FORM-A: OFFEROR IDENTIFICATION & AUTHORIZED SIGNATORY
(DO NOT handwrite this Form. Information must be typed in.)

Invitation No.: FL03-21

Invitation Title: Fleet Services Equipment

Offeror Company: Routeware, Inc.
(Legal name of business which will appear on contract, if awarded)

Offeror Status: ☑ **Manufacturer** ☐ **Dealer/Distributor** ☐ **Other**

Response Type(1): ☑ **Single Offeror Acting Alone Or As Lead** ☐ **Multiple Offerors Acting**

Contract Signatory(2): Tom Malone **Title:** CEO

Mailing Address(3): 16525 SW 72nd Ave. Portland OR 97224
Street/PO Box City State & Zip

Physical Address: Same as mailing
Street City State & Zip

Phone: 503-906-8500 **Fax:** **503-906-8544**

Email Address: tmalone@routeware.com

Federal Tax ID No.: 93-1314649 **Web Page URL:** www.routeware.com

(1) If Joint Offering, all parties must submit a signed Form A. A contract will be offered to each.
(2) Person who will sign final contract documents if an award is made.
(3) Address to which final contract documents would be sent for signature.

Member Contact Information

Contact Person (4): Tracey Mason **Title:** Sales Enablement Manager

Mailing Address: Same as above
Street/PO Box City State & Zip

Physical Address: Same as above
Street City State & Zip

Toll Free Phone: 877-906-8545 **Fax:** 503-906-8544

Email Address: tmason@routeware.com

(4) Person who End Users will contact for product information and to get pricing quotes.

The Signatory below, on behalf of Offeror:

- Acknowledges having thoroughly reviewed the Invitation;
- Attests to having the authority to sign this response and commit Offeror to honor all requirements;
- Makes, under penalty of perjury, all required Offeror Certifications as detailed in General Terms;
- Certifies that all information provided in this Response is true and correct.

Signature (2): **Title:** CEO

Printed Name: Tom Malone **Date:** 11/10/2020

FORM-B:HISTORICALLY UNDERUTILIZED BUSINESS ENTERPRISES **Invitation No.: FL03-21**

Title: Fleet Services Equipment

Offeror: Routeware, Inc.

HUB Status Of Offeror

☐ Offeror is a HUB, as detailed below. ☑ Offeror is not a HUB.

Designation(s): ☐ HUB ☐ DBE ☐ MBE ☐ WBE ☐ Other

*Certifying/Listing Authority(s):

*** Note:** The terms "Certified" and "Listed" as used in conjunction with HUB programs relate to the process of HUB qualification review. Jurisdictions usually require that companies claiming HUB status be reviewed and confirmed as meeting certain minimum requirements to claim that status, and that the review and confirmation process be carried out by certain designated entities.

Members of HGACBuy are subject to various requirements relative to purchasing goods and services from Historically Underutilized Business Enterprises (HUBs)(See Note 1). These requirements are promulgated by federal and state governmental authorities, and include measureable criteria such as "percentage of total dollars spent directed to HUBs", "number of HUB contractors used", "HUB subcontractors employed by primary contractors", etc. These requirements are generally formalized in goal oriented programs.

Offeror agrees to work with and assist HGACBuy members in meeting HUB targets and goals, as may be required by any rules, processes or programs they might have in place. Such assistance may include such things as compliance with reporting requirements, provision of documentation, consideration of Certified/Listed subcontractors, provision of documented evidence that an active participatory role for a HUB entity was considered in a procurement transaction, etc.

Accepted and Agreed By (Name): Tom Malone

Title: CEO | Date: 11/10/2020

Subcontracts

On a separate sheet, list any subcontractors that would be employed in providing products or services related to this solicitation. Include the following information for each subcontractor:

a. Company Name
b. Address
c. Phone number
d. Applicable HUB designation/certification (DBE, MBE, etc.)
e. Type of work subcontractor has been certified to perform as a HUB. Firm must be certified in a North American Industry Classification System (NAISC) code applicable to the kind of work the firm would perform on the contract.

