

**PIMA COUNTY PROCUREMENT DEPARTMENT
ADMINISTERING DEPARTMENT: FACILITIES MANAGEMENT**

PROJECT: Furniture Products & Services

**CONTRACTOR: National Design & Trade Network
dba Interior Solutions
522 South 400 West
Salt Lake City, UT 84101**

AMOUNT: \$3,500,000.00

FUNDING: General Funds

PIMA COUNTY CONTRACT NO.: MA-PO-17-163

CONTRACT

NO. MA-PO-17-163

AMENDMENT NO. _____

This number must appear on all invoices, correspondence and documents pertaining to this contract.

COOPERATIVE PROCUREMENT AGREEMENT

1. AUTHORIZATION

Pursuant to Pima County Procurement Code 11.24.010 Cooperative Procurement Authorized, purchase (delivery) order documents are authorized to be issued utilizing the terms and conditions defined by the **State of Arizona Solicitation No. ADSP013-00002001**, incorporated by reference to the above Pima County Contract Number, **Contract No. ADSP013-040686 (28 pages)**, a copy of which is attached as Attachment 1 and **State of Arizona Contract Price List (44 pages)**, a copy of which is attached as Attachment 2.

2. STANDARD TERMS AND CONDITIONS

Additional terms under this contract. In case of conflict these are superior to terms defined by other contract documents.

A. Contract Term/Renewals, Not to Exceed Contract Amount, and Revisions:

The initial term of the contract will be for a one (1) year period and include four (4) one-year renewals that may be exercised upon the written agreement of the parties.

The annual not-to-exceed dollar amount of the contract is \$3,500,000.00. In the event the contract exceeds this amount, Pima County will issue a revised Master Agreement (MA) to increase the dollar amount of the contract.

Proposed Revisions to the contract shall be made through the issuance by County to Contractor of a revised Master Agreement (MA) document setting forth the requested changes.

B. Indemnification Clause:

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Pima County, and its departments, districts, officials, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, (including reasonable attorney's fees), (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is

the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. This indemnification will survive the termination of the above listed contract with the Contractor.

C. Insurance Requirements:

Contractor will procure and maintain at its own expense insurance policies (the "Required Insurance") satisfying the below requirements (the "Insurance Requirements") until all of its obligations under this Contract have been met. The below Insurance Requirements are minimum requirements for this Contract and in no way limit Contractor's indemnity obligations under this Contract. The County in no way warrants that the required insurance is sufficient to protect the Contractor for liabilities that may arise from or relate to this Contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy the Insurance Requirements.

1. Insurance Coverages and Limits:

Contractor shall procure and maintain, until all of their obligations have been discharged, coverage with limits of liability not less than those stated below.

1.1. **Commercial General Liability (CGL)** – Occurrence Form covering liability arising from premises, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations with minimum limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate.

1.2. **Business Automobile Liability** – Coverage for any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Contract with minimum limits not less than \$1,000,000 Each Accident.

1.3. **Workers' Compensation and Employers' Liability** - Workers' Compensation with Employers Liability limits of \$1,000,000 each accident and \$1,000,000 each employee – disease. Workers' Compensation statutory coverage is compulsory for employers of one or more employees.

Note: The Workers' Compensation requirement does not apply if Contractor is exempt under A.R.S. § 23-901, and has executed the appropriate Pima County Sole Proprietor (Independent Contractor) Waiver form.

1.4. **Professional Liability (Errors and Omissions) Insurance** – Professional Liability to include professional misconduct and negligent acts of anyone performing professional services under this Contract with policy limits not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. A Claims-Made policy is acceptable.

2. Additional Coverage Requirements:

2.1. Claims Made Coverage: If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Contract, and Contractor must maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

2.2. Insurer Financial Ratings: Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A- VII, unless otherwise approved by the County.

2.3. Additional Insured: The General Liability policy must be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and

volunteers (collectively "County and its Agents") as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to the County and its Agents as an additional insured, even if they exceed the Insurance Requirements

2.4. Waiver of Subrogation: Commercial General Liability and Workers' Compensation coverages must each contain a waiver of subrogation in favor of County and its Agents for losses arising from work performed by or on behalf of the Contractor.

2.5. Primary Insurance: The Required Insurance policies, with respect to any claims related to this Contract, must be primary and must treat any insurance carried by County as excess and not contributory insurance. The Required Insurance policies may not obligate the County to pay any portion of a Contractor's deductible or Self Insurance Retention (SIR).

2.6. Subcontractors: Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

3. Verification of Coverage:

3.1. Insurer or Broker of Contractor must evidence compliance with the Insurance Requirements by furnishing certificates of insurance executed by a duly authorized representative of each insurer. Each certificate must include:

- The Pima County tracking number for this Contract, which is shown on the first page of the Contract, and a project description, in the body of the Certificate,
- A notation of policy deductibles or SIRs relating to the specific policy, and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for the County and its Agents.

3.2. Each Required Insurance policy and appropriate endorsements must be in effect not less than 15 days prior to commencement of work under this Contract. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the Required Insurance, or to provide evidence of renewal, is a material breach of this Contract.

3.3. County reserves the right to, at any time, require complete copies of any or all Required Insurance policies.

3.4. Cancellation Notice: Contractor will not permit or allow its insurance policies and endorsements to expire, be cancelled, suspended or materially changed from the agreed upon Insurance Requirements for any reason without thirty (30) days' advance written notice from the Contractor to the County of the change to the policy(ies). Contractor must provide written notice to County within two (2) business days of Contractor's receipt of notice from any insurer of any of the foregoing events. For cancellation of non-payment, Insurer must provide County with written notice ten (10) days prior to cancellation of policy

4. Approval and Modifications:

The Pima County Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal Contract amendment, but the approval must be in writing. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, or the County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

C. Cancellation for Conflict of Interest:

This Agreement is subject to the provisions of A.R.S. Section 38-511

D. Israel Boycott Certification:

Contractor hereby certifies that it is not currently engaged in, and will not for the duration of this Contract engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Contractor may result in action by the County up to and including termination of this Contract.

3. COOPERATIVE CONTRACT CLARIFICATIONS FOR THIS CONTRACT

A. Written Orders:

County will order products or services pursuant to an executed Master Agreement by issue of Delivery Order (DO) documents. Order documents will be furnished to Contractor via e-mail or telephone. If the order is given verbally, the County Department that issued the order will transmit a confirming order document to Contractor within five workdays of the date the verbal order is given.

Contractor must not supply materials or services pursuant to the contract that are not documented or authorized by a Delivery Order (DO) at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County Delivery Order (DO).

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract revision properly executed and issued by County. Any items provided in excess of that stated in the contract are at Contractor's own risk.

B. Invoice Submittal:

Invoices are to be sent to:

Pima County Finance & Risk Management- Accounts Payable
P.O. Box 791
Tucson AZ, 8570

C. Notices:

Notices regarding this award should be addressed to:

Tom Gordon
Pima County Facilities Management
150 West Congress, 3rd floor, Tucson, AZ 85701
(520) 724-3085/ tom.gordon@pima.gov

IN WITNESS WHEREOF, the parties have approved this Cooperative Procurement Agreement and agree to be bound by the terms and conditions of the Contract on the dates written below.

APPROVED:

Chair, Board of Supervisors

Date: _____

**National Design and Trade Network
dba Interior Solutions**



Authorized Officer Signature

Brent Kartchner, CFO

Printed Name and Title

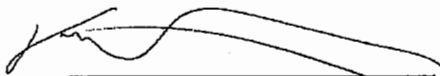
Date: Jan 27, 2017

ATTEST:

Clerk of the Board

Date: _____

APPROVED AS TO FORM:




Tobin Rosen, Deputy County Attorney

1/24/17

Date

[Faint, illegible text]

	Offer and Acceptance		State of Arizona State Procurement Office 100 N. 15th Ave., Suite 201 Phoenix, AZ 85007
	SOLICITATION NO.: ADSP013-00002001	PAGE 3	
	DESCRIPTION: Furniture Products and Services	OF 42	

OFFER**TO THE STATE OF ARIZONA:**

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Arizona Transaction (Sales) Privilege Tax License No.:

07-5075810

Federal Employer Identification No.:

94-3300781

E-mail: g.gawwin@interiorsolutions.net

Phone: 602-740-1063

Fax: _____

INTERIOR SOLUTIONS

Company Name

4645 S. 35TH STREET

Address

PHOENIX

City

AZ

State

85040

Zip

Cory Gawwin

Signature of Person Authorized to Sign Offer

CORRY GAWWIN

Printed Name

V.P. SALES

Title

By signature in the Offer section above, the Offeror certifies:

- The submission of the Offer did not involve collusion or other anticompetitive practices.
- The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order-2009-09 or A.R.S. §§ 41-1461 through 1465.
- The Offeror 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 the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
- The Offeror certifies that the above referenced organization IS / IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.
- in accordance with A.R.S. 535-393, the Offeror hereby certifies that the Offeror does not have scrutinized business operations in Iran.
- in accordance with A.R.S. 535-391, the Offeror hereby certifies that the Offeror does not have scrutinized business operations in Sudan.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No.

ADSP013-040686

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona
Awarded this

12 day of February 2013

Procurement Officer

[Signature]



SOLICITATION AS AMENDED

Solicitation No.: ADSPO13-00002001

PAGE
1

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N. 15th Ave, Suite 201
Phoenix, AZ 85007

Table of Contents

SCOPE OF WORK.....	2
SPECIAL TERMS AND CONDITIONS.....	8
UNIFORM TERMS AND CONDITIONS	18
APPENDIX A (Building Locations).....	26



Scope of Work

Solicitation No.: ADSPO13-00002001

PAGE
2

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

1. Introduction:

The State of Arizona, its Agencies, Boards and Commissions (State) as well as Participating Members of the State Purchasing Cooperative (Cooperative), have an ongoing requirement for various products and services as described herein. The purpose of this solicitation is to conduct a competitive process, in accordance with Arizona Revised Statutes (ARS) 41-2501 et seq., to create a contract(s) from which the State and its Cooperative Members may acquire these products and services.

