



# *A Joint Purchasing Program For Local Government Agencies*

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May 16, 2024

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 OMNIA Partners solicited and awarded by lead agency Region XIV Education Service Center, Abilene, TX according to the State of Illinois statues, 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 through May 31, 2025.

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 Warehouse Direct 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.

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

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Conference*  
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*South Suburban Mayors  
And Managers Association*  
1904 West 17<sup>th</sup> Street  
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*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.

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



05.16.24

Name: Ellen Dayan, CPPB  
Northwest Municipal Conference



5/16/24

John Moyer, President  
Warehouse Direct Workplace Solutions

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