☐ Subcontractor List attached. ☑ No Subcontractors will be used.

FORM C - RESPONSE CHECKLIST		Invitation No.: FL03-21
Title:	Fleet Services Equipment	
Offeror:	Routeware, Inc.	

This Form is provided to help insure that all required response elements have been completed and included

This Response Includes:

1	All H-GAC forms (HGAC Forms Packet and those included in this table below), **completed, and signed where prompted**	TM
2	A copy of the complete submission, including all required H-GAC forms, and all required documents. The HGAC forms docment shall be unalterend except for the prompted data fields (name, pricing, etc.) and submitted in its original Excel format only (no PDF). Offeror shall not split the Forms document into its respective worksheets, but kept as a single document.	TM
3	A comprehensive list of applicable priced options on Form-E	TM
4	Per Section-B, for catalog line items, complete electroic copies of each catalog priced and its associated list price book/sheet	TM
5	A **signed** Form-A from all entities who are party to this submission and who should be offered a contract if this submission is successful.	TM
6	The required list of References.	TM
7	Details of "Service Organization", including locations, hours, personnel and parts/service availability	TM
8	Complete Warranty Documentation for all products offered.	TM
9	Completed Form-H (in HGAC Forms packet)	TM
10	W-9 Form, completed and signed for each party to the bid.	TM
11	CIQ Form, completed and signed for each party to the bid. The form and instructions for its use can be found at: https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm .	TM
12	1295 Form, completed, signed for each party to the bid. The form and instructions for its use can be found at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm .	TM
13	HB 89 Form for each party to the bid, completed and signed.	TM
14	Contractor Contact Information form for each party to the bid, completed and signed.	TM

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Routeware, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

16525 SW 72nd Avenue Phone: 503-906-8589 Fax: 503-906-8544

Requester's name and address (optional)

6 City, state, and ZIP code

Portland, OR 97224 accountsreceivable@routeware.com

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

9 3 – 1 3 1 4 6 4 9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Shanna Peralta Date ▶ 1/23/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

Routeware, Inc.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

None

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

11/10/20

Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

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

Certificate Number:
2020-687695

Date Filed:
11/09/2020

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Routeware, Inc.
PORTLAND, OR United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Houston-Galveston Area Council

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.

HGAC RFP #FL03-21
Fleet Services Equipment

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Routeware, Inc.	Portland, OR United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Tom Malone, and my date of birth is _____.

My address is 16525 SW 72nd Ave. (street), Portland (city), OR (state), 97224 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Washington County, State of OR, on the 10 day of November (month), 2020 (year).

Signature of authorized agent of contracting business entity
(Declarant)

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

1) does not boycott Israel; and
2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) Tom Malone,
do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1) does not boycott Israel currently; and
2) will not boycott Israel during the term of the contract; and
3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at https://comptroller.texas.gov/purchasing/publications/divestment.php

Routeware, Inc.
Company Name

Signature of Authorized Official

CEO
Title of Authorized Official

11/10/20
Date

FORM-H: SERVICE AND MARKETING PLAN	FL03-21
Offeror:	**Routeware, Inc.**

Instructions: Reference Section-B

Routeware is both capable and willing to serve H-GAC members across the nation and we will promote this contract to the best of our ability, as we have done throughout our partnership with H-GAC.

Routeware sells primarily to the waste industry, and exclusively to fleet services. We know these markets very well. We are also well-known in the waste industry. We will use our resources to (1) promote the contract and (2) serve H-GAC Members, while adhering to H-GAC marketing and promotion guidelines and protocols. The resources we will use to promote and support H-GAC include:

Staff: Routeware, Core Computing Solutions, and EasyRoute have a sales and marketing team of over 20 people who have been trained on our selling and marketing our H-GAC partnership. They will continue to promote and discuss this valuable partnership with municipal prospects.

