT
SOUTH HARRISON TWP ELEM SD
DELSEA REGIONAL HIGH SCH DIST
SWEDSBORO WOOLWICH SCH DIST
WASHINGTON TWP SCHOOL DISTRICT
WENONAH SCHOOL DISTRICT
WEST DEPTFORD TWP SCH DISTRICT
WESTVILLE SCHOOL DISTRICT
WOODBURY CITY PUBLIC SCH DIST
WOODBURY HEIGHTS SCHOOL DIST
BAYONNE SCHOOL DISTRICT

EAST NEWARK PUBLIC SCHOOL DIST
GUTTENBERG SCHOOL DISTRICT
HARRISON PUBLIC SCH DISTRICT
HOBOKEN SCHOOL DISTRICT
JERSEY CITY PUBLIC SCHOOL DIST
KEARNY SCHOOL DISTRICT
NORTH BERGEN SCHOOL DISTRICT
SECAUCUS SCHOOL DISTRICT
UNION CITY SCHOOL DISTRICT
WEEHAWKEN SCHOOL DISTRICT
WEST NEW YORK SCHOOL DISTRICT
ALEXANDRIA TWP SCHOOL DISTRICT
BETHLEHEM TWP SCHOOL DISTRICT
BLOOMSBURY SCHOOL DISTRICT
CALIFON SCHOOL DISTRICT
CLINTON GLEN GARDNER PUBLIC SD
CLINTON TWP SCHOOL DISTRICT
DELAWARE TWP SCHOOL DISTRICT
DELAWARE VLY REG HIGH SCH DIST
EAST AMWELL TWP SCHOOL DIST
FLEMINGTON-RARITAN REGIONAL SD
FRANKLIN TWP SCHOOL DISTRICT
FRENCHTOWN ELEM SCH DISTRICT
HAMPTON BOROUGH SCHOOL DIST
HIGH BRIDGE BOROUGH SCH DIST
HOLLAND TWP SCHOOL DISTRICT
HUNTERDON CENTRAL REG HS DIST
KINGWOOD TWP SCHOOL DISTRICT
LAMBERTVILLE PUBLIC SCH DIST
LEBANON BOROUGH SCH DISTRICT
LEBANON TWP SCHOOL DISTRICT
MILFORD PUBLIC SCH DISTRICT
NORTH HUNTERDON-VOORHEES RHSD
READINGTON TWP PUBLIC SCHOOLS
SOUTH HUNTERDON REG HIGH SD
STOCKTON BOROUGH SCH DISTRICT
TEWKSBURY TWP SCHOOL DISTRICT
UNION TWP SCHOOL DISTRICT
WEST AMWELL TWP SCHOOL DIST
EAST WINDSOR REG SCH DISTRICT
EWING TWP PUBLIC SCHOOLS
HAMILTON TWP SCHOOL DISTRICT
HOPEWELL VALLEY REG SCH DIST
LAWRENCE TWP PUBLIC SCHOOLS
MERCER CO TECH SCHOOL DISTRICT
PRINCETON PUBLIC SCHOOLS
TRENTON SCHOOL DISTRICT
ROBBINSVILLE PUBLIC SCHOOLS
WEST WINDSOR-PLAINSBORO REG SD
CARTERET PUBLIC SCHOOLS
CRANBURY TWP SCHOOL DISTRICT
DUNELLEN SCHOOL DISTRICT
EAST BRUNSWICK PUBLIC SCH DIST

EDISON TWP PUBLIC SCHOOL DIST
HIGHLAND PARK SCHOOL DISTRICT
JAMESBURG SCHOOL DISTRICT
OLD BRIDGE TWP SCHOOL DIST
METUCHEN SCHOOL DISTRICT
MIDDLESEX PUBLIC SCH DIST
MIDDLESEX CO VOC TECH HSD
MILLTOWN SCHOOL DISTRICT
MONROE TWP SCHOOL DISTRICT
NEW BRUNSWICK SCHOOL DISTRICT
NORTH BRUNSWICK TWP PUBLIC SD
PERTH AMBOY SCHOOL DISTRICT
PISCATAWAY TWP SCHOOL DISTRICT
SAYREVILLE SCHOOL DISTRICT
SOUTH AMBOY SCHOOL DISTRICT
SOUTH BRUNSWICK PUB SCH DIST
SOUTH PLAINFIELD PUBLIC SD
SOUTH RIVER SCHOOL DISTRICT
SPOTSWOOD SCHOOL DISTRICT
WOODBIDGE TWP SCHOOL DISTRICT
ASBURY PARK SCHOOL DISTRICT
ATLANTIC HIGHLANDS SCHOOL DIST
AVON BY SEA SCHOOL DISTRICT
BELMAR SCHOOL DISTRICT
BRADLEY BEACH SCHOOL DISTRICT
BRIELLE SCHOOL DISTRICT
COLTS NECK TWP SCHOOL DISTRICT
DEAL ELEM SCHOOL DISTRICT
EATONTOWN PUBLIC SCHOOL DIST
FAIR HAVEN PUBLIC SCH DISTRICT
FARMINGDALE SCHOOL DISTRICT
FREEHOLD BOROUGH SCH DIST
FREEHOLD REG HIGH SCHOOL DIST
FREEHOLD TWP ELEM SCH DISTRICT
HAZLET TWP SCHOOL DISTRICT
HENRY HUDSON REG SCHOOL DIST
HIGHLANDS ELEM SCHOOL DISTRICT
HOLMDEL TWP SCHOOL DISTRICT
HOWELL TWP SCHOOL DISTRICT
KEANSBURG BOROUGH SCHOOL DIST
KEYPORT SCHOOL DISTRICT
LITTLE SILVER SCHOOL DISTRICT
LONG BRANCH SCHOOL DISTRICT
MANALAPAN ENGLISHTOWN REG SD
MANASQUAN PUBLIC SCH DISTRICT
MARLBORO TWP PUBLIC SCH DIST
MATAWAN ABERDEEN REGIONAL SD
MIDDLETOWN TWP SCH DISTRICT
MILLSTONE TWP SCHOOL DISTRICT
MONMOUTH BEACH SCHOOL DIST
MONMOUTH REG HIGH SCHOOL DIST
NEPTUNE CITY SCH DIST
NEPTUNE TWP SCHOOL DISTRICT

OCEAN TWP SCHOOL DISTRICT
OCEANPORT SCHOOL DISTRICT
RED BANK BOROUGH PUBLIC SD
RED BANK REG HIGH SCHOOL DIST
ROOSEVELT SCHOOL DISTRICT
RUMSON BOROUGH ELEM SCH DIST
RUMSON FAIRHAVEN REG HIGH SD
SEA GIRT SCHOOL DISTRICT
SHORE REGIONAL HIGH SCH DIST
SHREWSBURY BOROUGH SCH DIST
SPRING LAKE SCHOOL DISTRICT
SPRING LAKE HEIGHTS SCH DIST
TINTON FALLS SCHOOL DISTRICT
UNION BEACH PUBLIC SCHOOL DIST
UPPER FREEHOLD REG SCH DIST
WALL TWP SCHOOL DISTRICT
WEST LONG BRANCH SCH DISTRICT
BOONTON SCHOOL DIST
BOONTON TWP SCH DIST
BUTLER SCHOOL DISTRICT
SCHOOL DIST OF THE CHATHAMS
CHESTER SCHOOL DISTRICT
DENVERVILLE TWP SCHOOL DISTRICT
DOVER PUBLIC SCHOOL DISTRICT
EAST HANOVER TWP SCHOOL DIST
FLORHAM PARK SCHOOL DISTRICT
HANOVER PARK REG HIGH SCH DIST
HANOVER TWP PUBLIC SCHOOLS
HARDING TWP SCHOOL DISTRICT
JEFFERSON TWP SCHOOL DISTRICT
KINNELON SCHOOL DISTRICT
LINCOLN PARK SCH DIST
MADISON SCHOOL DISTRICT
MENDHAM BOROUGH SCH DISTRICT
MENDHAM TWP SCHOOL DISTRICT
MINE HILL TWP SCHOOL DISTRICT
MONTVILLE TWP SCHOOL DISTRICT
MORRIS HILLS REG HIGH SCH DIST
MORRIS PLAINS SCHOOL DISTRICT
MORRIS CO TECH DISTRICT
MORRIS SCHOOL DISTRICT
MT ARLINGTON PUBLIC SCH DIST
MT OLIVE TWP SCHOOL DISTRICT
MOUNTAIN LAKES SCHOOL DISTRICT
NETCONG SCHOOL DISTRICT
PARSIPPANY TROY HILLS TWP SD
LONG HILL TWP SCHOOL DISTRICT
PEQUANNOCK TWP SCHOOL DISTRICT
RANDOLPH TWP SCHOOL DISTRICT
RIVERDALE PUBLIC SCHOOL DIST
ROCKAWAY BOROUGH SCH DISTRICT
ROCKAWAY TWP SCHOOL DISTRICT
ROXBURY TWP SCHOOL DISTRICT

WASHINGTON TWP SCHOOL DISTRICT
WEST MORRIS REG HIGH SCH DIST
WHARTON SCHOOL DISTRICT
BAY HEAD SCHOOL DISTRICT
BEACH HAVEN SCHOOL DISTRICT
BERKELEY TWP SCHOOL DISTRICT
BRICK TWP SCHOOL DISTRICT
CENTRAL REG SCHOOL DISTRICT
EAGLESWOOD TWP ELEM SD
ISLAND HEIGHTS SCH DIST
JACKSON TWP SCHOOL DISTRICT
LACEY TWP SCHOOL DISTRICT
LAKEHURST SCHOOL DISTRICT
LAKEWOOD PUBLIC SCHOOLS
LAVALLETTE BOROUGH SCH DIST
LITTLE EGG HARBOR TWP SCH DIST
LONG BEACH ISLAND SCH DIST
MANCHESTER TWP SCHOOL DISTRICT
OCEAN CO VOC TECH SCH DISTRICT
OCEAN GATE SCHOOL DISTRICT
OCEAN TWP SCHOOL DISTRICT
PLUMSTED TWP SCHOOL DISTRICT
POINT PLEASANT BEACH SCH DIST
POINT PLEASANT SCHOOL DIST
SEASIDE HEIGHTS SCH DISTRICT
SOUTHERN REGIONAL SCH DIST
STAFFORD TWP SCHOOL DISTRICT
TOMS RIVER REGIONAL SCH DIST
TUCKERTON SCHOOL DISTRICT
BARNEGAT TWP SCHOOL DISTRICT
BLOOMINGDALE SCHOOL DISTRICT
CLIFTON SCHOOL DISTRICT
HALEDON PUBLIC SCHOOLS
HAWTHORNE PUBLIC SCHOOLS
LAKELAND REG HIGH SCHOOL DIST
LITTLE FALLS TWP SCHOOL DIST
NORTH HALEDON SCHOOL DISTRICT
PASSAIC CITY PUBLIC SCH DIST
PASSAIC CO MANCHESTER REG HSD
PASSAIC VALLEY REG HIGH SD 1
PASSAIC CO VOC TECH SCH DIST
PATERSON PUBLIC SCHOOL DIST
POMPTON LAKES SCHOOL DISTRICT
PROSPECT PARK SCHOOL DISTRICT
RINGWOOD SCHOOL DISTRICT
TOTOWA SCHOOL DISTRICT
WANAQUE SCHOOL DISTRICT
WAYNE TWP PUBLIC SCHOOLS
WEST MILFORD TWP SCHOOL DIST
WOODLAND PARK PUBLIC SCHOOLS
ALLOWAY TWP SCHOOL DISTRICT
EL SINBORO TWP SCHOOL DISTRICT
LOWER ALLOWAYS CREEK SCH DIST

MANNINGTON TWP SCHOOL DISTRICT
OLDMANS TWP SCHOOL DISTRICT
PENNS GROVE CARNEY PT REG SD
PENNSVILLE SCHOOL DISTRICT
PITTSBURGH TWP SCHOOL DISTRICT
QUINTON TWP SCHOOL DISTRICT
SALEM CITY SCHOOL DISTRICT
UPPER PITTSBURGH SCH DIST
WOODSTOWN PILESGROVE REG SD
BEDMINSTER TWP SCHOOL DISTRICT
BERNARDS TWP SCHOOL DISTRICT
SOMERSET HILLS SCHOOL DIST
BOUND BROOK SCHOOL DISTRICT
BRANCHBURG TWP SCHOOL DISTRICT
BRIDGEWATER RARITAN REG SD
FRANKLIN TWP PUBLIC SCH DIST
GREEN BROOK TWP SCH DISTRICT
HILLSBOROUGH TWP SCHOOL DIST
MANVILLE SCHOOL DISTRICT
MONTGOMERY TWP SCHOOL DISTRICT
NORTH PLAINFIELD PUB SCH DIST
SOMERSET CO VOC SCHOOL DIST
SOMERVILLE PUBLIC SCH DISTRICT
SOUTH BOUND BROOK SCHOOL DIST
WARREN TWP SCHOOL DISTRICT
WATCHUNG BOROUGH SCH DISTRICT
WATCHUNG HILLS REGIONAL HSD
ANDOVER REG SCHOOL DISTRICT
BYRAM TWP SCHOOL DISTRICT
FRANKFORD TWP SCHOOL DISTRICT
FRANKLIN BOROUGH SCH DISTRICT
FREDON TWP SCHOOL DISTRICT
GREEN TWP SCHOOL DISTRICT
HAMBURG PUBLIC SCHOOL DISTRICT
HAMPTON TWP SCHOOL DISTRICT
HARDYSTON TWP SCHOOL DISTRICT
HIGH POINT REG HIGH SCH DIST
HOPATCONG BOROUGH SCH DISTRICT
LAFAYETTE TWP SCHOOL DIST
MONTAGUE SCHOOL DISTRICT
NEWTON SCHOOL DISTRICT
OGDENSBURG PUBLIC SCHOOL DIST
SANDYSTON-WALPACK SCHOOL DIST
SPARTA TWP SCHOOL DISTRICT
STANHOPE SCHOOL DISTRICT
STILLWATER TWP SCHOOL DISTRICT
SUSSEX WANTAGE REG SCH DIST
VERNON TWP PUB SCH DISTRICT
BERKELEY HEIGHTS PUBLIC SD
CLARK TWP SCHOOL DISTRICT
CRANFORD PUBLIC SCHOOL DIST
ELIZABETH SCHOOL DISTRICT
GARWOOD SCHOOL DISTRICT

HILLSIDE SCHOOL DISTRICT
 KENILWORTH SCHOOL DISTRICT
 LINDEN SCHOOL DISTRICT
 MOUNTAINSIDE SCHOOL DISTRICT
 NEW PROVIDENCE SCHOOL DISTRICT
 PLAINFIELD PUBLIC SCHOOL DIST
 RAHWAY PUBLIC SCHOOL DISTRICT
 ROSELLE BOROUGH PUBLIC SCHOOLS
 ROSELLE PARK SCHOOL DISTRICT
 SCOTCH PLAINS-FANWOOD SCH DIST
 SPRINGFIELD PUBLIC SCH DIST
 SUMMIT PUBLIC SCHOOLS
 UNION CO VOC TECH SCH DISTRICT
 UNION TWP SCHOOL DISTRICT
 WESTFIELD SCHOOL DISTRICT
 WINFIELD TWP SCHOOL DISTRICT
 ALLAMUCHY TWP SCHOOL DISTRICT
 ALPHA SCHOOL DISTRICT
 BELVIDERE SCHOOL DISTRICT
 BLAIRSTOWN TWP SCHOOL DISTRICT
 FRANKLIN TWP SCHOOL DISTRICT
 FRELINGHUYSEN TWP SCHOOL DIST
 GREENWICH TWP SCHOOL DISTRICT
 HACKETTSTOWN SCHOOL DISTRICT
 HARMONY TWP SCHOOL DISTRICT
 HOPE TWP SCHOOL DISTRICT
 GREAT MEADOWS REGIONAL SD
 KNOWLTON TWP SCHOOL DISTRICT
 LOPATCONG TWP SCH DIST
 MANSFIELD TWP SCHOOL DISTRICT
 NORTH WARREN REGIONAL SCH DIST

Higher Education in New Jersey including but not limited to:

SANFORD BROWN INST-ISELIN
 CAPRI INSTITUTE OF HAIR DESIGN
 CONCORDE SCH OF HAIR DESIGN
 CAPRI INSTITUTE OF HAIR DESIGN
 CAPRI INSTITUTE OF HAIR DESIGN
 CAPRI INSTITUTE OF HAIR DESIGN
 ARTISTIC ACAD OF HAIR DESIGN
 EMPIRE BEAUTY SCHOOL
 CAPRI INSTITUTE OF HAIR DESIGN
 EUROPEAN ACAD OF COSMETOLOGY
 EMPIRE BEAUTY SCHOOL
 RIZZIERI SCH/BEAUTY/WELLNESS
 PARISIAN BEAUTY SCHOOL
 EMPIRE BEAUTY SCHOOL
 UNION COUNTY COLLEGE-ELIZABETH
 UNION COUNTY CLG-PLAINFIELD
 UMDNJ NEW JERSEY DENTAL SCHOOL
 UMDNJ SCH OF HLTH RELATED PROF
 UMDNJ SCH OF OSTEOPATHIC MED
 UMDNJ NEW JERSEY MEDICAL SCH
 RUTGERS LAW SCHOOL

OXFORD TWP SCHOOL DISTRICT
 PHILLIPSBURG SCHOOL DISTRICT
 POHATCONG TWP SCHOOL DIST
 WARREN CO VOC DISTRICT
 WARREN HILLS REG SCH DIST
 WASHINGTON BOROUGH SCHOOL DIST
 WASHINGTON TWP SCHOOL DISTRICT
 WHITE TWP SCHOOL DISTRICT
 LENAPE VALLEY REG HIGH SD
 KITTATINNY REG HIGH SCH DIST
 HUDSON CO SCHOOLS OF TECH
 MONMOUTH CO VOC SCH DISTRICT
 SALEM CO VOC TECH SCHOOL DIST
 BERGEN CO SPEC SERV SCH DIST
 ATLANTIC CO SPEC SERVICES SD
 BURLINGTON CO SPEC SERVICE SD
 CAPE MAY CO SPECIAL SERVICE SD
 CUMBERLAND REGIONAL HIGH SD
 MERCER CO SPEC SERV SCH DIST
 PINELANDS REGIONAL SCH DIST
 WALLKILL VALLEY REG HS DIST
 GLOUCESTER CO SPECIAL SVC SD
 HUNTERDON CO VOC SCH DISTRICT
 SALEM CO SPECIAL SERVICES SD
 BAYSHORE JOINTURE SPEC ED SD
 NEWARK PSD-SCHOOL NETWORK 1
 NEWARK PSD-SCHOOL NETWORK 2
 NEWARK PSD-SCHOOL NETWORK 3
 NEWARK PSD-SCHOOL NETWORK 4
 NEWARK PSD-SCHOOL NETWORK 5
 NEWARK PSD-SCHOOL NETWORK 6

RUTGERS UNIV SCH OF LAW-CAMDEN
 RUTGERS BUSINESS SCHOOL
 DIVERS ACAD EASTERN SEABOARD
 ENGINE CITY TECHNICAL INST
 JERSEY TRACTOR TRAILER TRAIN
 KUBERT SCH CARTOON/GRAPHIC ART
 RETS INSTITUTE
 PRISM CAREER INST-CHERRY HILL
 ATLANTIC COUNTY INST TECH
 ACADEMY OF MASSAGE THERAPY
 ATLANTIC CAPE CMTY COLLEGE
 RICHARD STOCKTON COLLEGE OF NJ
 PETROCELLI COLLEGE/CONT STDS
 FAIRLEIGH DICKINSON UNIV-TEA
 FELICIAN COLLEGE
 SHU IMMACULATE CONCEPTION SEM
 BERGEN CMTY CLG-PARAMUS
 FAIRLEIGH DICKINSON UNIV-FLOR
 RAMAPO COLLEGE
 BURLINGTON CO CLG-PEMBERTON
 RUTGERS UNIVERSITY-CAMDEN

CAMDEN COUNTY COLLEGE
 CUMBERLAND COUNTY COLLEGE
 BLOOMFIELD COLLEGE
 CALDWELL COLLEGE
 MONTCLAIR STATE UNIVERSITY
 UNIV OF MED/DENTISTRY SYS OFF
 NEW JERSEY INST OF TECHNOLOGY
 RUTGERS UNIVERSITY-NEWARK
 SETON HALL UNIVERSITY
 ESSEX COUNTY COLLEGE-NEWARK
 ROWAN UNIVERSITY-GLASSBORO
 GLOUCESTER COUNTY COLLEGE
 NEW JERSEY CITY UNIVERSITY
 SAINT PETERS UNIVERSITY
 STEVENS INST OF TECHNOLOGY
 HUDSON COUNTY CMTY CLG-JERSEY
 PRINCETON THEOLOGICAL SEMINARY
 PRINCETON UNIVERSITY
 RIDER UNIVERSITY
 THE COLLEGE OF NEW JERSEY
 WESTMINSTER CHOIR CLG-RIDER U
 MERCER CO CMTY CLG-W WINDSOR
 THOMAS EDISON STATE COLLEGE
 MIDDLESEX COUNTY COLLEGE
 NEW BRUNSWICK THEO SEM
 RUTGERS THE STATE UNIV OF NJ
 BROOKDALE COMMUNITY COLLEGE
 ASSUMPTION COLLEGE FOR SISTERS
 COLLEGE OF ST ELIZABETH
 DREW UNIVERSITY
 MONMOUTH UNIVERSITY
 COUNTY COLLEGE OF MORRIS
 RABBINICAL COLLEGE OF AMERICA
 GEORGIAN COURT UNIVERSITY
 OCEAN COUNTY COLLEGE
 WILLIAM PATERSON UNIVERSITY
 PASSAIC COUNTY CMTY COLLEGE
 RARITAN VALLEY CMTY COLLEGE
 KEAN UNIVERSITY
 UNION COUNTY COLLEGE
 CENTENARY COLLEGE
 BERKELEY COLLEGE-GARRET MT
 SALEM COMMUNITY COLLEGE
 BERKELEY COLLEGE-MIDDLESEX
 SETON HALL UNIV SCHOOL OF LAW
 BERKELEY COLLEGE-BERGEN
 ROBERT WOOD JOHNSON MED
 SCHOOL
 DEVRY UNIVERSITY-N BRUNSWICK
 DREW UNIV THEOLOGICAL SCHOOL
 ST PETERS U-ENGLEWOOD CLIFFS
 CAMDEN CMTY COLLEGE-CAMDEN
 RUTGERS ST UNIV OF NJ CTRL OFF

UMDNJ SCHOOL OF NURSING
 SUSSEX COUNTY CMTY COLLEGE
 WARREN COUNTY CMTY COLLEGE
 LINCOLN TECHNICAL INST OFFICE
 OMEGA INSTITUTE
 EASTWICK COLLEGES
 HARRIS SCHOOL OF BUSINESS
 DRAKE COLLEGE OF BUSINESS
 STUART SCH OF BUSINESS ADMIN
 PRISM CAREER INST-EGG HARBOR
 HOHOKUS SCH OF BUS/MEDICAL SCI
 STENOTECH CAREER INSTITUTE
 DOVER BUSINESS COLLEGE
 LINCOLN TECH INST-UNION
 GENESIS SCHOOL OF BUSINESS
 CENTRAL CAREER SCHOOL
 LINCOLN TECH INST-MAHWAH
 DOVER BUSINESS COLLEGE
 HUDSON COUNTY CMTY CLG-N HUDSO
 ESSEX COUNTY COLLEGE-W ESSEX
 HOHOKUS SCH OF BUS/MEDICAL SCI
 ACAD OF MASSAGE THERAPY
 LINCOLN TECH INST-EDISON
 LINCOLN TECH INST-MORRESTOWN
 FORTIS INSTITUTE-WAYNE
 STAR CAREER ACADEMY
 STAR CAREER ACADEMY-EGG HARBOR
 STAR CAREER ACADEMY-CLIFTON
 STAR CAREER ACADEMY-NEWARK
 SETON HALL UNIV-GRAD MED ED
 HORIZON INST PARALEGAL STUDIES
 CT SCH OF BROADCASTING-NJ
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER
 BERLITZ INTERNATIONAL INC
 UMDNJ SCH OF PUB HLTH-NEWARK
 UMDNJ SCH OF PUB HLTH-PICA/NB
 UMDNJ SCH OF PUB HLTH-STR/CAM
 ANTHEM INSTITUTE-PARSIPPANY
 PENNCO TECH
 ANTHEM INSTITUTE-JERSEY CITY
 ANTHEM INSTITUTE-CHERRY HILL
 ANTHEM INSTITUTE-N BRUNSWICK
 SOMERSET CHRISTIAN COLLEGE
 TETERBORO SCH OF AERONAUTICS
 EASTERN INTL CLG-JERSEY CITY
 INST FOR THERAPEUTIC MASSAGE
 CORTIVA INST-NEW JERSEY
 CONCORDE SCHOOL OF HAIR DESIGN
 PB COSMETOLOGY EDUCATION CTR
 HOLY NAME HOSP SCH OF NURSING
 LOURDES MEDICAL SCH OF NURSING

ST FRANCIS MED CTR SCH NURSING
CAPITAL HEALTH SYS SCH NURSING
MERCER CO CMTY CLG-JAMES KEAR
BAYONNE HOSPITAL SCH NURSING
CHRIST HOSPITAL SCH OF NURSING
HOHOKUS SCHOOL AT MED CENTER
ROWAN UNIVERSITY-CAMDEN
RIDER UNIV-PRIN/WESTMINSTER
BURLINGTON CO CLG-MT LAUREL
BURLINGTON CO CLG-WILLINGBORO
BEST CARE TRAINING INSTITUTE
PERFORMANCE TRAINING
HEALTHCARE TRAINING INSTITUTE
EMBRY-RIDDLE AERO U-MCGUIRE
ST JOSEPHS FAMILY MEDICINE
PRINCETON HEALTHCARE SYS
CAPITAL HEALTH SYSTEM
CENTRAL STATE MEDICAL CENTER
FAMILY PRACTICE CENTER
FAMILY MEDICINE CENTER
FAMILY MED CTR-MONUMENT SQ
PHILLIPS BARBER HEALTH CTR
HUNTERDON MEDICAL CENTER
RARITAN BAY MEDICAL CTR
ENGLEWOOD HOSPITAL
JERSEY CITY MEDICAL CENTER
ST JOSEPHS MEDICAL CENTER
MONMOUTH MEDICAL CTR
UNION HOSPITAL
ST MICHAELS MEDICAL CTR
NEWARK BETH ISRAEL
THE UNIVERSITY HOSPITAL
ST BARNABAS MED CENTER
HACKENSACK UNIV MED CTR
VETERANS ADMIN MED CTR
ST PETERS UNIVERSITY HOSP

W JERSEY FAMILY PRACTICE
MUHLENBERG REG MEDICAL CTR
UNDERWOOD MEMORIAL HOSP
COVENTRY FAMILY PRACTICE
CAPITAL HEALTH SYSTEM
SOMERSET MEDICAL CENTER
ST FRANCIS MEDICAL CENTER
JOHN F KENNEDY MEDICAL CTR
ROBERT WOOD JOHNSON HOSP
COOPER MEDICAL CENTER
JERSEY SHORE MEDICAL CTR
MIDDLESEX GEN HOSPITAL
WEST JERSEY HOSPITAL
ST MARY HOSPITAL
BERGEN REG MEDICAL CENTER
ATLANTIC CITY MED CENTER
MOUNTAINSIDE HOSPITAL
OVERLOOK HOSPITAL
MORRISTOWN MEM HOSPITAL
MATHENY SCHOOL/HOSPITAL
ROBERT WOOD JOHNSON MED SCH
PASCACK VALLEY HOSPITAL
TRINITAS HOSPITAL
UNIV MEDICINE/DENTISTRY
PERTH AMBOY SCH-ADULT PN
SHORE MEMORIAL HOSPITAL
FELICIAN COLLEGE-RUTHERFORD
BERKELEY COLLEGE-NEWARK
DEVRY UNIVERSITY-PARAMUS
CAMDEN COUNTY COLLEGE
EASTERN INTL CLG-BELLEVILLE
LINCOLN TECH INST-S PLAINFIELD
LINCOLN TECH INST-PARAMUS
DEVRY UNIVERSITY-CHERRY HILL
BERGEN CMTY CLG-MEADOWLANDS
ITT TECHNICAL INST-MARLTON

State Agencies in New Jersey including but not limited to:

NEW JERSEY - GOVERNOR
NEW JERSEY - ATTORNEY GENERAL
NEW JERSEY - STATE TREASURER
NEW JERSEY - SECRETARY OF STATE
NEW JERSEY - STATE LEGISLATURE
NEW JERSEY - JUDICIARY
NEW JERSEY - DEPARTMENT OF ENVIRONMENTAL PROTECTION
NEW JERSEY - DEPARTMENT OF LAW AND PUBLIC SAFETY
NEW JERSEY - DEPARTMENT OF THE TREASURY
NEW JERSEY - NEW JERSEY STATE LIBRARY
NEW JERSEY - TRAVEL AND TOURISM
NEW JERSEY - WORKFORCE NEW JERSEY PUBLIC INFORMATION NETWORK
NEW JERSEY - DEPARTMENT OF HUMAN SERVICES
NEW JERSEY - DEPARTMENT OF HEALTH AND SENIOR SERVICES
NEW JERSEY - NEW JERSEY LOTTERY
NEW JERSEY - DEPARTMENT OF TRANSPORTATION

