



BUREAU OF PURCHASING
ONE LARKIN CENTER, 3rd Floor
YONKERS, NY 10701-3888
Telephone (914) 377-6030
Fax (914) 377-6032

COVER SHEET - INVITATION FOR BIDS

SOLICITATION & CONTRACT DOCUMENTS FOR:

Purchase of 70 Lakeshore Learning Science Activity Tubes model #DD350X and 70 Lakeshore Learning Maker Space Mobile Project Carts model #LC935X, or Yonkers approved equals

BID NUMBER: RFB-6320-A
OPENING DATE: NOVEMBER 28, 2018
TIME: 2:00 PM (PREVAILING TIME)
BOCS APPROVAL DATE: _____
ASSIGNED BY PURCHASING
CONTRACT NO.: _____
ASSIGNED BY PURCHASING

BOARD OF EDUCATION

Steve Lopez, President
Judith Ramos Meier, Vice President

Andrea Brown	Pasquale Mondesando
Edgar Santana	John Jacono
Kevin Cacace	Nader Sayegh
Rosalba Del Vecchio	

Dr. Edwin Quezada
Superintendent of Schools

BIDDER TO FILL OUT (PLEASE PRINT):

LEGAL NAME OF BIDDER: Lakeshore Equipment Company dba Lakeshore Learning Materials
ADDRESS: 2695 E. Dominguez Street, Carson, CA 90895
(P. O. Boxes are not acceptable)
CONTACT: Audrey Lopez TITLE Bid Analyst
PHONE NO.: (800) 421-5354 FAX: (310) 537-7990
EMAIL: biddept@lakeshorelearning.com
DATE: 11/16/2018

**DO NOT RETURN ENTIRE BID PACKAGE -
ONLY RETURN WHAT IS LISTED IN THE "INFORMATION FOR BIDDERS", PAGE 8**

COMPLETE THIS FORM IN INK

BID NO.: 6320-A

BID SCHEDULE OF PRICES – ITEMIZED - SEE SCHEDULE “B”

Item Award

Class Award

For furnishing and delivering the specified goods or services, which includes, without limitation all freight charges, demurrage, insurance, packaging, machinery, tools, labor, services, skill and other items of whatever nature required to fulfill the obligations under the resultant Contract, the Bidder agrees to accept in full compensation therefore the amount of the total bid sum of:

TOTAL BID FOR ITEMS 1 TO 2, INCLUSIVE, THE SUM OF:

PLEASE PRINT:

Written in Words: Seventy-Seven Thousand,

Five Hundred and Seventy-One Dollars and Twenty Cents

Written in Figures: \$ 77,571.20

Discount for Prompt Payment: N/A % N/A Days, Net 30. *Lakeshore does not offer a PPD.

The Bidder hereby acknowledges receipt of all Solicitation Documents and Addenda through and including Addendum number N/A (Bidder to insert number of last Addendum received.)

Availability: 100% Delivery is 7-10 busines days ARO.

Contractor: Lakeshore Learning Materials

Address of Bidder: 2695 E. Dominguez Street


Carson, CA 90895

Is this business a Certified Minority / Women Business Enterprise in New York State?

Yes No

Prepared By: Audrey Lopez

Title: Bid Analyst

Signature:  Telephone No.: (800) 421-5354

Fax No.: (310) 537-7990

E-Mail: biddept@lakeshorelearning.com Date: 11/16/2018

SCHEDULE "B"
BID SCHEDULE OF PRICES

ITEM	ESTIMATED QUANTITIES	DESCRIPTION - ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	UNIT BID PRICES		TOTAL AMT. BID	
			DOLLARS	CENTS	DOLLARS	CENTS
1	70	LAKESHORE – Item # DD35X , or approved equal – SCIENCE ACTIVITY TUBS MFR: <u>Lakeshore Learning Materials</u> ITEM#: <u>DD350X</u> \$ <u>\$32,310.60 (extended cost)</u>	\$461	58	\$32,310	60
2	70	LAKESHORE – Item #LC935X , or approved equal – MAKER SPACE MOBILE PROJECT CARTS MFR: <u>Lakeshore Learning Materials</u> ITEM#: <u>LC935X</u> \$ <u>45,260.60 (extended cost)</u>	\$646	58	\$45,260	60

TOTAL BID - ITEMS 1 to 2, INCLUSIVE

PLEASE PRINT

WRITTEN IN WORDS: Seventy-seven thousand, five hundred and seventy-one Dollars _____ and twenty Cents

WRITTEN IN FIGURES: \$77,571.20 _____

LEGAL NAME OF CONTRACTOR: Lakeshore Equipment Company dba Lakeshore Learning Materials

ADDRESS: 2695 E. Dominguez Street, Carson, CA 90895

PREPARED BY: Audrey Lopez

TITLE: Bid Analyst

TELEPHONE NO. : (800) 421-5354

EMAIL: biddept@lakeshorelearning.com

DATE: 11/16/2018

EQUAL EMPLOYMENT OPPORTUNITY - STAFFING PLAN

Instructions on Page 2

Bidder Name: Lakeshore Learning Materials Telephone: (800) 421-5354
 Address: 2695 E. Dominguez Street Federal ID No.: 94-1525814
 City, State, ZIP: Carson, CA 90895 Solicitation No.: RFB-6320-A

