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(APPENDIX H TO THE PURCHASING POLICY AND PROCEDURES MANUAL)
CITY OF NORTH RICHLAND HILLS
COOPERATIVE PURCHASE CUSTOMER AGREEMENT

This Cooperative Purchase Customer Agreement ("Customer Agreement") is entered into by and between LIBRARY INTERIORS OF TEXAS, LLC ("Reseller"), an authorized Reseller of Versteel ("Vendor") and the City of North Richland Hills, ("Customer" or "Authorized Customer"), a Texas government entity, and a Customer authorized to purchase goods or services pursuant to the Agreement between the OMNIA Partners ("Cooperative Entity") and Vendor, Contract No. 07-127, as amended, (the "Agreement") with an expiration date of 9/30/2024. This Customer Agreement includes and shall be governed by (i) the terms and conditions of the Agreement, which are incorporated herein by reference and available online at N/A or upon request from Library Interiors, (iii) the attached Library Interiors Quote/Purchase Order No. Quote # Q2926-OMNIA, if applicable, and (iii) the Government Contract and Purchasing Rider for Contracts with the City of North Richland Hills Contracts, if applicable, all of which are attached hereto and/or incorporated herein by reference. Authorized Customer is eligible and desires to purchase furniture pursuant to the terms and conditions of the Agreement as the Cooperative Entity may specify from time to time, as well as the terms and conditions of this Customer Agreement. To ensure goods and services are provided directly to the Customer, the Cooperative Entity will only be responsible for services provided to the Cooperative Entity and will not be responsible for payments for services provided to the Customer.

The Authorized Customer agrees to the terms and conditions of the Agreement as applicable and as authorized by law. The Authorized Customer hereby agrees that it is separately and solely liable for all obligations and payments for equipment, products and services provided hereunder. Reseller agrees that Customer shall be entitled to the same rights and protections under the law afforded to the Cooperative Entity under the Agreement, as applicable, as if Customer had entered into the Agreement. Except in the event of gross negligence or intentional misconduct, Customer's liability shall not exceed the amount paid by Customer under this Customer Agreement for the preceding twelve (12) month period. Reseller agrees that until the expiration of three (3) years after final payment under this Customer Agreement, or the final conclusion of any audit commenced during the said three years, Customer, or Customer's designated representative, shall have access to and the right to audit at reasonable times, all records, hard copy or electronic, involving transactions relating to this Customer Agreement necessary to determine compliance herewith, at no additional cost to the Customer. Reseller agrees that the Customer shall have access to such records during normal business hours. Customer shall provide Reseller with reasonable advance notice of any intended audits.

Purchase Price - Payments under this Customer Agreement shall not exceed \$34,207.80 ("Purchase Price").

Term - The Term of this Customer Agreement ("Term") shall be for one of the following as selected below (Select the type of contract that applies):

☒ **Single Purchase Contract** - The Term shall not exceed one (1) year, and this Customer Agreement shall be for the purchase of goods or services as specified and quoted by the Vendor, and the Purchase Price shall not exceed the budgeted amount for Customer's current fiscal year for the applicable goods and services.

☐ **Supply / As Needed Contract** - The Term shall be effective as of October 1st and shall expire on September 30th at the end of FY 23-24. This Customer Agreement shall be for multiple purchases of goods or services on an as needed basis, from the same vendor under the same contract, and shall not exceed the budgeted amount for Customer's current fiscal year for the applicable goods and services.

☐ **Multi-Year Contract** - The Term shall be for INSERT TERM year(s) expiring on INSERT EXPIRATION DATE. This Customer Agreement may be renewed for INSERT NUMBER OF RENEWALS. Customer Agreement shall be with a single vendor for products and services. If the amount of expenditures under this Multi-Year Contract equals or exceeds \$50,000 in the aggregate, City Council approval is required. In the event the City does not appropriate sufficient funds to make payments during the current or any subsequent year, the City shall have the right to terminate this Multi-Year Contract at the end of any such fiscal year without penalty.

☐ **Emergency Purchase** - Purchases that are necessary to address a public calamity, because of unforeseen damage to property, or to protect the public health or safety where the City's ability to serve the public would be impaired if the purchase were not made immediately. Emergency purchases must meet the requirements of Local Government Code 252.022, and must be ratified by City Council if the purchase is \$50,000 or more.

(Government Rider - Select if Vendor has additional terms and conditions that apply to this purchase)

- ☐ **Government Contract and Purchasing Rider for Contracts with the City of North Richland Hills, Texas** - If this purchase contains additional terms and conditions from the Vendor, other than those set forth in the Agreement, the Vendor shall separately execute the Government Contract and Purchasing Rider for Contracts with the City of North Richland Hills, Texas ("Government Rider"). Such applicable terms and conditions as set forth in the Government Rider shall supersede any conflicting terms of the Vendor's terms and conditions, and such Government Rider shall control. The Government Rider is attached hereto, incorporated herein by reference and made a part of this Customer Agreement for all purposes.

The undersigned represents and warrants that he/she has the power and authority to execute this Customer Agreement, bind the respective party, and that the execution and performance of this Customer Agreement has been duly authorized by the respective party. This Customer Agreement, and any amendment hereto, may be executed in counterparts, and electronically signed, scanned, digitally signed and sent via electronic mail and such signatures shall have the same effect as original manual signatures.

Each party has caused this Customer Agreement to be executed by its duly authorized representative on this 25th day of March 20 24

.(Signature Page Follows)

ACCEPTED AND AGREED:

CITY OF NORTH RICHLAND HILLS:

APPROVED: I certify that funds are currently available for this purchase.

☐ (Check the box if \$3,000 or less)

By: Scott Kendall, Purchasing Manager

Department Director:

By: Cecilia Barham Apr 3, 2024
Printed Name: Cecilia Barham
Department: Director of Library Services

APPROVED:

By: Mark Hindman, City Manager Date: _____

Or Designee:

By: _____ Date: _____
Name: _____
Title: _____

ATTEST:

By: Alicia Richardson, City Secretary/Chief Governance Officer

By: Traci Henderson, Assistant City Secretary

NRH City Council Action: Y ☐ N ☐

Date Approved:

Agenda Item No:

Ord/Res No.

APPROVED TO FORM AND LEGALITY:

By: Cara White, Interim City Attorney

By: Thomas McMillian, Assistant City Attorney

Library Interiors of Texas, LLC. :

By: M. Taylor
Library Interiors of Texas, LLC.:
Title: Michael Taylor - Vice President
Date: 3/29/24

App H Versteel Binder LI SK sign

Final Audit Report

2024-04-03

| | |
|-----------------|--|
| Created: | 2024-04-03 |
| By: | Mary Williams (mmwilliams@nrhtx.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA9hjvDGua5FHBuAS9lExg9koSDp0rnqOD |

"App H Versteel Binder LI SK sign" History

-  Document created by Mary Williams (mmwilliams@nrhtx.com)
2024-04-03 - 2:01:12 PM GMT- IP address: 65.97.56.9
-  Document emailed to Cecilia Barham (cbarham@nrhtx.com) for signature
2024-04-03 - 2:01:51 PM GMT
-  Email viewed by Cecilia Barham (cbarham@nrhtx.com)
2024-04-03 - 2:02:50 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Cecilia Barham (cbarham@nrhtx.com)
Signature Date: 2024-04-03 - 2:02:59 PM GMT - Time Source: server- IP address: 65.97.56.9
-  Agreement completed.
2024-04-03 - 2:02:59 PM GMT

Thursday, March 7, 2024 at 12:45:09 Central Standard Time

Subject: FW: [External] North Richland Hills - 720 Spec
Date: Thursday, March 7, 2024 at 12:40:02 Central Standard Time
From: Phil Englert
To: Michael Taylor, Kyle Cooper - Cooper-Co
CC: Kaitlyn Jacob
Attachments: image001.png

Michael,

I hope this message finds you well. I wanted to extend my gratitude for the support and opportunity with City of North Richland Hills.

I want to confirm that Library Interiors of Texas holds authorized dealer status with Versteel and is in good standing. Library of Texas is authorized to access OMNIA Contract 07-127 for the City of Richland Hills.

Should you require any further information or assistance, please don't hesitate to reach out to us.

Thank you once again for your support and collaboration.

Phil Englert
National Sales Manager
C: 812-630-4302
T: 800.876.2120 ext. 7990

VERSTEEL

From: Kaitlyn Jacob
Sent: Thursday, March 7, 2024 12:08 PM
To: 'Michael Taylor' <michael@li-tx.com>; Kyle Cooper - Cooper-Co <kcooper@cooper-co.net>
Subject: RE: [External] North Richland Hills - 720 Spec

Thank you! This information was helpful.

Yes, Library Interiors of TX, LLC is still active in our system.

Library Interior of TX LLC
Customer Number: #9539

We do have a different address in our system so I will send this new address to our accounting department. Also, can you please provide a Contact Name, & Phone number to place on file for accounting.

Tab 1 – Master Agreement

General Terms and Conditions

◆ Customer Support

- The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

◆ Disclosures

- Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
- The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

◆ Renewal of Contract

- Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to five (5) additional one-year terms or any combination of time equally not more than 5 years if agreed to by Region 14 ESC and the vendor.

◆ Funding Out Clause

- Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
- Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

◆ Shipments (if applicable)

- The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

◆ Tax Exempt Status

- Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

◆ Adding authorized distributors/dealers

- Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
- Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
- Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
- All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

◆ Pricing

- All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
- All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

◆ Safety

- Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

- ◆ Permits
 - Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.
- ◆ Indemnity
 - The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
 - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
 - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
- ◆ Certificates of Insurance
 - Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
- ◆ Legal Obligations
 - It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
- ◆ Protest
 - A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Termination

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition,

the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration
 - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
 - The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to five (5) additional one-year terms or any combination of time equally not more than 5 years.
 - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
 - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Price Increases
 - Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.
- ◆ Products and Services Additions
 - New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.
- ◆ Competitive Range
 - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
 - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities

- While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is \$150 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.
- ◆ Evaluation
 - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
 - A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.
- ◆ NCPA Administrative Agreement
 - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
 - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
 - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

- ◆ Past Performance

- Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria

- ◆ Pricing (40 points)
 - Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.
- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
 - Product Delivery within participating entities specified parameters
 - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - Vendor's ability to perform towards above requirements and desired specifications.
 - Past Cooperative Program Performance
 - Quantity of line items available that are commonly purchased by the entity.
 - Quality of line items available compared to normal participating entity standards.
- ◆ References and Experience (15 points)
 - A minimum of ten (10) public sector references for product and/or services of similar scope dating within past 3 years
 - Respondent Reputation in marketplace
 - Past Experience working with public sector.
 - Exhibited understanding of cooperative purchasing
- ◆ Value Added Products/Services Description, (10 points)
 - Additional Products/Services related to the scope of RFP
 - Marketing and Training
 - Minority and Women Business Enterprise (MWBE) and (HUB) Participation
 - Customer Service
- ◆ Innovation (10 points)
 - Past Innovation, how it affected sales
 - Future Innovation in the pipeline

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

| | |
|-----------------------|---|
| Company name | Ditto Sales, Inc. dba Versteel |
| Address | 2332 Cathy Ln |
| City/State/Zip | Jasper/IN/47546 |
| Telephone No. | 800-876-2120 |
| Fax No. | 812-482-9318 |
| Email address | contact@versteel.com |
| Printed name | Audra Hamlin |
| Position with company | Corporate Secretary |
| Authorized signature |  |

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of September 1, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and Versteel (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated September 1, 2022, referenced as Contract Number 07-127, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Furniture;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

| Entity Name | Zip Code | State | PO or Job # | Sale Amount |
|-------------|----------|-------|-------------|-------------|
| | | | | |
| | | | | |
| | | | | |

Total _____

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

| <u>Annual Sales Through Contract</u> | <u>Administrative Fee</u> |
|--------------------------------------|---------------------------|
| 0 - \$30,000,000 | 2% |
| \$30,000,001 - \$50,000,000 | 1.5% |
| \$50,000,001+ | 1% |

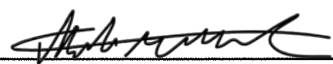
- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.
- ◆ General Provisions
 - This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
 - Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
 - If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
 - Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
 - This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
 - All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273
Houston, TX 77270

Signature: 

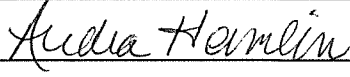
Date: September 1, 2022

Vendor: Versteel

Name: Audra Hamlin

Title: Corporate Secretary

Address: 2332 Cathy Lane
Jasper, Indiana 47546

Signature: 

Date: 7.20.22

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

☒ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

| | | |
|---|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Maryland | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Michigan | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Texas |
| <input type="checkbox"/> California | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Missouri | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Montana | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Washington |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Nevada | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> New Mexico | |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> New York | |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> North Carolina | |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> North Dakota | |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Ohio | |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Oklahoma | |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Oregon | |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Pennsylvania | |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Rhode Island | |

☒ **All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women**

Business Enterprise (MWBE) and (HUB) Participation

- It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
 - **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE ☐
 - **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB ☐

◆ **Residency**

- Responding Company's principal place of business is in the city of Jasper, State of IN

◆ **Felony Conviction Notice**

- Please Check Applicable Box;
 - ☐ A publically held corporation; therefore, this reporting requirement is not applicable.
 - ☒ Is not owned or operated by anyone who has been convicted of a felony.
 - ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- Which best describes your company's position in the distribution channel:

| | |
|---|---|
| <input checked="" type="checkbox"/> Manufacturer Direct | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized Distributor | <input checked="" type="checkbox"/> Manufacturer marketing through reseller |
| <input type="checkbox"/> Value-added reseller | <input type="checkbox"/> Other: <u>see attached Authorized Dealers List</u> |

◆ **Processing Information**

- Provide company contact information for the following:
 - **Sales Reports / Accounts Payable**

| | | | | | |
|-----------------|--------------------------------|--------|----------------------------------|------|--------------|
| Contact Person: | <u>Pam Mathias</u> | | | | |
| Title: | <u>Vice President of Sales</u> | | | | |
| Company: | <u>Versteel</u> | | | | |
| Address: | <u>2332 Cathy Ln</u> | | | | |
| City: | <u>Jasper</u> | State: | <u>IN</u> | Zip: | <u>47546</u> |
| Phone: | <u>800-876-2120</u> | Email: | <u>contractteam@versteel.com</u> | | |

- Purchase Orders

Contact Person: Josh Gunselman
Title: Director of Sales Operations
Company: Versteel
Address: 2332 Cathy Ln
City: Jasper State: IN Zip: 47546
Phone: 800-876-2120 Email: contact@versteel.com

- Sales and Marketing

Contact Person: Josh Gunselman
Title: Director of Sales Operations
Company: Versteel
Address: 2332 Cathy Ln
City: Jasper State: IN Zip: 47546
Phone: 800-876-2120 Email: contact@versteel.com

- ◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

☒ Yes ☐ No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

☒ Yes ☐ No

| ACCOUNT | ADDRESS | CITY |
|--------------------------------|-------------------------------|------------------|
| 3d Office Furniture & Design | 575 Lexington Ave. | New York |
| 4orm Studio | 415 N. Sangamon Street | Chicago |
| 5 Star Office Furniture | 165 Dekalb Industrial Way | Decatur |
| A. Pomerantz & Company | 123 S. Broad Street | Philadelphia |
| A.C. Desk Co.,Inc. | 249 Elm Place | Mineola |
| A.J. Grack Business Interiors | 3364 West 26th Street | Erie |
| A.Pomerantz & Co. Of Chicago | 222 Merchandise Mart Plaza | Chicago |
| Aaa Business Supplies & Int. | 325 Mendell Street | San Francisco |
| Aaa Office World | 81 Spencer Street | Brooklyn |
| Aaski Technology | 1 Industrial Way West | Eatontown |
| Ables-Land, Inc. | 420-428 South Fannin | Tyler |
| Accent Commercial Furniture | 3 Interstate Ave. | Albany |
| Accent Office Interiors, Inc. | 2108-3 Gilliam Lane | Tallahassee |
| Action Business Furniture | 3802 South Cedar Street | Tacoma |
| Adolph Interiors | 1520 Wakarusa Drive | Lawrence |
| Advance Office Designs | 366 Pearsall Avenue | Cedarhurst |
| Advanced Furn Solutions, Inc. | 121 West Park Ave. | Dubois |
| Advanced Furn Svs Group | 421 N. 7th Street | Philadelphia |
| Advanced Office Environmnt,Inc | 160 Quaker Lane | Malvern |
| Advanced Sw Technologies Llc | 1512 Technology Drive | Chesapeake |
| Advantage Office Solutions | 65 Leggett Drive | Villa Rica |
| Advent Business Interiors | 1318 U.S. Hwy 82 West | Leesburg |
| Aegis Business Solutions Llc | P.O. Box 19660 | Lenexa |
| Afd Contract Furniture, Inc. | 810 Seventh Ave. | New York |
| Affordable Business Interiors | 4215 E. Broadway #100 | Phoenix |
| Affordable Office Interiors | 365 East North Ave. | Carol Stream |
| Afi Interior Planning & Design | 15222 Cherbourg Ave. | Irvine |
| Agile Ofis Solutions Lp | 7110 Old Katy Road | Houston |
| Ai Iv Llc (Magna Hospitality | Hgi Water St) | Irvine |
| Airea | 23231-B Industrial Park Drive | Farmington Hills |
| Ais | 4 Bonazzoll Avenue | Hudson |
| Alfred Williams & Co | Attn: Accounts Payable | Raleigh |
| Alfred Williams & Co. | 505 South Cedar Street | Charlotte |
| Alfred Williams & Co. | 8007 National Service Rd. | Colfax |
| Alianza Services Llc | 411 Theodore Fremd Ave. | Rye |
| Alison Whittaker Design | 20465 Saratoga Los Gatos Road | Saratoga |
| All Makes Office Equipment | 2558 Farnam Street | Omaha |
| All Makes Office Equipment | 3333 O Street | Lincoln |
| All Systems Go Office Furn. | 2245 Enterprise Street | Escondido |
| Allan Shaivitz Associates | 7010 Honeysuckle Trail | Lakewood Ranch |
| Alliance Corporate Services | 1540 Nw 97th Ave. | Plantation |
| Allstate Office Interiors | 10 Jefferson Plaza | Princeton |
| Alpha Design Group | Attn: Antigone Milton | Bethesda |
| Alpha Omega Shelving Inc. | 800 Hope Hollow Road | Carnegie |
| Alternative Bus Furn, Inc | 6533 Flying Cloud Drive | Eden Prairie |
| American Interiors, Inc. | 302 South Byrne Road | Toledo |

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|--------------------------------|-------------------------------|------------------|
| American Office | 309 North Calvert Street | Baltimore |
| American Office | Equipment Co.,Inc. | Baltimore |
| American Pen And Panel | P.O. Box 36276 | Rock Hill |
| Anderson Interiors | 12 Plum Street | Verona |
| Ann'S Choice | Attn: Patty Petersen | Warminster |
| Antunovich Associates | 224 West Huron Street | Chicago |
| Aoi | 8801 South 137th Circle | Omaha |
| APG Office Furnishings | 12075 N.W. Blvd | Cincinnati |
| Appalachian Workspace Solution | 88 Valley Street | Winfield |
| Apt Design Studio | 145 Vallecitos De Oro | San Marcos |
| Arbee Associates | 9300 Gaither Road | Gaithersburg |
| Arbee Associates | 1531 S. Washington Ave. | Piscataway |
| Architectural Systems Group | 92 Veterans Drive | Holland |
| Arenson Office Furnishings,Inc | 1115 Broadway, 6th Floor | New York |
| Argyle Office Solutions, Inc. | 1158 W. Illinois Ave. | Palatine |
| Argyle Office Solutions,Inc. | 1158 W. Illinois Ave. | Palatine |
| Arizona Furnishings | 7885 N. Glen Harbor Blvd. | Glendale |
| Arrington Commercial Interiors | 1724 Virginia Beach Blvd | Virginia Beach |
| Arthur P. O'Hara, Inc. | 2801 Centre Circle Dr | Downers Grove |
| Artic Office Products | 100 W. Fireweed Lane | Anchorage |
| Aspen Gold Llc | 2121 N 150 E | Centerville |
| Assoc Office Systems Of La,Inc | Texaco Center | New Orleans |
| Associates Purchasing | 10351 Santa Monica Blvd. | Los Angeles |
| Atlanta Office Liquidators | 3522 Ashford Dunwoody Road Ne | Atlanta |
| Atlantic Corporate Interiors | 7001 Muirkirk Meadows Drive | Beltsville |
| Atmosphere | 733 56th Street | Sacramento |
| Atmosphere Commercial Interior | 81 South Ninth Street | Minneapolis |
| Austin Business Furniture | 9300 United Drive | Austin |
| Austin Johnson Interior Design | 45 Shield | Irvine |
| Avail | 1234 Penn Avenue | Hollsopple |
| Avail Business Systems, Inc. | P.O. Box 1030 | Johnstown |
| Avanti Interior Design Inc | 830 Meeting Street | West Columbia |
| Awe Corporate Interiors | 1710 E. Indian School Road | Phoenix |
| Ayers Office Products Inc | 140 Builders Parkway | Cornelia |
| B & M Construction, Inc. | P.O. Box 16044 | Colorado Springs |
| B Design | 9130 Harbor Hills Drive | Houston |
| Ba Designs Llc | 4119 S.W. Southgate Drive | Topeka |
| Baker Office Products | P.O. Box 1920 | Lubbock |
| Baker Street Office Furnishing | P.O. Box 10042 | Ft. Wayne |
| Ball Office Products | 2218 Tomlyn Street | Richmond |
| Barclay Dean Interiors | 11100 N.E. 8th | Bellevue |
| Barefield & Co. | P.O. Box 649 | Jackson |
| Barry Larson Nebraska | Furniture Mart | Omaha |
| Bartholomew Co.,Inc. | 3324 Main Street | Hartford |
| Bauhaus Interiors Group, Inc. | 1645 N. Stemmons Freeway | Dallas |
| Bauman Office Equipment, Inc. | 824-828 Seventh Ave. | Beaver Falls |
| Baxter Consulting | 1007 Pennsylvania Ave. | Havertown |

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| Bbe Office Interiors | 122 North Street | Pittsfield |
| Beaux-Arts Grp Of Florida,Inc | 8507 Benjamin Road | Tampa |
| Beck Total Office Interiors | 5300 Eagle Rock Ave. N.E. | Albuquerque |
| Bellia Office Furniture, Inc. | 1055 N. Broad Street | Woodbury |
| Benhar Office Interiors | 148 West 37th Street | New York |
| Benjamin Roberts, Ltd. | 240 N. Prince Street | Lancaster |
| Benning Design Construction | 960 Fulton Ave. | Sacramento |
| Best Ed Business | 10936 N. Port Washington Rd | Mequon |
| BFI | 10 Lanidex Center West | Parsippany |
| Bialek Corporation | 30 West Gude Dr. | Rockville |
| Bkm Officeworks | 4780 Eastgate Mall | San Diego |
| Bkm Total Office Of Texas | 9755 Clifford Drive Ste. 100 | Dallas |
| Blankenship Associates Inc | 980 Trinity Road | Raleigh |
| Blau Office | 121 Newark Ave. | Jersey City |
| Blue Cord Design & | Construction | Orlando |
| Blue Skies Interiors | 910 S. Sierra Madre Street | Colorado Springs |
| Bmc, Inc. | 320 East Gibson | Scranton |
| Bradley Bus Interiors, Inc. | 2525 Lundman Drive | Hutchinson |
| Brenner Design Inc. | 620 North Delaware | Indianapolis |
| Brentwood Assisted Living Llc | C/O Neil Locke & Associates | Dallas |
| Brocks Fire Protection | 3529 West 3rd Street | Trainer |
| Brodwill, Llc | 3900 Rose Hill Ave. | Cincinnati |
| Brooks Office Interiors Inc. | 2222 Elm Street Ne | Minneapolis |
| Brothers Business Interiors | 400 South 5th Street | Milwaukee |
| Broussard Group | 1107 At&T Center Pkwy | San Antonio |
| Brown & Saenger | 1409 "C" Avenue | Sioux Falls |
| Brown Interior Solutions | 106 W. Castellano | El Paso |
| Brown Mannschreck Bus Systems | 5901 N.E. Woodbine Road | St. Joseph |
| Brownstone Design Group Inc | 97 W. Broad Street | Bethlehem |
| Buffalo Office Interiors, Inc. | 1418 Niagara Street | Buffalo |
| Building Services | 11925 W. Carmen Ave. | Milwaukee |
| Built For Dreams | 3416 Joliet Ave. | Lubbock |
| Built For Dreams | 3416 Joliet Ave. | Lubbock |
| Burckle Glidden | 1401 Forum Way | West Palm Beach |
| Burke & Michael Inc. | 833 Beech Avenue | Pittsburgh |
| Burkin Design, Inc. | 214 West Friendly Ave. | Greensboro |
| Bus Int.By Staples-Kansas City | P.O. Box 102422 | Columbia |
| Bus Int.By Staples-North Tx | P.O. Box 102422 | Columbia |
| Bus Int.By Staples-St.Louis | P.O. Box 102422 | Columbia |
| Bus Int.By Staples-Stamford | P.O. Box 102422 | Columbia |
| Bus Interiors Of Idaho, Inc. | 176 South Capitol Blvd. | Boise |
| Bus.Int. By Staples-Tampa | P.O. Box 102422 | Columbia |
| Bushong Restaurant Equip.Co. | 422 East Bacon Street | Dayton |
| Business Environments | 7 Entin Road | Parsippany |
| Business Environments | 5351 Wilshire Ave. N.E. | Albuquerque |
| Business Environments Div. Of | Business Furniture Specialists | Evansville |
| Business Furnishings | 4102 Meghan Beeler Court | South Bend |

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|--------------------------------|------------------------------|------------------|
| Business Furnishings & Design | 2575 Woodland Court | West Des Moines |
| Business Furniture LLC | 8421 Bearing Dr | Indianapolis |
| Business Furniture Services | 2993 Sandy Plains Road | Marietta |
| Business Furniture Solutions | 3209 Greenfield Road Suite 1 | Pearl |
| Business Furniture Systems | 3709 East Platte Ave. | Colorado Springs |
| Business Furniture Warehouse | 4060 Nw Urbandale Drive | Urbandale |
| Business Furniture, Inc. | 133 Rahway Avenue | Elizabeth |
| Business Int.By Staples | Lacross | Columbia |
| Business Int.By Staples | Nashville | Columbia |
| Business Int.By Staples- | Chesapeake | Columbia |
| Business Int.By Staples- | Columbus | Columbia |
| Business Int.By Staples- | La Mirada | Columbia |
| Business Int.By Staples- | Milwaukee | Columbia |
| Business Int.By Staples- | Richmond | Columbia |
| Business Int.By Staples- | Springfield/Joplin | Columbia |
| Business Int.By Staples-Atl | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Auburn | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Aurora | P.O. Box 102422 | Columbia |
| Business Int.By Staples-G | Greensboro | Columbia |
| Business Int.By Staples-Indy | P.O. Box 102422 | Columbia |
| Business Int.By Staples-N.Y. | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Ne Oh | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Newark | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Nj | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Ocala/ | Jacksonville | Columbia |
| Business Int.By Staples-Philly | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Reno | P.O. Box 102422 | Columbia |
| Business Int.By Staples-Va | P.O. Box 102422 | Columbia |
| Business Interiors | P.O. Box 55865 | Birmingham |
| Business Interiors | 233 West Gregory Street | Pensacola |
| Business Interiors | 203 Perimeter Park Drive | Knoxville |
| Business Interiors | Attn: Accounts Payable | Irving |
| Business Interiors N.W. | 1707 Dock Street | Tacoma |
| Business Interiors Of Texas | 223 North Chaparral | Corpus Christi |
| Business Interiors, Inc. | 146 Market Ridge Drive | Ridgeland |
| Business Office Interiors | 1998 Ohio Street | Lisle |
| BPSI | 1616 Bassett Avenue | El Paso |
| C. Neal Marwitz | 1697 Barkston Court | Chamblee |
| C.F. Rutherford & Assoc, Inc. | 55 John Street | New York |
| Caliber Office Furniture | 8719 Airport Road, Ste A | Redding |
| Camp Contract Furnishings | 775 Ainapo Street | Honolulu |
| Canfield Business Interiors | 402 West Ninth Street | Sioux Falls |
| Carithers-Wallace Courteny,Llc | 4343 N.E. Expressway | Atlanta |
| Carlyn & Company | 746 Walker Road | Great Falls |
| Carole Wiedner Interiors | C/O Wiender & Mcauliffe | Chicago |
| Carolina Business Interiors | 210 B Liberty Street | Winston-Salem |
| Carolina Business Interiors | 4020 Yancey Road | Charlotte |

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| Carolina Office Solutions, Llc | 1301-A Westinghouse Blvd. | Charlotte |
| Carroll'S Discount Office Furn | 5615 South Rice Ave. | Houston |
| Castner And Caster, Inc. | 5210 Cortez Road West | Bradenton |
| Catalyst | P.O. Box 18258 | Irvine |
| Catalyst Workplace Activation | 1707 Dock Street | Tacoma |
| Cazador, Llc | 13873 Park Center Road | Herndon |
| Cbi | 625 Oberlin Road | Raleigh |
| Cbi Group | 6111 Woodlake Center Drive | San Antonio |
| Cc Design | 2740 Kinjac Drive | Marietta |
| Center Line Associates | 88 Beal Parkway Nw | Fort Walton Beach |
| CFI | 2129 Chestnut Street | Philadelphia |
| CG Concepts | 2331 Fortune Dr. | Lexington |
| Champlin Architecture | 424 East Fourth Street | Cincinnati |
| Chapman Office Supply | 975 Cobb Place Blvd. N.W. | Kennesaw |
| Charlie'S Office Furniture | 5 Highland Avenue | Queensbury |
| Chase Associates | Attn: Nola Chase | Salt Lake City |
| Chl Business Interiors, Llc | 1627 I. Street, N.W. Suite 825 | Washington |
| Choctaw Office Supply Llc | P.O. Box 6276 | Choctaw |
| Christianson'S Bus Furn | 2828 13th Avenue South | Fargo |
| Cimarron Office Furniture | 3132 Dwight Road | Elk Grove |
| Cj & Associates, Inc. | 16915 West Victor Road | New Berlin |
| Cmf Business Supplies | 3622 Kennedy Road | South Plainfield |
| Coakley Brothers | 400 South 5th Street | Milwaukee |
| Cofco | 2200 North American Street | Philadelphia |
| Color Art | 1325 N. Warson | St. Louis |
| Color-Art Office Interiors | 1325 North Warson Road | St. Louis |
| Columbia Commercial Interiors | 15927 Frederick Road | Lisbon |
| Commercial Concepts Furniture | 3622 Noland Court | Independence |
| Commercial Design Services | 508-C Capital Circle Se | Tallahassee |
| Commercial Design Services | 5805 Barry Road | Tampa |
| Commercial Design Services | 640 Douglas Ave. | Altamonte Springs |
| Commercial Environments Inc. | 505 Carden Jennings Lane | Knoxville |
| Commercial Furnishings | 570 Mulberry Street | Macon |
| Commercial Furniture | Consultants | Commerce Township |
| Commercial Furniture Concepts | 671 East Beaumont Way | Draper |
| Commercial Furniture Interiors | 1154 Route 22 West | Mountainside |
| Commercial Interiors Direct | 1 South Corporate Drive | Riverdale |
| Commercial Office Environments | 7301 Zionsville Road | Indianapolis |
| Comml Office Interiors, Inc. | 2601 Fourth Avenue Suite 700 | Seattle |
| Commonsense Office Furniture | 820 W. Washington St. | Orlando |
| Commonwealth Business Interior | 3447 Derry Street | Harrisburg |
| Comnet Communications | 42348 Willeta Ave. | Quartz Hill |
| Compass Group Llc | 7351 E. Kemper Road | Cincinnati |
| Compass Office Solutions, Llc | 3320 Enterprise Way | Miramar |
| Complete Office Furniture | 11521 E. Marginal Way South | Seattle |
| Complete Office Supply | 7209 East 86th Street | Indianapolis |
| Computer Merchandise Corp. | 765 Creative Drive | Lakeland |

