



Subject: Facility Management Service Provider Announcement

Dear Sir or Madam:

Meijer Great Lakes Limited Partnership (“Meijer”) on behalf of itself and its subsidiaries is pleased to announce that Jones Lang LaSalle Americas, Inc. (“JLL”) has been selected to provide integrated Facility Management services at select locations effective October 1<sup>st</sup>, 2017.

By way of this letter Meijer is exercising its right to assign your existing current agreement to Jones Lang LaSalle Americas Inc. as of October 1<sup>st</sup>, 2017 as noted in the current service contract agreement. Included with this letter is an introductory letter from Jones Lang LaSalle and their request for information. We appreciate your cooperation with this effort.

JLL will be directly responsible for the coordination of facility management services. They will initiate requests for quotes, authorization to begin work, and payment of invoices upon completion of work.

**Please note:** This letter will serve as notice that your payment terms will change to net fifty-five (55) days, effective October 1<sup>st</sup>, 2017.

**Please acknowledge the assignment and this change in payment terms by countersigning this letter below and returning it by email within five (5) business days and returning the signed copy to JLL’s Vendor Hotline at [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com).**

Please refer to the enclosed introductory letter from JLL for more information. You must complete their request for information in order to continue to provide services to Meijer at the affected locations.

It is the intent of Meijer and JLL that there is no disruption in services during this transfer of responsibilities.

If you have any questions, please contact JLL’s vendor hotline via email at [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com) or 1-855-307-8016. We value your relationship with Meijer and hope you will continue to serve us through our chosen facility management service provider.

Thank you for your support and cooperation during this transition.

Sincerely,

Terry Wolter

Vice President Properties.



**VENDOR'S CONSENT TO SUBSTITUTION PAYMENT TERMS**

The undersigned, being an authorized representative of the company named below with which Meijer Great Lakes Limited Partnership ("Meijer") has a services agreement, hereby consents, on behalf of said company, to the modified payment terms of net fifty-five (55) days which will be effective upon the assignment of the existing current agreement to Jones Lang LaSalle Americas, Inc. ("JLL") as of October 1<sup>st</sup>, 2017.

\_\_\_\_\_  
Vendor/Company Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
[Print or Type Name and Title]

\_\_\_\_\_  
Date Signed



July 31<sup>st</sup>, 2017

Subject: Meijer Supplier Notification

Dear Service Provider:

Jones Lang LaSalle Americas, Inc. (“JLL”) is pleased to announce that Meijer Great Lakes Limited Partnership (“Meijer”) has selected JLL to provide Integrated Facility Management Services effective October 1<sup>st</sup>, 2017.

As communicated by Meijer in the cover letter, your contract has been assigned to JLL and effective October 1<sup>st</sup>, 2017, you should continue to provide the same goods/services to Meijer as you do today through JLL for the benefit of Meijer. JLL will be directly responsible for facilities management handling work requests, invoice processing and payment, supply chain management, and supplier performance.

### **What this means for your company**

To ensure timely payment for your continued service to Meijer after October 1<sup>st</sup>, 2017, **please read the information in this package in its entirety and comply with all related requirements on or before each requested date.** We’ve included a checklist at the end of the package to help you keep track of the steps required to comply with our supplier program.

Some of the benefits of this enhanced program are:

- Increased exposure within JLL to both quickly and easily qualify for additional work
- Access to JLL Best Practices to drive a culture of safety and ethical business practices
- Best-in-class compliance standards to ensure continued service delivery at Meijer

We look forward to working with your company to ensure a smooth transition and continued service delivery to Meijer. Should you have any questions about this letter or the enclosed package, please contact the JLL supplier hotline at 1-855-307-8016 or e-mail [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com).

Very truly yours,

Supply Chain Lead for the Deployment Team  
Jones Lang LaSalle Americas, Inc.

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## Request for Information

**Effective Date: October 1<sup>st</sup>, 2017**

**Respond By: August 16<sup>th</sup>, 2017**

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### Instructions

A response to the request for information is required to continue providing service to Meijer and register your company in our Accounts Payable system. We recognize that our primary contact with your company may be at a regional or national level. Please ensure all communication and changes in process reach your employees servicing Meijer on-site or at the local level.

### JLL's Screening Program and On-Boarding Process

JLL uses an online supplier pre-qualification and compliance program, and has engaged Avetta ([www.Avetta.com](http://www.Avetta.com)) to support our efforts. Please see the attached JLL Pre-Qualification and Compliance Program document that will walk you through the Request for Information process.

On JLL's behalf, Avetta will validate your organization's documentation and adherence to JLL's working practices, advising us of your organization's compliance using a Red, Amber, Green flag system.

### Rate Card

The rate card is an integral part of the Corrigo process, and is required from you. It provides detailed price information for services, which allows for recording and allocating costs to ensure compliance. A rate card was attached to the email notification which your company received.

Please fill out the rate card and submit to the supplier hotline at [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com).

### Certificate of Insurance (COI)

A Certificate of Insurance for the services your company is performing for Meijer reflecting coverage types, amounts, and additional insured entitled as found in Exhibit A. COI requirements and documentation will be managed through Avetta. Your company must complete the Avetta registration process and upload a copy of your COI into Avetta.