2. Background:

The State desires to establish a Contract or Contract Set to supply, install, reconfigure, design and service furniture within the following categories: Chairs/Seating, Free Standing Furniture, Modular Furniture, Systems Furniture Solutions, Storage/Casegoods, Classroom/Special School Furniture and Beds. Service requirements shall also include warranty, repairs and relocations. The State intends to consider value-added-reseller, distributor, as well as manufacturer-direct proposals. Based on historical data and anticipated volumes, the estimated spend under the resultant contract is anticipated between \$10 million and \$15 million annually. However no guarantee of the actual quantities is implied or expressed by this solicitation. Requirements shall be based on actual need. Contracts resulting from this solicitation will be used by multiple eligible agencies with delivery locations throughout the State.

3. Scope of Products and Services:

The Successful Contractor(s) shall provide a broad range of Furniture Products and Services as well as all necessary account and delivery services. The Furniture Products and Services under this contract include the actual manufacturer's product and all labor, materials, transportation, equipment and other activities for, and reasonably incidental to the installation, design and configuration of the manufacturer's product. Offerors shall make available a complete family or line of business of a manufacturer's products at a "percent discount off list price."

3.1 Product Requirements;

Furniture offered in the following categories shall be considered for award. These categories shall be defined by similar types of products and include all related parts and accessories:

Category	Description
Chairs/Seating	Task/Work, Executive, Guest/Side, Ergonomic, Folding, Conference Room, Stackable, Training Room, Reception/Lounge, Stools, Couches, Auditorium Seating, Theater Seating (stationary/portable), Other
Free Standing Furniture	Free Standing Desks, Tactics/Training, Conference Room Tables, Small Office Tables, Side Tables, Dining Tables, Credenzas, Organization Accessories, Reception, Laminate, Wood, Steel, Other
Modular Furniture	Demountable Walls, Systems Furniture, Fabric Panels, Organization Accessories, Lighting, Electrical connections and Internal Wiring, Other
Systems Furniture Solutions	Modular Furniture, Chairs, Casegoods, Panels, Tools, Railings, Electrical connections, Other
Storage/Casegoods	Steel Casegoods, Wood Casegoods, File Cabinets, Shelves (freestanding/wall mounted), Cabinets, Book Case, Office Storage, Other
Classroom/Special School Furniture	Desks, Chairs, Tables, Cafeteria, Library, Early Education, Auditorium, Dorm, Locker Room Furniture, Other
Beds	Mattresses, Frames, Other

3.1.1 The State desires the following product standards:

3.1.1.1 Meet or exceed applicable American National Standards Institute (ANSI) standards,

Scope of Work

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

Solicitation No.: ADSP013-00002001

PAGE
3

Description: Furniture Products and Services

OF
27

- 3.1.1.2 Meet or exceed The Business and Institutional Furniture Manufacturer's Association (BIFMA) standards, and
- 3.1.1.3 Support Leadership in Energy and Environmental Design (LEED) construction when applicable.
- 3.1.2 Items specifically **NOT** included within this solicitation:
 - 3.1.2.1 Rented or leased products;
 - 3.1.2.2 Sheets, blankets or other linen;
 - 3.1.2.3 Paintings, pictures, false plants/trees or other décor not related to functional furniture;
 - 3.1.2.4 Appliances and electronic equipment except for modular furniture connections and internal wiring approved by the State;
 - 3.1.2.5 Lighting except for modular furniture lighting;
 - 3.1.2.6 Flooring including raised flooring;
 - 3.1.2.7 Electrical connection between panel systems and building power supply;
 - 3.1.2.8 Lab furniture; and
 - 3.1.2.9 Window coverings: blinds, drapes, etc.

3.2 Service Requirements;

Below are the applicable services that shall be provided in direct correlation with the categories identified in Scope of Work 3.1 that are being provided by Contractor:

3.2.1 Design:

- 3.2.1.1 The Customer shall have the option to determine whether design service will be performed by the Contractor, or in-house. If necessary design service is performed by agency's in-house staff, the Contractor shall be paid only for installation drawing(s), if applicable. Design fees for installation drawing(s) shall be priced at the same hourly design rate whether a new installation or an existing installation (reconfiguration type project). It is the Contractor's responsibility to verify the field measuring data and make revisions to the preliminary designs provided by the using agency's in-house staff, on which the installation drawing(s) will be based.
- 3.2.1.2 For the purpose of reconfiguration type projects, an hourly rate shall be applied for the payment of design services. The design fee shall include only actual time spent in re-designing of the workstation(s), time spent doing the CAD drawing(s) and any changes (one change in drawings included) made to the drawing(s) by the Customer's authorized personnel. A complete breakdown of the design fee charges shall be included with the invoice submitted to the requesting Customer. Failure to submit a detailed invoice for payment shall authorize the Customer to withhold payment until clarification is made.
- 3.2.1.3 The following procedure shall be followed when completing design services within the scope of work of a resultant contract for any requesting Customer:
 - 3.2.1.3.1 Customer's authorized personnel shall contact the Contractor with the request to design, supply and install the furniture systems;

Scope of Work

Solicitation No.: ADSP013-00002001

PAGE
4

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007



3.2.1.3.2 Contractor shall respond to the initial call within forty-eight (48) hours with setting up a planning meeting with the requesting Customer and shall provide free consultation regarding the project;

3.2.1.3.3 Based on date provided by the Customer, Contractor shall compile a tentative work schedule for the completion of the job that shall include an estimated budget, delivery time and total process time for the project;

3.2.1.3.4 Requesting Customer shall then revise, make corrections if applicable, and approve the tentative work schedule. Once approved, Customer will issue a valid purchase order so that Contractor can start design work.

3.2.2 Installation Services: Contractor shall perform all installations as requested by the Customer. **Installation services shall include the following:**

3.2.2.1 All receiving, uncrating, inspection, assembly and installation of all furniture and components and the removal of packing and other wastes from the site;

3.2.2.2 Work shall be performed and completed in accordance with a work schedule developed and coordinated with the using agency;

3.2.2.3 All necessary fasteners, fittings, hardware, anchors, or other necessary miscellaneous items, except tools, to successfully install the furniture shall be provided by the Contractor at no additional cost to the Customer;

3.2.2.4 The Contractor shall supervise, direct the work, and be solely responsible for all construction requirements, methods, techniques, sequences and procedures, and for coordinating all portions of the work under the contract;

3.2.2.5 The Contractor shall employ a full-time competent supervisor and necessary foremen and assistants, who shall be in attendance on the project site during the entire installation period;

3.2.2.6 House Keeping:

3.2.2.6.1 The Contractor shall keep the job site free from accumulation of refuse, scrap materials and debris at all times. The site shall present a neat and orderly appearance. All materials shall be removed from the site on a daily basis, including loading, cartage, hauling and dumping. State dumpsters are not to be used for disposal of those materials. This will be at the Contractor's expense. Final clearing and cleanup shall be done promptly and properly. If not, the State shall have the right to employ others and charge the cost to the Contractor, after first giving a three (3) working day notice of such intent. Final payment shall be withheld, until the work area is determined acceptable by the State,

3.2.2.6.2 Office areas are to be returned to the original state as before the installation took place, and

3.2.2.6.3 The Contractor shall take precautions during the installation of any product not to damage the premises or the property of the ordering agency. If damages do occur as a result of operations under this contract, the Contractor is responsible for ensuring that the affected area/item(s) are returned/restored to their original condition or the Contractor shall make restitution, as agreed up on by all parties.

Scope of Work



Solicitation No.: ADSP013-00002001

PAGE
5

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

3.2.2.7 The Contractor shall be responsible for assuring that all punch list items be corrected within fourteen (14) days after completion of installation.

3.2.2.8 *Modular Furniture Installations* specifically:

3.2.2.8.1 The Contractor shall be responsible for ensuring all panels and pieces are joined correctly and assembled properly according to design specifications. If the Contractor provided design specifications for a workspace that does not meet actual furniture placement or specifications, the Contractor shall correct such differences to the Customer's satisfaction. Examples of discrepancies include but are not limited to gaps, furniture misalignment, and non-level furniture both vertical and horizontal. The Contractor is responsible for ensuring design dimensions match the installation area dimensions to ensure proper fit.

3.2.3 Disassembly, Relocation, and Reconfiguration Services:

3.2.3.1 Contractor shall include one (1) hourly rate for disassembly, moving, and reconfiguration services in connection with systems and free standing furniture installations that are not part of the initial purchase and installation. This rate will serve as the basis for the actual cost estimate to be submitted when a specific requirement is requested by a using agency.

3.2.3.2 In the case of reconfiguration projects only the actual working time (in hours) necessary to complete the job shall be invoiced to the Customer.

3.2.4 Repair:

Contractor shall include an hourly rate for repair services on existing furniture no older than ten (10) years. If a component is broken on a piece of existing (purchased from a previous contract) furniture this service will allow a Contractor to repair said component for requesting Customer.

3.3 Minimum Requirements;

Along with a quality product, we are looking for Contractors with demonstrated professional integrity, a longstanding reputation in the furniture industry and specific abilities to supply, install and service furniture to the State. In forming a long-term relationship with the Successful Contractor(s), some of the qualities we expect include:

3.3.1 Experience: Contractor with a minimum of ten (10) years' experience reselling, distributing and or installing office furniture, demonstrating longstanding relationship with manufacturers.