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|---------------------------------------|------------------------------|------------------|
| Concept & Design | P.O. Box 160 | Locust Valley |
| Concept 2 Design, LLC | 233 Roberts Ave. | Horsham |
| Concertex | 222 Merchandise Mart Plaza | Chicago |
| Connect People & Space | 1755 Blake Street | Denver |
| Connecting Elements, Inc. | P.O. Box 11318 | Columbia |
| Connors Contract Furniture | 22 Whitelawn Ave. | Milton |
| Connors Contract Furniture | 22 Whitelawn Ave. | Milton |
| Consilium Associates | 2443 Nevada Avenue N. | Golden Valley |
| Consolidated Office Systems | 144 W. Amerige Ave. | Fullerton |
| Contemporary Galleries | P.O. Box 2829 | Charleston |
| Continental Office | 322 North Shore Drive | Pittsburgh |
| Continental Office Environment | 2601 Silver Drive | Columbus |
| Continental Office Environment | 322 N. Shore Drive #300 | Pittsburgh |
| Contract Associates | 800 20th Street N.W. | Albuquerque |
| Contract Bus Solutions, Inc | 4994-L Indiana Ave. | Winston-Salem |
| Contract Business Interiors | 3455 North Desert Drive | East Point |
| Contract Business Interiors | 601 S. Concord Street | Knoxville |
| Contract Design Assoc, Inc. | 402 E. Sprague Ave. | Spokane |
| Contract Design Group | 6301 S. W. 9th Street | Topeka |
| Contract Furn Rents, L.L.C. | 3129 Main Street | Kansas City |
| Contract Interior Services | 3 Kent Road | Annapolis |
| Contract Interior Solutions | P.O. Box 78 | Lakeood |
| Contract Resource Group Inc | 811 E. Sprague Ave. | Spokane |
| Contract Resource Group, Inc. | 7108 Old Katy Road | Houston |
| Contract Source | 2 Corporation Center | Broadway Heights |
| Contrax Furnishings | 690 Ne 23rd Avenue | Gainesville |
| Coordinated Resources, Inc. | 130 Sutter Street | San Francisco |
| Copelin'S Office Center | 425 W. Main | Norman |
| Corp Environment Solutions, Inc | 1902 Parkwood Drive | Forest Hill |
| Corp Interior Systems, Inc. | 3311 E. Broadway | Phoenix |
| Corp Interiors & Sales, Inc. | 1329 Morganton Road | Fayetteville |
| Corporate Business Interiors | 19000 Macarthur Blvd. | Irvine |
| Corporate Concepts, Inc. | 500 Waters Edge, Suite 200 | Lombard |
| Corporate Concepts, Inc. | 2412 Main Street | Columbia |
| Corporate Design, Inc. | P.O. Box 97 | Evansville |
| Corporate Environments | 11111 West 6th Ave. | Lakewood |
| Corporate Environments | 605 East Broad Street | Bethlehem |
| Corporate Environments Intl | 841 Bishop Street | Honolulu |
| Corporate Facilities Of Lehigh Valley | 1042 Hamilton Street | Allentown |
| Corporate Facilities, Inc. | 2129 Chestnut Street | Philadelphia |
| Corporate Furniture Solutions | 2059 Camden Ave. #303 | San Jose |
| Corporate Interior Systems | 3311 E. Broadway rd. | Phoenix |
| Corporate Interiors | Attn: Accounts Payable | New Castle |
| Corporate Interiors | 1723 Commerce Avenue | St. Petersburg |
| Corporate Interiors | 161 Washington Street | Conshohocken |
| Corporate Interiors, Inc. | 11840 Westline Industrial Dr | Maryland Heights |
| Corporate Interiors, Inc. | P.O. Box 709 | Frisco |

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|--------------------------------|----------------------------|------------------|
| Corporate Source Ltd | 1505 Oak Lawn Ave. | Dallas |
| Corporate Spaces, Inc. | 696 E. Colorado Blvd. | Pasadena |
| Cos Business Prod. & Interiors | 1548 Riverside Drive | Chattanooga |
| Counter Design | 2381 Cullen Ave. | Evansville |
| Cox Commercial Interiors | 208 23rd Street, North | Birmingham |
| Creative Business Interiors | 4020 Yancey Road | Charlotte |
| Creative Business Interiors | P.O. Box 1192 | Kingston |
| Creative Business Interiors | 1535 S. 101st Street | Mulwaukee |
| Creative Interiors, Inc. | 1030 Agua Fria Street | Santa Fe |
| Creative Library Concepts | P.O. Box 313 | Manalapan |
| Creative Office Design, Inc. | 2100 Roswell Road | Marietta |
| Creative Office Environments | 11798 N. Lakeridge Parkway | Ashland |
| Creative Office Interiors | 141 Elliott Street E. | Hartford |
| Creative Office Pavilion | 1 Design Center Place | Boston |
| Creative Office Pavilion | 15 Franklin Street | Portland |
| Creative Office Pavilion-R.I. | 10 Mutual Place | Providence |
| Creative Office Solutions&More | 222 Ne 25th Street | Miami |
| Creative Office Systems | 39 State Street | Rochester |
| Crest Office Furniture | 100 West 17th Street | Los Angeles |
| Crest Office Furniture | 2840 N. Lima Street | Burbank |
| Crown Office Furniture | 5556 S. Mingo Road | Tulsa |
| Cubicles.Com | 29-28 41st Street | Long Island City |
| Curran Taylor, Inc. | 300 Houston Square | Canonsburg |
| Custer Office Environment Inc | 217 Grandville Avenue Sw | Grand Rapids |
| D. Quest Associates Llc | 25 Chatham Court | Orchard Park |
| D.A.F. Office Networks, Inc. | 6121 Jemola Runne | Cicero |
| D2p Llc | 9855 Crosspoint Blvd. | Indianapolis |
| Daf Office Networks, Inc. | Attn: Dave Farabee | Cicero |
| Dallas Desk | 15207 Midway Road | Addison |
| Dancker Sellew & Douglas | 291 Evans Way | Somerville |
| Darden Architects, Inc. | 6790 North West Avenue | Fresno |
| Daring By Design Inc | 150 E Palmetto Pk. Rd | Boca Raton |
| Daubman Corporate Interiors | 272 Titusville Road | Poughkeepsie |
| Davies Office Refurbishing,Inc | 40 Loudonville Road | Albany |
| Dbi Business Interiors | 912 E. Michigan Avenue | Lansing |
| Dc Interiors | 6896a Alamo Downs Parkway | San Antonio |
| Dc2 | 1540 Marsh Street #110 | San Luis Obispo |
| De Clercq Office Group | 112 Rowayton Avenue | Rowayton |
| De Clercq Office Group | 1227 Whitney Avenue | Hamden |
| Deckel & Moneypenny | 615 Marret Avenue | Louisville |
| Decorative Finishes | 60 Hillmont Place | Danville |
| Dekalb Office | 1320 Ridgeland Parkway | Alpharetta |
| Delaware School & Office Co. | P.O. Box 5046 | Wilmington |
| DELVE INTERIORS LLC | 7820 Thorndike Rd | Greensboro |
| Desert Business Interiors Llc | 72162 Hwy 111 | Rancho Mirage |
| Design Center, Inc. | 6632 E. Broad Street | Douglasville |
| Design Central | 152 South Fifth | Salina |

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| Design Elements | 101 East Cambridge Ave. | Greenwood |
| Design Integrity | 1000 East Ave. North | Sarasota |
| Design Interactive Inc | 3504 Lake Lynda Drive | Orlando |
| Design Link Llc | 2437 Fortune Drive | Lexington |
| Designwise, Inc. | 1793 Buerkle Circle | White Bear Lake |
| Desks, Inc. | 225 W. Ohio Street | Chicago |
| Desks, Inc. | 1152 Dormont Avenue | Pittsburgh |
| Dew-El, L.L.C. | 10841 Paw Paw Drive | Holland |
| Digs | 3524 Edwards Road | Cincinnati |
| Direct Office Solutions | 700 Nw 57th Court | Ft. Lauderdale |
| Djg Services Llc | 3050 Winding River Drive | St. Charles |
| Dki Office Furn & Supplies | 5530 Jefferson Highway | Harahan |
| Douron, Inc. | 30 New Plant Court | Owings Mills |
| Dpop! | 711 Griswold Street | Detroit |
| DRB Business Interiors, Inc. | 153 Regent St | Saratoga Springs |
| Dulce Feito-Daly, Llc | 210 Heritage Court | Little Silver |
| Dundas Office Interiors | 11613 W. Executive Drive | Boise |
| Dupler Office | 330 W. Spring Street, Suite 150 | Columbus |
| Dyvic Corporation Companies | Office Furniture Resources | Norcross |
| Eakes Office Plus | P.O. Box 2098 | Grand Island |
| Eakes Office Plus Of Columbus | 2911- 13th Street | Columbus |
| Eakes Office Plus Of Kearney | 2401 Avenue A | Kearney |
| Eakes Office Solutions | 110 North 35th Street | Lincoln |
| Eakes Office Solutions | 839 West 2nd Street | Hastings |
| Ebl Interiors | 1482 Rail Head Blvd. | Naples |
| Eclipse Brand Builders | 5050 Research Court | Suwanee |
| Edgewater And Company | 500 N. Capital Of Texas Hwy | Austin |
| Edson-Neil Incorporated | P.O. Box 270142 | Flower Mound |
| Educational Furniture | 620 East 18th Street | Muncie |
| Edwards & Hill Office Furn. | 10810 Guilford Rd, Suite 101 | Annapolis Junction |
| Elements Iv Interiors | 3680 Wyse Road | Dayton |
| Em & N Marketing Inc. | Dbq Quality Office Environment | Genesco |
| Emmons Business Interiors, Llc | P.O. Box 206 | Stevens Point |
| Empire Office | 2 Oakwood Blvd | Hollywood |
| Empire Office Inc | 105 Madison Avenue | New York |
| En4orm Office Interiors | 3200 Bristol Street | Costa Mesa |
| Encompas | 1512 Grand Blvd. | Kansas City |
| Enriching Spaces | 1360 Kemper Meadow Dr. | Cincinnati |
| Enterprise Furn.Consultants | 608 Folcroft Street | Baltimore |
| Environments | 707 Se Belmont | Portland |
| Environments 4 Business, Llc | 3421 Ridgewood Road | Akron |
| Environments At Work | 300 A Street | Boston |
| Environments That Work | 100 Illinois Street #260 | St. Charles |
| Epcor | Accounts Payable | Phoenix |
| Ergospace Designs, Inc. | Stryker Lane, Building 4 | Hillsborough |
| Ernie Morris Enterprises | 2535 Ivy Street East | Cumming |
| Esplanade Home & Office Furn | 1802 Esplanade | Chico |

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| Ethosource Llc | 180 Grace Blvd. | Morgantown |
| Evensonbest | 641 Avenue Of The Americas | New York |
| Everything Division12 Inc. | 1643 W. Carroll Ave. | Chicago |
| Everything Office, Inc. | 19 West 36th Street | New York |
| Evolution Interiors | 303 N. Northwest Hwy | Barrington |
| Executive Interiors | 724 Lake Carolyn Parkway | Irving |
| Exelon Corp. | 10 South Dearborn | Chicago |
| Exponent | 149 Commonwealth Drive | Menlo Park |
| Exponent | 149 Commonwealth Drive | Menlo Park |
| Facilitec | 4501 East Mcdowell | Phoenix |
| Faciliteq | 1255 W. Rio Salado Pkwy | Tempe |
| Facilities Resource Group, Inc | 84 Caisson Trace | Spanish Fort |
| Facility Interiors Inc | 1775 Saint James Place | Houston |
| Facility Interiors, Inc. | 6801 Portwest Drive | Houston |
| Facility Interiors, Inc. | 8606 Wall Street | Austin |
| Facility Outsource Inc | 16 Isabella Drive | Londonderry |
| Facility Planners, Inc. | P.O. Box 128485 | Nashville |
| Facility Services | 518 Forest Hills Drive | Annapolis |
| Faulkner Design Group | 3232 Mckinney Ave. | Dallas |
| Fdrhpo/Nci | 120 Washington Street | Watertown |
| Feigus Office Furniture | Ideal Plaza | Howell |
| Fens Associates Llc | 6485 Shiloh Road | Alpharetta |
| Fens Associates Llc | P.O. Box 186 | Groveland |
| Fens Associates, Llc | P.O. Box 186 | Groveland |
| Fern Leaf Contract Sales | P.O. Box 2126 | Acton |
| Final Touch Interior, Inc. | 610a East Battlefield Ave. | Springfield |
| Fire Fighter Sales & Service | 791 Commonwealth Drive | Warrendale |
| Fireside Office Products | 1713 E. Bismarck Expy | Bismarck |
| First Continental Library Equip | 1627 South Emerson Street | Denver |
| First Tdt, Llc | C/O Benjamin West | Louisville |
| Fischer Furniture | 17610 Pond View Place | Colorado Springs |
| Fist Installation | Furn Installation & Service T | Halethorpe |
| Fleischman Office Interiors | 1215 Fourth Avenue Suite 1125 | Seattle |
| Flood Brothers, Inc. | 8343 Roswell Road | Atlanta |
| Florida Business Interiors | 767 Stirling Center Place | Lake Mary |
| Fluid Interiors | 100 N. 6th Street | Minneapolis |
| Fm Office Environments | 42-10 215th Street | Bayside |
| Forma Studio | 222 East 212th Street | Carson |
| Forrer Business Interiors Inc | 555 West Estabrook Blvd | Milwaukee |
| Forward Space | 1111 W 22nd St | Oak Brook |
| Forward Tilt | 6710 E. Camelback Road | Scottsdale |
| Frank Cooney Co.,Inc. | 1226 N. Michael Drive | Wood Dale |
| Frank Parsons/Tsrc, Inc. | 1328 Charwood Road | Hanover |
| Franklin Delk Office Furnishng | 1176 Franklin Road | Marietta |
| Franklin Interiors | 2740 Smallman Street | Pittsburgh |
| Franklin Mcneal | 5950 Shiloh Road, East | Alpharetta |
| Freedom Companies Inc | 5008 Prospect Ave. | Kansas City |

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| Freeman Forms & Supplies | 800 Doug Davis Drive | Atlanta |
| Fuller Road Management Corp. | 257 Fuller Road | Albany |
| Furn Marketing Group, Inc. | 7110 Old Katy Road | Houston |
| Furn Solutions For The Workplc | 9696 Ash Court | Cincinnati |
| Furniture Consultants | The Wynwood Building | Miami |
| Furniture Consultants | The Wynwood Building | Miami |
| Furniture Consultants | 255 State Street, 8th Floor | Boston |
| Furniture Discount Warehouse | 2320 Anton Road | Madisonville |
| Furniture Environments | 6196 Sunset Crest Way | San Diego |
| Furniture For Business | 2323 W Sam Houston Pkwy N | Houston |
| Furniture Marketing Group | 421 Nw 10th Street | Oklahoma City |
| Furniture Marketing Group | 6100 W. Plano Parkway | Plano |
| Furniture Marketing Group Inc. | 3300 N Ih-35 | Austin |
| Furniture Plus Design | 700 Bishop Street | Honolulu |
| Furniture Solutions | 9696 Ash Court | Cincinnati |
| Furniture Solutions Group | 619 Severn Ave. | Annapolis |
| Furniture Solutions Now | 1505 Oak Lawn Ave. | Dallas |
| Furniture Solutions, Inc. | P.O. Box 540891 | Lake Worth |
| Furniture Soup, Inc. | 170 Corporate Drive | Reading |
| Furniture Speak | P.O. Box 1040 | Fairfax |
| Future 2000 Properties | 165 Madison Ave. #501 | New York |
| G & M Business Interiors | 1099 W Lacadena Drive | Riverside |
| G.A. Blanco & Sons, Inc. | Route 71 At The Alford Line | Gt. Barrington |
| G.L. Seaman & Company | 4201 International Pkwy | Carrollton |
| Galloway Office Supplies | 10201 N.W. 21st Street | Miami |
| Gallun Snow Interior Design | 1920 Market Street | Denver |
| Gateway Printing | 315 South Closner | Edinburg |
| Gateway Printing | 315 South Closner | Edinburg |
| Gazor Group, Inc. | 624 Bush Street | San Francisco |
| Gbi Llc | 320 Seven Springs Way | Brentwood |
| Gdot Design | 10020 Aurora-Hudson Road | Streetsboro |
| Geisinger System Services | Accounts Payable | Danville |
| General Office Products | 4521 Highway Seven | Minneapolis |
| Gianni Manufacturing | 4615 West Roosevelt Road | Cicero |
| Gillespie Comm'l Furnishings | 20 Corporate Circle | Albany |
| Givens Highland Farms Llc | 200 Tabernacle Road | Black Mountain |
| Glidden Spina Interiors | 201 Sixth Street | West Palm Beach |
| Godshall Commercial Interiors | Christina Desimore | Lancaster |
| Goldbelt Eagle | 13900 Lincoln Park Drive | Herndon |
| Goodman'S | P.O. Box 13289 | Phoenix |
| Goodman'S | P.O. Box 13289 | Phoenix |
| Gos Office | 310 E. Frontage Road | Greer |
| Gosiger, Inc. | 108 Mcdonaugh Street | Dayton |
| Govsolutions, Inc. | 511 Central Drive Suite 101 | Virginia Beach |
| Graham Interiors | 5565 Miami Road | Cincinnati |
| Grassroots Contract Interiors | P.O. Box 43 | Buffalo |
| Gray Design Group | 9 Sunnen Drive | St. Louis |

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| Gregory Grier, Inc. | 2326 Distribution Street | Charlotte |
| Grier Interiors | 2326 Distribution Street | Charlotte |
| Grooms Office Systems, Inc. | 1285 East Montclair | Springfield |
| Group3 Planners, Llc | 32276 Edward Drive | Conifer |
| H2r Interiors, Inc. | P.O. Box 160 669 | Boiling Springs |
| Haakenson Group | 1027 Andover Park East | Tukwila |
| Hagemeyer North America Inc. | Caller Service 1819 | Alpharetta |
| Hampton Office Products | 248 Donohue Road | Greensburg |
| Hannaher'S Inc. | 4324 20th Ave. S.W. | Fargo |
| Harris Office Furn Co.,Inc. | 520 Kimball Ave, N.E. | Roanoke |
| Hawkins And Anderson | 4880 Sadler Road | Glen Allen |
| Hd Supply | Wcc-Wc Headquarters | Orlando |
| Hd Supply Construction And | Industrial | Orlando |
| Healthcare Environments | Lifestyle Products Llc | Hickory |
| Henricksen | 1101 W Thorndale Ave | Itasca |
| Henriksen/Butler Design Group | 249 South 400 East | Salt Lake City |
| Hickory Business Furniture | P.O. Box 8 | Hickory |
| Hmc | 7190 Oakland Mills Road | Columbia |
| Hogue | 7300 Folsom Blvd. | Sacramento |
| Hogue & Associates, Inc. | 250 Montgomery Street | San Francisco |
| Hospitality Purchasing | Consultants | Highlands Ranch |
| Housing Works, Inc. | 57 Willoughby Street | Brooklyn |
| Howington Office Products Llc | P.O. Box 3666 | Pembroke |
| Hoyle Office Solutions | 180 Glenn Bridge Road | Arden |
| Hst Interior Elements | 680 Rundle Ave. | Nashville |
| Hudson Office Solutions | P.O. Box 482 | Washington |
| Hudson Valley Office Furn, Inc | 375-379 Main Mall | Poughkeepsie |
| Hummel's Office Plus | P.O. Box 351 | Herkimer |
| Hunterdon Facility Planners | 10 Johnson Drive | Raritan |
| Hvl Interiors | 453 Cerrillos Road | Santa Fe |
| I D & A, Inc. | 1700 South Fifth Street | Louisville |
| I.C.E. Team | 7730 E. Belleview Ave. | Greenwood Village |
| Icc Business Products | 3164 N. Shadeland Ave. | Indianapolis |
| Id Studio Interiors Llc | 211 East Washington Street | Greenville |
| Ideal Office Solutions Llc | 360 Merrimack Street | Lawrence |
| Illini Supply, Inc. | 111 Illini Drive | Forsyth |
| IMA Corporate Interiors | 6115 Peachtree Dunwoody Rd NE | Atlanta |
| Impact Interiors Group | 13355 10th Ave. North | Plymouth |
| Impact Office Interiors | 222 Meriwether Street | Griffin |
| Impact Office Products | 6800 Distribution Drive | Beltsville |
| Independence Business Supply | 4550 Hinckley Pkwy | Cleveland |
| Indoff | Po Box 46900 | St. Louis |
| INDOFF | 137 Marlin Drive East | Pittsburgh |
| Indoff Commercial Interiors | 2516 Genesee Street | Utica |
| Infinium Interiors | 930 Kaheka Street | Honolulu |
| Info-Com Business Products | 2933 Foothill Blvd | La Cresceta |
| Innerspace Office Interiors | 3901 Genesee Street | Buffalo |

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| Innerspace Systems, Inc. | 24307 Magic Mtn. Pkwy. | Valencia |
| Innerspace Arch Interiors | P.O. Box 1911 | Birmingham |
| Innerspace Arch Interiors | 139 Elgin Pkwy S.W. | Ft. Walton Beach |
| Innerspace Architectural Int. | 139 S.E. Eglin Parkway | Ft Walton Beach |
| Innkeepers Supply Inc. | 2209 Dortch Ave. | Nashville |
| Innkeepers Supply, Inc. | 2110 Gladstone Ave. | Nashville |
| Innovative Bus Interiors, Inc. | 8211 Mayor Lane | Silver Spring |
| Insalco Corporation | 7 Capital Drive | Wallingford |
| Inside Source, Inc. | 985 Industrial Road | San Carlos |
| Inside Space | 5670 El Camino Real, Ste E | Carlsbad |
| Institutional Interiors, Inc. | 2851 Van Huron Dr. Suite 100 | Raleigh |
| Integrated Facilities Group | 1214 E. 2nd Ave. | Wichita |
| Integrated Facility Systems | 629 West Brevard Street | Tallahassee |
| Integrated Workspace Solutions | 6 W. 12th Street | Cincinnati |
| Integrity Interior Solutions | 22703 72nd Ave. S. | Kent |
| Intelligent Comm Environments | 7720-E Bellview Ave. | Greenwood Vlg. |
| Intelligent Interiors, Inc. | 16837 Addison Road | Addison |
| Inter Office | 505 North Broadway | Fargo |
| Inter Sys Contract Group | 612 North Main | Royal Oak |
| Intereum, Inc (Facility Systems) | 9800 8th Avenue North | Plymouth |
| Interior Concepts | 4601 Quebec Street #10 | Denver |
| Interior Design Assoc, Inc. | 1202 Rogers Street | Columbia |
| Interior Design Services, Inc. | 209 Powell Place | Brentwood |
| Interior Designs By Michelle | 11520 Huebner Road | San Antonio |
| Interior Environments | 20700 Civic Center Drive | Southfield |
| Interior Images | 1381 E. Garrison Blvd. | Gastonia |
| Interior Investments | 550 Bond Street | Lincolnshire |
| Interior Investments | 9 Sunnen Drive | St. Louis |
| Interior Landscapes, L.L.C. | 2121 Central Street | Kansas City |
| Interior Resource Group | 11095 Hidden Trail Drive | Owings Mills |
| Interior Resources | 5151 Beltline Road | Dallas |
| Interior Resources Inc | 489-20 Johnson Ave. | Bohemia |
| Interior Solutions | P.O. Box 3776 | Salt Lake City |
| Interior Space Consultants | 2120 Enclave Mill Drive | Dacula |
| Interior Systems, Inc. | P.O. Box 529 | West End |
| Interior Workplace Solut,Inc | 6765 Ambassador Drive | Allentown |
| Interior Workplace Solutns Llc | 6765 Ambassador Drive | Allentown |
| Interiors Elements | 2320 1st Avenue North | Birmingham |
| Interiors For Business | 409 N. River Street | Batavia |
| Interiors For Business | 113 N.W. 13th Street | Oklahoma City |
| Interiors In Motion | 5815 Boca Raton | Dallas |
| Interiors Interface Inc | 8665 West 125th Street | Savage |
| Interiors West, Llc | 254 E 100 S | Salt Lake City |
| Interscapes, Inc. | 1323 The Plaza | Charlotte |
| Interspace Limited | 444 E Main Street | Lexington |
| Interstate Office Interiors | 3932 East Kilgore Road | Kalamazoo |
| Intrascapes, Inc | P.O. Box 5387 | Fort Wayne |

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| Inunison Design | 275 Market Street | Minneapolis |
| J. Goldschmidt & Associates | 1045 Sansome Street | San Francisco |
| J. Gronske & Associates | P.O. Box 12 | Basking Ridge |
| J. Tyler Services, Inc. | 5920 Milwee | Houston |
| J.C. White | 3501 Commerce Parkway | Miramar |
| J.C. White | 7891 Central Industrial Dr. | Riviera Beach |
| J.P. Jay Associates, Inc. | 1313 Roth Avenue | Allentown |
| Jacobs Facilities Inc. | 501 North Broadway | St. Louis |
| Jamieson Design | 4100 Laclede Ave. | St. Louis |
| Jan Burket Interior Design | 1014 West 68th Terrace | Kansas City |
| Jarrettsville Furniture Inc. | 3743 Federal Hill Road | Jarrettsville |
| Jc Office Consultants | 1661 Us Highway 22 West | Bound Brook |
| Jean Sebben Associates, Llc | P.O. Box 6310 | Colorado Springs |
| Jeannetta Design Associates | 1905 Buford Dam Road | Buford |
| Jeff Cravotta Photography | 118 E. Kingston Ave. | Charlotte |
| Jimenez Contract Svs, Inc. | 1246 Silber Rd | Houston |
| Jmj Corp/Workplace Interiors | 7910 West Broad Street | Richmond |
| John A. Marshall Co. | 10930 Lackman Road | Lenexa |
| John A. Marshall Co. | 1402 S Peoria St | Tulsa |
| John Miller & Associates | 300 West 32nd | Charlotte |
| John Watts Associates Inc | 121 Roberts Street | East Hartford |
| John Wooden Interiors Corp. | 1371 Glenneyre Street | Laguna Beach |
| Jordy Carter, Inc. | 1212 South Broadway | Denver |
| Jpl & Associates Llc | 1520 Pelican Point Drive | Sarasota |
| Jsd Office Furniture Llc | P.O. Box 6286 | Bridgewater |
| June'S Interiors, Inc. | Pmb 348 | Wyckoff |
| Just The Right Stuff | 103 Twin Oaks Drive | Syracuse |
| Kaiser Business Interiors Llc | 33 S. Fifth Ave. | Tucson |
| Kansas Contract Design, Lc | 723 North Gow | Wichita |
| Kay Davis Associates | P.O. Box 710862 | Houston |
| Kayhan International Limited | 1475 Woodfield Road Suite 104 | Schaumburg |
| KBM-Hogue | 320 South First Street | San Jose |
| Kctcs | Accounts Payable | Versailles |
| Kda Office Furniture Solutions | 519 Hampton Way | Richmond |
| Kdi Design, Inc. | 427 North Kirk Rd. | Geneva |
| Keaton Interiors Inc | 4444 Spring Valley Road | Dallas |
| Keller Group | 3041 65th Street, Suite 3 | Sacramento |
| Kent Office Supply | 948 Cherry Street | Kent |
| Kentwood Office Furniture | 3063 Breton Road | Grand Rapids |
| Kerr Office Group | 117 N. Main St. | Elizabethtown |
| Kershner Office Furniture | 600 Clark Avenue | King Of Prussia |
| Key International, Inc. | 317 Madison Ave, Ste. 807 | New York |
| Key Office Interiors | One Design Center Place | Boston |
| Kimberly-Scott, Inc. | 904 Broadway | Albany |
| King Business Interiors, Inc. | 6155 Huntley Road | Columbus |
| Kirby Risk | 1815 Sagamore Parkway N. | Lafayette |
| Kirk D. Thomas Design | 9258 Ellerbe Road | Shreveport |

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| Kirkpatrick & Associates | 6608 Second Street N.W. | Albuquerque |
| KPC Architectural Products | 2464 Fortune Dr | Lexington |
| Kyle Office Solutions | P.O. Box 1909 | Tuscaloosa |
| Kzf, Inc. | 700 Broadway Street | Cincinnati |
| L.A. Waters Furniture | 8 West Main Street | Statesboro |
| Lafayette Materials Management | P.O. Box 6187 | Lafayette |
| Lane Office Furniture, Inc. | 256 West 8th Street | New York |
| Lauder'S Cubicle Connection | 2500 S. Decker Lake Blvd. | Salt Lake City |
| Lawler-Wood Y-12 | 900 South Gay Street | Knoxville |
| Lba Ff & E Procurement | Services Llc | Englewood |
| Lda Architects | 222 Third Street | Cambridge |
| Lee Company, Inc. | 27 South 12th Street | Terre Haute |
| Lee Meier Interiors, Inc | 24523 Detroit Road | Westlake |
| Legacy Designs, Inc. | P.O. Box 878 | Broomfield |
| Legacy Group | 820 Sw 34th Street | Renton |
| Lencore Acoustics Corp. | 1 Crossways Park Dr. West | Woodbury |
| Lerdahl Business Interiors | P.O. Box 620586 | Middleton |
| Lewis Alan Office Furn, Inc. | 25 West 31st Street | New York |
| Lewis Baach Plc | 4100 Whiperling Lane | Annandale |
| Liberty Systems, Inc. | 525 Boulevard | Kenilworth |
| Library Design Associates | 1149 South Main Street | Plymouth |
| Library Design Associates | 10046 Brewster Lane | Powell |
| Library Furniture | International | Northbrook |
| Library Inter Of Florida, Inc | 10006 Cross Creek Blvd | Tampa |
| Library Inter Of Florida, Inc | 20685 N.W. 26th Court | Boca Raton |
| Library Interiors Of Florida | 1120 W. Minncola Avenue | Clermont |
| Library Interiors Of Florida | 151 N. Nob Hill Road | Plantation |
| Library Interiors Of Florida | 250 International Parkway | Heathrow |
| Library Source | 2015 W. 96th Street | Shawnee Mission |
| Lifetouch Inc | 11000 Viking Drive | Eden Prairie |
| Linc Hospitality | 2632 East 6500 South | Ogden |
| Lincoln Office | 205 Eastgate Drive | Washington |
| Lines Inc. | 8224 Old Courthouse Road | Vienna |
| Link Interiors | P.O. Box 506 | Morgantown |
| Lititz Office Products | 30 Citation Lane | Lititz |
| Living Group Llc | Dbas Government Office Furn. | New York |
| Llv Office Concepts, Llc | 29 Church Street | Saratoga Springs |
| Logistics Support Group | 527 3rd Ave. | Albany |
| Lorenz & Associates | 1753 E. Fir | Fresno |
| Loth | 3574 E. Kemper Road | Cincinnati |
| Loth | 3574 E. Kemper Road | Cincinnati |
| Loth | 855 Grandview Ave. | Columbus |
| Loth | 855 Grandview Avenue | Columbus |
| Louisiana Office Products | 210 Edwards Ave. | Harahan |
| Lsa Management Inc | 631 Junction Creek Drive | Wilmington |
| Lunapearl Studio Inc | 4607 Lakeview Canyon Road | Westlake Village |
| M. Hanson & Co.,Inc. | 1626-A N. Federal Highway | Ft. Lauderdale |

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| Macro-Z-Technology Company | 841 E. Washington Ave. | Santa Ana |
| Madden Business Interiors | 352 Templeton Drive | Henderson |
| Magnolia Design Studios, Llc | 3004 Oregon Knolls Dr. N.W. | Washington |
| Mahla Office Furniture | 713 Penn Avenue | Pittsburgh |
| Malone Office Equipment | 1345 13th Ave. | Columbus |
| Marietta Office Supply | 223 Second Street | Marietta |
| Mark G. Anderson Consultants | 730 Eleventh Street N.W. | Washington |
| Marsha Jurasin & Associates | 405 Primrose Road | Burlingame |
| Marta | 2424 Piedmont Road, N.E. | Atlanta |
| Martek Global Services | 7920 Norfolk Ave. | Bethesda |
| Martin Public Llc Db | Key-Twelve.Com | Worthington |
| Marxmoda-Lansing Showroom | 3135 Pine Tree Road | Lansing |
| Mason, Inc. | Po Box 9944 | Savannah |
| MB Contract Furniture, Inc | 1001 Galaxy Way, Suite 100 | CONCORD |
| Mbi Systems, Inc. | 507 Westlake Ave. North | Seattle |
| Mc Office Furniture Inc | 215d Rutgers Street | Maplewood |
| Mccartney'S | P.O. Box 1714 | Altoona |
| Mccoy-Rockford, Inc. | 6869 Old Katy Road | Houston |
| Mcwater'S, Inc. | P.O. Box 2306 | Columbia |
| Meadows Office Furniture Co. | 71 West 23rd Street | New York |
| Melos, Inc. | 2106 Aluminum Ave, | Hampton |
| Memphis Business Interiors | 4539 Distriplex Dr. West | Memphis |
| Merchants Office Furniture | 2261 N. Broadway | Denver |
| Meridian Leasing Corp. | 9 Parkway North Blvd | Deerfield |
| Merkel Donohue | One Woodbury Blvd. | Rochester |
| Meteor Education | 690 Ne 23rd Ave. | Gainesville |
| Metropolis Design Group | Laura J. Bishoff | Minneapolis |
| Metropolitan Contract Furn. | 266 Bells Pond Road | Hudson |
| Mg Laser Inc | 538 N. Euclid Ave. | Oak Park |
| Micamy Design Studio | 2619 Rolac Road | Jacksonville |
| Michael E. Powers & Assoc. | 918 W. Foothill Blvd. | Azusa |
| Mid-America Transplant Service | 1110 Highlands Plaza Dr.East | St. Louis |
| Midcity Office Equipment, Inc. | The Tri-Main Building | Buffalo |
| Midwest Educational Furnishing | 702 N. Maple St. | Prospect Heights |
| Midwest Office | 987 South West Temple | Salt Lake City |
| Midwest Office Interiors | 10330 Argonne Woods Drive | Woodridge |
| Miles Treaster & Associates | 3480 Industrial Blvd. | West Sacramento |
| Millco Woodworking | 1710 Railroad Place | Hall |
| Millennium Office Solutions | 50 South Center Street | Orange |
| Miller'S Of Columbia, Inc. | Po Box 4690 | Columbia |
| Millington Lockwood | 3901 Genesee Street | Buffalo |
| Milton W. Bosley & Co.,Inc. | 151 8th Ave. N.W. | Glen Burnie |
| Minc Interior Design | P.O. Box 1209 | Fayetteville |
| Mitsch Design | 200 S. Rangeline Road | Carmel |
| Mod Design | 26677 W. Twelve Mile Road | Southfield |
| Modern Business Interiors | 1023 Portwest Drive | St. Charles |
| Modern Office Interiors | 1354 West Randall | Coopersville |

