

mn DEPARTMENT OF
ADMINISTRATION
STATE PROCUREMENT

Office of State Procurement
112 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Voice: 651.296.2600
Fax: 651.297.3996

May 4, 2018

Mr. Tom Walker
Soundoff Signal
3900 Central Parkway
Hudsonville, MI 49426

Dear Mr. Walker:

The following document is enclosed for you to complete and return:

- Amendment to SWIFT Contract No. 82521, Release No. L-336(5)
- Workforce Certificate Information Form

Please sign and return all sets of documents, **via email**, to
kia.mcfarlin@state.mn.us by **May 15, 2018**.

If the Amendment is not properly executed it will be returned to you. Upon receipt of the properly executed document, and after signatures are obtained from the appropriate State authorities, a copy of the completed Amendment will be sent to your company.

If you have any questions, please feel free to contact me.

Sincerely,

Mike Maruska
Acquisition Management Specialist / Buyer
Enclosure

INSTRUCTIONS

Return the signed sets of documents to the OSP office.

REQUIRED SIGNATURES:

- ♦ The documents must be signed by an **officer** of your company, e.g., president, vice president, assistant vice president, corporate secretary, assistant corporate secretary, treasurer, or assistant treasurer.
- ♦ If your company is a corporation, the signature of one corporate officer is binding. If your company is a partnership, the signature of one partner is binding.

If someone other than the corporate officers listed above signs the document (e.g., manager, sales manager, executive assistant, etc.), evidence of his or her authority to do so must accompany the document. The evidence can be either:

- A corporate power of attorney, or
- A **certified copy** of a board resolution authorizing the alternate signature with a letter attached and signed by a corporate officer stating the resolution is in force and effective.

AMENDMENT NO. 3 TO CONTRACT NO. 82521, RELEASE NO. L-336(5)

THIS AMENDMENT is by and between the State of Minnesota, acting through its commissioner of Administration ("State"), and Soundoff Signal, 3900 Central Parkway, Hudsonville, MI 49426 ("Contract Vendor").

WHEREAS, the State has a Contract with the Contract Vendor identified as Contract No. 82521, September 1, 2014, through July 31, 2018 ("Contract"), to provide LED Emergency Light Bars, Siren, and Warning Accessories; and

WHEREAS, Minn. Stat. § 16C.03, subd. 5, affords the commissioner of Administration, or delegate pursuant to Minn. Stat. § 16C.03, subd. 16, the authority to amend contracts; and

WHEREAS, the terms of the Contract allow the State to amend the Contract as specified herein, upon the mutual agreement of the Office of State Procurement and the Contract Vendor in a fully executed amendment to the Contract.

NOW, THEREFORE, it is agreed by the parties to amend the Contract as follows:

1. That Contract No. 82521 is extended through July 31, 2019, at the same prices.

2. The following clause is hereby incorporated as the last clause of Exhibit A to the Notification of Award.

Certification of Nondiscrimination (In accordance with Minn. Stat. § 16C.053)

The following term applies to any contract for which the value, including all extensions, is \$50,000 or more: Contractor certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

3. All other terms, conditions, and specifications remain unchanged.

This Amendment is effective beginning August 1, 2018 or upon the date that the final required signatures are obtained, whichever occurs later, and shall remain in effect through contract expiration, or until the Contract is canceled, whichever occurs first.

Except as herein amended, the provisions of the Contract between the parties hereto are expressly reaffirmed and remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed intending to be bound thereby.

1. SOUNDOFF SIGNAL

The Contractor certifies that the appropriate person(s) have executed this Amendment on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.

By: [Signature]
Signature

Jonathan S. Coe
Printed Name

Title: CFO

Date: 5/8/2018

By: _____
Signature

Printed Name

Title: _____

Date: _____

2. OFFICE OF STATE PROCUREMENT

In accordance with Minn. Stat. § 16C.03, subd. 3.

By: [Signature]

Title: Acquisition Management Specialist / Buyer

Date: 7/2/18

3. COMMISSIONER OF ADMINISTRATION

Or delegated representative.

By: [Signature]

Date: 7/02/2018

STATE OF MINNESOTA – WORKFORCE CERTIFICATE INFORMATION

Required by state law for ALL bids or proposals that could exceed \$100,000

Complete this form and return it with your bid or proposal. The State of Minnesota is under no obligation to delay proceeding with a contract until a company becomes compliant with the Workforce Certification requirements in Minn. Stat. §363A.36.

BOX A – MINNESOTA COMPANIES that have employed more than 40 full-time employees within this state on any single working day during the previous 12 months, check one option below:

- ☐ Attached is our current Workforce Certificate issued by the Minnesota Department of Human Rights (MDHR).
- ☐ Attached is confirmation that MDHR received our application for a Minnesota Workforce Certificate on _____ (date).