3.3.2 Customer Service: The Contractor(s) shall provide a single, local point of contact (and a backup) to handle questions or problems that may arise throughout the life of a resultant contract. At least one Customer Service Representative must be available during Contractor's operating hours.

3.3.3 Dealer Authorization:

3.3.3.1 Contractors are required to submit Dealer Authorization documentation for each product line included in their offer. The authorization letters shall be addressed to the State of Arizona State Procurement Office, attention Charlotte Righetti, CPPB, Sr. Procurement Specialist referencing Solicitation No. ADSP013-00002001. The letters shall state that the dealer will allow said Contractor to distribute their product line for an awarded contract.

3.3.3.2 Manufacturer's who elect to submit a direct offer are required to submit a list of authorized dealers, resellers or distributors whom they will utilize throughout the life of a resultant contract. If the Manufacturer does not have authorized dealers, resellers or distributors and will provide all products and services direct, this shall be noted within offer.



Scope of Work

Solicitation No.: ADSPO13-00002001

PAGE
6

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

- 3.3.4 Electronic Catalog: The successful Contractor(s) may be required to submit their items list in an electronic format designated by the State.
- 3.3.5 General: All furniture, panels and components shall be of a design material and workmanship to withstand hard, daily usage over an extended life with a minimum of maintenance and repair. All panels shall stand erect and rest firmly on their bases to assure safety, good appearance, and provide for a stationary work position. All panels shall be plumb and level. Panels and components shall have identical range of modularity so that they are interchangeable between workstations. The system shall be capable of being installed over finished flooring without penetration or demarcation or the use of floor fasteners so as to allow for reconfiguration without any floor patching.
- 3.3.6 Delivery:
- 3.3.6.1 Delivery is defined as transportation of the products from the local distribution site to the Customers site. Delivery shall be made by drop shipment or delivery with installation,
- 3.3.6.2 Contractor(s) shall be able to deliver products and services to all State Agencies and Purchasing Cooperative Members throughout the entire State of Arizona. A timetable for delivery shall be provided by the Contractor at time of quote;
- 3.3.6.3 Delivery shall be made within 30 days of receipt of a contract release order/purchase order on items in stock. For specialty order items or items not considered normal stock, extended delivery dates may be allowed. In such cases, the extended delivery date shall be provided at the time of quote;
- 3.3.6.4 Emergency or rush delivery requests by the Ordering Agency that require special shipping and handling charges may be at the Ordering Agency's expense, but only with prior written approval from the Ordering Agency. Approved emergency or rush delivery shipping charges shall be added to an invoice as a separate line item.
- 3.3.6.4.1 In the event an emergency or rush delivery is required as the result of an error on the Contractor's part all shipping and handling charges shall be the responsibility of the Contractor.
- 3.3.7 Warranty: The Contractor must warrant the furniture products and materials (excluding fabric) offered under this contract, as follows:
- 3.3.7.1 Systems Solutions & Modular Furniture – Minimum of seven (7) years;
- 3.3.7.2 Seating – Minimum of seven (7) years;
- 3.3.7.3 Free Standing Furniture – Minimum of seven (7) years;
- 3.3.7.4 Storage and Case Goods – Minimum of seven (7) years;
- 3.3.7.5 Classroom / Special School Furniture – Minimum of seven (7) years;
- 3.3.7.6 Beds – Minimum of seven (7) years.
- Products (including parts and components) that fail under normal use as a result of a defect in design, materials, workmanship, or installation shall be repaired or replaced free of charge (including labor, delivery, and installation) throughout the warranty period.
- Products that require warranty repair or replacement must be repaired or replaced within a reasonable time frame, or within a time frame that is agreed to in writing. This process is to ensure



Scope of Work

Solicitation No.: ADSPO13-00002001

PAGE
7

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

sufficient lead time for ordering warranty parts, components or products during the entire warranty period.

4. Pricing Requirements:

The Offeror shall bid on equipment and services that would correlate with both new and previously purchased equipment (including but not limited to design, installation, etc.).

4.1 Products;

Offeror shall make available a complete family or line of business of a manufacturer's products at a fixed discount off list price. Discounts shall be offered in whole numbers. Proposed manufacturers shall provide equipment in current production and marketed to the general public and education/government agencies at the time the bid is submitted. Proposed discounts shall be submitted using Attachment II "**Discount Schedule**".

4.2 Services;

Offeror shall provide services, as described herein, at an hourly rate. Pricing shall be submitted using the ProcureAZ "Items" tab.



Special Terms and Conditions

Solicitation No.: ADSP013-00002001

PAGE
8

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

1. CONTRACT

The contract between the State of Arizona and the Contractor shall consist of the solicitation as amended and the proposal submitted by the Contractor. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the solicitation as amended shall govern. However, the State reserves the right to clarify any contractual requirement in writing, and such written clarification shall govern in case of conflict with the applicable requirements stated in the solicitation as amended or the Contractor's bid. In all other matters not affected by the written clarification, if any, the solicitation shall govern. Only the Procurement Officer or his/hers authorized designee is authorized to change or amend the specific terms, conditions or provisions of the agreement.

2. TERM OF CONTRACT

The contract shall begin upon the date of Contract award and shall continue for a term of one (1) year, unless terminated or extended in accordance to the terms of this contract.

3. CONTRACT EXTENSIONS FIVE (5) YEAR MAXIMUM

The Contract term is for the stated period subject to additional successive periods of twelve (12) months per extension with a maximum aggregate including all extensions not to exceed five (5) years.

4. CONTRACT TYPE (AS NEEDED)

The contract shall be on an as needed, if needed basis.

- Fixed Price
- Cost Reimbursement

5. NON-EXCLUSIVE CONTRACT

This contract has been awarded with the understanding and agreement that it is for the sole convenience of the State of Arizona. The State reserves the right to obtain like goods or services from another source when necessary. Off-contract purchase authorization(s) may be approved by the State Procurement Office. Approvals shall be at the exclusive discretion of the State and shall be final. Off-contract procurement shall be consistent with the Arizona Procurement Code.

6. ELIGIBLE AGENCIES (Statewide)

This Contract shall be for the use of all State of Arizona departments, agencies, commissions and boards. In addition, eligible universities, political subdivisions and nonprofit educational or public health institutions may participate at their discretion. In order to participate in this contract, a university, political subdivision, or nonprofit educational or public health institution shall have entered into a Cooperative Purchasing Agreement with the Department of Administration, State Procurement Office as required by Arizona Revised Statutes § 41-2632.

7. ESTIMATED QUANTITIES (CONSIDERABLE)

The state anticipates considerable activity resulting from contracts that will be awarded as a result of this solicitation; however, no commitment of any kind is made concerning quantities actually acquired and that fact should be taken into consideration by each potential Contractor.

8. LICENSES

The Contractor shall maintain in current status, all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor.



Special Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
9

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

9. CURRENT PRODUCTS

All equipment, accessories and attachments provided under this contract shall be: new, not remanufactured or refurbished; in current and ongoing production; shall have been formally announced for general marketing purposes; shall be a model or type currently functioning in a user (paying Customer) environment; and capable of meeting or exceeding all specifications and requirements set forth in this solicitation. Components used in the equipment shall be only those specified in the manufacturer equipment manual.

10. OBSOLESCENCE

The Contractor must certify that the items offered, are functionally similar items, which will interface with the system, and will remain available for a minimum period of five (5) years.

11. QUALITY ASSURANCE GUARANTEES / DEFECTIVE PRODUCTS

The Contractor is to guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the warranty provided in a resultant contract. The terms of this contract will supersede any language to the contrary on purchase orders, invoices or other documents produced by the Contractor. The Contractor is to agree to repair and/or immediately replace, without charge, to the Customer any product or part thereof which proves to be defective or fails within the warranty period as specified. The cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses shall also be paid by the Contractor.

The State has thirty (30) days to notify Contractor, in writing, of a defective product. All replacement products must be received by the State within ten (10) days of initial written notification unless otherwise agreed to by the Customer.

12. WARRANTY

Contractor shall warrant the furniture products and materials (excluding fabric) offered under this contract for no less than seven (7) years, as stated in the Scope of Work, after delivery and acceptance of the equipment by the using agency, and provide no-cost protection to the State for corrections or replacement as needed for defects in manufacturing, assembly, and parts. If the Contractor is required to correct or replace, it shall be at no cost to the State and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the Contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the Contractor the costs incurred or obtain an equitable adjustment in the contract price. The State shall be furnished, an invoice for all work performed under warranty indicating type of work performed and parts replaced. The Contractor agrees that the materials and equipment furnished under this contract shall be covered by the most favorable commercial warranties, the Contractor gives any Customer, for such supplies or services; and that the rights and remedies provided therein are in addition to and do not limit those available to the State by any other term of this Contract.

13. ORDERING PROCESS

The award of a Contract shall be in accordance with the Arizona Procurement Code. Any attempt to represent any material and/or service not specifically awarded as being under contract with the State is a violation of the Contract and the Arizona Procurement Code. Any such action is subject to the legal and contractual remedies available to the State inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the Contractor.

Any commodities to be furnished under this contract shall be ordered by issuance of purchase orders by the Agency. Such orders may be issued from effective date of contract award. All purchase orders are subject to the terms and conditions of this contract. In the event of conflict between a purchase order and this contract, the contract shall control. All purchase orders shall cite this contact number.