Report includes:

Work force to be utilized on this contract

Contractor

Contractor/Subcontractor's total work force

Subcontractor - Name: _____

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

EEO - Job Categories	Total Work Force		Race/Ethnicity - report employees in only one category																
	Hispanic or Latino		Male							Female									
	Male	Female	White	African-American or Black	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran	White	African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran	
Executive/Senior Level Officials and Managers																			
First/Mid-Level Officials and Managers																			
Professionals																			
Technicians																			
Sales Workers																			
Administrative Support Workers																			
Craft Workers																			
Operatives																			
Laborers and Helpers																			
Service Workers																			
TOTAL																			

Please see attached Equal Employment Opportunity Report

PREPARED BY (Signature): *Audrey Lopez* DATE: 11/16/2018

NAME AND TITLE OF PREPARER: Audrey Lopez, Bid Analyst TELEPHONE/EMAIL: P: (800) 421-5354 / Email: biddept@lakeshorelearning.com

(print or type)

CO= A024540
U= A024540

EQUAL EMPLOYMENT OPPORTUNITY
2017 EMPLOYER INFORMATION REPORT
CONSOLIDATED REPORT - TYPE 2

SECTION B - COMPANY IDENTIFICATION

1. LAKESHORE LEARNING MATERIALS
2695 E DOMINGUEZ ST

SECTION C - TEST FOR FILING REQUIREMENT

2.a. LAKESHORE LEARNING MATERIALS
2695 E DOMINGUEZ ST

1-Y 2-N 3-Y DUNS NO.:941246035 EIN :941525814

CARSON, CA 90895

c. Y
CARSON, CA 90895
LOS ANGELES COUNTY

SECTION E - ESTABLISHMENT INFORMATION

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	1	1	17	0	0	0	0	1	0	0	0	0	0	0	0	30
FIRST/AID OFFICIALS & MGRS	40	58	79	9	0	12	0	0	2	201	17	14	2	7	443	
PROFESSIONALS	33	38	40	3	1	35	0	0	2	69	15	20	1	5	266	
TECHNICIANS	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
SALES WORKERS	34	154	79	10	1	5	1	4	407	86	3	24	2	13	823	
ADMINISTRATIVE SUPPORT	18	109	13	3	0	5	0	0	37	21	1	23	1	8	239	
CRAFT WORKERS	7	5	0	0	0	0	0	0	0	0	0	0	0	0	12	
OPERATIVES	23	0	4	0	0	1	0	1	1	0	0	0	0	0	30	
LABORERS & HELPERS	68	76	41	15	2	5	0	4	38	8	0	4	0	0	261	
SERVICE WORKERS	5	6	1	1	0	0	0	0	0	0	0	0	0	0	13	
TOTAL	229	447	274	42	4	63	2	13	762	148	10	85	6	33	2118	
PREVIOUS REPORT TOTAL	274	459	235	47	2	67	2	12	794	161	9	93	5	34	2194	

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 12/12/2017 THRU 12/18/2017

SECTION G - CERTIFICATION


CERTIFYING OFFICIAL: TINA MURPHY
EEO-1 REPORT CONTACT PERSON: SHANNON WALL
EMAIL: SWALL@LAKESHORELEARNING.COM

TITLE: DIRECTOR HUMAN RESOURCES
TITLE: director of people operations
TELEPHONE NO: 3105378600

CERTIFIED DATE[EST]: 03/27/2018 11:43 AM

**M/WBE SUBCONTRACTORS AND SUPPLIERS
NOTICE OF INTENT TO PARTICIPATE**


INSTRUCTIONS: Part A of this form must be completed and signed by the Bidder/Contractor. Parts B & C of this form must be completed by MBE and/or WBE subcontractors/suppliers. The bidder/contractor must submit a separate M/WBE Notice of Intent to Participate form for each MBE or WBE as part of the proposal.

Bidder Name: Lakeshore Learning Materials Federal ID No.: 94-1525814
Address: 2695 E. Dominguez Street Phone No.: (800) 421-5354
City: Carson State: CA Zip Code: 90895 E-mail: biddept@lakeshorelearning.com

Signature of Authorized Representative of Bidder's Firm: Audrey Lopez, Bid Analyst
Print or Type Name and Title of Authorized Representative of Proposer's Firm

Date: 11/16/2018
PART B - THE UNDERSIGNED INTENDS TO PROVIDE SERVICES OR SUPPLIES IN CONNECTION WITH THE ABOVE PROCUREMENT:
Name of M/WBE: Lee & Low Books Inc. Federal ID No.: 13-3599568
Address: 95 Madison Avenue, Suite 1205 Phone No.: (212) 779-4400
City, State, Zip Code: New York, NY 10016 E-mail: jman@leeandlow.com

BRIEF DESCRIPTION OF SERVICES OR SUPPLIES TO BE PERFORMED BY MBE OR WBE:
To provide quality children's books.
DESIGNATION: MBE Subcontractor WBE Subcontractor MBE Supplier WBE Supplier

PART C - CERTIFICATION STATUS (CHECK ONE):
 The undersigned is a certified M/WBE by the New York State Division of Minority and Women-Owned Business Development (MWBD).
 The undersigned has applied to New York State's Division of Minority and Women-Owned Business Development (MWBD).