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## Invoice and Payment Process

**Effective: October 1<sup>st</sup>, 2017**

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### Ensuring Timely Payments

To ensure timely payment for your continued service to Meijer after October 1st, 2017, **please read the below information in its entirety and comply with all related requests by October 1<sup>st</sup>, 2017.**

### Invoices for Services and Goods

All invoices for services rendered and inquiries regarding payment for services rendered **prior to October 1<sup>st</sup>, 2017**, should be sent to Meijer as done previously. Please ensure all past due invoices for services and goods performed prior to October 1<sup>st</sup>, 2017, have been reconciled and any remaining invoices submitted to Meijer.

As of October 1st, 2017, invoicing will be completed within the Corrigo work order system. An invoice must be attached for each work order. The process is simple, transparent, and removes the need for email, faxes, and phone calls.

Details around invoice submittal and payment will be covered during the Corrigo vendor training session. More information regarding Corrigo can be found under Section III of this packet.

### Work Orders

A Work Order number for existing recurring services and new services will be issued when the supplier has been contacted to perform the work. For services provided on-site to Meijer for non-recurring services, a Work Order number will also be issued to perform additional work. A Work Order number will need to be listed on all invoices to satisfy JLL's internal accounting requirements for prompt payment.

### Payment Terms

Payment terms for all undisputed amounts are Net 55 days from JLL's receipt of a valid invoice, provided invoice is received prior to process cutoff date. JLL shall pay Supplier only as and when Meijer provides JLL with the funds to cover such payment. Payment will be made via check to the remittance address on file.

## Service Request Process

**Effective: October 1<sup>st</sup>, 2017**

### Dispatch of Service Requests

For services provided on-site to Meijer, you will receive your service requests electronically with our easy to use web-based application called Corrigo. This will eliminate headaches associated with paperwork, phone messages, approvals, and overall communication.

**Starting** October 1<sup>st</sup>, 2017, JLL will only assign service requests via the Corrigo network. Service requests will no longer be assigned in any other way. To receive service requests, you must join the Corrigo network through a simple subscription process.

Service requests will include a not to exceed dollar amount as well as a local JLL contact. Service requests do not require the requestor's signature upon completion. If the work performed is billable, your invoice will be created electronically, submitted for approval and paid through the Corrigo network.

Corrigo, a wholly owned subsidiary of JLL, does not charge an upfront fee to join and connect with Meijer. There is a \$5 fee for each accepted service request or if you plan on receiving a large number of service requests through the Corrigo network, you may opt for a \$30 unlimited monthly plan, which will cover all service requests received in that portal from any customer on the network during that month. A credit card or bank account will be required to register.

Once you have subscribed to the Corrigo network, you will have access to other valuable tools that will help your every-day business communication. You can select Smart Zones to be visible to other service requestors on Corrigo's network sourcing tools. Smart Zones are the geographic area where you provide service. The first Smart Zone is included in your subscription and each additional Smart Zone is \$2.50 per month. It's an easy way to grow your business!

Corrigo will contact you with instructions for joining as soon as you are approved as a supplier for Meijer. To assist in connecting, Corrigo will provide introductory webinar sessions, online training, and dedicated support via phone or web. At this time, Corrigo can also assist in identifying and linking a possible existing account for your company.

If you have additional questions, please contact Corrigo at [connect@corrigo.com](mailto:connect@corrigo.com), or view the Corrigo Pro Quick Reference Guide site at <http://corrigosupport.desk.com/?t=667078> for helpful training videos and an FAQ document.

### Corrigo Training

Date	Start Time (EST)	End Time (EST)
Monday September 25 <sup>th</sup> , 2017	2:00 PM	3:00 PM
Thursday September 28 <sup>th</sup> , 2017	2:00 PM	3:00 PM

## Account Management Process

**Effective: October 1<sup>st</sup>, 2017**

### Please Join Us for a Supplier Information Call

Our goal for this initial communication is to provide as much information as possible about the change in process. A representative from your company is invited to attend a supplier information call. JLL will provide an overview of the changes in facility management, confirm the goods/services in scope and address any concerns you may have about the information in this package and the registration process.

The call will be hosted twice. Please choose the day and time that best fits your schedule.

Date	Start Time (EST)	End Time (EST)	Audio Dial In and Passcode
Friday August 4 <sup>th</sup>	1:00 PM	2:00 PM	Toll Free: (877) 790-8944 Conference ID: 61749936
Monday August 7 <sup>th</sup>	11:00 AM	Noon	Toll Free: (877) 790-8944 Conference ID: 61750370

**Please Note:** *Your Company only needs to attend 1 out of the 2 supplier information call session*

## JLL Pre-Qualification & Compliance Program

**Effective: October 1<sup>st</sup>, 2017**

**Respond By: August 16<sup>th</sup>, 2017**

Our relationship with suppliers is critical to our success and reputation with our clients. JLL is committed to building relationships with suppliers who embrace a culture focused on compliance, safety and sustainability, and who can demonstrate their commitment to our performance standards.

This includes ensuring that all appropriate documentation supporting JLL and client standards are in place and available for JLL to review.

To achieve this goal, JLL has partnered with Avetta ([www.avetta.com](http://www.avetta.com)). On JLL's behalf, Avetta will validate your organization's documentation and adherence to JLL and client standards and advise us of your organization's compliance using a Red, Amber, Green flag status system.