NEW JERSEY - DEPARTMENT OF STATE
 NEW JERSEY - DEPARTMENT OF PERSONNEL
 NEW JERSEY - DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
 NEW JERSEY - DEPARTMENT OF LABOR
 NEW JERSEY - DEPARTMENT OF EDUCATION
 NEW JERSEY - DEPARTMENT OF CORRECTIONS
 NEW JERSEY - DEPARTMENT OF COMMUNITY AFFAIRS
 NEW JERSEY - DEPARTMENT OF BANKING AND INSURANCE
 NEW JERSEY - DEPARTMENT OF AGRICULTURE
 NEW JERSEY - OFFICE OF THE PUBLIC DEFENDER
 NEW JERSEY - OFFICE OF INFORMATION TECHNOLOGY
 NEW JERSEY - HANGOUT NJ (KID'S PAGE)
 NEW JERSEY - DIVISION OF PARKS & FORESTRY
 NEW JERSEY - NEW JERSEY HOMELAND SECURITY
 NEW JERSEY - NEW JERSEY STATE POLICE
 NEW JERSEY - OFFICE OF EMERGENCY MANAGEMENT
 NEW JERSEY - DIVISION OF AGING SERVICES
 NEW JERSEY - ELECTION LAW ENFORCEMENT COMMISSION
 NEW JERSEY - NEW JERSEY COMMERCE AND ECONOMIC GROWTH COMMISSION
 NEW JERSEY - NEW JERSEY COMMISSION ON HIGHER EDUCATION
 NEW JERSEY - STATE COMMISSION OF INVESTIGATION
 NEW JERSEY - NEW JERSEY BUILDING AUTHORITY
 NEW JERSEY - GARDEN STATE PRESERVATION TRUST
 NEW JERSEY - VICTIMS OF CRIME COMPENSATION BOARD
 NEW JERSEY - STATE PAROLE BOARD
 NEW JERSEY - NEW JERSEY BOARD OF PUBLIC UTILITIES
 NEW JERSEY - NEW JERSEY MEADOWLANDS COMMISSION

Cities, Towns, Villages, and Boroughs in New York including but not limited to:

CITY OF NEW YORK	TOWN OF NORTH SALEM
VILLAGE OF ARDSLEY	VILLAGE OF OSSINING
TOWN OF NORTH CASTLE	TOWN OF OSSINING
TOWN OF BEDFORD	CITY OF PEEKSKILL
TOWN OF SOUTHEAST	TOWN OF CORTLANDT
VILLAGE OF BREWSTER	VILLAGE OF PLEASANTVILLE
VILLAGE OF BRIARCLIFF MANOR	VILLAGE OF RYE BROOK
VILLAGE OF BUCHANAN	TOWN OF RYE
TOWN OF KENT	VILLAGE OF PORT CHESTER
TOWN OF NEW CASTLE	TOWN OF POUND RIDGE
TOWN OF PHILIPSTOWN	TOWN OF PUTNAM VALLEY
VILLAGE OF NELSONVILLE	CITY OF RYE
VILLAGE OF COLD SPRING	VILLAGE OF SCARSDALE
VILLAGE OF CROTON ON HUDSON	TOWN OF SOMERS
VILLAGE OF DOBBS FERRY	TOWN OF LEWISBORO
VILLAGE OF ELMSFORD	VILLAGE OF SLEEPY HOLLOW
TOWN-VILLAGE OF HARRISON	VILLAGE OF TARRYTOWN
VILLAGE OF IRVINGTON	TOWN OF MOUNT PLEASANT
VILLAGE OF LARCHMONT	TOWN OF YORKTOWN
TOWN OF CARMEL	CITY OF WHITE PLAINS
VILLAGE OF MAMARONECK	TOWN OF GREENBURGH
TOWN OF MAMARONECK	CITY OF YONKERS
VILLAGE OF MOUNT KISCO	VILLAGE OF HASTINGS ON HUDSON
TOWN OF MOUNT KISCO	VILLAGE OF TUCKAHOE
CITY OF MOUNT VERNON	VILLAGE OF BRONXVILLE

TOWN OF EASTCHESTER
CITY OF NEW ROCHELLE
TOWN OF PELHAM
VILLAGE OF PELHAM
VILLAGE OF PELHAM MANOR
VILLAGE OF MONTEBELLO
TOWN OF RAMAPO
VILLAGE OF SUFFERN
VILLAGE OF SOUTH BLOOMING GROVE
TOWN OF BLOOMING GROVE
TOWN OF HAMPTONBURGH
VILLAGE OF WOODBURY
VILLAGE OF CHESTER
TOWN OF CHESTER
VILLAGE OF FLORIDA
TOWN OF HAVERSTRAW
TOWN OF GOSHEN
VILLAGE OF GOSHEN
VILLAGE OF GREENWOOD LAKE
VILLAGE OF HARRIMAN
VILLAGE OF HAVERSTRAW
TOWN OF HIGHLANDS
VILLAGE OF HIGHLAND FALLS
TOWN OF WOODBURY
VILLAGE OF HILLBURN
CITY OF MIDDLETOWN
TOWN OF WALLKILL
VILLAGE OF KIRYAS JOEL
TOWN OF MONROE
VILLAGE OF MONROE
VILLAGE OF KASER
VILLAGE OF WESLEY HILLS
TOWN OF CLARKSTOWN
VILLAGE OF NEW HEMPSTEAD
VILLAGE OF UPPER NYACK
VILLAGE OF NYACK
VILLAGE OF SOUTH NYACK
VILLAGE OF GRANDVIEW ON HUDSON
TOWN OF ORANGETOWN
VILLAGE OF OTISVILLE
TOWN OF MOUNT HOPE
VILLAGE OF PIERMONT
VILLAGE OF POMONA
TOWN OF WAWAYANDA
VILLAGE OF SLOATSBURG
VILLAGE OF SPRING VALLEY
VILLAGE OF CHESTNUT RIDGE
VILLAGE OF NEW SQUARE
TOWN OF STONY POINT
VILLAGE OF AIRMONT
VILLAGE OF TUXEDO PARK
TOWN OF TUXEDO
VILLAGE OF UNIONVILLE

VILLAGE OF WARWICK
TOWN OF WARWICK
VILLAGE OF WASHINGTONVILLE
VILLAGE OF WEST HAVERSTRAW
TOWN OF MINISINK
VILLAGE OF SOUTH FLORAL PARK
VILLAGE OF BELLEROSE
VILLAGE OF FLORAL PARK
VILLAGE OF LAKE SUCCESS
VILLAGE OF KENSINGTON
VILLAGE OF GREAT NECK ESTATES
VILLAGE OF RUSSELL GARDENS
VILLAGE OF GREAT NECK PLAZA
VILLAGE OF GREAT NECK
VILLAGE OF SADDLE ROCK
VILLAGE OF THOMASTON
VILLAGE OF KINGS POINT
VILLAGE OF PLANDOME
VILLAGE OF FLOWER HILL
VILLAGE OF PLANDOME MANOR
TOWN OF NORTH HEMPSTEAD
VILLAGE OF MUNSEY PARK
VILLAGE OF PLANDOME HEIGHTS
VILLAGE OF NEW HYDE PARK
VILLAGE OF SANDS POINT
VILLAGE OF MANORHAVEN
VILLAGE OF PORT WASHINGTON
NORTH
VILLAGE OF BAXTER ESTATES
VILLAGE OF MINEOLA
VILLAGE OF ATLANTIC BEACH
VILLAGE OF CEDARHURST
VILLAGE OF EAST ROCKAWAY
VILLAGE OF FREEPORT
VILLAGE OF GARDEN CITY
VILLAGE OF STEWART MANOR
CITY OF GLEN COVE
VILLAGE OF OLD BROOKVILLE
VILLAGE OF BROOKVILLE
TOWN OF HEMPSTEAD
VILLAGE OF HEMPSTEAD
VILLAGE OF HEWLETT NECK
VILLAGE OF WOODSBURGH
VILLAGE OF HEWLETT BAY PARK
VILLAGE OF HEWLETT HARBOR
VILLAGE OF ISLAND PARK
VILLAGE OF LAWRENCE
VILLAGE OF LATTINGTOWN
VILLAGE OF MATINECOCK
CITY OF LONG BEACH
VILLAGE OF LYNBROOK
VILLAGE OF MALVERNE
VILLAGE OF OLD WESTBURY

VILLAGE OF ROCKVILLE CENTRE
VILLAGE OF ROSLYN HARBOR
VILLAGE OF ROSLYN ESTATES
VILLAGE OF ROSLYN
VILLAGE OF EAST HILLS
VILLAGE OF NORTH HILLS
VILLAGE OF SEA CLIFF
VILLAGE OF VALLEY STREAM
VILLAGE OF WESTBURY
VILLAGE OF WILLISTON PARK
VILLAGE OF EAST WILLISTON
VILLAGE OF AMITYVILLE
VILLAGE OF BABYLON
VILLAGE OF SALTAIRE
VILLAGE OF BAYVILLE
VILLAGE OF BELLPORT
VILLAGE OF BRIGHTWATERS
VILLAGE OF OLD FIELD
VILLAGE OF POQUOTT
VILLAGE OF FARMINGDALE
TOWN OF BROOKHAVEN
VILLAGE OF HUNTINGTON BAY
VILLAGE OF LLOYD HARBOR
TOWN OF HUNTINGTON
VILLAGE OF ISLANDIA
TOWN OF ISLIP
VILLAGE OF LAKE GROVE
TOWN OF BABYLON
VILLAGE OF LINDENHURST
VILLAGE OF MASSAPEQUA PARK
VILLAGE OF MILL NECK
VILLAGE OF NORTHPORT
VILLAGE OF ASHAROKEN
VILLAGE OF OCEAN BEACH
VILLAGE OF COVE NECK
VILLAGE OF UPPER BROOKVILLE
TOWN OF OYSTER BAY
VILLAGE OF OYSTER BAY COVE
VILLAGE OF CENTRE ISLAND
VILLAGE OF PATCHOGUE
VILLAGE OF BELLE TERRE
VILLAGE OF PORT JEFFERSON
VILLAGE OF HEAD OF THE HARBOR
VILLAGE OF NISSEQUOGUE
VILLAGE OF SHOREHAM
VILLAGE OF THE BRANCH
TOWN OF SMITHTOWN
VILLAGE OF LAUREL HOLLOW
VILLAGE OF MUTTONTOWN
TOWN OF RIVERHEAD
VILLAGE OF EAST HAMPTON
TOWN OF EAST HAMPTON
VILLAGE OF GREENPORT

VILLAGE OF QUOGUE
VILLAGE OF SAGAPONACK
VILLAGE OF SAG HARBOR
VILLAGE OF NORTH HAVEN
TOWN OF SHELTER ISLAND
VILLAGE OF DERING HARBOR
VILLAGE OF SOUTHAMPTON
TOWN OF SOUTHAMPTON
TOWN OF SOUTHOLD
VILLAGE OF WEST HAMPTON DUNES
VILLAGE OF WESTHAMPTON BEACH
VILLAGE OF ALTAMONT
CITY OF AMSTERDAM
TOWN OF PERTH
TOWN OF AMSTERDAM
TOWN OF FLORIDA
VILLAGE OF ATHENS
TOWN OF ATHENS
TOWN OF CHARLTON
VILLAGE OF BALLSTON SPA
TOWN OF MILTON
TOWN OF MALTA
TOWN OF BERLIN
TOWN OF BERNE
VILLAGE OF BROADALBIN
TOWN OF BROADALBIN
TOWN OF BALLSTON
TOWN OF CANAAN
TOWN OF CARLISLE
TOWN OF CAROGA
VILLAGE OF CASTLETON-ON-HUDSON
VILLAGE OF CHATHAM
TOWN OF CHATHAM
VILLAGE OF COBLESKILL
TOWN OF COBLESKILL
TOWN OF SEWARD
CITY OF COHOES
VILLAGE OF COXSACKIE
TOWN OF COXSACKIE
VILLAGE OF DELANSON
TOWN OF BETHLEHEM
TOWN OF DUANESBURG
TOWN OF EAST GREENBUSH
VILLAGE OF EAST NASSAU
TOWN OF SCHODACK
TOWN OF CLIFTON PARK
TOWN OF HALFMOON
VILLAGE OF ESPERANCE
TOWN OF ESPERANCE
TOWN OF MOHAWK
VILLAGE OF FONDA
VILLAGE OF FORT JOHNSON
VILLAGE OF FULTONVILLE

TOWN OF GLEN
TOWN OF WRIGHT
VILLAGE OF GALWAY
TOWN OF GALWAY
TOWN OF GHENT
TOWN OF GILBOA
TOWN OF CONESVILLE
CITY OF GLOVERSVILLE
TOWN OF BLEECKER
TOWN OF GRAFTON
TOWN OF GREENVILLE
TOWN OF GUILDERLAND
VILLAGE OF HAGAMAN
TOWN OF NEW BALTIMORE
TOWN OF HOOSICK
VILLAGE OF HOOSICK FALLS
TOWN OF JEFFERSON
CITY OF JOHNSTOWN
TOWN OF JOHNSTOWN
VILLAGE OF KINDERHOOK
TOWN OF KNOX
TOWN OF LAKE PLEASANT
TOWN OF COLONIE
VILLAGE OF MAYFIELD
TOWN OF MAYFIELD
CITY OF MECHANICVILLE
TOWN OF RENSSELAERVILLE
TOWN OF SCHAGHTICOKE
VILLAGE OF MIDDLEBURGH
TOWN OF MIDDLEBURGH
TOWN OF BROOME
VILLAGE OF NASSAU
TOWN OF NASSAU
TOWN OF NEW LEBANON
TOWN OF KINDERHOOK
TOWN OF BLENHEIM
TOWN OF BENSON
VILLAGE OF NORTHVILLE
TOWN OF NORTHAMPTON
TOWN OF HOPE
TOWN OF EDINBURG
TOWN OF PETERSBURGH
TOWN OF ARIETTA
TOWN OF POESTENKILL
VILLAGE OF RAVENA
TOWN OF COEYMANS
CITY OF RENSSELAER
VILLAGE OF RICHMONDVILLE
TOWN OF RICHMONDVILLE
VILLAGE OF ROUND LAKE
TOWN OF SAND LAKE
VILLAGE OF SCHAGHTICOKE
TOWN OF MARYLAND

VILLAGE OF SCHOHARIE
TOWN OF SCHOHARIE
TOWN OF NEW SCOTLAND
VILLAGE OF SPECULATOR
TOWN OF AUSTERLITZ
TOWN OF CHARLESTON
TOWN OF ROOT
VILLAGE OF STAMFORD
TOWN OF STEPHENTOWN
VILLAGE OF STILLWATER
TOWN OF STILLWATER
TOWN OF STUYVESANT
TOWN OF SUMMIT
CITY OF TROY
TOWN OF BRUNSWICK
TOWN OF GREEN ISLAND
VILLAGE OF GREEN ISLAND
VILLAGE OF VALATIE
VILLAGE OF VALLEY FALLS
TOWN OF PITTSTOWN
VILLAGE OF VOORHEESVILLE
VILLAGE OF WATERFORD
TOWN OF WATERFORD
CITY OF WATERVLIT
TOWN OF WELLS
TOWN OF WESTERLO
TOWN OF FULTON
TOWN OF WORCESTER
TOWN OF DECATUR
TOWN OF NORTH GREENBUSH
VILLAGE OF MENANDS
VILLAGE OF COLONIE
CITY OF ALBANY
VILLAGE OF SCOTIA
TOWN OF GLENNVILLE
CITY OF SCHENECTADY
TOWN OF ROTTERDAM
TOWN OF PRINCETOWN
TOWN OF NISKAYUNA
CITY OF KINGSTON
TOWN OF KINGSTON
TOWN OF ROCHESTER
TOWN OF HARDENBURGH
TOWN OF ASHLAND
TOWN OF CAIRO
TOWN OF CATSKILL
VILLAGE OF CATSKILL
TOWN OF DURHAM
TOWN OF WAWARSING
VILLAGE OF ELLENVILLE
VILLAGE OF FLEISCHMANN'S
TOWN OF HALCOTT
TOWN OF WINDHAM

VILLAGE OF HUNTER
TOWN OF HURLEY
TOWN OF JEWETT
TOWN OF ULSTER
TOWN OF LEXINGTON
VILLAGE OF MARGARETVILLE
TOWN OF MIDDLETOWN
TOWN OF ESOPUS
TOWN OF PRATTSVILLE
TOWN OF ROSENDALE
TOWN OF ROXBURY
TOWN OF SAUGERTIES
VILLAGE OF SAUGERTIES
TOWN OF SHANDAKEN
TOWN OF MARBLETOWN
TOWN OF HUNTER
VILLAGE OF TANNERSVILLE
TOWN OF OLIVE
TOWN OF WOODSTOCK
TOWN OF AMENIA
TOWN OF GALLATIN
TOWN OF ANCRAM
CITY OF BEACON
TOWN OF CLINTON
TOWN OF COPAKE
TOWN OF CORNWALL
VILLAGE OF CORNWALL ON HUDSON
TOWN OF DOVER
TOWN OF TAGHKANIC
TOWN OF FISHKILL
VILLAGE OF FISHKILL
TOWN OF GARDINER
TOWN OF GERMANTOWN
TOWN OF CLERMONT
TOWN OF LLOYD
TOWN OF HILLSDALE
TOWN OF EAST FISHKILL
TOWN OF GREENPORT
CITY OF HUDSON
TOWN OF STOCKPORT
TOWN OF HYDE PARK
TOWN OF LAGRANGE
TOWN OF UNION VALE
TOWN OF LIVINGSTON
VILLAGE OF MAYBROOK
TOWN OF CLAVERACK
VILLAGE OF MILLBROOK
TOWN OF WASHINGTON
TOWN OF NORTH EAST
VILLAGE OF MILLERTON
TOWN OF MARLBOROUGH
TOWN OF PLATTEKILL
VILLAGE OF MONTGOMERY

TOWN OF MONTGOMERY
TOWN OF NEWBURGH
CITY OF NEWBURGH
TOWN OF NEW WINDSOR
TOWN OF NEW PALTZ
VILLAGE OF NEW PALTZ
TOWN OF PATTERSON
TOWN OF PAWLING
VILLAGE OF PAWLING
VILLAGE OF PHILMONT
TOWN OF CRAWFORD
TOWN OF PINE PLAINS
TOWN OF PLEASANT VALLEY
TOWN OF BEEKMAN
TOWN OF RED HOOK
VILLAGE OF RED HOOK
TOWN OF MILAN
VILLAGE OF RHINEBECK
TOWN OF RHINEBECK
TOWN OF STANFORD
VILLAGE OF TIVOLI
VILLAGE OF WALDEN
TOWN OF SHAWANGUNK
VILLAGE OF WAPPINGERS FALLS
TOWN OF WAPPINGER
CITY OF POUGHKEEPSIE
TOWN OF POUGHKEEPSIE
VILLAGE OF MONTICELLO
TOWN OF THOMPSON
VILLAGE OF BLOOMINGBURG
TOWN OF DENNING
TOWN OF COCHECTON
TOWN OF HIGHLAND
TOWN OF LUMBERLAND
TOWN OF NEVERSINK
TOWN OF FREMONT
TOWN OF DELAWARE
TOWN OF DEERPARK
VILLAGE OF JEFFERSONVILLE
TOWN OF CALLICOON
TOWN OF LIBERTY
VILLAGE OF LIBERTY
TOWN OF ROCKLAND
TOWN OF TUSTEN
CITY OF PORT JERVIS
TOWN OF GREENVILLE
TOWN OF FORESTBURGH
TOWN OF FALLSBURG
TOWN OF BETHEL
VILLAGE OF WOODRIDGE
VILLAGE OF WURTSBORO
CITY OF GLENS FALLS
VILLAGE OF SOUTH GLENS FALLS

TOWN OF QUEENSBURY
VILLAGE OF ARGYLE
TOWN OF ARGYLE
TOWN OF THURMAN
TOWN OF BOLTON
TOWN OF HORICON
VILLAGE OF CAMBRIDGE
TOWN OF CAMBRIDGE
TOWN OF WHITE CREEK
TOWN OF CHESTER
VILLAGE OF CORINTH
TOWN OF CORINTH
VILLAGE OF FORT ANN
TOWN OF FORT ANN
TOWN OF FORT EDWARD
VILLAGE OF FORT EDWARD
TOWN OF MOREAU
TOWN OF NORTHUMBERLAND
TOWN OF WILTON
TOWN OF GRANVILLE
VILLAGE OF GRANVILLE
TOWN OF GREENFIELD
TOWN OF GREENWICH
VILLAGE OF GREENWICH
TOWN OF EASTON
TOWN OF HADLEY
TOWN OF HAGUE
TOWN OF HAMPTON
TOWN OF HARTFORD
VILLAGE OF HUDSON FALLS
TOWN OF KINGSBURY
TOWN OF INDIAN LAKE
TOWN OF LAKE GEORGE
VILLAGE OF LAKE GEORGE
TOWN OF LAKE LUZERNE
TOWN OF LONG LAKE
TOWN OF PROVIDENCE
TOWN OF MINERVA
TOWN OF NEWCOMB
TOWN OF JOHNSBURG
TOWN OF NORTH HUDSON
TOWN OF PUTNAM
VILLAGE OF SALEM
TOWN OF SALEM
TOWN OF HEBRON
TOWN OF JACKSON
CITY OF SARATOGA SPRINGS
TOWN OF SCHROON
VILLAGE OF SCHUYLERVILLE
TOWN OF SARATOGA
TOWN OF STONY CREEK
TOWN OF TICONDEROGA
VILLAGE OF VICTORY

TOWN OF WARRENSBURG
VILLAGE OF WHITEHALL
TOWN OF WHITEHALL
CITY OF PLATTSBURGH
TOWN OF PLATTSBURGH
TOWN OF ALTONA
TOWN OF BLACK BROOK
TOWN OF JAY
TOWN OF SAINT ARMAND
TOWN OF BOMBAY
TOWN OF BELLMONT
VILLAGE OF BRUSHTON
TOWN OF BURKE
VILLAGE OF BURKE
TOWN OF CHAMPLAIN
VILLAGE OF CHAMPLAIN
TOWN OF CHATEAUGAY
VILLAGE OF CHATEAUGAY
TOWN OF CHAZY
TOWN OF CONSTABLE
TOWN OF CLIFTON
TOWN OF CROWN POINT
VILLAGE OF DANNEMORA
TOWN OF DANNEMORA
TOWN OF ELIZABETHTOWN
TOWN OF ELLENBURG
TOWN OF ESSEX
TOWN OF FORT COVINGTON
TOWN OF KEENE
TOWN OF CHESTERFIELD
VILLAGE OF KEESEVILLE
TOWN OF AUSABLE
TOWN OF NORTH ELBA
VILLAGE OF LAKE PLACID
TOWN OF LEWIS
VILLAGE OF MALONE
TOWN OF WESTVILLE
TOWN OF MALONE
TOWN OF DUANE
TOWN OF MOIRA
TOWN OF MOOERS
TOWN OF SCHUYLER FALLS
TOWN OF HOPKINTON
TOWN OF BANGOR
TOWN OF BRANDON
TOWN OF LAWRENCE
TOWN OF PERU
TOWN OF PIERCEFIELD
TOWN OF MORIAH
VILLAGE OF PORT HENRY
VILLAGE OF ROUSES POINT
TOWN OF WAVERLY
TOWN OF SARANAC

VILLAGE OF SARANAC LAKE
TOWN OF HARRIETSTOWN
TOWN OF SANTA CLARA
VILLAGE OF TUPPER LAKE
TOWN OF TUPPER LAKE
TOWN OF FRANKLIN
TOWN OF BRIGHTON
TOWN OF BEEKMANTOWN
TOWN OF WESTPORT
TOWN OF WILLSBORO
TOWN OF WILMINGTON
CITY OF AUBURN
TOWN OF OWASCO
TOWN OF THROOP
THE TOWN OF SENNETT
TOWN OF AURELIUS
TOWN OF FLEMING
TOWN OF LEDYARD
VILLAGE OF AURORA
VILLAGE OF BALDWINVILLE
TOWN OF LYSANDER
TOWN OF VAN BUREN
VILLAGE OF CAMILLUS
TOWN OF LENOX
VILLAGE OF CANASTOTA
TOWN OF FENNER
TOWN OF IRA
TOWN OF CATO
VILLAGE OF CATO
TOWN OF SPRINGPORT
TOWN OF MONTEZUMA
TOWN OF CAZENOVIA
VILLAGE OF CAZENOVIA
TOWN OF SMITHFIELD
TOWN OF NELSON
VILLAGE OF CENTRAL SQUARE
TOWN OF HASTINGS
TOWN OF SULLIVAN
VILLAGE OF CHITTENANGO
TOWN OF CICERO
TOWN OF CINCINNATUS
TOWN OF TAYLOR
TOWN OF CLAY
VILLAGE OF CLEVELAND
TOWN OF CONSTANTIA
CITY OF CORTLAND
TOWN OF CORTLANDVILLE
TOWN OF VIRGIL
VILLAGE OF DE RUYTER
TOWN OF DE RUYTER
TOWN OF LINCKLAEN
VILLAGE OF DRYDEN
TOWN OF DRYDEN

TOWN OF VERONA
VILLAGE OF EAST SYRACUSE
TOWN OF DE WITT
VILLAGE OF ELBRIDGE
TOWN OF FABIUS
VILLAGE OF FABIUS
VILLAGE OF FAIR HAVEN
TOWN OF MANLIUS
VILLAGE OF FAYETTEVILLE
VILLAGE OF FREEVILLE
CITY OF FULTON
TOWN OF PALERMO
TOWN OF GRANBY
TOWN OF VOLNEY
TOWN OF GENOA
TOWN OF GEORGETOWN
TOWN OF GROTON
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VILLAGE OF HANNIBAL
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VILLAGE OF HOMER
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TOWN OF SCOTT
VILLAGE OF JORDAN
TOWN OF ELBRIDGE
VILLAGE OF LACONA
TOWN OF BOYLSTON
TOWN OF LA FAYETTE
VILLAGE OF LIVERPOOL
TOWN OF SALINA
TOWN OF LOCKE
TOWN OF SUMMERHILL
VILLAGE OF MC GRAW
TOWN OF SOLON
VILLAGE OF MANLIUS
TOWN OF POMPEY
VILLAGE OF MARCELLUS
TOWN OF MARCELLUS
VILLAGE OF MERIDIAN
TOWN OF MEXICO
VILLAGE OF MEXICO
TOWN OF MINETTO
VILLAGE OF MINOA
VILLAGE OF MORAVIA
TOWN OF MORAVIA
TOWN OF NILES
TOWN OF SEMPRONIUS
TOWN OF NEW HAVEN
TOWN OF VIENNA
CITY OF OSWEGO
TOWN OF OSWEGO
TOWN OF SCRIBA
TOWN OF PARISH

VILLAGE OF PARISH
TOWN OF SCHROEPPPEL
VILLAGE OF PHOENIX
TOWN OF PITCHER
VILLAGE OF PORT BYRON
TOWN OF MENTZ
TOWN OF CONQUEST
TOWN OF PREBLE
VILLAGE OF PULASKI
TOWN OF RICHLAND
VILLAGE OF RED CREEK
TOWN OF VICTORY
TOWN OF SANDY CREEK
VILLAGE OF SANDY CREEK
TOWN OF SAVANNAH
TOWN OF SCIPIO
TOWN OF VENICE
VILLAGE OF SENECA FALLS
TOWN OF SENECA FALLS
TOWN OF TYRE
VILLAGE OF SKANEATELES
TOWN OF SKANEATELES
TOWN OF SPAFFORD
TOWN OF OTSELIC
TOWN OF STERLING
THE VILLAGE OF SYLVAN BEACH
TOWN OF TRUXTON
TOWN OF CUYLER
TOWN OF TULLY
VILLAGE OF TULLY
TOWN OF OTISCO
VILLAGE OF UNION SPRINGS
VILLAGE OF WAMPSVILLE
VILLAGE OF WATERLOO
TOWN OF WATERLOO
TOWN OF FAYETTE
VILLAGE OF WEEDSPORT
TOWN OF BRUTUS
TOWN OF WEST MONROE
CITY OF SYRACUSE
TOWN OF GEDDES
VILLAGE OF SOLVAY
VILLAGE OF NORTH SYRACUSE
TOWN OF ONONDAGA
TOWN OF CAMILLUS
VILLAGE OF ALTMAR
TOWN OF ALBION
TOWN OF AVA
VILLAGE OF BARNEVELD
TOWN OF TRENTON
TOWN OF BOONVILLE
VILLAGE OF BOONVILLE
TOWN OF BRIDGEWATER

VILLAGE OF BRIDGEWATER
TOWN OF BROOKFIELD
TOWN OF BURLINGTON
TOWN OF CAMDEN
VILLAGE OF CAMDEN
TOWN OF FLORENCE
VILLAGE OF CANAJOHARIE
TOWN OF CANAJOHARIE
VILLAGE OF AMES
VILLAGE OF CHERRY VALLEY
TOWN OF CHERRY VALLEY
TOWN OF ROSEBOOM
VILLAGE OF CLAYVILLE
TOWN OF LITCHFIELD
TOWN OF KIRKLAND
VILLAGE OF COLD BROOK
TOWN OF OHIO
TOWN OF WEST TURIN
VILLAGE OF CONSTABLEVILLE
VILLAGE OF COOPERSTOWN
TOWN OF MIDDLEFIELD
VILLAGE OF CROGHAN
TOWN OF MARSHALL
TOWN OF MANHEIM
DOLGEVILLE VILLAGE
VILLAGE OF EARLVILLE
TOWN OF LEBANON
TOWN OF EDMESTON
TOWN OF OTSEGO
TOWN OF FORESTPORT
VILLAGE OF FORT PLAIN
TOWN OF MINDEN
TOWN OF STARK
VILLAGE OF FRANKFORT
TOWN OF FRANKFORT
TOWN OF NEW LISBON
VILLAGE OF HAMILTON
TOWN OF HAMILTON
TOWN OF HARTWICK
VILLAGE OF HERKIMER
TOWN OF HERKIMER
TOWN OF MOREHOUSE
VILLAGE OF HOLLAND PATENT
VILLAGE OF ILION
TOWN OF COLUMBIA
TOWN OF INLET
TOWN OF LEE
CITY OF LITTLE FALLS
TOWN OF DANUBE
TOWN OF LITTLE FALLS
TOWN OF FAIRFIELD
TOWN OF HARRISBURG
TOWN OF LOWVILLE