THE UNDERSIGNED IS PREPARED TO PROVIDE SERVICES OR SUPPLIES AS DESCRIBED ABOVE AND WILL ENTER INTO A FORMAL AGREEMENT WITH THE BIDDER CONDITIONED UPON THE BIDDER'S EXECUTION OF A CONTRACT WITH THE NEW YORK STATE EDUCATION DEPARTMENT.
The estimated dollar amount of the agreement \$ TBD
Signature of Authorized Representative of M/WBE Firm: 
Date: 11/16/2018 John Man, Director of Operations
Printed or Typed Name and Title of Authorized Representative

**M/WBE SUBCONTRACTORS AND SUPPLIERS
NOTICE OF INTENT TO PARTICIPATE**

INSTRUCTIONS: Part A of this form must be completed and signed by the Bidder/Contractor. Parts B & C of this form must be completed by MBE and/or WBE subcontractors/suppliers. The bidder/contractor must submit a separate M/WBE Notice of Intent to Participate form for each MBE or WBE as part of the proposal.

Bidder Name: Lakeshore Learning Materials Federal ID No.: 94-1525814
Address: 2695 E. Dominguez Street Phone No.: (800) 421-5354
City: Carson State: CA Zip Code: 90895 E-mail: biddept@lakeshorelearning.com
Audrey Lopez
Signature of Authorized Representative of Bidder's Firm Audrey Lopez, Bid Analyst
Print or Type Name and Title of Authorized Representative of Proposer's Firm

Date: 11/16/2018
PART B - THE UNDERSIGNED INTENDS TO PROVIDE SERVICES OR SUPPLIES IN CONNECTION WITH THE ABOVE PROCUREMENT:

Name of M/WBE: Star Bright Books Federal ID No.: 13-4050470
Address: 13 Landsdown Street Phone No.: 617 354-1300
City, State, Zip Code: Cambridge, MA 02139 E-mail: dshine@starbrightbooks.com

BRIEF DESCRIPTION OF SERVICES OR SUPPLIES TO BE PERFORMED BY MBE OR WBE:

DESIGNATION: MBE Subcontractor WBE Subcontractor MBE Supplier WBE Supplier

PART C - CERTIFICATION STATUS (CHECK ONE):

The undersigned is a certified M/WBE by the New York State Division of Minority and Women-Owned Business Development (MWBD).
 The undersigned has applied to New York State's Division of Minority and Women-Owned Business Development (MWBD) for M/WBE certification.

THE UNDERSIGNED IS PREPARED TO PROVIDE SERVICES OR SUPPLIES AS DESCRIBED ABOVE AND WILL ENTER INTO A FORMAL AGREEMENT WITH THE BIDDER CONDITIONED UPON THE BIDDER'S EXECUTION OF A CONTRACT WITH THE NEW YORK STATE EDUCATION DEPARTMENT.

The estimated dollar amount of the agreement \$ 1BD
11/19/2018
Date
Signature of Authorized Representative of M/WBE Firm *Deborah Shine*
Deborah Shine, Publisher
Printed or Typed Name and Title of Authorized Representative

M/WBE UTILIZATION PLAN

INSTRUCTIONS: All bidders submitting responses to this procurement must complete this M/WBE Utilization Plan and submit it as part of their proposal. The plan must contain detailed description of the services to be provided by each Minority and/or Women-Owned Business Enterprise (M/WBE) identified by the bidder.

Bidder's Name: Lakeshore Learning Materials Telephone/Email: (800) 421-5354 / biddept@lakeshorelearning.com
 Address: 2695 E. Dominguez Street Federal ID No.: 94-1525814
 City, State, Zip: Carson, CA 90895 Solicitation No.: RFB-6320-A

Certified M/WBE	Classification (check all applicable)	Description of Work (Subcontracts/Supplies/Services)	Annual Dollar Value of Subcontracts/Supplies/Services
NAME <u>Lee & Low Books</u> ADDRESS <u>95 Madison Avenue #1205</u> CITY, ST, ZIP <u>New York, NY 10016</u> PHONE/E-MAIL <u>(212) 779-4400/ clow@leeandlow.com</u> FEDERAL ID No. _____	NYS ESD Certified MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/>	Purchase of a variety of books.	\$ <u>TBD</u> * * 30% over-all goal of contract amount
NAME <u>Starbright Books</u> ADDRESS <u>24 Queens Plaza S.</u> CITY, ST, ZIP <u>Long Island City, NY 11101</u> PHONE/E-MAIL <u>(718) 784-9112 / jahn@starbrightbooks.com</u> FEDERAL ID No. _____	NYS ESD Certified MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/>	Purchase of a variety of books.	\$ <u>TBD</u> * * 30% over-all goal of contract amount

PREPARED BY (Signature) *Audrey Lopez* DATE 11/16/2018

SUBMISSION OF THIS FORM CONSTITUTES THE BIDDER'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-1, 5 NYCRR PART 143 AND THE ABOVE REFERENCE SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR PROPOSAL DISQUALIFICATION.