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| ModularDesigns | 144 Old Gray Station Road | Gray |
| MOI, Inc. | 2923 Lord Baltimore Drive | Baltimore |
| Momentum Procurement Group | P.O. Box 877 | Gladstone |
| Monarch Office Furniture | 2202 113th Street #114 | Grand Prairie |
| Montreasor Holdings Llc | Austin Supply | Auxtin |
| Moser Corporation | 601 N. 13th Street | Rogers |
| Mount Lebanon Off Equip Co,Inc | 1817 Banksville Road | Pittsburgh |
| Munson Bus Interiors, Inc. | 2307 River Road | Louisville |
| Munther Design | 12580 Hall Shop Road | Fulton |
| My Office Etc. | 671 Academy Court | Windsor |
| N. Wasserstrom & Sons | 2300 Lockbourne Road | Columbus |
| N.I. Systems, Inc. | 38 Milburn Street | Bronxville |
| Nadap | 355 Lexington Ave. | New York |
| Napier Joseph Mcnamara Ltd | 200 Lexington Ave. | New York |
| National Office Suppliers | 121 Southland Drive | Lexington |
| National Office Systems, Inc. | 120 East 42nd Street | Savannah |
| National Project Group | 100 Springdale Road | Cherry Hill |
| Navajo Office Products, Inc. | 1200 S. Taylor Street | Amarillo |
| Nbs | 2595 Bellingham | Troy |
| Neil Locke & Associates | 8100 Lomo Alto | Dallas |
| Nelson Interiors | 4848 Research | San Antonio |
| Nelson Interiors Office Furn | 4848 Research Drive | San Antonio |
| Neutral Posture | 3904 N. Texas Ave. | Bryan |
| New Concept Offices | 15650 Vineyard Blvd | Morgan Hill |
| New Day Office Products | 7025 Harbourview Blvd. | Suffolk |
| New Horizons Office Interiors | 3241 Cross Bill Road | Louisville |
| New Mexico School Products Co. | 3020 Princeton Dr. N.E. | Albuquerque |
| Next Generation Interiors | 86-C East Blackwell Street | Dover |
| Nfl Officeworks | 2870 Plant Atkinson Road | Smyrna |
| Nickerson Corporation | P.O. Box 5751 | Bay Shore |
| Nmg Medical Planners, Inc. | Attn: Ana Danas | Sugar Land |
| Nomaco Inc | 501 Innovative Way | Zebulon |
| Norby'S Work Perks | P.O. Box 12066 | Grand Forks |
| Norris Design Llc | 751 Foxridge Lane | Caryville |
| North Sound Interiors | 15100 Woodinville Redmond Rd. | Woodinville |
| Northern Bus Products, Inc. | 2326 West Superior Street | Duluth |
| Northrop Grumman | Attn: John Walker | Colorado Springs |
| Now Interiors | 10901 Justin Knoll Road | Oakton |
| Obayashi Design Group, Inc. | 1314 S. King St., Ste 850 | Honolulu |
| Obc Office Bargain Center | 854 S. Andrews Ave. | Pompano Beach |
| Ofc Group Inc | 7704 Rocky Mountain Lane | Mckinney |
| Office Basics, Inc. | One Whittendale Drive | Moorestown |
| Office Basics, Inc. | P.O. Box 2230 | Boothwyn |
| Office Centre Corp. | 285 Lee Ave. | Brooklyn |
| Office Concepts, Inc. | 1142 N. North Branch Street | Chicago |
| Office Co-Ordinators, Inc. | 326 E. Main Street | Chattanooga |
| Office Depot | P.O. Box 982212 | El Paso |

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| Office Depot/Eastman'S | 3366 E. Willow Street | Signal Hill |
| Office Elements, Inc. | 2810 Center Port Circle | Pompano Beach |
| Office Enviornments Inc | 237 Sw 7th Terrace | Gainesville |
| Office Environ Internatl | 2700 South Quincy Street | Arlington |
| Office Environment Company | 623 S. Americana Blvd | Boise |
| Office Environments | 1070 Tunnel Road | Asheville |
| Office Environments | Crossroads Distribution Center | Charlotte |
| Office Environments | Crossroads Distribution Center | Charlotte |
| Office Environments & Services | 1524 San Marco Blvd. | Jacksonville |
| Office Environments, Inc. | 1827 1st Ave. N. | Birmingham |
| Office Environments, Inc. | 1500 Grundy'S Lane | Bristol |
| Office Environments, Inc. | 4550 Williston Road | Williston |
| Office Eqp Co Of Staten Island | 2366 Forest Ave. | Staten Island |
| Office Furn Solutions, Inc. | 4300 Hewes Avenue | Gulfport |
| Office Furniture & Design | 11866 Metro Parkway | Ft. Myers |
| Office Furniture Concepts | 230 Space Park South Dr. | Nashville |
| Office Furniture Depot, Inc. | 2440 Us Hwy 98 N | Lakeland |
| Office Furniture Group | 18400 Von Karman | Irvine |
| Office Furniture Now | 113 Industrial Blvd | Austin |
| Office Furniture Outfitters | 1817 Grand Avenue | Knoxville |
| Office Furniture Outlet | Of Georgia | Woodstock |
| Office Furniture Outlet | 519 N. Franklin | York |
| Office Furniture Solutions | 1751 W. Copans Road | Pompano Beach |
| Office Furniture Source | 2920 E. Kemper Road | Cincinnati |
| Office Furniture Source Llc | 4545 Spring Valley Road | Farmers Branch |
| Office Furniture Systems, Llc | 5 Gaskell Avenue | Trenton |
| Office Furniture Warehouse | 100 Graham Street | Mckees Rocks |
| Office Furniture Warehouse | 1900 Stuart Street | Chattanooga |
| Office Furniture Works | 901 28th Street North | Birmingham |
| Office Ineriors, Llc | 614 W. Sheridan Avenue | Oklahoma City |
| Office Interiors | 260 Peachtree Street | Atlanta |
| Office Interiors, Llc | 312 West Hefner Road | Oklahoma City |
| Office One | 7525 Granger Road | Valley View |
| Office Pavilion | 11613 West Executive Drive | Boise |
| Office Pavilion - Houston | 10030 Bent Oak Drive | Houston |
| Office Pavilion-Contract Furn | Of Hawaii | Honolulu |
| Office Products Plus Inc | 208 Park Court | Ridgeland |
| Office Relief | 516 McCormick Street | San Leandro |
| Office Resources | 6 Central Row | Hartford |
| Office Resources | 16 York Street | Portland |
| Office Resources | 1000 Elm Street | Manchester |
| Office Resources | 1501 Broadway | New York |
| Office Resources, Inc. | 530 Corvette Drive | Bowling Green |
| Office Resources, Inc. | P.O. Box 1689 | Louisville |
| Office Resources, Inc. | 374 Congress Street | Boston |
| Office Revolution | 2610 Lake Cook Rd | Riverwoods |
| Office Scapes | 45 Pine Street | Rockaway |

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| Office Services | 1042 Lynes Ave. | Savannah |
| Office Specialists, Inc. | 143 E. Ferris Street | Galesburg |
| Office Works | 12000 Exit Five Parkway | Fishers |
| Office Works, Inc. | 20 Terry Avenue | Burlington |
| Office Works, LLC | 318 Nancy Lynn Lane | Knoxville |
| Offices Limited, Inc. | 76 Ninth Avenue, Suite 313 | New York |
| Officescapes | 2506 Zeppelin Road | Colorado Springs |
| Officescapes | 9900 East 51st Street | Denver |
| Officescapes - Ft. Collins | 4950 S. College | Ft. Collins |
| Officesource Ltd. | 1133 Broadway Street | San Antonio |
| Officeworks Of Rochester | 10 Mt. Read Blvd. | Rochester |
| Officeworks | 79 Madison Ave. | New York |
| Offix LLC | 924 Marcon Blvd. | Allentown |
| Ofi Contract Interiors | 28 Garfield Street | Newington |
| Ohio Desk Company | 1122 Prospect Avenue | Cleveland |
| Olpin Group | 3520 E. Enterprise Drive | Anaheim |
| Om Workspace | 15265 Alton Parkway | Irvine |
| Om Workspace | 455 Eisenhower Lane South | Lombard |
| Om Workspace | Accounts Payable | Ottawa |
| Omnifics, Inc. | 5845 Richmond Highway | Alexandria |
| One Eleven Design | 203 East Berry Street | Fort Wayne |
| One Workplace L. Ferrari | 2500 De La Cruz Blvd | Santa Clara |
| Only Libraries | 420 Springfield Pike | Cincinnati |
| Opensquare | 126 South Sheridan | Spokane |
| Orau | P.O. Box 117 | Oak Ridge |
| O'Reilly Office | 300 Spruce Street | Columbus |
| O'Reilly Office, LLC | 300 Spruce St | Columbus |
| Osterman Cron | 10830 Millington Court | Cincinnati |
| Outback Office, Inc. | 4160 S. Sans Souci Ct. | Evergreen |
| Oval Office Supply | 609 A Lofstrand Lane | Rockville |
| P.E.M. Co. | 5335 Progress Blvd. | Bethel Park |
| Pacific Office Designs, Inc. | 425 Clyde Avenue | Mountain View |
| Pacific Western LLC | 94-155 Leowaena Street | Waipahu |
| Pactive LLC | P.O. Box 5040 | Lake Forest |
| Panageries | 929 Rutherford Road | Greenville |
| Paradigm Office Interiors | 1881 Wilt Road | Fallbrook |
| Paramount | 10 Johnson Drive | Raritan |
| Parron Hall Office Interiors | 7700 Ronson Road | San Diego |
| Parties By Pat Inc | 90 Edgewater Drive | Coral Gables |
| Peabody Office Furniture | 234 Congress Street | Boston |
| Pear Commercial Interiors | 1515 Arapahoe Street | Denver |
| Pemco | 5335 Progress Blvd. | Bethel Park |
| Pencare Specialty Interiors | P.O. Box 245 | Warrens ville |
| Peninsula Business Interiors | 325 South Main Street | Salinas |
| Penny L. Porter Inter Design | 8201 Ridgpointe Drive | Burr Ridge |
| Perdue Office Interiors | 5 West Forsyth Street | Jacksonville |
| Perfection Equipment Co.,Inc. | 135 Harold Andrews Road | Siler City |

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| Perkins Eastman | 115 Fifth Avenue | New York |
| Peto Contract Associates | 11799 Gray Way | Broomfield |
| Petter Business Systems | P.O. Box 1120 | Paducah |
| Pgal C/O Queen Chevis | 3131 Briarpark Drive | Houston |
| Phelan'S Interiors | Accounts Payable | Cedar Rapids |
| Phillips Office Systems | P.O. Box 61020 | Harrisburg |
| Phoenix Interior Solutions | 4645 S. 35th Street | Phoenix |
| Piedmont Office Suppliers | 3206 Rehobeth Church Road | Greensboro |
| Pigott Inc./Office Pavilion | Attn: Accounting Dept. | Des Moines |
| Pivot Interiors | 2740 Zanker Road, Suite 100 | San Jose |
| Pivot Interiors, Inc. | 6420 Wilshire Blvd. | Los Angeles |
| Pod Office | 636 Chenery Street | San Francisco |
| Poletti Associates, Inc. | 1590 Canada Lane | Woodside |
| Premier Office Solutions, Inc. | 601 Davisville Road | Willow Grove |
| Prentice | 472 Franklin Street | Buffalo |
| Prevolv | 2635 University Avenue West | St. Paul |
| Price Modern Of Carolina | 3000 Perimeter Park | Morrisville |
| Price Modern, Inc. (Baltimore) | 2604 Sisson Street | Baltimore |
| Procurement Management Llc | 510 S. Wilmington Street | Raleigh |
| Productive Business Interiors | 126 W. Columbia Street Suite 4 | Ft. Wayne |
| Professional Bus Interiors | 123 Sweeten Creek Road | Asheville |
| Property Of Herald Office,Inc. | P.O. Box 1288 | Dillon |
| Prospace, Inc. | 50 Heinz Street | Delta |
| Pssi Stadium Llc | 900 Art Rooney Ave. | Pittsburgh |
| Pure Office Environments Llc | 5445 Triangle Parkway | Peachtree Corners |
| Purgistics | 6704 Whitestone Road | Woodlawn |
| Quality Office Solutions | 341 East E Street | Casper |
| Quatrefoil Associates | 29 C Street | Laurel |
| R. George & Associates, Inc. | P.O. Box 2854 | Deland |
| Rackitt Benckiser | 1 Phillips Parkway | Montvale |
| Rague Studio | 3548 Quimby Street | San Diego |
| Rague Studio | 3548 Quimby Street | San Diego |
| Raleigh Design Associates | 14460 New Falls Of Neuse Road | Raleigh |
| Ray Hess Business | Interiors, Inc. | New York |
| RCF Group | 6454 Centre Park Drive | West Chester |
| re DISTRICT | 2107 Wilson Boulevard | Arlington |
| Real Integrated Systems, Inc. | 75 Cascade Blvd. | Milford |
| Red Door Spas | 222 S. Mill Ave. | Tempe |
| Red Thread | 22 Boston Wharf Road | Boston |
| Red Thread | 293 Boston Post Rd W | Marlborough |
| Redefine Home Design | 3720 Song Sparrow Drive | Wake Forest |
| Re-District | 2107 Wilson Blvd. | Arlington |
| Rees Office Products Inc. | 301 W. Lexington Ave. | Winchester |
| Refurbished Office Furniture | 1212 N. 39th Street | Tampa |
| Rensselaer Polytechnic Inst | 110 8th Street | Troy |
| Rensselaer Polytechnic Inst. | P.O. Box 4199 | Scranton |
| Resource & Design Inc. | 747 Front Street | San Francisco |

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| Resource Inc. | 1900 Chicago Ave. South | Minneapolis |
| Resources Of Kansas City Inc | 1534 Burlington Ave. North | Kansas City |
| Rework By Roe | 905 S. Menard Ave. | Chicago |
| Ri Group | 238 Oak Tree Road | Tappan |
| Richard Menna Designs, Ltd. | 400 N. Wells, Suite 308 | Chicago |
| Rightsize Facility Performance | 5000 W. Roosevelt Road | Chicago |
| Rio Rancho Public Schools | 500 Laser Road Ne | Rio Rancho |
| Rite-Way Distributing | 429 N. County Road 325 W. | Danville |
| River Valley Transit | 1500 West Third Street | Williamsport |
| River'S Edge Design | 6629 Old U.S. 421 Hwy | East Bend |
| Riviera Llc | 641 Lexington Ave. | New York |
| Rj Bates & Associates Inc | 5517 Airport Freeway | Haltom City |
| Rje Business Interiors | 301 W. Jefferson Blvd | Fort Wayne |
| RJE Business Interiors | 621 E. Ohio Street | Indianapolis |
| Rje Business Interiors | 623 Broadway St. | Cincinnati |
| Rmrm Business Environments | 14 Inverness Drive East | Englewood |
| Robert H. Lord Company | 220 Chapel Road | Manchester |
| Rochester Office Interiors | 80 Barker Road | Pittsford |
| Rockford Business Interiors | 211 East Riverside Dr | Austin |
| Rowland Design, Inc. | 701 East New York Street | Indianapolis |
| Royal Business Interiors | 1208 East Market Street | York |
| Royer/Schutts | 200 Bailey Ave, Suite 300 | Ft. Worth |
| Russell Ventures | 322 Northpoint Pkwy | Acworth |
| RWA Office Design Solutions | 1901 Dry Creek Road | Campbell |
| S & T Office Products | 1000 Kristen Court | St. Paul |
| S. Rose, Inc. | 1213 Prospect Ave. | Cleveland |
| S.L. Pemberton, Inc. | 414 Jackson Street | San Francisco |
| Salem Office Products | 4604 Salem Avenue | Dayton |
| Sally A. Levitt Interior | Resources | Potomac |
| Sam Clar Office Furniture | 1221 Diamond Way | Concord |
| Samco Business Supplies, Inc. | 3612 W. Truman Blvd | Jefferson City |
| Saxton Bradley, Inc. | 801 SW 16th Street | Renton |
| Saxton, Inc. | 600 3rd Street Se | Cedar Rapids |
| Scheffer'S Office Furn And | Business Machines | Sikeston |
| School Equipment Inc. | 7800 Phoenix Ne | Albuquerque |
| Schroeder Solutions | 1920 South Calhoun Road | New Berlin |
| Schwerdt Contract Interior,Inc | 2231 S.W. Wanamaker Road | Topeka |
| Scott Rice Company | 7501 N. Broadway | Oklahoma City |
| Scott Rice Office Work | 14720 West 105th Street | Lenexa |
| Seaats | 566 West Lake Street | Chicago |
| Seagate Office Products | 1044 Hamilton Drive | Holland |
| Sedgwick Business Interiors | 176 Anderson Avenue | Rochester |
| Sedgwick Bus Intsyracuse, LLC | 100 W. Court Street | Syracuse |
| Senetics | 430 Sumner Street | Honolulu |
| Senger Design Group | 523 South Cascade Ave. | Colorado Springs |
| Senior By Design | 3973 W. Vickory Street | Fort Worth |
| Servicemark | 1221 6th Ave. | Seattle |

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| Sharp School Services, Inc. | 6400 Lincolnway | Hobart |
| Sheehan'S Office Inter,Inc | 524 Park Ave. | Portsmouth |
| Shelby Distributions Inc | 29a Butterfield Trail Blvd. | El Paso |
| Shelton-Keller Group | 6301 E. Stassney Lane | Austin |
| Sheppard'S Business | Interiors | Omaha |
| Sheridan Group | 2045 Pontius Avenue | Los Angeles |
| Shore Total Office | 9530 Cabot Drive | San Diego |
| Sierra Office Systems & Prod. | 9950 Horn Road | Sacramento |
| Sifford Contract Interiors | 1939 E. Phelps | Springfield |
| Signature Graphics | 608 S. 9th Street | Noblesville |
| Sisler Johnston Int. Design | 5570 Florida Mining Blvd. S. | Jacksonville |
| Sixthriver Purchasing | 1601 S. Mopac Expressway | Austin |
| SK Ballard Contract Interiors | 4616 Papermill Drive | Knoxville |
| Skutchi Designs Inc. | 171 Gardner Lacy Road | Myrtle Beach |
| Smart Business Interiors | P.O. Box 875 | Columbia |
| Smc Corporation Of America | Attn: Paul Gonzalez | Austin |
| Smc Corporation Of America | Attn: Paul Gonzalez | Austin |
| Smith Contract | 604 William Street | Fredericksburg |
| Sonus Interiors Inc. | 6325 Sandburg Road | Golden Valley |
| Source Interiors | 420 Kingsgate Court | Simpsonville |
| Source Office & Technology | 413 Desmet Drive | Cheyenne |
| Source One Furniture | 100 Springdale Road | Cherry Hill |
| Southern Office Design Llc | 1025 Montgomery Highway | Vestavia Hills |
| Southland Construction Mgmt | 3942 Valley Avenue | Pleasanton |
| Space, Inc. | 3142 Vantage Point Drive | Midland |
| Spaces Group Llc | 7760 Trinity Road | Cordova |
| Spaces, Inc. | 14950 West 86th Street | Lenexa |
| Specialized Marketing Ltd | 138 West Street | Annapolis |
| Specialized Storage Systems | 30 Sherwood Lane | Fairfield |
| Spectrum | 1003 W. Ninth Ave. | King Of Prussia |
| Spectrum | 1122 Longford Road | Phoenixville |
| Spellman Brady & Company | 8251 Maryland Ave. | St. Louis |
| Spencer Company | 150 Turtle Creek | Dallas |
| Ssa | 1165 E. Route 66 | Glendora |
| Stamford Office Furniture | 328 Selleck Street | Stamford |
| Standard Commercial Interiors | 1275 Broadway | Albany |
| Step Up, Inc. Corp. Interiors | 4400 Friendship Drive Unit A | Matthews |
| Stephens Office Systems | 300-308 Foster Ave. | Charlotte |
| Strahm | 4334 Ardmore Ave. | Fort Wayne |
| Strahm Building Solutions | 4334 Ardmore Ave. | Fort Wayne |
| Strategic Hospitality Group | 9841 E. Bell Road | Scottsdale |
| Strategic Workspaces Llc | 40 Broad Street | Boston |
| Strong Project, Inc. | 123 Richmond Street | El Segundo |
| Studio 109 Designs Llc | 109 Zeta Drive | Pittsburgh |
| Studio 4 Design Solutions Llc | 200 High Rise Drive | Louisville |
| Studio 71 Office Furnishings | 8859 La Terrazza Place | Jacksonville |
| Studio M Inc. | 306 East Oak Ave. | Tampa |

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| Suite Spaces, Llc | 15229 Edgewood Drive | Baxter |
| Sullivan'S Office Supply | P.O. Box 1007 | Starkville |
| Sullivan'S Office Supply, Inc. | 219 Center Street | Massena |
| Summit Install Group | P.O. Box 245 | Warrensville |
| Suny At Stonybrook | Procurement Office | Stony Brook |
| Suny New Paltz | Accounts Payable | New Paltz |
| Superior Business Products | 3108 Carman Road | Schenectady |
| Superior Installation | 3740 Prospect Ave. | Riviera Beach |
| Superior Office Interiors | 225 Wilkinson Street | Syracuse |
| SupplySource Office Interiors | 415 W Third Street | Williamsport |
| Sustainable Office Solutions | 900 Old Liverpool Road | Liverpool |
| Synergy Business Environments | 111 10th Avenue South Suite 30 | Nashville |
| Systems Design | 234 East Main Street | Lexington |
| Systems Furniture Gallery Inc | 4425 Brookfield Corp. Drive | Chantilly |
| Systems Source | 530 B Street | San Diego |
| Systems Source | Attn: Accounts Payable | Irvine |
| Systems Source Inc. | 6701 Center Drive West | Los Angeles |
| T & O Associates | DbA Frl | Westbury |
| T.D.M. Enterprise | P.O. Box 352 | San Leandro |
| T2 Office Furnishings Llc | P.O. Box 11502 | Chandler |
| Talu Llc | 13873 Park Center Road | Herndon |
| Tangram | 9200 Sorensen Avenue | Santa Fe Springs |
| Tanner Furniture | 7813 Derry Street | Harrisburg |
| Tap Office Furniture Co., Inc. | 140 Willingham Drive | Bolingbroke |
| Teammates Commercial Interiors | 320 S. Teller Street | Lakewood |
| Tech Valley Office Interiors | 30 Kraft Avenue | Albany |
| Technical Furn Resource, Inc. | 700 Lavaca Street Suite 1400 | Austin |
| Telcar Corporate Interiors | 25 Andrea Road | Holbrook |
| Temple Square Interiors | 796 N. Main Street | Akron |
| Tesoro Companies Inc | 19100 Ridgewood Parkway | San Antonio |
| Texas Wilson Office Furniture | 6812 Fairgrounds Pkwy | San Antonio |
| The Art Of Space Llc | 11140 Korman Drive | Potomac |
| The Atlantic Group Ct, Llc | 501 Merritt 7 | Norwalk |
| The Atlantic Group La, Llc | 1888 Century Park East | Los Angeles |
| The Birch Group | 934 Burch Drive | Brielle |
| The Bradley Company | 5164 Sinclair Road | Columbus |
| The Center For Performing Arts | 355 City Center Drive | Carmel |
| The Demo Group, Llc | 2015 Silver Bell Road | Eagan |
| The Furniture Guide | 3341 Delta Ave. | Minnetonka |
| The Furniture Network | 10512 Fairway Ridge Rd | Charlotte |
| The Golden Ruler, Inc. | 800 Broadway | Hannibal |
| The Kane Company | 6500 Kane Way | Elkridge |
| The Office Place, Inc. | 301-C Greystone Blvd. | Columbia |
| The Office Products Dealer | 2612 South 1030 West | Salt Lake City |
| The Primus Group, Inc. | 6980 W. 153rd Street | Overland Park |
| The Retreat | 1221 Wayzata Blvd. E. | Wayzata |
| The Ron Clark Adademy | 1749 Brewer Blvd. S.W. | Atlanta |

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| The Wells Group | 2323 W. Sam Houston Parkway | Houston |
| Theiss Interior Design | 740 N. Plankinton Ave. | Milwaukee |
| Thomas Interior Systems | 476 Brighton Drive | Bloomington |
| Thomas M. Amato Co.,Inc. | 51-02 21st Street | Long Island City |
| Thrifty Office Furniture | 1023 S. Miami Blvd. | Durham |
| Thw Design | 2100 Riveredge Parkway | Atlanta |
| Thw Design | 2100 Riveredge Parkway | Atlanta |
| Times Herald Printing & | Office Products | Forest City |
| Today'S Classroom | 6551 Middlebranch Ave. Ne | Canton |
| Today'S Systems Corp. | 142 Montgomery Ave. | Bala Cynwyd |
| Tom Sexton & Associates, Inc. | 65 Cummings Drive | Walton |
| Top Office Products, Inc. | 124 South Main Street | Sheridan |
| Top Office Supply | P.O. Box 3348 | Longview |
| Top To Bottom Interiors | 415c Orchard Plaza | Altoona |
| Total Corporate Solutions | 20335 S. Western Ave. | Torrance |
| Total Office Solutions | 931 South Tejon Street | Colorado Springs |
| Total Office Solutions | 4301 Emerson Street | Jacksonville |
| Total Office Solutions | 3615 Franklin Ave. | Waco |
| Totalplan, Inc. | 5645 Mission Blvd. | Riverside |
| Trade Products Corporation | 12124 Popes Head Road | Fairfax |
| Trader Joe'S Company | 800 S. Shamrock Ave. | Monrovia |
| Training Resources Group Inc | 4401 Wilson Blvd. | Arlington |
| Transact | 4600 East Washington St. | Phoenix |
| Transamerican Office-Reading | 1800 North 12th Street | Reading |
| Trendwell, Inc. | 16 East 40th Street | New York |
| Tres Bruce Media Llc | 1609 Westbridge Court | Raleigh |
| Trg, Inc. | 4301 Wilson Blvd. #400 | Arlington |
| Tri-County Office Furniture | 230 Santa Barbara Street | Santa Barbara |
| Triplett Office Essentials | 3553 109th Street | Des Moines |
| Tri-State Office Furn, Inc. | 2707 West Carson Street | Pittsburgh |
| Tryco Inc | 6736 Old Mclean Village Dr. | McLean |
| Tucson Business Interiors | 305 S. Euclid | Tucson |
| Turning Point | Attn: Jim Buege Jr. | Lakeland |
| Turning Point Collection Llc | P.O. Box 4451 | Greenville |
| Turnkey Project Services Llc | 3200 High River Road | Ft. Worth |
| Tylander'S Office Solutions | 535 Twenty Fourth Street | West Palm Beach |
| Uncle Sam'S Glass Door | 21 Industrial Drive | Smithfield |
| Union Office Interiors | 226 Andover Street | Wilmington |
| Unisource Solutions | Accounts Payable | Pico Rivera |
| Unispace | 1031 Research Road | Columbus |
| Unispace | 902 Elliott Ave. West | Seattle |
| United Corporate Furnishings | 1780 North Market Blvd. | Sacramento |
| United Interiors | 21201 Oxnard Street | Woodland Hills |
| Up Commons, Llc | C/O Sixthriver Purchasing | Austin |
| Upmc Lsc | 8000 Cranberry Springs Dr. | Cranberry Twp |
| Utah Office Solutions | 780 N. 1200 W. | Orem |
| V4 Design | 350 Hilton Road | Myrtle Beach |

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| Valuebiz | 604 Pressley Road | Charlotte |
| Verhalen, Inc. | 500 Pilgrim Way | Green Bay |
| Vertex Business Interiors | 14712 Sinclair Circle | Tustin |
| Vertex Office Solutions | 1275 Valley Quail Lane | Auburn |
| Veteran Office Design | 3216 Chaucer Drive | Charlotte |
| Veterans Healthcare Supply | Solutions Inc | Jacksonville |
| Victorallen & Co.Llc | 705 Jackson Road | Anderson |
| Village Office Supply | 600 Apgar Drive | Somerset |
| Vision Business Products | Granville Associates, Inc. | Carnegie |
| Vision Business Products | 8540 Cender Bed Road | Lorton |
| Visionary Office Furniture | 11014 19th Ave. S.E. | Everett |
| Vivere Interior Design | 162a Spring Street | Charleston |
| W.B. Mason | P.O. Box 111 | Brockton |
| W.B. Mason | 1819 Jfk Blvd | Philadelphia |
| W.B. Wood | Attn: Eric Betz | Basking Ridge |
| W.B. Wood | 225 Park Avenue South | New York |
| W.B. Wood Co.,Inc. | 100 Fifth Avenue | New York |
| W.G. Pitts Company | 7807 Baymeadows Road East | Jacksonville |
| W.M. Putnam Company | 1625 Commerce Parkway | Bloomington |
| W.S. Goff Company, Inc. | 5104 Oakwood Boulevard | Mays Landing |
| Waldner'S Co.,Inc. | 125 Route 110 | Farmingdale |
| Warehouse Direct | 2001 S. Mount Prospect Rd | Des Plaines |
| Washington Office Interiors | 12354 Carroll Ave. | Rockville |
| Washington Workplace | 2300 South 9th Street | Arlington |
| Way Office | 691 Division St. | DuBois |
| Wb Wood Integrated Interiors | 890 Mountain Ave. | New Providence |
| Weatherall'S Inc. | P.O. Drawer 87 | Tupelo |
| Weeks-Lerman Group, Llc | 58-38 Page Place | Maspeth |
| Weinberger'S Furniture | 3137 Washington Road | Augusta |
| Wenaha Group | 125 SE Court Avenue STE A | Pendleton |
| Westmoreland Contract Furn. | 1572 Woodward Drive Extension | Greensburg |
| We'Ve Got Your Back | 1275 S. Winchester Blvd. | San Jose |
| Widmer Office Prod&Interiors | 8415 N Allen Road | Peoria |
| Wiley Office Equipment Co. | 301 E. Laurel Street | Springfield |
| Wilkes-Barre Area Ctc | P.O. Box 1699 | Wilkes-Barre |
| William J. Harden li | 303 Oak Hill School Road | Townsend |
| William P. Peterson & Assoc. | 925 Executive Park Drive | Salt Lake City |
| Williams Interior Designs | 2168 Citygate Drive | Columbus |
| Wilson Office Interiors | 641 W. Mockingbird Lane | Dallas |
| Wise Office Supply | P.O. Box 748 | Troy |
| Wojciechowski Construction | 5804 West Lake Road | Vermilion |
| Work Squared | 46855 Magellan Dr. | Novi |
| Workflow Interiors | 460 Totten Pond Road | Waltham |
| Working Spaces | 11624 Page Service Drive | St. Louis |
| Working Spaces | 1114 Andover Park West | Tukwila |
| Workplace Elements | 2501 Blake Street | Denver |
| Workplace Interiors Llc | 400 Packetts Landing | Fairport |

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| Workplace Logic | P.O. Box 110577 | Tacoma |
| Workplace Partner Llc | 509 San Juan Drive | Fort Collins |
| Workplace Partners | 1118 N.E. Frontage Road | Fort Collins |
| Workplace Resource | 3300 Corporate Avenue | Weston |
| Workplace Resource | 162 Prescott Street | Worcester |
| Workplace Resource | 4400 NE Loop 410, Ste 130 | San Antonio |
| Workplace Resource | Op Corporate Furnishings | Austin |
| Workplace Resource Of Colorado | 1899 Wynkoop Street Ste 550 | Denver |
| Workplace Resource-Dallas | 2941 Trade Center Drive | Carrollton |
| Workplace Solutions | 2651 North Harwood | Dallas |
| Workplace Solutions | 507 Pressler Street | Austin |
| Workscape Llc | 1970 N. Cleveland Massillon Rd | Bath |
| Workscape, Inc. | 1900 Lowe Street | Pittsburgh |
| Workscapes | 1395 Sw 22nd Street | Miami |
| Workscapes South, Llc | 632 S Federal Highway | Ft Lauderdale |
| Workscapes, Inc. | 9302 Florida Palm Drive | Tampa |
| Workspace Development LLC dba OpenSquar | 5601 6th Ave. South | Seattle |
| Workspace Dynamics, Inc | 4711 Lomas Blvd NE | Albuquerque |
| Workspace Elements | Dbas Elements | Denver |
| Workspace Elements | 3003 Highland Drive | Salt Lake City |
| Workspace Innovations An | Elements Partner | Denver |
| Workspace Interiors Llc | 3720 Scenic Drive | Mobile |
| Workspace Ohio Llc | Dbas: Dupler Office | Columbus |
| Workspace Resource, Inc. | 404 South Boulder Ave. | Tulsa |
| Workspace Solutions | 919 Coliseum Blvd. North | Fort Wayne |
| Workspace Solutions | 4783 Harlansburg Road | Slippery Rock |
| Workspace Solutions, Inc. | 1901 Shipman Dr. | San Antonio |
| Workspace Technology | 81 Broad Street | Phillipsburg |
| Workspace, Inc. | 309 Locust Street | Des Moines |
| Workspace2 | 1874 Lago Vista Blvd. | Palm Harbor |
| WorkSpaces NYC LLC | 511 W 25th Street, Suite 801 | New York City |
| Workspaces, Llc | 7720 N. 16th Street | Phoenix |
| Worksquared, Inc. | 4633 Patterson, Se | Grand Rapids |
| Wyda Goldberg Interior Design | 5708 Eaglemount Circle | Lithia |
| Wyndham Corporate Interiors | 208 Providence Road | Brooklyn |
| Wyoming Office Products & Int. | P.O. Box 1201 | Casper |
| Xotive Facility Solutions, Inc | 3211 Albermarle Avenue | Drexel Hill |
| Yba Business Interiors | P.O. Box 36 | Newton |
| Young Office Environments | 1280 Ridge Road | Greenville |
| Your Office, Inc. | 6193 Rock Island Road | Tamarac |
| Yuletide Office Supply Inc | 1245 Sycamore View | Memphis |
| Z1 Solutions Inc | 4851 Preserve Parkway N. | Greenwood Village |
| Zoom, Inc. | 1 Laurel Leaf Court | Potomac |