To join the program there is a one-time activation fee, and an annual membership cost. Your annual membership in the JLL standard program allows you to link to as many JLL client sites within North America as you service for the same flat fee.

### Membership Fee Overview for Suppliers New to Avetta

- \$ 99 One Time Activation Fee (discounted from \$249 with use of coupon)
- \$100 Program Management Fee
- \$209 DocuGuard Program
- \$109 InsureGuard Program

As a special incentive, the one-time activation fee will be discounted for suppliers who register in the first 60 days of this program launch. **Enter the coupon code JLL100417 during the checkout process to receive your discount.**

For existing Avetta members outside the JLL program, any fees due are dependent upon where you fall in the pricing tier.

If your organization is already an Avetta member, JLL will recognize the data you have already submitted. You will need to link your organization to JLL North America–Meijer account and complete our specific requirements where applicable. Please be aware that registration with Avetta is a mandatory requirement for all new supplier contracts going forward, and any suppliers who do not register in the Avetta system will be unable to provide services to JLL in the future.

Please join us at one of the dates/times below for an overview of the Avetta compliance program.

Thank you in advance for your participation. If you have any questions please contact the Avetta team at 877-725-3022 or [registrations@Avetta.com](mailto:registrations@Avetta.com).

URL	Conference Line	Date	Time (EST)
<a href="https://jll.webex.com/jll/j.php?MTID=m0dc51faf84159bc4940e02a6e48c432f">https://jll.webex.com/jll/j.php?MTID=m0dc51faf84159bc4940e02a6e48c432f</a>	Dial 866 259 9955 Passcode 216 226 2034	Wednesday, August 9th	1-2 PM EST
<a href="https://jll.webex.com/jll/j.php?MTID=mb42b94d1aa80d644bdc9fdb807a133e7">https://jll.webex.com/jll/j.php?MTID=mb42b94d1aa80d644bdc9fdb807a133e7</a>	Dial 866 259 9955 Passcode 216 226 2034	Friday, August 11th	3-4 PM EST





## Registration / Pre-qualification Requirements

### **PHASE I: Registration (Required by: August 16, 2017)**

**Register online**– Suppliers may access the Avetta website at <http://pages.avetta.com/JLL-Meijer.html>. Select the JLL North America- Meijer account as the client for registration. The JLL program consists of the DocuGuard and InsureGuard offerings.

- If you have questions regarding the Avetta process, Avetta is happy to provide registration assistance by phone, at **877-725-3022**.

### **PHASE II: Pre-qualification (Required by: August 25, 2017)**

- **Complete the Pre-qualification Form (PQF), Diversity and the JLL Specific questionnaires** – The first part of the review process requires contractors and suppliers to complete and submit a prequalification form. This includes general information about your company, its service offerings and coverage area, accounts payable information, etc.
- **Upload EHS Program documentation** – You will be asked to provide details and documentation regarding the past three years of safety records.
- **Upload your Certificate of Insurance** – Be sure to verify that your insurance certificate meets the JLL insurance requirements before uploading. A copy of the requirements will appear on the Avetta portal.
- **Respond to any audit questions** – After your paperwork is submitted, Avetta representatives will reach out and ask for any clarification or additional information after they have completed their review and audit of the information. We are here to help provide guidance and support.

### **PHASE III: Qualification deadline (Required by: September 8, 2017)**

- **“Green Flag” status** – Once you have achieved green flag status, your company is rated as compliant in the Avetta Organizer and available for work with JLL.

Avetta has a team dedicated to help you complete your registration and maintaining your membership. If you have any questions please contact them at 877-725-3022 or [registrations@Avetta.com](mailto:registrations@Avetta.com).

## **AVETTA FAQ**

### **Why is JLL moving to this online prequalification and compliance platform?**

The business landscape demands it. Clients expect this rigorous level of review and evaluation as a required component of doing business. Our clients, and by extension their subcontractors, are increasingly subject to stricter regulatory requirements and compliance challenges within their industries. They look to JLL to ensure those obligations are being met with documented proof.

### **What are the benefits to me as a JLL supplier?**

Suppliers who successfully register through the portal will increase their visibility within JLL. Registering is essential to qualifying for additional work. Your organization and its capabilities will be viewable by all of the JLL Client accounts that participate in the platform.

### **What are the additional benefits to me for joining Avetta beyond JLL?**

In addition to maintaining and developing your relationship with JLL, you can search for other Avetta clients that require your skills and experience. Other members include major organizations across the Building Materials, FM, Manufacturing, Chemical, Oil & Gas, Telecoms & Pharmaceutical industries to name but a few. As an international provider, Avetta will give your organization visibility in all locations where you're able to work. Avetta will also support each contractor by providing technical guidance around any shortfalls against the client's requirements.

### **What is the annual membership fee?**

- \$209 DocuGuard Program
- \$109 InsureGuard Program
- \$100 Program Management Fee

In addition to the annual membership there is a one-time activation fee.

Please note that additional fees may be incurred if the supplier is currently working with, or wishes to work with other Avetta clients above and beyond JLL.

The full fee structure can be accessed by logging onto the Avetta website ([www.Avetta.com](http://www.Avetta.com)) and going through the initial registration process. Alternatively these can be requested directly from Avetta using the contact details below.