NAME AND TITLE OF PREPARER: Audrey Lopez, Bid Analyst

TELEPHONE/E-MAIL: P: (800) 421-5354 / Email: biddept@lakeshorelearning.com

DATE: 11/16/2018

FOR AUTHORIZED USE ONLY

REVIEWED BY _____	DATE _____
UTILIZATION PLAN APPROVED YES/NO _____	DATE _____
NOTICE OF DEFICIENCY ISSUED YES/NO _____	DATE _____
NOTICE OF ACCEPTANCE ISSUED YES/NO _____	DATE _____

M/WBE CONTRACTOR GOOD FAITH EFFORTS CERTIFICATION (FORM 105)

PROJECT/CONTRACT # RFB-6320-A

I, Audrey Lopez
(Applicant/Bidder)


Bid Analyst of Lakeshore Learning Materials
(Title) (Company)

2695 E. Dominguez Street (800) 421-5354
(Address) (Phone Number)

do hereby submit the following as *evidence* of our good faith efforts to retain certified minority- and women-owned business enterprises:

- (1) Copies of its solicitations of certified minority- and women-owned business enterprises and any responses thereto;
- (2) If responses to the contractor's solicitations were received, but a certified minority- or woman-owned business enterprise was not selected, the specific reasons that such enterprise was not selected;
- (3) Copies of any advertisements for participation by certified minority- and women-owned business enterprises timely published in appropriate general circulation, trade and minority- or women-oriented publications, together with the listing(s) and date(s) of the publication of such advertisements;
- (4) Copies of any solicitations of certified minority- and/or women-owned business enterprises listed in the directory of certified businesses;
- (5) The dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the State agency awarding the State contract, with certified minority- and women-owned business enterprises which the State agency determined were capable of performing the State contract scope of work for the purpose of fulfilling the contract participation goals;
- (6) Information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified minority- and women-owned business enterprises.
- (7) Describe any other action undertaken by the bidder to document its good faith efforts to retain certified minority - and women- owned business enterprises for this procurement.

Submit additional pages as needed.


Authorized Representative Signature

11/16/2018
Date

Lakeshore®

2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990
www.lakeshorelearning.com

Good Faith Effort Policy

Purpose: Equal Opportunity

It is the intent of Lakeshore Learning Materials ("Lakeshore") to provide equal opportunity to small, minority, and woman-owned businesses ("M/WBE") in various aspects of procurement and to business practices free from unlawful discrimination based on race, sex, color, creed, religion, gender, national origin, ancestry, age, sexual orientation, military status, or the presence of any other basis protected by applicable law. This policy applies to areas of employment including, recruitment and compensation, as well as various aspects of manufacturing, production, and subcontracting.

Definitions

1. Minority and women business enterprises are defined as any financial institution, business, service, contracting business which is solely owned and operated by a minority group member or women or 50% or more of its partners or stockholders are minority group members or women. If the enterprise is publicly owned, the minority members or stockholders must have at least 51% interest and possess control over management, capital and earnings.
2. Small Business Enterprise: A business which meets the definition of minority business enterprise or women business enterprise, and in addition, meets the small business size standards of the Small Business Administration.

Procedure

To demonstrate sufficient reasonable good faith efforts to facilitate opportunities for participation by M/WBEs in its projects, when requested and when possible, Lakeshore utilizes one or more of the following:

- A. Contact minority and small business trade associations to determine if they represent potential vendors dealing in the types of materials and services we require and use the services of other available minority community organizations, local state and federal minority and women business assistance offices, and other organizations that provide assistance and placement of M/WBEs
- B. Survey current vendor database up to 3 times a year to determine updates and changes to status of a vendor (e.g., small business, veteran-owned business, service-disabled veteran owned, woman or minority- owned, etc.);
- C. Encourage and assist with (where feasible) the proper M/WBE certification of Lakeshore's vendors;
- D. Specify reasonable, realistic delivery schedules consistent with actual requirements;
- E. Establish specifications, terms and conditions that reflect Lakeshore's actual requirements, which are clearly stated, and do not impose unreasonable or unnecessary contract requirements on a M/WBE;

- F. Provide the M/WBE Good Faith Effort Policy in requests for bids/proposals, when applicable;
- G. Attend outreach conferences;
- H. Perform an analysis to identify portions of work that can be divided and performed by qualified M/WBEs;
- I. Negotiate in good faith with interested M/WBEs, taking into consideration the M/WBEs price and capabilities as well as contract goals and not rejecting a M/WBE's bid without sound reason; and
- J. Utilize the Supplier Diversity Search and Dynamic Small Business Search websites to improve and request sources for all subcontracting categories.

Scope

Compliance with this policy is the responsibility of all Lakeshore employees. Whenever possible, a good faith effort of the adoption of these procedures is taken by Lakeshore to meet the requirements set forth in this good faith effort policy and to encourage M/WBEs to participate in and are given fair opportunity for contract awards.