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company's official registered name. Ditto Sales dba Versteel
- ◆ Brief history of your company, including the year it was established. See Attached
- ◆ Company's Dun & Bradstreet (D&B) number. 080957079
- ◆ Company's organizational chart of those individuals that would be involved in the contract.
See Attached
- ◆ Corporate office location.
 - List the number of sales and services offices for states being bid in solicitation.
 - List the names of key contacts at each with title, address, phone and e-mail address.See Attached
- ◆ Define your standard terms of payment.
10% Net 30 Days
- ◆ Who is your competition in the marketplace?
Herman Miller/Knoll/Haworth/Steelcase, Teknion
- ◆ Provide Annual Sales for last 3 years broken out into the following categories: See Attached
 - Cities / Counties
 - K-12
 - Higher Education
 - Other government agencies or nonprofit organizations
- ◆ Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.
 - \$_____ in year one
 - \$_____ in year two
 - \$_____ in year threeSee Attached
- ◆ What differentiates your company from competitors?
Versteel differentiates itself with high design, Made in America craftsmen ship with American Made steel, and with quicker than standard lead times, combined with full custom capabilities.
- ◆ Describe how your company will market this contract if awarded. See attached Marketing Plan
- ◆ Describe how you intend to introduce NCPA to your company. See attached Marketing Plan
- ◆ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.
Online ordering capability does not currently exist pending further market review by Versteel Marketing
- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)
Mon-Fri: 8-5pm EST
Single Corporate Service Center location

- ◆ Green Initiatives (if applicable)
 - As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.
See Attached
- ◆ Anti-Discrimination Policy (if applicable)
 - Describe your organizations' anti-discrimination policy. See attached
- ◆ Vendor Certifications (if applicable) Not applicable
 - Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

VP of Sales – Pam Mathias

Director of Sales Operations – Josh Gunselman

Contract Consultants – Jamie Northrop, Brittany Thomas

Contract Administrator – Whitney Strange

Sales Coordinators – Karla Mattingly, Autumn Miller, Chynna Howe, Shannon Wilson, Vicki Englert

Order Entry – Bridgette Morrison

Master Rep List (Erik)

AFS Brands (011)

SO Coord: Whitney Strange

Terr: Middle East & North Africa, Panama

Zip Codes:

Website:

Additional Lines: Masland Contract, AGATI Furniture, Arcadia, Encore, Atlas

****Hussein Haidar**

Director of Marketing

1606 Pheasant Lane
Southlake, TX 76092

PH 972.550.0055

Mobile 972.679.2171

Skype: Hussein.m.haidar

Email hussein.haidar@afsbrands.com

Master Rep List (Erik)

Aligned (039)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA, CAState & NVState/Whitney Strange

Terr: Northern/Central California, Northern Nevada (Reno)

Zip Codes: 89310-89888 (Nevada), 93201-93292 & 93600-96999 (California)

Website:

Additional Lines:

****Mark McGregor, Principal Territories:**

1900 S. Norfolk Street
Suite 350

San Mateo, CA 94403

PH
Mobile 650.867.0995
Fax
Email mark@alignedreps.com

****Gavin McGregor, Principal Territories:**

586 8th Street

Montara, CA 94037

PH
Mobile 650.291.8403
Fax
Email gavin@alignedreps.com

Master Rep List (Pam)

Allyn Rae Group (032)

SO Coord: Commercial/Whitney Strange
Contract Administrator: GSA & FLState/Whitney Strange
Terr: Florida
Zip Codes: 32000-34999

Website: www.allynraegroup.com

Additional Lines: Bendheim Glass, Boss Design, Clear Design, David Edward, Frasch, Stance Healthcare, Takeform Sinage, Windfall Lumber

****Maureen Allyn, Principal**

Corporate Office

(Where Commission Checks and other Business Documents should be sent)

South East Coast Florida Territory

807 Par Circle

Delray Beach, FL 33445

PH 800.572.3980

Mobile 248.470.9513

Email mallyn@allynraegroup.com

info@allynraegroup.com

(Where Commission Statements and Reports should be sent)

****Jennifer Rae, Principal**

West Coast Florida Territory

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Tampa, FL 33604

PH

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Email jrae@allynraegroup.com

Debra Burke, Associate

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PH 800.572.3989

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Email dburke@allynraegroup.com

Diane Pelletier, Associate

845 NW 21st Way

Delray Beach, FL 33445

PH 800.572.9061

Mobile

Email info@allynraegroup.com

Master Rep List (Erik)

Altitude Resource Group (070)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA & State/Whitney Strange

Terr: Colorado, Wyoming, Utah

Zip Codes: 79800-83199, 84000-84999, 87000-88999

Website: www.AltitudeResourceGroup.com

Additional Lines: Artopex, 2/90 Sign Systems, Created Hardwood Ltd., Ghent, Intensa, Nook, Oasis Berco, Office Master, Integra, AMQ, Palmeri, Richelleu Ergo, Stance Healthcare, Vivid Board, Waddell

****Richard Weiss/President**

2735 W. 111th Loop

Westminster, CO 80234

PH 303.465.4453

Mobile 303.949.4270

Email Richard@ARGreps.com

Tom Lowenthal/Manufacturer Representative

2735 W. 111th Loop

Westminster, CO 80234

PH 303.465.4453

Mobile 812.219.2473

Email Tom@ARGreps.com

Whitney Newell

2735 W. 111th Loop

Westminster, CO 80234

PH 303.465.4453

Mobile 303.465.4452

Email Lisa@ARGreps.com

Master Rep List (Pam)

BAM Associates, LLC (078)

SO Coord : Commercial/Vicki Englert

Contract Administrator: GSA, PAState & NJState/Whitney Strange

Terr: Eastern Pennsylvania, South New Jersey, Delaware

Zip Codes: 17000-17999, 18000-18999, 19000-19999, 07700-07799, 08000-08799

Website: www.bamassoc.com

Additional Line: Fri'ant, La-Z-Boy, Stylex, Thomas Hontz Associates, Three h, Fullbright Glassboards,
Chief Monitor Mounts, Trinity Furniture

****Jerry Benn**, Principal
245 West Lafayette Street

Norristown PA 19401

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Mobile 215.740.8833

Fa x 610.279.2539

Email jerrybenn@bamassoc.com

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2319 Upper Barness Road

Warrington PA 18976

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Stephanie Nickliss

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PH 610.279.2600

Mobile

Fax

Email stephnickliss@bamassoc.com

Master Rep List (Erik)

Blue Sky Contract Furniture (035)

SO Coord: Commercial/Chynna Howe

Contract Administrator: GSA & State/Whitney Strange

Terr: Arizona, Southern Nevada, New Mexico & El Paso TX

Zip Codes: 85000-86599, 88900-89199

Website: www.blueskyphx.com

Additional Lines: All Seating, Cumberland, Egan Visual, Jasper Group, Luum Textiles, Stance Healthcare

****Laura Carlson, Principal**

6554 S. Legend Court
Gilbert, AZ 85298

PH

Mobile 602.832.6356

Fax

Email laura@blueskyphx.com

Brian Bromber

1760 West Flamingo Drive
Chandler, AZ 85286

PH

Mobile 480.662.7642

Fax

Email brian@blueskyphx.com

Brieanna Green

Email brieanna@blueskyphx.com

Master Rep List (Erik)

Commercial Connections Assoc. (036)

SO Coord: Autumn Miller
Terr: Michigan
Zip Codes:

Website:

Additional Lines: All Seating, Created Hardwoods, HAT Contract, Innovative, People Signs, Table Logix

****Paul Naida**

6161 Wilson Rd
Ann Arbor, MI 48108

PH
Mobile 734.250.0119
Fax

Email pnaida@me.com

Larger Samples:
Wolverine Commercial Furnishings
3755 Varsity Drive
Ann Arbor, MI 48108
Attn: Chris Arcure
734.368.1262

Master Rep List (Erik)

Cooper & Company (038)

SO Coord: Commercial/Chynna Howe
Contract Administrator: GSA & TXMAS/Whitney Strange
Terr: Northern Texas (Dallas), Arkansas, Oklahoma
Zip Codes: 71500-76999, 79000-79799

Website: www.cooper-co.net

Additional Lines: Lencore, Mercury Notifications, Rhinoware, Flexxform

****Todd Cooper, President**

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Dallas, TX 75214

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Kyle Cooper, Partner

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**Whitney Jones, RID, Well AP
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Master Rep List (Erik)

ditty.rehkamp (087)

SO Coord: Commercial/Chynna Howe

Contract Administrator: GSA & State/Whitney Strange

Terr: Minnesota, North Dakota, South Dakota, Iowa

Zip Codes: 50000-52999, 55000-58999, 54000-54099, 54700-54899

Website:

Additional Lines: Cape Contract, Davis, ESI, KFI Studios, Krug, Nemschoff, Lazar, Northland,
Luum Textiles, Hekman Contract, Springboard

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Master Rep List (Erik)

Empresas Gonzalez Alvarez (104)

SO Coord: Whitney Strange
Terr: Puerto Rica, Caribbean
Zip Codes:

Website:

Additional Lines: RA Products, Boss Chair, Koncept Light, Nightingale, Zuo Modern, Friant, Deflecto

****Carlos Gonzalez**
G23 15 St. Fairview
San Juan, PR 00926

PH 787.370.1999
Mobile
Fax
Email ega_40@yahoo.com

Master Rep List (Erik)

Fine Lines (030)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA & State/Whitney Strange

Terr: Southern California; Santa Barbara, San Diego, San Luis Obispo, Ventura, Riverside, Los Angeles, San Bernardino, Kern, Orange, Imperial

Zip Codes: 90000-93199 & 93293-93599

Website: www.finelinesrep.com

Additional Lines: Stinson, Stylex, MG Magnuson Group, DELLAROBIA

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Ukiah, CA 95482

PH 949.274.1099

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Email mary@finelinesrep.com

**Carol Martino

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Email cmartino@finelinesrep.com

Jeff Baker

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PH

Mobile 562.360.4422

Email jeff@finelinesrep.com

Michelle Wiss

24372 Cavalini Place

Valencia, CA 91355

PH

Mobile 310.713.7958

Email michelle@finelinesrep.com

**Ship Product to Parron Hall

Attn: Jim Burns

7700 Ronson Rd.

Ste. 100

San Diego, CA 92111

Tag: For Mary Dampier

**For Furniture Samples, they have warehouse partner with:

Pro Furniture Installs

Attn: Marc Fischer, Sidemark: Fine Lines

7242 Garden Grove Blvd

Westminster, CA 92683

714.206.4482

Master Rep List (Pam)

Quest Associates, Inc. (103)

SO Coord: Commercial/Vicki Englert

Contract Administrator: GSA & State/Whitney Strange

Terr: Upstate New York

Zip Codes: 12000-14999

Website:

Additional Lines: SitOnIt Seating, IDEON Design, Loftwall, Lencore, IOF Furniture, Symetry

****Dave Iacono Buffalo/Rochester Area**

359 Quaker Road

East Aurora, NY 14052

PH 315.253.0497

Mobile 716.983.1821

Fax 315.255.1266

Email dbiacono@outlook.com

Jack Shellard Albany/Syracuse Area

48 Pinewood Avenue

Saratoga Springs, NY 12866

PH

Mobile 518.858.7450

Fax 315.255.1266

Email jack@questassociates.org

Master Rep List (Pam)

J.M.C. Associates (068)

SO Coord: Commercial/Josh Gunselman

Contract Administrator: GSA, State, TXMAS/Whitney Strange

Terr: Southern Texas (Austin/Houston), Southern Louisiana (New Orleans)

Zip Codes: 70000-71499, 77000-78899

Website:

Additional Lines: Davis Furniture, Decca Contract, Interstuhl, Level 4 Design, Light Corp,
Loft Wall, Peter Pepper, Watson, Six Inch, Series Seating

****Miriam Jones**

(Austin, San Antonio, Houston, LRGV Texas)

206 South Heideke Street (new)

Seguin TX 78155

PH 830.401.4697

Mobile 512.587.2298

Fax

Email miriam@jmcassociates.com

For Product Delivery

Workplace Resource

Hold for: Miriam Campbell

JMC Assoc.

4400 NE Loop 410 #130

San Antonio, TX 78218

Brad Jones

(Austin, San Antonio, LRGV Texas)

206 South Heideke Street (new)

Seguin TX 78155

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Mobile 210.417.0392

Fax

Email brad@jmcassociates.com

Master Rep List (Erik)

Karras Associates (051)

SO Coord: Commercial/Autumn Miller
Contract Administrator: GSA & ILState/Whitney Strange
Terr: Illinois
Zip Codes: 60000-62999

Website: www.karrasassociates.com

Additional Lines: Egan Visual, Gianni, Indiana Furniture, Chief, Interstuhl, Segis, Uhuru

Sally Tyszko/Showroom, Literature Contact

222 Merchandise Mart Plaza Ste. 10-151

Chicago IL 60654

PH 312.321.9377

Mobile

Fax 312.321.9731

Email sally@karrasassociates.com

****Ship all mass mailings of New brochures, etc. to Chicago location!!**

Kim Cooper

Cooper Contract

Territories: Peoria & SO Illinois

#9 Oakland Drive

Riverton IL 62561

PH 217.306.1624

Mobile 217.306.1624

Fax 217.629.9413

Email kim@coopercontract.com

****Tom Karras**

Territories: Chicago & Suburbs

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Michelle Ellis

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Email coopercontract2@gmail.com

Master Rep List (Erik) Kayser-Wesner, LLC (042)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA & State/Whitney Strange

Terr: Washington, Oregon, Idaho, Montana, Alaska

Zip Codes: 59000-59999, 83200-83899, 97000-99999

Website: www.kwnorthwest.com

Additional Lines: Takeform, Davis, Martin Brattrud, Peter Pepper, Krug, Memo,
Skyline Design, Watson, Three H, Green Furniture Concept, Sossego

****Kevin Kayser (Principal)**

Territories: Oregon, Alaska, Southern Idaho, Eastern Montana

1133 SE Pershing

Portland, OR 97202

PH 503.235.0776

Mobile 503.753.3073

Fax

Email Kevin@kayserwesner.com

Heather Stripe - Sales

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PH 503.710.7515

Mobile

Fax

Email Heather@Kayserwesner.com

Tricia Bennett - Office

1133 SE Pershing

Portland, OR 97202

PH 503.235.0776

Mobile

Fax

Email Tricia@Kayserwesner.com

****Furniture Samples ship to:**

Kayser Wesner

%OFS

7726 NE 33rd Drive

Portland, OR 97211

503-236-7895 Call to Schedule Delivery

****Andrew Wesner – Sales**

Territories: Washington

Showroom/Office

1631 15th Ave. W

Ste. 202

Seattle, WA 98119

PH 206.729.7800

Mobile 206.683.1169

Fax

Email Andrew@Kayserwesner.com

Lynn Nelson – Sales

Showroom/Office

1631 15th Ave. W
Ste. 202

Seattle, WA 98119

PH 206.729.7800

Mobile 206.853.6634

Fax

Email Lynn@Kayserwesner.com

Kitty Gibson – Office

Showroom/Office

1631 15th Ave. W
Ste. 202

Seattle, WA 98119

PH 206.729.7800

Mobile

Fax

Email Kitty@Kayserwesner.com

****For regular mail and small packages for the Seattle office, please ship to:**

117 E. Louisa St. PMB #217

Seattle, WA 98102

****For items that come in on truck, ship to:**

Workpointe Warehouse

9877 40th Ave. S

Seattle, WA 98188

Crystal Hooker – Sales

Territories: Eastern Washington (Spokane Region), Northern Idaho, Western Montana

1715 W. College

Spokane, WA 99201

PH 509.217.2475

Mobile

Fax

Email Crystal@Kayserwesner.com

Master Rep List (Erik)

Kirsten Sales Agencies (015)

SO Coord: Commercial/Whitney Strange
Terr: Toronto, ON
Zip Codes:

Website: www.kirstensales.com

Additional Lines: Davis, ECA, Nucraft, Stance Healthcare, Three H

Ralf Kirsten

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Mobile 416.203.0724
Fax
Email ralf@kirstensales.com

Kim Kirsten

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Mobile 416.453.0127
Fax
Email kim@kirstensales.com

Stuart Morawski

34 – 107 Westra Drive

Guelph, ON N1K 0A5
Canada

PH
Mobile 416-312-4678
Fax
Email stuart@kirstensales.com

Sample Furniture to Installer:
Talisman Moving Services
5270 Creekbank Road
Mississauga, ON L4W 1N4
Canada
Attn: Ed Hodge

Master Rep List (Pam)

KMA & Associates (096)

SO Coord: Commercial/ Vicki Englert

Contract Administrator: GSA & State/Whitney Strange

Terr: Western Pennsylvania, West Virginia

Zip Codes: 15000-16999, 17700-17799, 25000-26999

Website: www.kma-associates.com

Additional Lines: Benchmark Design Group, Egan, OFS Brands, Carolina, Office Specialty, SitOnIt Seating, IDEON Lounge, LOFTwall, Inscape Walls, Symetry

****Todd Irwin, Sales**

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Master Rep List (Erik)

Lehman and Associates (037)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA/Whitney Strange

Terr: Wisconsin

Zip Codes: 53000-53999, 54100-45699, 54900-54999

Website: www.lehmanandassociats.com

Matt Lehman

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Green Bay, WI 54311

PH 920.621.7746

Mobil e

Fax

Email matt@lehmanandassociates.com

Master Rep List (Erik)

MT Square Design Services (024)

SO Coord: Whitney Strange
Terr: British Columbia
Zip Codes:

Website: www.mtsquareinteriors.com

Additional Lines: Camira Fabrics, Sit on It, IDEON, BUM Contract, Grand Rapids Chair Co., Symmetry

Nicole Sturhahn
5473 Maple Crescent

PH 604.366.7998

Mobile

Fax

Email nicole@mtsquareinteriors.com

Delta, BC V4K 1G3
Canada

**Send all literature, finish samples, etc. here

****For Product Delivery**
Christopher's Furniture Installation
c/o MT Square Interiors
Unit 200, 2050 Hartley Avenue
Coquitlam, BC V3K 6W5
Canada
P: 604.720.3039
E: dispatch@christopherfurniture.ca

**Business cards and website contact information
should remain :
101-1001 Broadway W. Box 172
Vancouver, BC V8H 4E4
Canada

Master Rep List (Pam)

Pringle-Ward Associates (031)

SO Coord: Commercial/Vicki Englert

Contract Administrator: GSA & State/Whitney Strange

Terr: New York City, North New Jersey

Zip Codes: 07000-07699, 07800-07999, 08800-08999, 10000-11999

Website: www.pringleward.com

Additional Lines: Jasper Group/JSI Community, Hickory Contract, Florida Seating, Mergeworks, Tenjam, Trendway, Segis,

Cara Lamendola/Operations Mgr.

200 Lexington Avenue

Ste. 1116

New York, NY 10016

PH 646.983.1185

Mobile 201.446.8770

Fax

Email clamendola@pringleward.com

***Home**

124 Jefferson Avenue

River Edge, NJ 07661

****Ship all mass mailings of New brochures, etc. to New York, NY location!!**

****Susan Goldschrafe/Principal**

New York/New Jersey

200 Lexington Avenue

Ste. 1116

New York, NY 10016

PH 646.983.1185

Mobile 201.220.3524

Fax

Email susan@pringleward.com

***Home**

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Franklin Lakes, NJ 07417

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Yaneiry E. Mayard

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New York, NY 10016

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Mobile 917.232.9900

Email Yaneiry@pringleward.com

Kathlene Dobbins

200 Lexington Avenue

Ste. 1116

New York, NY 10016

PH 646.983.1185

Mobile 201.551.8658

Email Kathleen@pringleward.com

Master Rep List (Pam)

PT Sales, Inc. (025)

SO Coord: Commercial/Karla Mattingly
Contract Administrator: GSA & State/Whitney Strange
Terr: Maryland, Washington DC, Virginia
Zip Codes: 20000-24699

Website: www.ptsalesinc.com

Additional Lines: Arcadia, Encore, Fluid Concepts, Friant, Fullbright Glass, Lumicor, Sixinch, Green Furniture Concept, Nienkamper, RAVA Design, Scandinavian Spaces, Segis

****Richard Benn**

11828 Coakley Circle

Rockville MD 20852

PH 301.468.1331

Mobile 301.908.0980

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Email rbenn@ptsalesinc.com

***Ship all mass mailings of New brochures, etc. to Rockville location!!*

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Karen Mangold/Sales (Annapolis & Baltimore Terr.)

11828 Coakley Circle

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Mindy Benn/Inside Support

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Home address: 14508 Cartwright Way
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Tendekai David Makoni/Cust. Service

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Rockville, MD 20852

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Fax 301.294.1334

Email cust-serv@ptsalesinc.com

Master Rep List (Pam)

RepSource (080)

SO Coord: Commercial/Chynna Howe

Contract Administrator: GSA & State/Whitney Strange

Terr: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, Vermont

Zip Codes: 01000-06999

Website: www.repsourcecontract.com

Additional Lines: Keilhauer, HBF, HBF Textiles, IoA Healthcare, IoA Healthcare/Allora Line, Luna Textiles,
ALUR Walls by MAI, Brentano, Halcon, Sossego,

Chris Bentley/Sales

27-43 Wormwood Street
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Mobile

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Email mariesherman@repsourcecontract.com

****Jennifer Needham/Sales**

27-43 Wormwood Street
STE. 180
Boston MA 02210

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Email jenniferneedham@repsourcecontract.com

****Erin Davidow/Sales**

82 Canoe Brook Road

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PH 617.443.0099

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Fax

Email erindavidow@repsourcecontract.com

Kayla Metheny/Sales

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Mobile

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Camilla Pirete/Marketing-Sales Asst

43 Wormwood Street
STE.180
Boston MA 02210

PH 617.443.0099

Mobile

Fax 617.443.0091

Email camillapirete@repsourcecontract.com

Master Rep List (Pam)

Scott Miller Associates (047)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA & NCState/Whitney Strange

Terr: North Carolina and South Carolina, Bermuda

Zip Codes: 27000-29999

Website:

Additional Lines: Dauphin--Valo, Davis, Peter Pepper, VIA Seating, OFGO, BBF, Stance Healthcare,

****Scott Miller**

725 S. Cedar Street

Charlotte, NC 28202

PH 704.621.3791

Mobile 704.488.6623

Email smafurn@aol.com

****Ship all mass mailings of New brochures, etc. to Charlotte location!!**

Richard Crutchfield

102 Mary Wil Court

Greensboro NC 27455

PH 336.317.5599

Mobile 336.317.5599

Email rcrutchfield06@gmail.com

For Product delivery:

Same address

HOLD FOR DOCK PICKUP

****Ship via Estes**

Mike Robinson

506 Doncaster Drive

Irmo, SC 29063

PH 803.600.2529

Mobile 803.600.2529

Email smamike1@bellsouth.net

Lori Wren/Literature Contact

725 S. Cedar Street

Charlotte, NC 28202

PH 704.621.3791

Mobile 980.254.6531

Email lwren.sma@gmail.com

Mindy Moorman, Sales/Client Development Mgr.

725 S. Cedar Street

Charlotte, NC 28202

PH 704.621.3791

Mobile 765.617.3577

Email mindy.sma@gmail.com

Haley Bryant

725 S. Cedar Street

Charlotte, NC 28202

PH 704.621.3791

Mobile 704.600.5282

Email haleyb.sma@gmail.com

Master Rep List (Pam)

Stemle & Associates (094)

SO Coord: Commercial/Karla Mattingly

Contract Administrator: GSA & State/Karla Mattingly

Terr: Indiana, Kentucky, Ohio, Tennessee

Zip Codes:

Website: www.stemle.com

Additional Lines: Amcase, Eurotech, knu' Contract/La Z Boy Contract,
Paul Brayton Designs, Phoenix Safe International, LLC, Stance|Healthcare, Via Seating,
RaspberryMed, OFGO, Innovative/Hat Contract, Homecrest, Pineapple Contract

****Justin Wendholt***

551 Schuetter Road

Jasper, IN 47546

Territory Covered: Southern Indiana

PH 812.482.1096

Mobile 812.630.9508

Fax 812.482.1237

Email justin@stemle.com

***Schedule all mass mailings of New brochures, etc. for pick-up from Stemle Jasper Location!!*

Robin Brawner

3991 Haverford Place

Avon, OH 44011

Territory Covered: Central and Northern Ohio

PH

Mobile 216-559-6937

Fax

Email robin.brawner@stemle.com

Gerald Shannon

5828 Bayberry Dr.

Cincinnati, OH 45242

Territory Covered: Northern Indiana, Columbus OH

PH

Mobile 513.227.7550

Email gerald.shannon@stemle.com

Mitzi Rouse

7721 Pocanno Road

Knoxville, TN 37919

PH

Mobile 865.660.9490

Fax

Email mitzi.rouse@stemle.com

Territory Covered: Southeastern KY, Eastern Tennessee

Tonya Sander, Office Manager

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096

Mobile 865.660.9490

Fax

Email tonya.sander@stemle.com

Kelly Hochgesang, Sales Admin.

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096

Mobile

Fax

Email corporateoffice@stemle.com

Grace Stemle, A/P & A/R

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096

Mobile

Fax

Email grace.stemle@stemle.com

Leslie Kiesling/Inside Sales Support

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096

Mobile

Fax

Email leslie.kiesling@stemle.com

Deb Wirtz

29498 Hartley Road

Salem, OH 44460

PH

Mobile 330.501.7263

Fax

Email deb.wirtz@stemle.com

Territory Covered: Eastern Ohio

Ashtabula, Trumbull, Columbiana, Jefferson, Belmont & Monroe

Jenny Hardison

10713 Old Pond Drive

Montgomery, OH 45249

PH

Mobile 615.512.9688

Fax

Email jenny.hardison@stemle.com

Territory Covered: Southern OH, Lexington, KY Metro

Jenny Fisher

205 Black Thorn Lane

Gallatin, TN 37066

PH

Mobile 615.710.0425

Territory Covered: Central & Western TN, Bowling Green

Email jenny.fisher@stemle.com

Master Rep List (Pam)

Southeast Contract Sales

Georgia/Alabama/Mississippi (093)

SO Coord: Commercial/Karla Mattingly
Contract Administrator: GSA & State/Karla Mattingly
Terr: Georgia and Alabama
Zip Codes: 30002-39902, 35000-36999

Website: www.secontract.com

Additional Lines: 9 to 5 Seating, Appenx, Bold Furniture, Feek, Krug, Trendway, Hekman Contract

Bryan Durkis, Principal
Georgia/Alabama
2135 Defoor Hills Road, Ste. E

Atlanta, GA 30318

PH
Mobile 678.516.5766
Fax
Email bryan@secontract.com

Bill Milton
Birmingham/Alabama
2513 Chandabrook Circle

Pelham, AL 35124

PH
Mobile 205.908.1574
Fax
Email bill@secontract.com

Todd Krutz, Principal
Georgia
2135 Defoor Hills Road, Ste. E

Atlanta, GA 30318

PH
Mobile 404.396.2981
Fax
Email todd@secontract.com

Betsey Pope
Sales/Marketing
2135 Defoor Hills Road, Ste. E

Richmond, VA 30318

PH
Mobile 804.543.9600
Fax
Email betsey@secontract.com

Master Rep List (Pam)

STEVE MATURO+ASSOCIATES, Inc. (055)

SO Coord: Commercial/Karla Mattingly

Contract Administrator: GSA & State/Karla Mattingly

Terr: Kansas, Missouri, Nebraska

Zip Codes: 63000-63999, 64000-64999, 65000-65299, 65300-65399, 65400-65899 66000-69999

Website:

Additional Lines: Anzea Textiles, Division 12, Halcon, HBF/HBF Textiles, Keilhauer, Memo Furniture, Muraflex, Woodtech

****Steve Maturo**

3017 Main Street

Kansas City, MO 64108

PH 816.531.7661

Mobile 816.210.4424

Fax 816.531.2011

Email steve.maturo@maturo.com

Peggy Hopkins

3017 Main Street

Kansas City, MO 64108

PH 816.531.7661

Mobile 913.484.7070

Fax

Email peggy.hopkins@maturo.com

Ginger Cusumano

3017 Main Street

Kansas City, MO 64108

PH 816.531.7661

Mobile

Fax

Email ginger@museousa.com

Lynn Klein, Admin. Assistant

3017 Main Street

Kansas City, MO 64108

PH 816.531.7661

Mobile

Fax

Email lynn@maturo.com

*For large Rep samples/product, ship to **New** warehouse location:

MUSEO or SMA

c/o Dean's Downtown Underground

1501 W. 31st Street

Suite 575

Kansas City, MO 64108

Must call first for deliveries: 816.531.3537

Hours 9am – 4pm

NCPA Marketing Plan - Versteel

Marketing Plan Introduction

Versteel Inc is a primary manufacturer of Tables, Seating and related furnishings with production facilities located in Jasper Indiana. Its company size is Small - employing approximately 190 and generating annual sales of approximately \$34,000.000. Products manufactured in Indiana are US Domestic End Products..

As a manufacturer of products in various Seating and Tables Product classifications, Versteel has achieved a position of strength commercially both nationally and internationally. Versteel is highly recognized for its notable design, quality and engineering by its commercial customers and by the commercial Architectural and Design community frequently responsible for planning and design of public facilities

Drawing from its full spectrum of commercial experiences, Versteel is well positioned to become a primary supply partner for members of NCPA. Primary historic markets served commercially by Versteel include:

Higher Education – Public and Private Colleges and Universities

Municipal Government – Private and Public Library Systems, Public and Private K-12 Schools and Systems, Municipal and County Healthcare Institutions Municipal Highway/Transit/Transportation Systems,

Healthcare – Public and Private Healthcare providers and institutions

State Government – State Government Complexes, State Run Hospitals and Healthcare Institutions

Federal Government – Executive Agencies, US Embassies, Military Installations, Federal Buildings, Veterans Hospitals

In viewing this opportunity as a potential supply partner with NCPA Members, Versteel projects a dynamic and progressive opportunity for new business development. Based on its experience in NCPA related market areas (see above) a 3 year projection for growth includes annual sales as follows:

Year 1 \$2,104,451

Year 2 \$2,420,119

Year 3 \$2,783,137

Versteel will utilize existing company Sales Representatives and Designated Dealer operations located in All Statesto develop and support business with NCPA members on a **Manufacturer Direct** and a **Manufacturer represented by Designated Dealers** basis. The network of Dealers designated under Versteel's Marketing plan are well versed in NCPA Member needs and are geographically located to provided extensive local sales coverage and support to NCPA members **See attached Authorized Dealers List**



2332 Cathy Lane, Jasper, IN 47546
800-876-2120 ph, 812-482-9318 fax

Marketing Plan - Strategic Accounts Plan

NCPA College and Univ Accounts –

Utilizing company sales representatives and designated Dealers, Versteel will establish a targeted account list in All States to provide comprehensive NCPA program presentations and direct sales efforts.

This concentrated area of sales focus will include the complete spectrum of NCPA College and University membership including all University System members, as well as all Private Colleges and Universities operating with the framework of each geographic state.

Preliminary market research by Versteel will identify Campus Master Plans for currently funded Capital Improvements and Major Renovations.

“Top of list” College and University accounts to be targeted will be those NCPA members whose campus facilities networks include major Health and Medical Center facilities.

In addition to these Health/Medical Centers comprehensive sales and marketing energy will be focused with each targeted account in the following NCPA Member organizations:

- Campus Purchasing/Procurement
- Campus Facilities Design Departments
- Residential Life

Included within this area of focus will be Architectural Firms retained by NCPA Colleges and Universities for design work associated with Capital Improvements and Major municipal renovations

NCPA Municipal and Local Government Accounts - Versteel will establish a specific list of targeted accounts in All States to provide comprehensive NCPA program presentations and direct sales efforts. These accounts will include:

- Private and Public Library Systems,
- Public and Private K-12 Schools and Systems,
- Municipal and Local Government Healthcare Institutions
- Municipal and Local Government Administrative Agencies

Preliminary market research by Versteel will identify a Top 20 Accounts in each NCPA geographic state based on currently funded Capital Improvements and Major Renovations.

Accounts identified within this plan will be approached directly on an End User basis thru the Facilities and Space Planning operations and local procurement offices. Versteel will also seek out Architectural and Design Consultants that are retained by these Municipal and Local Government entities



Marketing Plan - Product Mix

The NCPA offer by Versteel is a complete catalog offer including all products offered commercially by Versteel. At a top level this catalog offer includes:

- Office and WorkTables
- Training Tables
- Conference Tables and Furnishings
- Guest Seating
- Stacking Chairs
- Lounge Furniture
- Collaborative Workplace Furnishings

A catalog summary is enclosed as a PDF with brief visual reference to the detailed offering within each category. That summary is provided only for the purposes of considering this offer. A comprehensive catalog of product offered would be provided to all NCPA members via website link.

Versteel has provided an Environmental Plan as an attachment with this bid. With regard to this Marketing Plan Versteel intends to market the complete mix of Environmental and Sustainable design characteristics of its products with NCPA Member.

Significant company effort is placed in Product Development by Versteel to introduce products commercially that have the most favorable (or least detrimental) impact on the environment. For the purposes of this ongoing Marketing Plan, Versteel will proactively present NCPA members with Industry Certifications that include:

- Greenguard Certifications
- BIFMA Levels Certifications

Marketing Plan – NCPA Pricing/Best Value Proposition

The NCPA pricing and discounts offered represent a Best Value Proposition for NCPA and its members. Versteel Basic Discounting for Dock and Inside Delivery reflects the most aggressive commercial discounting used nationally and under similar aggregated volume contract opportunities. Further, Versteel is providing Tiered Discounting in response to larger order volume circumstances.



2332 Cathy Lane, Jasper, IN 47546
800-876-2120 ph, 812-482-9318 fax

Versteel NCPA Plan – Company Implementation

Sales Planning and Educational Seminars – Sept/Oct 2022

Versteel NCPA Program Webinar – w Internal Sales Coordinator/Versteel Mgt

Versteel NCPA Program Webinar – w Sales Reps

Schedule of NCPA Dealer work sessions – Select States/Dealers

Review of Planned Sales Launch

Sales Budget and Projected Sales Goals – Sept 2022

NCPA Dedicated Website - URL Update Sept 2022

Field Sales Implementation – Oct New Contract Launch

Partner Showcase Introduction (Planned)

Sales Calls w Higher Education per Strategic Accounts Plan – Select States

Sales Calls w Municipal and Local Government per Strategic Accounts Plan
- Select States/Municipalities

Versteel E Blast Oct 2022

Quarterly Sales Review with Authorized Dealers – Dec 2022 (ongoing)



Non-Discrimination

Equal Opportunity Employer

This Equal Employment Opportunity Policy reaffirms the policy and commitment of Versteel (Ditto Sales, Inc.) to providing equal employment opportunities for all employees and job applicants. The Company endorses and will follow our EEO Policy in implementing all employment practices, policies, and procedures.