### **How does a supplier make the payment?**

Payments to Avetta can be made by either credit card or mail in payment to the address listed below.

### **What is a supplier required to do if already a member of Avetta?**

Log into your existing account, connect with JLL to review specific requirements and ensure your company information is updated. This will be highlighted on your homepage as Open Tasks, and your Avetta CSR will support you through the process.

### **How can I contact Avetta for further information?**

Phone: 877-725-3022

Email: [registrations@Avetta.com](mailto:registrations@Avetta.com)

Address: Avetta HQ

17671 Cowan #125

Irvine, CA 92614

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## Checklist for Completion of Registration Process

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To ensure timely payment for your continued service to Meijer after **October 1<sup>st</sup>, 2017**, check off each item below from your list as you complete it to ensure you that you become 100% compliant:

- Register with Avetta to complete JLL Pre-Qualification and Compliance Program
- Join one of the Avetta supplier information calls
- Join one of the JLL supplier information call listed above
- Register for the Corrigo Network subscription
- Join one of the Corrigo training calls listed above (*An invitation will be sent by Corrigo*)
- Complete and submit Rate Card in Excel (*Attachment to email notification*) to [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com)
- Follow guidelines for invoices for services rendered and inquiries regarding payment for services rendered prior to and after October 1<sup>st</sup>, 2017.
- Sign and submit Vendor Consent Form to [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com)

Please note that you will receive follow-up phone calls from the JLL Supply Chain Team regarding registration and the Corrigo Team with instructions for joining the work order network.

Should you have any questions about this letter or enclosed package, please contact the JLL supplier hotline at 1-855-307-8016 or e-mail [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com).

### Contact List for Questions

#### General Transition Questions – JLL

Phone: 1-855-307-8016

Email: [Meijer.Vendor@am.jll.com](mailto:Meijer.Vendor@am.jll.com)

#### Work Order Network (Corrigo) Tech Support

Connection & Set-Up

Email: [connect@corrigo.com](mailto:connect@corrigo.com)

Support Line

Phone: 800-517-2705

Email: [support@corrigo.com](mailto:support@corrigo.com) Or, Click on the “Support” link on the Network Login Page

#### Vendor Screening Portal (Avetta)

Phone: 877-725-3022

Email: [registrations@Avetta.com](mailto:registrations@Avetta.com)

## Meijer Facilities that JLL will provide IFM services

Property_Name	Address_1	City	State	Postal_Code
THRIFTY OUTLET	4677 Alpine Ave., N.W.	Comstock Park	MI	49321
NORTON SHORES	700 W Norton Ave	Muskegon	MI	494414751
WALKER	2425 Alpine Ave NW	Grand Rapids	MI	495441990
COMSTOCK TWP.	5800 Gull Rd	Kalamazoo	MI	490481096
S. WESTNEDGE AVE.-PORTAGE	5121 S Westnedge Ave	Portage	MI	490020450
W. SAGINAW HWY.-LANSING	5125 W Saginaw Hwy	Lansing	MI	489171999
OKEMOS	2055 W Grand River Rd	Okemos	MI	488641799
JENISON	0-550 Baldwin St	Jenison	MI	494289756
YPSILANTI	3825 Carpenter Rd	Ypsilanti	MI	481979652
BURTON	G-2333 S Center Rd	Burton	MI	485191802
AIRPORT RD.-JACKSON	2777 Airport Road	Jackson	MI	492021291
CANTON	45001 Ford Rd	Canton	MI	481872999
TRAVERSE CITY	3955 US 31 S	Traverse City	MI	496844491
ROYAL OAK	5150 Coolidge Hwy	Royal Oak	MI	480731025
TAYLOR	14640 Pardee Rd	Taylor	MI	481804795
WYOMING	5500 Clyde ParkAve SW	Wyoming	MI	495099525
BENTON HARBOR	1920 Pipestone Rd	Benton Harbor	MI	490222395
GRATIOT RD.-SAGINAW	8400 Gratiot Rd	Saginaw	MI	486094899
TITTABAWASSEE RD.-SAGINAW	3360 Tittabawassee Rd	Saginaw	MI	486049441
W. HILL RD.-FLINT	2474 Hill Rd	Flint	MI	485073891
ADRIAN	217 E U.S. 223	Adrian	MI	492214216
BRIGHTON	8650 W Grand River Ave	Brighton	MI	481162388
HOLLAND	746 -E 16Th St	Holland	MI	494233884
BAY CITY	2980 E Wilder Rd	Bay City	MI	487069257
CASCADE	5531 28th Street SE	Grand Rapids	MI	
FINDLAY	2200 Tiffin Ave	Findlay	OH	458409505
EAST LANSING	1350 W Lake Lansing Rd	East Lansing	MI	488231300
WATERFORD	4200 Highland Rd	Waterford	MI	483282164
NORTHVILLE	20401 Haggerty Rd	Northville	MI	481673199
STERLING HEIGHTS	36600 Van Dyke Ave	Sterling Heights	MI	483122780
E. MICHIGAN AVE.-JACKSON	3333 E Michigan Ave	Jackson	MI	492023853
S. ROCHESTER RD.-ROCHESTER HILLS	3175 S Rochester Rd	Rochester Hills	MI	483075057
SAWMILL RD.-COLUMBUS	6175 Sawmill Road	Dublin	OH	
MIDDLETOWN	3651 Towne Blvd	Franklin	OH	450055599
ROSEVILLE	30800 Little Mack Rd	Roseville	MI	480661700
SALINE RD.-ANN ARBOR	3145 Ann Arbor-Saline Rd	Ann Arbor	MI	481039711
SHELBY TWP.	15055 Hall Rd	Shelby Twp	MI	483156206
SPRINGFIELD	1500 Hillcrest Ave	Springfield	OH	455041574
MONROE	1700 N Telegraph Rd	Monroe	MI	481629291
WESTLAND	37201 Warren Rd	Westland	MI	481857219
MT. PLEASANT	1015 Pickard St	Mt. Pleasant	MI	488581010
WOODHAVEN	22600 Allen Rd	Woodhaven	MI	481832255
MUSKEGON TWP.	1800 Holton Rd	North Muskegon	MI	494451532
VANBUREN TWP.	9701 Belleville Rd	Belleville	MI	481115310