Summary

Lakeshore strongly believes and demonstrates that profitable, responsible growth and the business success of Lakeshore, as well as the personal growth of individuals to the fullest extent practical within the framework of the business environment, is a worthy goal. By selecting vendors and service providers on the basis of merit, the effectiveness of the Lakeshore's operations can be maintained while enhancing both the nation's economic progress and that of individuals.

To that end, Lakeshore Learning Materials is committed to continuing its policy of utilizing minority, female owned or disabled veteran owned business enterprises, when possible.



2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990
www.lakeshorelearning.com

**NYS Department of State
Division of Corporations
Entity Information**

The information contained in this database is current through November 15, 2018.

Selected Entity Name: LAKESHORE EQUIPMENT COMPANY

Selected Entity Status Information

Current Entity Name: LAKESHORE EQUIPMENT COMPANY

DOS ID #: 2804792

Initial DOS Filing Date: AUGUST 26, 2002

County: NASSAU

Jurisdiction: CALIFORNIA

Entity Type: FOREIGN BUSINESS CORPORATION

Current Entity Status: ACTIVE

Selected Entity Address Information

DOS Process (Address to which DOS will mail process if accepted on behalf of the entity)

LAKESHORE EQUIPMENT COMPANY
2695 E DOMINGUEZ ST
CARSON, CALIFORNIA, 90895

Chief Executive Officer

DAVID BO KAPLAN
2695 E DOMINGUEZ ST
CARSON, CALIFORNIA, 90895

Principal Executive Office

LAKESHORE
2695 E DOMINGUEZ STREET
CARSON, CALIFORNIA, 90895

Registered Agent

MELISSA CATALANO
2079 HILLSIDE AVE
NEW HYDE PARK, NEW YORK, 11040

Name History

Filing Date	Name Type	Entity Name
AUG 26, 2002	Actual	LAKESHORE EQUIPMENT COMPANY

A Fictitious name must be used when the Actual name of a foreign entity is unavailable for use in New York State. The entity must use the fictitious name when conducting its activities or business in New York State.

Lakeshore®

2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990
www.LakeshoreLearning.com

November 16, 2018

City of Yonkers
Purchasing Office
Attn: Kim Sansevere, Principal Buyer
One Larkin Center, 3rd Floor
Yonkers, NY 10701

RE: RFB-6320-A for Lakeshore Learning Science Activity Tubes and Lakeshore Maker Space Mobile Project Carts for Yonkers Public Schools

Dear Ms. Sansevere and City of Yonkers Staff,

Thank you for providing Lakeshore Learning Materials the opportunity to respond to your request for **Lakeshore Learning Science Activity Tubes and Lakeshore Maker Space Mobile Project Carts for Yonkers Public Schools**. Lakeshore is dedicated to creating innovative educational materials and furniture that spark young imaginations, instill a sense of wonder, and foster a lifelong love of learning. With materials, furniture, and environments for infants, toddlers, and children through the 6th grade, we help children reach developmental milestones and achieve educational goals—while still having fun!

Offer

Lakeshore is pleased to present the following offer to the City of Yonkers and Yonkers Public Schools:

- **7.5% discount** on all non-sale items from Lakeshore's catalogs, website (www.LakeshoreLearning.com), and retail stores (see our Retail Support section for your nearest locations).
- **FREE shipping** on all orders!
- **Complimentary day** (up to 8 hours) of **Professional Development Training on materials included with this proposal** (a \$4,500 value!)
- **Complimentary White-Glove Delivery & Installation service on single-classroom orders \$10,000 and over, which includes:**
 - Unpacking and assembly
 - Supervised classroom setup
 - Debris removal
 - Boxing and labeling orders by designated information, whether it be by classroom or by teacher

Must reference "Per Bid # RFB-6320-A" on all purchase orders to receive these terms.

Direct Manufacturer

With Lakeshore, you will be working with a single point-of-contact from start to finish. As the direct manufacturer of Lakeshore products, we develop and manufacture the vast majority of the items featured in our catalogs, retail stores and website. We are not restricted from sales, territories or Dealer Authorizations. In addition, our products are always in stock and are backed by our ironclad warranty!

Exclusive Items

Among the wide range of educational products offered by Lakeshore, there are over a thousand outstanding and innovative items for which we are the sole-source vendor. These exclusive materials are easily identified by the two-letter prefix in their item number. Any items you see with the following prefixes are sole-source items that you simply won't find anywhere other than Lakeshore:

**AA AB AX AZ DD DG EE FF GG HH JC JJ KC KT
LA LC LCW LDA LK LL LM PP PX RA RE RJ RR TT YB**

Retail Purchasing

The City of Yonkers and Yonkers Public School Staff can shop in our retail stores and receive contract pricing. Simply provide account details and reference, "Bid # RFB-6320-A.