Versteel (Ditto Sales, Inc.) will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, gender, sexual preference or orientation, ancestry, marital status, age (except where sex or age is a bona-fide occupational qualification, as defined by law), or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), genetic information (including family medical history), unfavorable discharge from military service or other category as defined by state or local law. The Company will make employment decisions so as to further the principle of equal employment opportunity. The Company will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. The Company also will ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoffs, discipline, terminations, Company-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, gender, sexual preference or orientation, age, ancestry, marital status, national origin, genetic information (including family medical history), veteran status or disability.

All employees are expected to comply with our Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.

Versteel (Ditto Sales, Inc.) is committed to non-discrimination in the consideration of employment and the employment terms and conditions of all Company applicants and employees. No applicant or employee will be discriminated against or treated unfairly because of race, color, religion, gender, sexual preference or orientation, age, ancestry, marital status, national origin, genetic information (including family history), veteran status or disability.

Any person who is aware of any alleged violation of this policy should report such concerns to the Director of Human Resources as soon as possible. The Company will thoroughly investigate and promptly resolve all complaints in strict compliance with all applicable laws. Any employee violating this policy or retaliating in any way against complainants under the policy will be subject to discipline, up to and including termination of employment.

Environmental Product Summary : Wordplay®

Wordplay is Versteel's sleek and mobile version of a modern lectern. Even though the structure is remarkably sturdy, the locking casters on the Wordplay make it easily portable. The steel base is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|-----------------------|
| Product Category: | Presentation Products |
| Designer(s): | Zooey Chu |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 31.1% |
| Pre-Consumer Recycled Content: | 17.8% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Entourage™ Wallboard

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage wall board is available with laminate, veneer or 3form® doors. The glue used in the MDF core is a low VOC (volatovel organic compound), water based glue that contains no added urea formaldehyde. 3form is made from a minimum of 40% recycled resin. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|--------------------|
| Product Category: | Auxiliary Products |
| Designer(s): | David R. Gutsell |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 10.7% |
| Pre-Consumer Recycled Content: | 74.4% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Equip™

The Equip line offers a range of accessory products to coordinate with your Versteel tables and seating. Equip is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|--------------------|
| Product Category: | Auxiliary Products |
| Designer(s): | David R. Gutzsell |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 12.9% |
| Pre-Consumer Recycled Content: | 64.4% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Entourage™ Lectern

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage lectern is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue containing no added urea formaldehyde. The shield is 3form®, which is made from a minimum of 40% recycled resin. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|--------------------|
| Product Category: | Auxiliary Products |
| Designer(s): | David R. Gutzsell |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 18.7% |
| Pre-Consumer Recycled Content: | 42.3% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Entourage™ Cart

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage cart is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|--------------------|
| Product Category: | Auxiliary Products |
| Designer(s): | David R. Gutzsell |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 26.4% |
| Pre-Consumer Recycled Content: | 32.8% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Entourage™ Cabinet

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage cabinet is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The doors are also available in 3form®, which is made from a minimum of 40% pre-consumer recycled resin. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|--------------------|
| Product Category: | Auxiliary Products |
| Designer(s): | David R. Gutsell |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 11.1% |
| Pre-Consumer Recycled Content: | 63.9% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Wavelink®

Wavelink can tackle even the toughest of table configuration needs with its multitude of top shapes. The glue used in the MDF core is aor low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The base is available in 33 powder coat colors, which contain no VOCs.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 6.2% |
| Pre-Consumer Recycled Content: | 75.2% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Vela®

Vela's unique base style and optional mesh wire manager are made from powder coated steel. Each are offered in 33 standard finishes, which contain no VOCs (volatile organic compounds). Numerous top shapes and sizes are available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 5.9% |
| Pre-Consumer Recycled Content: | 78.3% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Uno²

Uno² offers a contemporary look by incorporating concealed wire management in the table's clean lines and rectilinear shape. The fixed, tilt, and folding bases are available in 33 standard powder coat finishes, which contain no VOCs. The tops are available in laminate or veneer with an MDF core containing water-based glue and no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|------|
| Post-Consumer Recycled Content | 6.4% |
| Pre-Consumer Recycled Content: | 75% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Ty®

Ty comes in both fixed and tilt-nest versions made of steel and offered in 27 standard powder coat finishes, which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 6.1% |
| Pre-Consumer Recycled Content: | 71.8% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : TOD®

TOD is a multi-task training table with an arced base and perforated modesty panel made of steel and offered in 27 standard powder coat finishes, which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 14.5% |
| Pre-Consumer Recycled Content: | 61.1% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Tier®

Tier tables are a complete built-in solution for your classroom or lecture hall. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water based glue that contains no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|------|
| Post-Consumer Recycled Content | 5.8% |
| Pre-Consumer Recycled Content: | 72% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : TIM®

TIM's tilt-nest-fold base with built-in adjustable height system is made of steel and available in 33 standard powder coat colors, which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 12.1% |
| Pre-Consumer Recycled Content: | 69.3% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Rover®

Rover is a family of sizes and options depending on your work space requirements. The top surface has 1000's of standard laminates or 11 different veneer options to choose from with an interior MDF core containing no added urea formaldehyde. The water based glue in the MDF core is also low VOC (volatile organic compound). The steel base is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|-----------------|
| Product Category: | Tables |
| Designer(s): | Zooey Chu |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 5.8% |
| Pre-Consumer Recycled Content: | 74.3% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Platform

The Platform base is a timeless design of powder coated steel with a combination of structural integrity and stunning aesthetics. It is offered in 33 standard finishes, which contain no VOCs (volatile organic compounds). Various top sizes are available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 7.1% |
| Pre-Consumer Recycled Content: | 47.1% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Performance™

Performance tables are the work horses of the Versteel table line, designed and engineered for intensive use. A multitude of top shapes and sizes is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The steel base is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 4% |
| Pre-Consumer Recycled Content: | 76.2% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary

Versteel Parsons Tables

COMPONENTS

Tops, Bases and Supports:

The laminate tops, bases and supports that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

The metal brackets have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Parsons Tables are packaged using cardboard packaging that is 100% recyclable, although crating is usually required as well.

Recycled Content Summary: Parsons Table

Product: Parsons 36x72x36

| Component Materials | Weight (lbs) | % Post Consumer Recycled Content | % Post Industrial Recycled Content | Net PC % | Net PI % | % Recyclable | Recyclable (lbs) |
|---------------------|--------------|----------------------------------|------------------------------------|------------------|------------|---------------------|------------------|
| Metal | | | | | | | |
| Steel | 8 | 57.5% | 32.5% | 1.3% | 0.7% | 100.0% | 8.0 |
| Wood | | | | | | | |
| Particleboard | 352 | 3.0% | 80.0% | 2.9% | 78.2% | 0.0% | - |
| | | | | | | | |
| TOTALS: | 360 | | TOTAL RC: | 4% | 79% | | 8.0 |
| GRAND TOTAL | | | | TOTAL RC: | 83% | Recyclable % | 2% |

Potential LEED Credits

| LEED Credit | Description | Potential Points | Notes |
|-------------|-----------------------------|------------------|---|
| MR4.1 | Recycled Content 10% | 1 | |
| MR4.2 | Recycled Content 20% | 1 | |
| MR5.1 | Local Manufacturing | 1 | If within 500 miles of Jasper, IN |
| EQ4.5 | Low Emitting Materials | 1 | Laminate Elements Tables are Greenguard Certified |
| MR6 | Rapidly Renewable Materials | 1 | If specified |
| MR7 | FSC Certified Wood | 1 | If specified |

Disclaimer:

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Environmental Product Summary : Paces®

Paces tables, which were inspired by the human form, become the focal point of any room. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water based glue that contains no added urea formaldehyde.

| | |
|--------------------------|--------------------------------------|
| Product Category: | Tables |
| Designer(s): | Design Maximization by Roberto Lucci |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 9.3% |
| Pre-Consumer Recycled Content: | 61.5% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : ODIS®

ODIS is an individual stacking table with a powder coated steel frame and a seamless laminate or wood surface that rolls over the edge to form a modesty panel. 100% of the waste materials from plywood production are recycled. The frame is offered in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|-------------------------------|
| Product Category: | Tables, Personal Workstations |
| Designer(s): | Michael Shields |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 20.9% |
| Pre-Consumer Recycled Content: | 52.1% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



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Environmental Product Summary

Versteel Eliga Tables

COMPONENTS

Bases:

Eliga table bases are made from steel. The steel we use to produce our table bases comes primarily from Manufacturers who employ the Electric Arc Furnace process for producing steel. The EAF process produces steel with a total recycled material content that is typically around **95%**. These bases are 100% recyclable.

Tops:

The laminate tops that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Eliga Tables are packaged in cardboard packaging that is 100% recyclable.

Recycled Content Summary: Eliga Tables

Product: EGE5 4896SREFX

| Component Materials | Weight (lbs) | % Post Consumer Recycled Content | % Post Industrial Recycled Content | Net PC % | Net PI % | % Recyclable | Recyclable (lbs) |
|------------------------|--------------|----------------------------------|------------------------------------|------------|---------------------|--------------|------------------|
| Metal | | | | | | | |
| Steel | 122 | 57.5% | 32.5% | 29.0% | 16.4% | 100.0% | 122.0 |
| Wood | | | | | | | |
| Particleboard | 120 | 3.0% | 80.0% | 1.5% | 39.7% | 0.0% | - |
| | | | | | | | |
| | | | | | | | |
| TOTALS: | 242 | | TOTAL RC: | 30% | 56% | | 122.0 |
| GRAND TOTAL RC: | | | | 87% | Recyclable % | 50% | |

Potential LEED Credits

| LEED Credit | Description | Potential Points | Notes |
|-------------|-----------------------------|------------------|--|
| MR4.1 | Recycled Content 10% | 1 | |
| MR4.2 | Recycled Content 20% | 1 | |
| MR5.1 | Local Manufacturing | 1 | If within 500 miles of Jasper, IN |
| EQ4.5 | Low Emitting Materials | 1 | Brattice Tables are Greenguard Certified |
| MR6 | Rapidly Renewable Materials | 1 | If specified |
| MR7 | FSC Certified Wood | 1 | If specified |

Disclaimer:

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Environmental Product Summary : Elements®

Elements Conference tables are available with three base styles made from steel and aluminum and an assortment of top shapes in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The base is available in 33 powder coat finishes, which contain no VOCs.

| | |
|--------------------------|-------------------|
| Product Category: | Tables |
| Designer(s): | David R. Gutgsell |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 10.7% |
| Pre-Consumer Recycled Content: | 72.8% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|---------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ | Yes* |
| Certified BIFMA level™: | level™ 2 |

*Excludes wood options



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Environmental Product Summary

Versteel Deci Tables

COMPONENTS

Bases:

Deci table bases are made from steel. The steel we use to produce our table bases comes primarily from Manufacturers who employ the Electric Arc Furnace process for producing steel. The EAF process produces steel with a total recycled material content that is typically around **95%**. These bases are 100% recyclable.

Tops:

The laminate tops that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Deci Tables are packaged in cardboard packaging that is 100% recyclable.

Recycled Content Summary: Deci Tables

Product: (DED1 30RDFX

| Component Materials | Weight (lbs) | % Post Consumer Recycled Content | % Post Industrial Recycled Content | Net PC % | Net PI % | % Recyclable | Recyclable (lbs) |
|------------------------|--------------|----------------------------------|------------------------------------|--------------|---------------------|--------------|------------------|
| Metal | | | | | | | |
| Steel | 34.4 | 57.5% | 32.5% | 36.6% | 20.7% | 100.0% | 34.4 |
| Wood | | | | | | | |
| Particleboard | 19.6 | 3.0% | 80.0% | 1.1% | 29.0% | 100.0% | 19.6 |
| | | | | | | | |
| | | | | | | | |
| TOTALS: | 54 | | TOTAL RC: | 37.7% | 49.7% | | 54.0 |
| GRAND TOTAL RC: | | | | 87.5% | Recyclable % | 100% | |

Potential LEED Credits

| LEED Credit | Description | Potential Points | Notes |
|-------------|-----------------------------|------------------|--------------------------------------|
| MR4.1 | Recycled Content 10% | 1 | |
| MR4.2 | Recycled Content 20% | 1 | |
| MR5.1 | Local Manufacturing | 1 | If within 500 miles of Jasper, IN |
| EQ4.5 | Low Emitting Materials | 1 | Deci Tables are Greenguard Certified |
| MR6 | Rapidly Renewable Materials | 1 | If specified |
| MR7 | FSC Certified Wood | 1 | If specified |

Disclaimer:

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Environmental Product Summary : Brattice®

The Brattice base is a timeless design of powder coated steel with a combination of structural integrity and stunning aesthetics. It is offered in 33 standard finishes, which contain no VOCs (volatile organic compounds). Various top shapes and sizes are available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

| | |
|--------------------------|----------------------|
| Product Category: | Tables |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 10.6% |
| Pre-Consumer Recycled Content: | 68.5% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |
| CARB II Compliant: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes* |
| ETL Environmental VOC+ Certified | Yes* |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Chela®

Chela seating unites a steel frame with a molded shell of resilient, flexible, polypropylene resin. Polypropylene is one of the most eco-friendly plastics. It's 100% recyclable and can be recycled numerous times without any loss in strength. Chela's frame is available in 33 powder coat choices, which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|---------------------------------|
| Product Category: | Seating |
| Designer(s): | Roberto Lucci & Paolo Orlandini |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 29% |
| Pre-Consumer Recycled Content: | 18.4% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | No |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Companion®

Companion is a stacking chair with steel tube construction for strength and contoured seats and backs for comfort. Wood parts are made from molded plywood; upholstered components (seat pads and/or backrest pads) are made from molded plywood with recyclable foam. The frame is available in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|----------------------|
| Product Category: | Seating |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 10.4% |
| Pre-Consumer Recycled Content: | 38.0% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|---------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ | No |
| Certified BIFMA level™: | level™ 2 |

*Excludes wood options



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Environmental Product Summary

Versteel Elly Seating

COMPONENTS

Frames:

Elly frames are constructed of engineered plywood and are 100% recyclable..

Upholstered Components:

Elly Seating upholstered components (seat pads and/or backrest pads) are made from polypropylene pad liners, with recyclable foam and textile materials.

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Elly Seating components are packaged in cardboard packaging that is 100% recyclable.

Recycled Content Summary: Elly Single Seat with Arms

Product: | Elly EY3237AB

| Component Materials | Weight (lbs) | % Post Consumer Recycled Content | % Post Industrial Recycled Content | Net PC % | Net PI % | % Recyclable | Recyclable (lbs) |
|---------------------|--------------|----------------------------------|------------------------------------|------------|-----------|--------------|------------------|
| Metal legs | | | | | | | |
| Steel | 14 | 57.5% | 32.5% | 14.1% | 8.0% | 100.0% | 14.0 |
| Frame | | | | | | | |
| Plywood | 26 | 0.0% | 0.0% | 0.0% | 0.0% | 100.0% | 26.0 |
| Upholst. | | | | | | | |
| Foam, Fabric | 17 | 0.0% | 0.0% | 0.0% | 0.0% | 100.0% | 17.0 |
| TOTALS: | 57 | | TOTAL RC: | 14% | 8% | | 57.0 |

GRAND TOTAL RC: 22%

Potential LEED Credits

| LEED Credit | Description | Potential Points | Notes |
|-------------|-----------------------------|------------------|-----------------------------------|
| MR4.1 | Recycled Content 10% | 1 | |
| MR4.2 | Recycled Content 20% | 1 | |
| MR5.1 | Local Manufacturing | 1 | If within 500 miles of Jasper, IN |
| EQ4.5 | Low Emitting Materials | 1 | |
| MR6 | Rapidly Renewable Materials | 1 | If specified |
| MR7 | FSC Certified Wood | 1 | If specified |

Disclaimer:

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Environmental Product Summary

Versteel Elly Tables

COMPONENTS

Legs:

Elements table bases are made from steel. The steel we use to produce our table bases comes primarily from Manufacturers who employ the Electric Arc Furnace process for producing steel. The EAF process produces steel with a total recycled material content that is typically around **95%**. These bases are 100% recyclable.

Tops:

The laminate tops that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Elly Tables are packaged using cardboard packaging that is 100% recyclable, although crating is usually required as well.

Recycled Content Summary: Elly Tables

Product: | EY2460REFX

| Component Materials | Weight (lbs) | % Post Consumer Recycled Content | % Post Industrial Recycled Content | Net PC % | Net PI % | % Recyclable | Recyclable (lbs) |
|------------------------|--------------|----------------------------------|------------------------------------|------------|---------------------|--------------|------------------|
| Metal | | | | | | | |
| Steel | 16.8 | 57.5% | 32.5% | 16.5% | 9.3% | 100.0% | 16.8 |
| Wood | | | | | | | |
| Particleboard | 41.875 | 3.0% | 80.0% | 2.1% | 57.1% | 0.0% | - |
| TOTALS: | 58.675 | | TOTAL RC: | 19% | 66% | | 16.8 |
| GRAND TOTAL RC: | | | | 85% | Recyclable % | 29% | |

Potential LEED Credits

| LEED Credit | Description | Potential Points | Notes |
|-------------|-----------------------------|------------------|-----------------------------------|
| MR4.1 | Recycled Content 10% | 1 | |
| MR4.2 | Recycled Content 20% | 1 | |
| MR5.1 | Local Manufacturing | 1 | If within 500 miles of Jasper, IN |
| EQ4.5 | Low Emitting Materials | 1 | |
| MR6 | Rapidly Renewable Materials | 1 | If specified |
| MR7 | FSC Certified Wood | 1 | If specified |

Disclaimer:

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Environmental Product Summary : Immix®

Immix is a modular bench system in which straight sections and curves combine for unlimited configurations and spans. The steel frame is offered in 33 standard powder coat colors, which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|---------------------------------|
| Product Category: | Seating |
| Designer(s): | Roberto Lucci & Paolo Orlandini |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 21.5% |
| Pre-Consumer Recycled Content: | 43.8% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | No |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Kompis®

Kompis chairs are built tough for durability and strength, but are designed with style and flexible use in mind. Wood parts are made from molded plywood; upholstered components (seat pads and/or backrest pads) are made from molded plywood with recyclable foam. The frame is available in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|----------------------|
| Product Category: | Seating |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 21.6% |
| Pre-Consumer Recycled Content: | 44% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | No |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Quanta®

Quanta chairs have a sleek design with clean and streamlined features. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|--------------------------------------|
| Product Category: | Seating |
| Designer(s): | Design Maximization by Roberto Lucci |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 14.8% |
| Pre-Consumer Recycled Content: | 35.1% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | No |
| BIFMA level™: | level™ 2 |

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Quanta® HD

Quanta HD chairs have a sleek design with clean and streamlined features. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|--------------------------------------|
| Product Category: | Seating |
| Designer(s): | Design Maximization by Roberto Lucci |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 14.8% |
| Pre-Consumer Recycled Content: | 35.1% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | No |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Socius®

Socius chairs are built for durability and strength but are designed with style and flexible use in mind. It's 100% recyclable and can be recycled numerous times without any loss in strength. SIMON's aluminum and steel frame is available in 27 powder coat choices, which contain no VOCs (volatile organic compounds).

| | |
|--------------------------|----------------------|
| Product Category: | Seating |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|-------|
| Post-Consumer Recycled Content | 14.2% |
| Pre-Consumer Recycled Content: | 55.1% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | No |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Environmental Product Summary : Zuri™

Zuri is a stacking chair designed to fit a broad range of users and environments. The frame is available in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds). The two-sided seating shell is durable and meant to make the most of the natural resources used in its production. The molded plywood is available in laminate or veneer.

| | |
|--------------------------|----------------------|
| Product Category: | Seating |
| Designer(s): | Versteel Design Team |
| Location of Manufacture: | Jasper, Indiana |

Environmental Characteristics

| | |
|--------------------------------|------|
| Post-Consumer Recycled Content | 9.7% |
| Pre-Consumer Recycled Content: | 47% |
| Recyclable: | 95% |
| Reusable: | Yes |
| ANSI/BIFMA X7.1-2007: | Yes |

Environmental Certifications

| | |
|----------------------------------|----------|
| ETL Environmental VOC Certified | Yes |
| ETL Environmental VOC+ Certified | No |
| BIFMA level™: | level™ 2 |

*Excludes wood options



Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
- ◆ Warranty See attached Versteel Warranty
 - Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
 - Products See Versteel All Seating, All Tables, and Power and Data Price Lists w Tab 7
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
 - Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ The following is a list of suggested (but not limited to) Furniture categories. List all categories along with manufacturer that you are responding with:

- Ancillary Furniture Products
- Audio / Visual Furniture
- Auditoriums and Theaters
- Cafeteria
- Classroom / Educational / Dormitory
- Conference or Breakroom / Training
- Healthcare / Medical / Therapy Practices
- Highmark
- Lactation Rooms and Furniture Pods
- Library
- Lighting
- Lounge / Reception
- Office
- Outdoor
- Science Lab
- Seating / Chairs
- Tables / Meeting Conference Room
- Work Stations

All product areas as highlighted

Lifetime Warranty

All table and seating products manufactured by Versteel are guaranteed by a Lifetime Warranty against defects in materials and workmanship from the date of purchase. Products manufactured/adapted for use in a Pavilion or Pop-Up setting are covered under a three (3) year warranty against defects in materials and workmanship from date of purchase.

Electrical items manufactured by Versteel are guaranteed against defect for a period of five (5) years from date of purchase.

Electrical items not manufactured by Versteel are covered by the manufacturers under their specified warranty.

Consumables such as gas cylinders, casters and glides are covered for a period of one (1) year. Adjustable height bases with crank and counterbalanced components, are covered under a two (2) year warranty. Versteel will not cover labor costs associated with replacing the casters or glides.

Wood veneer is warranted for a period of ten (10) years. Natural variations in grain, color or texture of wood should not be construed as defects under this warranty.

Versteel will replace or repair (at our discretion) without cost to our customers any item manufactured by Versteel found to be defective as a result of defective material or workmanship and is still owned by the original purchaser. We will not, however, repair any item which is not properly installed, abused, or subject to any use other than that which was originally intended. Warranty does not cover normal wear and tear of the product, which is expected over the course of ownership. Any repairs by the customer must receive specific written authorization from Versteel before being executed on location to receive proper reimbursement for associated costs. In no event shall liability under this warranty exceed the original purchase price.

Pavilion and Pop-Up products must be covered and out of direct sunlight. Use location must be a minimum of 100 miles from saltwater.

Warranty on plastic laminates, Corian®, KrystalCast® and upholstery is not covered by Versteel but is covered by laminate, Corian®, KrystalCast® and textile manufacturers under their specified warranty only. All foams, fabrics and vinyls are prone to stretch and loosen over time through normal use. This natural effect, called puddling, is covered for a period of one (1) year from the date of purchase.

There are no other warranties expressed or implied.

Shipping

Normal delivery is on a dock-to-dock basis, F.O.B. Versteel's factory in Jasper, Indiana. Special requests such as inside delivery, "call before," etc. should be noted on the customer's purchase order and are subject to additional charges. See freight program on page 917 for shipping charges.

Tables are shipped disassembled unless Assembled Folding Table option is selected; tops and base(s) ship simultaneously. ODIS, TIM and tilt-fold tables are shipped assembled. TIM fixed tables are cartoned separately.

Orders shipping outside of the contiguous 48 United States will have shipping quoted as a separate item.

FOB ORIGIN, FREIGHT PREPAID

Versteel
2332 Cathy Lane
Jasper, IN 47546

Shipping Damage Claims or Shortages

Legal title of merchandise passes to the buyer upon acceptance of the carrier. All cartons must be carefully inspected upon delivery. Visibly damaged product should not be accepted from the carrier until the damage is noted on delivery receipt. Versteel will not accept responsibility if the delivery receipt is signed as "clear". Retain any damaged goods and take photos for claim filing purposes. Details of visible damage should be noted on the delivery receipt. Shortages must be noted on the bill of lading prior to accepting the shipment.

Concealed Damage

If concealed damage is discovered, the receiver must notify the freight carrier within 5 business days from receipt of the product(s). For claim consideration the receiver must request an inspection of the damaged goods by the carrier. All damaged product and packaging should be retained and photos taken for claim filing use. Inspections must occur at the original delivery point to be considered for claim submittal. Reports of concealed damage after five business days will not be considered.

Partial Shipments

Versteel makes every attempt to ship orders complete and on schedule. However, we reserve the right to make partial shipments as product is ready, in an effort to get your order to you as quickly as possible. Invoices covering these shipments are to be paid as they become due.

Returns

No return merchandise will be accepted without Versteel's written consent and shipping instructions. Unauthorized returns will not be accepted.

Terms

Terms are 1%, 10 days, net 30 days from date of invoice.

Force Majeure

Versteel shall be excused from the duty to render timely performance of any obligation hereunder if such inability to perform is caused directly or indirectly by act of God, flood, war, riot, fire, accident, explosion, strikes or labor trouble, act of government, delay or default by a subcontractor or supplier of materials or services, transportation difficulty or delay, the existence of any circumstance making performance commercially impracticable or any other cause beyond Versteel's reasonable control. Buyer's obligation to make any payment due and owing to Versteel shall not be excused for any reason whatsoever.

Oversized Shipping Fee

Orders received for items or tops greater than 94" in length will receive a \$200★ net oversized shipping fee per order. Fee not applied to orders with multi-piece tops where each section is less than 94" in length.

Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

The Versteel Design Team and Customization

Working with award winning industrial designers from around the world, the Versteel Design Team is charged with the execution and implementation of these product visions. As specialists in powder coating and metal fabrication, Versteel Design Team continues to fine-tune the art of furniture fabrication

One of the hallmarks of the Versteel Brand is that value added brought to all customers by its ability to adapt the designs of all existing products into those additional design elements associated with customers work. The Versteel portfolio of product designs also lends itself to customization as a result of the agility of Versteel Design and Engineering personnel.

Custom products created for Versteel customers number in the hundreds if not thousands over time and have been developed in all major Seating and Tables collections. NCPA customers will have these capabilities at their finger tip during the course of developing projects with Versteel.

Tab 9 – Innovation

- ◆ Please provide details of your most recent innovation and how it affected sales in the public sector.
 - New categories
 - New fabrics and finishes
 - New ergonomics
 - New safety features
 - New performance enhancement
 - Other
- ◆ Please outline your timeline for future innovation.
 - New categories
 - New fabrics and finishes
 - New ergonomics
 - New safety features
 - New performance enhancement
 - Other

See Attached

Innovation is the foundation of Versteel's value add to the Contract Furniture Market.

Throughout COVID19, the nimbleness and custom capabilities led us to be some of the first to market to bring new products like our Healthy Spaces line of products aimed at reducing transmission and division (Screens and Shields), to offering options to take traditional spaces outside with the likes of our Pop-up and Pavilion Products. This quick transition resulted in Versteel providing dozens of public entities with the products necessary to combat this national emergency.

As individual workspaces take the forefront, our latest product, Darby, spawns from a custom request that resulted in the development of a personal workstation with height adjustment. This also has seen numerous uses in the public sector since its launch with hundreds going to a federal location.

Future innovation is always on-going. In the next year, Versteel will release products that lean into shared spaces by offering additional ancillary products that complement our current offering, a new line of gathering tables, and a line of products that address the need for softer finishes and adds additional seating elements to our robust line. These additions will enhance the portfolio of goods available to the NCPA members and help make Versteel a one stop shop for their Contract furniture needs.

VERSTEEL

Tab 10 – Required Documents

- ◆ Federal Funds Certifications
- ◆ Clean Air and Water Act & Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

Federal Funds Certifications

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency and Offeror reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants,

Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in

compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents. This right of access will last only as long as the records are retained.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

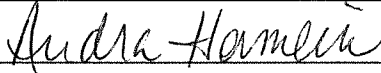
Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.

| | |
|-----------------------|--------------------------------|
| Offeror: | Ditto Sales, Inc. dba Versteel |
| Address: | 2332 Cathy Ln |
| City, State, Zip: | Jasper, IN, 47546 |
| Authorized Signature: | <i>Audra Hamlin</i> |
| Date: | 7.20.22 |

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

| | |
|----------------------|--|
| Potential Vendor | Ditto Sales, Inc. dba Versteel |
| Print Name | Audra Hamlin |
| Address | 2332 Cathy Ln |
| City, State, Zip | Jasper, IN, 47546 |
| Authorized signature |  |
| Date | 7.20.22 |

Contractor Requirements

Contractor Certification Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

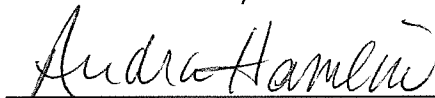
The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized signature



Date



Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

| | |
|-----------------------|---|
| Company name | Ditto Sales, Inc. dba Versteel |
| Address | 2332 Cathy Ln |
| City/State/Zip | Jasper/IN/47546 |
| Telephone No. | 800-876-2120 |
| Fax No. | 812-482-9318 |
| Email address | contact@versteel.com |
| Printed name | Audra Hamlin |
| Position with company | Corporate Secretary |
| Authorized signature |  |

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
 - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC)

implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all

applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) **DBE Program.** In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8th, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

State Notice Addendum

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

[http://www.usa.gov/Agencies/State and Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml)

<https://www.usa.gov/local-governments>

MT



(APPENDIX H TO THE PURCHASING POLICY AND PROCEDURES MANUAL)
CITY OF NORTH RICHLAND HILLS
COOPERATIVE PURCHASE CUSTOMER AGREEMENT

This Cooperative Purchase Customer Agreement ("Customer Agreement") is entered into by and between LIBRARY INTERIORS OF TEXAS, LLC ("Reseller"), an authorized Reseller of Arcadia ("Vendor") and the City of North Richland Hills, ("Customer" or "Authorized Customer"), a Texas government entity, and a Customer authorized to purchase goods or services pursuant to the Agreement between the OMNIA Partners ("Cooperative Entity") and Vendor, Contract No. 07-78, as amended, (the "Agreement") with an expiration date of 9/30/2024. This Customer Agreement includes and shall be governed by (i) the terms and conditions of the Agreement, which are incorporated herein by reference and available online at N/A or upon request from Library Interiors, (ii) the attached Library Interiors Quote/Purchase Order No. Quote # Q2926-OMNIA, if applicable, and (iii) the Government Contract and Purchasing Rider for Contracts with the City of North Richland Hills Contracts, if applicable, all of which are attached hereto and/or incorporated herein by reference. Authorized Customer is eligible and desires to purchase furniture pursuant to the terms and conditions of the Agreement as the Cooperative Entity may specify from time to time, as well as the terms and conditions of this Customer Agreement. To ensure goods and services are provided directly to the Customer, the Cooperative Entity will only be responsible for services provided to the Cooperative Entity and will not be responsible for payments for services provided to the Customer.

The Authorized Customer agrees to the terms and conditions of the Agreement as applicable and as authorized by law. The Authorized Customer hereby agrees that it is separately and solely liable for all obligations and payments for equipment, products and services provided hereunder. Reseller agrees that Customer shall be entitled to the same rights and protections under the law afforded to the Cooperative Entity under the Agreement, as applicable, as if Customer had entered into the Agreement. Except in the event of gross negligence or intentional misconduct, Customer's liability shall not exceed the amount paid by Customer under this Customer Agreement for the proceeding twelve (12) month period. Reseller agrees that until the expiration of three (3) years after final payment under this Customer Agreement, or the final conclusion of any audit commenced during the said three years, Customer, or Customer's designated representative, shall have access to and the right to audit at reasonable times, all records, hard copy or electronic, involving transactions relating to this Customer Agreement necessary to determine compliance herewith, at no additional cost to the Customer. Reseller agrees that the Customer shall have access to such records during normal business hours. Customer shall provide Reseller with reasonable advance notice of any intended audits.

Purchase Price - Payments under this Customer Agreement shall not exceed \$41,786.33 ("Purchase Price").

Term - The Term of this Customer Agreement ("Term") shall be for one of the following as selected below (Select the type of contract that applies):

☒ **Single Purchase Contract** - The Term shall not exceed one (1) year, and this Customer Agreement shall be for the purchase of goods or services as specified and quoted by the Vendor, and the Purchase Price shall not exceed the budgeted amount for Customer's current fiscal year for the applicable goods and services.

☐ **Supply / As Needed Contract** - The Term shall be effective as of October 1st and shall expire on September 30th at the end of FY 23-24. This Customer Agreement shall be for multiple purchases of goods or services on an as needed basis, from the same vendor under the same contract, and shall not exceed the budgeted amount for Customer's current fiscal year for the applicable goods and services.

☐ **Multi-Year Contract** - The Term shall be for INSERT TERM year(s) expiring on INSERT EXPIRATION DATE. This Customer Agreement may be renewed for INSERT NUMBER OF RENEWALS. Customer Agreement shall be with a single vendor for products and services. If the amount of expenditures under this Multi-Year Contract equals or exceeds \$50,000 in the aggregate, City Council approval is required. In the event the City does not appropriate sufficient funds to make payments during the current or any subsequent year, the City shall have the right to terminate this Multi-Year Contract at the end of any such fiscal year without penalty.

☐ **Emergency Purchase** - Purchases that are necessary to address a public calamity, because of unforeseen damage to property, or to protect the public health or safety where the City's ability to serve the public would be impaired if the purchase were not made immediately. Emergency purchases must meet the requirements of Local Government Code 252.022, and must be ratified by City Council if the purchase is \$50,000 or more.