14. DELIVERY



Special Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
10

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

Delivery costs shall be charged as a separate line item and not included in unit cost of goods. Delivery costs shall be the actual delivery costs at the lowest and best rate and based upon the actual weight of the goods to be delivered. The State reserves the right to utilize other delivery carriers. Unless otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

15. ACCEPTANCE

Determination of the acceptability of services and or product shall be made by the sole judgment of the State. Acceptance shall be in writing, verbal acceptance for services or product will not be allowed. Services shall be completed in accordance with the Scope of Work, agreed to and accepted schedules, plans, and agreed to performance standards. Acceptance shall be one hundred percent (100%), which will be determined by the State. Acceptance criteria shall include, but not be limited to conformity to the scope of work, quality of workmanship and successfully performing all required Tasks. Nonconformance to any of the stated acceptance and performance criteria of both services and or products as required shall result in a delay for payment. Payment shall not be made until nonconformance to the criteria is corrected as determined by the State.

16. RETURNS

Any materials delivered in poor condition, in excess of the amount authorized by the Purchase Order, or not included on the Purchase Order may, at the discretion of the contract user, be returned to the Contractor's warehouse at the Contractor's expense within 30 days. Return Authorizations must be credited immediately once the Contractor receives the returned goods. The Contractor shall not be responsible for incorrect product being ordered by an Agency without the guidance of the Contractor and can only be returned at the discretion of the Contractor.

17. AUTHORIZATION FOR PRODUCTS AND SERVICES

Authorization for purchase of products and services shall be made only upon the issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount on the Purchase Order. The State shall not have any legal obligation to pay for services in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist unless a) the Purchase Order is changed or modified with an official Change Order, and/or b) an additional Purchase Order is issued for purchase of services under this Contract.

18. CANCELLATION OF ORDER

Orders can only be cancelled if production has not been started by the manufacturer or if the mutually agreed delivery time cannot be met by the Contractor.

19. BILLING

All billing notices or invoices shall be sent to the eligible using agency whose address appears on the contract release order/purchase order as the 'bill to address' and shall include, at a minimum, both the contract number and contract release/purchase order number, delivery time, and contractual payment terms. Items are to be identified by the name, model number, contract number, line item number, and serial number if applicable.

20. ADDITIONAL CHARGES

Any charges not delineated in this contract, including but not limited to restocking fees and charging for a quote, may not be added to materials purchased under this contract without written consent of the State of Arizona Procurement Office and Customer agency.

21. PAYMENT PROCEDURES



Special Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
11

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

The State will not make payments to any Entity, Group or individual other than the Contractor with the Federal Employer Identification (FEI) Number identified in the Contract. Contractor invoices requesting payment to any Entity, Group or individual other than the contractually specified Contractor shall be returned to the Contractor for correction.

The Contractor shall review and insure that the invoices for services provided show the correct Contractor name prior to sending them for payment.

If the Contractor Name and FEI Number change, the Contractor must complete an "Assignment and Agreement" form transferring contract rights and responsibilities to the new Contractor. The State must indicate consent on the form. A written Contract Amendment must be signed by both parties and a new W-9 form must be submitted by the new Contractor and entered into the system prior to any payments being made to the new Contractor.

22. PRICE

22.1 INCREASE

The State may review a fully documented request for a price increase only at the time of contract extension. All written requests for price adjustments made by the Contractor shall be submitted 60 to 90 days prior to the anniversary or contract renewal date. All price adjustments will be implemented by a formal contract amendment. The State shall determine whether the requested price increase or an alternate option is in the best interest of the State. The price increase adjustment, if approved, will be effective upon the effective date of the contract extension.

The manufacturers published price lists are subject to change at any time; however, price escalations are only permitted at the end of each contract term period effective annually at the time of renewal, and only where verified to the satisfaction of the State. Contract release order/purchase orders placed before a price increase is authorized shall be delivered at the purchase order price. However, if the price should decrease between receipt of the order, and shipment of the order, the Contractor shall invoice at the new lowest discounted price. The percentage discount shall remain the same throughout the term of the contract, to include all renewals, and shall apply to any new product, which may be introduced and added to the manufacturer's product line. Purchasing agencies shall apply the firm fixed discount to the manufacturer's approved published price list in effect that has been incorporated as part of the Contract by the Purchasing Officer, at the time the order is placed.

22.2 REDUCTION

Price reductions may be submitted in writing to the state for consideration at any time during the contract period. The Contractor shall offer the state a price reduction on the contract product(s) concurrent with a published price reduction made to other Customers. The State at its own discretion may accept a price reduction. Reductions are not allowable for 'spot purchases', they are effective until further notification or request for increase is granted by the State. Any price reductions shall only be accepted via a bilateral contract amendment.

23. VOLUME DISCOUNTS

The Contractor may offer volume discounts at any time during the Contract such that the price is at or below the percent off list price within the Contract given that the price reduction is available to all Customers allowed to purchase under the Contract. Approval of volume discounts shall be in the form of a bilateral contract amendment.

24. PRODUCT DISCONTINUANCE / REPLACEMENT PRODUCTS

The State may award contracts for particular products, models and/or product lines of parts as a result of this solicitation. In the event that the manufacturer discontinues a product, model or product line, the State at its sole discretion may allow the Contractor to provide a substitute for the discontinued item. This will be approved via a



Special Terms and Conditions

Solicitation No.: ADSP013-00002001

PAGE
12

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

bilateral contract amendment. The Contractor shall request permission to substitute a new product, model or product line and provide the following:

- 24.1 A formal announcement from the manufacturer that the product, model or product line has been discontinued.
- 24.2 Documentation from the manufacturer that names the replacement product, model or product line.
- 24.3 Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required and remains within the same category defined by the original solicitation.
- 24.4 Documentation confirming that the price for the replacement is the same as or less than the discontinued model.
- 24.5 Final approval of replacement products shall be in the form of a bilateral contract amendment.

25. ADMINISTRATIVE FEE

Contractor shall pay an Administrative Fee to the State in the amount of one percent (1%) of the total contract sales. The Administrative Fee is calculated based on all sales transacted under the contract, minus all taxes and any returns or credits. The Administrative Fee shall not be charged directly to the Customer, e.g., as a separate line item, a fee or a surcharge, but shall be included in the contract's unit prices.

The Administrative Fee shall be submitted, along with a Quarterly Usage Report documenting all contract sales, to the State Procurement Office within thirty (30) days following the end of each calendar quarter. For more information on the Quarterly Usage Report or the Administrative Fee, its calculation, submission or use, see the State Procurement Office's web site at [http://spo.az.gov/Contractor Resources/Admin Fee](http://spo.az.gov/Contractor_Resources/Admin_Fee).

At its option, the State may limit the applicability of the Administrative Fee to contract sales from some Customers and not to others, e.g., fee is only applicable to sales from members of the State Purchasing Cooperative and not sales to State Agencies. See the State's website (above) form more information in this regard. The State will provide thirty (30) days written notice before exercising or changing this option.

Failure to remit Administrative fees in a timely manner or remit fees inconsistent with the contract's requirements may result in the State exercising any recourse available under the contract including a third party audit of all contract activity. Should an audit be required by the State, the Contractor shall reimburse the State for all costs associated with the audit up to \$5,000 or one (1%) percent of the contract's estimated annual value, whichever is higher.

26. VOLUME SALES REPORT

The Contractor shall furnish the State an annual report delineating the acquisition activity under the contract. The format of the report shall be approved by the State. At a minimum, it shall disclose all purchased items, unit cost, and quantity, by individual purchasing Agency, for all sales transacted within the year. The volume sales report shall be submitted annually to the Contracting Officer, Charlotte Righetti, CPPB, no later than July 31st.

27. CONTRABAND

Any person who takes into or out of, or attempts to take into or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility shall be prosecuted under the provisions of the Arizona Revised Statutes. All persons, including employees and visitors, entering upon these confines are subject to routine searches of their person, vehicles, property of packages.

1. DEFINITION - A.R.S. § 13-2501

Contraband means any dangerous drug, narcotic drug, intoxication liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use or possession would endanger the safety, security, or preservation of order in a correctional institution or any person therein. (Any other article includes any substance which could cause abnormal behavior, i.e. marijuana, nonprescription medication, etc.)



Special Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
13

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

2. PROMOTING PRISON CONTRABAND – A.R.S. § 13-2505

- A person, not otherwise authorized by law, commits promoting prison contraband:
 - By knowingly taking contraband into a correctional facility or the grounds of such a facility; or
 - By knowingly conveying contraband to any person confined in a correctional facility; or
 - By knowingly making, obtaining or possessing contraband while being confined in a correctional facility.
- Promoting prison contraband is a Class 5 felony.

28. SECURITY

Contractor's current and subsequent personnel, as well as those of their duly recognized subcontractors, shall comply with all applicable statutes, administrative regulation, policies, practices and procedures while providing supplies and/or services under this contract. Notwithstanding any additional security requirements in the Scope of Work, as deemed necessary by the State, certain personnel with access to sensitive information and/or infrastructure of the State or an Eligible Agency, shall be subject to background checks.

29. EMPLOYEES OF THE CONTRACTOR

All employees of the Contractor employed in the performance of work under the Contract shall be considered employees of the Contractor at all times, and not employees of the State. The Contractor shall comply with the Social Security Act, Workman's Compensation laws and Unemployment laws of the State of Arizona and all State, local and Federal legislation relevant to the Contractor's business.

30. INFORMATION DISCLOSURE

The Contractor shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the state or from others in carrying out its functions under the contract shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Persons requesting such information should be referred to the State. The Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Contractor as needed for the performance of duties under the Contract, unless otherwise agreed to in writing by the State.