VILLAGE OF LOWVILLE
TOWN OF WATSON
TOWN OF NEW BREMEN
VILLAGE OF LYONS FALLS
TOWN OF MADISON
VILLAGE OF MADISON
TOWN OF MARCY
TOWN OF MARTINSBURG
VILLAGE OF MIDDLEVILLE
TOWN OF GERMAN FLATTS
VILLAGE OF MOHAWK
TOWN OF WARREN
TOWN OF EATON
VILLAGE OF MORRISVILLE
TOWN OF STOCKBRIDGE
VILLAGE OF MUNNSVILLE
VILLAGE OF NELLISTON
TOWN OF PITTSFIELD
VILLAGE OF NEW BERLIN
TOWN OF NEW BERLIN
VILLAGE OF NEW HARTFORD
TOWN OF NEW HARTFORD
TOWN OF NEWPORT
VILLAGE OF NEWPORT
TOWN OF NORWAY
VILLAGE OF NEW YORK MILLS
TOWN OF WEBB
VILLAGE OF ONEIDA CASTLE
CITY OF ONEIDA
VILLAGE OF ORISKANY
VILLAGE OF ORISKANY FALLS
TOWN OF AUGUSTA
TOWN OF ORWELL
TOWN OF PALATINE
VILLAGE OF PALANTINE BRIDGE
TOWN OF RUSSIA
VILLAGE OF POLAND
TOWN OF LYONSDALE
VILLAGE OF PORT LEYDEN
TOWN OF LEYDEN
VILLAGE OF PROSPECT
TOWN OF REDFIELD
TOWN OF REMSEN
VILLAGE OF REMSEN
TOWN OF STEUBEN
TOWN OF RICHFIELD
VILLAGE OF RICHFIELD SPRINGS
TOWN OF EXETER
CITY OF ROME
TOWN OF FLOYD
TOWN OF SAINT JOHNSVILLE
VILLAGE OF ST JOHNSVILLE
TOWN OF EPHRATAH

TOWN OF OPPENHEIM
TOWN OF SALISBURY
TOWN OF SANGERFIELD
TOWN OF PARIS
TOWN OF SHARON
VILLAGE OF SHARON SPRINGS
VILLAGE OF SHERBURNE
TOWN OF COLUMBUS
TOWN OF SHERBURNE
CITY OF SHERRILL
VILLAGE OF SMYRNA
TOWN OF SMYRNA
TOWN OF SPRINGFIELD
TOWN OF STRATFORD
TOWN OF ANNSVILLE
VILLAGE OF TURIN
TOWN OF TURIN
TOWN OF VERNON
VILLAGE OF VERNON
VILLAGE OF WATERVILLE
TOWN OF WESTERN
TOWN OF WESTFORD
TOWN OF LEWIS
TOWN OF WESTMORELAND
VILLAGE OF WEST WINFIELD
TOWN OF WINFIELD
TOWN OF PLAINFIELD
VILLAGE OF WHITESBORO
TOWN OF WHITESTOWN
TOWN OF AMBOY
TOWN OF WILLIAMSTOWN
VILLAGE OF YORKVILLE
CITY OF UTICA
TOWN OF DEERFIELD
TOWN OF SCHUYLER
VILLAGE OF GLEN PARK
CITY OF WATERTOWN
TOWN OF HOUNSFIELD
TOWN OF PAMELIA
TOWN OF WATERTOWN
VILLAGE OF ADAMS
TOWN OF LORRAINE
TOWN OF ADAMS
VILLAGE OF ALEXANDRIA BAY
TOWN OF ALEXANDRIA
VILLAGE OF ANTWERP
TOWN OF ANTWERP
TOWN OF RUTLAND
VILLAGE OF BLACK RIVER
TOWN OF BRASHER
VILLAGE OF BROWNVILLE
VILLAGE OF CANTON
TOWN OF CANTON

TOWN OF PIERREPONT
VILLAGE OF CAPE VINCENT
TOWN OF CAPE VINCENT
VILLAGE OF WEST CARTHAGE
TOWN OF WILNA
VILLAGE OF CARTHAGE
VILLAGE OF HERRINGS
TOWN OF CHAMPION
VILLAGE OF CASTORLAND
TOWN OF CROGHAN
TOWN OF LYME
VILLAGE OF CHAUMONT
VILLAGE OF CLAYTON
TOWN OF CLAYTON
TOWN OF COLTON
VILLAGE OF COPENHAGEN
TOWN OF DENMARK
TOWN OF PINCKNEY
TOWN OF MONTAGUE
VILLAGE OF DEFERIET
TOWN OF DE KALB
TOWN OF DE PEYSTER
VILLAGE OF DEXTER
TOWN OF BROWNVILLE
VILLAGE OF EDWARDS
TOWN OF EDWARDS
TOWN OF ELLISBURG
VILLAGE OF ELLISBURG
VILLAGE OF EVANS MILLS
TOWN OF LERAY
VILLAGE OF GOUVERNEUR
TOWN OF FOWLER
TOWN OF GOUVERNEUR
VILLAGE OF HAMMOND
TOWN OF HAMMOND
TOWN OF MACOMB
TOWN OF ROSSIE
VILLAGE OF HARRISVILLE
TOWN OF DIANA
TOWN OF PITCAIRN
TOWN OF HENDERSON
TOWN OF HERMON
VILLAGE OF HERMON
VILLAGE OF HEUVELTON
TOWN OF OSWEGATCHIE
TOWN OF ORLEANS
TOWN OF LISBON
TOWN OF WORTH
TOWN OF MADRID
VILLAGE OF MANNSVILLE
VILLAGE OF MASSENA
TOWN OF MASSENA
TOWN OF LOUISVILLE

TOWN OF MORRISTOWN
VILLAGE OF MORRISTOWN
TOWN OF NORFOLK
VILLAGE OF NORWOOD
CITY OF OGDENSBURG
TOWN OF PARISHVILLE
VILLAGE OF PHILADELPHIA
TOWN OF PHILADELPHIA
TOWN OF POTSDAM
VILLAGE OF POTSDAM
VILLAGE OF RENSSELAER FALLS
VILLAGE OF RICHVILLE
TOWN OF RODMAN
TOWN OF RUSSELL
TOWN OF CLARE
VILLAGE OF SACKETS HARBOR
TOWN OF FINE
VILLAGE OF THERESA
TOWN OF THERESA
VILLAGE OF WADDINGTON
TOWN OF WADDINGTON
TOWN OF STOCKHOLM
VILLAGE OF AFTON
TOWN OF AFTON
TOWN OF ANDES
TOWN OF OWEGO
VILLAGE OF BAINBRIDGE
TOWN OF BAINBRIDGE
TOWN OF TIOGA
TOWN OF BERKSHIRE
TOWN OF KORTRIGHT
TOWN OF BOVINA
VILLAGE OF CANDOR
TOWN OF CANDOR
TOWN OF BARKER
TOWN OF CONKLIN
TOWN OF DAVENPORT
TOWN OF HAMDEN
VILLAGE OF DELHI
TOWN OF DELHI
TOWN OF SANFORD
VILLAGE OF DEPOSIT
TOWN OF DEPOSIT
TOWN OF COLCHESTER
TOWN OF PHARSALIA
VILLAGE OF ENDICOTT
TOWN OF UNION
TOWN OF FRANKLIN
VILLAGE OF FRANKLIN
VILLAGE OF GILBERTSVILLE
TOWN OF BUTTERNUTS
TOWN OF NANTICOKE
TOWN OF GREENE

VILLAGE OF GREENE
TOWN OF COVENTRY
TOWN OF GUILFORD
TOWN OF HANCOCK
VILLAGE OF HANCOCK
TOWN OF HARFORD
TOWN OF HARPERSFIELD
TOWN OF COLESVILLE
VILLAGE OF HOBART
TOWN OF STAMFORD
VILLAGE OF JOHNSON CITY
TOWN OF KIRKWOOD
VILLAGE OF LAURENS
TOWN OF LAURENS
VILLAGE OF LISLE
TOWN OF LISLE
TOWN OF MC DONOUGH
TOWN OF GERMAN
TOWN OF MAINE
VILLAGE OF MARATHON
TOWN OF MARATHON
TOWN OF LAPEER
TOWN OF FREETOWN
TOWN OF MASONVILLE
TOWN OF MEREDITH
VILLAGE OF MILFORD
TOWN OF MORRIS
VILLAGE OF MORRIS
VILLAGE OF NEWARK VALLEY
TOWN OF NEWARK VALLEY
VILLAGE OF NICHOLS
TOWN OF NICHOLS
TOWN OF NORTH NORWICH
CITY OF NORWICH
TOWN OF NORWICH
CITY OF ONEONTA
VILLAGE OF OTEGO
TOWN OF OTEGO
VILLAGE OF OWEGO
TOWN OF OXFORD
VILLAGE OF OXFORD
TOWN OF PRESTON
TOWN OF FENTON
TOWN OF MILFORD
TOWN OF RICHFORD
VILLAGE OF SIDNEY
TOWN OF SIDNEY
TOWN OF SMITHVILLE
TOWN OF PLYMOUTH
TOWN OF TOMPKINS
VILLAGE OF UNADILLA
TOWN OF UNADILLA
TOWN OF VESTAL

VILLAGE OF WALTON
TOWN OF WALTON
TOWN OF ONEONTA
TOWN OF TRIANGLE
VILLAGE OF WHITNEY POINT
TOWN OF WILLET
VILLAGE OF WINDSOR
TOWN OF WINDSOR
VILLAGE OF PORT DICKINSON
CITY OF BINGHAMTON
TOWN OF CHENANGO
TOWN OF BINGHAMTON
TOWN OF DICKINSON
VILLAGE OF AKRON
TOWN OF NEWSTEAD
TOWN OF ALDEN
VILLAGE OF ALDEN
TOWN OF ALEXANDER
VILLAGE OF ALEXANDER
VILLAGE OF ANGOLA
TOWN OF EVANS
VILLAGE OF ARCADE
TOWN OF ARCADE
VILLAGE OF ATTICA
TOWN OF ATTICA
VILLAGE OF BARKER
TOWN OF SOMERSET
CITY OF BATAVIA
TOWN OF BATAVIA
TOWN OF EAGLE
TOWN OF BOSTON
TOWN OF BRANT
TOWN OF CENTERVILLE
TOWN OF CLARENCE
TOWN OF COLDEN
TOWN OF COLLINS
VILLAGE OF CORFU
TOWN OF PEMBROKE
TOWN OF BENNINGTON
TOWN OF DARIEN
TOWN OF YORKSHIRE
VILLAGE OF DELEVAN
VILLAGE OF DEPEW
TOWN OF DUNKIRK
CITY OF DUNKIRK
VILLAGE OF EAST AURORA
TOWN OF AURORA
TOWN OF BETHANY
TOWN OF EDEN
VILLAGE OF ELBA
TOWN OF ELBA
TOWN OF ELMA
VILLAGE OF FARNHAM

VILLAGE OF FORESTVILLE
TOWN OF ARKWRIGHT
VILLAGE OF FREDONIA
TOWN OF POMFRET
TOWN OF WETHERSFIELD
VILLAGE OF GAINESVILLE
TOWN OF HARTLAND
VILLAGE OF GOWANDA
TOWN OF PERSIA
TOWN OF GRAND ISLAND
TOWN OF HAMBURG
VILLAGE OF HAMBURG
TOWN OF HOLLAND
TOWN OF JAVA
TOWN OF LANCASTER
VILLAGE OF LANCASTER
VILLAGE OF LEWISTON
TOWN OF LEWISTON
CITY OF LOCKPORT
TOWN OF PENDLETON
TOWN OF LOCKPORT
VILLAGE OF LYNDONVILLE
TOWN OF YATES
TOWN OF MACHIAS
TOWN OF MARILLA
TOWN OF SHELBY
VILLAGE OF MEDINA
TOWN OF RIDGEWAY
VILLAGE OF MIDDLEPORT
TOWN OF ROYALTON
TOWN OF NEWFANE
TOWN OF NORTH COLLINS
VILLAGE OF NORTH COLLINS
TOWN OF WHEATFIELD
CITY OF NORTH TONAWANDA
VILLAGE OF OAKFIELD
TOWN OF ALABAMA
TOWN OF OAKFIELD
TOWN OF ORCHARD PARK
VILLAGE OF ORCHARD PARK
VILLAGE OF PERRYSBURG
TOWN OF PERRYSBURG
TOWN OF PIKE
VILLAGE OF PIKE
TOWN OF CAMBRIA
TOWN OF FREEDOM
TOWN OF SARDINIA
TOWN OF SHERIDAN
VILLAGE OF SILVER CREEK
TOWN OF HANOVER
VILLAGE OF SOUTH DAYTON
TOWN OF VILLENova
TOWN OF DAYTON

VILLAGE OF SPRINGVILLE
TOWN OF CONCORD
TOWN OF STAFFORD
TOWN OF SHELDON
CITY OF TONAWANDA
TOWN OF WALES
TOWN OF ASHFORD
TOWN OF WILSON
VILLAGE OF WILSON
VILLAGE OF YOUNGSTOWN
TOWN OF PORTER
CITY OF BUFFALO
VILLAGE OF SLOAN
TOWN OF TONAWANDA
VILLAGE OF KENMORE
CITY OF LACKAWANNA
VILLAGE OF BLASDELL
VILLAGE OF WILLIAMSVILLE
TOWN OF AMHERST
TOWN OF WEST SENECA
TOWN OF CHEEKTOWAGA
CITY OF NIAGARA FALLS
TOWN OF NIAGARA
VILLAGE OF ALBION
TOWN OF GAINES
TOWN OF CARLTON
TOWN OF BARRE
TOWN OF ALBION
VILLAGE OF AVON
TOWN OF AVON
VILLAGE OF BERGEN
TOWN OF BERGEN
TOWN OF JERUSALEM
VILLAGE OF BROCKPORT
TOWN OF SWEDEN
TOWN OF BYRON
TOWN OF CALEDONIA
VILLAGE OF CALEDONIA
CITY OF CANANDAIGUA
TOWN OF CANANDAIGUA
TOWN OF BRISTOL
TOWN OF HOPEWELL
TOWN OF FARMINGTON
TOWN OF CASTILE
VILLAGE OF CASTILE
VILLAGE OF CHURCHVILLE
TOWN OF RIGA
TOWN OF CLARENDON
TOWN OF CLARKSON
VILLAGE OF CLIFTON SPRINGS
TOWN OF MANCHESTER
TOWN OF GALEN
VILLAGE OF CLYDE

TOWN OF JUNIUS
TOWN OF CONESUS
VILLAGE OF DANSVILLE
TOWN OF NORTH DANSVILLE
TOWN OF OSSIAN
TOWN OF WEST SPARTA
TOWN OF SPARTA
VILLAGE OF DRESDEN
TOWN OF TORREY
TOWN OF EAST BLOOMFIELD
VILLAGE OF EAST ROCHESTER
TOWN OF EAST ROCHESTER
VILLAGE OF FAIRPORT
TOWN OF PERINTON
TOWN OF GENESEO
VILLAGE OF GENESEO
CITY OF GENEVA
TOWN OF GENEVA
TOWN OF GORHAM
TOWN OF GROVELAND
TOWN OF HAMLIN
TOWN OF HENRIETTA
VILLAGE OF HILTON
TOWN OF PARMA
VILLAGE OF BLOOMFIELD
VILLAGE OF HOLLEY
TOWN OF MURRAY
TOWN OF RICHMOND
TOWN OF MENDON
VILLAGE OF HONEOYE FALLS
TOWN OF KENDALL
TOWN OF LEICESTER
VILLAGE OF LEICESTER
VILLAGE OF LE ROY
TOWN OF LE ROY
VILLAGE OF LIMA
TOWN OF LIMA
TOWN OF LIVONIA
VILLAGE OF LIVONIA
TOWN OF LYONS
VILLAGE OF LYONS
VILLAGE OF MACEDON
TOWN OF MACEDON
VILLAGE OF MANCHESTER
TOWN OF MARION
TOWN OF POTTER
TOWN OF MIDDLESEX
VILLAGE OF MOUNT MORRIS
TOWN OF MOUNT MORRIS
VILLAGE OF NAPLES
TOWN OF NAPLES
TOWN OF SOUTH BRISTOL
TOWN OF ITALY

TOWN OF ARCADIA
VILLAGE OF NEWARK
TOWN OF ROSE
VILLAGE OF NUNDA
TOWN OF NUNDA
TOWN OF ONTARIO
VILLAGE OF OVID
TOWN OF OVID
VILLAGE OF PALMYRA
TOWN OF PALMYRA
TOWN OF PAVILION
TOWN OF PENFIELD
VILLAGE OF PENN YAN
TOWN OF MILO
TOWN OF BENTON
TOWN OF PERRY
VILLAGE OF PERRY
TOWN OF PHELPS
VILLAGE OF PHELPS
VILLAGE OF PITTSFORD
TOWN OF PITTSFORD
TOWN OF GENESEE FALLS
TOWN OF VARICK
TOWN OF RUSH
VILLAGE OF RUSHVILLE
TOWN OF WHEATLAND
VILLAGE OF SCOTTSVILLE
VILLAGE OF SHORTSVILLE
VILLAGE OF SILVER SPRINGS
TOWN OF GAINESVILLE
VILLAGE OF SODUS
TOWN OF SODUS
VILLAGE OF SODUS POINT
VILLAGE OF SPENCERPORT
TOWN OF OGDEN
TOWN OF CANADICE
TOWN OF SPRINGWATER
TOWN OF SENECA
VILLAGE OF VICTOR
TOWN OF VICTOR
TOWN OF WALWORTH
VILLAGE OF WARSAW
TOWN OF WARSAW
TOWN OF ORANGEVILLE
TOWN OF WAYLAND
VILLAGE OF WAYLAND
TOWN OF WEBSTER
VILLAGE OF WEBSTER
TOWN OF WEST BLOOMFIELD
TOWN OF ROMULUS
TOWN OF WILLIAMSON
VILLAGE OF WOLCOTT
TOWN OF WOLCOTT

TOWN OF HURON
TOWN OF BUTLER
VILLAGE OF WYOMING
TOWN OF COVINGTON
TOWN OF MIDDLEBURY
TOWN OF YORK
TOWN OF GREECE
CITY OF ROCHESTER
TOWN OF IRONDEQUOIT
TOWN OF BRIGHTON
TOWN OF GATES
TOWN OF CHILI
CITY OF JAMESTOWN
TOWN OF Kiantone
TOWN OF ALLEGANY
VILLAGE OF ALLEGANY
TOWN OF ALMA
TOWN OF ANGELICA
VILLAGE OF ANGELICA
TOWN OF BELFAST
TOWN OF ELLERY
VILLAGE OF BEMUS POINT
TOWN OF NEW HUDSON
TOWN OF BOLIVAR
VILLAGE OF BOLIVAR
VILLAGE OF BROCKTON
TOWN OF PORTLAND
TOWN OF CANEADEA
VILLAGE OF CASSADAGA
TOWN OF NEW ALBION
VILLAGE OF CATTARAUGUS
VILLAGE OF CELORON
VILLAGE OF CHERRY CREEK
TOWN OF CHERRY CREEK
TOWN OF CLYMER
TOWN OF FRENCH CREEK
TOWN OF CONEWANGO
TOWN OF CUBA
VILLAGE OF CUBA
TOWN OF LYNDON
TOWN OF EAST OTTO
VILLAGE OF ELLICOTTVILLE
TOWN OF ELLICOTTVILLE
TOWN OF ELLINGTON
TOWN OF ELLICOTT
VILLAGE OF FALCONER
TOWN OF HUME
TOWN OF GRANGER
TOWN OF ALLEN
TOWN OF MINA
TOWN OF FRANKLINVILLE
VILLAGE OF FRANKLINVILLE
TOWN OF FARMERSVILLE

TOWN OF CARROLL
TOWN OF SOUTH VALLEY
TOWN OF FRIENDSHIP
TOWN OF GERRY
TOWN OF GREAT VALLEY
TOWN OF HUMPHREY
TOWN OF HINSDALE
TOWN OF ISCHUA
TOWN OF POLAND
VILLAGE OF LAKEWOOD
TOWN OF BUSTI
TOWN OF LEON
VILLAGE OF LIMESTONE
TOWN OF CARROLLTON
TOWN OF GENESEE
TOWN OF NAPOLI
TOWN OF LITTLE VALLEY
VILLAGE OF LITTLE VALLEY
TOWN OF MANSFIELD
VILLAGE OF MAYVILLE
TOWN OF CHAUTAUQUA
CITY OF OLEAN
TOWN OF OLEAN
VILLAGE OF PANAMA
TOWN OF HARMONY
VILLAGE OF PORTVILLE
TOWN OF PORTVILLE
VILLAGE OF EAST RANDOLPH
VILLAGE OF RANDOLPH
TOWN OF RANDOLPH
TOWN OF WIRT
VILLAGE OF RICHBURG
TOWN OF RIPLEY
TOWN OF RUSHFORD
CITY OF SALAMANCA
TOWN OF SALAMANCA
TOWN OF SHERMAN
VILLAGE OF SHERMAN
VILLAGE OF SINCLAIRVILLE
TOWN OF CHARLOTTE
TOWN OF COLDSRING
TOWN OF STOCKTON
TOWN OF NORTH HARMONY
TOWN OF CLARKSVILLE
TOWN OF WESTFIELD
VILLAGE OF WESTFIELD
TOWN OF RATHBONE
TOWN OF ADDISON
VILLAGE OF ADDISON
TOWN OF TUSCARORA
VILLAGE OF ALFRED
TOWN OF ALFRED
VILLAGE OF ALMOND

TOWN OF ALMOND
TOWN OF WEST ALMOND
VILLAGE OF ANDOVER
TOWN OF ANDOVER
TOWN OF HORNELLSVILLE
VILLAGE OF ARKPORT
TOWN OF FREMONT
TOWN OF DANSVILLE
TOWN OF AVOCA
VILLAGE OF AVOCA
TOWN OF HOWARD
TOWN OF BATH
VILLAGE OF BATH
TOWN OF WHEELER
TOWN OF CATLIN
TOWN OF HORNBY
TOWN OF ORANGE
VILLAGE OF BELMONT
TOWN OF AMITY
TOWN OF BIG FLATS
TOWN OF BRADFORD
VILLAGE OF BURDETT
TOWN OF HECTOR
TOWN OF CAMERON
TOWN OF CAMPBELL
TOWN OF THURSTON
TOWN OF BURNS
VILLAGE OF CANASERAGA
TOWN OF BIRDSALL
VILLAGE OF CANISTEO
TOWN OF CANISTEO
TOWN OF CAYUTA
TOWN OF CHEMUNG
TOWN OF COHOCTON
VILLAGE OF COHOCTON
CITY OF CORNING
VILLAGE OF SOUTH CORNING
TOWN OF CORNING
TOWN OF CATON
VILLAGE OF DUNDEE
TOWN OF STARKEY
TOWN OF TYRONE
TOWN OF ERIN
TOWN OF GREENWOOD
TOWN OF URBANA
VILLAGE OF HAMMONDSPORT
TOWN OF WAYNE
CITY OF HORNELL
VILLAGE OF NORTH HORNELL
TOWN OF HARTSVILLE
TOWN OF HORSEHEADS
VILLAGE OF HORSEHEADS
TOWN OF PORTAGE

TOWN OF COVERT
VILLAGE OF INTERLAKEN
VILLAGE OF LANSING
VILLAGE OF CAYUGA HEIGHTS
TOWN OF ITHACA
CITY OF ITHACA
TOWN OF ENFIELD
TOWN OF DANBY
TOWN OF JASPER
TOWN OF LINDLEY
VILLAGE OF LODI
TOWN OF LODI
TOWN OF BALDWIN
TOWN OF VETERAN
VILLAGE OF MILLPORT
TOWN OF MONTOUR
VILLAGE OF MONTOUR FALLS
TOWN OF NEWFIELD
VILLAGE OF ODESSA
TOWN OF CATHARINE
VILLAGE OF PAINTED POST
TOWN OF ERWIN
VILLAGE OF RIVERSIDE
TOWN OF PRATTSBURGH
TOWN OF PULTENEY
TOWN OF READING
TOWN OF WEST UNION
VILLAGE OF SAVONA
TOWN OF SCIO
TOWN OF WARD
TOWN OF CAROLINE
TOWN OF LANSING
VILLAGE OF SPENCER
TOWN OF SPENCER
TOWN OF GROVE
TOWN OF TROUPSBURG
TOWN OF ULYSSES
VILLAGE OF TRUMANSBURG
VILLAGE OF VAN ETEN
TOWN OF VAN ETEN
VILLAGE OF WATKINS GLEN
TOWN OF DIX
VILLAGE OF WAVERLY
TOWN OF BARTON
VILLAGE OF WELLSBURG
TOWN OF ASHLAND
VILLAGE OF WELLSVILLE
TOWN OF WELLSVILLE
TOWN OF WILLING
TOWN OF INDEPENDENCE
TOWN OF WOODHULL
CITY OF ELMIRA
VILLAGE OF ELMIRA HEIGHTS

TOWN OF SOUTHPORT

Counties in New York including but not limited to:

NEW YORK COUNTY
RICHMOND COUNTY
BRONX COUNTY
PUTNAM COUNTY
WESTCHESTER COUNTY
ORANGE COUNTY
ROCKLAND COUNTY
KINGS COUNTY
QUEENS COUNTY
NASSAU COUNTY
SUFFOLK COUNTY
SARATOGA COUNTY
MONTGOMERY COUNTY
FULTON COUNTY
HAMILTON COUNTY
SCHOHARIE COUNTY
RENSSELAER COUNTY
ALBANY COUNTY
SCHENECTADY COUNTY
ULSTER COUNTY
GREENE COUNTY
COLUMBIA COUNTY
DUTCHESS COUNTY
SULLIVAN COUNTY
WASHINGTON COUNTY
WARREN COUNTY
CLINTON COUNTY
ESSEX COUNTY
FRANKLIN COUNTY
CAYUGA COUNTY
CORTLAND COUNTY

K-12 in New York including but not limited to:

ALBANY CITY SCHOOL DISTRICT
BERNE-KNOX-WESTERLO CENTRAL SD
BETHLEHEM CENTRAL SCHOOL DIST
COHOES CITY SCHOOL DISTRICT
GREEN ISLAND UNION FREE SD
GUILDERLAND CENTRAL SCH DIST
MENANDS UNION FREE SCH DIST
NORTH COLONIE CENTRAL SD
RAVENA COEYMANS SELKIRK CTL SD
SOUTH COLONIE CENTRAL SCH DIST
VOORHEESVILLE CENTRAL SCH DIST
WATERVLIET CITY SCH DISTRICT
ALFRED ALMOND CTL SCHOOL DIST
ANDOVER CENTRAL SCH DISTRICT
BELFAST CENTRAL SCH DISTRICT
GENESEE VALLEY CTL SCHOOL DIST
BOLIVAR-RICHBURG CTRL SCH DIST
CANASERAGA CENTRAL SCH DIST
CUBA-RUSHFORD CENTRAL SCH DIST

TOWN OF ELMIRA

OSWEGO COUNTY
MADISON COUNTY
SENECA COUNTY
ONONDAGA COUNTY
OTSEGO COUNTY
HERKIMER COUNTY
LEWIS COUNTY
ONEIDA COUNTY
JEFFERSON COUNTY
ST LAWRENCE COUNTY
DELAWARE COUNTY
CHENANGO COUNTY
TIOGA COUNTY
BROOME COUNTY
GENESEE COUNTY
NIAGARA COUNTY
ERIE COUNTY
ORLEANS COUNTY
ONTARIO COUNTY
LIVINGSTON COUNTY
WAYNE COUNTY
YATES COUNTY
WYOMING COUNTY
MONROE COUNTY
CATTARAUGUS COUNTY
CHAUTAUQUA COUNTY
STEUBEN COUNTY
ALLEGANY COUNTY
TOMPKINS COUNTY
SCHUYLER COUNTY
CHEMUNG COUNTY

FILLMORE CENTRAL SCH DISTRICT
FRIENDSHIP CENTRAL SCH DIST
SCIO CENTRAL SCHOOL DISTRICT
WELLSVILLE CENTRAL SCH DIST
WHITESVILLE CENTRAL SCH DIST
BINGHAMTON CITY SCH DISTRICT
CHENANGO FORKS CENTRAL SD
CHENANGO VALLEY CTL SCH DIST
DEPOSIT CENTRAL SCHOOL DIST
UNION-ENDICOTT SCHOOL DISTRICT
HARPURSVILLE CENTRAL SCH DIST
JOHNSON CITY CENTRAL SCH DIST
MAINE ENDWELL CTL SCH DISTRICT
SUSQUEHANNA VALLEY CENTRAL SD
VESTAL CTL SCHOOL DISTRICT
WHITNEY POINT CENTRAL SCH DIST
WINDSOR CENTRAL SCHOOL DIST
ALLEGANY-LIMESTONE CTL SD
CATTARAUGUS-LITTLE VLY CTL SD