We also have solutions engineers and support staff who serve H-GAC Members already, and would continue to do so. They are trained on how best to support the H-GAC Members.

Events and Memberships: Routeware has had a booth at WasteExpo for 15 years—including a virtual booth at this year's online WasteExpo. Numerous times we have been asked by municipal prospects at WasteExpo if we have a method to bypass the RFP process in order to sell our product. Routeware has even written a draft RFP for municipal waste haulers as a way to ease their RFP process. We would promote H-GAC extensively at WasteExpo as we would reach a large number of municipal prospects in that one setting. We also attend smaller waste industry events, where we would also promote H-GAC.

Routeware would also use our membership in the Solid Waste Association of North America (SWANA) as a resource for marketing our partnership with H-GAC. Routeware is very active with SWANA and exhibits at many of their conferences nationwide. If awarded an H-GAC contract renewal, we would promote this partnership and resource at every event at which we exhibit.

We would also promote H-GAC via the Municipal Waste Management Association (MWMA), which is a sub-committee of the United States Conference of Mayors. A vendor in the waste industry must be invited by a municipality to become a member of the MWMA. Routeware has been a member for nearly 10 years.

Technology: Routeware is a technology company, and so technology is one of the most valuable resources we can offer to our partners. Our staff members aree adept at using technology in both sales and support. Routeware maintains a customer relationship management (CRM) system with contact information and data about all customers and prospects. This database is invaluable in our work promoting and supporting H-GAC. For example, we have the ability to send email campaigns to all municipal prospects we have to promote H-GAC and the ease of use of the program.

Digital Presence: Routeware maintains an updated website, LinkedIn page, and Twitter account, and we will consistently promote our partnership across all of these platforms.

*All activities listed above would be in compliance with HGAC marketing processes and protocols and would be in partnership with HGAC marketing staff.

CONTRACTOR CONTACT INFORMATION

ATTENTION Houston-Galveston Area Council (H-GAC) Contractor: The following information is needed to communicate with your company concerning contract matters which may arise. To expedite the process, we ask that you provide the information requested below. During the term of this contract, notify H-GAC in writing of any changes to this information by emailing updates to: *cpcontractfax@h-gac.com*

Section I

CONTRACTOR:	**Routeware, Inc.**	**CONTRACT #:**	FL03-21
Purchase Order:		**Invoice:**	
Contact Name:	Rachel Causey	Contact Name:	Rachel Causey
Address:	16525 SW 72nd Ave.	Address:	16525 SW 72nd Ave.
Portland	OR 97224	Portland	OR 97224
City	*State* *Zip Code*	*City*	*State* *Zip Code*
Telephone No.:	503-906-8500	Telephone No.#	503-906-8500
Fax No.	503-906-8544	Fax No.#	503-906-8544
Email Address:	accountsreceivable@routeware.co	Email Address:	accountsreceivable@routeware.c

Section II

CONTRACT INFORMATION:

Indicate the person (s) authorized to: sign contracts, request contract price increases, or other contract-related documents. A copy of your corporate resolution may be acceptable for Section II.

1.Printed Name of Signatory: Tom Malone		2.Printed Name of Signatory: Dave Arnold	
Corporate Title:	CEO	Corporate Title:	CFO
Tel. No.:	503-906-8500	Tel. No.:	503-906-8500
Fax No.:	503-906-8544	Fax No.:	503-906-8544
Email:	tmalone@routeware.com	Email:	darnold@routeware.com

Section III

SALES CONTACT (Person who end users will contact for product information and pricing quotes)

Contact Name:	Hayden Bradford	Title:	National Municipal Account Director
Address:	16525 SW 72nd Ave.	Portland	OR 97224
	Street	City	State Zip
Telephone No.:	479-422-7688	Fax No.:	503-906-8544
Mobile No.: (optional)		Email:	hbradford@routeware.com