



A Joint Purchasing Program For Local Government Agencies

February 28, 2019

Mr. John Moyer, President
Warehouse Direct Workplace Solutions
2001 S. Mount Prospect Road
Des Plaines, IL 60018

Dear Mr. Moyer,

This letter is to inform you that the Suburban Purchasing Cooperative's Governing Board has approved awarding a combined Janitorial Supplies and Office Supplies Contract (#189) by piggybacking onto the National Cooperative Purchasing Alliance (NCPA) agreement with American Office Products Distributors (AOPD), solicited and awarded by lead agency Region XIV Education Service Center, Abilene, TX according to the State of Illinois statutes, 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), which authorizes any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. The contract is effective immediately and will expire on May 31, 2020. The contract can then be renewed annually for an additional five years, if mutually agreed on by Region XIV ESC and American Office Products Distributors, Inc. (AOPD).

Warehouse Direct will pay an administrative fee to the SPC of 2% from dollar one spent with NCPA on office supply sales, 3% from dollar one spent with NCPA on janitorial sales, 4% of on products that are "Out of Scope" of the NCPA Program such as furniture and design, promotional items and clothing, printing, document management products and services and high end technology products. Additionally, Warehouse Direct will pay a 4% rebate on SPC members who choose to purchase from Warehouse Direct, but do not participate in the AOPD NCPA Program.

Reports from Independent Stationers will be received on a quarterly basis based on the SPC fiscal year of May 1 through April 30. Payments and reports must be received within 30 days of the end of each fiscal quarter upon reaching the minimum rebate threshold. Fiscal quarters are defined as:

May 1 through July 31 – payment due by August 30
August 1 through October 31 – payment due by November 30
November 1 through January 31 – payment due by February 28
February 1 through April 30 – payment due by May 31

Warehouse Direct will submit separate Excel spreadsheet reports for Office Supplies and Janitorial Supplies purchases.

**DuPage Mayors &
Managers Conference**
1220 Oak Brook Road
Oak Brook, IL 60523
Suzette Quintell
Phone: (630) 571-0480
Fax: (630) 571-0484

**Northwest Municipal
Conference**
1600 East Golf Rd., Suite 0700
Des Plaines, IL 60016
Ellen Dayan, CPPB
Phone: (847) 296-9200
Fax: (847) 296-9207

**South Suburban Mayors
And Managers Association**
1904 West 174th Street
East Hazel Crest, IL 60429
Kristi DeLaurentiis
Phone: (708) 206-1155
Fax: (708) 206-1133

**Will County
Governmental League**
3180 Theodore Street, Suite 101
Joliet, IL 60435
Cherie Belom
Phone: (815) 729-3535
Fax: (815) 729-3536

Warehouse Direct Workplace Solutions, Des Plaines, IL will handle all billing. The agreed upon SPC Administrative Fees shall be paid directly by the vendor to the SPC on a quarterly basis. Under this Agreement, all Suburban Purchasing Cooperative members, non-profit and "public agency" participants will be grouped under one Master SPC Account to aggregate all purchases towards volume rebate incentives. Additionally, individual entities will receive up to a 1% e-commerce rebate paid in the form of a credit towards future purchases no later than 45 days from the end of each quarter (40-79% online =0.5% rebate; 80% or more purchased online =1% rebate).

All public agencies as defined by the Illinois Governmental Joint Purchasing Act, as well as not-for-profit agencies that qualify under Section 45-35 of the Illinois Procurement Code, are eligible to participate in SPC joint purchasing programs. The term "public agency" shall mean any unit of local government as defined in the Illinois constitution of 1970, any school district, any public community college district, any public building commission, the State of Illinois, any agency of the State government or of the United States, or of any other State, any political subdivision of another State, and any combination of the above pursuant to an intergovernmental agreement which includes provisions for a governing body of the agency created by the agreement. Their purchases will also be included in the SPC volume rebate.

We look forward to continued success with Warehouse Direct Workplace Solutions.

Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,



Ellen Dayan, CPPB
Purchasing Director, Northwest Municipal Conference



02.28.19
Name: Ellen Dayan, CPPB Date
Northwest Municipal Conference

 2/28/19
John Moyer, President Date
Warehouse Direct Workplace Solutions

**DuPage Mayors &
Managers Conference**
1220 Oak Brook Road
Oak Brook, IL 60523
Suzette Quintell
Phone: (630) 571-0480
Fax: (630) 571-0484

**Northwest Municipal
Conference**
1600 East Golf Rd., Suite 0700
Des Plaines, IL 60016
Ellen Dayan, CPPB
Phone: (847) 296-9200
Fax: (847) 296-9207

**South Suburban Mayors
And Managers Association**
1904 West 174th Street
East Hazel Crest, IL 60429
Kristi DeLaurentiis
Phone: (708) 206-1155
Fax: (708) 206-1133

**Will County
Governmental League**
3180 Theodore Street, Suite 101
Joliet, IL 60435
Cherie Belom
Phone: (815) 729-3535
Fax: (815) 729-3536



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Wednesday, November 9th, 2022

**American Office Products Distributors, Inc. (AOPD)
ATTN: D. Mark Leazer
1652 E. Main Street, Suite 200
St. Charles, IL 60174**

Re: Annual Renewal of NCPA contract #11-18

Dear Mark:

Region XIV Education Service Center is happy to announce that American Office Products Distributors, Inc. (AOPD) has been awarded an annual contract renewal for Office Supplies and Services based on the proposal submitted to Region XIV ESC.

The contract will expire on May 31st, 2025, completing the eighth year of a possible eight-year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shane Fields', is written over a light blue horizontal line.

**Shane Fields
Region XIV, Executive Director**