KETTERING	4075 Wilmington Pike	Kettering	OH	454401672
SPRINGBORO PIKE-MIAMI TWP.	5858 Springboro Pike	Dayton	OH	454492809
HILLIARD/ROME RD.-COLUMBUS	1661 Hilliard-Rome Rd	Columbus	OH	432289748
CHESTERFIELD TWP.	27255 23 Mile Rd	Chesterfield Twp	MI	480512036
ENGLEWOOD	9200 N Main St	Englewood	OH	454151125
BEAVERCREEK	3822 Colonel Glenn Hwy	Fairborn	OH	453246290
MIDLAND	7300 Eastman Ave	Midland	MI	486427817
COMMERCE	1703 Haggerty Rd	Commerce	MI	483902815
LIMA	3298 Elida Rd	Lima	OH	458051220
MARION	2153 Marion Mt Gilead Rd	Marion	OH	433028990
TROY	1900 W Main St	Troy	OH	453731017
OWOSSO-CORUNNA	2591 E M-21	Corunna	MI	488171102
N. HAMILTON RD.-COLUMBUS	5050 N Hamilton Rd	Columbus	OH	432301312
MAUMEE	1391 Conant St	Maumee	OH	435371689
OREGON	1725 S Wheeling St	Oregon	OH	436163962
SYLVANIA TWP.	7240 W Central Ave	Toledo	OH	436171170
TOLEDO	1500 E Alexis Rd	Toledo	OH	436123961
OSHTEMO TWP.	6660 W Main St	Kalamazoo	MI	490098925
SOUTH BEND	3600 N Portage Rd	South Bend	IN	466286037
GRAPE RD.-MISHAWAKA	5020 Grape Rd	Mishawaka	IN	465458705
WIXOM	49900 Grand River Ave	Wixom	MI	483933308
SOUTHGATE	16300 Fort St	Southgate	MI	481951427
LIMA RD.-FORT WAYNE	6309 Lima Rd	Fort Wayne	IN	468181425
ILLINOIS RD.-FORT WAYNE	5909 Illinois Rd	Fort Wayne	IN	468041159
ONTARIO	1355 N Lexington-Springmill Rd	Mansfield	OH	449061126
GOSHEN	4522 Elkhart Rd	Goshen	IN	465265822
SR 331-MISHAWAKA	3610 S Bremen Hwy	Mishawaka	IN	465446500
PIKE PLAZA RD.-INDIANAPOLIS	5349 Pike Plaza Rd	Indianapolis	IN	462543011
CARMEL	1424 W Carmel Dr	Carmel	IN	460328783
E. WASHINGTON ST.-INDIANAPOLIS	11351 E Washington St	Indianapolis	IN	462293101
GREENWOOD	150 S Marlin Dr	Greenwood	IN	461421454
ROCKVILLE RD.-INDIANAPOLIS	10841 E US Highway 36	Avon	IN	461237981
SOUTHPORT RD.-INDIANAPOLIS	5325 E Southport Rd	Indianapolis	IN	462379336
HAMILTON	1560 Main St	Hamilton	OH	450131078
ANDERSON	6610 Scatterfield Rd	Anderson	IN	460139605
LAFAYETTE	4901 State Rd 26 E	Lafayette	IN	479054611
MAYSVILLE RD.-FORT WAYNE	10301 Maysville Rd	Fort Wayne	IN	468359591
MUNCIE	6260 W McGalliard Rd (SR332)	Muncie	IN	473049413
LAPEER	1555 DeMille Rd	Lapeer	MI	484464149
KOKOMO	2301 E Markland Ave	Kokomo	IN	469016245
SANDUSKY	4702 Milan Rd	Sandusky	OH	448705840
ORANGE TWP.	8870 Columbus Pike (US23)	Lewis Center	OH	430359412
LANCASTER	2900 Columbus Lancaster Rd NW	Lancaster	OH	431308671
FRASER	34835 Utica Rd	Fraser	MI	480265242
CHAMPAIGN	2401 N Prospect Ave	Champaign	IL	618221233
WEST CHESTER	7390 Tylersville Rd	West Chester	OH	450691522
EASTGATE	888 Eastgate N Rd	Cincinnati	OH	452451588
MICHIGAN CITY	5150 S Franklin St (US421)	Michigan City	IN	463607878
FIELDS ERTEL RD.-CINCINNATI	3911 W State Route 22 3	Loveland	OH	451407349
FLORENCE	4990 Houston Rd	Florence	KY	410424851