31. CONTRACTOR PERFORMANCE REPORTS

Program management shall document Contractor performance, both exemplary and needing improvements where corrective action is needed or desired. Copies of corrective action reports will be forwarded to the Procurement Office for review and any necessary follow-up. The Procurement Office may contact the Contractor upon receipt of the report and may request corrective action. The Procurement Office shall discuss the Contractor's suggested corrective action plan with the Procurement Specialist for approval of the plan.

32. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

34. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will



Special Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
14

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the State in the course of performance of the Contract so that both the State and the Contractor will be in compliance with HIPAA, including cooperation and coordination with the Arizona Strategic Enterprise Technology (ASET) Group, Statewide Information Security and Privacy Office (SISPO), Chief Privacy Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep the State and Contractor in compliance with HIPAA, including but not limited to, business associate agreements.

If requested, the Contractor agrees to sign a "Pledge to Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ASET/SISPO Chief Privacy Officer and HIPAA Coordinator.

35. INDEMNIFICATION CLAUSE

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the Contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

36. INSURANCE REQUIREMENTS

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**



Special Terms and Conditions

Solicitation No.: ADSP013-00002001

PAGE
15

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Blanket Contractual Liability – Written and Oral \$1,000,000
- Fire Legal Liability \$ 50,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor”.***
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.***
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

3. Worker's Compensation and Employers' Liability

Workers' Compensation Statutory

Employers' Liability

- Each Accident \$ 500,000
- Disease – Each Employee \$ 500,000
- Disease – Policy Limit \$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Professional Liability (Errors and Omissions Liability)

- Each Claim \$1,000,000
- Annual Aggregate \$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.



Special Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
16

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
 2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
 3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. **NOTICE OF CANCELLATION:** With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the State of Arizona. Such notice shall be sent directly to **Charlotte Righetti, CPPB at 100 N. 15th Avenue, Suite 201, Phoenix, AZ 85007** and shall be sent by certified mail, return receipt requested.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- All certificates required by this Contract shall be sent directly to **Charlotte Righetti, CPPB 100 N 15th Ave, Suite 201, Phoenix AZ 85007**. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.**
- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the contracting agency in consultation with the Department of Administration, Risk Management Division. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the



Special Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
17

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.



Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
18

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

UNIFORM TERMS AND CONDITIONS

1. **Definition of Terms.** As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:

- 1.1 "Attachment" means any item the Solicitation requires the Offeror to submit as part of the Offer.
- 1.2 "Contract" means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments.
- 1.3 "Contract Amendment" means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- 1.4 "Contractor" means any person who has a Contract with the State.
- 1.5 "Days" means calendar days unless otherwise specified.
- 1.6 "Exhibit" means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
- 1.7 "Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- 1.8 "Materials" means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
- 1.9 "Procurement Officer" means the person, or his or her designee, duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
- 1.10 "Services" means the furnishing of labor, time or effort by a Contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
- 1.11 "Subcontract" means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
- 1.12 "State" means the State of Arizona and Department or Agency of the State that executes the Contract.
- 1.13 "State Fiscal Year" means the period beginning with July 1 and ending June 30.

2 Contract Interpretation

- 2.1 Arizona Law. The Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.
- 2.2 Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.



Uniform Terms and Conditions

Solicitation No.: ADSP013-00002001

PAGE
19

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

- 2.3 Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the State and as they may be amended, the following shall prevail in the order set forth below:
- 2.3.1 Special Terms and Conditions;
 - 2.3.2 Uniform Terms and Conditions;
 - 2.3.3 Statement or Scope of Work;
 - 2.3.4 Specifications;
 - 2.3.5 Attachments;
 - 2.3.6 Exhibits;
 - 2.3.7 Documents referenced or included in the Solicitation.
- 2.4 Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.
- 2.5 Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- 2.6 No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.
- 2.7 No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

3 Contract administration and operation.

- 3.1 Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
- 3.2 Non-Discrimination. The Contractor shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- 3.3 Audit. Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract.
- 3.4 Facilities Inspection and Materials Testing. The Contractor agrees to permit access to its facilities, subcontractor facilities and the Contractor's processes or services, at reasonable times for inspection of the facilities or materials covered under this Contract. The State shall also have the right to test, at its own cost, the materials to be supplied under this Contract. Neither inspection of the Contractor's facilities nor materials testing shall constitute final acceptance of the materials or services. If the State determines noncompliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the State for testing and inspection.
- 3.5 Notices. Notices to the Contractor required by this Contract shall be made by the State to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the State required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement



Uniform Terms and Conditions

Solicitation No.: ADSP013-00002001

PAGE
20
OF
27

Description: Furniture Products and Services

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

Officer and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the Contract shall not be necessary.

- 3.6 Advertising, Publishing and Promotion of Contract. The Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- 3.7 Property of the State. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the State. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the State.
- 3.8 Ownership of Intellectual Property. Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this contract and any related subcontract ("Intellectual Property"), shall be work made for hire and the State shall be considered the creator of such Intellectual Property. The agency, department, division, board or commission of the State of Arizona requesting the issuance of the contract shall own (for and on behalf of the State) the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the State, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor (s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the State and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the State. The Intellectual Property shall not be disclosed by contractor or its subcontractor(s) to any entity not the State without the express written authorization of the agency, department, division, board or commission of the State of Arizona requesting the issuance of this contract.
- 3.9 Federal Immigration and Nationality Act. The Contractor shall comply with all federal, state, and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers or any employee thereof to ensure compliance. Should the State determine that the contractor and or any subcontractors be found noncompliant, the State may pursue 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.
- 3.10 E-Verify Requirements. In accordance with A.R.S §41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. §23-214, Subsection A.
- 3.11 Scrutinized Businesses. In accordance with A.R.S. §35-391 and A.R.S. §35-393, Contractor certifies that the Contractor does not have scrutinized business operations in Sudan or Iran.
- 3.12 Offshore Performance of Work Prohibited. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

4 Costs and Payments

- 4.1 Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the State within thirty (30) days.



Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
21

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

- 4.2 Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. Destination and shall include all freight delivery and unloading at the destination.
- 4.3 Applicable Taxes.
- 4.3.1 Payment of Taxes. The Contractor shall be responsible for paying all applicable taxes.
- 4.3.2 State and Local Transaction Privilege Taxes. The State of Arizona is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes.
- 4.3.3 Tax Indemnification. Contractor and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold the State harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
- 4.3.4 IRS W9 Form. In order to receive payment the Contractor shall have a current IRS W9 Form on file with the State of Arizona, unless not required by law.
- 4.4 Availability of Funds for the Next State fiscal year. Funds may not presently be available for performance under this Contract beyond the current state fiscal year. No legal liability on the part of the State for any payment may arise under this Contract beyond the current state fiscal year until funds are made available for performance of this Contract.
- 4.5 Availability of Funds for the current State fiscal year. Should the State Legislature enter back into session and reduce the appropriations or for any reason and these goods or services are not funded, the State may take any of the following actions:
- 4.5.1 Accept a decrease in price offered by the, contractor
- 4.5.2 Cancel the Contract
- 4.5.3 Cancel the contract and re-solicit the requirements.

5 Contract changes

- 5.1 Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.
- 5.2 Subcontracts. The Contractor shall not enter into any Subcontract under this Contract for the performance of this contract without the advance written approval of the Procurement Officer. The Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- 5.3 Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The State shall not unreasonably withhold approval.

6 Risk and Liability



Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
22

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

- 6.1 Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- 6.2 Indemnification
- 6.2.1 Contractor/Vendor Indemnification (Not Public Agency) The parties to this contract agree that the State of Arizona, its' departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its' departments, agencies, boards and commissions shall be responsible for its' own negligence. Each party to this contract is responsible for its' own negligence.
- 6.2.2 Public Agency Language Only Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."
- 6.3 Indemnification - Patent and Copyright. The Contractor shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the State of materials furnished or work performed under this Contract. The State shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. If the contractor is insured pursuant to A.R.S. § 41-621 and § 35-154, this section shall not apply.
- 6.4 Force Majeure.
- 6.4.1 Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
- 6.4.2 Force Majeure shall not include the following occurrences:
- 6.4.2.1 Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
- 6.4.2.2 Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
- 6.4.2.3 Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.
- 6.4.3 If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified return receipt and shall make a specific



Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
23

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

6.4.4 Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

6.5 Third Party Antitrust Violations. The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

7 Warranties

7.1 Liens. The Contractor warrants that the materials supplied under this Contract are free of liens and shall remain free of liens.

7.2 Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the State of the materials, they shall be:

7.2.1 Of a quality to pass without objection in the trade under the Contract description;

7.2.2 Fit for the intended purposes for which the materials are used;

7.2.3 Within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units;

7.2.4 Adequately contained, packaged and marked as the Contract may require; and

7.2.5 Conform to the written promises or affirmations of fact made by the Contractor.

7.3 Fitness. The Contractor warrants that any material supplied to the State shall fully conform to all requirements of the Contract and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.

7.4 Inspection/Testing. The warranties set forth in subparagraphs 7.1 through 7.3 of this paragraph are not affected by inspection or testing of or payment for the materials by the State.

7.5 Compliance With Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Contractor shall maintain all applicable licenses and permit requirements.

7.6 Survival of Rights and Obligations after Contract Expiration or Termination.

7.6.1 Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration or termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Chapter 5.

7.6.2 Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Officer, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.



Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
24

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

8 State's Contractual Remedies

- 8.1 Right to Assurance. If the State in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at the State's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the contract.
- 8.2 Stop Work Order.
- 8.2.1 The State may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the State after the order is delivered to the Contractor. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
- 8.2.2 If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.
- 8.3 Non-exclusive Remedies. The rights and the remedies of the State under this Contract are not exclusive.
- 8.4 Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the State may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
- 8.5 Right of Offset. The State shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the State, or damages assessed by the State concerning the Contractor's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

9 Contract Termination

- 9.1 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511.
- 9.2 Gratuities. The State may, by written notice, terminate this Contract, in whole or in part, if the State determines that employment or a Gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the State for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about contract performance. The State, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Contractor.



Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002001

PAGE
25

OF
27

Description: Furniture Products and Services

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

- 9.3 Suspension or Debarment. The State may, by written notice to the Contractor, immediately terminate this Contract if the State determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a contract shall attest that the contractor is not currently suspended or debarred. If the contractor becomes suspended or debarred, the contractor shall immediately notify the State.
- 9.4 Termination for Convenience. The State reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the State without penalty or recourse. Upon receipt of the written notice, the Contractor shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.
- 9.5 Termination for Default
- 9.5.1 In addition to the rights reserved in the contract, the State may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
- 9.5.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State on demand.
- 9.5.3 The State may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the State for any excess costs incurred by the State in procuring materials or services in substitution for those due from the Contractor.
- 9.6 Continuation of Performance Through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.
- 10 Contract Claims.** All contract claims or controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted thereunder.
- 11 Arbitration.** The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).
- 12 Comments Welcome.** The State Procurement Office periodically reviews the Uniform Terms and Conditions and welcomes any comments you may have. Please submit your comments to: State Procurement Administrator, State Procurement Office, 100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007.



Appendix A

Solicitation No.: ADSP013-00002001

PAGE
26

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

APPENDIX A – ADOA BUILDING LOCATIONS AND RULES

Listed below please find buildings owned and managed by Arizona Department of Administration (ADOA). Any work done in these buildings **MUST** be requested and approved through the Building and Planning Services Section or the Constructions Services Section of the General Services Division. **This requirement is in accordance with A.R.S. § 41-791.**

Should Contractors provide any work under this contract without having first received approval through ADOA Building and Planning Services Section or Constructions Services Section, the contract may be terminated immediately.

Building Address	City	Responsible Entity	Phone Contact
100 N 15th Ave	Phoenix	Lincoln Properties	602-254-5790
100 N 15th Ave	Phoenix	Lincoln Properties	602-254-5790
1010 W Washington St	Phoenix	Lincoln Properties	602-254-5790
1100 W Washington St	Phoenix	ADOA - General Services Division	602-542-1968
1101 W Washington St	Phoenix	Legislative Council	602-926-4236
1110 W Washington St	Phoenix	Lincoln Properties	602-254-5790
1200 W Washington St	Phoenix	ADOA - General Services Division	602-542-1968
1275 W Washington St	Phoenix	ADOA - General Services Division	602-542-1968
1300 W Washington St	Phoenix	ADOA - General Services Division	602-542-1968
14 N 18th Ave	Phoenix	ADOA - General Services Division	602-542-1968
1400 W Washington St	Phoenix	ADOA - General Services Division	602-542-1968
15 S 15th Ave	Phoenix	ADOA - General Services Division	602-542-1968
15 S 15th Ave	Phoenix	ADOA - General Services Division	602-542-1968
150 N 18th Ave	Phoenix	CBRE	602 258 1714
1501 W Washington St	Phoenix	Supreme Court	602-452-3330
1502 W Washington St	Phoenix	ADOA - General Services Division	602-542-1968
151 N 18th Ave	Phoenix	CBRE	602 258 1714
1510 W Adams St	Phoenix	ADOA - General Services Division	602-542-1968
1520 W Adams St	Phoenix	ADOA - General Services Division	602-542-1968
1522 W Jackson St	Phoenix	ADOA - General Services Division	602-542-1968
1535 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1535 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1537 W Jackson St	Phoenix	ADOA - General Services Division	602-542-1968
1600 W Monroe St	Phoenix	ADOA - General Services Division	602-542-1968
1600 W Monroe St	Phoenix	ADOA - General Services Division	602-542-1968
1601 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1616 W Adams St	Phoenix	ADOA - General Services Division	602-542-1968
1624 W Adams St	Phoenix	ADOA - General Services Division	602-542-1968
1645 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1688 W Adams St	Phoenix	ADOA - General Services Division	602-542-1968



Appendix A

Solicitation No.: ADSP013-00002001

PAGE
27

Description: Furniture Products and Services

OF
27

State of Arizona
State Procurement Office
100 N.15th Ave., Suite 201
Phoenix, AZ 85007

1700 W Washington (Capitol Archive 1919 Addition)	Phoenix	Legislative Council	602-926-4236
1700 W Washington (Capitol Justice 1938 Addition)	Phoenix	Legislative Council	602-926-4236
1700 W Washington St (Executive Tower)	Phoenix	ADOA - General Services Division	602-542-1968
1700 W Washington St (Executive Tower)	Phoenix	ADOA - General Services Division	602-542-1968
1700 W Washington St (House)	Phoenix	House of Representatives	602-926-5582
1700 W Washington St (Museum)	Phoenix	Legislative Council	602-926-4236
1700 W Washington St (Senate)	Phoenix	State Senate	602-926-5969
1716 W Adams St	Phoenix	JLBC Staff	602-926-5491
1740 W Adams St	Phoenix	ADOA - General Services Division	602-542-1968
1789 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1789 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1801 W Madison St	Phoenix	ADOA - General Services Division	602-542-1968
1802 W Jackson St	Phoenix	ADOA - General Services Division	602-542-1968
1805 W Madison St	Phoenix	ADOA - General Services Division	602-542-1968
1818 W Adams St	Phoenix	ADOA - General Services Division	602-542-1968
1831 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1840 W Jackson St	Phoenix	ADOA - General Services Division	602-542-1968
1850 W Jackson St	Phoenix	ADOA - General Services Division	602-542-1968
1901 W Madison	Phoenix	ADOA - General Services Division	602-542-1968
1919 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1937 W Jefferson St	Phoenix	ADOA - General Services Division	602-542-1968
1937 W Jefferson St Wayland D	Phoenix	ADOA - General Services Division	602-542-1968
1937 W Jefferson St Wayland E	Phoenix	ADOA - General Services Division	602-542-1968
2422 W Holly St	Phoenix	ADOA - General Services Division	602-542-1968
250 N 17th Ave	Phoenix	ADOA - General Services Division	602-542-1968
2910 N 44th St	Phoenix	ADOA - General Services Division	602-542-1968
2910 N 44th St	Phoenix	ADOA - General Services Division	602-542-1968
400 W Congress St	Tucson	ADOA - General Services Division	602-542-1968
400 W Congress St	Tucson	ADOA - General Services Division	602-542-1968
402 W Congress St	Tucson	ADOA - General Services Division	602-542-1968
416 W Congress St	Tucson	ADOA - General Services Division	602-542-1968
417 W Roosevelt St	Phoenix	ADOA - General Services Division	602-542-1968
519 E Beale St	Kingman	ADOA - General Services Division	602-542-1968
701 E Jefferson	Phoenix	AHCCCS	602-417-4762
801 E Jefferson	Phoenix	AHCCCS	602-417-4762
9535 E Doubletree Ranch Rd	Scottsdale	ADOA - General Services Division	602-542-1968
9545 E Doubletree Ranch Rd	Scottsdale	ADOA - General Services Division	602-542-1968

Attachment 2: State of Arizona Contract Price List

Hourly Rates	Anthro	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Inter Sol	Staples	TAB	Atmosphere	Teknion	Tucson B
Design Services (Regular Hours)	\$ 36.00	\$ 40.00	\$ 65.00	\$ 40.00	\$ 40.00	\$ 55.00	\$ 50.00	\$ 55.00	\$ 37.00	\$ 55.00	\$ 35.00	\$ 40.00
Design Services (After Hours)	\$ 54.00	\$ 40.00	\$ 65.00	\$ 40.00	\$ 50.00	\$ 55.00	\$ 65.00	\$ 55.00	\$ 50.00	\$ 62.00	\$ 60.00	\$ 40.00
Installation Services (Regular Hours)	\$ 36.00	\$ 40.00	\$ 39.00	\$ 30.00	\$ 34.00	\$ 38.00	\$ 37.00	\$ 35.00	\$ 37.00	\$ 38.00	\$ 38.00	\$ 33.00
Installation Services (After Hours)	\$ 54.00	\$ 40.00	\$ 56.50	\$ 42.00	\$ 45.00	\$ 57.00	\$ 48.00	\$ 55.00	\$ 55.00	\$ 52.00	\$ 58.00	\$ 44.00
Disassembly/Relocation/Reconfiguration Services (Reg Hours)	\$ 36.00	\$ 40.00	\$ 39.00	\$ 26.00	\$ 34.00	\$ 38.00	\$ 37.00	\$ 35.00	\$ 37.00	\$ 38.00	\$ 38.00	\$ 33.00
Disassembly/Relocation/Reconfiguration Services (After Hours)	\$ 54.00	\$ 40.00	\$ 56.50	\$ 36.00	\$ 45.00	\$ 57.00	\$ 48.00	\$ 55.00	\$ 55.00	\$ 52.00	\$ 58.00	\$ 44.00
Repair Services (Regular Hours)	\$ 36.00	\$ 40.00	\$ 39.00	\$ 26.00	\$ 34.00	\$ 38.00	\$ 37.00	\$ 35.00	\$ 37.00	\$ 38.00	\$ 38.00	\$ 33.00
Repair Services (After Hours)	\$ 54.00	\$ 40.00	\$ 56.50	\$ 36.00	\$ 45.00	\$ 57.00	\$ 48.00	\$ 55.00	\$ 55.00	\$ 52.00	\$ 58.00	\$ 44.00
Minimum Delivery Fee	None	None	\$ 75.00	\$ 52.00	\$ 75.00	\$ 76.00	\$ 115.00	\$ 25.00	None	\$ 75.00	None	\$ 50.00
						\$38/hr 2hr min.						