ELLICOTTVILLE CENTRAL SCH DIST
FRANKLINVILLE CTL SCH DISTRICT
GOWANDA CENTRAL SCHOOL DIST
HINSDALE CENTRAL SCHOOL DIST
RANDOLPH ACAD UNION FREE SD
OLEAN CITY SCHOOL DIST
YORKSHIRE-PIONEER CTL SCH DIST
PORTVILLE CENTRAL SCHOOL DIST
RANDOLPH CENTRAL SCH DISTRICT
SALAMANCA CITY CENTRAL SD
WEST VALLEY CTL SCH DIST
AUBURN ENLARGED CITY SCH DIST
CATO MERIDIAN CENTRAL SCH DIST
MORAVIA CENTRAL SCHOOL DIST
PORT BYRON CTL SCHOOL DISTRICT
SOUTHERN CAYUGA CENTRAL SD
UNION SPRINGS CTL SCHOOL DIST
WEEDSPORT CTL SCHOOL DISTRICT
BEMUS POINT CTL SCHOOL DIST
BROCTON CENTRAL SCHOOL DIST
CASSADAGA VALLEY CTL SCH DIST
CLYMER CENTRAL SCHOOL DISTRICT
DUNKIRK CITY SCHOOL DISTRICT
FALCONER CENTRAL SCHOOL DIST
FORESTVILLE CENTRAL SCH DIST
FREDONIA CENTRAL SCHOOL DIST
FREWSBURG CENTRAL SCHOOL DIST
JAMESTOWN CITY SCHOOL DISTRICT
CHAUTAUQUA LAKE CENTRAL SD
PANAMA CENTRAL SCHOOL DIST
PINE VALLEY CENTRAL SCH DIST
RIPLEY CENTRAL SCHOOL DISTRICT
SHERMAN CENTRAL SCHOOL DIST
SILVER CREEK CENTRAL SCH DIST
SOUTHWESTERN CENTRAL SCH DIST
WESTFIELD CENTRAL SCHOOL DIST
ELMIRA CITY SCHOOL DISTRICT
ELMIRA HEIGHTS CTL SCH DIST
HORSEHEADS CTL SCHOOL DISTRICT
AFTON CENTRAL SCHOOL DISTRICT
BAINBRIDGE GUILFORD CTL SD
GREENE CTL SCHOOL DISTRICT
UNADILLA VALLEY CTL SCH DIST
NORWICH CITY SCHOOL DISTRICT
OXFORD ACADEMY CENTRAL SD
SHERBURNE EARLVILLE CENTRAL SD
OTSELIC VALLEY CENTRAL SD
AUSABLE VALLEY CTL SCH DIST
BEEKMANTOWN CTL SCHOOL DIST
CHAZY CENTRAL RURAL SCH DIST
NORTHEASTERN CLINTON CTL SD
NORTHERN ADIRONDACK CTL SD
PERU CENTRAL SCHOOL DISTRICT

PLATTSBURGH CITY SCH DISTRICT
SARANAC CENTRAL SCHOOL DIST
BERKSHIRE UNION FREE SCH DIST
CHATHAM CENTRAL SCH DISTRICT
GERMANTOWN CENTRAL SCHOOL DIST
HUDSON CITY SCHOOL DISTRICT
ICHABOD CRANE CENTRAL SCHOOLS
NEW LEBANON CTL SCHOOL DIST
TACONIC HILLS CENTRAL SCH DIST
CINCINNATUS CTL SCHOOL DIST
CORTLAND ENLARGED CITY SD
HOMER CENTRAL SCHOOL DISTRICT
MARATHON CTL SCHOOL DISTRICT
MCGRAW CENTRAL SCHOOL DISTRICT
ANDES CENTRAL SCHOOL DIST
CHARLOTTE VALLEY CTL SCH DIST
DELHI CENTRAL SCHOOL DISTRICT
DOWNSVILLE CENTRAL SCH DIST
FRANKLIN CENTRAL SCHOOL DIST
HANCOCK CENTRAL SCH DISTRICT
MARGARETVILLE CENTRAL SCH DIST
ROXBURY CENTRAL SCHOOL DIST
SIDNEY CENTRAL SCHOOL DISTRICT
SOUTH KORTRIGHT CTL SD
STAMFORD CENTRAL SCH DISTRICT
WALTON CENTRAL SCHOOL DISTRICT
ARLINGTON CENTRAL SCHOOL DIST
BEACON CITY SCHOOL DISTRICT
DOVER UNION FREE SCH DISTRICT
HYDE PARK CENTRAL SCHOOL DIST
MILLBROOK CTL SCHOOL DISTRICT
PAWLING CTL SCHOOL DISTRICT
PINE PLAINS CTL SCHOOL DIST
POUGHKEEPSIE CITY SCHOOL DIST
RED HOOK CENTRAL SCHOOL DIST
RHINEBECK CENTRAL SCHOOL DIST
SPACKENKILL UNION FREE SD
WAPPINGERS CENTRAL SCH DIST
WEBUTUCK CTL SCHOOL DISTRICT
AKRON CENTRAL SCHOOL DISTRICT
ALDEN CENTRAL SCHOOL DISTRICT
AMHERST CENTRAL SCH DISTRICT
BUFFALO CITY SCHOOL DISTRICT
CHEEKTOWAGA CENTRAL SD
CLARENCE CENTRAL SCHOOL DIST
CLEVELAND HILL UNION FREE SD
DEPEW UNION FREE SCH DISTRICT
EAST AURORA UNION FREE SD
EDEN CENTRAL SCHOOL DISTRICT
FRONTIER CTL SCHOOL DISTRICT
GRAND ISLAND CENTRAL SCH DIST
SPRINGVILLE GRIFFITH INST CSD
HAMBURG CTL SCHOOL DISTRICT

HOLLAND CENTRAL SCH DISTRICT
IROQUOIS CENTRAL SCH DISTRICT
KENMORE-TONAWANDA UNION SD
LACKAWANNA CITY SCH DISTRICT
EVANS-BRANT CENTRAL SCH DIST
LANCASTER CENTRAL SCH DIST
CHEEKTOWAGA MARYVALE UFSD
NORTH COLLINS CTL SCH DIST
ORCHARD PARK CENTRAL SCH DIST
CHEEKTOWAGA-SLOAN UFSD
SWEET HOME CENTRAL SCH DIST
TONAWANDA CITY SCHOOL DISTRICT
WEST SENECA CENTRAL SCH DIST
WILLIAMSVILLE CTL SCH DISTRICT
CROWN POINT CENTRAL SCH DIST
ELIZABETHTOWN LEWIS CTL SD
KEENE CENTRAL SCHOOL DIST
LAKE PLACID CTL SCHOOL DIST
MINERVA CENTRAL SCH DISTRICT
MORIAH CENTRAL SCHOOL DISTRICT
NEWCOMB CENTRAL SCHOOL DIST
SCHROON LAKE CTL SCH DISTRICT
TICONDEROGA CENTRAL SCH DIST
WESTPORT CENTRAL SCHOOL DIST
WILLSBORO CENTRAL SCH DIST
BRUSHTON MOIRA CTL SCH DIST
CHATEAUGAY CENTRAL SCHOOL DIST
MALONE CENTRAL SCHOOL DISTRICT
SALMON RIVER CENTRAL SCH DIST
SARANAC LAKE CENTRAL SCH DIST
ST REGIS FALLS CTL SCH DIST
TUPPER LAKE CTL SCH DISTRICT
BROADALBIN-PERTH CTL SCH DIST
GLOVERSVILLE ENLARGED SCH DIST
GREATER JOHNSTOWN SCH DIST
MAYFIELD CTL SCHOOL DISTRICT
NORTHVILLE CENTRAL SCHOOL DIST
O E S J CENTRAL SCHOOL DIST
WHEELERVILLE UNION FREE SD
ALEXANDER CTL SCHOOL DISTRICT
BATAVIA CITY SCHOOL DISTRICT
BYRON BERGEN CTL SCH DISTRICT
PEMBROKE CTL SCHOOL DISTRICT
ELBA CENTRAL SCHOOL DISTRICT
LE ROY CENTRAL SCHOOL DISTRICT
OAKFIELD ALABAMA CTL SD
PAVILION CTL SCHOOL DISTRICT
CAIRO-DURHAM CTL SCH DISTRICT
CATSKILL CENTRAL SCH DISTRICT
COXSACKIE ATHENS CENTRAL SD
GREENVILLE CENTRAL SCHOOL DIST
HUNTER TANNERSVILLE CTL SD
WINDHAM ASHLAND JEWETT CTL SD

INDIAN LAKE CTL SCHOOL DIST
INLET COMMON SCHOOL DISTRICT
LAKE PLEASANT CENTRAL SCH DIST
LONG LAKE CENTRAL SCHOOL DIST
WELLS CENTRAL SCHOOL DIST
DOLGEVILLE CENTRAL SCHOOL DIST
FRANKFORT SCHUYLER SCH DIST
HERKIMER CTL SCHOOL DISTRICT
CENTRAL VALLEY SCHOOL DISTRICT
LITTLE FALLS CITY SCH DISTRICT
MOUNT MARKHAM CENTRAL SCH DIST
VAN HORNSVLE OWEN YOUNG CTL SD
POLAND CENTRAL SCHOOL DISTRICT
TOWN OF WEBB UNION FREE SD
WEST CANADA VALLEY CTL SD
ALEXANDRIA CENTRAL SCHOOL DIST
BELLEVILLE HENDERSON SCH DIST
CARTHAGE CENTRAL SCHOOL DIST
GENERAL BROWN CTL SCHOOL DIST
SACKETS HARBOR CTL SCHOOL DIST
INDIAN RIVER CTL SCHOOL DIST
LA FARGEVILLE CENTRAL SCH DIST
LYME CENTRAL SCHOOL DISTRICT
SOUTH JEFFERSON CENTRAL SD
THOUSAND ISLANDS CENTRAL SD
WATERTOWN CITY SCHOOL DISTRICT
BEAVER RIVER CENTRAL SCH DIST
COPENHAGEN CENTRAL SD
HARRISVILLE CENTRAL SCH DIST
LOWVILLE CENTRAL SCHOOL DIST
SOUTH LEWIS CENTRAL SCH DIST
AVON CENTRAL SCHOOL DISTRICT
CALEDONIA MUMFORD CTL SCH DIST
DANSVILLE CTL SCHOOL DISTRICT
GENESEO CENTRAL SCH DIST
DALTON NUNDA CENTRAL SD
LIVONIA CTL SCHOOL DISTRICT
MT MORRIS CENTRAL SCHOOL DIST
YORK CENTRAL SCHOOL DISTRICT
BROOKFIELD CENTRAL SCHOOL DIST
CANASTOTA CENTRAL SCHOOL DIST
CAZENOVIA CTL SCH DISTRICT
CHITTENANGO CENTRAL SD
DE RUYTER CENTRAL SCHOOL DIST
HAMILTON CENTRAL SCH DIST
MADISON CENTRAL SCHOOL DIST
MORRISVILLE EATON CENTRAL SD
ONEIDA CITY SCHOOL DISTRICT
STOCKBRIDGE VALLEY CENTRAL SD
BRIGHTON CENTRAL SCH DISTRICT
BROCKPORT CTL SCHOOL DISTRICT
CHURCHVILLE CHILI CTL SCH DIST
EAST IRONDEQUOIT CTL SCH DIST

EAST ROCHESTER UNION FREE SD
 FAIRPORT CTL SCHOOL DISTRICT
 GATES CHILI CENTRAL SCH DIST
 GREECE CENTRAL SCHOOL DISTRICT
 HILTON CENTRAL SCHOOL DISTRICT
 HONEOYE FALLS LIMA SCH DIST
 WEST IRONDEQUOIT CTL SD
 PENFIELD CENTRAL SCH DISTRICT
 PITTSFORD CENTRAL SCH DIST
 ROCHESTER CITY SCHOOL DISTRICT
 RUSH HENRIETTA CENTRAL SD
 SPENCERPORT CENTRAL SCH DIST
 WEBSTER CENTRAL SCH DISTRICT
 WHEATLAND CHILI CTL SCH DIST
 GREATER AMSTERDAM SCH DISTRICT
 CANAJOHARIE CTL SCHOOL DIST
 FONDA FULTONVILLE CENTRAL SD
 FT PLAIN CENTRAL SCHOOL DIST
 BALDWIN UNION FREE SCHOOL DIST
 BELLMORE UNION FREE ELEM SD
 BETHPAGE UNION FREE SCH DIST
 CARLE PLACE UNION FREE SD
 EAST MEADOW SCHOOL DISTRICT
 EAST ROCKAWAY UNION FREE SD
 EAST WILLISTON UNION FREE SD
 ELMONT UNION FREE SCHOOL DIST
 FARMINGDALE UNION FREE SD
 FLORAL PARK BELLEROSE SCH DIST
 SEWANHAKA CTL HIGH SCH DIST
 FRANKLIN SQUARE UNION FREE SD
 FREEPORT PUBLIC SCHOOL DIST
 GARDEN CITY SCHOOL DISTRICT
 GLEN COVE CITY SCHOOL DISTRICT
 GREAT NECK PUBLIC SCHOOLS
 HEMPSTEAD UNION FREE SD
 HERRICKS UNION FREE SCH DIST
 HEWLETT WOODMERE UNION FREE SD
 HICKSVILLE UNION FREE SCH DIST
 ISLAND PARK UNION FREE SD
 ISLAND TREES UNION FREE SD
 JERICHO UNION FREE SCHOOL DIST
 LAWRENCE UNION FREE SCH DIST
 LEVITTOWN UNION FREE SCH DIST
 LOCUST VALLEY CTL SCH DISTRICT
 LONG BEACH CITY SCHOOL DIST
 LYNBROOK UNION FREE SCH DIST
 MALVERNE UNION FREE SCH DIST
 MANHASSET UNION FREE SCH DIST
 MASSAPEQUA UNION FREE SD 23
 BELLMORE-MERRICK CTL HIGH SD
 MERRICK UNION FREE SCHOOL DIST
 MINEOLA UNION FREE SCH DIST
 NEW HYDE-GARDEN CITY PARK UFSD

NORTH BELLMORE UNION FREE SD
 NORTH MERRICK UNION FREE SD
 NORTH SHORE CENTRAL SD
 OCEANSIDE UNION FREE SCH DIST
 OYSTER BAY EAST NORWICH CTL SD
 PLAINEDGE UNION FREE SCH DIST
 PLAINVIEW-OLD BETHPAGE CTL SD
 PORT WASHINGTON UNION FREE SD
 ROCKVILLE CTR UNION FREE SD
 ROOSEVELT UNION FREE SCH DIST
 ROSLYN SCHOOL DISTRICT
 SEAFORD UNION FREE SD
 SYOSSET CENTRAL SCHOOL DIST
 UNIONDALE UNION FREE SCH DIST
 VALLEY STREAM CTL HIGH SD
 VALLEY STREAM UNION FREE SD 13
 VALLEY STREAM UNION FREE SD 24
 VALLEY STREAM UNION FREE SD 30
 WANTAGH UNION FREE SCH DIST 23
 WEST HEMPSTEAD SCHOOL DISTRICT
 WESTBURY UNION FREE SCH DIST
 NEW YORK CITY DEPT OF ED
 DISTRICT 75 CITY WIDE PROGRAMS
 BARKER CENTRAL SCHOOL DISTRICT
 LEWISTON PORTER CTL SCH DIST
 LOCKPORT CITY SCHOOL DISTRICT
 NEWFANE CENTRAL SCH DISTRICT
 NIAGARA FALLS CITY SCH DIST
 NIAGARA-WHEATFIELD CTL SD
 NORTH TONAWANDA CITY SCH DIST
 ROYALTON HARTLAND CENTRAL SD
 STARPOINT CENTRAL SCHOOL DIST
 WILSON CENTRAL SCHOOL DISTRICT
 ADIRONDACK CENTRAL SCH DIST
 CAMDEN CENTRAL SCHOOL DISTRICT
 CLINTON CENTRAL SCH DISTRICT
 HOLLAND PATENT CTL SCHOOL DIST
 NEW HARTFORD CENTRAL SCH DIST
 NEW YORK MILLS UNION FREE SD
 ORISKANY CTL SCHOOL DISTRICT
 REMSEN CENTRAL SCHOOL DISTRICT
 ROME CITY SCHOOL DISTRICT
 SAUQUOIT VALLEY CENTRAL SD
 VERNON-VERONA-SHERRILL CSD
 UTICA CITY SCHOOL DISTRICT
 WATERVILLE CENTRAL SCH DIST
 WESTMORELAND CENTRAL SCH DIST
 WHITESBORO CTL SCHOOL DISTRICT
 BALDWINVILLE CENTRAL SCH DIST
 WEST GENESEE CTL SCH DISTRICT
 EAST SYRACUSE MINOA CTL SD
 FABIVS POMPEY CENTRAL SD
 JAMESVILLE-DEWITT CENTRAL SD

JORDAN ELBRIDGE CTL SCH DIST
LA FAYETTE CENTRAL SCHOOL DIST
LIVERPOOL CTL SCHOOL DISTRICT
LYNCOURT UNION FREE SCH DIST
FAYETTEVILLE-MANLIUS CTL SD
MARCELLUS CENTRAL SCHOOL DIST
NORTH SYRACUSE CTL SCH DIST
ONONDAGA CENTRAL SCHOOL DIST
SKANEATELES CENTRAL SCH DIST
SOLVAY UNION FREE SCH DIST
SYRACUSE CITY SCHOOL DISTRICT
TULLY CENTRAL SCHOOL DISTRICT
WESTHILL CENTRAL SCHOOL DIST
BLOOMFIELD CENTRAL SD
CANANDAIGUA CITY SCHOOL DIST
GENEVA CITY SCHOOL DISTRICT
HONEOYE CENTRAL SCH DISTRICT
MARCUS WHITMAN CENTRAL SD
NAPLES CENTRAL SCHOOL DISTRICT
PHELPS-CLIFTON SPRINGS CTL SD
MANCHESTER-SHORTSVILLE CTL SD
VICTOR CENTRAL SCHOOL DISTRICT
CHESTER UNION FREE SCHOOL DIST
CORNWALL CENTRAL SCH DISTRICT
GOSHEN CENTRAL SCHOOL DIST
GREENWOOD LAKE UNION FREE SD
HIGHLAND FALLS-FT MONTGMRY SD
MIDDLETOWN ENLARGED CITY SD
MINISINK VALLEY CENTRAL SD
MONROE WOODBURY CENTRAL SD
VALLEY CENTRAL SCHOOL DISTRICT
NEWBURGH ENLARGED CITY SD
PINE BUSH CENTRAL SCHOOL DIST
PORT JERVIS CITY SCH DISTRICT
FLORIDA UNION FREE SCH DIST
TUXEDO UNION FREE SCH DIST
WARWICK VALLEY CENTRAL SD
WASHINGTONVILLE CENTRAL SD
ALBION CENTRAL SCHOOL DISTRICT
HOLLEY CENTRAL SCHOOL DISTRICT
KENDALL CENTRAL SCH DISTRICT
LYNDONVILLE CENTRAL SCH DIST
MEDINA CENTRAL SCHOOL DISTRICT
ALTMAR PARISH WILLIAMSTOWN SD
CENTRAL SQUARE CENTRAL SD
FULTON CITY SCHOOL DISTRICT
HANNIBAL CENTRAL SCH DISTRICT
MEXICO CENTRAL SCHOOL DISTRICT
OSWEGO CITY SCHOOL DISTRICT
PHOENIX CENTRAL SCH DISTRICT
PULASKI CENTRAL SCH DISTRICT
SANDY CREEK CENTRAL SCH DIST
SCHENEVUS CTL SCHOOL DISTRICT

CHERRY VALLEY SPRINGFIELD SD
COOPERSTOWN CTL SCH DISTRICT
EDMESTON CTL SCHOOL DISTRICT
GILBERTSVILLE-MT UPTON SD
LAURENS CENTRAL SCHOOL DIST
MILFORD CENTRAL SCHOOL DIST
MORRIS CENTRAL SCHOOL DISTRICT
ONEONTA CITY SCHOOL DISTRICT
RICHFIELD SPRINGS CENTRAL SD
UNATEGO CENTRAL SCHOOL DIST
WORCESTER CTL SCHOOL DISTRICT
BREWSTER CENTRAL SCHOOL DIST
CARMEL CENTRAL SCHOOL DIST
GARRISON UNION FREE SCH DIST
HALDANE CENTRAL SCHOOL DIST
MAHOPAC CTL SCHOOL DISTRICT
PUTNAM VALLEY CTL SCHOOL DIST
AVERILL PARK CENTRAL SCH DIST
BERLIN CENTRAL SCHOOL DISTRICT
BRUNSWICK CENTRAL SCHOOL DIST
EAST GREENBUSH CENTRAL SD
HOOSIC VALLEY CENTRAL SCH DIST
HOOSICK FALLS CENTRAL SCH DIST
LANSINGBURGH CENTRAL SCH DIST
RENSSELAER CITY SD
SCHODACK CENTRAL SCH DISTRICT
ENLARGED CITY SD OF TROY
NORTH GREENBUSH COMMON SD
WYNANTSKILL UNION FREE SD
CLARKSTOWN CENTRAL SCHOOL DIST
NANUET UNION FREE SCHOOL DIST
NORTH ROCKLAND CENTRAL SD
NYACK UNION FREE SCH DISTRICT
PEARL RIVER SCHOOL DISTRICT
SOUTH ORANGETOWN CENTRAL SD
EAST RAMAPO CENTRAL SCH DIST
RAMAPO CENTRAL SCHOOL DISTRICT
CANTON CENTRAL SCHOOL DISTRICT
CLIFTON-FINE CENTRAL SCH DIST
COLTON PIERREPONT SCHOOL DIST
GOUVERNEUR CTL SCHOOL DISTRICT
HAMMOND CTL SCHOOL DISTRICT
HERMON-DEKALB CENTRAL SCH DIST
HEUVELTON CENTRAL SCHOOL DIST
EDWARDS-KNOX CENTRAL SCH DIST
LISBON CENTRAL SCHOOL DISTRICT
MADRID-WADDINGTON CENTRAL SD
MASSENA CENTRAL SCHOOL DIST
MORRISTOWN CTL SCHOOL DISTRICT
NORWOOD-NORFOLK CTL SD
OGDENSBURG CITY SCH DISTRICT
PARISHVILLE HOPKINTON SCH DIST
POTSDAM CENTRAL SCHOOL DIST

BRASHER FALLS SCHOOL DISTRICT
BALLSTON SPA CTL SCHOOL DIST
BURNT HILLS BALLSTON LAKE SD
CORINTH CENTRAL SCHOOL DIST
EDINBURG COMMON SCHOOL DIST
GALWAY CENTRAL SCHOOL DISTRICT
MECHANICVILLE CITY SCH DIST
SARATOGA SPRINGS CITY SCH DIST
SCHUYLERVILLE CENTRAL SCH DIST
SHENENDEHOWA CENTRAL SCH DIST
SOUTH GLENS FALLS CTL SCH DIST
STILLWATER CENTRAL SCH DIST
WATERFORD HALFMOON SCHOOL DIST
DUANESBURG CENTRAL SCH DIST
MOHONASEN CENTRAL SCH DIST
NISKAYUNA CENTRAL SCH DISTRICT
SCHALMONT CENTRAL SCH DISTRICT
SCHENECTADY CITY SCHOOL DIST
SCOTIA GLENVILLE CTL SCH DIST
COBLESKILL RICHMONDVILLE SD
GILBOA-CONESVILLE CENTRAL SD
JEFFERSON CENTRAL SCH DIST
MIDDLEBURGH CTL SCHOOL DIST
SCHOHARIE CENTRAL SD
SHARON SPRINGS CTL SD
ODESSA MONTOUR CTL SCH DIST
WATKINS GLEN CENTRAL SCH DIST
ROMULUS CTL SCHOOL DISTRICT
SENECA FALLS CENTRAL SCH DIST
SOUTH SENECA CTL SCH DIST
WATERLOO CENTRAL SCHOOL DIST
ADDISON CENTRAL SCHOOL DIST
ARKPORT CENTRAL SCHOOL DIST
AVOCA CENTRAL SCHOOL DISTRICT
BRADFORD CENTRAL SCH DIST
CAMPBELL-SAVONA CTL SCH DIST
CANISTEO-GREENWOOD SCHOOL DIST
CORNING PAINTED POST AREA SD
HAMMONDSPOUT CTL SCHOOL DIST
BATH CENTRAL SCHOOL DISTRICT
HORNELL CITY SCHOOL DISTRICT
JASPER TROUPSBURG CENTRAL SD
PRATTSBURGH CENTRAL SCH DIST
WAYLAND-COHOCTON CENTRAL SD
AMAGANSETT UNION FREE SCH DIST
AMITYVILLE UNION FREE SCH DIST
BABYLON UNION FREE SCH DIST
BAY SHORE UNION FREE SCH DIST
BAYPORT- BLUE POINT USD
SOUTH COUNTRY CENTRAL SCH DIST
BRENTWOOD UNION FREE SCH DIST
BRIDGEHAMPTON UNION FREE SD
CENTER MORICHES UNION FREE SD

CENTRAL ISLIP UNION FREE SD
COLD SPRING HARBOR CENTRAL SD
COMMACK UNION FREE SCHOOL DIST
BROOKHAVEN COMSEWOGUE UNIF SD
CONNETQUOT CENTRAL SCHOOL DIST
COPIAGUE UNION FREE SCH DIST
DEER PARK UNION FREE SCH DIST
EAST HAMPTON UNION FREE SD
EAST ISLIP UNION FREE SD
EAST MORICHES UNION FREE SD
EAST QUOGUE UNION FREE SD
ELWOOD UNION FREE SCHOOL DIST
FISHERS ISLAND UNION FREE SD
GREENPORT UNION FREE SCH DIST
HALF HOLLOW HILLS CENTRAL SD
HAMPTON BAYS UNION FREE SD
HARBORFIELDS CTL SCHOOL DIST
HAUPPAUGE UNION FREE SCH DIST
HUNTINGTON UNION FREE SCH DIST
ISLIP UNION FREE SCHOOL DIST
KINGS PARK CTL SCH DISTRICT
LINDENHURST UNION FREE SD
MATTITUCK-CUTCHOGUE UFSD
MIDDLE COUNTRY CTL SCH DIST
LONGWOOD CENTRAL SCH DISTRICT
MILLER PLACE UNION FREE SD
MONTAUK UNION FREE SCHOOL DIST
MT SINAI UNION FREE SD
NEW SUFFOLK COMMON SCHOOL DIST
NORTH BABYLON UNION FREE SD
NORTHPORT-EAST NORTHPORT UFSD
FIRE ISLAND UNION FREE SD
OYSTERPONDS UNION FREE SD
PATCHOGUE-MEDFORD UNIFIED SD
PORT JEFFERSON UNION FREE SD 6
QUOGUE UNION FREE SCHOOL DIST
REMSENBURG-SPEONK UFSD
RIVERHEAD CENTRAL SCHOOL DIST
ROCKY POINT UNION FREE SD
SACHEM CENTRAL SCHOOL DISTRICT
SAG HARBOR UNION FREE SCH DIST
SAGAPONACK COMMON SCHOOL DIST
SAYVILLE UNION FREE SCH DIST
SHELTER ISLAND UNION FREE SD
SHOREHAM-WADING RIVER CTL SD
SMITHTOWN CENTRAL SCH DIST
SOUTH HUNTINGTON UNION FREE SD
EASTPORT-SOUTH MANOR CTRL SD
SOUTHAMPTON UNION FREE SD
SOUTHOLD UNION FREE SCH DIST
SPRINGS UNION FREE SCHOOL DIST
THREE VILLAGE CENTRAL SCH DIST
TUCKAHOE COMMON SCHOOL DIST

WAINSCOTT COMMON SCHOOL DIST
WEST BABYLON UNION FREE SD
WEST ISLIP SCHOOL DISTRICT
WESTHAMPTON BEACH UNIFIED SD
WILLIAM FLOYD SCHOOL DISTRICT
WYANDANCH UNION FREE SCH DIST
ELDRED CENTRAL SCHOOL DIST
FALLSBURG CENTRAL SCHOOL DIST
SULLIVAN WEST CENTRAL SD
LIBERTY CENTRAL SCHOOL DIST
LIVINGSTON MANOR CTL SCH DIST
MONTICELLO CENTRAL SCHOOL DIST
ROSCOE CENTRAL SCHOOL DISTRICT
TRI-VALLEY CENTRAL SCHOOL DIST
CANDOR CENTRAL SCHOOL DISTRICT
NEWARK VALLEY CENTRAL SCH DIST
OWEGO APALACHIN CTL SCH DIST
SPENCER VAN ETEN CENTRAL SD
TIOGA CENTRAL SCHOOL DISTRICT
WAVERLY CTL SCHOOL DISTRICT
DRYDEN CENTRAL SCHOOL DISTRICT
GEORGE JR REPUBLIC UFSD
GROTON CENTRAL SCHOOL DISTRICT
ITHACA CITY SCHOOL DISTRICT
LANSING CENTRAL SCHOOL DIST
NEWFIELD CENTRAL SCH DISTRICT
TRUMANSBURG CENTRAL SD
ELLENVILLE CENTRAL SCHOOL DIST
HIGHLAND CTL SCHOOL DISTRICT
KINGSTON CITY SCHOOL DISTRICT
MARLBORO CENTRAL SCH DISTRICT
NEW PALTZ CTL SCHOOL DISTRICT
ONTEORA CENTRAL SCHOOL DIST
RONDOUT VALLEY CTL SCH DIST
SAUGERTIES CENTRAL SCHOOL DIST
WALLKILL CENTRAL SCHOOL DIST
GLENS FALLS COMMON SCH DIST
BOLTON CENTRAL SCHOOL DISTRICT
NORTH WARREN CENTRAL SCH DIST
GLENS FALLS CITY SCHOOL DIST
HADLEY-LUZERNE CTL SCH DIST
JOHNSBURG CENTRAL SCH DISTRICT
LAKE GEORGE CENTRAL SCH DIST
QUEENSBURY UNION FREE SCH DIST
WARRENSBURG CENTRAL SCH DIST
ARGYLE CENTRAL SCHOOL DIST
CAMBRIDGE CENTRAL SCHOOL DIST
FT ANN CENTRAL SCHOOL DIST
FT EDWARD UNION FREE SCH DIST
GRANVILLE CENTRAL SCHOOL DIST
GREENWICH CENTRAL SCH DISTRICT
HARTFORD CENTRAL SCHOOL DIST
HUDSON FALLS CENTRAL SCH DIST