WHITESTOWN	6650 Whitestown Pkwy	Zionsville	IN	460777622
MARION	3820 S Western Ave	Marion	IN	469534901
E. 96TH ST.-INDIANAPOLIS	8375 E 96Th St	Indianapolis	IN	462561014
RICHMOND	2507 Chester Blvd	Richmond	IN	473741105
BOWLING GREEN	2111 E Wooster St	Bowling Green	OH	434029083
SR 28-MIAMI TWP.	1082 State Route 28 Ste C	Milford	OH	451504938
KNAPP'S CORNER-GRAND RAPIDS	1997 East Beltline NE	Grand Rapids	MI	495254545
FAIRFIELD	6325 S Gilmore Rd	Fairfield	OH	450145159
HURSTBOURNE PKWY.-LOUISVILLE	4500 S Hurstbourne Pkwy	Louisville	KY	402999991
MAN-O-WAR BLVD.-LEXINGTON	2155 Paul Jones Way	Lexington	KY	405092220
DIXIE HWY.-LOUISVILLE	9905 Dixie Hwy	Louisville	KY	402723943
FORT GRATIOT	4775 24Th Ave	Fort Gratiot	MI	480593475
WESTPORT RD.-LOUISVILLE	4100 Towne Center Dr	Louisville	KY	402414153
MERRILLVILLE	611 W Lincoln Hwy Ste A	Merrillville	IN	464105331
PRESTON HIGHWAY-LOUISVILLE	9500 Preston Hwy	Louisville	KY	402291166
JEFFERSONVILLE	2750 Allison Lane	Jeffersonville	IN	471305952
COLD SPRING	5400 Alexandria Pike	Cold Spring	KY	410762112
WEBER RD.-BOLINGBROOK	225 N Weber Rd	Bolingbrook	IL	604901505
HIGHLAND, IN	10138 Indianapolis Blvd	Highland	IN	463223501
CADILLAC	8605 E 34 Rd	Cadillac	MI	496019580
HOWELL	3883 E Grand River	Howell	MI	488438564
SCIO TWP.	5645 Jackson Rd	Ann Arbor	MI	481039504
MASON	550 Hull Rd	Mason	MI	488549270
THREE RIVERS	800 S US HIGHWAY 131	Three Rivers	MI	490938824
SPRINGFIELD	4200 Conestoga Dr	Springfield	IL	627117962
WASHINGTON TWP.	8401 26 Mile Rd	Washington	MI	480942964
AURORA	808 N Route 59	Aurora	IL	605044912
COLDWATER	620 E Chicago Rd	Coldwater	MI	490369497
GRAND HAVEN	15000 U.S. 31	Grand Haven	MI	494178881
WESTERVILLE	100 Polaris Pkwy	Westerville	OH	430828007
ST. CHARLES	855 S Randall Rd	St. Charles	IL	601741570
ELGIN, IL	815 S Randall Rd	Elgin	IL	601233003
REYNOLDS RD.-LEXINGTON	351 Meijer Way	Lexington	KY	405033572
AUBURN HILLS	800 Brown Rd	Auburn Hills	MI	483261309
WEST LAFAYETTE	2636 US Highway 52 W	West Lafayette	IN	479065511
HAMPTON TWP.	595 N Pine Rd	Bay City	MI	487089190
LIVONIA	13000 Middlebelt Rd	Livonia	MI	481502200
DEFIANCE	137 Elliott Rd	Defiance	OH	435128626
ANGOLA	2990 N Wayne St	Angola	IN	467039121
PLAINWELL	1195 M-89	Plainwell	MI	490801135
ROCKFORD	2013 McFarland Rd	Rockford	IL	611076835
LUDINGTON	3900 W US10	Ludington	MI	494319601
CHARLOTTE	1167 E Clinton Trail	Charlotte	MI	488139387
BECKLEY RD.-BATTLE CREEK	6405 B Drive N	Battle Creek	MI	490147573
SHAVER RD.-PORTAGE	8850 Shaver Rd	Portage	MI	490246155
OXFORD TWP.	900 N Lapeer Rd	Oxford	MI	483713619
BLOOMINGDALE	130 S Gary Ave	Bloomington	IL	601082243
GAINES TOWNSHIP	1801 Marketplace Dr SE	Caledonia	MI	493168506
GREENVILLE	606 S Greenville W Dr	Greenville	MI	488383513
BIG RAPIDS	15400 Waldron Way	Big Rapids	MI	493078890