Category 1, Chairs / Seating

Category 1, Chairs / Seating		Sitmatic	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%	%
9 to 5	Chairs					62%							58%
9 TO 5	Seating: Task, Executive, Side, Ergonomic, Stacking										63%		
Abco	All						55%						
Agati	All						26%						
AIS	Chairs /Seating		58%		61%	61%							65%
All Seating	Task, Conference, Side			58%									
Allermuir	All						43.8%						
Allsteel Office	Trooper, Tolleson, Nimble, Get Set Seating							64%	66.1%				
Allsteel Office	#19, Relate, Sum, Scout, Seek, Inspire, Access Seating							61%	61%				
Allsteel Office	Acuity Seating							58%	58%				
Allsteel Office	Gather, Clarity Seating							51%	51%				
Allsteel Office	All other Seating							55%	55%				
American Seating	Seating - All, Side, Auditorium & Theater			52%									
AMERICAN SEATING	Stools, Stackable, Task, Side Chairs and Fixed Seating										52%		
ARCADIA	ALL PRODUCTS		43%			52%							45%
Arcadia	Conference, Benches, Side, Lounge, Task			51%									
ARCADIA	Executive, Guest, Reception/Lounge, Benches, Modular, Tandem Seating										48%		
Arconas	All						31%						
BBF	All						55%						
Benchmark Design Group	Outdoor, Side, Lounge, Modular, Benches, Banquette			52%									
Bretford	Collection tables, plus seating						46%						
Bretford	Library, EDU 2.0 or Motive Seating						33%						
Brewer	All						25%						
Cabot Wrenn	Lounge, Side, Benches, Recliner			47%									
CAMPBELL CONTRACT	ALL PRODUCTS		55%										
Campbell Contract	Lounge, Guest, Benches, Side			53%									
Carolina Business Furniture	All						50%						
Cherryman	Respond Task Seating					57%							
Cherryman	Verde Lounge					61%							
Community	Side, Public, Stools			55%									
COMMUNITY	ALL PRODUCTS		49%										
Coriander	Lounge, Side			49%									
CORIANDER	Guest/Side, Reception / Lounge, Benches										47%		
Cramer	All						50%						
Cumberland	Lounge, Side, Public, Benches			46%									
DARRAN	All Chairs							55%					
Dauphin	All						50%						

Category 1, Chairs / Seating

Category 1, Chairs / Seating		Sitmatic	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%	%
Haworth, Inc.	Forenze												58%
Haworth, Inc.	Galerie												58%
Haworth, Inc.	Hello					58%							58%
Haworth, Inc.	Improv					66%							66%
Haworth, Inc.	Kinetics Seating												62%
Haworth, Inc.	Lively					58%							58%
Haworth, Inc.	Look					66%							66%
Haworth, Inc.	Monaco												66%
Haworth, Inc.	Prescott												58%
Haworth, Inc.	System 12					66%							66%
Haworth, Inc.	System 58												66%
Haworth, Inc.	Tally												58%
Haworth, Inc.	Tempo Seating												62%
Haworth, Inc.	ToDo					58%							58%
Haworth, Inc.	Tuxedo					58%							58%
Haworth, Inc.	Very												58%
Haworth, Inc.	Very Task												58%
Haworth, Inc.	X99					62%							62%
Haworth, Inc.	Zody					58%							58%
Haworth, Inc.	Zooey Chu												62%
HBF	Guest, Lounge, Task, Conference			47%									
Healthcentric					50%								
Herman Miller	Aeron						49%						
Herman Miller	Ambi						51%						
Herman Miller	Aside						51%						
Herman Miller	Caper						51%						
Herman Miller	Celeste						45%						
Herman Miller	Celle						49%						
Herman Miller	Classical Seating						45%						
Herman Miller	Collection						45%						
Herman Miller	Eames Molded Plastic and Wire Chairs						45%						
Herman Miller	Eames Aluminum Group						45%						
Herman Miller	Eames Shell Chair						45%						
Herman Miller	Eames Tandem Seating						45%						
Herman Miller	Embody						48%						
Herman Miller	Equa 2						54%						
Herman Miller	Ergon 3						54%						

Category 1, Chairs / Seating

Category 1, Chairs / Seating		Sitmatic	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tektion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%	%
Herman Miller	Goetz Sofa						45%						
Herman Miller	International Collection						46%						
Herman Miller	Intersect Portfolio						50%						
Herman Miller	Limerick						51%						
Herman Miller	Magis Alliance						39%						
Herman Miller	Mattiazzi Alliance						39%						
Herman Miller	Mirra						49%						
Herman Miller	Sayl						49%						
Herman Miller	Setu						49%						
Herman Miller	Swoop						45%						
Herman Miller	Textiles						68%						
Highmark	Task, Conference, Side			53%									
Highmark	Chairs/Seating							55%					
HIGHMARK ERGODESIGNED SEATING	ALL PRODUCTS		44%										
HON	ALL PRODUCTS		55%					57%	57.5%				
Humanscale	Seating						52%	52%					
HUSSEY SEATING	CLARIN SEATING		34%										
ICF Group	Lounge, Side, Outdoor, Task			47%									
ICF Nienkamper	Chairs					47%							
Ideon	All						52.5%						
Indiana	Lounge, Conference			57%									
Integra	Public Seating, Lobby, Lounge, Side, Benches			47%									
Integra	Chairs					47%							
Integra	All Seating												44%
ISE	All Chairs							50%					
Izzy	All						49%						
Jasper Library Furniture	All Chairs							53%					
JSI	ALL SEATING		49%										
JSI	Conference, Lounge, Task			55%									
Keilhauer	Lounge, Task, Conference, Side, Benches, Stools			50%									
Keilhauer	Chairs					50%							
Keilhauer	All						49%						
KI	ALL SEATING		45%										45%
KI	Task, Conference, Side, Lounge, Breakroom, Healthcare			50%									50%
KI	Chairs					49%							49%
KI	Office Seating									50%			50%
KI	Healthcare, Institutional Seating									50%			50%

Category 1, Chairs / Seating

Category 1, Chairs / Seating		Sitmatic	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%	%
Nevins	Benches, Stools			47%									
Nevins	All Seating												42%
Nienkamper	Conference, Side, Guest, Jury Seating, Lounge, Benches, Accessories			47%									
Norix	Chairs				40%	46%							
Nucraft	Chairs					50%							46%
Office Star	Chairs				55%	58%							
Offices To Go	All						56%						
OFS	All						54%						
OTG	Conference, Task, Side			58%									
Palmer Hamilton	Food Court Price list								45%				
Palmer Hamilton	Cafeteria Solutions Price List								52%				
Paoli	Chairs					56%							
PAOLI	Task, Executive, Side, Ergonomic, Stools, Lounge										54%		
Paoli	All Seating												51%
Peter Pepper	All						40%						
RFM Seating	Chairs/Seating				47%								
RT London	Chairs					49%							
Russ Bassett	All Chairs							40%					
SAFCO	ALL PRODUCTS		39%										
Sauder Manufacturing	All						46%						
SCHOLARCRAFT	ALL PRODUCTS		44%		51%								
Segis	Lounge, Side, Benches			47%									
SIMO	Seating						43%						
Sit On It	All						53%						
Sitmatic	Task/Work, Executive, Guest/Side, Ergonomic, Folding, Conference Room, Stackabe, Training Room, Reception/Lounge, Stools, Couches, Auditorium Seating, Theater Seating, Other	57%											
Sitmatic	Office, Ergonomic Task Seating									57%			
Sitmatic	Fixed Auditorium Seating									57%			
SOURCE INTERNATIONAL	ALL SEATING		42%										
Source International	All - Side, Conference, Task & Stool			48%									
Sparkeology	Benches, Lounge			50%									
Spec	All						42%						
St. Timothy	All						42%						
Stance Healthcare	All Chairs							50%					
STEELCASE, INC	Criterion										64%		
STEELCASE, INC	Leap, Protégé, Ally, Max Stacker, Snodgrass, Player, Jersey										59%		

Category 1, Chairs / Seating

Category 1, Chairs / Seating		Sitmatic	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%	%
STEELCASE, INC	Reply, Chachet, Move, Amia, Sawyer										55%		
STEELCASE, INC	Cobi										52%		
STEELCASE, INC	Campfire, Jenny, Jack, Sweeper, Uno, Scoop										56%		
STEELCASE, INC	Snodgrass Wood										52%		
STEELCASE, INC	Think										55%		
STEELCASE, INC	Node										52%		
Stylex	Lounge, Side, Stack Chairs, Cafe Stools			53%									
Stylex	Chairs					52%							
SurfaceWorks	Ottomans, Task, Side			55%									
Teknion	Seating											60%	
Teknion	XPRESS - Seating											58%	
THONET	ALL PRODUCTS		40%										
TimberRidge	Chairs								52%				
Trendway	Task, Stools, Side			62%									
Trendway	All Chairs							61%					
UNITED CHAIR	ALL PRODUCTS		49%										
Vanerum Steller	All						37%						
Versteel	Side, Ottomans			50%									
Versteel	Chairs					49%							
Via	All						52%						
Virco	All				60%								
Vitra	All						39%						
VS AMERICA	ALL PRODUCTS		20%										
WCI	Chairs					47%							
Westin Nielsen	All Chairs							45%					