PUTNAM CENTRAL SCHOOL DISTRICT
SALEM CENTRAL SCHOOL DISTRICT
WHITEHALL CENTRAL SCHOOL DIST
CLYDE SAVANNAH CENTRAL SD
LYONS CENTRAL SCHOOL DISTRICT
MARION CENTRAL SCHOOL DISTRICT
NEWARK CENTRAL SCHOOL DISTRICT
NORTH ROSE WOLCOTT CENTRAL SD
PALMYRA MACEDON CTL SCH DIST
RED CREEK CENTRAL SCHOOL DIST
SODUS CENTRAL SCHOOL DISTRICT
WAYNE CENTRAL SCHOOL DISTRICT
WILLIAMSON CENTRAL SCHOOL DIST
ARDSLEY UNION FREE SCHOOL DIST
BRIARCLIFF MANOR UNION FREE SD
BRONXVILLE UNION FREE SD
BYRAM HILLS CENTRAL SCH DIST
CHAPPAQUA CENTRAL SCHOOL DIST
CROTON-HARMON UNION FREE SD
DOBBS FERRY UNION FREE SD
EASTCHESTER UNION FREE SD
GREENBURGH UNION FREE SD 11
EDGEMONT UNION FREE SCH DIST
ELMSFORD UNION FREE SD
GREENBURGH-GRAHAM UFSD
GREENBURGH CTL SCHOOL DIST 7
HARRISON CENTRAL SCHOOL DIST
HASTINGS ON HUDSON UNION FR SD
HAWTHORNE CEDAR KNOLLS UFSD
HENDRICK HUDSON CTL SCH DIST
IRVINGTON UNION FREE SCH DIST
KATONAH LEWISBORO SCH DIST
LAKELAND CENTRAL SCHOOL DIST
MAMARONECK UNION FREE SCH DIST
BEDFORD CENTRAL SCHOOL DIST
MT VERNON CITY SCHOOL DISTRICT
MT PLEASANT CTL SCHOOL DIST
NEW ROCHELLE CITY SCHOOL DIST
NORTH SALEM CENTRAL SCH DIST
OSSINING UNION FREE SCH DIST
PEEKSKILL CITY SCHOOL DISTRICT
PELHAM UNION FREE SCHOOL DIST
PLEASANTVILLE UNION FREE SD
POCANTICO HILLS CTL SCH DIST
PORT CHESTER RYE UNION FREE SD
BLIND BROOK-RYE UNION FREE SD
RYE CITY SCHOOL DISTRICT
RYE NECK UNION FREE SCH DIST
SCARSDALE UNION FREE SCH DIST
SOMERS CENTRAL SCHOOL DISTRICT
GREENBURGH-NORTH CASTLE SD
TARRYTOWN UNION FREE SCH DIST
TUCKAHOE UNION FREE SD

VALHALLA UNION FREE SCH DIST
 WHITE PLAINS CITY SCHOOL DIST
 YONKERS PUBLIC SCHOOL DISTRICT
 YORKTOWN CENTRAL SCHOOL DIST
 ATTICA CENTRAL SCHOOL DISTRICT
 LETCHWORTH CENTRAL SCHOOL DIST
 PERRY CENTRAL SCHOOL DISTRICT
 WARSAW CENTRAL SCHOOL DISTRICT
 WYOMING CENTRAL SCH DISTRICT
 DUNDEE CTL SCHOOL DISTRICT
 PENN YAN CTL SCHOOL DISTRICT
 LITTLE FLOWER UNION FREE SD
 MT PLEASANT COTTAGE UFSD
 MT PLEASANT-BLYTHDALE UFSD
 GANANDA CTL SCHOOL DISTRICT
 WEST POINT SCHOOL DISTRICT
 KIRYAS JOEL UNION FREE SD
 NEW YORK ALT HIGH SCH SD 79
 COMMUNITY SCHOOL DISTRICT 1
 COMMUNITY SCHOOL DISTRICT 2
 COMMUNITY SCHOOL DISTRICT 3
 COMMUNITY SCHOOL DISTRICT 4
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 COMMUNITY SCHOOL DISTRICT 31
 COMMUNITY SCHOOL DISTRICT 32

Higher Education in New York including but not limited to:

SANFORD BROWN INST-NEW YORK
 SANFORD BROWN INST-WHITE PLAIN
 BERK TRADE/BUSINESS SCHOOL
 BRAMSON ORT COLLEGE
 UNIFICATION THEOLOGICAL SEM
 LEARNING INST FOR BEAUTY SCI
 LEARNING INST FOR BEAUTY SCI
 NEW YORK INTL BEAUTY SCHOOL
 BEAUTY SCHOOL OF MIDDLETOWN
 LEARNING INST FOR BEAUTY SCI
 CAPRI SCHOOL OF HAIR DESIGN
 LEARNING INST FOR BEAUTY SCI
 FRENCH CULINARY INSTITUTE
 LEARNING INST FOR BEAUTY SCI
 MARJON SCH OF BEAUTY CULTURE
 LEARNING INST FOR BEAUTY SCI
 COLUMBIA U SCH OF DENTAL SURG
 COLUMBIA UNIV LAW SCHOOL
 FORDHAM UNIV SCHOOL OF LAW
 SUNY AT BUFFALO SCH OF MED
 SUNY AT BUFFALO LAW SCHOOL
 ST JOHN'S UNIV-STATEN ISLAND
 ST JOHN'S CLG/CLG PROF STUDIES
 ST JOHN'S LAW SCHOOL
 STUDIO JEWELERS
 CULINARY ACAD OF LONG ISLAND
 COMMERCIAL DRIVER TRAINING

GEMOLOGICAL INST OF AMERICA-NY
 SPANISH-AMERICAN INSTITUTE
 NATIONAL TRACTOR TRAILER SCH
 NATIONAL TRACTOR TRAILER SCH
 MERKAZ BNOS-BUSINESS SCHOOL
 DUTCHESS SCH OF PRACT NURSING
 FRANKLIN CAREER INSTITUTE
 COLLEGE OF SAINT ROSE
 MARIA COLLEGE
 SAGE COLLEGE OF ALBANY
 SIENA COLLEGE
 SUNY UNIV AT ALBANY
 ALBANY COLLEGE OF PHARMACY
 ALBANY LAW SCHOOL
 ALBANY MEDICAL COLLEGE
 EXCELSIOR COLLEGE
 ALFRED UNIVERSITY
 HOUGHTON COLLEGE
 SUNY ALFRED STATE CLG
 BRONX COMMUNITY COLLEGE
 COLLEGE OF MT ST VINCENT
 FORDHAM UNIVERSITY-ROSE HILL
 MANHATTAN COLLEGE
 SARAH LAWRENCE COLLEGE
 SUNY MARITIME COLLEGE
 HERBERT H LEHMAN COLLEGE
 HOSTOS COMMUNITY COLLEGE

SUNY AT BINGHAMTON
 BROOME COMMUNITY COLLEGE
 ST BONAVENTURE UNIVERSITY
 OLEAN BUSINESS INSTITUTE
 CAYUGA COMMUNITY COLLEGE
 WELLS COLLEGE
 SUNY FREDONIA
 JAMESTOWN CMTY CLG-JAMESTOWN
 JAMESTOWN BUSINESS COLLEGE
 ELMIRA COLLEGE
 SUNY COLLEGE AT PLATTSBURGH
 CLINTON COMMUNITY COLLEGE
 COLUMBIA-GREENE CMTY COLLEGE
 SUNY CORTLAND COLLEGE
 SUNY DELHI COLLEGE OF TECH
 BARD COLLEGE
 MARIST COLLEGE
 DUTCHESS COMMUNITY COLLEGE
 VASSAR COLLEGE
 CULINARY INSTITUTE OF AMERICA
 BRYANT & STRATTON CLG-BUFFALO
 CANISIUS COLLEGE
 D'YOUVILLE COLLEGE
 HILBERT COLLEGE
 MEDAILLE COLLEGE
 DAEMEN COLLEGE
 TROCAIRE COLLEGE
 UNIVERSITY AT BUFFALO-NORTH
 BUFFALO STATE COLLEGE
 ERIE CMTY COLLEGE-NORTH CAMPUS
 VILLA MARIA COLLEGE OF BUFFALO
 CHRIST THE KING SEMINARY
 NORTH COUNTRY CMTY COLLEGE
 PAUL SMITH'S COLLEGE
 GENESEE COMMUNITY COLLEGE
 HOLY TRINITY ORTHODOX SEMINARY
 HERKIMER COUNTY CMTY COLLEGE
 JEFFERSON COMMUNITY COLLEGE
 BROOKLYN LAW SCHOOL
 CUNY BROOKLYN COLLEGE
 KINGSBOROUGH COMMUNITY
 COLLEGE
 NEW YORK CTY CLG OF TECHNOLOGY
 POLYTECHNIC INSTITUTE OF NYU
 PRATT INSTITUTE
 ST FRANCIS COLLEGE
 ST JOSEPH'S COLLEGE
 SUNY DOWNSTATE MEDICAL CENTER
 MEDGAR EVERS COLLEGE
 INST OF DESIGN & CONSTRUCTION
 SUNY COLLEGE AT GENESEO
 CAZENOVIA COLLEGE
 COLGATE UNIVERSITY

SUNY MORRISVILLE CLG OF TECH
 NAZARETH COLLEGE OF ROCHESTER
 ROBERTS WESLEYAN COLLEGE
 ROCHESTER INSTITUTE OF TECH
 ST BERNARDS SCH THEO & MINISTR
 ST JOHN FISHER COLLEGE
 SUNY BROCKPORT
 MONROE CMTY CLG-ROCHESTER
 UNIVERSITY OF ROCHESTER
 COLGATE ROCHESTER DIVINITY SCH
 FULTON-MONTGOMERY CMTY
 COLLEGE
 ADELPHI UNIV-GARDEN CITY
 HOFSTRA UNIVERSITY
 MOLLOY COLLEGE
 NASSAU COMMUNITY COLLEGE
 US MERCHANT MARINE ACADEMY
 WEBB INSTITUTE
 NY INSTITUTE OF TECHNOLOGY
 SUNY COLLEGE AT OLD WESTBURY
 NEW YORK CHIROPRACTIC COLLEGE
 FIVE TOWNS COLLEGE
 BANK STREET COLLEGE OF ED
 NEW YORK THEOLOGICAL SEMINARY
 CITY COLLEGE OF NEW YORK
 CUNY HUNTER COLLEGE
 BOROUGH MANHATTAN CMTY
 COLLEGE
 JOHN JAY CLG OF CRIMINAL JUST
 ST JOHN'S UNIVERSITY-MANHATTAN
 COLUMBIA UNIVERSITY
 COLUMBIA UNIV/BARNARD COLLEGE
 COOPER UNION
 GENERAL THEOLOGICAL SEMINARY
 JEWISH THEOLOGICAL SEMINARY
 THE JUILLIARD SCHOOL
 NEW YORK CLG OF PODIATRIC MED
 MANHATTAN SCHOOL OF MUSIC
 MANNES COLLEGE OF MUSIC
 MARYMOUNT MANHATTAN COLLEGE
 NEW SCHOOL UNIVERSITY
 NY INSTITUTE OF TECH-MANHATTAN
 NEW YORK LAW SCHOOL
 NEW YORK MEDICAL COLLEGE
 NEW YORK UNIVERSITY
 PACE UNIVERSITY
 PARSONS THE SCHOOL FOR DESIGN
 FASHION INST OF TECHNOLOGY
 UNION THEOLOGICAL SEMINARY
 YESHIVA UNIVERSITY
 TEACHERS COLLEGE
 HEBREW UNION COLLEGE
 CITY UNIV OF NEW YORK GRAD CTR

CORNELL UNIV MEDICAL CAMPUS
BARUCH COLLEGE
MOUNT SINAI SCH OF MEDICINE
BERKELEY COLLEGE-NEW YORK CITY
THE WOOD TOBE COBURN SCHOOL
AMERICAN ACAD OF DRAMATIC ARTS
LIM COLLEGE
SCHOOL OF VISUAL ARTS
METROPOLITAN CLG OF NEW YORK
SUNY COLLEGE OF OPTOMETRY
TOURO COLLEGE
NY SCH OF INTERIOR DESIGN
NIAGARA UNIVERSITY
NIAGARA COUNTY CMTY COLLEGE
HAMILTON COLLEGE
MOHAWK VALLEY CMTY COLLEGE
UTICA COLLEGE
SUNY INST OF TECHNOLOGY
UTICA SCH OF COMMERCE-UTICA
LE MOYNE COLLEGE
SUNY UPSTATE MEDICAL UNIV
SUNY CLG OF ENV SCI/FORESTRY
ONONDAGA COMMUNITY COLLEGE
SYRACUSE UNIVERSITY
BRYANT & STRATTON CLG-SYRACUSE
HOBART & WILLIAM SMITH CLGS
FINGER LAKES COMMUNITY COLLEGE
MOUNT SAINT MARY COLLEGE
SUNY-ORANGE COUNTY CMTY CLG
US MILITARY ACAD-WEST POINT
SUNY-OSWEGO
HARTWICK COLLEGE
SUNY COLLEGE AT ONEONTA
VAUGHN COLLEGE
CUNY QUEENS COLLEGE
QUEENSBOROUGH CMTY COLLEGE
ST JOHN'S UNIVERSITY
RABBINICAL SEMINARY OF AMERICA
CUNY YORK COLLEGE
CUNY LAGUARDIA CMTY COLLEGE
RENSSELAER POLYTECHNIC INST
RUSSELL SAGE COLLEGE
HUDSON VALLEY CMTY COLLEGE
CUNY COLLEGE OF STATEN ISLAND
WAGNER COLLEGE
DOMINICAN COLLEGE
NYACK COLLEGE-ROCKLAND
ST THOMAS AQUINAS COLLEGE
ROCKLAND COMMUNITY COLLEGE
CLARKSON UNIVERSITY
ST LAWRENCE UNIVERSITY
SUNY COLLEGE AT POTSDAM
SUNY CANTON

SKIDMORE COLLEGE
SUNY EMPIRE STATE CLG-SARATOGA
UNION COLLEGE
SCHENECTADY COUNTY CMTY CLG
SUNY COBLESKILL
CORNING COMMUNITY COLLEGE
DOWLING COLLEGE
SEMINARY OF IMMAC CONCEPTION
SUNY STONY BROOK UNIV
SUFFOLK CO CMTY CLG-AMMERMAN
SUNY HEALTH SCIENCES CENTER
FARMINGDALE STATE COLLEGE
SULLIVAN COUNTY CMTY COLLEGE
ITHACA COLLEGE
TOMPKINS CORTLAND CMTY COLLEGE
CORNELL UNIVERSITY
SUNY COLLEGE AT NEW PALTZ
ULSTER COUNTY CMTY COLLEGE
SUNY ADIRONDACK COLLEGE
COLLEGE OF NEW ROCHELLE
CONCORDIA COLLEGE NEW YORK
PACE UNIV-GRADUATE CENTER
IONA COLLEGE
MANHATTANVILLE COLLEGE
MERCY COLLEGE-DOBBS FERRY
PACE UNIVERSITY-WESTCHESTER
SAINT JOSEPH'S SEMINARY
ST VLADIMIRS ORTHODOX THEO SEM
WESTCHESTER COMMUNITY COLLEGE
SUNY COLLEGE AT PURCHASE
BERKELEY COLLEGE-WESTCHESTER
KEUKA COLLEGE
ALBERT EINSTEIN COLLEGE OF MED
MONROE COLLEGE
EVEREST INST-ROCHESTER
TECHNICAL CAREER INSTITUTES
ST JOSEPH'S COLLEGE-LI CAMPUS
BORICUA COLLEGE
LONG ISLAND UNIV-C W POST
THE COLLEGE OF WESTCHESTER
BRYANT & STRATTON CLG-GREECE
BENJAMIN N CARDOZO SCH OF LAW
PHILLIPS BETH ISRAEL SCH NURS
NYU COLLEGE OF DENTISTRY
NEW YORK UNIV SCH OF MEDICINE
AMERICAN ACAD MCALLISTER INST
COLUMBIA U SCH OF SOCIAL WORK
COCHRAN SCHOOL OF NURSING
SUFFOLK CO CMTY CLG-GRANT
SANFORD BROWN INST-MELVILLE
SUFFOLK CO CMTY CLG-EASTERN
BRYANT & STRATTON CLG-N SYRACU
ERIE CMTY COLLEGE-SOUTH CAMPUS

SUNY ERIE CMTY CLG-CITY
 HOUGHTON COLLEGE-WEST SENECA
 EASTMAN SCHOOL OF MUSIC
 BRYANT & STRATTON CLG-HENRIETT
 UNIV OF ROCHESTER SCH MED/DENT
 FORDHAM UNIVERSITY-LINCOLN CTR
 COLUMBIA U CLG OF PHYS/SURGS
 SUNY EMPIRE STATE CLG-METRO CT
 SUNY EMPIRE STATE CLG-HARTSDAL
 ALLIANCE THEOLOGICAL SEMINARY
 LONG ISLAND UNIVERSITY
 SUNY EMPIRE STATE CLG-OLD WEST
 SUNY EMPIRE STATE CLG-ALBANY
 SUNY EMPIRE STATE CLG-FRONTIER
 SUNY EMPIRE STATE CLG-ROCHEST
 NY INSTITUTE OF TECH-ISLIP
 NYU STERN SCHOOL OF BUSINESS
 NYU SCHOOL OF LAW
 JAMESTOWN CMTY CLG-
 CATTARAUGUS
 BRYANT & STRATTON CLG-ALBANY
 BRYANT & STRATTON CLG-SOUTHTOW
 MERCY COLLEGE-BRONX CAMPUS
 MERCY COLLEGE-WHITE PLAINS
 MERCY COLLEGE-YORKTOWN
 MONROE COLLEGE-NEW ROCHELLE
 MOHAWK VALLEY CMTY CLG-ROME
 PACE UNIV SCHOOL OF LAW
 CORNELL UNIV CLG OF VET MED
 CORNELL UNIV LAW SCHOOL
 POLYTECHNIC UNIV-WESTCHESTER
 POLYTECHNIC UNIV-LONG ISLAND
 NY COLLEGE OF OSTEOPATHIC MED
 TOURO LAW CENTER
 HOFSTRA UNIV SCHOOL OF LAW
 SUNY AT BUFFALO DENTAL SCHOOL
 NORTH COUNTRY CMTY CLG-MALONE
 MID-AMERICA BAPTIST THEO SEM
 SYRACUSE UNIV COLLEGE OF LAW
 CUNY SCH OF LAW AT QUEENS CLG
 HUNTER-BELLEVUE SCH OF NURSING
 MIRER YESHIVA CENTRAL INST
 PRATT INSTITUTE-MANHATTAN
 TOURO CLG-GRAD SCH JEWISH STDS
 NORTH COUNTRY CMTY CLG-TICONDE
 CUNY SYSTEM OFFICE
 LONG ISLAND UNIV ADMIN OFFICE
 SUFFOLK CO CMTY CLG CTRL ADM
 STATE UNIV OF NY SYSTEM OFFICE
 ROCKEFELLER UNIVERSITY
 THE ART INST OF NEW YORK CITY
 MILDRED ELLEY COLLEGE
 HELENE FULD CLG OF NURSING

PLAZA COLLEGE
 BRIARCLIFFE COLLEGE-BETHPAGE
 BRIARCLIFFE COLLEGE-PATCHOGUE
 ELMIRA BUSINESS INSTITUTE
 THE NEW YORK ACADEMY OF ART
 ST JOSEPH'S SCHOOL OF NURSING
 COLUMBIA UNIV SCH OF NURSING
 EUGENE LANG CLG-NEW SCH UNIV
 GLOBE INSTITUTE OF TECHNOLOGY
 BRYANT & STRATTON CORP OFFICE
 NEW YORK CAREER INSTITUTE
 ITT TECHNICAL INST-LIVERPOOL
 ITT TECHNICAL INST-GETZVILLE
 ITT TECHNICAL INST-ALBANY
 LONG ISLAND UNIV-BRENTWOOD
 BRYANT & STRATTON CLG-AMHERST
 LONG ISLAND BUSINESS INST
 HUNTER BUSINESS SCHOOL
 DALE CARNEGIE INSTITUTE
 SOBELSOHN SCHOOL
 NY INST OF ENGLISH/BUSINESS
 COPE INSTITUTE
 GLOBAL BUSINESS INSTITUTE
 GLOBAL BUSINESS INSTITUTE
 COLD SPRING HARBOR LABORATORY
 STERN COLLEGE FOR WOMEN
 SOPHIE DAVIS MED SCH OF BIOMED
 ASA COLLEGE
 RIDLEY-LOWELL BUS/TECH INST
 RIDLEY-LOWELL BUS/TECH INST
 NY UNIV MED CTR ALLIED HLTH ED
 CALIBER TRAINING INSTITUTE
 HART SCH OF PRACTICAL NURSING
 MANDL SCHOOL
 M S WHELAN SCH OF PRAT NURSING
 NY SCH FOR MEDICAL/DENTAL ASST
 SUBURBAN TECHNICAL SCHOOL
 BRANFORD HALL CAREER INST
 UTICA SCH OF COMMERCE-ONEONTA
 UTICA SCH OF COMMERCE-CANASTOT
 THE KING'S COLLEGE
 CROUSE HOSPITAL SCH OF NURSING
 ISLAND DRAFTING/TECH INST
 MEMORIAL HOSP SCH OF NURSING
 SAINT ELIZABETH CLG OF NURSING
 MONROE CMTY CLG-DAMON CITY
 GAMLA COLLEGE
 ELLIS HOSPITAL SCH OF NURSING
 MERCY COLLEGE-MANHATTAN
 NEW SCHOOL OF RADIO/TELEVISION
 SWEDISH INSTITUTE
 BERLITZ LANGUAGE CENTER
 BERLITZ LANGUAGE CENTER

BERLITZ LANGUAGE CENTER
BERLITZ LANGUAGE CENTER
BERLITZ LANGUAGE CENTER
LIA SCHORR INSTITUTE
BETH HATALMUD RABBINICAL CLG
BUSINESS INFORMATICS CENTER
CTR MOD PSYCHOANALYTIC STDS
DAVIS COLLEGE
SAMARITAN HOSP SCH OF NURSING
SIMMON INST OF FUNERAL SERVICE
UNITED TALMUDICAL SEMINARY
PACIFIC CLG OF ORIENTAL MED-NY
NEW YORK CLG OF HEALTH PROF
AMER MUSICAL/DRAMATIC ACADEMY
ARNOT-OGDEN MED CTR SCH OF NUR
CIRCLE IN SQUARE THEATER SCH
ELIM BIBLE INSTITUTE
MERCE CUNNINGHAM STUDIO
WORD OF LIFE BIBLE INSTITUTE
CAREER INST HEALTH/TECH
SCHOOL FOR FILM/TELEVISION
ELIM BIBLE INSTITUTE-BUFFALO
ANTHEM INSTITUTE-NEW YORK
LONG ISLAND UNIV-ROCKLAND GRAD
SUNBRIDGE INSTITUTE
DEVRY UNIVERSITY-MANHATTAN
APEX TECHNICAL SCHOOL
CHARLES STUART SCHOOL
CLG OF NEW ROCHELLE-ROSA PARKS
ST JOHN'S UNIV-OAKDALE
ALLEN SCHOOL
NEW YORK INSTITUTE OF MASSAGE
METROPOLITAN LEARNING INST
LEON STUDIO 1 SCH HAIR DESIGN
LONG ISLAND BUSINESS INST
TRI-STATE CLG OF ACUPUNCTURE
DOWLING COLLEGE-BROOKHAVEN
NEW YORK UNIV SCH CONT ED/PROF
STELLA ADLER STUDIO OF ACTING
THE ACTING STUDIO
LEE STRASBERG THEATRE/FILM INS
FEGS TRADES & BUSINESS SCHOOL
NEW YORK AUTO & DIESEL INST
CAREER & EDUC CONSULTANTS
NEW BRUNSWICK THEO SEM-ST JOHN
CUNY GRAD SCH OF JOURNALISM
UNITED HOSPITAL MED CENTER
BELLEVUE HOSPITAL CENTER
LUTHERAN MEDICAL CTR
ST VINCENTS CATHOLIC MED CTR
ST JOHNS EPISCOPAL HOSP
ST BARNABAS HOSPITAL
SISTERS OF CHARITY HOSP

SAMARITAN MEDICAL CENTER
WYCKOFF HEIGHTS MED CTR
AUBURN MEMORIAL HOSPITAL
KINGSTON HOSPITAL
METROPOLITAN HOSPITAL
MAIMONIDES HOSPITAL
JAMAICA HOSPITAL MED CTR
LONG BEACH MEDICAL CENTER
QUEENS HOSPITAL CENTER
PHILLIPS FAMILY PRACTICE
BETH ISRAEL MED CTR-KINGS HWY
BETH ISRAEL MED CTR-SINGER
BETH ISRAEL MC PHILLIPS AMB
JAMES J PETERS VA MED CTR
MOUNT SINAI HOSPITAL
ELMHURST HOSPITAL
BETH ISRAEL MEDICAL CTR
ZUCKER HILLSIDE HOSPITAL
STONY BROOK UNIV HOSPITAL
NORTHPORT VETERANS MED CTR
LONG ISLAND JEWISH MEDICAL CTR
WINTHROP UNIV HOSPITAL
NASSAU UNIV MEDICAL CENTER
MERCY HOSPITAL
ROSWELL PARK MEM INSTITUTE
CHILDRENS HOSPITAL
VETERANS ADMIN MED CTR
MILLARD FILLMORE HOSPITAL
ERIE COUNTY MEDICAL CTR
DEACONESS HOSPITAL
BUFFALO GENERAL HOSPITAL
NEW YORK/PRESBYTERIAN HOSP
MEMORIAL SLOAN KETTERING
HOSPITAL JOINT DISEASES
NORTH SHORE UNIV HOSPITAL
NIAGARA HOSPICE INC
SUNNYVIEW HOSP/REHAB CTR
STRATTON VETERANS MED CTR
ELLIS HEALTH CENTER
ALBANY MEDICAL CENTER
PENINSULA HOSPITAL CENTER
FLUSHING HOSPITAL MED CENTER
CONEY ISLAND HOSPITAL
ST ELIZABETH MEDICAL CTR
BASSETT HOSPITAL
ST JOSEPHS HOSPITAL
SUNY CLINICAL CAMPUS
WILSON MEMORIAL HOSPITAL
VETERANS ADMIN MED CTR
METHODIST HOSPITAL
INTERFAITH MEDICAL CTR
VET ADM MED CTR BROOKLYN
KINGS COUNTY HOSPITAL CTR

SUNY DOWNSTATE HOSPITAL
ST VINCENTS MED CENTER
LONG ISLAND CLG HOSPITAL
HOSPITAL FOR SPECIAL SURGERY
BROOKLYN HOSPITAL CENTER
BROOKDALE UNIV HOSPITAL
KINGSBROOK JEWISH MED CTR
NY HARBOR HEALTHCARE
SOUND SHORE MEDICAL CENTER
NY EYE/EAR INFIRMARY
LINCOLN MEDICAL CENTER
LENOX HILL HOSPITAL
WESTCHESTER MEDICAL CENTER
ST VINCENTS MEDICAL CENTER
MISERICORDIA HOSP MED CTR
GOOD SAMARITAN MED CTR
STATEN ISLAND HOSPITAL
OUR LADY MERCY MED CENTER
ST JOSEPHS HOSPITAL
ROSE F KENNEDY CENTER
BRONX LEBANON HOSPITAL
NATHAN VAN ETEN HOSPITAL
MONTEFIORE MEDICAL CTR
ABRAHAM JACOBI HOSPITAL
BRONX LEBANON HOSPITAL
MONTEFIORE MED CTR MOSES
MONROE COMMUNITY HOSPITAL
CANANDAIGUA VA MEDICAL CTR
UNITY HEALTH SYSTEM
ROCHESTER GENERAL HOSPITAL
HIGHLAND HOSPITAL
UNIV OF ROCHESTER MED CENTER
NEW YORK HOSPITAL QUEENS
BROOKHAVEN MEMORIAL HOSPITAL
CABRINI MEDICAL CENTER
NEW YORK UNIV MEDICAL CTR
ST LUKES ROOSEVELT HOSP
NY PRESBY/COLUM UNIV MED CTR
HARLEM HOSPITAL
NEW YORK DOWNTOWN HOSPITAL

State Agencies in New York including but not limited to:

NEW YORK - GOVERNOR
NEW YORK - ATTORNEY GENERAL
NEW YORK - STATE COMPTROLLER
NEW YORK - LT. GOVERNOR
NEW YORK - SECRETARY OF STATE
NEW YORK - STATE ASSEMBLY
NEW YORK - STATE SENATE
NEW YORK - COURT OF CLAIMS
NEW YORK - NEW YORK STATE UNIFIED COURT SYSTEM
NEW YORK - GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS
NEW YORK - GOVERNOR'S TRAFFIC SAFETY COMMITTEE
NEW YORK - DIVISION FOR WOMEN

SOUTHSIDE HOSPITAL
SCHUYLER HOSPITAL
LOURDES HOSPITAL
WCA HOSPITAL
ST JAMES MERCY HOSPITAL
FAXTON ST LUKES HEALTHCARE
SO NASSAU COMMUNITY HOSPITAL
PENARANDA INST DENTAL TECH
DOROTHEA HOPFER SCH NURSING
INST ALLIED MEDICAL PROF
CVPH MEDICAL CENTER
BROOKLYN-QUEENS CON OF MUSIC
THE BARD GRADUATE CENTER
FORDHAM UNIVERSITY-WESTCHESTER
MEDAILLE COLLEGE-ROCHESTER
GEORGE MERCER MEM SCH
THEOLOGY
ST PAULS SCHOOL OF NURSING
ADELPHI UNIV-HAUPPAUGE
ADELPHI UNIV-HUDSON VALLEY
SUNY ORANGE CMTY CLG-NEWBURGH
TISCH SCHOOL OF THE ARTS
NEW YORK UNIV-STEINHARDT
SANFORD BROWN INST-GARDEN CTY
UNIVERSITY AT BUFFALO-SOUTH
BRIARCLIFFE COLLEGE-QUEENS
SOTHEBY'S INSTITUTE OF ART
ST PAULS SCH OF NURSING-QUEENS
ONONDAGA SCH OF THER MASSAGE
ONONDAGA SCH OF THER MASSAGE
TOURO COLLEGE-SUNSET PARK
LINCOLN TECH INST-QUEENS
NYACK COLLEGE-MANHATTAN
CLG OF NEW ROCHELLE-BROOKLYN
CLG OF NEW ROCHELLE-J O'CONNOR
CLG OF NEW ROCHELLE-CO-OP CITY
CLG OF NEW ROCHELLE-DC-37
LONG ISLAND UNIV-RIVERHEAD
UNIVERSITY OF BUFFALO-GATEWAY