MOORESVILLE	10509 Heartland Blvd	Camby	IN	461139123
LOWELL	11901 Fulton St	Lowell	MI	493319428
ALGONQUIN	400 S Randall Rd	Algonquin	IL	601029723
NORMAL	1900 E College Ave	Normal	IL	617614577
LINCOLN PARK	3710 Dix Hwy	Lincoln Park	MI	481463807
DEWITT	12821 Crossover Dr	DeWitt	MI	488207993
GRAND LEDGE	730 E Saginaw Hwy	Grand Ledge	MI	488378411
ROSSFORD	10055 Olde US 20	Rossford	OH	434601720
E. BROAD ST.-COLUMBUS	8000 E Broad St.	Columbus	OH	430689817
BIRCH RUN TWP	9515 Birch Run Rd	Birch Run	MI	484159613
PLAINFIELD, IL	13521 S Route 59	Plainfield	IL	605443800
BOUGHTON RD.-BOLINGBROOK	755 E Boughton Rd	Bolingbrook	IL	604402281
STANDALE	315 Wilson Ave NW	Grand Rapids	MI	495343554
HOLLAND TWP.	3320 W Shore Dr	Holland	MI	494247753
MCHENRY	2253 N Richmond Rd	McHenry	IL	600515401
HOMER GLEN	14169 S Bell Rd	Homer Glen	IL	604918464
NEW ALBANY	4222 Charlestown Rd	New Albany	IN	471509567
GRANDVILLE	3434 Century Center Dr SW	Grandville	MI	494183101
MADISON HEIGHTS	1005 E Thirteen Mile Rd	Madison Heights	MI	480711602
HARRISON RD.-CINCINNATI	6550 Harrison Rd	Cincinnati	OH	452477823
MARBURG AVE.-CINCINNATI	4825B Marburg Ave	Cincinnati	OH	452095008
ALGOMA TWP.	2799 10 Mile Rd NE	Rockford	MI	493419100
WHITE LAKE TWP.	6001 Highland Rd	White Lake	MI	483834302
ROLLING MEADOWS	1301 Meijer Dr	Rolling Meadows	IL	600084205
S. RANGE RD.- MARYSVILLE	205 S Range Rd	Marysville	MI	480402605
NOBLESVILLE	17000 Mercantile Blvd	Noblesville	IN	460603941
SOUTHFIELD	28800 Telegraph Rd	Southfield	MI	480341950
FRUITPORT TOWNSHIP	5300 S Harvey St	Muskegon	MI	494449767
ALLEN PARK	3565 Fairlane Blvd	Allen Park	MI	481019998
GROVE CITY	2811 London-Groveport Rd	Grove City	OH	431239035
COLEMAN'S CROSSING BLVD-MARYSVILLE	930 Colemans Crossing Blvd	Marysville	OH	430402543
ACME TOWNSHIP	4900 M 72 E	Williamsburg	MI	496909455
WARREN	29505 Mound Rd	Warren	MI	480922012
OSWEGO	2700 Route 34	Oswego	IL	605438320
COLERAIN TWP.	3711 Stonecreek Blvd	Cincinnati	OH	452511457
HUBER HEIGHTS	7150 Executive Blvd	Huber Heights	OH	454241412
LENOX TOWNSHIP	36865 26 Mile Rd	Lenox	MI	480483163
CLINTON TWP.	40445 S Groesbeck Hwy	Clinton Twp	MI	480365005
DAVISON	8089 Lapeer Rd	Davison	MI	484232529
HARTLAND TOWNSHIP	2160 Hartland Rd	Hartland	MI	483532502
CANAL WINCHESTER	8300 Meijer Dr	Canal Winchester	OH	431107400
URBANA	2500 Philo Rd	Urbana	IL	618028044
SOLOM TOWNSHIP	3700 17 Mile Rd NE	Cedar Springs	MI	493197974
DELAWARE	1380 Sunbury Rd	Delaware	OH	430156035
GAYLORD	250 Meijer Dr	Gaylord	MI	497357241
LINCOLN TOWNSHIP	5019 Red Arrow Hwy	Stevensville	MI	491271013
BATH TOWNSHIP	7157 E Saginaw Hwy	East Lansing	MI	488239627
PLAINFIELD	400 N Dan Jones Rd	Plainfield	IN	461680000
PETOSKEY	1201 Lears Rd	Petoskey	MI	497709252