BOX B – NON-MINNESOTA COMPANIES that have employed more than 40 full-time employees on a single working day during the previous 12 months in the state where it has its primary place of business, check one option below:

- ☐ Attached is our current Workforce Certificate issued by MDHR.
- ☒ We certify we are in compliance with federal affirmative action requirements. Upon notification of contract award, you must send your federal or municipal certificate to MDHR at compliance.MDHR@state.mn.us. If you are unable to send either certificate, MDHR may contact you to request evidence of federal compliance. The inability to provide sufficient documentation may prohibit contract execution.

BOX C – EXEMPT COMPANIES that have not employed more than 40 full-time employees on a single working day in any state during the previous 12 months, check option below if applicable:

- ☐ We attest we are exempt. If our company is awarded a contract, we will submit to MDHR within 5 business days after the contract is fully signed, the names of our employees during the previous 12 months, the date of separation, if applicable, and the state in which the persons were employed. Send to compliance.MDHR@state.mn.us.

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of your company.

Name of Company: ETI dba Sound Off Signal Date: 5/8/2018

Authorized Signature: [Signature] Telephone number: _____

Printed Name: Jonathan S Lee Title: CFO

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services

Web: <http://mn.gov/mdhr/>
Email: compliance.mdhr@state.mn.us

TC Metro: 651-539-1095

Toll Free: 800-657-3704
TTY: 651-296-1283

Minnesota Department of Human Rights
ATTN: Contract Compliance
625 Robert St N
Saint Paul MN 55155
Email: compliance.mdhr@state.mn.us

Workforce Certificate of Compliance Application

| Company Name | | | |
|---|---------|--------------------------|-----------|
| Company Legal Name: | | DBA Name: | |
| Emergency Technologies, Inc. | | SoundOff Signal | |
| Address Information | | | |
| Physical Address: (must be a street address, PO Box only is not acceptable) | | | |
| 3900 Central Parkway | | | |
| City: | County: | State: | Zip Code: |
| Hudsonville | Ottawa | MI | 49426 |
| Mailing Address: (if different from physical address) | | | |
| | | | |
| City: | County: | State: | Zip Code: |
| | | | |
| Contact Information | | | |
| Company Contact Name: | | Company Contact Title: | |
| Becky Doyle | | HR/Payroll Administrator | |
| Company Contact Telephone: | | Company Fax: | |
| 616-662-6189 | | 616-662-6103 | |
| Company Contact Email: | | Company Website URL: | |
| bdoyle@soundoffsignal.com | | www.soundoffsignal.com | |

☐ Enclosed is our application fee of \$150, made payable to the "Minnesota Department of Human Rights." Please note "Workforce Certificate" in the check memo.

Or

☒ We have submitted our application fee of \$150 online. Confirmation #:

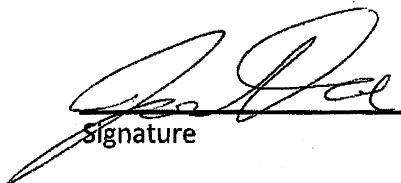
And

☒ Enclosed is our Affirmative Action Plan (AAP).

- We are in compliance with Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act (Act), Minnesota Rules 5000.3400 to 5000.3600, and all applicable state, local and federal laws.

- For all job titles we ensure that all personnel actions, including but not limited to recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, return from layoff, company-sponsored training, education, tuition assistance, and social and recreational programs, are administered without regard to age, color, creed, disability, familial status, marital status, national origin, public assistance status, race, religion, sex, sexual orientation or membership or activity in a local human rights commission.
- We will maintain, at all our locations, our AAP that outlines our EEO policies, practices and procedures. We understand we are required to review and update the AAP on an annual basis and communicate any significant changes to our employees.
- Our EEO Policy Statement indicates our company's commitment to the principles of equal employment opportunities for women, minorities, and disabled individuals and has been signed by our company's chief executive officer or the chairperson of our company's board.
- We will request referral of qualified disabled persons from the Minnesota Department of Employment and Economic Development (DEED) pursuant to Minn. Rule 5000.3557.
- Our company's hiring processes, including all forms of our employment application, comply with Minn. Stat. §364.021 and Minn. Stat. §363A. All of the company's job postings, including those posted on the company's behalf by third-parties, will provide notice that the company is an EEO Employer.
- We understand the Minnesota Department of Human Rights (Department) may audit our company's compliance under the Act. We agree to make available to the Department all records and other information as required by Minn. Rule 5000.3400 to 5000.3600 and otherwise cooperate with any audits initiated by the Department. We understand that refusal to provide information to the Department may result in the suspension or revocation of our certificate.
- We acknowledge and agree that any misrepresentations in our application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of certification; suspension and disbarment; and for initiating action under state law concerning false statement, fraud, or other applicable offenses.

In signing below, I affirm that I am the **President, Board Chairperson, Chief Executive Officer or executive responsible for implementing our Affirmative Action Plan** and that all of the information and statements submitted in this application, including both pages of this form, and its attachments, to the best of my understanding, is accurate and complete.

| | | |
|--|----------------------------------|------------------|
|  Signature | Jonathan S Lee CEO Print Name | 5/8/2019 Date |
|--|----------------------------------|------------------|

Please print and sign before returning application the Department.