NEW YORK - DIVISION OF THE BUDGET
NEW YORK - BANKING DEPARTMENT
NEW YORK - DEPARTMENT OF AGRICULTURE AND MARKETS
NEW YORK - DEPARTMENT OF CIVIL SERVICE
NEW YORK - DEPARTMENT OF CORRECTIONAL SERVICES
NEW YORK - DEPARTMENT OF ECONOMIC DEVELOPMENT: TOURISM
NEW YORK - DEPARTMENT OF HEALTH
NEW YORK - DEPARTMENT OF INSURANCE
NEW YORK - DEPARTMENT OF LABOR
NEW YORK - DEPARTMENT OF MOTOR VEHICLES
NEW YORK - DEPARTMENT OF STATE
NEW YORK - DEPARTMENT OF TAXATION AND FINANCE
NEW YORK - DEPARTMENT OF TRANSPORTATION
NEW YORK - DIVISION OF CRIMINAL JUSTICE SERVICES
NEW YORK - DIVISION OF HOUSING AND COMMUNITY RENEWAL
NEW YORK - DIVISION OF MILITARY AND NAVAL AFFAIRS
NEW YORK - EMPIRE STATE DEVELOPMENT
NEW YORK - HIGHER EDUCATION SERVICES CORPORATION
NEW YORK - NEW YORK LOTTERY
NEW YORK - NEW YORK STATE DIVISION OF HUMAN RIGHTS
NEW YORK - NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY
NEW YORK - GIS CLEARINGHOUSE
NEW YORK - NEW YORK STATE INSURANCE FUND
NEW YORK - NEW YORK STATE PARKS, RECREATION AND HISTORIC PRESERVATION
NEW YORK - NEW YORK STATE POLICE
NEW YORK - OFFICE OF ADVOCATE FOR PERSONS DISABILITIES
NEW YORK - OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES
NEW YORK - OFFICE OF GENERAL SERVICES
NEW YORK - OFFICE OF MENTAL HEALTH
NEW YORK - OFFICE OF REAL PROPERTY SERVICES
NEW YORK - STATE EDUCATION DEPARTMENT
NEW YORK - STATE EDUCATION DEPARTMENT: OFFICE OF HIGHER EDUCATION
NEW YORK - STATE EDUCATION DEPARTMENT: STATE ARCHIVES
NEW YORK - STATE EDUCATION DEPARTMENT: STATE LIBRARY
NEW YORK - STATE EMERGENCY MANAGEMENT OFFICE
NEW YORK - STATE GOVERNMENT INFORMATION LOCATOR SYSTEM
NEW YORK - NEW YORK STATE CANAL SYSTEM
NEW YORK - DEPARTMENT OF ENVIRONMENT CONSERVATION
NEW YORK - OFFICE FOR THE AGING
NEW YORK - OFFICE OF REGULATORY REFORM
NEW YORK - DIVISION OF VETERANS' AFFAIRS
NEW YORK - OFFICE FOR TECHNOLOGY
NEW YORK - OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
NEW YORK - OFFICE OF CHILDREN AND FAMILY SERVICES
NEW YORK - ADIRONDACK PARK AGENCY
NEW YORK - OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
NEW YORK - AG RX
NEW YORK - OFFICE OF LONG TERM CARE OMBUDSMAN
NEW YORK - BOARD OF REGENTS
NEW YORK - COMMISSION ON QUALITY OF CARE FOR THE MENTALLY DISABLED
NEW YORK - CONSUMER PROTECTION BOARD
NEW YORK - COUNCIL ON CHILDREN AND FAMILIES
NEW YORK - NEW YORK STATE COUNCIL ON THE ARTS

NEW YORK - NEW YORK STATE ETHICS COMMISSION
 NEW YORK - NEW YORK STATE THRUWAY AUTHORITY
 NEW YORK - PUBLIC SERVICE COMMISSION
 NEW YORK - STATE BOARD OF ELECTIONS VOTER INFORMATION CENTER
 NEW YORK - STATE COMMISSION ON LOBBYING
 NEW YORK - WORKERS' COMPENSATION BOARD
 NEW YORK - NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
 NEW YORK - COMMISSION OF INVESTIGATION
 NEW YORK - COMMISSION OF CORRECTION
 NEW YORK - PUBLIC EMPLOYMENT RELATIONS BOARD
 NEW YORK - CRIME VICTIMS BOARD
 NEW YORK - DORMITORY AUTHORITY
 NEW YORK - CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
 NEW YORK - SCHENECTADY/GLENVILLE ECONOMIC DEVELOPMENT ZONE
 NEW YORK - CENTRAL PINE BARRENS COMMISSION
 NEW YORK - ADIRONDACK ASSOCIATION OF TOWNS AND VILLAGES
 NEW YORK - GENESEE/FINGER LAKES REGIONAL PLANNING COUNCIL

Cities, Towns, Villages, and Boroughs in Oregon including but not limited to:

ANTELOPE CITY HALL	CITY OF VERNONIA
CITY OF AURORA	CITY OF WASCO
CANBY CITY HALL	CITY OF WEST LINN
BARLOW CITY HALL	CITY OF WILSONVILLE
CASCADE LOCKS CITY HALL	CITY OF WOODBURN
CITY OF CLATSKANIE	CITY OF BEAVERTON
CITY OF COLUMBIA CITY	CITY OF HAPPY VALLEY
CITY OF DONALD	CITY OF DAMASCUS
CITY OF DUFUR	CITY OF AMITY
CITY OF ESTACADA	ASTORIA CITY HALL
CITY OF FAIRVIEW	BANKS CITY HALL
CITY OF GERVAIS	CITY OF BAY CITY
CITY OF GLADSTONE	CANNON BEACH CITY HALL
CITY OF GRASS VALLEY	CARLTON CITY HALL
CITY OF GRESHAM	CITY OF CORNELIUS
CITY OF HOOD RIVER	CITY OF DAYTON
CITY OF HUBBARD	CITY OF DUNDEE
CITY OF LAKE OSWEGO	CITY OF FOREST GROVE
CITY OF RIVERGROVE	CITY OF GARIBALDI
CITY OF MAUPIN	CITY OF GASTON
CITY OF MOLALLA	CITY OF HILLSBORO
CITY OF MORO	CITY OF LAFAYETTE
CITY OF MOSIER	CITY OF MCMINNVILLE
CITY OF OREGON CITY	CITY OF MANZANITA
CITY OF RAINIER	CITY OF NEHALEM
CITY OF PRESCOTT	CITY OF NEWBERG
CITY OF RUFUS	CITY OF NORTH PLAINS
CITY OF SAINT HELENS	CITY OF ROCKAWAY BEACH
CITY OF SANDY	CITY OF SAINT PAUL
CITY OF SCAPPOOSE	CITY OF GEARHART
CITY OF SHANIKO	CITY OF SEASIDE
CITY OF THE DALLES	CITY OF SHERWOOD
CITY OF WOOD VILLAGE	CITY OF TILLAMOOK
CITY OF TROUTDALE	CITY OF WARRENTON
CITY OF TUALATIN	CITY OF WHEELER

CITY OF YAMHILL
CITY OF PORTLAND
CITY OF MAYWOOD PARK
CITY OF MILWAUKIE
CITY OF TIGARD
CITY OF KING CITY
CITY OF DURHAM
CITY OF JOHNSON CITY
CITY OF SALEM
CITY OF KEIZER
CITY OF ALBANY
CITY OF MILLERSBURG
AUMSVILLE CITY HALL
BROWNSVILLE CITY HALL
CITY OF ADAIR VILLAGE
CITY OF DALLAS
CITY OF CORVALLIS
CITY OF DEPOE BAY
CITY OF DETROIT
CITY OF FALLS CITY
CITY OF HALSEY
CITY OF IDANHA
CITY OF INDEPENDENCE
CITY OF JEFFERSON
CITY OF WATERLOO
CITY OF LEBANON
CITY OF SODAVILLE
CITY OF LYONS
CITY OF MILL CITY
CITY OF MONMOUTH
CITY OF MOUNT ANGEL
CITY OF NEWPORT
CITY OF LINCOLN CITY
CITY OF PHILOMATH
CITY OF SCIO
CITY OF SCOTTS MILLS
CITY OF SHERIDAN
CITY OF SILETZ
CITY OF SILVERTON
CITY OF STAYTON
CITY OF SUBLIMITY
CITY OF SWEET HOME
CITY OF TANGENT
CITY OF TOLEDO
CITY OF TURNER
CITY OF WALDPOR
CITY OF WILLAMINA
CITY OF EUGENE
CITY OF COBURG
BANDON CITY HALL
BROOKINGS CITY HALL
CITY OF CANYONVILLE
CITY OF COOS BAY

CITY OF COQUILLE
CITY OF COTTAGE GROVE
CITY OF CRESWELL
CITY OF DRAIN
CITY OF ELKTON
CITY OF FLORENCE
CITY OF GLENDALE
CITY OF GOLD BEACH
CITY OF HARRISBURG
CITY OF JUNCTION CITY
CITY OF LAKESIDE
CITY OF LOWELL
CITY OF MONROE
CITY OF MYRTLE CREEK
CITY OF MYRTLE POINT
CITY OF NORTH BEND
CITY OF OAKLAND
CITY OF OAKRIDGE
CITY OF PORT ORFORD
CITY OF POWERS
CITY OF REEDSPORT
CITY OF RIDDLE
CITY OF ROSEBURG
CITY OF SPRINGFIELD
CITY OF SUTHERLIN
CITY OF VENETA
CITY OF WESTFIR
CITY OF DUNES CITY
CITY OF WINSTON
CITY OF YACHATS
CITY OF YONCALLA
CITY OF MEDFORD
CENTRAL POINT CITY HALL
ASHLAND CITY HALL
BUTTE FALLS CITY HALL
CAVE JUNCTION CITY HALL
CITY OF EAGLE POINT
CITY OF GOLD HILL
CITY OF GRANTS PASS
CITY OF JACKSONVILLE
CITY OF PHOENIX
CITY OF ROGUE RIVER
CITY OF SHADY COVE
CITY OF TALENT
CITY OF KLAMATH FALLS
BONANZA TOWN HALL
CHILOQUIN CITY HALL
TOWN OF LAKEVIEW
CITY OF MALIN
CITY OF MERRILL
CITY OF PAISLEY
BEND CITY HALL
BURNS CITY HALL

CITY OF CULVER
CITY OF HINES
CITY OF LA PINE
CITY OF MADRAS
CITY OF METOLIUS
CITY OF MITCHELL
CITY OF PRINEVILLE
CITY OF REDMOND
CITY OF SISTERS
CITY OF PENDLETON
ADAMS CITY HALL
CITY OF ARLINGTON
ATHENA CITY HALL
CITY OF BAKER CITY
BOARDMAN CITY HALL
CANYON CITY CITY HALL
CITY OF CONDON
CITY OF COVE
CITY OF DAYVILLE
CITY OF ECHO
CITY OF ELGIN
CITY OF ENTERPRISE
CITY OF FOSSIL
CITY OF HAINES
CITY OF HELIX
CITY OF HEPPNER
CITY OF HERMISTON
TOWN OF LEXINGTON
CITY OF IMBLER
CITY OF IONE
CITY OF IRRIGON

Counties in Oregon including but not limited to:

HOOD RIVER COUNTY
SHERMAN COUNTY
CLACKAMAS COUNTY
COLUMBIA COUNTY
WASCO COUNTY
CLATSOP COUNTY
WASHINGTON COUNTY
YAMHILL COUNTY
TILLAMOOK COUNTY
MULTNOMAH COUNTY
MARION COUNTY
LINN COUNTY
POLK COUNTY
BENTON COUNTY
LINCOLN COUNTY
LANE COUNTY
COOS COUNTY
CURRY COUNTY

K-12 in Oregon including but not limited to:

BAKER SCHOOL DISTRICT 5J
BURNT RIVER SCHOOL DIST 30J

CITY OF JOHN DAY
CITY OF JOSEPH
CITY OF LA GRANDE
CITY OF ISLAND CITY
CITY OF LONG CREEK
CITY OF LOSTINE
CITY OF MILTON FREEWATER
CITY OF MONUMENT
CITY OF MOUNT VERNON
CITY OF NORTH POWDER
CITY OF PILOT ROCK
CITY OF PRAIRIE CITY
CITY OF RICHLAND
CITY OF SENECA
CITY OF SPRAY
CITY OF STANFIELD
CITY OF SUMMERVILLE
CITY OF SUMPTER
CITY OF GRANITE
CITY OF UKIAH
CITY OF UMATILLA
CITY OF UNION
CITY OF UNITY
CITY OF WALLOWA
CITY OF WESTON
ADRIAN CITY HALL
CITY OF HUNTINGTON
CITY OF JORDAN VALLEY
CITY OF NYSSA
CITY OF ONTARIO
CITY OF VALE

DOUGLAS COUNTY
JACKSON COUNTY
JOSEPHINE COUNTY
KLAMATH COUNTY
LAKE COUNTY
DESCHUTES COUNTY
HARNEY COUNTY
JEFFERSON COUNTY
CROOK COUNTY
UMATILLA COUNTY
BAKER COUNTY
GRANT COUNTY
GILLIAM COUNTY
WALLOWA COUNTY
WHEELER COUNTY
MORROW COUNTY
UNION COUNTY
MALHEUR COUNTY

HUNTINGTON SCHOOL DISTRICT 16J
PINE EAGLE SCHOOL DISTRICT 61

ALSEA SCHOOL DISTRICT 7J
 CORVALLIS SCHOOL DISTRICT 509J
 MONROE SCHOOL DISTRICT 1J
 PHILOMATH SCHOOL DISTRICT 17J
 CANBY SCHOOL DISTRICT 86
 COLTON SCHOOL DISTRICT 53
 ESTACADA SCHOOL DISTRICT 108
 GLADSTONE SCHOOL DISTRICT 115
 LAKE OSWEGO SCHOOL DISTRICT 7J
 MOLALLA RIVER SCHOOL DIST 35
 NORTH CLACKAMAS SCHOOL DIST
 OREGON CITY SCHOOL DISTRICT 62
 OREGON TRAIL SCH DIST 46
 WEST LINN-WILSONVILLE SD 3
 ASTORIA SCHOOL DISTRICT 1C
 JEWELL SCHOOL DISTRICT 8
 SEASIDE SCHOOL DISTRICT 10
 WARRENTON HAMMOND SCH DIST 30
 CLATSKANIE SCHOOL DISTRICT 6J
 RAINIER SCHOOL DISTRICT 13
 SCAPPOOSE SCHOOL DISTRICT 1J
 ST HELENS SCHOOL DISTRICT 502
 VERNONIA SCHOOL DISTRICT 47J
 BANDON SCHOOL DISTRICT 54
 COOS BAY SCHOOL DISTRICT 9
 COQUILLE SCHOOL DISTRICT 8
 MYRTLE POINT SCHOOL DIST 41
 NORTH BEND SCHOOL DISTRICT 13
 POWERS SCHOOL DISTRICT 31
 CROOK CO SCHOOL DISTRICT
 BROOKINGS HARBOR SCH DIST 17C
 CENTRAL CURRY SCHOOL DIST 1
 PORT ORFORD-LANGLOIS SD 2CJ
 BEND LAPINE SCHOOL DISTRICT 1
 REDMOND SCHOOL DISTRICT 2J
 SISTERS SCHOOL DISTRICT 6
 CAMAS VALLEY SCHOOL DIST 21
 DOUGLAS CO SCHOOL DISTRICT 15
 ELKTON SCHOOL DISTRICT 34
 GLENDALE SCHOOL DISTRICT 77
 GLIDE SCHOOL DISTRICT 12
 NORTH DOUGLAS SCHOOL DIST 22
 OAKLAND SCHOOL DISTRICT 1
 REEDSPORT SCHOOL DISTRICT 105
 RIDDLE SCHOOL DISTRICT 70
 ROSEBURG SCHOOL DISTRICT 4
 SOUTH UMPQUA SCHOOL DIST 19
 SUTHERLIN SCHOOL DISTRICT 130
 WINSTON-DILLARD SCH DIST 116
 YONCALLA SCHOOL DISTRICT 32
 ARLINGTON SCHOOL DISTRICT 3
 CONDON SCHOOL DISTRICT 25J
 DAYVILLE SCHOOL DISTRICT 16J

JOHN DAY SCHOOL DISTRICT 3
 LONG CREEK SCHOOL DIST 17
 MONUMENT SCHOOL DISTRICT 8
 PRAIRIE CITY SCHOOL DISTRICT 4
 HARNEY CO SCHOOL DISTRICT 3
 CRANE ELEM SCHOOL DISTRICT 4
 DIAMOND SCHOOL DISTRICT 7
 DOUBLE O SCHOOL DIST 28
 DREWSEY SCHOOL DISTRICT 13
 SOUTH HARNEY SCHOOL DIST 33
 FRENCHGLEN SCHOOL DISTRICT 16
 SUNTEX SCHOOL DISTRICT 10
 HOOD RIVER CO SCHOOL DISTRICT
 ASHLAND SCHOOL DISTRICT 5
 BUTTE FALLS SCHOOL DISTRICT 91
 CENTRAL POINT SCHOOL DIST 6
 JACKSON CO SCHOOL DISTRICT 9
 MEDFORD SCHOOL DISTRICT 549C
 PHOENIX-TALENT SCHOOL DIST 4
 PROSPECT SCHOOL DISTRICT 59
 ROGUE RIVER SCHOOL DISTRICT 35
 CULVER SCHOOL DISTRICT 4
 JEFFERSON CO SCHOOL DIST 509J
 GRANTS PASS SCHOOL DISTRICT 7
 THREE RIVERS SCHOOL DISTRICT
 KLAMATH CO SCHOOL DIST 600
 KLAMATH FALLS CITY SCHOOLS
 LAKE CO SCHOOL DISTRICT 7
 PAISLEY SCHOOL DISTRICT 11C
 BETHEL SCHOOL DISTRICT 52
 BLACHLY SCHOOL DISTRICT 90
 CRESWELL SCHOOL DISTRICT 40
 CROW-APPLEGATE-LORANE SD 66
 EUGENE SCHOOL DISTRICT 4J
 FERN RIDGE SCHOOL DIST 28J
 JUNCTION CITY SCHOOL DIST 69
 LOWELL SCHOOL DISTRICT 71
 MAPLETON SCHOOL DISTRICT 32
 MARCOLA SCHOOL DISTRICT 79J
 MCKENZIE SCHOOL DISTRICT 68
 OAKRIDGE SCHOOL DISTRICT 76
 PLEASANT HILL SCHOOL DIST 1
 SIUSLAW SCHOOL DISTRICT 97J
 SOUTH LANE SCH DISTRICT 45J3
 SPRINGFIELD SCHOOL DISTRICT 19
 LINCOLN CO SCHOOL DISTRICT
 GREATER ALBANY PUB SCH DIST 8J
 CENTRAL LINN SCHOOL DIST 552C
 HARRISBURG SCHOOL DISTRICT 7
 LEBANON CMTY SCHOOL DISTRICT 9
 SANTIAM CANYON SCH DIST 129J
 SCIO SCHOOL DISTRICT 95C
 SWEET HOME SCHOOL DISTRICT 55

ADRIAN SCHOOL DISTRICT 61
 ANNEX SCHOOL DISTRICT 29
 AROCK SCHOOL DISTRICT 81
 HARPER SCHOOL DISTRICT 66
 JORDAN VALLEY SCHOOL DIST 3
 JUNTURA SCHOOL DISTRICT 12
 NYSSA SCHOOL DISTRICT 26
 ONTARIO SCHOOL DISTRICT 8C
 VALE SCHOOL DISTRICT 84
 CASCADE SCHOOL DISTRICT 5
 GERVAIS SCHOOL DISTRICT 1
 JEFFERSON SCHOOL DISTRICT 14J
 MT ANGEL SCHOOL DISTRICT 91
 NORTH MARION SCHOOL DIST 15
 SALEM KEIZER SCH DIST 24J
 SILVER FALLS SCHOOL DIST 4J
 ST PAUL SCHOOL DISTRICT 45
 NORTH SANTIAM SCHOOL DIST 29J
 WOODBURN PUBLIC SCH DIST 103
 MORROW CO SCHOOL DISTRICT 1
 CORBETT SCHOOL DISTRICT 39
 DAVID DOUGLAS SCHOOL DIST 40
 GRESHAM-BARLOW JOINT SD 10
 CENTENNIAL SCHOOL DIST 28J
 PARKROSE SCHOOL DISTRICT 3
 PORTLAND SCHOOL DISTRICT 1J
 REYNOLDS SCHOOL DISTRICT 7
 RIVERDALE SCH DISTRICT 51J
 CENTRAL SCHOOL DISTRICT 13J
 DALLAS SCHOOL DISTRICT 2
 FALLS CITY SCHOOL DIST 57
 PERRYDALE SCHOOL DISTRICT 21
 SHERMAN CO SCHOOL DISTRICT
 NESTUCCA VALLEY SCH DIST 101
 NEAH-KAH-NIE SCHOOL DIST 56
 TILLAMOOK SCHOOL DISTRICT 9
 ATHENA-WESTON SCH DIST 29RJ
 ECHO SCHOOL DISTRICT 5R
 HELIX SCHOOL DISTRICT 1R
 HERMISTON SCHOOL DISTRICT 8R
 MILTON FREEWATER USD 7
 PENDLETON SCHOOL DISTRICT 16R
 PILOT ROCK SCHOOL DISTRICT 2R

STANFIELD SCHOOL DISTRICT 61R
 UKIAH SCHOOL DISTRICT 80R
 UMATILLA SCHOOL DISTRICT 6R
 COVE SCHOOL DISTRICT 15
 ELGIN SCHOOL DISTRICT 23
 IMBLER SCHOOL DISTRICT 11
 LA GRANDE SCHOOL DISTRICT 1
 NORTH POWDER SCH DISTRICT 8J
 UNION SCHOOL DISTRICT 5
 ENTERPRISE SCHOOL DISTRICT 21
 JOSEPH SCHOOL DISTRICT 6
 WALLOWA SCHOOL DISTRICT 12
 NORTH WASCO CO SCH DIST 21
 DUFUR SCHOOL DISTRICT 29
 SOUTH WASCO CO SCHOOL DIST 1
 BANKS SCHOOL DISTRICT 13
 BEAVERTON SCHOOL DISTRICT
 FOREST GROVE SCHOOL DIST 15
 GASTON SCHOOL DISTRICT 511J
 HILLSBORO SCHOOL DISTRICT 1J
 SHERWOOD SCHOOL DISTRICT 88J
 TIGARD TUALATIN SCH DIST 23J
 FOSSIL SCHOOL DISTRICT 21J
 MITCHELL SCHOOL DISTRICT 55
 SPRAY SCHOOL DISTRICT 1
 AMITY SCHOOL DISTRICT 4J
 DAYTON SCHOOL DISTRICT 8
 MCMINNVILLE SCHOOL DISTRICT 40
 NEWBERG SCHOOL DISTRICT 29J
 SHERIDAN SCHOOL DISTRICT 48J
 WILLAMINA SCHOOL DISTRICT 30J
 YAMHILL CARLTON SCH DIST
 PLEASANT VALLEY ELEM SD 364
 PINEHURST SCHOOL DISTRICT 94
 ASHWOOD ELEM SCH DIST 8
 BLACK BUTTE SCHOOL DISTRICT 41
 ADEL SCHOOL DISTRICT 21
 NORTH LAKE SCHOOL DISTRICT 14
 PLUSH SCHOOL DISTRICT 18
 TROY ELEM SCHOOL DISTRICT 54
 HARNEY CO UNION HIGH SD 1J
 KNAPPA SCHOOL DISTRICT 4
 IONE SCHOOL DISTRICT R2

Higher Education in Oregon including but not limited to:

LE CORDON BLEU CLG CA-PORTLAND
 NORTHWEST NANNIES INSTITUTE
 AIRMANS PROFICIENCY CENTER
 CONCORDE CAREER INSTITUTE
 CARRINGTON COLLEGE-PORTLAND
 OREGON STATE UNIVERSITY
 MARYLHURST UNIVERSITY
 GEORGE FOX EVANG SEM-PORTLAND
 CLACKAMAS CMTY CLG-OREGON CITY

CLATSOP COMMUNITY COLLEGE
 SOUTHWESTERN OREGON CMTY CLG
 CENTRAL OREGON CMTY COLLEGE
 UMPQUA COMMUNITY COLLEGE
 SOUTHERN OREGON UNIVERSITY
 ROGUE CMTY COLLEGE-REDWOOD
 OREGON INSTITUTE OF TECHNOLOGY
 LANE COMMUNITY COLLEGE
 NORTHWEST CHRISTIAN UNIV

UNIVERSITY OF OREGON
LINN BENTON COMMUNITY COLLEGE
TREASURE VALLEY CMTY COLLEGE
CORBAN UNIVERSITY
MOUNT ANGEL SEMINARY
CHEMEKETA CMTY CLG-SALEM
WILLAMETTE UNIVERSITY
CONCORDIA UNIVERSITY
LEWIS & CLARK COLLEGE
MT HOOD COMMUNITY COLLEGE
MULTNOMAH UNIVERSITY
PACIFIC NORTHWEST CLG OF ART
PORTLAND CMTY COLLEGE-SYLVANIA
PORTLAND STATE UNIVERSITY
REED COLLEGE
UNIVERSITY OF PORTLAND
WARNER PACIFIC COLLEGE
OREGON HEALTH & SCIENCE UNIV
WESTERN SEMINARY-PORTLAND
UNIV OF WESTERN STATES
WESTERN OREGON UNIVERSITY
BLUE MTN CMTY CLG-PENDLETON
EASTERN OREGON UNIVERSITY
PACIFIC UNIVERSITY
OGI SCH OF SCI & ENGR AT OHSU
GEORGE FOX UNIVERSITY
LINFIELD COLLEGE
THE ART INST OF PORTLAND
LINFIELD COLLEGE-PORTLAND
NEW HOPE CHRISTIAN COLLEGE
LEWIS & CLARK LAW SCHOOL
WILLAMETTE UNIV LAW SCHOOL
UNIV OF OREGON SCHOOL OF LAW
PORTLAND CMTY CLG-ROCK CREEK
PORTLAND CMTY COLLEGE-CASCADE
OREGON STATE U CLG OF VET MED
OREGON INST OF TECH-PORTLAND
ITT TECHNICAL INST-PORTLAND
OREGON COAST COMMUNITY COLLEGE
OREGON UNIVERSITY SYSTEM

HEALD COLLEGE-PORTLAND
EVEREST CLG-PORTLAND
OREGON CLG OF ART AND CRAFT
WALLA WALLA UNIV SCH-NURSING
PIONEER PACIFIC COLLEGE
COLUMBIA GORGE CMTY COLLEGE
ROGUE CMTY COLLEGE-RIVERSIDE
KLAMATH COMMUNITY COLLEGE
TILLAMOOK BAY CMTY COLLEGE
COLLEGE OF LEGAL ARTS
NATIONAL CLG OF NATURAL MED
GUTENBERG COLLEGE
PHAGANS BEAUTY COLLEGE
PHAGANS CRL OREGON BEAUTY CLG
PHAGANS SCHOOL OF BEAUTY
PHAGANS GRANTS CLG OF BEAUTY
PHAGANS MEDFORD BEAUTY SCHOOL
UNIV OF PHOENIX-OREGON
DEVRY UNIVERSITY-PORTLAND
OREGON STATE UNIV-CASCADES
VALLEY MEDICAL COLLEGE
CHEMEKETA CMTY CLG-WOODBURN
CHEMEKETA CTMY CLG-YAMHILL VLY
BLUE MTN CMTY CLG-BAKER
BLUE MTN CMTY CLG-HERMISTON
BLUE MTN CMTY CLG-FREEWATER
ABDILL CAREER COLLEGE
ANTHEM COLLEGE-BEAVERTON
GOOD SAMARITAN HOSPITAL
VETERANS ADMIN MED CTR
LEGACY EMANUEL HOSPITAL
UNIVERSITY HOSPITAL
COLUMBIA GORGE CMTY CLG-HOOD R
GEORGE FOX UNIV-PORTLAND
GEORGE FOX UNIV-SALEM
GEORGE FOX UNIV-REDMOND
SANFORD BROWN CLG-PORTLAND
CLACKAMAS CMTY CLG-HARMONY
CLACKAMAS CMTY CLG-WILSONVILLE
ITT TECHNICAL INST-SALEM

State Agencies in Oregon including but not limited to:

OREGON - SECRETARY OF STATE
OREGON - STATE TREASURER
OREGON - STATE CONTROLLER
OREGON - GOVERNOR
OREGON - ATTORNEY GENERAL
OREGON - STATE LEGISLATURE
OREGON - JUDICIAL DEPARTMENT
OREGON - STATE ARCHIVES PUBLIC INFORMATION SERVER
OREGON - DEPARTMENT OF ADMINISTRATIVE SERVICES: TRANSPORTATION,
PURCHASING AND PRINT SERVICES
OREGON - DEPARTMENT OF AGRICULTURE
OREGON - DEPARTMENT OF CONSUMER AND BUSINESS SERVICES

OREGON - DEPARTMENT OF EDUCATION
 OREGON - DEPARTMENT OF FISH AND WILDLIFE
 OREGON - DEPARTMENT OF FORESTRY
 OREGON - DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES
 OREGON - DEPARTMENT OF HUMAN SERVICES
 OREGON - DEPARTMENT OF JUSTICE
 OREGON - DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
 OREGON - DEPARTMENT OF REVENUE
 OREGON - DEPARTMENT OF TRANSPORTATION
 OREGON - ECONOMIC DEVELOPMENT DEPARTMENT
 OREGON - EMPLOYMENT DEPARTMENT
 OREGON - OFFICE OF ECONOMIC ANALYSIS
 OREGON - DEPARTMENT OF ENERGY
 OREGON - OFFICE OF RURAL HEALTH
 OREGON - OFFICIAL OREGON TOURISM WEB SITE
 OREGON - OREGON HOUSING AND COMMUNITY SERVICES
 OREGON - OREGON LOTTERY
 OREGON - OREGON YOUTH AUTHORITY
 OREGON - PUBLIC EMPLOYEES RETIREMENT SYSTEM
 OREGON - STATE JOBS PAGE
 OREGON - STATE LIBRARY
 OREGON - WATER RESOURCES DEPARTMENT
 OREGON - DEPARTMENT OF ENVIRONMENTAL QUALITY
 OREGON - DEPARTMENT OF COMMUNITY COLLEGES AND WORKFORCE
 DEVELOPMENT
 OREGON - DEPARTMENT OF STATE POLICE
 OREGON - BUREAU OF LABOR AND INDUSTRIES
 OREGON - PARKS AND RECREATION DEPARTMENT
 OREGON - DEPARTMENT OF STATE LANDS
 OREGON - ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT
 OREGON - OREGON FILM & VIDEO OFFICE
 OREGON - OFFICE OF HOMELAND SECURITY
 OREGON - INSURANCE POOL GOVERNING BOARD
 OREGON - OREGON ARTS COMMISSION
 OREGON - OREGON PROGRESS BOARD
 OREGON - OREGON STATE BOARD OF HIGHER EDUCATION
 OREGON - OREGON STATE COMMISSION ON CHILDREN AND FAMILIES
 OREGON - PUBLIC UTILITY COMMISSION
 OREGON - CONSTRUCTION CONTRACTORS BOARD
 OREGON - OREGON STATE SCHOLARSHIP COMMISSION
 OREGON - OREGON STUDENT ASSISTANCE COMMISSION