RICHMOND	2013 Lantern Ridge Dr	Richmond	KY	404756010
SWARTZ CREEK	4141 Morrish Rd	Swartz Creek	MI	484737900
S. ADAMS RD.-ROCHESTER HILLS	3610 Marketplace Circle	Rochester Hills	MI	483095515
ORLAND PARK	15701 71st Court	Orland Park	IL	604626800
MELROSE PARK, IL	950 Winston Plaza	Melrose Park	IL	
BERWYN	7111 W. Cermak Rd.	Berwyn	IL	
EVERGREEN PARK	9200 S Western Ave	Evergreen Park	IL	608052500
PORTAGE	6050 US Highway 6	Portage	IN	463685047
WARSAW	1200 Lake City Hwy	Warsaw	IN	465801837
W. EIGHT MILE RD.-DETROIT	1301 W Eight Mile Rd	Detroit	MI	482031021
DANVILLE	3649 N Vermilion St	Danville	IL	618321118
ALMA	2805 W Cheesman Rd	Alma	MI	488010000
SOUTH HAVEN	1223 Phoenix St	South Haven	MI	490907911
BOWLING GREEN	1676 Westpark Dr	Bowling Green	KY	421044712
MOKENA	11305 W Lincoln Hwy	Mokena	IL	604482070
GRAFTON	1600 Port Washington Rd	Grafton	WI	530249771
SUSSEX	N51W24953 Lisbon Rd	Pewaukee	WI	530721403
WAUKESHA	801 E Sunset Dr	Waukesha	WI	531897816
WAUWATOSA	11111 W Burleigh St	Wauwatosa	WI	532223211
FLAT ROCK	26100 Vreeland Rd	Flat Rock	MI	481341692
MANISTEE	15 Caberfae Hwy	Manistee	MI	496601109
FLOSSMOOR	3800 Vollmer Rd	Flossmoor	IL	604221274
MACHESNEY PARK	1770 W Lane Rd	Machesney Park	IL	611151627
ALPENA	1251 M 32 W	Alpena	MI	497078105
OAK CREEK	171 W Town Square Way	Oak Creek	WI	531546801
KENOSHA	7701 Green Bay Rd	Kenosha	WI	531424043
TERRE HAUTE	5600 E New Margaret Dr	Terre Haute	IN	478039226
GRAND RIVER AVE.-DETROIT	21431 Grand River Ave	Detroit	MI	482193801
EVANSVILLE	2622 Menards Dr	Evansville	IN	477158075
OWENSBORO	2951 Heartland Crossing Blvd	Owensboro	KY	423037669
ROUND LAKE BEACH	750 E Rollins Rd	Round Lake Beach	IL	600731340
KEYSTONE AVE.-INDIANAPOLIS	5550 N Keystone Ave	Indianapolis	IN	462203458
STURGIS	408 W South St	Sturgis	MI	490912153
GREENFIELD, WI	5800 W Layton Ave	Greenfield	WI	532204021
SAULT STE. MARIE, MI	1138 W 3 Mile Rd	Sault Sainte Marie	MI	497839132
ESCANABA, MI	505 N 26th St	Escanaba	MI	498291422
FRANKLIN, IN	2390 N Morton St	Franklin	IN	461319737
MC CORDSVILLE, IN	6939 W Broadway	McCordsville	IN	460559008
HOWARD, WI	2015 Shawano Ave	Green Bay	WI	543032606
WEST BEND, WI	2180 S Main St	West Bend	WI	530955754
IONIA	2770 S State Rd	Ionia	MI	488469475
28TH ST.-GRAND RAPIDS	1540 28th St SE	Grand Rapids	MI	495081412
PLAINFIELD AVE.-GRAND RAPIDS	3757 Plainfield Ave NE	Grand Rapids	MI	495252493
COLUMBIA AVENUE WEST-BATTLE CREEK	2191 Columbia Ave W	Battle Creek	MI	490152847
S. PENNSYLVANIA AVE.,-LANSING	6200 S Pennsylvania Ave	Lansing	MI	489115719



## **EXHIBIT A - INSURANCE**

### **INSURANCE REQUIREMENTS**

1. The Service Contractor shall evidence at least the following insurance coverage, provided that the amounts listed below will not act as a limitation on recovery from Service Contractor's insurance:

A. **Commercial General Liability**

Commercial General Liability insurance on a form at least as broad as Insurance Services Office ("ISO") commercial general liability coverage "occurrence" form CG 00 01 04 13 or another "occurrence" form providing equivalent coverage, including but not limited to contractual liability coverage, independent contractor's liability, coverage for bodily injury (including death), property damage (including loss of use thereof), ongoing and completed operations, products liability, and personal and advertising injury, in the following amounts:

\$1,000,000 Per Occurrence Limit  
\$2,000,000 General Aggregate Limit

This coverage shall be primary to Owner and Manager's coverage, and Owner and Manager's coverage shall be noncontributory.

B. **Excess or Umbrella Liability**

Service Contractor shall provide Excess or Umbrella Liability insurance on a follow-form basis with respect to the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability insurance with minimum limits equal to \$2,000,000 each occurrence and \$2,000,000 annual aggregate.

C. **Worker's Compensation - Statutory Limits**

D. **Employers' Liability**

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit, and \$1,000,000 bodily injury each employee.

E. **Commercial Automobile Liability**

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

F. **Property Insurance**

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

2. The Commercial General Liability and Commercial Automobile Liability policies shall include the following as additional insured, including their affiliates, officers, directors and employees. Additional Insured endorsements CG 20 10 04 13 and CG 20 37 04 13 or their equivalent shall be utilized for the Commercial General Liability policy. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Jones Lang LaSalle Americas, Inc.
2. Meijer Great Lakes Limited Partnership

3. Service Contractor waives any and all rights of subrogation with respect to its commercial General Liability, Excess or Umbrella Liability, Commercial Automobile Liability, Property and Worker's Compensation and Employers' Liability insurance policies against the parties identified above in Paragraph 2.
4. All policies will be written by companies licensed to do business in the State of [\[insert state where property is located\]](#) and which have a rating by Best's Key Rating Guide not less than "A-/VIII".
5. Service Contractor shall furnish Certificate(s) of Insurance evidencing the above coverage, except Property Insurance. Service Contractor shall also furnish copies of the additional insured endorsements stated in this Exhibit. Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.
6. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following provision:  
  
"Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
7. The following should be listed as the Certificate Holder:

Jones Lang LaSalle Americas, Inc.  
2929 Walker Ave NW  
Grand Rapids, MI 49544