(Government Rider - Select if Vendor has additional terms and conditions that apply to this purchase)

- ☐ **Government Contract and Purchasing Rider for Contracts with the City of North Richland Hills, Texas** - If this purchase contains additional terms and conditions from the Vendor, other than those set forth in the Agreement, the Vendor shall separately execute the Government Contract and Purchasing Rider for Contracts with the City of North Richland Hills, Texas ("Government Rider"). Such applicable terms and conditions as set forth in the Government Rider shall supersede any conflicting terms of the Vendor's terms and conditions, and such Government Rider shall control. The Government Rider is attached hereto, incorporated herein by reference and made a part of this Customer Agreement for all purposes.

The undersigned represents and warrants that he/she has the power and authority to execute this Customer Agreement, bind the respective party, and that the execution and performance of this Customer Agreement has been duly authorized by the respective party. This Customer Agreement, and any amendment hereto, may be executed in counterparts, and electronically signed, scanned, digitally signed and sent via electronic mail and such signatures shall have the same effect as original manual signatures.

Each party has caused this Customer Agreement to be executed by its duly authorized representative on this 25th day of March 20 24

[Signature Page Follows]

ACCEPTED AND AGREED:

CITY OF NORTH RICHLAND HILLS:

APPROVED: I certify that funds are currently available for this purchase.

☐ (Check the box if \$3,000 or less)
Digitally signed by
Scott Kendall

By: Scott Kendall, Purchasing Manager
Date: 2024.04.03 11:21:28 -05'00'

Department Director:

By: Cecilia Barham
Printed Name: Cecilia Barham
Department: Director of Library Services

Apr 3, 2024

Library Interiors of Texas, LLC. :

By: M. Taylor
Library Interiors of Texas, LLC.:
Title: Michael Taylor - Vice President
Date: 3/29/24

APPROVED:

By: _____ Date: _____
Mark Hindman, City Manager

Or Designee:

By: _____ Date: _____
Name: _____
Title: _____

ATTEST:

By: _____
Alicia Richardson, City Secretary/Chief
Governance Officer

By: _____
Traci Henderson, Assistant City Secretary

NRH City Council Action: Y ☐ N ☐

Date Approved:

Agenda Item No:

Ord/Res No.

APPROVED TO FORM AND LEGALITY:

By: _____
Cara White, Interim City Attorney

By: _____
Thomas McMillian, Assistant City Attorney

March 6, 2024

Library Interiors of Texas
3503 Wild Cherry Drive, Bldg. 4
Lakeway, Texas 78738
Attention: Michael Taylor

Re: Dealer Authorization – Permitted to utilize Arcadia Chair Company's OMNIAPartners Contract 07-78

Dear Michael:

This letter confirms that Library Interiors of Texas is an ***AUTHORIZED DEALER*** in good standings and permitted to utilize Arcadia Chair Company's OMNIAPartners Contract 07-78.

Furthermore, Library Interiors of Texas is authorized to specify, install, and provide warranty servicing to all products within the Arcadia & Encore brand offerings.

Should you require additional information, please contact me via email or calling the phone number listed below.

Sincerely,

Kimberlee Pichler - Girard

Kimberlee Pichler-Girard
Director of Corporate Operations
kimp@arcadiacontract.com
714-562-8200 ext. 276

July 19, 2022

NCPA
National Cooperative Purchasing Alliance
P.O. Box 701273
Houston, TX 77270

Re: Competitive Solicitation – Region 14 Education Service Center for Furniture
RFP #24-22

Dear NCPA Team:

Arcadia Chair Company thanks you for the opportunity to submit our proposal, showcasing the Arcadia & Encore brands of Contract Furniture. Arcadia Chair Company has been in business for over 40 years and currently holds various state/local contracts, as well as NCPA's Contract since 2015.

In submitting RFP #24-22, Arcadia Chair Company agrees to adhere to the contract provisions, stated within the Competitive Solicitation – Region 14 Education Service Center for Furniture.

We look forward to a continued and long lasting relationship with NCPA.

Sincerely,
ARCADIA CHAIR COMPANY

Kimberlee Pichler - Girard

Kimberlee Pichler - Girard
Director of Corporate Operations
Email: kimp@arcadiacontract.com
Phone: 714-562-8200 ext. 276

cc: Chris Burgess, Executive Vice President
Pamela Angeles, Contract Management Administrator



ARCADIA CHAIR COMPANY

5692 Fresca Drive

La Palma, California 90623

NCPA (National Cooperative Purchasing Alliance)
RFP Number: 24-22

Submittal Deadline: July 21, 2022 (2:00 p.m. CST)

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Tab 1
Master Agreement
General Terms & Conditions

Tab 1 – Master Agreement

General Terms and Conditions

◆ Customer Support

- ▶ The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

◆ Disclosures

- ▶ Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
- ▶ The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

◆ Renewal of Contract

- ▶ Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to five (5) additional one-year terms or any combination of time equally not more than 5 years if agreed to by Region 14 ESC and the vendor.

◆ Funding Out Clause

- ▶ Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
- ▶ Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

◆ Shipments (if applicable)

- ▶ The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

◆ Tax Exempt Status

- ▶ Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- ▶ The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

◆ Adding authorized distributors/dealers

- ▶ Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
- ▶ Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
- ▶ Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
- ▶ All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

◆ Pricing

- ▶ All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
- ▶ All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- ▶ Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- ▶ Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- ▶ Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

◆ Safety

- ▶ Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

- ◆ Permits
 - ▶ Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.
- ◆ Indemnity
 - ▶ The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
 - ▶ The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
 - ▶ The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
- ◆ Certificates of Insurance
 - ▶ Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
- ◆ Legal Obligations
 - ▶ It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
- ◆ Protest
 - ▶ A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

- ▶ Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- ▶ If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- ▶ The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- ▶ It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Termination

- ▶ Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- ▶ Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition,

the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- ▶ The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration

- ▶ The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.

- ◆ Contract Term

- ▶ The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to five (5) additional one-year terms or any combination of time equally not more than 5 years.
 - ▶ It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.

- ◆ Contract Waiver

- ▶ Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.

- ◆ Price Increases

- ▶ Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.

- ◆ Products and Services Additions

- ▶ New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.

- ◆ Competitive Range

- ▶ It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.

◆ Deviations and Exceptions

- ▶ Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.

◆ Estimated Quantities

- ▶ While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is \$150 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.

◆ Evaluation

- ▶ Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.

◆ Formation of Contract

- ▶ A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.

◆ NCPA Administrative Agreement

- ▶ The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.

◆ Clarifications / Discussions

- ▶ Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondents are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will

not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.

◆ Multiple Awards

- ▶ Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

◆ Past Performance

- ▶ Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria

- ◆ Pricing **(40 points)**
 - ▶ Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.
- ◆ Ability to Provide and Perform the Required Services for the Contract **(25 points)**
 - ▶ Product Delivery within participating entities specified parameters
 - ▶ Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - ▶ Vendor's ability to perform towards above requirements and desired specifications.
 - ▶ Past Cooperative Program Performance
 - ▶ Quantity of line items available that are commonly purchased by the entity.
 - ▶ Quality of line items available compared to normal participating entity standards.
- ◆ References and Experience **(15 points)**
 - ▶ A minimum of ten (10) public sector references for product and/or services of similar scope dating within past 3 years
 - ▶ Respondent Reputation in marketplace
 - ▶ Past Experience working with public sector.
 - ▶ Exhibited understanding of cooperative purchasing
- ◆ Value Added Products/Services Description, **(10 points)**
 - ▶ Additional Products/Services related to the scope of RFP
 - ▶ Marketing and Training
 - ▶ Minority and Women Business Enterprise (MWBE) and (HUB) Participation
 - ▶ Customer Service
- ◆ Innovation **(10 points)**
 - ▶ Past Innovation, how it affected sales
 - ▶ Future Innovation in the pipeline

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

| | |
|-----------------------|--|
| Company Name | <u>Arcadia Chair Company</u> |
| Address | <u>5692 Fresca Drive</u> |
| City/State/Zip | <u>La Palma, California 90623</u> |
| Telephone No. | <u>714-562-8200</u> |
| Fax No. | <u>N/A</u> |
| Email address | <u>kimp@arcadiacontract.com</u> |
| Printed name | <u>Kimberlee Picher - Girard</u> |
| Position with Company | <u>Director of Corporate Operations</u> |
| Authorized Signature | <u></u> |

Tab 2
NCPA Administration Agreement

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of September 1, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and Arcadia Chair Company (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated September 1, 2022, referenced as Contract Number 07-78, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Furniture;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- ▶ The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- ▶ NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- ▶ Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- ▶ NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- ▶ With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- ▶ The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- ▶ This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- ▶ The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

| Entity Name | Zip Code | State | PO or Job # | Sale Amount |
|-------------|----------|-------|-------------|-------------|
| | | | | |
| | | | | |
| | | | | |

Total _____

- ▶ Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

| <u>Annual Sales Through Contract</u> | <u>Administrative Fee</u> |
|---|----------------------------------|
| 0 - \$30,000,000 | 2% |
| \$30,000,001 - \$50,000,000 | 1.5% |
| \$50,000,001+ | 1% |

- ▶ Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions


- ▶ This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- ▶ Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- ▶ If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- ▶ Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- ▶ This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- ▶ All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273
Houston, TX 77270

Signature: 

Date: September 1, 2022

Vendor: Arcadia Chair Company

Name: Kimberlee Pichler-Girard

Title: Director of Corporate Operations

Address: 5692 Fresca Drive
La Palma, California 90623

Signature: 

Date: July 19, 2022

Tab 3
Vendor Questionnaire

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ States Covered

- ▶ Bidder must indicate any and all states where products and services can be offered.
- ▶ Please indicate the price co-efficient for each state if it varies.

☒ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Maryland | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Michigan | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Texas |
| <input type="checkbox"/> California | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Missouri | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Montana | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Washington |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Nevada | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> New Mexico | |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> New York | |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> North Carolina | |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> North Dakota | |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Ohio | |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Oklahoma | |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Oregon | |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Pennsylvania | |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Rhode Island | |

☒ **All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

Note: Arcadia and Encore product offerings are available to all US Territories and Outlying Areas referenced below. Freight however is only to Point of Embarkation.

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women**

Business Enterprise (MWBE) and (HUB) Participation

- ▶ It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
 - **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE ☐
 - **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB ☐

◆ **Residency**

- ▶ Responding Company's principal place of business is in the city of La Palma, state of California

◆ **Felony Conviction Notice**

- ▶ Please Check Applicable Box;
 - ☐ A publically held corporation; therefore, this reporting requirement is not applicable.
 - ☒ **Is not owned or operated by anyone who has been convicted of a felony.**
 - ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony
- ▶ If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- ▶ Which best describes your company's position in the distribution channel:

| | |
|---|--|
| <input type="checkbox"/> Manufacturer Direct | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized Distributor | <input checked="" type="checkbox"/> Manufacturer marketing through reseller |
| <input type="checkbox"/> Value-added reseller | <input type="checkbox"/> Other: _____ |

◆ Processing Information

► Provide company contact information for the following:

■ Sales Reports / Accounts Payable

Contact Person: Pamela Angeles

Title: Contract Management Administrator

Company: Arcadia Chair Company

Address: 5692 Fresca Drive

City: La Palma State: California Zip: 90623

Email: pam@arcadiacontract.com

Phone: 714-562-8200 ext. 253

■ Purchase Orders

Contact Person: Pamela Angeles

Title: Contract Management Administrator

Company: Arcadia Chair Company

Address: 5692 Fresca Drive

City: La Palma State: California Zip: 90623

Email: pam@arcadiacontract.com

Phone: 714-562-8200 ext. 253

■ Sales and Marketing

Contact Person: Helen Kim

Title: Vice President of Marketing

Company: Arcadia Chair Company

Address: 5692 Fresca Drive

City: La Palma State: California Zip: 90623

Email: helenk@arcadiacontract.com

Phone: 714-562-8200 ext. 242

◆ Pricing Information

- ▶ In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

☒ Yes ☐ No
- ▶ Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

☒ Yes ☐ No

Tab 4
Vendor Profile

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company’s official registered name.
Arcadia Chair Company
- ◆ Brief history of your company, including the year it was established.
Family owned and operated company.
Arcadia was established in 1979 & Encore in 1999.
Arcadia Chair Company’s 200,000 + square foot (combined facilities), located in La Palma, CA currently employs 325 + employees.
 *45% of employees have been with the company for 10 or more years.
 *10% of employees are 20+ year veterans.
National Sales Representation: 90 + Reps, over 26 Rep Groups in all 50 states. Most Rep Groups have been with Arcadia Chair Company 10 years or more.
- ◆ Company’s Dun & Bradstreet (D&B) number.
07-021-5009
- ◆ Company’s organizational chart of those individuals that would be involved in the contract.

| | | |
|------------------------------|----------------------------|--|
| President & CEO | Casey Journigan | caseyj@arcadiacontract.com |
| Exec. Vice President & CFO | Chris Burgess | chrisb@arcadiacontract.com |
| Dir. of Corporate Operations | Kimberlee Pichler – Girard | kimp@arcadiacontract.com |
| Contract Management Admin. | Pamela Angeles | pam@arcadiacontract.com |
- ◆ Corporate office location.
 - ▶ List the number of sales and services offices for states being bid in solicitation.
One office located at 5692 Fresca Drive, La Palma, California 90623
 - ▶ List the names of key contacts at each with title, address, phone and e-mail address.
Phone Number: 714-562-8200

| | | |
|------------------------------|-----------------------------------|--|
| Exec. Vice President & CFO | Chris Burgess (x201) | chrisb@arcadiacontract.com |
| Dir. of Corporate Operations | Kimberlee Pichler – Girard (x276) | kimp@arcadiacontract.com |
| Contract Management Admin. | Pamela Angeles (x253) | pam@arcadiacontract.com |
- ◆ Define your standard terms of payment.
Standard payment terms: Net 30
- ◆ Who is your competition in the marketplace?
Arcadia Chair Company’s marketplace competition tends to be manufacturers that compete in the Commercial, Higher Education, Healthcare & Hospitality markets.
Competitors (include but not limited to): Krug, Carolina, Davis, KI, Allermuir & Keilhauer

- ◆ What differentiates your company from competitors?

Arcadia and Encore customers lean towards our product offerings, when a high design look at a value-driven price (without diminish quality) is the requirement.

One of our largest differentiators is the fact that we are a predominately wood manufacturer, manufacturing in Southern California. This provides us with the ability to oversee “specials & modifications”, which many of our customers look to Arcadia & Encore for.

- ◆ Describe how your company will market this contract if awarded.

Arcadia Chair Company will market the NCPA Contract through our current national sales representation, consisting of 90+ sales reps/over 26 rep groups (covering all 50 states as well as some international). Sales reps will host presentation meetings and demonstration of products to furniture dealers and purchasing facility teams as needed. Also, our sales reps work very closely with A&D firms to assist in the specification of Arcadia and Encore products.

- ◆ Describe how you intend to introduce NCPA to your company.

Arcadia Chair Company has held an NCPA Contract since 2015. Our sales reps, project managers and customer service support teams are well versed with NCPA.

Also, Arcadia Chair Company has many (end user) customers that are familiar with our partnership with NCPA. We have built a strong relationship with these customers and continue to receive repeat orders from them.

- ◆ Describe your firm's capabilities and functionality of your on-line catalog/ordering website. Arcadia Chair Company has and will continue to promote the NCPA Contract on our Arcadia & Encore websites.

www.arcadiacontract.com

www.encoreseating.com

We will continue to maintain the user friendly links, on Arcadia's & Encore's websites showcasing approved products, as well as informative information related to the contract. The details of our approved NCPA Contract webpage include (but not limited to), NCPA terms and conditions, Arcadia and Encore products available on contract and (List) pricing.

- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

Arcadia Chair Company's Customer Service Department maintains hours from 7:00 a.m. – 5:00 p.m. (Pacific Standard Time). Our dedicated Customer Service Representatives are assigned specific territories, and their office hours are scheduled around the territory's time zone.

- ◆ Green Initiatives (if applicable)

- ▶ As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, and ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

Reference Arcadia Chair Company's Environmental Practices that have been uploaded.

- ◆ Anti-Discrimination Policy (if applicable)

- ▶ Describe your organizations' anti-discrimination policy.

Arcadia Chair Company's Anti-Discrimination Policy

It is the policy of Arcadia Chair Company not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy includes, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.

Chris Burgess, Executive Vice President, has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing all affirmative action goals and initiatives.

Arcadia Chair Company has and will continue to comply with state regulations and federal laws relating to the equal employment opportunities and affirmative action. Arcadia Chair Company will also continue to work cooperatively with government and community organizations to ensure equal employment and advancement opportunities.

◆ Vendor Certifications (if applicable)

- ▶ Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications.

Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

N/A Arcadia Chair Company does not hold any current licenses, registrations or certifications issued by federal, state and/or local agencies

Tab 5
Products & Services

Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

- ◆ Warranty

Reference the Arcadia & Encore Warranty Policies that have been uploaded.

- ▶ Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- ▶ Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- ▶ Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ The following is a list of suggested (but not limited to) Furniture categories. List all categories along with manufacturer that you are responding with:

| | |
|---|------------------------------------|
| ▶ <u>Ancillary Furniture Products</u> | <u>Arcadia Brand</u> |
| ▶ Audio / Visual Furniture | |
| ▶ Auditoriums and Theaters | |
| ▶ <u>Cafeteria</u> | <u>Arcadia & Encore Brands</u> |
| ▶ Classroom / Educational / Dormitory | |
| ▶ <u>Conference or Breakroom / Training</u> | <u>Arcadia & Encore Brands</u> |
| ▶ <u>Healthcare / Medical / Therapy Practices</u> | <u>Arcadia & Encore Brands</u> |
| ▶ Highmark | |
| ▶ Lactation Rooms and Furniture Pods | |
| ▶ Library | |
| ▶ Lighting | |
| ▶ <u>Lounge / Reception</u> | <u>Arcadia & Encore Brands</u> |
| ▶ Office | |
| ▶ Outdoor | |
| ▶ Science Lab | |
| ▶ <u>Seating / Chairs</u> | <u>Arcadia & Encore Brands</u> |
| ▶ <u>Tables / Meeting Conference Room</u> | <u>Arcadia & Encore Brands</u> |
| ▶ Work Stations | |

Tab 8

Value Added Products & Services

Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

Arcadia Chair Company, through its Authorized dealers, can provide design, space planning, delivery, installation and a host of other services that an agency may request or desire.

Reference Arcadia Chair Company's Authorized Dealer List document that has been uploaded.

Over the past 40 years Arcadia Chair Company has been known and recognized in the Contract Furniture industry for high quality seating (guest, lounge, stools & benches) and tables (occasional & meeting), as well as its ability to manufacture specials/customizations when requested, at a value driven price-point.

Over the past 5 – 10 years, Arcadia Chair Company's product offerings have evolved immensely with introductions into Privacy/Space Division and Furnishing Accessories (which include: divider screens, easels on casters and carts). These latest product offerings have been very successful, for Arcadia Chair Company, in today's market place at a value driven price-point.

Reference Arcadia Chair Company's Space Solutions Snapshot document that has been uploaded.

Also reference Arcadia's and Encore's websites to view all product offerings.

www.arcadiacontract.com

www.encoreseating.com

Tab 9
Innovation

Tab 9 – Innovation

- ◆ Please provide details of your most recent innovation and how it affected sales in the public sector.

- New categories

Arcadia Chair Company (Arcadia Brand)

- Flirt Series – Divider & Privacy Screens

Transform open spaces again and again with Flirt screens, a light-scale companion to the multitasking family of tables, seating and training accessories. Serving as both a room divider and a means for creating private nooks for individual focus, screens are offered in both mobile and stationary styles and nest together when not in use to provide even further convenience.

- Flirt M.A.T.E. Series – Easels

Flirt M.A.T.E. easels are a helpful tool to collaborate, listen and learn. Whether meetings are planned for impromptu, include many attendees or only a few, Flirt M.A.T.E adapts to needs at any given moment.

- Worksmith Series - Easels

Comprised of objects that are in absolute service to the task, WorkSmith also includes mobile markerboards and tackboards that are offered in both landscape and portrait styles, providing the ideal backdrop for brainstorming and presenting visual concepts, dividing spaces and more.

The new categories listed above have been good companions to the already well established product series with strong sales.

- New fabrics and finishes

Arcadia Chair Company isn't in the process of adding new fabrics or finishes at this time.

- New ergonomics

Arcadia Chair Company isn't in the process of adding new ergonomics at this time.

- New safety features

Arcadia Chair Company isn't in the process of adding new safety features at this time.

- New performance enhancement

1. Arcadia Chair Company is in the early stages of enhancing meeting table sub-tops within both Arcadia & Encore brands. Currently sub-tops are constructed from engineered Russian plywood, which have incurred tremendous price increases over the past few years. Future meeting table sub-tops will be constructed from MDF (medium density fiberboard) which will lower costs as well as maintain the structure of the tables, just as the current engineered Russian plywood.
2. Arcadia Chair Company is also in the early stages of changing a number of our seating solutions from the use of wood interior structure to metal interior structure. This changes will increase the unit's recyclability content for a friendlier environmental solution.

Tab 9 – Innovation (continued)

- Other

3. Arcadia Chair Company is in the process of re-evaluating our current shipping methods. Also due to tremendous price increases in this facet of our industry, we are looking at the following options:

- Ship more products KD (knocked down).
- Manufacture furniture in a lighter manner while still maintaining the sound structure that Arcadia and Encore products are recognized for.

- ◆ Please outline your timeline for future innovation.

- New categories

The Flirt Divider & Privacy Screens, Flirt M.A.T.E. Easels and Worksmith Easels are currently available and can be viewed at Arcadia's website: www.arcadiacontract.com

- New fabrics and finishes

N/A

- New ergonomics

N/A

- New safety features

N/A

- New performance enhancement

Arcadia Chair Company's timeline for the above referenced performance enhancements is first to second quarter of 2023.

- Other

N/A

Tab 10
Required Documents

10 – Required Documents

◆ Federal Funds Certifications

Arcadia Chair Company's signed document enclosed.

◆ Clean Air and Water Act & Debarment Notice

Arcadia Chair Company's signed document enclosed.

◆ Contractors Requirements

Arcadia Chair Company's signed document enclosed.

◆ Antitrust Certification Statements

Arcadia Chair Company's signed document enclosed.

◆ Required Clauses for Federal Assistance by FTA

Arcadia Chair Company has reviewed and agrees to the Required Clauses for Federal Assistance by FTA document enclosed.

*** Kimberlee Pichler - Girard ***

◆ State Notice Addendum

Arcadia Chair Company has reviewed the links provided below and agrees to the addendum.

*** Kimberlee Pichler - Girard ***

[http://www.usa.gov/Agencies/State and Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml)

<https://www.usa.gov/local-governments>

Federal Funds Certifications

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency and Offeror reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants,

Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in

compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents. This right of access will last only as long as the records are retained.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.

Offeror: Arcadia Chair Company

Address: 5692 Fresca Drive

City, State, Zip: La Palma, California 90623

Authorized Signature: 

Print Name: Kimberlee Pichler - Girard

Date: July 19, 2022

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

| | |
|-----------------------|---|
| Potential Vendor | <u>Arcadia Chair Company</u> |
| Print Name | <u>Kimberlee Pichler - Girard</u> |
| Address: | <u>5692 Fresca Drive</u> |
| City, State, Zip: | <u>La Palma, California 90623</u> |
| Authorized Signature: | <u></u> |
| Date: | <u>July 19, 2022</u> |

Contractor Requirements

Contractor Certification Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized Signature:



Date:

July 19, 2022

Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

| | |
|-----------------------|---|
| Company name | <u>Arcadia Chair Company</u> |
| Address | <u>5692 Fresca Drive</u> |
| City/State/Zip | <u>La Palma, California 90623</u> |
| Telephone No. | <u>714-562-8200</u> |
| Fax No. | <u>N/A</u> |
| Email address | <u>kimp@arcadiacontract.com</u> |
| Printed name | <u>Kimberlee Pichler - Girard</u> |
| Position with company | <u>Director of Corporate Operations</u> |
| Authorized Signature | <u></u> |

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
 - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC)

implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.

3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8th, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the

State Notice Addendum

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

[http://www.usa.gov/Agencies/State and Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml)

<https://www.usa.gov/local-governments>

ENVIRONMENTAL PRACTICES

As a matter of corporate philosophy, Arcadia and Encore are committed to intelligent environmental policies and practices. Standard recycling procedures and ecologically sensible policies and practices have been implemented throughout all aspects of our operations, as well as facilities, and as it relates to new product development and project management. Furthermore, we insist on a similar operational philosophy from our vendor-partners.

In accordance with our ongoing efforts to develop and manufacture products that positively contribute to healthy environments, we have completed testing for Indoor Air Quality certification across several product categories, achieving SCS Indoor Advantage Gold (highest certification available for Indoor Air Quality) for the majority of our products.



With SCS Indoor Advantage Gold certification, we not only meet the criteria of BIFMA M-7.1 and X-7.1 (low-emitting office furniture systems and seating) but also the LEED-Commercial Interiors EQ 4.5 credit for Indoor Air Quality of office furniture.

We will continue to strive towards certification for all our products, in addition to making sustainable improvements in all areas of business. A representative example of other in-force measures we employ to support intelligent environmental policies include:

- Ensure product life-cycle longevity and non-obsolescence via the design, engineering, and manufacturing processes and subsequent product refurbishment and re-use potential.
- Design products, and/or re-engineer existing products, to maximize the use and or re-use of recycled and/or recyclable components and sub-parts.
- Utilize raw materials (such as wood products) only from renewable, sustainable sources.
- Design and implement optimized manufacturing efficiencies so as to reduce scrap waste throughout production sequences.
- Minimize the generation, emission or discharge of waste and harmful or regulated substances and pollutants from manufacturing operations commensurate with current government codes, laws and/or industry regulations.
- Specify, and utilize engineered pre-cut foam, which eliminates virtually all on-site scrap foam waste.
- Increase the use of recyclable materials as appropriate for all general office, marketing, manufacturing, and shipping applications.

- Eliminate use of any non-recyclable packaging materials as well as utilize alternative shipping methods such as 'blanket wrapped delivery'.
- Utilize remnant 'COM' materials previously destined to landfills as interior spring-to-foam barrier cloth on upholstered goods.
- Contract for the external reuse of scrap woodchip materials and sawdust which are recycled and used for the following: soil enhancement in nurseries, MDF particle board manufacturing and fueling co-generation factories which simultaneously generate both electricity and useful heat.
- Contract for the external use of scrap leather cutting remnants.
- Minimize the generation of, recycle, and/or ensure the proper disposal of all office generated waste materials.
- Donate outdated product marketing and collateral materials to college and university design programs for educational purposes.

We engage all our employees in these processes and encourage new ideas at every turn. Together, we remain committed to protecting the environment and will continue to pursue effective means for securing a brighter, and healthier future, for all.

PRODUCT WARRANTY

Arcadia provides a lifetime warranty for all seating and table products to be free from defects in material and workmanship on structural frame components. All other materials fall under the applicable warranty periods listed in the table below. Customer's Own Materials (COM/COL) are not included in this warranty. Please consult with upholstery material suppliers for performance criteria of individual selections.

| | |
|---|--|
| 10-year warranty | Foam Exposed Wood Components Tables Tablets |
| 4-year warranty | Castors |
| 2-year warranty | Stool Footrings |
| 1-year warranty (or the extent the manufacturer will warrant further, whichever is lesser) | Fabrics (excluding COM) Electrical/Data Units |

This warranty does not include damages from normal wear and tear. Normal wear and tear is defined as single shift service (eight (8) hours per day), five (5) days per week). Arcadia assumes no responsibility for repairs to products sustaining damages resulting from user modification, attachments to a product, misuse, abuse, alteration or negligent use of the product.

The warranty provisions set forth above are expressly in lieu of all other warranties, express, statutory or implied in fact or by law, and all remedies against. There are no implied warranties of merchantability or fitness for a particular purpose made by Arcadia in connection with the sale or use of any such article of furniture.

If a defect in material or workmanship has occurred, Arcadia reserves the right to determine if the problem has occurred under normal use. The defective product will be repaired or replaced at the option of Arcadia, free of charge to the customer. Field labor and service(s) are not covered under this warranty.



Warranty

Encore provides a lifetime warranty for all seating products to be free from defects in material and workmanship on structural frame components. All other materials fall under the applicable warranty periods listed in the table below. The company will repair or replace, at its option, without charge to the original purchaser only, defective products or parts that fail during normal use (normal use is defined as eight (8) hour days, five (5) days per week) throughout the applicable warranty period. Field labor and service(s) are not covered under this warranty.

| | |
|-------------------|---|
| Lifetime Warranty | Frame Components Adjustable Arms and Arm Pads Mechanisms Gas Cylinders |
| 10 Year Warranty | Foam Exposed Wood Components Tables Tablets |
| 4 Year Warranty | Mesh and Knit Materials Casters |
| 2 Year Warranty | Stool Footrings |
| 1 Year Warranty | Fabric/Vinyl (excluding COM, COV and COL) Electrical Units |

COM, COV and COL are also not covered by this warranty. Normal wear and tear is the responsibility of the specifier. Please consult with upholstery material suppliers for performance criteria of individual materials.

Due to the inherent stretch properties of certain woven and/or vinyl upholstery materials, Encore cannot be held responsible for wrinkles or “puddling” that can occur in some materials.

If product fails under normal use within the warranty period, please send description of the pertinent part, together with proof of purchase of the product to:

Arcadia Chair Company
5692 Fresca Drive
La Palma, CA 90623

Email: clientservices@encoreseating.com
Fax: 714.562.8202

The foregoing warranty excludes any damage or defects caused by abuse of this product or its use for a purpose other than what the product is intended. Encore Seating does not assume responsibility for unauthorized repairs to chairs or tables that sustain damage resulting from user modification, improper assembly, attachments to product, misuse, alteration or negligent use of the product.

| | |
|---|---|
| K - 12 | |
| <u>Birmingham Public Schools</u> Lori McCracken, Purchasing Coordinator Beverly Hills, MI 248-203-3000 Years Serviced: 4 Guest and Lounge Seating Annual Sales Volume: \$25,000 | <u>Independent School District 625</u> Rhonda Petschen, Contract Purchasing St Paul, MN 651-744-7754 Years Serviced: 2 Lounge Seating Annual Sales Volume: \$10,000 |
| Higher Education | |
| <u>James Madison University</u> Theresa Wuenschel, Buyer Specialist Harrisonburg, VA 540-568-7209 Years Serviced: 9 Bench and Lounge Seating Annual Sales Volume: \$32,000 | <u>Austin Community College District</u> Ashley Jacobs, Assistant III, Administrative Austin, TX 512-223-2563 Years Serviced: 2 Meeting Tables, Guest and Lounge Seating Annual Sales Volume: \$18,000 |
| City | |
| <u>Port of Portland</u> Timolin Abron, Contracts and Procurement Mgr. Portland, OR 503-415-6278 Years Serviced: 2 Guest Seating, Lounge Seating & Occasional Tables Annual Sales Volume: \$37,000 | <u>City of Northglenn</u> Heather Geyer, City Manager Northglenn, CO 303-450-8709 Years Serviced: 1 Bench Seating and Occasional Tables Annual Sales Volume: \$12,000 |
| <u>Electric Power Board of Chattanooga</u> Bobby Hutcherson, Assistant VP-Tech. Operations Chattanooga, TN 423-648-1372 Years Serviced: 2 Lounge Seating and Occasional Tables Annual Sales Volume: \$15,000 | |
| County | |
| <u>Bexar County</u> Paul Elizondo Tower, County Auditor San Antonio, TX 210-212-7742 Years Serviced: 3 Bench and Lounge Seating Annual Sales Volume: \$14,000 | <u>Dakota County</u> Sara Glasby, Contract Specialist Hastings, MN 651-437-3191 Years Serviced: 1 Conference/Executive Seating Annual Sales Volume: \$22,000 |
| Non-Profit | |
| <u>Convoy of Hope</u> Victoria Gorham, Purchasing Director Springfield, MO 417-823-8998 Years Serviced: 2 Lounge and Guest Seating Annual Sales Volume: \$10,000 | <u>Bridge Meadows Housing</u> Renee Moseley, Associate Director Portland, OR 503-953-1100 Years Serviced: 1 Lounge Seating Annual Sales Volume: \$9,000 |

NCPA CONTRACT

Contractor

Arcadia Chair Company
5692 Fresca Drive
La Palma,, CA 90623
Tel: (714) 562-8200

Website Addresses

www.arcadiacontract.com
www.encoreseating.com

Information for Ordering Activities

- Email purchase orders to: orders@arcadiacontract.com
- Geographic Coverage (Delivery Area): Continental United States
- Point of Production: La Palma, California
- Discounts:
 - Arcadia Brand
NCPA Pricelist dated February 1, 2022
Please note these are List Prices (discounts not deducted)
Please apply the NCPA discount of 49.5%
 - Encore Brand
NCPA Pricelist dated February 1, 2022
Please note these are List Prices (discounts not deducted)
Please apply the NCPA discount of 55.5%
- Payment Terms: Net 30 Days (when billed to NCPA Authorized Agency only).
- Delivery Terms: 60 – 90 days after receipt of order.
- F.O.B. Point: Destination (for shipments within the 48 Contiguous United States). Shipments outside the 48 contiguous United States: to the point of embarkation (only).
- Ordering & Payment Address:
Arcadia Chair Company
5692 Fresca Drive
La Palma, CA 90623
- Warranty: See Master Price List for complete details.
- Cancellation Policy: No cancellation charge prior to production. After production, actual cost incurred will be billed to the NCPA approved agency.