School districts in South Carolina including but not limited to:

ABBEVILLE 60, SC	BAMBERG 02, SC	CHESTER 01, SC
AIKEN 01, SC	BARNWELL 19, SC	CHESTERFIELD 01, SC
ALLENDALE 01, SC	BARNWELL 29, SC	CLAREDON 01, SC
ANDERSON 01, SC	BARNWELL 45, SC	CLAREDON 02, SC
ANDERSON 02, SC	BEAUFORT 01, SC	CLAREDON 03, SC
ANDERSON 03, SC	BERKLEY 01, SC	COLLETON 01, SC
ANDERSON 04, SC	CALHOUN 01, SC	DARLINGTON 01, SC
ANDERSON 05, SC	CHARLESTON 01, SC	DILLON 03, SC
BAMBERG 01, SC	CHEROKEE 01, SC	DILLON 04, SC

DORCHESTER 02, SC
DORCHESTER 04, SC
EDGEFILED 01, SC
FAIRFIELD 01, SC
FLORENCE 01, SC
FLORENCE 02, SC
FLORENCE 03, SC
FLORENCE 04, SC
FLORENCE 05, SC
GEORGETOWN 01, SC
GREENVILLE 01, SC
GREENWOOD 50, SC
GREENWOOD 51, SC
GREENWOOD 52, SC
HAMPTON 01, SC
HAMPTON 02, SC
HORRY 01, SC
JASPER 01, SC

KERSHAW 01, SC
LANCSTER 01, SC
LAURENS 55, SC
LAURENS 56, SC
LEE 01, SC
LEXINGTON 01, SC
LEXINGTON 02, SC
LEXINGTON 03, SC
LEXINGTON 04, SC
LEXINGTON/Richland 05, SC
MARION 10, SC
MARLBORO 01, SC
MCCORMICK 01, SC
NEWBERRY 01, SC
OCONEE 01, SC
ORANGEBURG 03, SC
ORANGEBURG 04, SC
ORANGEBURG 05, SC

PICKENS 01, SC
RICHLAND 01, SC
RICHLAND 02, SC
SALUDA 01, SC
SPARTANBURG 01, SC
SPARTANBURG 02, SC
SPARTANBURG 03, SC
SPARTANBURG 04, SC
SPARTANBURG 05, SC
SPARTANBURG 06, SC
SPARTANBURG 07, SC
SUMTER 01, SC
UNION 01, SC
WILLIAMSBURG 01, SC
YORK 01, SC
YORK 02, SC
YORK 03, SC
YORK 04, SC

Higher education institutions in South Carolina including but not limited to:

UNIVERSITY CENTER OF GREENVILLE,
SC
AIKEN TECHNICAL COLLEGE, SC
Central Carolina Technical College, SC
THE CITADEL, SC
CLEMSON UNIVERSITY, SC
COASTAL CAROLINA UNIVERSITY, SC
COLLEGE OF CHARLESTON, SC
DENMARK TECHNICAL COLLEGE, SC
FLORENCE-DARLINGTON TECHNICAL
COLLEGE, SC
FRANCIS MARION UNIVERSITY, SC
GREENVILLE TECHNICAL COLLEGE, SC
HORRY-GEORGETOWN TECHNICAL
COLLEGE, SC
LANDER UNIVERISTY, SC

UNIVERSITY OF SOUTH CAROLINA

- School of Law
- School of Medicine, Columbia
- School of Medicine, Greenville
- Aiken campus
- Beaufort campus
- Lancaster campus
- Salkehatchie campuses
- Sumter campus
- Union campuses

LOWCOUNTRY GRADUATE CENTER,
SC
MEDICAL UNIVERSITY OF SOUTH
CAROLINA
MINDLANDS TECHNICAL COLLEGE, SC
NORTHEASTERN TECHNICAL COLLEGE,
SC
ORANGEBURG-CALHOUN TECHNICAL
COLLEGE, SC
PIEDMONT TECHNICAL COLLEGE, SC
SOUTH CAROLINA STATE UNIVERSITY
SPARTANBUG COMMUNITY COLLEGE,
SC
TECHNICAL COLLEGE OF THE
LOWCOUNTRY, SC
TRI-COUNTY TECHNICAL COLLEGE, SC
TRIDENT TECHNICAL COLLEGE, SC

– Upstate campuses
WILLIAMSON TECHNICAL COLLEGE, SC
WINTROP University, SC
YORK TECHNICAL COLLEGE, SC

Cities, Towns, Villages, and Boroughs in Utah including but not limited to:

CITY OF ALTAMONT	CITY OF ROY
CITY OF AMERICAN FORK	TOWN OF RUSH VALLEY
CITY OF HIGHLAND	CITY OF SANDY
CITY OF ALPINE	TOWN OF STOCKTON
TOWN OF EAGLE MOUNTAIN	CITY OF OPHIR
CITY OF FAIRFIELD	TOWN OF TABIONA
TOWN OF CEDAR FORT	CITY OF TOOEELE
CITY OF CENTERVILLE	CITY OF SYRACUSE
CITY OF CLEARFIELD	CITY OF VERNAL
CITY OF SUNSET	CITY OF NAPLES
CITY OF WEST POINT	CITY OF VERNON
CITY OF CLINTON	TOWN OF WALLSBURG
CITY OF COALVILLE	CITY OF WENDOVER
CITY OF DRAPER	TOWN OF WOODRUFF
CITY OF DUCHESNE	CITY OF WEST BOUNTIFUL
CITY OF FARMINGTON	CITY OF WOODS CROSS
CITY OF GARDEN CITY	CITY OF WEST JORDAN
CITY OF GRANTSVILLE	CITY OF ALTA
CITY OF HEBER CITY	CITY OF SOUTH JORDAN
TOWN OF CHARLESTON	CITY OF HERRIMAN
CITY OF HENEFER	CITY OF SALT LAKE CITY
CITY OF KAMAS	CITY OF SOUTH SALT LAKE
TOWN OF FRANCIS	CITY OF HOLLADAY
CITY OF KAYSVILLE	CITY OF WEST VALLEY CITY
CITY OF FRUIT HEIGHTS CITY	CITY OF TAYLORSVILLE
TOWN OF LAKETOWN	BEAR RIVER CITY
CITY OF LAYTON	CITY OF BRIGHAM CITY
CITY OF LINDON	CITY OF PERRY
CITY OF LEHI	TOWN OF CLARKSTON
CITY OF SARATOGA SPRINGS	CITY OF CORINNE
CITY OF MANILA	CITY OF DEWEYVILLE
CITY OF COTTONWOOD HEIGHTS	TOWN OF FIELDING
CITY OF MIDVALE	CITY OF GARLAND
CITY OF MIDWAY	CITY OF HONEYVILLE
CITY OF MORGAN	CITY OF HOOPER
CITY OF MYTON	CITY OF HOWELL
CITY OF NORTH SALT LAKE	TOWN OF HUNTSVILLE
CITY OF OAKLEY	CITY OF HYDE PARK
CITY OF OREM	CITY OF HYRUM
CITY OF VINEYARD	CITY OF LEWISTON
CITY OF PARK CITY	CITY OF RIVER HEIGHTS
CITY OF PLEASANT GROVE	CITY OF NIBLEY
TOWN OF RANDOLPH	CITY OF LOGAN
CITY OF BLUFFDALE	TOWN OF MANTUA
CITY OF RIVERTON	CITY OF MENDON
CITY OF ROOSEVELT	CITY OF MILLVILLE
CITY OF BALLARD	TOWN OF NEWTON

TOWN OF PARADISE
CITY OF PLYMOUTH
CITY OF PROVIDENCE
CITY OF RICHMOND
SMITHFIELD CITY CORPORATION
TOWN OF AMALGA
TOWN OF SNOWVILLE
CITY OF TREMONTON
TOWN OF ELWOOD
CITY OF TRENTON
CITY OF WELLSVILLE
CITY OF WILLARD
CITY OF NORTH LOGAN
CITY OF OGDEN
CITY OF WEST HAVEN
CITY OF SOUTH OGDEN
CITY OF FARR WEST CITY
CITY OF HARRISVILLE
CITY OF PLAIN CITY
CITY OF RIVERDALE
CITY OF WASHINGTON TERRACE
CITY OF SOUTH WEBER
CITY OF UINTAH
CITY OF PLEASANT VIEW CITY
CITY OF NORTH OGDEN
CITY OF PRICE
CITY OF BLANDING
CITY OF CASTLE DALE
TOWN OF CLAWSON
CLEVELAND TOWN HALL
CITY OF EAST CARBON
CITY OF ELMO
TOWN OF EMERY
CITY OF FERRON
CITY OF GREEN RIVER
CITY OF HELPER
CITY OF SCOFIELD
CITY OF HUNTINGTON
CITY OF MOAB
TOWN OF CASTLE VALLEY
CITY OF MONTICELLO
CITY OF ORANGEVILLE
CITY OF SUNNYSIDE
CITY OF WELLINGTON
CITY OF PROVO
CITY OF AURORA
CITY OF CENTERFIELD
CITY OF DELTA
CITY OF EPHRAIM
CITY OF EUREKA
CITY OF FAIRVIEW
CITY OF FILLMORE
CITY OF FOUNTAIN GREEN

TOWN OF GOSHEN
CITY OF GUNNISON
TOWN OF HINCKLEY
TOWN OF HOLDEN
CITY OF KANOSH
CITY OF LEAMINGTON
CITY OF LEVAN
CITY OF LYNNDYL
CITY OF MANTI
TOWN OF MAYFIELD
TOWN OF MEADOW
CITY OF MONA
TOWN OF ROCKY RIDGE
CITY OF MORONI
CITY OF MOUNT PLEASANT
CITY OF NEPHI
CITY OF OAK CITY
CITY OF PAYSON
CITY OF ELK RIDGE
TOWN OF REDMOND
CITY OF SALEM
CITY OF WOODLAND HILLS
CITY OF SALINA
CITY OF SANTAQUIN
TOWN OF GENOLA CITY HALL
TOWN OF SIGURD
CITY OF SPANISH FORK
CITY OF SPRING CITY
CITY OF SPRINGVILLE
CITY OF STERLING
TOWN OF WALES
CITY OF RICHFIELD
TOWN OF ALTON
TOWN OF ANNABELLA
CITY OF ANTIMONY
CITY OF BEAVER
TOWN OF BICKNELL
TOWN OF BOULDER
TOWN OF CANNONVILLE
TOWN OF BRIAN HEAD
CITY OF CEDAR CITY
CITY OF ENOCH
CITY OF CIRCLEVILLE
TOWN OF ELSINORE
CITY OF ENTERPRISE
CITY OF ESCALANTE
TOWN OF GLENDALE
TOWN OF GLENWOOD
TOWN OF HANKSVILLE
TOWN OF HATCH
CITY OF HENRIEVILLE
TOWN OF APPLE VALLEY
CITY OF HURRICANE

CITY OF IVINS
TOWN OF JOSEPH
TOWN OF JUNCTION
TOWN OF BIG WATER
CITY OF KANAB
TOWN OF KANARRAVILLE
TOWN OF KOOSHAREM
CITY OF LA VERKIN
TOWN OF LEEDS
TOWN OF LOA
CITY OF LYMAN
CITY OF MARYSVALE
CITY OF MILFORD
TOWN OF MINERSVILLE
TOWN OF CENTRAL VALLEY
CITY OF MONROE

Counties in Utah including but not limited to:

SUMMIT COUNTY
DUCHESNE COUNTY
DAVIS COUNTY
WASATCH COUNTY
DAGGETT COUNTY
MORGAN COUNTY
RICH COUNTY
TOOELE COUNTY
UINTAH COUNTY
SALT LAKE COUNTY
BOX ELDER COUNTY
CACHE COUNTY
WEBER COUNTY
CARBON COUNTY
EMERY COUNTY

K-12 in Utah including but not limited to:

BEAVER CO SCHOOL DISTRICT
BOX ELDER CO SCHOOL DISTRICT
CACHE CO SCHOOL DISTRICT
LOGAN CITY SCHOOL DISTRICT
CARBON CO SCHOOL DISTRICT
DAGGETT SCHOOL DISTRICT
DAVIS SCHOOL DISTRICT
DUCHESNE CO SCHOOL DISTRICT
EMERY CO SCHOOL DISTRICT
GARFIELD CO SCHOOL DISTRICT
GRAND CO SCHOOL DISTRICT
IRON CO SCHOOL DISTRICT
JUAB SCHOOL DISTRICT
TINTIC SCHOOL DISTRICT
KANE CO SCHOOL DISTRICT
MILLARD SCHOOL DISTRICT
MORGAN CO SCHOOL DISTRICT
PIUTE CO SCHOOL DISTRICT
RICH CO SCHOOL DISTRICT
GRANITE SCHOOL DISTRICT

TOWN OF NEW HARMONY
CITY OF ORDERVILLE
CITY OF PANGUITCH
TOWN OF PARAGONAH
CITY OF PAROWAN
TOWN OF ROCKVILLE
CITY OF SANTA CLARA
TOWN OF SPRINGDALE
CITY OF SAINT GEORGE
CITY OF TOQUERVILLE
TOWN OF TORREY
TOWN OF TROPIC
TOWN OF VIRGIN
CITY OF WASHINGTON
CITY OF HILDALE

GRAND COUNTY
SAN JUAN COUNTY
UTAH COUNTY
MILLARD COUNTY
SANPETE COUNTY
JUAB COUNTY
SEVIER COUNTY
BEAVER COUNTY
PIUTE COUNTY
KANE COUNTY
WAYNE COUNTY
GARFIELD COUNTY
IRON COUNTY
WASHINGTON COUNTY

JORDAN SCHOOL DISTRICT
MURRAY CITY SCHOOL DISTRICT
SALT LAKE CITY SCHOOL DISTRICT
SAN JUAN SCHOOL DISTRICT
NORTH SANPETE SCHOOL DISTRICT
SOUTH SANPETE SCHOOL DISTRICT
SEVIER SCHOOL DISTRICT
NORTH SUMMIT SCHOOL DISTRICT
PARK CITY SCHOOL DISTRICT
SOUTH SUMMIT SCHOOL DISTRICT
TOOELE CO SCHOOL DISTRICT
UINTAH SCHOOL DISTRICT
ALPINE SCHOOL DISTRICT
NEBO SCHOOL DISTRICT
PROVO CITY SCHOOL DISTRICT
WASATCH CO SCHOOL DISTRICT
WASHINGTON CO SCHOOL DISTRICT
WAYNE CO SCHOOL DISTRICT
OGDEN CITY SCHOOL DISTRICT
WEBER SCHOOL DISTRICT

CANYONS SCHOOL DISTRICT

Higher Education in Utah including but not limited to:

BRIDGERLAND APPLIED TECH CLG	VISTA COLLEGE-ONLINE
BRIDGERLAND APPLIED TECH CLG	DAVIS APPLIED TECHNOLOGY CLG
MYOTHERAPY COLLEGE OF UTAH	UINTAH BASIN APPLIED TECH CLG
UNIV OF UTAH LAW SCHOOL	UTAH CLG OF MASSAGE THER-SALT
UNIV OF UTAH MEDICAL SCHOOL	BON LOSEE ACADEMY
BRIDGERLAND APPLIED TECH CLG	CLG OF EASTERN UTAH-SAN JUAN
ODGEN-WEBER APPLIED TECH CLG	HEALING MOUNTAIN MASSAGE SCH
UTAH STATE UNIVERSITY	UTAH CLG OF MASSAGE THER-SL
COLLEGE OF EASTERN UTAH	OGDEN INSTITUTE MASSAGE THER
SOUTHERN UTAH UNIVERSITY	EAGLE GATE CLG-SALT LAKE
LDS BUSINESS CLG	TOOELE APPLIED TECH CLG
UNIVERSITY OF UTAH	APPLIED TECH CLG-WEST VALLEY
WESTMINSTER COLLEGE	STEVENS HENAGER CLG-MURRAY
UTAH VALLEY UNIVERSITY	SNOW COLLEGE-RICHFIELD
SNOW COLLEGE-EPHRAIM	NEUMONT UNIVERSITY
BRIGHAM YOUNG UNIV-PROVO	MCKAY DEE HOSPITAL CENTER
DIXIE STATE COLLEGE OF UTAH	ORTHO SPECIALTY HOSPITAL
STEVENS HENAGER CLG-PROVO	SHRINERS HOSPITAL
WEBER STATE UNIVERSITY	ST MARKS FAMILY PRACTICE
STEVENS HENAGER CLG-OGDEN	UTAH VALLEY HOSPITAL
SALT LAKE CMTY CLG-REDWOOD	ST MARKS HOSPITAL
UNIV OF PHOENIX-MURRAY	VETERANS ADMIN MED CENTER
UNIV OF PHOENIX-PLEA GROVE	LDS HOSPITAL
BYU CLARK SCHOOL OF LAW	UNIV UTAH HOSPITAL
SALT LAKE CMTY CLG-SOUTH CITY	BROADVIEW UNIV-LAYTON
UTAH SYSTEM OF HIGHER ED	LOGAN INSTITUTE OF RELIGION
EVEREST CLG-SALT LAKE	WESTERN GOVERNORS UNIV-UTAH
PROVO COLLEGE-PROVO	FORTIS COLLEGE-SALT LAKE CITY
ITT TECHNICAL INST-MURRAY	SOUTHWEST APPLIED TECH CLG
GEORGE WYTHE COLLEGE	STEVENS HENAGER CLG-LAYTON
SALT LAKE CMTY CLG-JORDAN	ROCKY MT UNIV OF HLTH PROF
SALT LAKE CMTY CLG-MILLER	UTAH STATE UNIV-TOOELE
AMERITECH COLLEGE-PROVO	BROADVIEW UNIV-OREM
AMERITECH COLLEGE-DRAPER	BROADVIEW UNIV-SALT LAKE CITY
BROADVIEW UNIV-WEST JORDAN	ROSEMAN UNIV OF HLTH SCI-UTAH

State Agencies in Utah including but not limited to:

UTAH - GOVERNOR
UTAH - STATE AUDITOR
UTAH - STATE TREASURER
UTAH - ATTORNEY GENERAL
UTAH - LT. GOVERNOR
UTAH - LEGISLATURE
UTAH - OFFICE OF THE LEGISLATIVE FISCAL ANALYST
UTAH - STATE COURT SYSTEM
UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES
UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES: DIVISION OF ADMINISTRATIVE RULES
UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES: DIVISION OF INFORMATION TECHNOLOGY SERVICES
UTAH - DEPARTMENT OF AGRICULTURE AND FOOD
UTAH - DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

UTAH - DEPARTMENT OF COMMERCE
 UTAH - DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
 UTAH - DEPARTMENT OF CORRECTIONS
 UTAH - DEPARTMENT OF ENVIRONMENTAL QUALITY
 UTAH - DEPARTMENT OF GENERAL SERVICES
 UTAH - DEPARTMENT OF HEALTH
 UTAH - DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
 UTAH - DEPARTMENT OF HUMAN SERVICES
 UTAH - DEPARTMENT OF INSURANCE
 UTAH - DEPARTMENT OF NATURAL RESOURCES
 UTAH - DEPARTMENT OF PUBLIC SAFETY
 UTAH - DEPARTMENT OF TRANSPORTATION
 UTAH - DEPARTMENT OF WORKFORCE SERVICES
 UTAH - DIVISION OF FINANCE
 UTAH - OFFICE OF EDUCATION
 UTAH - STATE ARCHIVES
 UTAH - STATE LIBRARY DIVISION
 UTAH - UTAH EDUCATION NETWORK
 UTAH - UTAH GEOLOGICAL SURVEY
 UTAH - OFFICE OF REHABILITATION
 UTAH - TOURISM - UTAH.COM
 UTAH - CHIEF INFORMATION OFFICER
 UTAH - DEPARTMENT OF FINANCIAL INSTITUTIONS
 UTAH - UTAH FILM COMMISSION
 UTAH - STATE PARKS AND RECREATION
 UTAH - DIVISION OF EMERGENCY SERVICES & HOMELAND SECURITY
 UTAH - OFFICE OF RURAL DEVELOPMENT
 UTAH - LABOR COMMISSION
 UTAH - UTAH ARTS COUNCIL
 UTAH - UTAH COMMISSION ON CRIMINAL AND JUVENILE JUSTICE
 UTAH - UTAH COMMISSION ON VOLUNTEERS
 UTAH - UTAH STATE TAX COMMISSION
 UTAH - BOARD OF REGENTS
 UTAH - PUBLIC SERVICE COMMISSION
 UTAH - BOARD OF PARDONS AND PAROLE
 UTAH - BEAR RIVER ASSOCIATION OF GOVERNMENTS
 UTAH - WASATCH FRONT REGIONAL COUNCIL
 UTAH - MOUNTAINLAND ASSOCIATION OF GOVERNMENTS

Cities, Towns, Villages, and Boroughs in Washington including but not limited to:

AUBURN CITY HALL	ENUMCLAW CITY HALL
CITY OF ALGONA	CITY OF ISSAQUAH
TOWN OF HUNTS POINT	KENMORE CITY HALL
YARROW POINT CITY HALL	CITY OF KENT
CITY OF CLYDE HILL	KIRKLAND CITY HALL
TOWN OF BEAUX ARTS VILLAGE	BRIER CITY HALL
BELLEVUE CITY HALL	MAPLE VALLEY CITY HALL
BLACK DIAMOND CITY HALL	CITY OF MEDINA
BOTHELL CITY HALL	MERCER ISLAND CITY HALL
MILL CREEK CITY HALL	COVINGTON CITY HALL
CITY OF CARNATION	MOUNTLAKE TERRACE CITY HALL
CITY OF DUVALL	NORTH BEND CITY HALL
EDMONDS CITY HALL	LYNNWOOD CITY HALL
WOODWAY CITY HALL	CITY OF PACIFIC

CITY OF NEWCASTLE
RENTON CITY HALL
SNOQUALMIE CITY HALL
CITY OF WOODINVILLE
CITY OF REDMOND
SAMMAMISH CITY HALL
BAINBRIDGE ISLAND CITY HALL
SEATTLE CITY HALL
SHORELINE CITY HALL
LAKE FOREST PARK CITY HALL
BURIEN CITY HALL
CITY OF NORMANDY PARK
TUKWILA CITY HALL
CITY OF SEATAC
CITY OF DES MOINES
CITY OF EVERETT
ANACORTES CITY HALL
ARLINGTON CITY HALL
BELLINGHAM CITY HALL
BLAINE CITY HALL
BURLINGTON CITY HALL
CONCRETE TOWN HALL
COUPEVILLE CITY HALL
DARRINGTON CITY HALL
EVERSON CITY HALL
FERNDAL CITY HALL
FRIDAY HARBOR CITY HALL
GOLD BAR CITY HALL
GRANITE FALLS CITY HALL
HAMILTON CITY HALL
TOWN OF INDEX
LA CONNER CITY HALL
CITY OF LAKE STEVENS
LANGLEY CITY HALL
TOWN OF LYMAN
LYNDEN CITY HALL
MARYSVILLE CITY HALL
MONROE CITY HALL
MOUNT VERNON CITY HALL
MUKILTEO CITY HALL
NOOKSACK CITY HALL
OAK HARBOR CITY HALL
SEDRO WOOLLEY CITY HALL
SKYKOMISH CITY HALL
SNOHOMISH CITY HALL
STANWOOD CITY HALL
SULTAN CITY HALL
SUMAS CITY HALL
BUCKLEY CITY HALL
CARBONADO TOWN HALL
DUPONT CITY HALL
EATONVILLE TOWN HALL
FORKS CITY HALL

GIG HARBOR CITY HALL
CITY OF BREMERTON
MILTON CITY HALL
MORTON CITY HALL
ORTING CITY HALL
PORT ANGELES CITY HALL
PORT ORCHARD CITY HALL
PORT TOWNSEND CITY HALL
POULSBO CITY HALL
PUYALLUP CITY HALL
EDGEWOOD CITY HALL
SEQUIM CITY HALL
TOWN OF SOUTH PRAIRIE
STEILACOOM CITY HALL
SUMNER CITY HALL
BONNEY LAKE CITY HALL
WILKESON TOWN HALL
TACOMA CITY HALL
RUSTON TOWN HALL
FIFE CITY HALL
CITY OF UNIVERSITY PLACE
FIRCREST CITY HALL
LAKEWOOD CITY HALL
TUMWATER CITY HALL
CITY OF LACEY
OLYMPIA CITY HALL
ABERDEEN CITY HALL
TOWN OF BUCODA
CITY OF CENTRALIA
CITY OF CHEHALIS
COSMOPOLIS CITY HALL
CITY OF ELMA CITY HALL
CITY OF HOQUIAM
MCCLEARY CITY HALL
MONTESANO CITY HALL
MOSSYROCK CITY HALL
CITY OF NAPAVALINE
OAKVILLE CITY HALL
OCEAN SHORES CITY HALL
PELL TOWN HALL
RAINIER CITY HALL
RAYMOND CITY HALL
ROY CITY HALL
CITY OF SHELTON
SOUTH BEND CITY HALL
TENINO CITY HALL
TOLEDO CITY HALL
CITY OF VADER
CITY OF WESTPORT
WINLOCK CITY HALL
YELM CITY HALL
BATTLE GROUND CITY HALL
CITY OF BINGEN

CAMAS CITY HALL
CASTLE ROCK CITY HALL
CATHLAMET CITY HALL
CITY OF GOLDENDALE
ILWACO CITY HALL
KALAMA CITY HALL
KELSO CITY HALL
LA CENTER CITY HALL
LONG BEACH CITY HALL
LONGVIEW CITY HALL
NORTH BONNEVILLE CITY HALL
RIDGEFIELD CITY HALL
CITY OF STEVENSON
VANCOUVER CITY HALL
WASHOUGAL CITY HALL
WHITE SALMON CITY HALL
WOODLAND CITY HALL
YACOLT CITY HALL
EAST WENATCHEE CITY HALL
WENATCHEE CITY HALL
BREWSTER CITY HALL
BRIDGEPORT CITY HALL
CASHMERE CITY HALL
CHELAN CITY HALL
CONCONULLY CITY HALL
CITY OF ENTIAT
CITY OF EPHRATA
GEORGE CITY HALL
LEAVENWORTH CITY HALL
TOWN OF MANSFIELD
KRUPP CITY HALL
MOSES LAKE CITY HALL
OKANOGAN CITY HALL
OMAK CITY HALL
OROVILLE CITY HALL
PATEROS CITY HALL
QUINCY CITY HALL
RIVERSIDE CITY HALL
TOWN OF ROCK ISLAND
SOAP LAKE CITY HALL
TONASKET CITY HALL
TWISP CITY HALL
WARDEN CITY HALL
WATERVILLE CITY HALL
TOWN OF WILSON CREEK
WINTHROP CITY HALL
YAKIMA CITY HALL
UNION GAP CITY HALL
CLE ELUM CITY HALL
ELLENSBURG CITY HALL
GRANDVIEW CITY HALL
GRANGER CITY HALL
HARRAH CITY HALL

KITTITAS CITY HALL
CITY OF MABTON
MOXEE CITY HALL
TOWN OF NACHES
ROSLYN CITY HALL
CITY OF SELAH
SOUTH CLE ELUM TOWN HALL
SUNNYSIDE CITY HALL
TIETON CITY HALL
CITY OF TOPPENISH
WAPATO CITY HALL
ZILLAH CITY HALL
AIRWAY HEIGHTS CITY HALL
CITY OF CHENEY
DEER PARK CITY HALL
TOWN OF FAIRFIELD
LAMONT CITY HALL
LATAH CITY HALL
LIBERTY LAKE CITY HALL
MEDICAL LAKE CITY HALL
REARDAN CITY HALL
ROCKFORD CITY HALL
TOWN OF SPANGLE
SPRAGUE CITY HALL
TEKOA CITY HALL
TOWN OF WAVERLY
TOWN OF ALBION
ALMIRA TOWN HALL
CHEWELAH CITY HALL
COLFAX CITY HALL
COLTON TOWN HALL
COLVILLE CITY HALL
COULEE CITY CITY HALL
COULEE DAM CITY HALL
TOWN OF CRESTON
CUSICK CITY HALL
DAVENPORT CITY HALL
TOWN OF ELECTRIC CITY
ELMER CITY TOWN HALL
ENDICOTT TOWN HALL
FARMINGTON CITY HALL
GARFIELD CITY HALL
GRAND COULEE CITY HALL
CITY OF HARRINGTON
HARTLINE CITY HALL
IONE TOWN HALL
CITY OF KETTLE FALLS
LACROSSE CITY HALL
TOWN OF MALDEN
MARCUS CITY HALL
METALINE CITY HALL
METALINE FALLS CITY HALL
NESPELEM TOWN HALL