Lakeshore Learning Store – Scarsdale (about a 25-minute drive from the City of Yonkers, Bur. of Purch.)
969A Central Park Ave.
Scarsdale, NY 10583
P: (914) 472-1820

Lakeshore Learning Store – Hackensack (about a 30-minute drive from the City of Yonkers, Bur. of Purch.)
449 Essex St.
Hackensack, NJ 07601
P: (201) 441-9214

Lakeshore Learning Store – New Hyde Park (about a 45-minute drive from the City of Yonkers, Bur. of Purch.)
2079 Hillside Ave.
New Hyde Park, NY 11040
P: (516) 616-9360

Delivery of Goods

Lakeshore typically ships over a million boxes via UPS each year, with four to eight UPS semi-truckloads leaving our warehouses every day. We contract with five trucking companies that deliver 45,000 truckloads of materials each year to different regions across the country, and that number is growing.

Delivery Time is 7-10 business days ARO. Lakeshore is flexible and can alter delivery and installation schedules if The City of Yonkers and/or Yonkers Public Schools schedule changes.

Product Availability and Delivery Capability

As a company, Lakeshore is proud to have a 99% fill rate. We work very hard to keep all of our items stocked in our warehouse and available for immediate delivery. If by some chance there is a back order, we won't bill or invoice you until every item is delivered. From the day we receive your order, you will receive your materials in 7-10 working days, guaranteed. For large orders, we will work with our manufacturers to make sure we have the appropriate stock available to meet your delivery dates.

With more than 1.5 million square feet of warehouse space, we're able to keep items in stock and ready to ship. We have two state-of-the-art distribution centers located in Carson, California, and Midway, Kentucky, enabling us to serve the United States coast-to-coast! Our Carson distribution center is located at our company headquarters near the Ports of Long Beach and Los Angeles, accessible from every major trucking corridor, and our new distribution center in Midway is centrally located for all U.S. customers. Because Lakeshore is uniquely and strategically positioned geographically, our customers receive an unparalleled delivery experience.

From order to delivery, expect the best service in the industry!

- No invoice until your entire order has shipped
- Simple and hassle-free order tracking
- Custom labeling—so every item is delivered to the right classroom
- A single invoice no matter how many boxes or shipments in your order
- Personalized service from order to delivery

Order Procedure

In order to meet the project delivery schedule, Lakeshore requires purchase orders within 10 business days before scheduled delivery dates.

When Lakeshore receives a purchase order from The City of Yonkers and / or Yonkers Public Schools, your dedicated Lakeshore Inside Partner Tamara Serrato will contact Yonkers Public Schools to coordinate the logistics of the delivery, such as:

- Delivery dates and locations
- Unloading restrictions
- Stairs/elevator restrictions
- Setup requirements

Once delivery details are confirmed, Tamara Serrato will process your purchase orders and work with our Traffic Department to arrange delivery dates according to your schedule.

For any delays in the project schedule, Lakeshore will coordinate to hold orders from shipping at one of our storage facilities (located in Midway, KY and Carson, CA), until Yonkers Public Schools provides confirmation to release orders and schedule deliveries.

Installation Procedure

On delivery day, we take care of everything! Our delivery teams are trained to provide unbeatable service from the moment they arrive. We'll take care of every detail from start to finish. Lakeshore's Installation Supervisor will supervise the delivery to ensure that all items are assembled, complete setup in each room, and remove all debris such as cardboard and packaging. Upon completion of each installation, our supervisor will also verify that classrooms are left in *ready to move in* condition! Should any rooms require further cleaning, such as vacuuming, dusting or mopping, additional cleaning services will be arranged.

Professional Development

Lakeshore's passion for supporting educators does not end with the products we make. Our Lakeshore Professional Services Group (PSG) is proud to offer personalized, hands-on learning services designed to support the unique and growing needs of teachers and educators.

Your goals are our goals, and we don't believe in a one-size-fits-all approach. As former educators, our PSG specialists will partner with you to customize the perfect mix of content and training to support your professional development needs. In addition, our team will assist you with every step of the process:

- Determine your learning goals
- Assist with your organization's decision-making process
- Create a custom solution specific to your content/training needs
- Plan and lead implementation

Below are just a few of our wide range of standing topics:

- Social-Emotional Development
- Developmentally Appropriate Activities
- Language and Literacy
- Cognitive Development
- STEM/STEAM
- Environments
- Instructional Support
- Intervention

Lakeshore is offering Yonkers Public Schools one complimentary day of Professional Development Training on materials purchased in this contract.

Our sessions combine customized content, real-life stories, best practice implementation strategies and a motivational delivery to engage your participants. PSG trainers offer a personal touch that only teachers themselves can provide. Professional development can be tailored for a variety of audiences, including teachers, administrators and parents. Choose from in-person events, live or recorded virtual sessions, or a combination of both.

Classroom Design Planning

We have extensive experience partnering with Site and Design Advisory Teams on large classroom projects. Upon award, our team can meet with Advisory Boards to visit the classroom sites to measure, develop and deliver 3-D renderings of each classroom at no additional cost.

We will offer complimentary 3-D classroom layouts for all Complete Classrooms® orders, which include “scaled” renderings depicting all furniture, carpet, doors, windows, etc., to ensure appropriate sizing and functionality in each classroom environment. Using our experienced Sales, Design and Installation teams, you get the expertise you need and the support you want.

Product Warranty

We unconditionally guarantee every item. We stake our reputation on the quality of our products. If you are unhappy with any item for any reason, return it to us for a full refund or exchange. Your satisfaction is our number-one priority.