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS

| DEALER NAME | ADDRESS | WEBSITE | TELEPHONE # |
|--|---|--------------------------------|--------------|
| AK | | | |
| CAPITAL OFFICE SYSTEMS | 1120 E. 35TH AVE., ANCHORAGE, AK, 99508 | www.capital-office.com | 907-777-1500 |
| AZ | | | |
| CORE | 698 E. WETMORE RD, SUITE 410, TUCSON, AZ, 85705 | www.corefurniture.net | 520-999-3470 |
| CA | | | |
| BKM OFFICE ENVIRONMENTS | 816 VIA ALONDRA, CAMARILLO, CA, 93012 | www.bkmoe.com | 877-256-1256 |
| G/M BUSINESS INTERIORS | 1099 W. LA CADENA DRIVE, RIVERSIDE, CA, 92501 | www.gmbi.net | 800-686-6583 |
| ONE WORKPLACE | 2500 DE LA CRUZ BLVD., SANTA CLARA, CA, 95050 | www.oneworkplace.com | 669-800-2500 |
| PACIFIC OFFICE INTERIORS | 5304 DERRY AVE., SUITE U, AGOURA HILLS, CA, 91301-6013 | www.pacificofficeinteriors.com | 818-735-0333 |
| PEOPLESPLACE | 17800 MITCHELL NORTH, IRVINE, CA, 92614 | www.peoplespace.net | 949-724-9444 |
| RESOURCE & DESIGN, INC | 350 BRANNAN ST, FL 1, SAN FRANCISCO, CA, 94107 | www.rdi-sf.com | 415-777-0202 |
| TANGRAM | 9200 SORENSEN AVE., SANTA FE SPRINGS, CA, 90670 | www.tangraminteriors.com | 562-365-5000 |
| CO | | | |
| ELEMENTS | 2501 BLAKE STREET, DENVER, CO, 80205 | www.workplaceelements.com | 303-471-4334 |
| INTERIOR ENVIRONMENTS | 1331 19TH ST, DENVER, CO, 80202 | www.ieoffices.com | 303-292-0437 |
| PEAR WORKPLACE SOLUTIONS | 1515 ARAPAHOE STREET, TOWER 1, SUITE 100, DENVER, CO, 80202 | www.pearwork.com | 303-824-2000 |
| WORKSPACE INTERIORS by OFFICE DEPOT | P.O. BOX 982212, EL PASO, TX, 79998 | www.officedepot.com | 800-463-3768 |
| WORKING SPACES, INC. DENVER | 1212 SOUTH BROADWAY, #100 DENVER, CO 80210 | www.wspaces.com | 303-744-6106 |
| FL | | | |
| J.C. WHITE ARCHITECTURAL INTERIOR PRODUCTS | 3501 COMMERCE PARKWAY, MIRAMAR, FL, 33025 | www.jcwhite.com | 954-499-6677 |
| OEC BUSINESS INTERIORS | 1601 NW 80TH BOULEVARD, GAINESVILLE, FL, 32606 | www.oec-fl.com | 352-332-1192 |
| HI | | | |
| INFINIUM INTERIORS | 850 MILILANI STREET, 2ND FLOOR, HONOLULU, HI, 96813 | www.infinium-interiors.com | 808-777-5490 |
| IA | | | |
| PIGOTT, INC. | 3815 INGERSOLL AVENUE, DES MOINES, IA, 50312 | www.pigottnet.com | 515-279-8879 |
| SAXTON INC | 600 3RD STREET, STUDIO 300, CEDAR RAPIDS, IA, 52401-2010 | www.saxtoninc.com | 515-244-6116 |
| ID | | | |
| BUSINESS INTERIORS OF IDAHO | 176 S. CAPITOL BLVD., BOISE, ID, 83702 | www.biispaces.com | 208-384-5050 |
| IL | | | |
| HENRICKSEN & CO. | 1101 WEST THORNDALE AVENUE, ITASCA, IL, 60143 | www.henricksen.com | 630-250-9090 |
| INTERIORS FOR BUSINESS, INC. | 409 N. RIVER ST., BATAVIA, IL, 60510 | www.interiorsforbusiness.com | 630-761-1070 |
| INTERIOR INVESTMENTS, L.L.C. | 550 BOND ST., LINCOLNSHIRE, IL, 60069 | www.interiorinvestments.com | 847-325-1000 |
| RESOURCE ONE | 321 E ADAMS, SPRINGFIELD, IL, 62701 | www.resourceoneoffice.com | 217-753-5742 |
| WIDMER INTERIORS | 8415 N. ALLEN ROAD, PEORIA, IL, 61615 | www.widmerinteriors.com | 309-693-9300 |
| IN | | | |
| BUSINESS FURNITURE LLC | 8421 BEARING DRIVE, SUITE 200 EAST, INDIANAPOLIS, IN, 46268 | www.businessfurniture.net | 317-216-1600 |
| COMMERCIAL OFFICE ENVIRONMENTS | 7301 ZIONSVILLE ROAD, INDIANAPOLIS, IN, 46268 | www.coeindy.com | 317-876-9200 |
| OFFICE WORKS | 12000 EXIT FIVE PARKWAY, FISHERS, IN, 46037-7940 | www.officeworks.net | 317-577-3510 |
| RJE BUSINESS INTERIORS | 621 EAST OHIO STREET, INDIANAPOLIS, IN, 46202 | www.rjebusinessinteriors.com | 317-293-4051 |
| KS | | | |
| FREEDOM INTERIORS | 4000 WASHINGTON STREET, KANSAS CITY, MO, 64111 | www.fre3dom.net | 816-265-1110 |
| JOHN A. MARSHALL CO. | 10930 LACKMAN RD., LENEXA, KS, 66219 | www.jamarshall.com | 913-599-4700 |
| SCOTT RICE OFFICE WORKS | 14720 WEST 105TH ST., LENEXA, KS, 66215 | www.scottrice.com | 913-888-7600 |

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

| DEALER NAME | ADDRESS | WEBSITE | TELEPHONE # |
|-----------------------------------|---|---|--------------|
| KY | | | |
| BUSINESS ENVIRONMENTS | 5611 E. MORGAN AVE, EVANSVILLE, IN, 47715 | www.businessenvironmentsevv.com | 812-474-4260 |
| ID&A, INC. | 1700 SOUTH FIFTH STREET, LOUISVILLE, KY, 40208 | www.id-a.com | 502-562-9259 |
| KDA OFFICE FURNITURE SOLUTIONS | 1161 RED MILE ROAD, LEXINGTON, KY, 40504 | www.kdaoofficefurniture.com | 859-317-8131 |
| KPC ARCHITECTURAL PRODUCTS | 2464 FORTUNE DRIVE, SUITE 150, LEXINGTON, KY, 40509 | www.kpcarch.com | 859-269-3646 |
| MUNSON BUSINESS INTERIORS | 2307 RIVER ROAD, SUITE 100, LOUISVILLE, KY, 40206 | www.mbifurniture.com | 502-589-1236 |
| LA | | | |
| DKI OFFICE SOLUTIONS | 5530 JEFFERSON HIGHWAY, HARAHAN, LA, 70123 | www.dkiofficesolutions.com | 504-734-8424 |
| MD | | | |
| MOI, INC. | 1801 PORTER STREET, SUITE 100, BALTIMORE, MD, 21230 | www.moi.com | 410-265-5600 |
| PRICE MODERN LLC | 2604 SISSON STREET, BALTIMORE, MD, 21211-3189 | www.pricemodern.com | 410-366-5500 |
| MI | | | |
| CUSTER OFFICE ENVIRONMENTS | 217 GRANDVILLE AVE. SW, SUITE 100, GRAND RAPIDS, MI, 49503 | www.custerinc.com | 616-458-6322 |
| INTERIOR ENVIRONMENTS, LLC | 48700 GRAND RIVER AVE., NOVI, MI, 48374 | www.ieoffices.com | 248-213-3010 |
| ISCG | 612 NORTH MAIN ST., ROYAL OAK, MI, 48067 | www.iscginc.com | 248-399-1600 |
| KENTWOOD OFFICE FURNITURE LLC | 3063 BRETON ROAD, GRAND RAPIDS, MI, 49512 | www.kentwood.com | 616-957-2320 |
| MARXMODA, INC. | 751 GRISWOLD STREET, DETROIT, MI, 48226 | www.marxmoda.com | 855-242-9292 |
| MICHIGAN OFFICE ENVIRONMENTS | 177 PORTAGE ROAD, KALAMAZOO, MI, 49007 | www.moe1.com | 269-343-0630 |
| NBS COMMERCIAL INTERIORS | 2595 BELLINGHAM, TROY, MI, 48083 | www.yournbs.com | 248-823-5400 |
| PARTNR HAUS | 2139 COLE STREET, BIRMINGHAM, MI, 48009 | www.partnrhaus.com | 248-792-9537 |
| MN | | | |
| ALTERNATIVE BUSINESS FURNITURE | 6533 FLYING CLOUD DR., #800, EDEN PRAIRIE, MN, 55344 | www.altbusfurn.com | 952-937-7688 |
| ATMOSPHERE COMMERCIAL INTERIORS | 81 SOUTH 9TH STREET, STE 350, MINNEAPOLIS, MN, 55402 | www.atmosphereci.com | 612-343-0868 |
| FLUID INTERIORS | 100 N. 6TH STREET, SUITE 100A, MINNEAPOLIS, MN, 55403 | www.fluidinteriors.com | 612-746-8700 |
| GENERAL OFFICE PRODUCTS CO | 4521 HIGHWAY SEVEN, MINNEAPOLIS, MN, 55416-4098 | www.gopco.com | 952-925-7500 |
| INTEREUM, INC. | 9800 8TH AVENUE NORTH, PLYMOUTH, MN, 55441-6403 | www.intereum.com | 763-417-3300 |
| MO | | | |
| CI SELECT | 11840 WESTLINE INDUS. DR. #100, MARYLAND HEIGHTS, MO, 63146 | www.ciselect.com | 314-909-1990 |
| GROOMS OFFICE SYSTEMS, INC | 1285 EAST MONTCLAIR, SPRINGFIELD, MO, 65804 | www.groomsinc.com | 417-883-4646 |
| INSIDE THE LINES | 100 E TEXAS AVE, COLUMBIA, MO, 65202 | www.insidethelines.net | 573-234-0778 |
| MODERN BUSINESS INTERIORS | 1023 PORTWEST DRIVE, ST. CHARLES, MO, 63303 | www.mbioffice.com | 636-946-2500 |
| SCHEFFER'S OFFICE FURNITURE | 1558 STATE HIGHWAY H, SIKESTON, MO, 63801 | www.scheffersoffice.com | 573-472-2422 |
| NC | | | |
| ALL AMERICAN OFFICE SOLUTIONS LLC | 1111 IRELAND DR, FAYETTEVILLE, NC, 28304 | www.allamericaninteriorsolutionsllc.com | 919-534-1279 |
| ND | | | |
| CHRISTIANSON'S BUSINESS FURNITURE | 2828 13TH AVENUE SOUTH, FARGO, ND, 58103 | www.cbfplus.com | 701-293-3944 |
| NE | | | |
| ALL MAKES OFFICE EQUIPMENT CO. | 2558 FARNAM STREET, OMAHA, NE, 68131 | www.allmakes.com | 402-477-7131 |
| OFFICE INTERIORS & DESIGN | 1401 DAHLBERG DR, SUITE A, LINCOLN, NE, 68512 | www.oidinc.com | 402-484-7500 |
| NJ | | | |
| ARBEE ASSOCIATES | 1531 SOUTH WASHINGTON AVE, PISCATAWAY, NJ 08854 | www.arbee.net | 732-424-3900 |
| BFI | 133 RAHWAY AVENUE, ELIZABETH, NJ, 07202-6019 | www.bfionline.com | 908-355-3400 |
| COMMERCIAL FURNITURE INTERIORS | 1154 ROUTE 22 WEST, MOUNTAINSIDE, NJ 07092 | www.cfioffice.com | 908-518-1670 |

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

| DEALER NAME | ADDRESS | WEBSITE | TELEPHONE # |
|---|---|---------------------------------|--------------|
| NJ (CONTINUED) | | | |
| PARAMOUNT FACILITY MANAGEMENT SOLUTIONS | 72 READINGTON RD, BRANCBURG, NJ 08876 | www.paramountfms.com | 908-393-9990 |
| NM | | | |
| WORKSPACE DYNAMICS, INC. | 4711 LOMAS BLVD. NE, ALBUQUERQUE, NM, 87110-6233 | www.wsdnm.com | 505-254-2000 |
| NV | | | |
| HENRIKSEN/BUTLER | 249 SOUTH 400 EAST, SALT LAKE CITY, UT, 84111 | www.hbdg.com | 801-363-5881 |
| RENO BUSINESS INTERIORS | 427 RIDGE STREET, SUITE #D, RENO, NV, 89501 | www.renobusinessinteriors.com | 775-786-2700 |
| NY | | | |
| EMPIRE OFFICE, INC. | 654 MADISON AVE, 14TH FL NEW YORK, NY 10065 | www.empireoffice.com | 212-607-5500 |
| OH | | | |
| AMERICAN INTERIORS, INC. | 302 SOUTH BYRNE ROAD, BUILDING 100, TOLEDO, OH, 43615 | www.aminteriors.com | 419-535-1808 |
| CONTINENTAL OFFICE ENVIRONMENTS | 5061 FREEWAY DRIVE E., COLUMBUS, OH, 43229 | www.continentaloffice.com | 614-262-5010 |
| CONTRACT SOURCE, INC. | 2 CORPORATION CENTER, BROADVIEW HEIGHTS, OH, 44147 | www.contractsource.com | 216-351-7575 |
| FURNITURE SOLUTIONS FOR THE WORKPLACE LLC | 1340 CLAY STREET, CINCINNATI, OH, 45202 | www.furnitureolutionsinc.net | 513-891-2010 |
| JS INTERIOR INNOVATIONS | 7087 WEST BLVD, SUITE #10, BOARDMAN, OH, 44512 | www.jsinteriorinnovations.com | 330-758-4277 |
| OK | | | |
| FACILITY INTERIORS INC | 421 NW 10TH ST, OKLAHOMA CITY, OK 73103 | www.facilityinteriors.com | 405-772-1730 |
| L & M OFFICE FURNITURE | 12424 E 55th St, TULSA, OK, 74146 | www.l-mofficefurn.com | 918-664-1010 |
| WORKSPACE RESOURCE, INC. | 404 BOULDER AVENUE, TULSA, OK, 74103 | www.workspace-resource.com | 918-582-2404 |
| OR | | | |
| ENVIRONMENTS | 2055 NW SAVIER ST, SUITE 175, PORTLAND, OR, 97209 | www.environmentsnw.com | 503-236-3600 |
| HYPHN | 620 NE 19TH AVE, PORTLAND, OR, 97232 | www.hyphn.com | 503-226-4151 |
| PACIFIC WRO | 825 NE MULTNOMAH ST., STE 270, PORTLAND, OR, 97232 | www.pacificwro.com | 503-238-1590 |
| PA | | | |
| PHILLIPS WORKPLACE INTERIORS, INC. | 6345 FLANK DRIVE, SUITE 1200, HARRISBURG, PA, 17112 | www.phillipsatwork.com | 844-228-2600 |
| SUPPLY SOURCE, INC. | 415 WEST THIRD ST., WILLIAMSPORT, PA, 17701 | www.supplysourceinc.com | 570-327-1500 |
| SC | | | |
| BUSINESS INTERIORS BY STAPLES | P.O. BOX 102422, COLUMBIA, SC, 29224 | www.stores.staples.com | 866-387-9873 |
| MCWATERS-COLUMBIA | 1104 SHOP ROAD, COLUMBIA, SC, 29201-4743 | www.mcwaters.com | 803-256-8303 |
| YOUNG OFFICE ENVIRONMENTS | 1280 RIDGE ROAD, GREENVILLE, SC, 29607-4626 | www.youngoffice.com | 864-281-9500 |
| TN | | | |
| SPACES GROUP LLC | 7760 TRINITY ROAD, SUITE 106, CORDOVA, TN, 38018 | www.spacesgrp.com | 901-348-4600 |
| SYNERGY BUSINESS ENVIRONMENTS | 800 6TH AVENUE SOUTH, SUITE 200, NASHVILLE, TN, 37203 | www.synergybe.com | 615-383-6799 |
| TX | | | |
| ALLSTAR BUSINESS CONCEPTS | 1420 AVE Q, LUBBOCK, TX, 79401 | www.allstarbusinessconcepts.com | 806-747-1166 |
| BLUE BOX | 111 WEST LOUISIANA STREET, MCKINNEY, TX, 75069 | www.bybluebox.com | 972-445-9955 |
| BUSINESS INTERIORS | 28 CONCORD, SUITE C, EL PASO, TX, 79906 | www.businessinteriors-ep.com | 915-591-9393 |
| COASTAL OFFICE SOLUTIONS | 1514 NORTH BEN JORDAN STREET, VICTORIA, TX, 77901 | www.coastaltx.com | 361-578-5392 |
| CORE OFFICE INTERIORS | 7108 OLD KATY RD., SUITE 150, HOUSTON, TX, 77024 | www.coreoi.com | 713-803-0100 |
| DEBNER+COMPANY | 6930 PORTWEST DR, HOUSTON, TX, 77024 | www.debner.com | 713-782-1300 |
| FACILITIES RESOURCE, INC | 1641 SCOTTSDALE DRIVE, CEDAR PARK, TX, 78641 | www.facilitiesresourceinc.com | 512-371-1232 |
| GATEWAY PRINTING | 14803 BULVERDE, SAN ANTONIO, TX, 78247 | www.gatewayp.com | 210-650-3995 |
| GL SEAMAN & COMPANY | 4201 INTERNATIONAL PKWY, CARROLLTON, TX, 75007 | www.glsc.com | 214-764-6400 |

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

| DEALER NAME | ADDRESS | WEBSITE | TELEPHONE # |
|--|--|---|--------------|
| TX (CONTINUED) | | | |
| HBI OFFICE SOLUTIONS, INC. | 308 HWY 75 NORTH, SUITE B, HUNTSVILLE, TX, 77320 | www.hbi-inc.com | 936-295-4592 |
| INTELLIGENT INTERIORS, INC. | 16837 ADDISON ROAD, SUITE 500, ADDISON, TX, 75001 | www.intelligentinteriors.net | 972-716-9979 |
| J. TYLER SERVICES, INC. | 5920 MILWEE, HOUSTON, TX, 77092 | www.jtyler.com | 713-468-2166 |
| LAVACA COUNTY OFFICE SUPPLY, S TX SCHOOL FURNITURE | 107 NORTH MAIN, HALLETTSVILLE, TX, 77964 | www.texaslibrary.com | 361-798-4364 |
| THE LUCK COMPANY | P.O BOX 7768, HOUSTON, TX, 77270-7768 | www.theluckcompany.com | 713-527-0708 |
| MCCOY ROCKFORD BUSINESS INT | 6869 OLD KATY ROAD, HOUSTON, TX, 77024 | www.mccoy-rockford.com | 512-442-0703 |
| MCKINNEY OFFICE SUPPLY | PO BOX 845, MCKINNEY, TX, 75069 | www.mckinneyofficesupply.com | 972-562-5020 |
| NELSON INTERIORS, LLC | 1914 GRANDSTAND DR, SAN ANTONIO, TX, 78238 | www.nelsonworldwide.com | 210-684-2624 |
| OFFICESOURCE, LTD. | 1133 BROADWAY, SAN ANTONIO, TX, 78215 | www.officesourceltd.com | 210-212-7742 |
| OFFICEWISE FURNITURE & SPLY. | 1200 S. TAYLOR STREET, AMARILLO, TX, 79101 | www.officewiseco.com | 806-331-1658 |
| PERRY OFFICE PLUS | 1401 NORTH 3RD ST, TEMPLE, TX, 76501 | www.perryop.com | 254-778-4755 |
| ROYER & SCHUTTS COMMERCIAL INTERIORS | 3100 WEST 7TH STREET, SUITE 200, FORT WORTH, TX, 76107 | www.royer-furn.com | 817-332-5424 |
| SHELTON-KELLER GROUP | 6301 E. STASSNEY LANE, BLDG. 9-100, AUSTIN, TX, 78744-3069 | www.skgtxas.com | 512-481-1500 |
| TANGRAM INTERIORS | 9755 CLIFFORD DRIVE, #100, DALLAS, TX, 75220 | www.tangraminteriors.com | 562-365-5000 |
| TEXAS WILSON OFFICE FURNITURE & SVCS | 6812 FAIRGROUNDS PKWY., SAN ANTONIO, TX, 78238 | www.texaswilson.com | 210-647-8800 |
| WELLS & KIMICH, INC. | 5530 BRYSTONE DR, HOUSTON, TX, 77041 | www.wellskimich.com | 713-856-9900 |
| WILSON OFFICE INTERIORS | 5051 PULASKI STREET, DALLAS, TX, 75247 | www.wilsonoi.com | 972-488-4100 |
| WORKPLACE RESOURCE, LLC dba ALFRED WILLIAMS & CO | 4400 NE LOOP 410, SUITE 130, SAN ANTONIO, TX, 78218 | www.alfredwilliams.com | 512-472-7300 |
| WORKPLACE RESOURCE GROUP | 2639 E. ROSEMEADE PKWY, CARROLLTON, TX, 75007 | www.wrgtxas.com | 972-446-9100 |
| WORKPLACE SOLUTIONS | 1505 HI LINE DRIVE, SUITE 100, DALLAS, TX, 75207 | www.wseap.com | 737-443-7350 |
| WORKSPACE SOLUTIONS, INC. | 3660 THOUSAND OAKS DR., SUITE 220, SAN ANTONIO, TX, 78247 | www.officefurnituredealersanantonio.com | 210-366-4414 |
| VA | | | |
| AMERICAN OFFICE EQUIP. CO. | 309 NORTH CALVERT STREET, BALTIMORE, MD, 21202 | www.americanoffice.com | 410-539-7529 |
| BARROWS | 3801 BLUE RIDGE DR. SW, ROANOKE, VA, 24018 | www.barrowsinc.com | 540-362-5700 |
| COMMONWEALTH SCHOOL EQUIPMENT, INC | 21403 HULL STREET ROAD, MOSELEY, VA, 23120 | www.commonwealthschoolequipment.com | 804-739-4575 |
| CREATIVE OFFICE ENVIRONMENTS | 11798 N. LAKERIDGE PARKWAY, ASHLAND, VA, 23005 | www.creative-va.com | 804-329-0400 |
| DIVERSIFIED EDUCATIONAL SYSTEMS, INC. | 205 EAST WASHINGTON ST, MIDDLEBURG, VA, 20118 | www.des.com | 540-687-7060 |
| IMAGE BUSINESS INTERIORS | 4525 COLUMBUS STREET, SUITE 101, VIRGINIA BEACH, VA, 23462 | www.imagebusinessinteriors.com | 757-962-9810 |
| INTERIORS BY GUERNSEY | 45070 OLD OX ROAD, DULLES, VA, 20166 | www.buyguernsey.com | 703-631-3375 |
| JMJ WORKPLACE INTERIORS | 7910 WEST BROAD STREET, HENRICO, VA, 23294 | www.jmjcorporation.com | 804-270-7400 |
| MOI, INC. | 1801 PORTER STREET, SUITE 100, BALTIMORE, MD, 21230 | www.moi.com | 410-265-5600 |
| NEW DAY OFFICE PRODUCTS & FURNISHINGS, INC. | 1000 BOWEN PARKWAY, SUITE B, SUFFOLK, VA, 23435 | www.newdayoffice.com | 757-398-0718 |
| PC&A BUSINESS ENVIRONMENTS | 7420 CENTRAL BUSINESS PARK DR. STE 4, NORFOLK, VA, 23513 | www.pcanda.com | 757-623-7760 |
| SPECIALIZED MARKETING, LTD. | 23 WEST STREET, ANNAPOLIS, MD, 21401 | www.smlofficefurniture.com | 410-267-0545 |
| THE SUPPLY ROOM | 14140 NORTH WASHINGTON HWY, ASHLAND, VA, 23005 | www.thesupplyroom.com | 800-849-7239 |
| WA | | | |
| FREEFORM BY CONTRACT RESOURCE GROUP | 715 E. SPRAGUE, STE 40, SPOKANE, WA, 99202 | www.freeforminteriors.com | 509-458-0411 |
| LEGACY GROUP | 1600 SW 43RD STREET, SUITE #100, RENTON, WA, 98057 | www.thelegacygroupinc.com | 206-217-0310 |
| RE-JUICED STUDIO, LLC | PO BOX 1794, EDMONDS, WA, 98020 | www.re-juiced.com | 425-673-2670 |
| WORKPOINTE, INC. | 9877 40TH AVE. S., SEATTLE, WA, 98118-5602 | www.wkpointe.com | 206-763-4030 |
| WI | | | |
| ELB US INC. | 415 BOULDER COURT, SUITE 500, PLEASANTON, CA, 94566 | www.elbglobal.com | 925-400-6175 |

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

| DEALER NAME | ADDRESS | WEBSITE | TELEPHONE # |
|-----------------------------|---|----------------------|--------------|
| WI (CONTINUED) | | | |
| EMMONS BUSINESS INTERIORS | N115 W18500 EDISON DR, GERMANTOWN, WI, 53022 | www.ebiweb.com | 262-255-5500 |
| SAMUELS GROUP: ENVIRONMENTS | 311 FINANCIAL WAY, SUITE 300, WAUSAU, WI, 54401 | www.samuelsgroup.net | 715-842-2222 |

SPACE SOLUTIONS SNAPSHOT



- Arm and armless lounge units available individually or in modular configurations with corner units and connecting tables.
- Arms offered in 4½" and 8" widths and are positionable at seat ends or atop connecting tables.
- Accompanying occasional tables also available.



- Collection includes public and private seating models – with and without canopy.
- Stand-alone, wall-mount and single units available in addition to select back-to-back models.
- Optional accessories include cantilever table, shelf, storage cubby, power units and overhead LED light fixture.



- Full family of lounge seating, guest chairs, benches and tables.
- Wood legs offered in all standard and custom finishes on ash.
- Benches available in 22", 30" and 36" square or 48" and 60" rectangular sizes.
- Meeting and occasional tables offered in round, square and rectangular shapes, in various sizes.



- Mid and high back models available with wire rod and swivel base options.
- 4-prong swivel base manufactured in aluminum, with auto-return as standard.
- Wire rod base manufactured in 1/2" diameter steel and comes standard with glides.
- Wire rod and swivel bases available in standard and premium finish selections.

SPACE SOLUTIONS SNAPSHOT

POPOVER BY ENCORE



- 20" and 24" sizes available.
- Leather pull/strap offered in four standard colors.
- Pull/strap also available in COL (Customer's Own Leather).
- Each unit comes standard with glides.

STRING GAMES BY ENCORE



- Available in 29" and 42" heights, in various lengths.
- Width options include: 24", 30" and 36".
- Offered in wood veneer, laminate and solid surface.
- Removable panels for wire management accessibility.

TOOtheLOUNGE



- Available in 36", 41", 60" and 72" widths, with 49" H upholstered back panel.
- Two-seat booth model also available and features table, cubby and two power units as standard.
- Additional upholstered privacy panels available in 31" and 50" widths as well as a booth option for creating more enclosed spaces.

VISOR BY ENCORE



- Lounge and love seat models available in Public and Private options.
- Swivel base is finished in stainless steel and features 360-degree turning radius with self-return.
- Optional tablet features 360-degree turning radius and is available on all Public seating units.
- Non-skid glides available for hard surface floors.



REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

_____ Arcadia Chair Company _____ (Vendor Name) hereby provides notice of the following update to NCPA contract number: 07-78 on this date 08/21/2023.

Instructions:

Vendors must check all that may apply and provide supporting documentation. Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.

Authorized Affiliates/Dealers/Distributors/Resellers

- ☒ Additions
- ☐ Deletions

Products/Services (check all that apply)

- ☐ Additions
- ☐ Deletions
- ☐ Modifications
- ☐ Pricing Update

Other Vendor may include other notes regarding the contract update here: (attach another page if necessary).

Please add the following dealer as authorized on the OMNIA contract:

Corporate Concepts
500 Waters Edge, Suite 200
Lombard, IL 60148
Telephone: 630-691-8800
Website: www.corpconc.com

Arcadia Chair Company

Vendor Name

Pamela Angeles

Submitted By

Pamela Angeles

Signature



08/21/2023

Date

FOR USE BY NCPA ONLY:

Scott Miller

Vendor Manager

Scott Miller

Signature



08/21/2023

Date

Micaela Flores

Contract Manager Name

Micaela Flores

Signature



08/21/2023

Date

Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

Document name: Request for Vendor Contract Update - Arcadia Chair Company
Document created: 08/21/2023 15:29:25
Document pages: 2
Document ID: 9169bcbdd1230407dabe6a645052e0c6e8ee2e461
Document Sent: 08/21/2023 15:40:21 UTC
Document Status: Signed
 08/21/2023 15:45:52UTC

Sender: contracts@ncpa.us
Signers: guest_signer_263242080907@no.reply, scott.miller@omniapartners.com, contracts@ncpa.us
CC: sarah.vavra@omniapartners.com, pam@arcadiacontract.com

| Client | Event | By | Server Time | Client Time | IP Address |
|-------------------------|---|------------------------------------|----------------------------|----------------------------|---------------|
| SignNow Web Application | Uploaded the Document | contracts@ncpa.us | 08/21/2023 15:29:25 pm UTC | | 10.50.99.132 |
| SignNow Web Application | Signing link clicked | contracts@ncpa.us | 08/21/2023 15:29:26 pm UTC | | 12.55.65.6 |
| SignNow Web Application | Copied from Template | contracts@ncpa.us | 08/21/2023 15:29:26 pm UTC | | 10.50.99.132 |
| SignNow Web Application | Signing link user reported: pam@arcadiacontract.com | pam@arcadiacontract.com | 08/21/2023 15:40:21 pm UTC | 08/21/2023 15:40:19 pm UTC | 108.213.20.97 |
| SignNow Web Application | Invite Sent to: guest_signer_263242080907@no.reply | contracts@ncpa.us | 08/21/2023 15:40:21 pm UTC | 08/21/2023 15:40:19 pm UTC | 108.213.20.97 |
| SignNow Web Application | Viewed the Document | guest_signer_263242080907@no.reply | 08/21/2023 15:40:27 pm UTC | 08/21/2023 15:40:27 pm UTC | 108.213.20.97 |
| SignNow Web Application | Added a Text | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
| SignNow Web Application | Added a Text | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
| SignNow Web Application | Added a Text | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
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| SignNow Web Application | Signed the Document, Signature ID: f3db13bf9fc044528c82 | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
| SignNow Web Application | Added a Text | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
| SignNow Web Application | Added a Checkbox | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
| SignNow Web Application | Document Saved | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
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| SignNow Web Application | Added a Text | guest_signer_263242080907@no.reply | 08/21/2023 15:45:52 pm UTC | 08/21/2023 15:45:51 pm UTC | 108.213.20.97 |
| SignNow Web Application | Invite Sent to: scott.miller@omniapartners.com | contracts@ncpa.us | 08/21/2023 15:45:53 pm UTC | | 108.213.20.97 |
| SignNow Web Application | Document email copy: pam@arcadiacontract.com | guest_signer_263242080907@no.reply | 08/21/2023 15:46:25 pm UTC | 08/21/2023 15:46:21 pm UTC | 108.213.20.97 |
| SignNow Web Application | Document email copy: pam@arcadiacontract.com | guest_signer_263242080907@no.reply | 08/21/2023 15:46:44 pm UTC | 08/21/2023 15:46:40 pm UTC | 108.213.20.97 |
| SignNow Web Application | Viewed the Document | scott.miller@omniapartners.com | 08/21/2023 18:59:30 pm UTC | 08/21/2023 18:59:34 pm UTC | 76.22.239.148 |
| SignNow Web Application | Added a Text | scott.miller@omniapartners.com | 08/21/2023 18:59:47 pm UTC | 08/21/2023 18:59:51 pm UTC | 76.22.239.148 |
| SignNow Web Application | Added a Text | scott.miller@omniapartners.com | 08/21/2023 18:59:47 pm UTC | 08/21/2023 18:59:51 pm UTC | 76.22.239.148 |
| SignNow Web Application | Signed the Document, Signature ID: 6822700d42dc4c188271 | scott.miller@omniapartners.com | 08/21/2023 18:59:47 pm UTC | 08/21/2023 18:59:51 pm UTC | 76.22.239.148 |
| SignNow Web Application | Document Saved | scott.miller@omniapartners.com | 08/21/2023 18:59:48 pm UTC | 08/21/2023 18:59:51 pm UTC | 76.22.239.148 |
| SignNow Web Application | Invite Sent to: contracts@ncpa.us | contracts@ncpa.us | 08/21/2023 18:59:48 pm UTC | | 76.22.239.148 |
| SignNow Web Application | Viewed the Document | contracts@ncpa.us | 08/21/2023 20:30:42 pm UTC | 08/21/2023 20:30:44 pm UTC | 174.194.4.185 |
| SignNow Web Application | Added a Text | contracts@ncpa.us | 08/21/2023 20:31:00 pm UTC | 08/21/2023 20:31:02 pm UTC | 174.194.4.185 |
| SignNow Web Application | Added a Text | contracts@ncpa.us | 08/21/2023 20:31:00 pm UTC | 08/21/2023 20:31:02 pm UTC | 174.194.4.185 |
| SignNow Web Application | Document Saved | contracts@ncpa.us | 08/21/2023 20:31:00 pm UTC | 08/21/2023 20:31:02 pm UTC | 174.194.4.185 |
| SignNow Web Application | Signed the Document, Signature ID: 3c154f8c8ba94983a620 | contracts@ncpa.us | 08/21/2023 20:31:00 pm UTC | 08/21/2023 20:31:02 pm UTC | 174.194.4.185 |