NEWPORT CITY HALL
NORTHPORT CITY HALL
OAKESDALE CITY HALL
ODESSA CITY HALL
PALOUSE CITY HALL
PULLMAN CITY HALL
CITY OF REPUBLIC
RITZVILLE CITY HALL
ROSALIA CITY HALL
ST JOHN CITY HALL
SPRINGDALE TOWN HALL
UNIONTOWN CITY HALL
TOWN OF WILBUR CITY HALL
SPOKANE CITY HALL
MILLWOOD TOWN HALL
SPOKANE VALLEY CITY HALL
PASCO CITY HALL
BENTON CITY CITY HALL
CITY OF COLLEGE PLACE
CONNELL CITY HALL

DAYTON CITY HALL
KAHLOTUS CITY HALL
KENNEWICK CITY HALL
TOWN OF LIND
MESA CITY HALL
OTHELLO CITY HALL
HATTON CITY HALL
POMEROY CITY HALL
CITY OF PRESCOTT
TOWN OF MATTAWA CITY HALL
CITY OF PROSSER
RICHLAND CITY HALL
CITY OF WEST RICHLAND
ROYAL CITY CITY HALL
STARBUCK CITY HALL
WAITSBURG CITY HALL
WALLA WALLA CITY HALL
WASHTUCNA TOWN HALL
ASOTIN CITY HALL
CLARKSTON CITY HALL

Counties in Washington including but not limited to:

KING COUNTY
SNOHOMISH COUNTY
WHATCOM COUNTY
ISLAND COUNTY
SAN JUAN COUNTY
SKAGIT COUNTY
CLALLAM COUNTY
KITSAP COUNTY
JEFFERSON COUNTY
PIERCE COUNTY
THURSTON COUNTY
LEWIS COUNTY
GRAYS HARBOR COUNTY
MASON COUNTY
PACIFIC COUNTY
WAHKIAKUM COUNTY
KLICKITAT COUNTY
COWLITZ COUNTY
SKAMANIA COUNTY

CLARK COUNTY
CHELAN COUNTY
GRANT COUNTY
OKANOGAN COUNTY
DOUGLAS COUNTY
YAKIMA COUNTY
KITITITAS COUNTY
WHITMAN COUNTY
STEVENS COUNTY
LINCOLN COUNTY
PEND OREILLE COUNTY
FERRY COUNTY
ADAMS COUNTY
SPOKANE COUNTY
FRANKLIN COUNTY
COLUMBIA COUNTY
GARFIELD COUNTY
BENTON COUNTY
WALLA WALLA COUNTY

K-12 in Washington including but not limited to:

BENGE SCHOOL DISTRICT 122
LIND SCHOOL DISTRICT 158
OTHELLO SCHOOL DISTRICT 147
RITZVILLE SCHOOL DISTRICT 160
WASHTUCNA SCHOOL DIST 109-43
ASOTIN-ANATONE SCH DIST 420
CLARKSTON SCH DIST J-250-185
FINLEY SCHOOL DISTRICT 53
KENNEWICK SCHOOL DISTRICT 17
KIONA-BENTON CITY SCH DIST 52
PATERSON SCHOOL DISTRICT 50
PROSSER SCHOOL DISTRICT 116

RICHLAND SCHOOL DISTRICT 400
CASHMERE SCHOOL DIST 222
ENTIAT SCHOOL DISTRICT 127
LAKE CHELAN SCHOOL DIST 129
CASCADE SCHOOL DIST 228
MANSON SCHOOL DISTRICT 19
WENATCHEE SCHOOL DISTRICT 246
CAPE FLATTERY SCH DIST 401
CRESCENT SCHOOL DISTRICT 313
PORT ANGELES SCHOOL DIST 121
QUILLAYUTE VALLEY SCH DIST 402
SEQUIM SCHOOL DISTRICT 323

BATTLE GROUND SCHOOL DIST 119
 CAMAS SCHOOL DISTRICT 117
 EVERGREEN SCHOOL DISTRICT 114
 GREEN MOUNTAIN SCHOOL DIST 103
 HOCKINSON SCHOOL DISTRICT 98
 LA CENTER SCHOOL DISTRICT 101
 RIDGEFIELD SCHOOL DISTRICT 122
 VANCOUVER SCHOOL DISTRICT 37
 WASHOUGAL SCHOOL DIST 112-6
 DAYTON SCHOOL DISTRICT 2
 STARBUCK SCHOOL DISTRICT 35
 CASTLE ROCK SCH DISTRICT 401
 KALAMA SCHOOL DISTRICT 402
 KELSO SCHOOL DISTRICT 458
 LONGVIEW SCHOOL DIST 122
 TOUTLE LAKE SCHOOL DIST 130
 WOODLAND SCHOOL DISTRICT 404
 BRIDGEPORT SCHOOL DISTRICT 75
 EASTMONT SCHOOL DISTRICT 206
 MANSFIELD SCHOOL DISTRICT 207
 ORONDO SCHOOL DISTRICT 13
 WATERVILLE SCHOOL DISTRICT 209
 CURLEW SCHOOL DISTRICT 50
 INCHELIUM SCHOOL DISTRICT 70
 ORIENT SCHOOL DISTRICT 65
 REPUBLIC SCHOOL DISTRICT 309
 KAHLOTUS SCHOOL DISTRICT 56
 NORTH FRANKLIN SD J-51-162
 PASCO SCHOOL DISTRICT 1
 POMEROY SCHOOL DISTRICT 110
 COULEE-HARTLINE SCH DIST 151
 EPHRATA SCHOOL DISTRICT 165
 GRAND COULEE DAM SD 301-J
 MOSES LAKE SCHOOL DISTRICT 161
 QUINCY SCHOOL DISTRICT 144-101
 ROYAL SCHOOL DISTRICT 160
 SOAP LAKE SCHOOL DISTRICT 156
 WAHLUKE SCHOOL DISTRICT 73
 WARDEN SCHOOL DISTRICT 146-161
 WILSON CREEK SCH DIST 167-202
 ABERDEEN SCHOOL DISTRICT 5
 COSMOPOLIS SCHOOL DISTRICT 99
 ELMA SCHOOL DISTRICT 68
 HOQUIAM SCHOOL DISTRICT 28
 MCCLEARY ELEM SCHOOL DIST 65
 MONTESANO SCHOOL DISTRICT 66
 NORTH BEACH SCHOOL DIST 64
 OAKVILLE SCHOOL DISTRICT 400
 OCOSTA SCHOOL DISTRICT 172
 LAKE QUINAULT SCHOOL DIST 97
 SATSOP SCHOOL DISTRICT 104
 TAHOLAH SCHOOL DISTRICT 77
 WISHKAH VALLEY SCHOOL DIST 117

COUPEVILLE SCHOOL DISTRICT 204
 OAK HARBOR SCHOOL DISTRICT 201
 SOUTH WHIDBEY SCHOOL DIST 206
 BRINNON SCHOOL DISTRICT 46
 CHIMACUM SCHOOL DISTRICT 49
 PORT TOWNSEND SCHOOL DIST 50
 QUEETS-CLEARWATER SCH DIST 20
 QUILCENE SCHOOL DISTRICT 48
 AUBURN SCHOOL DISTRICT 408
 BELLEVUE SCHOOL DIST 405
 ENUMCLAW SCHOOL DISTRICT 216
 FEDERAL WAY SCHOOL DIST 210
 HIGHLINE SCHOOL DISTRICT 401
 ISSAQUAH SCHOOL DISTRICT 411
 KENT SCHOOL DIST 415
 LAKE WASHINGTON SCH DIST 414
 RIVERVIEW SCHOOL DISTRICT 407
 MERCER ISLAND SCHOOL DIST 400
 NORTSHORE SCHOOL DISTRICT 417
 RENTON SCHOOL DISTRICT 403
 SEATTLE SCHOOL DISTRICT 1
 SHORELINE SCHOOL DISTRICT 412
 SKYKOMISH SCHOOL DISTRICT 404
 SNOQUALMIE VALLEY SCH DIST 410
 TUKWILA SCHOOL DISTRICT 406
 TAHOMA SCHOOL DISTRICT 409
 VASHON ISLAND SCHOOL DIST 402
 BAINBRIDGE ISLAND SCH DIST 303
 BREMERTON SCHOOL DIST 100-C
 CENTRAL KITSAP SCHOOL DIST 401
 NORTH KITSAP SCHOOL DIST 400
 SOUTH KITSAP SCHOOL DIST 402
 CLE ELUM-ROSLYN SCH DIST 404
 EASTON SCHOOL DISTRICT 28
 ELLENSBURG SCHOOL DISTRICT 401
 KITTITAS SCHOOL DISTRICT 403
 THORP SCHOOL DISTRICT 400
 BICKLETON SCHOOL DISTRICT 203
 CENTERVILLE SCHOOL DIST 215
 GLENWOOD SCHOOL DISTRICT 401
 GOLDENDALE SCHOOL DISTRICT 404
 KLINKITAT SCHOOL DISTRICT 402
 LYLE SCHOOL DISTRICT 406
 ROOSEVELT SCHOOL DISTRICT 403
 TROUT LAKE SCHOOL DIST R-400
 WHITE SALMON VLY SD 405-17
 WISHRAM SCHOOL DISTRICT 94
 ADNA SCHOOL DISTRICT 226
 BOISTFORT SCHOOL DISTRICT 234
 CENTRALIA SCHOOL DISTRICT 401
 CHEHALIS SCHOOL DISTRICT 302
 MORTON SCHOOL DISTRICT 214
 MOSSYROCK SCHOOL DISTRICT 206

NAPA VINE SCHOOL DISTRICT 14
 ONALASKA SCHOOL DISTRICT 300
 PE ELL SCHOOL DISTRICT 301
 TOLEDO SCHOOL DISTRICT 237
 WHITE PASS SCHOOL DISTRICT 303
 WINLOCK SCHOOL DISTRICT 232
 ALMIRA SCHOOL DISTRICT 17
 CRESTON SCHOOL DISTRICT 73
 DAVENPORT SCHOOL DISTRICT 207
 HARRINGTON SCHOOL DISTRICT 204
 ODESSA SCH DIST 105-157-166-J
 REARDAN-EDWALL SCHOOL DIST 9
 SPRAGUE SCHOOL DISTRICT 8
 WILBUR SCHOOL DISTRICT 200
 GRAPEVIEW SCHOOL DISTRICT 54
 HOOD CANAL SCHOOL DISTRICT 404
 MARY M KNIGHT SCHOOL DIST 311
 NORTH MASON SCHOOL DIST 403
 PIONEER SCHOOL DISTRICT 402
 SHELTON SCHOOL DISTRICT 309
 SOUTHSIDE SCHOOL DISTRICT 42
 BREWSTER SCHOOL DISTRICT 111
 NESPELEM SCHOOL DISTRICT 14
 OKANOGAN SCHOOL DISTRICT 105
 OMAK SCHOOL DISTRICT 19
 OROVILLE SCHOOL DISTRICT 410
 PATEROS SCHOOL DISTRICT 122
 TONASKET SCHOOL DISTRICT 404
 METHOW VALLEY SCHOOL DIST 350
 NASELLE-GRAYS RIVER VLY SD 155
 NORTH RIVER SCHOOL DIST 200
 OCEAN BEACH SCH DIST 101
 RAYMOND SCHOOL DISTRICT 116
 SOUTH BEND SCHOOL DISTRICT 118
 WILLAPA VALLEY SCHOOL DIST 160
 CUSICK SCHOOL DISTRICT 59
 NEWPORT SCHOOL DISTRICT 56-415
 SELKIRK SCHOOL DISTRICT 70
 STEILACOOM HISTORICAL SD 1
 BETHEL SCHOOL DISTRICT 403
 CARBONADO HISTORIC SCH DIST 19
 CLOVER PARK SCHOOL DIST
 DIERINGER SCHOOL DISTRICT 343
 EATONVILLE SCHOOL DISTRICT 404
 FIFE SCHOOL DISTRICT 417
 FRANKLIN PIERCE SCH DIST 402
 ORTING SCHOOL DISTRICT 344
 PENINSULA SCHOOL DISTRICT 401
 PUYALLUP SCHOOL DISTRICT 3
 SUMNER SCHOOL DISTRICT 320
 TACOMA SCHOOL DISTRICT 10
 UNIVERSITY PLACE SCH DIST 83
 WHITE RIVER SCHOOL DIST 416

LOPEZ ISLAND SCHOOL DIST 144
 ORCAS ISLAND SCHOOL DIST 137
 SAN JUAN ISLAND SCH DIST 149
 ANACORTES SCHOOL DISTRICT 103
 BURLINGTON-EDISON SCH DIST 100
 CONCRETE SCHOOL DISTRICT 11
 CONWAY SCHOOL DISTRICT 317
 LA CONNER SCHOOL DISTRICT 311
 MT VERNON SCHOOL DISTRICT 320
 SEDRO WOOLLEY SCHOOL DIST 101
 MILL A SCHOOL DISTRICT 31
 MT PLEASANT SCHOOL DIST 29-93
 SKAMANIA SCHOOL DISTRICT 2
 STEVENSON CARSON SCH DIST 303
 ARLINGTON SCHOOL DISTRICT 16
 DARRINGTON SCHOOL DISTRICT 330
 EDMONDS SCHOOL DISTRICT 15
 EVERETT SCHOOL DISTRICT 2
 GRANITE FALLS SCHOOL DIST 332
 LAKE STEVENS SCHOOL DISTRICT 4
 LAKEWOOD SCHOOL DISTRICT 306
 MARYSVILLE SCHOOL DISTRICT 25
 MONROE SCHOOL DISTRICT 103
 MUKILTEO SCHOOL DISTRICT 6
 SNOHOMISH SCHOOL DISTRICT 201
 STANWOOD-CAMANO SCH DIST 401
 SULTAN SCHOOL DISTRICT 311
 CENTRAL VALLEY SCH DIST 356
 CHENEY SCHOOL DISTRICT 360
 DEER PARK SCHOOL DISTRICT 414
 EAST VALLEY SCHOOL DIST 361
 FREEMAN SCHOOL DISTRICT 358
 GREAT NORTHERN SCHOOL DIST 312
 LIBERTY SCHOOL DISTRICT 362
 MEAD SCHOOL DISTRICT 354
 MEDICAL LAKE SCHOOL DIST 326
 NINE MILE FALLS SD 325-179
 ORCHARD PRAIRIE SCH DIST 123
 RIVERSIDE SCHOOL DISTRICT 416
 SPOKANE SCHOOL DISTRICT 81
 WEST VALLEY SCHOOL DIST 363
 CHEWELAH SCHOOL DISTRICT 36
 COLUMBIA SCHOOL DISTRICT 206
 COLVILLE SCHOOL DISTRICT 115
 KETTLE FALLS SCHOOL DIST 212
 LOON LAKE SCHOOL DISTRICT 183
 MARY WALKER SCHOOL DIST 207
 NORTHPORT SCHOOL DISTRICT 211
 VALLEY SCHOOL DISTRICT 70
 WELLPINIT SCHOOL DISTRICT 49
 GRIFFIN SCHOOL DISTRICT 324
 NORTH THURSTON SCHOOL DIST 3
 OLYMPIA SCHOOL DISTRICT 111

RAINIER SCHOOL DISTRICT 307
 ROCHESTER SCHOOL DISTRICT 401
 TENINO SCHOOL DISTRICT 402
 TUMWATER SCHOOL DISTRICT 33
 YELM CMTY SCHOOL DISTRICT 2
 WAHIAKUM SCHOOL DISTRICT 200
 COLLEGE PLACE SCHOOL DIST 250
 COLUMBIA SCHOOL DISTRICT 400
 DIXIE SCHOOL DISTRICT 101
 PRESCOTT SCHOOL DIST 402-37
 TOUCHET SCHOOL DISTRICT 300
 WAITSBURG SCHOOL DIST 401-100
 WALLA WALLA SCHOOL DIST 140
 BELLINGHAM SCHOOL DISTRICT 501
 BLAINE SCHOOL DISTRICT 503
 FERNDALE SCHOOL DISTRICT 502
 LYNDEN SCHOOL DISTRICT 504
 MERIDIAN SCHOOL DISTRICT 505
 MT BAKER SCHOOL DISTRICT 507
 NOOKSACK VALLEY SCH DIST 506
 COLFAX SCHOOL DISTRICT 300
 COLTON SCHOOL DISTRICT 306
 ENDICOTT SCHOOL DISTRICT 308
 GARFIELD SCHOOL DISTRICT 302
 LACROSSE SCHOOL DIST 126
 LAMONT SCHOOL DISTRICT 264
 OAKESDALE SCHOOL DISTRICT 324
 PALOUSE SCHOOL DISTRICT 301
 PULLMAN SCHOOL DISTRICT 267
 ROSALIA SCHOOL DISTRICT 320

ST JOHN SCHOOL DISTRICT 322
 STEPTOE SCHOOL DISTRICT 304
 TEKOA SCHOOL DISTRICT 265
 GRANDVIEW SCHOOL DIST 200
 GRANGER SCHOOL DISTRICT 204
 HIGHLAND SCHOOL DISTRICT 203
 MABTON SCHOOL DISTRICT 120
 MT ADAMS SCHOOL DISTRICT 209
 EAST VALLEY SCHOOL DISTRICT 90
 NACHES VALLEY SCHOOL DIST J-3
 SELAH SCHOOL DISTRICT 119
 SUNNYSIDE SCHOOL DISTRICT 201
 TOPPENISH SCHOOL DISTRICT 202
 UNION GAP SCHOOL DISTRICT 2
 WAPATO SCHOOL DISTRICT 207
 WEST VALLEY SCHOOL DIST 208
 YAKIMA SCHOOL DISTRICT 7
 ZILLAH SCHOOL DISTRICT 205
 STEHEKIN SCHOOL DISTRICT 69
 PALISADES SCHOOL DISTRICT 102
 KELLER SCHOOL DISTRICT 3
 STAR SCHOOL DISTRICT 54
 DAMMAN SCHOOL DISTRICT 7
 EVALINE SCHOOL DISTRICT 36
 SHAW ISLAND SCHOOL DISTRICT 10
 INDEX SCHOOL DISTRICT 63
 EVERGREEN SCHOOL DISTRICT 205
 ONION CREEK SCHOOL DISTRICT 30
 SUMMIT VALLEY SCHOOL DIST 202

Higher Education in Washington including but not limited to:

EVEREST CLG-SEATTLE
 STYLEMASTER CLG OF HAIR DESIGN
 EVEREST CLG-TACOMA-FIFE
 SHORELINE CMTY CLG-NOSHORE CTR
 CLOVER PARK TECHNICAL COLLEGE
 WALLA WALLA COMMUNITY COLLEGE
 WENATCHEE VALLEY COLLEGE-NORTH
 TRANS UNION TRAINING SCH
 INTERFACE COMPUTER SCHOOL-CTRL
 WASHINGTON STATE UNIV-SPOKANE
 WASHINGTON STATE UNIV-TRI-CITY
 WASHINGTON STATE UNIV-VANCOUVE
 INTERFACE COMPUTER SCHOOL-NO
 INTERNTL AIR & HOSP ACAD
 LAKE WASHINGTON TECHNICAL CLG
 WENATCHEE VALLEY COLLEGE
 PENINSULA COLLEGE
 CLARK COLLEGE
 LOWER COLUMBIA COLLEGE
 COLUMBIA BASIN COLLEGE
 BIG BEND COMMUNITY COLLEGE
 GRAYS HARBOR COLLEGE

BELLEVUE COLLEGE
 GREEN RIVER COMMUNITY COLLEGE
 HIGHLINE COMMUNITY COLLEGE
 NORTHWEST UNIVERSITY
 SEATTLE PACIFIC UNIVERSITY
 SEATTLE UNIVERSITY
 SHORELINE CMTY COLLEGE-SEATTLE
 UNIV OF WASHINGTON-SEATTLE
 NORTH SEATTLE CMTY COLLEGE
 SEATTLE CENTRAL CMTY COLLEGE
 SOUTH SEATTLE CMTY COLLEGE
 CORNISH COLLEGE OF THE ARTS
 TRINITY LUTHERAN COLLEGE
 OLYMPIC COLLEGE-BREMERTON
 CENTRAL WASHINGTON UNIVERSITY
 CENTRALIA COLLEGE
 PACIFIC LUTHERAN UNIVERSITY
 TACOMA COMMUNITY COLLEGE
 UNIVERSITY OF PUGET SOUND
 PIERCE COLLEGE-FORT STEILACOOM
 CORBAN UNIV SCHOOL OF MINISTRY
 SKAGIT VALLEY COLLEGE

EVERETT COMMUNITY COLLEGE
 EDMONDS COMMUNITY COLLEGE
 EASTERN WASHINGTON UNIVERSITY
 GONZAGA UNIVERSITY
 SPOKANE COMMUNITY COLLEGE
 WHITWORTH UNIVERSITY
 SPOKANE FALLS CMTY COLLEGE
 ST MARTINS UNIVERSITY
 SOUTH PUGET SOUND CMTY COLLEGE
 THE EVERGREEN STATE COLLEGE
 WALLA WALLA UNIVERSITY
 WHITMAN COLLEGE
 WALLA WALLA COMMUNITY COLLEGE
 WESTERN WASHINGTON UNIVERSITY
 WHATCOM COMMUNITY COLLEGE
 WASHINGTON STATE UNIV-PULLMAN
 YAKIMA VALLEY CMTY CLG-YAKIMA
 CITY UNIVERSITY OF SEATTLE
 THE ART INST OF SEATTLE
 ANTIOCH UNIVERSITY-SEATTLE
 SKAGIT VALLEY COLLEGE-WHIDBEY
 HERITAGE UNIV-WASHINGTON
 GONZAGA UNIV SCHOOL OF LAW
 UNIV OF WA SCHOOL OF MEDICINE
 UNIV OF WA SCHOOL OF LAW
 UNIV OF WA SCHOOL OF DENTISTRY
 SEATTLE UNIVERSITY SCH OF LAW
 WASHINGTON ST U CLG OF VET MED
 COLUMBIA BASIN CLG-RICHLAND
 NORTHWEST INDIAN COLLEGE
 PIERCE COLLEGE-PUYALLUP
 RENTON TECHNICAL COLLEGE
 SEATTLE CMTY CLG DISTRICT OFF
 COMMUNITY COLLEGES OF SPOKANE
 BELLINGHAM TECHNICAL COLLEGE
 UNIV OF WASHINGTON-BOTHELL
 UNIV OF WASHINGTON-TACOMA
 GOLDEN GATE BAPTIST SEM-PAC NW
 BASTYR UNIVERSITY
 ITT TECHNICAL INST-SEATTLE
 ITT TECHNICAL INST-EVERETT
 ITT TECHNICAL INST-SPOKANE
 CASCADIA COMMUNITY COLLEGE
 BATES TECHNICAL COLLEGE
 EVEREST COLLEGE-VANCOUVER
 ARGOSY UNIVERSITY-SEATTLE
 GOLDEN GATE UNIV-SEATTLE
 DEVRY UNIVERSITY-BELLEVUE CTR
 DEVRY UNIVERSITY-SEATTLE
 NURSING ASST TRAINING INST
 EVEREST CLG-EVERETT
 EVEREST CLG-RENTON
 EVEREST CLG-BREMERTON

EVEREST CLG-TACOMA
 NORTHWEST COLLEGE OF ART
 CARRINGTON COLLEGE-SPOKANE
 DIVERS INSTITUTE OF TECHNOLOGY
 GLEN DOW ACAD OF HAIR DESIGN
 PERRY TECHNICAL INSTITUTE
 PIMA MEDICAL INSTITUTE-SEATTLE
 SEATTLE VOCATIONAL INSTITUTE
 SEATTLE SCHOOL OF THEO/PSYCH
 FAITH EVANGELICAL LUTHERAN SEM
 NW GRADUATE SCH OF MINISTRY
 UNIV OF PHOENIX-WASHINGTON
 YAKIMA VALLEY CMTY CLG-GRAND
 DIGIPEN INST OF TECHNOLOGY
 CORTIVA INST-SEATTLE
 OLYMPIC COLLEGE-POULSBO
 INTL ACAD DSGN TECH SEATTLE
 KAPLAN COLLEGE-RENTON CAMPUS
 OLYMPIC COLLEGE-SHELTON
 EMBRY-RIDDLE AERO U-EVERETT
 FAMILY MED SW WASHINGTON
 CAPITOL HILL FAMILY HEALTH
 NAVAL HOSPITAL
 PROVIDENCE FAMILY MED CTR
 VIRGINIA MASON MEDICAL CTR
 VALLEY MEDICAL CENTER
 MADIGAN ARMY MEDICAL CTR
 US PUBLIC HEALTH SVC HOSP
 VETERANS ADMIN MED CTR
 CHILDRENS HOSPITAL
 HARBORVIEW MEDICAL CENTER
 UNIV WASHINGTON MED CENTER
 SWEDISH MED CNTR-FIRST HILL
 SWEDISH MED CTR-CHERRY HILL
 SACRED HEART MEDICAL CTR
 PARK UNIVERSITY-AFB CTR
 MOODY BIBLE INST-SPOKANE
 MOODY AVIATION
 CHARTER COLLEGE-BELLINGHAM
 BAINBRIDGE GRADUATE INSTITUTE
 LE CORDON BLEU CLG CA-SEATTLE
 WESTERN GOVERNORS UNIV-WA

State Agencies in Washington including but not limited to:

WASHINGTON - GOVERNOR
WASHINGTON - ATTORNEY GENERAL
WASHINGTON - COMMISSIONER OF PUBLIC LANDS
WASHINGTON - INSURANCE COMMISSIONER
WASHINGTON - STATE AUDITOR
WASHINGTON - STATE TREASURER
WASHINGTON - SUPERINTENDENT OF PUBLIC INSTRUCTION
WASHINGTON - SECRETARY OF STATE
WASHINGTON - LT. GOVERNOR
WASHINGTON - STATE LEGISLATURE
WASHINGTON - JOIN LEGISLATIVE AUDIT AND REVIEW COMMITTEE
WASHINGTON - STATE COURTS
WASHINGTON - DEPARTMENT OF CORRECTIONS
WASHINGTON - DEPARTMENT OF ECOLOGY
WASHINGTON - DEPARTMENT OF EMPLOYMENT SECURITY
WASHINGTON - DEPARTMENT OF FISH AND WILDLIFE
WASHINGTON - DEPARTMENT OF GENERAL ADMINISTRATION
WASHINGTON - DEPARTMENT OF HEALTH
WASHINGTON - DEPARTMENT OF INFORMATION SERVICES
WASHINGTON - DEPARTMENT OF LABOR AND INDUSTRIES
WASHINGTON - DEPARTMENT OF LICENSING
WASHINGTON - DEPARTMENT OF NATURAL RESOURCES
WASHINGTON - DEPARTMENT OF PERSONNEL
WASHINGTON - DEPARTMENT OF RETIREMENT SYSTEMS
WASHINGTON - DEPARTMENT OF REVENUE
WASHINGTON - DEPARTMENT OF SERVICES FOR THE BLIND
WASHINGTON - DEPARTMENT OF SOCIAL AND HEALTH SERVICES
WASHINGTON - DEPARTMENT OF TRANSPORTATION
WASHINGTON - DEPARTMENT OF VETERANS AFFAIRS
WASHINGTON - OFFICE OF FINANCIAL MANAGEMENT
WASHINGTON - PORT OF GRAYS HARBOR
WASHINGTON - WASHINGTON STATE EMERGENCY MANAGEMENT
WASHINGTON - WASHINGTON STATE LOTTERY
WASHINGTON - WASHINGTON STATE PARKS
WASHINGTON - WASHINGTON STATE PATROL
WASHINGTON - WASHINGTON STATE TOURISM
WASHINGTON - STATE LIBRARY
WASHINGTON - DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT
WASHINGTON - 1-800-RECYCLE
WASHINGTON - DEPARTMENT OF AGRICULTURE
WASHINGTON - DEPARTMENT OF FINANCIAL INSTITUTIONS
WASHINGTON - DEPARTMENT OF PRINTING
WASHINGTON - AGING AND ADULT SERVICES ADMINISTRATION
WASHINGTON - WASHINGTON STATE HEALTH CARE AUTHORITY
WASHINGTON - LONG TERM CARE OMBUDSMAN
WASHINGTON - RX WASHINGTON
WASHINGTON - BOARD OF TAX APPEALS
WASHINGTON - COUNTY ROAD ADMINISTRATION BOARD
WASHINGTON - STATE COMMISSION ON JUDICIAL CONDUCT
WASHINGTON - WASHINGTON STATE EXECUTIVE ETHICS BOARD
WASHINGTON - WASHINGTON TRAFFIC SAFETY COMMISSION

WASHINGTON - WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
WASHINGTON - GAMBLING COMMISSION
WASHINGTON - WASHINGTON STATE ARTS COMMISSION
WASHINGTON - WASHINGTON STATE LIQUOR CONTROL BOARD
WASHINGTON - WASHINGTON STATE HOUSING FINANCE COMMISSION
WASHINGTON - THURSTON REGIONAL PLANNING COUNCIL
WASHINGTON - COWLITZ-WAHKIAKUM COUNCIL OF GOVERNMENTS
WASHINGTON - PUGET SOUND REGIONAL COUNCIL
WASHINGTON - PUGET SOUND CLEAN AIR AGENCY
WASHINGTON - ECITYGOV ALLIANCE

Other State Agencies

BOARD OF MEDICAL EXAMINERS
OFFICE OF MEDICAL ASSISTANCE PROGRAMS
OFFICE OF THE STATE TREASURER
OREGON BOARD OF ARCHITECTS
OREGON CHILD DEVELOPMENT COALITION
OREGON DEPARTMENT OF EDUCATION
OREGON DEPARTMENT OF FORESTRY
OREGON DEPARTMENT OF TRANSPORTATION
OREGON DEPARTMENT OF EDUCATION
OREGON LOTTERY
OREGON OFFICE OF ENERGY
OREGON STATE BOARD OF NURSING
OREGON STATE DEPARTMENT OF CORRECTIONS
OREGON STATE POLICE
OREGON TOURISM COMMISSION
OREGON TRAVEL INFORMATION COUNCIL
SANTIAM CANYON COMMUNICATON CENTER
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ADMIN. SERVICES OFFICE
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
HAWAII HEALTH SYSTEMS CORPORATION
SOH-JUDICIARY CONTRACTS AND PURCH
STATE DEPARTMENT OF DEFENSE
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