- **Unconditional lifetime warranty on all furniture lines, tables, chairs and cots!**
- 10-year warranty on Carpets
- 5-year warranty on Outdoor Furniture
- 5-year warranty on Trikes & Cribs
- All other items receive a full-year warranty (unless otherwise noted)

Quality & Safety

At Lakeshore, children’s safety is our highest priority—and we know it’s the top concern of our customers, too. That’s why we want to provide you with detailed information about Lakeshore’s testing and certification process...and share with you the rigorous steps we take to ensure our products are safe.

In the 64 years that we’ve been in business, Lakeshore has always been a huge step ahead when it comes to safety. Not only are we in full compliance with all the current U.S. safety regulations, but we also have our own in-house Quality Assurance Team that tests and inspects every item we carry with even more rigorous standards than those required by law. Every item we sell must meet or exceed all the government safety requirements, or we don’t carry it—period.

For us, safety begins at the moment a product idea is conceived and put into development. First, we ensure that all the materials that go into each new product are safe. The materials must be phthalate-compliant (phthalates are sometimes found in PVC and other plastics), as well as BPA-compliant (BPA, or bisphenol A, is sometimes found in clear, hard plastics). The materials must also pass strict standards for lead content.

Once we confirm that the materials we're using are safe, we conduct exhaustive "use and abuse" testing to make sure each product will remain safe through years of everyday use. And after a product passes our rigorous testing, it is then tested and certified by a third-party testing laboratory. Finally, we continue to monitor the safety of our products through periodic testing, both internally and by third-party labs, to ensure that our suppliers maintain the high level of integrity we demand of our materials.

For Lakeshore, children's safety always comes first. You can rest assured that the products we sell are safe and that we are doing everything we can to provide our customers with superior-quality products that they can trust with their children.

Experience

Lakeshore has extensive experience working with school districts, early childhood programs (both public and private) and government agencies. Below are a few examples of the types of large orders that we skillfully and conscientiously handle on a regular basis.

- We have worked with Milwaukee Public Schools implementation of their enhanced 21st Century Classroom Learning Base Initiative by delivering STEM related materials to 227 classrooms over a four-week span. This white-glove delivery service included our installation team offloading truck, removed materials from packaging, placement of materials to designated classrooms, unpacking and assembly, and supervised classroom set-up and debris removal.
- We provided an array of developmentally appropriate STEM kits for infant/toddler, preschool/pre-K and school-age programs in San Antonio. Innovative and engaging, the kits were designed to give children a fun, hands-on introduction to STEM.
- Lakeshore is currently working directly with a large school district in central Florida on a second customized implementation program with math content, after a pedagogical change on behalf of the district. Our first project with them in 2013 was based on filling the gaps with new Florida standards and an older math adoption. This second project focuses on the same standards, but teachers are now asked to use a task-based environment K-5.
- For the past two years, we have been providing the Cleveland Metropolitan School District with 4th-, 5th- and 6th-grade activity kits that are aligned to state and national standards in social studies and English language arts. The kits include customized, hands-on materials, as well as extensive teacher guides. Additionally, we offer professional development for the coaches and teachers involved in the project.

Dedicated Staff

Mark Probst, Regional Manager

Mark has been with Lakeshore for 18 years and is based in Whitesboro, NY. Mark's responsibilities include personally servicing customers in his respective areas of New York to ensure that each customer's needs are met and that they receive superior service and quality educational materials. In the event of an emergency, Mark will also serve as your main point of contact during after hours, weekends, and holidays. You can reach Mark by phone at (518) 491-9178, by fax at (310) 537-7990, or by e-mail at mprobst@lakeshorelearning.com.

Jon Spiegelhoff, Regional Vice President – Northeast

Jon has over 8 years of experience at Lakeshore. He is responsible for managing 11 Regional Managers in the Northeast region of the United States. He ensures that all customers in his area are receiving the best possible

service. He also has a direct role in servicing the top clients in the area. Jon will also serve as your 2nd point of contact during after hours, weekends, and holidays. You can reach Jon by phone at (585) 230-6368, by fax at (310) 537-7990 or by e-mail at jspiegelhoff@lakeshorelearning.com.

Jay Dudley, Vice President – Elementary Division

Jay has over 11 years of experience at Lakeshore. He is responsible for managing Lakeshore's elementary business development efforts throughout the United States. He ensures that all customers are receiving the best possible service. He also has a direct role in servicing the top elementary clients. You can reach Jay by phone at (469) 360-1075, by fax at (310) 537-7990 or by e-mail at jdudley@lakeshorelearning.com.

Patti Jo Wilson, Professional Development Training Specialist

Patti Jo is based out of Yonkers, New York and has over 3 years of experience with Lakeshore. As a former teacher with more than 20 years of educational experience, Patti Jo has an uncanny ability to connect with others in the field—from parents to teachers, directors and more. Patti Jo has a passion for validating and respecting children regardless of age, developmental progression or ability, and this is evident in her professional development sessions. Teacher-certified in the State of New York, Patti Jo is a former deputy director for education at Cardinal McCloskey Community Services in Valhalla. You can reach Patti JO by phone at (718) 530-4819 or by e-mail at pjwilson@lakeshorelearning.com.