| Dealer Name | Address | Website | Telephone # |
|--|---|--|--------------|
| AK | | | |
| CAPITAL OFFICE SYSTEMS | 1120 E. 35TH AVE., ANCHORAGE, AK, 99508 | www.capital-office.com | 907-777-1500 |
| AZ | | | |
| CORE | 698 E. WETMORE RD, SUITE 410, TUCSON, AZ, 85705 | www.corefurniture.net | 520-999-3470 |
| CA | | | |
| BKM OFFICE ENVIRONMENTS | 816 VIA ALONDRA, CAMARILLO, CA, 93012 | www.bkmoe.com | 877-256-1256 |
| G/M BUSINESS INTERIORS | 1099 W. LA CADENA DRIVE, RIVERSIDE, CA, 92501 | www.gmbi.net | 800-686-6583 |
| KBM-HOGUE | 225 W. SANTA CLARA ST, #1550, SAN JOSE, CA 95113 | www.kbm-hogue.com | 408-351-7100 |
| ONE WORKPLACE | 2500 DE LA CRUZ BLVD., SANTA CLARA, CA, 95050 | www.oneworkplace.com | 669-800-2500 |
| PACIFIC OFFICE INTERIORS | 5304 DERRY AVE., SUITE U, AGOURA HILLS, CA, 91301-6013 | www.pacificofficeinteriors.com | 818-735-0333 |
| PEOPLESPLACE | 17800 MITCHELL NORTH, IRVINE, CA, 92614 | www.peoplespace.net | 949-724-9444 |
| RESOURCE & DESIGN, INC | 350 BRANNAN ST, FL 1, SAN FRANCISCO, CA, 94107 | www.rdi-sf.com | 415-777-0202 |
| TANGRAM | 9200 SORENSEN AVE., SANTA FE SPRINGS, CA, 90670 | www.tangraminteriors.com | 562-365-5000 |
| CO | | | |
| ELEMENTS | 2501 BLAKE STREET, DENVER, CO, 80205 | www.workplaceelements.com | 303-471-4334 |
| INTERIOR ENVIRONMENTS | 1331 19TH ST, DENVER, CO, 80202 | www.ieoffices.com | 303-292-0437 |
| PEAR WORKPLACE SOLUTIONS | 1515 ARAPAHOE STREET, TOWER 1, SUITE 100, DENVER, CO, 80202 | www.pearwork.com | 303-824-2000 |
| WORKSPACE INTERIORS by OFFICE DEPOT | P.O. BOX 982212, EL PASO, TX, 79998 | www.officedepot.com | 800-463-3768 |
| WORKING SPACES, INC. DENVER | 1212 SOUTH BROADWAY, #100 DENVER, CO 80210 | www.wspaces.com | 303-744-6106 |
| FL | | | |
| J.C. WHITE ARCHITECTURAL INTERIOR PRODUCTS | 3501 COMMERCE PARKWAY, MIRAMAR, FL, 33025 | www.jcwhite.com | 954-499-6677 |
| OEC BUSINESS INTERIORS | 1601 NW 80TH BOULEVARD, GAINESVILLE, FL, 32606 | www.oec-fl.com | 352-332-1192 |
| HI | | | |
| INFINIUM INTERIORS | 850 MILILANI STREET, 2ND FLOOR, HONOLULU, HI, 96813 | www.infinium-interiors.com | 808-777-5490 |
| IA | | | |
| PIGOTT, INC. | 3815 INGERSOLL AVENUE, DES MOINES, IA, 50312 | www.pigottnet.com | 515-279-8879 |
| SAXTON INC | 600 3RD STREET, STUDIO 300, CEDAR RAPIDS, IA, 52401-2010 | www.saxtoninc.com | 515-244-6116 |
| ID | | | |
| BUSINESS INTERIORS OF IDAHO | 176 S. CAPITOL BLVD., BOISE, ID, 83702 | www.biispaces.com | 208-384-5050 |
| IL | | | |
| CORPORATE CONCEPTS | 500 WATERS EDGE, SUITE 200, LOMBARD, IL 60148 | www.corpconc.com | 630-691-8800 |
| HENRICKSEN & CO. | 1101 WEST THORNDALE AVENUE, ITASCA, IL, 60143 | www.henricksen.com | 630-250-9090 |
| INTERIORS FOR BUSINESS, INC. | 409 N. RIVER ST., BATAVIA, IL, 60510 | www.interiorsforbusiness.com | 630-761-1070 |
| INTERIOR INVESTMENTS, L.L.C. | 550 BOND ST., LINCOLNSHIRE, IL, 60069 | www.interiorinvestments.com | 847-325-1000 |
| RESOURCE ONE | 321 E ADAMS, SPRINGFIELD, IL, 62701 | www.resourceoneoffice.com | 217-753-5742 |
| WIDMER INTERIORS | 8415 N. ALLEN ROAD, PEORIA, IL, 61615 | www.widmerinteriors.com | 309-693-9300 |

| Dealer Name | Address | Website | Telephone # |
|---------------------------------|---|--|--------------|
| IN | | | |
| BUSINESS FURNITURE LLC | 8421 BEARING DRIVE, SUITE 200 EAST, INDIANAPOLIS, IN, 46268 | www.businessfurniture.net | 317-216-1600 |
| COMMERCIAL OFFICE ENVIRONMENTS | 7301 ZIONSVILLE ROAD, INDIANAPOLIS, IN, 46268 | www.coeindy.com | 317-876-9200 |
| OFFICE WORKS | 12000 EXIT FIVE PARKWAY, FISHERS, IN, 46037-7940 | www.officeworks.net | 317-577-3510 |
| RJE BUSINESS INTERIORS | 621 EAST OHIO STREET, INDIANAPOLIS, IN, 46202 | www.rjebusinessinteriors.com | 317-293-4051 |
| KS | | | |
| FREEDOM INTERIORS | 4000 WASHINGTON STREET, KANSAS CITY, MO, 64111 | www.fre3dom.net | 816-265-1110 |
| JOHN A. MARSHALL CO. | 10930 LACKMAN RD., LENEXA, KS, 66219 | www.jamarshall.com | 913-599-4700 |
| SCOTT RICE OFFICE WORKS | 14720 WEST 105TH ST., LENEXA, KS, 66215 | www.scottrice.com | 913-888-7600 |
| KY | | | |
| BUSINESS ENVIRONMENTS | 5611 E. MORGAN AVE, EVANSVILLE, IN, 47715 | www.businessenvironmentsevv.com | 812-474-4260 |
| ID&A, INC. | 1700 SOUTH FIFTH STREET, LOUISVILLE, KY, 40208 | www.id-a.com | 502-562-9259 |
| KDA OFFICE FURNITURE SOLUTIONS | 1161 RED MILE ROAD, LEXINGTON, KY, 40504 | www.kdaofficefurniture.com | 859-317-8131 |
| KPC ARCHITECTURAL PRODUCTS | 2464 FORTUNE DRIVE, SUITE 150, LEXINGTON, KY, 40509 | www.kpcarch.com | 859-269-3646 |
| MUNSON BUSINESS INTERIORS | 2307 RIVER ROAD, SUITE 100, LOUISVILLE, KY, 40206 | www.mbifurniture.com | 502-589-1236 |
| LA | | | |
| DKI OFFICE SOLUTIONS | 5530 JEFFERSON HIGHWAY, HARAHAN, LA, 70123 | www.dkiofficesolutions.com | 504-734-8424 |
| MD | | | |
| MOI, INC. | 1801 PORTER STREET, SUITE 100, BALTIMORE, MD, 21230 | www.moi.com | 410-265-5600 |
| PRICE MODERN LLC | 2604 SISSON STREET, BALTIMORE, MD, 21211-3189 | www.pricemodern.com | 410-366-5500 |
| MI | | | |
| CUSTER OFFICE ENVIRONMENTS | 217 GRANDVILLE AVE. SW, SUITE 100, GRAND RAPIDS, MI, 49503 | www.custerinc.com | 616-458-6322 |
| INTERIOR ENVIRONMENTS, LLC | 48700 GRAND RIVER AVE., NOVI, MI, 48374 | www.ieoffices.com | 248-213-3010 |
| ISCG | 612 NORTH MAIN ST., ROYAL OAK, MI, 48067 | www.iscginc.com | 248-399-1600 |
| KENTWOOD OFFICE FURNITURE LLC | 3063 BRETON ROAD, GRAND RAPIDS, MI, 49512 | www.kentwood.com | 616-957-2320 |
| MARXMODA, INC. | 751 GRISWOLD STREET, DETROIT, MI, 48226 | www.marxmoda.com | 855-242-9292 |
| MICHIGAN OFFICE ENVIRONMENTS | 177 PORTAGE ROAD, KALAMAZOO, MI, 49007 | www.moe1.com | 269-343-0630 |
| NBS COMMERCIAL INTERIORS | 2595 BELLINGHAM, TROY, MI, 48083 | www.yournbs.com | 248-823-5400 |
| PARTNR HAUS | 2139 COLE STREET, BIRMINGHAM, MI, 48009 | www.partnrhaus.com | 248-792-9537 |
| MN | | | |
| ALTERNATIVE BUSINESS FURNITURE | 6533 FLYING CLOUD DR.,#800, EDEN PRAIRIE, MN, 55344 | www.altbusfurn.com | 952-937-7688 |
| ATMOSPHERE COMMERCIAL INTERIORS | 81 SOUTH 9TH STREET, STE 350, MINNEAPOLIS, MN, 55402 | www.atmosphereci.com | 612-343-0868 |
| FLUID INTERIORS | 100 N. 6TH STREET, SUITE 100A, MINNEAPOLIS, MN, 55403 | www.fluidinteriors.com | 612-746-8700 |
| GENERAL OFFICE PRODUCTS CO | 4521 HIGHWAY SEVEN, MINNEAPOLIS, MN, 55416-4098 | www.gopco.com | 952-925-7500 |
| INTEREUM, INC. | 9800 8TH AVENUE NORTH, PLYMOUTH, MN, 55441-6403 | www.intereum.com | 763-417-3300 |
| MO | | | |
| CI SELECT | 11840 WESTLINE INDUS. DR. #100, MARYLAND HEIGHTS, MO, 63146 | www.ciselect.com | 314-909-1990 |
| GROOMS OFFICE SYSTEMS, INC | 1285 EAST MONTCLAIR, SPRINGFIELD, MO, 65804 | www.ciselect.com | 417-883-4646 |
| INSIDE THE LINES | 100 E TEXAS AVE, COLUMBIA, MO, 65202 | www.insidethelines.net | 573-234-0778 |
| MODERN BUSINESS INTERIORS | 1023 PORTWEST DRIVE, ST. CHARLES, MO, 63303 | www.mbioffice.com | 636-946-2500 |
| SCHEFFER'S OFFICE FURNITURE | 1558 STATE HIGHWAY H, SIKESTON, MO, 63801 | www.scheffersoffice.com | 573-472-2422 |

| Dealer Name | Address | Website | Telephone # |
|---|---|--|--------------|
| NC | | | |
| ALL AMERICAN OFFICE SOLUTIONS LLC | 1111 IRELAND DR, FAYETTEVILLE, NC, 28304 | www.allamericaninteriorsolutionsllc.com | 919-534-1279 |
| ND | | | |
| CHRISTIANSON'S BUSINESS FURNITURE | 2828 13TH AVENUE SOUTH, FARGO, ND, 58103 | www.cbfplus.com | 701-293-3944 |
| NE | | | |
| ALL MAKES OFFICE EQUIPMENT CO. | 2558 FARNAM STREET, OMAHA, NE, 68131 | www.allmakes.com | 402-477-7131 |
| OFFICE INTERIORS & DESIGN | 1401 DAHLBERG DR, SUITE A, LINCOLN, NE, 68512 | www.oidinc.com | 402-484-7500 |
| NJ | | | |
| ARBEE ASSOCIATES | 1531 SOUTH WASHINGTON AVE, PISCATAWAY, NJ 08854 | www.arbee.net | 732-424-3900 |
| BFI | 133 RAHWAY AVENUE, ELIZABETH, NJ, 07202-6019 | www.bfionline.com | 908-355-3400 |
| COMMERCIAL FURNITURE INTERIORS | 1154 ROUTE 22 WEST, MOUNTAINSIDE, NJ 07092 | www.cfioffice.com | 908-518-1670 |
| PARAMOUNT FACILITY MANAGEMENT SOLUTIONS | 72 READINGTON RD, BRANCHBURG, NJ 08876 | www.paramountfms.com | 908-393-9990 |
| NM | | | |
| WORKSPACE DYNAMICS, INC. | 4711 LOMAS BLVD. NE, ALBUQUERQUE, NM, 87110-6233 | www.wsdnm.com | 505-254-2000 |
| NV | | | |
| HENRIKSEN/BUTLER | 249 SOUTH 400 EAST, SALT LAKE CITY, UT, 84111 | www.hbdg.com | 801-363-5881 |
| RENO BUSINESS INTERIORS | 427 RIDGE STREET, SUITE #D, RENO, NV, 89501 | www.hbdg.com | 775-786-2700 |
| NY | | | |
| EMPIRE OFFICE, INC. | 654 MADISON AVE, 14TH FL NEW YORK, NY 10065 | www.empireoffice.com | 212-607-5500 |
| OH | | | |
| AMERICAN INTERIORS, INC. | 302 SOUTH BYRNE ROAD, BUILDING 100, TOLEDO, OH, 43615 | www.aminteriors.com | 419-535-1808 |
| CONTINENTAL OFFICE ENVIRONMENTS | 5061 FREEWAY DRIVE E., COLUMBUS, OH, 43229 | www.continentaloffice.com | 614-262-5010 |
| CONTRACT SOURCE, INC. | 2 CORPORATION CENTER, BROADVIEW HEIGHTS, OH, 44147 | www.contractsource.com | 216-351-7575 |
| FURNITURE SOLUTIONS FOR THE WORKPLACE LLC | 1340 CLAY STREET, CINCINNATI, OH, 45202 | www.furnitureolutionsinc.net | 513-891-2010 |
| JS INTERIOR INNOVATIONS | 7087 WEST BLVD, SUITE #10, BOARDMAN, OH, 44512 | www.jsinteriorinnovations.com | 330-758-4277 |
| OK | | | |
| FACILITY INTERIORS INC | 421 NW 10TH ST, OKLAHOMA CITY, OK 73103 | www.facilityinteriors.com | 405-772-1730 |
| L & M OFFICE FURNITURE | 12424 E 55th St, TULSA, OK, 74146 | www.l-mofficefurn.com | 918-664-1010 |
| WORKSPACE RESOURCE, INC. | 404 BOULDER AVENUE, TULSA, OK, 74103 | www.workspace-resource.com | 918-582-2404 |
| OR | | | |
| ENVIRONMENTS | 2055 NW SAVIER ST, SUITE 175, PORTLAND, OR, 97209 | www.environmentsnw.com | 503-236-3600 |
| HYPHN | 620 NE 19TH AVE, PORTLAND, OR, 97232 | www.hyphn.com | 503-226-4151 |
| PACIFIC WRO | 825 NE MULTNOMAH ST., STE 270, PORTLAND, OR, 97232 | www.pacificwro.com | 503-238-1590 |
| PA | | | |
| PHILLIPS WORKPLACE INTERIORS, INC. | 6345 FLANK DRIVE, SUITE 1200, HARRISBURG, PA, 17112 | www.phillipsatwork.com | 844-228-2600 |
| SUPPLY SOURCE, INC. | 415 WEST THIRD ST., WILLIAMSPORT, PA, 17701 | www.supplysourceinc.com | 570-327-1500 |

| Dealer Name | Address | Website | Telephone # |
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| SC | | | |
| BUSINESS INTERIORS BY STAPLES | P.O. BOX 102422, COLUMBIA, SC, 29224 | www.stores.staples.com | 866-387-9873 |
| MCWATERS-COLUMBIA | 1104 SHOP ROAD, COLUMBIA, SC, 29201-4743 | www.mcwaters.com | 803-256-8303 |
| YOUNG OFFICE ENVIRONMENTS | 1280 RIDGE ROAD, GREENVILLE, SC, 29607-4626 | www.youngoffice.com | 864-281-9500 |
| TN | | | |
| SPACES GROUP LLC | 7760 TRINITY ROAD, SUITE 106, CORDOVA, TN, 38018 | www.spacesgrp.com | 901-348-4600 |
| SYNERGY BUSINESS ENVIRONMENTS | 800 6TH AVENUE SOUTH, SUITE 200, NASHVILLE, TN, 37203 | www.synergybe.com | 615-383-6799 |
| TX | | | |
| ALLSTAR BUSINESS CONCEPTS | 1420 AVE Q, LUBBOCK, TX, 79401 | www.allstarbusinessconcepts.com | 806-747-1166 |
| BLUE BOX | 111 WEST LOUISIANA STREET, MCKINNEY, TX, 75069 | www.bybluebox.com | 972-445-9955 |
| BUSINESS INTERIORS | 28 CONCORD, SUITE C, EL PASO, TX, 79906 | www.businessinteriors-ep.com | 915-591-9393 |
| COASTAL OFFICE SOLUTIONS | 1514 NORTH BEN JORDAN STREET, VICTORIA, TX, 77901 | www.coastaltx.com | 361-578-5392 |
| CORE OFFICE INTERIORS | 7108 OLD KATY RD., SUITE 150, HOUSTON, TX, 77024 | www.coreoi.com | 713-803-0100 |
| DEBNER+COMPANY | 6930 PORTWEST DR, HOUSTON, TX, 77024 | www.debner.com | 713-782-1300 |
| FACILITIES RESOURCE, INC | 1641 SCOTTSDALE DRIVE, CEDAR PARK, TX, 78641 | www.facilitiesresourceinc.com | 512-371-1232 |
| GATEWAY PRINTING | 14803 BULVERDE, SAN ANTONIO, TX, 78247 | www.gatewayp.com | 210-650-3995 |
| GL SEAMAN & COMPANY | 4201 INTERNATIONAL PKWY, CARROLLTON, TX, 75007 | www.glsc.com | 214-764-6400 |
| HBI OFFICE SOLUTIONS, INC. | 308 HWY 75 NORTH, SUITE B, HUNTSVILLE, TX, 77320 | www.hbi-inc.com | 936-295-4592 |
| INTELLIGENT INTERIORS, INC. | 16837 ADDISON ROAD, SUITE 500, ADDISON, TX, 75001 | www.intelligentinteriors.net | 972-716-9979 |
| J. TYLER SERVICES, INC. | 5920 MILWEE, HOUSTON, TX, 77092 | www.jtyler.com | 713-468-2166 |
| LAVACA COUNTY OFFICE SUPPLY, S TX SCHOOL FURNITURE | 107 NORTH MAIN, HALLETTSVILLE, TX, 77964 | www.texaslibrary.com | 361-798-4364 |
| THE LUCK COMPANY | P.O BOX 7768, HOUSTON, TX, 77270-7768 | www.theluckcompany.com | 713-527-0708 |
| MCCOY ROCKFORD BUSINESS INT | 6869 OLD KATY ROAD, HOUSTON, TX, 77024 | www.mccoy-rockford.com | 512-442-0703 |
| MCKINNEY OFFICE SUPPLY | PO BOX 845, MCKINNEY, TX, 75069 | www.mckinneyofficesupply.com | 972-562-5020 |
| NELSON INTERIORS, LLC | 1914 GRANDSTAND DR, SAN ANTONIO, TX, 78238 | www.nelsonworldwide.com | 210-684-2624 |
| OFFICESOURCE, LTD. | 1133 BROADWAY, SAN ANTONIO, TX, 78215 | www.officesourceltd.com | 210-212-7742 |
| OFFICEWISE FURNITURE & SPLY. | 1200 S. TAYLOR STREET, AMARILLO, TX, 79101 | www.officewiseco.com | 806-331-1658 |
| PERRY OFFICE PLUS | 1401 NORTH 3RD ST, TEMPLE, TX, 76501 | www.perryop.com | 254-778-4755 |
| ROYER & SCHUTTS COMMERCIAL INTERIORS | 3100 WEST 7TH STREET, SUITE 200, FORT WORTH, TX, 76107 | www.royer-furn.com | 817-332-5424 |
| SHELTON-KELLER GROUP | 6301 E. STASSNEY LANE, BLDG. 9-100, AUSTIN, TX, 78744-3069 | www.skgtxas.com | 512-481-1500 |
| TANGRAM INTERIORS | 9755 CLIFFORD DRIVE, #100, DALLAS, TX, 75220 | www.tangraminteriors.com | 562-365-5000 |
| TEXAS WILSON OFFICE FURNITURE & SVCS | 6812 FAIRGROUNDS PKWY., SAN ANTONIO, TX, 78238 | www.texaswilson.com | 210-647-8800 |
| WELLS & KIMICH, INC. | 5530 BRYSTONE DR, HOUSTON, TX, 77041 | www.wellskimich.com | 713-856-9900 |
| WILSON OFFICE INTERIORS | 5051 PULASKI STREET, DALLAS, TX, 75247 | www.wilsono.com | 972-488-4100 |
| WORKPLACE RESOURCE, LLC dba ALFRED WILLIAMS & CO | 4400 NE LOOP 410, SUITE 130, SAN ANTONIO, TX, 78218 | www.alfredwilliams.com | 512-472-7300 |
| WORKPLACE RESOURCE GROUP | 2639 E. ROSEMEADE PKWY, CARROLLTON, TX, 75007 | www.wrgtxas.com | 972-446-9100 |
| WORKPLACE SOLUTIONS | 1505 HI LINE DRIVE, SUITE 100, DALLAS, TX, 75207 | www.wseap.com | 737-443-7350 |
| WORKSPACE SOLUTIONS, INC. | 3660 THOUSAND OAKS DR., SUITE 220, SAN ANTONIO, TX, 78247 | www.officefurnituredealersanantonio.com | 210-366-4414 |
| VA | | | |
| AMERICAN OFFICE EQUIP. CO. | 309 NORTH CALVERT STREET, BALTIMORE, MD, 21202 | www.americanoffice.com | 410-539-7529 |
| BARROWS | 3801 BLUE RIDGE DR. SW, ROANOKE, VA, 24018 | www.barrowsinc.com | 540-362-5700 |
| COMMONWEALTH SCHOOL EQUIPMENT, INC | 21403 HULL STREET ROAD, MOSELEY, VA, 23120 | www.commonwealthschoolsequipment.com | 804-739-4575 |
| CREATIVE OFFICE ENVIRONMENTS | 11798 N. LAKERIDGE PARKWAY, ASHLAND, VA, 23005 | www.creative-va.com | 804-329-0400 |

| Dealer Name | Address | Website | Telephone # |
|---|--|--|--------------|
| VA (contd.) | | | |
| DIVERSIFIED EDUCATIONAL SYSTEMS, INC. | 205 EAST WASHINGTON ST, MIDDLEBURG, VA, 20118 | www.des.com | 540-687-7060 |
| IMAGE BUSINESS INTERIORS | 4525 COLUMBUS STREET, SUITE 101, VIRGINIA BEACH, VA, 23462 | www.imagebusinessinteriors.com | 757-962-9810 |
| INTERIORS BY GUERNSEY | 45070 OLD OX ROAD, DULLES, VA, 20166 | www.buyguernsey.com | 703-631-3375 |
| JMJ WORKPLACE INTERIORS | 7910 WEST BROAD STREET, HENRICO, VA, 23294 | www.jmjcorporation.com | 804-270-7400 |
| MOI, INC. | 1801 PORTER STREET, SUITE 100, BALTIMORE, MD, 21230 | www.moi.com | 410-265-5600 |
| NEW DAY OFFICE PRODUCTS & FURNISHINGS, INC. | 1000 BOWEN PARKWAY, SUITE B, SUFFOLK, VA, 23435 | www.newdayoffice.com | 757-398-0718 |
| PC&A BUSINESS ENVIRONMENTS | 7420 CENTRAL BUSINESS PARK DR. STE 4, NORFOLK, VA, 23513 | www.pcanda.com | 757-623-7760 |
| SPECIALIZED MARKETING, LTD. | 23 WEST STREET, ANNAPOLIS, MD, 21401 | www.smlofficefurniture.com | 410-267-0545 |
| THE SUPPLY ROOM | 14140 NORTH WASHINGTON HWY, ASHLAND, VA, 23005 | www.thesupplyroom.com | 800-849-7239 |
| WA | | | |
| FREEFORM BY CONTRACT RESOURCE GROUP | 715 E. SPRAGUE, STE 40, SPOKANE, WA, 99202 | www.freeforminteriors.com | 509-458-0411 |
| LEGACY GROUP | 1600 SW 43RD STREET, SUITE #100, RENTON, WA, 98057 | www.thelegacygroupinc.com | 206-217-0310 |
| RE-JUICED STUDIO, LLC | PO BOX 1794, EDMONDS, WA, 98020 | www.re-juiced.com | 425-673-2670 |
| WORKPOINTE, INC. | 9877 40TH AVE. S., SEATTLE, WA, 98118-5602 | www.wkpointe.com | 206-763-4030 |
| WI | | | |
| ELB US INC. | 415 BOULDER COURT, SUITE 500, PLEASANTON, CA, 94566 | www.elbglobal.com | 925-400-6175 |
| EMMONS BUSINESS INTERIORS | N115 W18500 EDISON DR, GERMANTOWN, WI, 53022 | www.ebiweb.com | 262-255-5500 |
| SAMUELS GROUP: ENVIRONMENTS | 311 FINANCIAL WAY, SUITE 300, WAUSAU, WI, 54401 | www.samuelsgroup.net | 715-842-2222 |



REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

Arcadia Chair Company (Vendor Name) hereby provides notice of the following

Update to NCPA contract number 07-78 for Furniture Contract
on this date 1/4/2024.
Contract Number Contract Title

Instructions:

Vendors must check all that may apply and provide supporting documentation. Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.

Authorized Affiliates/Dealers/Distributors/Resellers

☒ Additions

☐ Deletions

Products/Services (check all that apply)

☐ Additions

☐ Deletions

☐ Modifications

☐ Pricing Update

Other Vendor may include other notes regarding the contract update here: (attach another page if necessary).

Please see the attached Authorized Dealer Additions listing.

Arcadia Chair Company
Vendor Name

Pamela Angeles, Contract Management Administrator
Submitted By

Pamela Angeles 1/4/2024
Signature Date

FOR USE BY NCPA ONLY:

Sarah Vavra, SVP Public Sector Contracting

DocuSigned by:
Sarah Vavra 1/4/2024 | 11:01 AM CST
Signature Date

Arcadia Chair Company - OMNIA Contract# 07-78 - Authorized Dealer Additions/Deletions



ADDITIONS:

| Dealer Name | Address | Website | Telephone # | Customer ID |
|------------------------------|--|--|--------------|-------------|
| Alfred Williams & Company | 410 S Salisbury St, Ste 200 Raleigh NC 27601 | | 919-832-7626 | ALFRA |
| Carolina Business Interiors | 7111 Commerce Way, Brentwood TN 37027 | | 615-425-5252 | GBIBR |
| CDA Total Workplace | 1 North Monroe, Ste 100 Spokane WA 99201 | www.cdcollective.com | 509-624-4220 | CDASP |
| Contract Associates | 219 Central Ave NW, Ste 100 Albuquerque NM 87102 | www.contractassociatesnm.com | 505-881-8070 | COAAL |
| Corporate Design Interiors | 1711 Paramount Court, Waukesha WI 53186 | www.corporatedesigninteriors.com | 262-5211010 | CDIWA |
| Dancker LLC | 291 Evans Way, Somerville NJ 08876 | www.dancker.com | 908-231-1600 | DSDNE |
| Encompas | 1512 Brand Blvd, Kansas City MO 64108 | www.encompas.com | 816-300-1122 | ENCKA |
| EvensonBest LLC | 55 5th Ave 12th FL, New York NY 10003 | www.evensonbest.com | 212-549-8000 | EVENE |
| Loth Inc | 3574 E Kemper Rd, Cincinnati OH 45241 | www.lothinc.com | 513-554-4900 | LOTIC |
| Ohio Desk Co. | 1122 Prospect Ave, Cleveland OH 44115 | www.ohiodesk.com | 216-623-0600 | OHICL |
| OP | 10030 Bent Oak Dr, Houston TX 77040 | ophouston.com | 713-803-0000 | OPPHO |
| PMC Commercial Interiors Inc | 1331 Sunday Dr, Raleigh NC 27607 | www.pmc.works | 919-325-0002 | PRIMO |
| Slate | 2501 Blake St, Denver CO 80205 | www.officescapes.com | 303-574-1115 | OBFDE |
| Source Office Products | 13350 W 43rd Dr, Golden CO 80403 | www.sourceot.com | 800-980-8010 | SOUGO |
| Workscapes, Inc - Tampa | 3225 E Clark St, Tampa FL 33605 | www.workscapes.com | 877-967-5722 | WORWI |
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DELETIONS:

| Dealer Name | Address | Website | Telephone # | Customer ID |
|-------------|---------|---------|-------------|-------------|
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REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

Arcadia Chair Company (Vendor Name) hereby provides notice of the following
update to NCPA contract number 07-78 for Furniture Contract
on this date 1/18/2024.
Contract Number Contract Title

Instructions:

Vendors must check all that may apply and provide supporting documentation. Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.

Authorized Affiliates/Dealers/Distributors/Resellers

☒ Additions

☐ Deletions

Products/Services (check all that apply)

☐ Additions

☐ Deletions

☐ Modifications

☐ Pricing Update

Other Vendor may include other notes regarding the contract update here: (attach another page if necessary).

Please see the attached Authorized Dealer Additions listing.

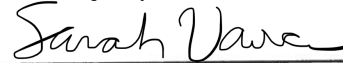
Arcadia Chair Company
Vendor Name

Pamela Angeles, Contract Management Administrator
Submitted By

Pamela Angeles 1/18/2024
Signature Date

FOR USE BY NCPA ONLY:

Sarah Vavra, SVP Public Sector Contracting

DocuSigned by:
 1/18/2024 | 12:49 PM CST
1477449FA80746A...
Signature Date

Arcadia Chair Company - OMNIA Contract# 07-78 - Authorized Dealer Additions/Deletions



Submitted 1/18/2024

| Dealer Name | Address | Website | Telephone # | Customer ID |
|--------------------------------|--|--|--------------|-------------|
| ADDITIONS: | | | | |
| American Interiors | 302 S Byrne Rd Bldg 100, Toledo OH 43615 | www.aminteriors.com | 419-535-1808 | AIITO |
| Anderson Interiors | 12 Plum St, Verona PA 15147 | www.andersoninteriors.net/contact | 412-828-7420 | ANDVE |
| AOI Corporation | 8801 South 137th Circle, Omaha NE 68138 | www.aocorp.com | 402-896-5520 | ADVOM |
| APG Office Furnishings | 12075 Northwest Blvd, Cincinnati OH 45246 | www.apgof.com | 513-621-9111 | APGCI |
| Burke & Michael | 833 Beech Ave, Pittsburgh PA 15233 | www.burkemichael.com | 412-321-2301 | BURPI |
| CDA Total Workplace | 1 North Monroe Ste 100, Spokane WA 99201 | www.cdcollective.com | 509-624-4220 | CDASP |
| Collective Spaces Design Works | 420 Springfield Pike Ste H, Cincinnati OH 45215 | www.collectivespacesdw.com | 513-761-0885 | ONLCI |
| Commercial Design Services | 5805 Barry Rd, Tampa FL 33634 | www.commercialdesignservices.com | 813-886-0580 | CDSTA |
| Cultura | 5010 Shoreham Place Ste 110, San Diego CA 92122 | www.wearecultura.com | 858-350-5008 | CULSA |
| Dupler Office | 330 W Spring St Ste 150, Columbus OH 43215 | www.dupleroffice.com | 614-227-5640 | DUPCO |
| Eakes Office Solutions | 617 W Third St, Grand Island NE 68802 | www.eakes.com | 308-534-7800 | EAKHA |
| Elements IV Interiors | 3680 Wyse Rd, Dayton OH 45414 | www.elementsiv.com | 937-918-1000 | ELEDA |
| Environments 4 Business | 3421 Ridgewood Rd Ste 270, Akron OH 44333 | www.thinke4b.com | 330-294-1384 | ENVAK |
| Franklin Interiors | 2740 Smallman St Ste 600, Pittsburgh PA 15222 | www.franklininteriors.com | 412-261-2525 | FRAPI |
| Furniture Marketing Group, Inc | 6100 W Plano Pkwy Ste 1400, Plano TX 5093 | www.fmg.com | 214-556-4700 | FAPLA |
| Image Office Environments | 1154 Route 22 West, Mountainside NJ 07092 | www.image-office.com | 908-301-0074 | IOEMO |
| Interior Showplace, Ltd | 956 Queen St, Honolulu HI 96814 | www.interiorshowplace.com | 808-591-8324 | ISLHO |
| King Business Interiors | 1400 Goodale Blvd Ste 102, Columbus OH 43212 | www.kbiinc.com | 614-430-0020 | KBICO |
| Mahla Office Furniture | 1201 Penn Ave, Pittsburgh PA 15222 | www.mahlaofficefurniture.com | 412-471-1714 | MAHPI |
| National Office Services | 15655 Brookpark Rd, Brookpark OH 44142 | www.natoffice.com | 216-898-0080 | NATBR |
| Office Furniture Source | 2920 E Kemper Rd, Cincinnati OH 45241 | www.officefurnituresource.com | 513-531-0900 | OFSCI |
| Office World, Inc | 115 Cleveland Street, Eugene OR 97402 | www.officeworldworkplace.com | 541-687-9704 | OFFEU |
| O'Reilly Office | 300 Spruce St, Columbus OH 43215 | www.oreillyoffice.com | 614-561-4955 | ORECO |
| Ostermann Cron | 10830 Millington Court, Cincinnati OH 45242 | www.ostermancron.com | 513-771-3377 | OSTCI |
| RCF Group | 6454 Centre Park Dr, West Chester OH 45069 | www.thercfgroup.com | 513-612-7303 | RIVWE |
| Salt Studio | 515 S 700 East 4th FL Penthouse, Salt Lake City UT 84102 | www.salt.studio | 801-933-4949 | INSAL |
| Wilton's Office Furniture | PO Box 5040, Bryan TX 77802 | www.wiltons.com | 979-268-0062 | WILBR |
| Workscape, Inc | 2912 E Carson St, Pittsburgh PA 15203 | www.workscapeinc.com | 412-920-6300 | WORPI |
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| DELETIONS: | | | | |
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