Tamara Serrato, Inside Partner

Tamara has over 14 years of experience at Lakeshore. She acts as a liaison between Lakeshore and the customer to ensure open lines of communication, so the customer's expectations are met and exceeded. Her responsibilities include personal account service, management of large deliveries and orders that require special handling, general sales support, and special events. You can reach Tamara by phone at (800) 421-5354, ext. 2760, by fax at (310) 537-7990 or by e-mail at tserrato@lakeshorelearning.com.

In addition, Lakeshore's Bid Department is also available to ensure the completion of this project. Bid Manager Allyson Walker, Bid Supervisor Rafael Muro, and Bid Analyst Audrey Lopez will ensure that Lakeshore adheres to all contractual agreements and commitments, assist with renewals, and answer any questions regarding the contract. The Bid Team is available via e-mail at biddept@lakeshorelearning.com or by phone at (800) 421-5354.

eProcurement Services

Lakeshore offers custom eProcurement solutions that can meet all electronic ordering and invoicing needs. Our eProcurement team serves over 5,000 organizations nationwide, from metropolitan school districts to local Head Starts. We can create custom Procurement websites, as well as electronic integration via cxml punchout and EDI.

Benefits of Custom E-Procurement Websites

Online Ordering

- Control spending by setting up authorized users and restrictions.
- Improve efficiency
- Simplify reporting & reconciliation
- Achieve "green" goals
- Access to contract pricing!

Online features

- Online order tracking and administration
- Purchasing system integration (SAP, Oracle & more)
- Custom spending thresholds and approval processes
- Custom product assortments and terms
- *Setup is fast and secure!*

Customization

Lakeshore has the capability of creating separate user logons and passwords, with no limit of users! We can also customize our ePro website to limit purchases to just Classroom Furniture. Terms such as discount, free shipping, and tax exemption are built right into the site, so you always receive contract pricing.

Restrictions

We can also add in levels of approval routing (up to three different approval levels) into the site, along with individual. We can also narrow down item selection to target your schools' needs, such as removing certain types of items. Individual users can also be assigned spending limits or budgets, so that they do not exceed limits when shopping.

Purchase Options

Staff can purchase online by using a purchase order, or credit card. For further customization, please contact our customer service team at (855) 827-5830.

M/WBE Participation

As a company founded by a woman, Lakeshore Learning Materials is committed to equal opportunity. We have enclosed a partial list of some of the minority-owned and women-owned businesses that we use as vendors. We have enclosed this partial list because our vendor base numbers over 2,000 (and the products and components we carry are well over that number). We would not need to specifically "contract" with another company to fill your order because we have over one million feet of warehouse space where we keep a complete inventory of all materials at all times.

We strongly believe and demonstrate that profitable, responsible growth and the business success of the Company, as well as the personal growth of individuals to the fullest extent practical within the framework of the business environment, are worthy goals. By selecting vendors and service providers on the basis of merit, the effectiveness of the Company's operations can be maintained while enhancing both the nation's economic progress and each individual's progress.

To that end, Lakeshore Learning Materials is committed to continuing its policy of utilizing minority, female-owned and disabled veteran-owned business enterprises whenever possible. Please see attachment for our Good Faith Effort Policy.

Brief History

Like many great enterprises, Lakeshore started with one person taking a chance. An Omaha homemaker named Ethelyn decided to pack up her family and move to California to open a toy store back in 1954. The move was a bit unconventional for a woman in 1950s America, but then again, entrepreneurs don't typically follow the status quo. Initially, Ethelyn focused on selling toys to parents, but before long, local schools started calling her for art materials and other classroom supplies. Ethelyn listened to her customers. Sensing an untapped market, she sold the store and started Lakeshore Learning Materials.

Eventually, Ethelyn's sons, Charles and Michael, joined the business—expanding operations and turning Lakeshore into a million-dollar company within just a few years. When Ethelyn retired in 1971, Michael assumed the duties of CEO, while Charles became the Vice President in charge of merchandise and buying. Today, Michael's sons, Bo and Josh, are an integral part of the business as well—having worked their way up from summer jobs in the warehouse to President/CEO and President of Merchandising, respectively.

Two generations later, Lakeshore continues to offer the best products and service around—and we're still expanding! In addition to our growing network of over 60 retail stores, we offer two mail-order catalogs to meet the needs of parents, teachers and children worldwide. Plus, our full-service website offers instantaneous access to our catalogs as well as free activity ideas, an interactive classroom designer and much more.


Returns or Exchanges

Not only are our products distinguished by their quality, educational merit and safety—they're also backed by our ironclad guarantee. If you are unhappy with any item for any reason, you may return it for a full refund or exchange...no questions asked! If you need assistance with an order, simply contact our Customer Service department at (800) 428-4414.

Should you have any questions, please feel free to contact Mark Probst at (518) 491-9178 or mprobst@lakeshorelearning.com.

Thank you in advance for giving Lakeshore Learning Materials the opportunity to serve you. We look forward to doing business with you!

Sincerely,


Audrey Lopez
Bid Analyst
Lakeshore Learning Materials