Category 2, Free Standing Furniture

Category 2, Free Standing Furniture		AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
2/90 Signage	Signage		41%									
Abco	All					55%						
Agati	All					26%						
AIS	All Casegoods											65%
AIS	Complete			76%	79%							
AIS	TRAINING / LOBBY	77%										
Allermuir	All					43.8%						
Allsteel Office	Wood Casegoods						60%	65.5%				
Allsteel Office	Freestanding Concensys, Optimize, Aligh, Involve, DNA, Stride						69%					
Allsteel Office	Accessories and Ergonomic Work Tools						55%	55%				
Altus	non-powered/wall mount/accessories					0%						
Altus	powered					0%						
AMERICAN SEATING	Freestanding, Desks, Tables									52%		
American Seating	Tables, Desks		52%									
AmTab	Cafeteria Tables			32%								
AmTab	General Products			33%								
Arcadia	All Casegoods											45%
ARCADIA	Conference Tables, Credenza's, Small Office Tables, Side Tables									48%		
Arcadia	Freestanding Furniture				49%							
Arcadia	Tables, Occasional, Conference		51%									
Arconas	All					31%						
BBF	All					55%						
Benchmark Design Group	Tables, Receptacles		52%									
Berco	Training, Side, Conference Tables		53%									
BRC	All					59%						
Bretford	Basics					43%						
Bretford	Collections Tables, Plus Seating					46%						
Bretford	Library, EDU 2.0 or Motive Seating					33%						
Bretford	Technology					40%						
Brewer	All					25%						
C and A Furniture	Desks, Conference, Reception, Custom		53%									
CAMPBELL CONTRACT	ALL PRODUCTS	55%										
Campbell Contract	Occasional Tables		53%									
Carolina Business Furniture	All					50%						
Case	Freestanding Furniture			60%								
Cherryman	Freestanding Furniture				63%							
Cherryman	Verde Casegoods				61%							

Category 2, Free Standing Furniture

Category 2, Free Standing Furniture		AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
COMMUNITY	ALL PRODUCTS	49%										
Community	Conference, Training, Side Tables		55%									
Compatico	All Freestanding Furniture						62%					
Connectrac	Raised Modular Flooring		24%									
Conset	Freestanding Furniture			47%	47%							
Coriander	Conference, Occasional		49%									
CORIANDER	Freestanding Desks, Conference Tables, Small Occasional Tables									47%		
Cumberland	Conference, Occasional, Credenzas		46%									
DARRAN	All Freestanding Furniture						55%					
Dauphin	All					50%						
David Edward	Occasional Tables		47%									
DESKMAKERS	ALL PRODUCTS	60%										
Deskmakers	Freestanding Furniture			52%	52%							
Egan Visual	All					34%						
Encore	Occasional Tables		55%									
Encore	Occasional Tables				54%							
ENCORE	Small Occasional Tables									53%		
Enwork	All Freestanding Furniture						65%					
ERG	All Casegoods											42%
ERG	Training Tables, Outdoor, Public Spaces, Benches		47%									
ERGONOMIC SOLUTIONS (ESI)	ALL PRODUCTS	40%										
ESI	Adjustable Height Tables								55%			
ESI	Adjustable tables					60%						
ESI	All but adjustable tables					63.25%						
ESI	All Casegoods											51%
ESI	Ergonomic accessories								55%			
ESI	Freestanding Furniture				56%							
Eurotech	Freestanding Furniture				56%							
FALCON	ALL PRODUCTS	40%										
Filo Chair	Chairs							52%				
FireKing	All					64%						
First Office	All					54%						
First Office	Freestanding Furniture				52%							
Fixtures	All					49%						
FLEETWOOD GROUP	ALL PRODUCTS	66%										
Flexible Montisa	Freestanding Furniture			43%								
Fluid Concept	All					50%						

Category 2, Free Standing Furniture

Category 2, Free Standing Furniture		AZ Furn	CIS	Eiontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tektion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Geiger	All					46%						
Ghent	Freestanding Furniture			48%								
Global	All					52%						
Global	Tables, Reception, Accessories		59%									
Global Offices To Go	Conference Tables								55%			
Global Offices To Go	Laminate Desks								55%			
Global Offices To Go	Wood Desks								55%			
Global Total Office	Casegoods Price Book							59%				
Global Total Office	Conference Tables								55%			
Global Total Office	Dining Tables								55%			
Global Total Office	GlobalCare Price List							59%				
Global Total Office	Laminate Desks								55%			
Global Total Office	OTG Desking, 2011							59%				
Global Total Office	Training Tables								55%			
Global Total Office	Wood Desks								55%			
Global Total Office	Wood Veneer Price Book							59%				
GlobalCare	All					52%						
Gordon International	All					40%						
Gordon International	Coffee tables, Side, Conference tables, Outdoor		47%									
Grand Rapids	All Tables		47%									
Great Openings	All Freestanding Furniture						69%					
Groupe Lacasse	Desks, Tables, Reception		56%									
Gunlocke	Training, Conference, Occasional Tables		53%									
Hag	All					49%						
Halcon	Tables, Occasional		47%									
Hamilton Sorter	All Freestanding Furniture						40%					
Harter	All					49%						
Haworth	450 Series/ Tempo Tables				62%							
Haworth	950 Series Files and storage				66%							
Haworth	Beside				66%							
Haworth	Collection											42%
Haworth	Masters Casegoods				58%							58%
Haworth	Orlando Casegoods				58%							58%
Haworth	Orlando LS Casegoods				58%							58%
Haworth	Patterns				58%							58%
Haworth	Places Too Casegoods				66%							
Haworth	Places Wood Casegoods				58%							58%

Category 2, Free Standing Furniture

Category 2, Free Standing Furniture		AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Haworth	Planes				62%							62%
Haworth	Reside				58%							58%
Haworth	Series K Casegoods											58%
Haworth	Tactics				62%							
Haworth	Tactics Training											62%
Haworth	Tempo Tables											62%
Haworth	The Haworth Collection				42%							
Haworth	Tripoli				58%							58%
Haworth	V Series Casegoods and files				62%							
Haworth	Vancouver				58%							58%
Haworth	Varia Casegoods											58%
Haworth	X Series Casegoods and files				66%							
Haworth	York				58%							58%
HBF	Training, Conference, Side Tables		47%									
Herman Miller	Avive					68%						
Herman Miller	Burdick Group					45%						
Herman Miller	CLT Tables					45%						
Herman Miller	Collection					45%						
Herman Miller	Everywhere Tables					65%						
Herman Miller	Healthcare Carts					11%						
Herman Miller	Herman Miller Tables					68%						
Herman Miller	International Collection					46%						
Herman Miller	Intersect Portfolio					50%						
Herman Miller	Meridian Desks 5000 Series					51%						
Herman Miller	Passage					50%						
Herman Miller	Q Tables					64%						
Herman Miller	Sense					59%						
Herman Miller	Swoop					45%						
HON	All Freestanding Furniture						57%					
HON	ALL PRODUCTS	55%										
HON	INITIATE DESK							57%				
HON	BASYK ALL PRODUCTS							57%				
Humanscale	Flota Table					50%	50%					
HUSSEY SEATING	CLARIN	34%										
ICF Group	Tables, Accessories, Media Furniture		47%									
ICF Nienkamper	Freestanding Furniture				47%							
ICF Nienkamper	Freestanding Furniture				47%							

Category 2, Free Standing Furniture

Category 2, Free Standing Furniture		AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tektion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Knoll	Calibre Systems - Desks, Tables		61%									
Knoll	Extra - Accessories		62%									
Knoll	Ineraction Tables		59%									
Knoll	Studio - Tables, Conference, Training		54%									
Knoll	Template Systems - Desks, Credenzas		68%									
Krug	All Casegoods											42%
Krug	Conference, Training, Side, Occasional		50%									
Krug Healthcare	Healthcare Products		47%									
Kwikboost	Freestanding Furniture							10%				
LACASSE GROUP	TRAINING / LOBBY	49%										
Lazyboy Contract	All					55%						
Legacy	All Casegoods											55%
Legacy	Freestanding Furniture				53%							
Leland	Café, Dining, Side Tables		48%									
Leland	Freestanding Furniture				47%							
Lesro	All Casegoods											50%
Light Corp.	Task & Desk Lighting		61%									
Loewenstein	Side, Occasional, Break Room Tables		48%									
Loftwall	Acoustic Dividers, Room Partitions		41%									
Lowenstein	Freestanding Furniture				53%							
M Custom	Conference Tables, Side, Wood Custom		46%									
Marquis	Tables, Side, Occasional		41%									
Martin Bratrud	Freestanding Furniture				47%							
MAVERICK	Freestanding Desks, Conference and Training Tables									61%		
Maxon	All					66%						
Mayline	All Casegoods			57%								57%
Mayline	All Freestanding Furniture			57%			55%					
Mayline	Desks, Tables, Height Adjustable Tables		55%	57%								
Mayline	Freestanding Furniture			57%	56%							
Mitchell Tables	All other tables, stages and risers					46%						
Mitchell Tables	Wall Mounted Systems					49%						
Mity-Lite	All					32%						
MOORECO	ALL PRODUCTS	49%				36%						
NATIONAL	Desks, Training, Conference and Miscellaneous Tables, Credenza's, Reception									55%		
NATIONAL OFFICE FURNITURE	ALL PRODUCTS	51%										
National Office Furniture	Casegoods 1&2, Tables							57%				

Category 2, Free Standing Furniture

Category 2, Free Standing Furniture		AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tektion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
National Office Furniture	All Freestanding Furniture						55%					
Nemschoff	All					43.6%						
Neocase	All					40%						
Nevins	All Casegoods											42%
NEVINS	ALL PRODUCTS	40%										
Nevins	Tables, Benches, Planters Receptacles		47%									
Nienkamper	Conference, Training, Occasional, Break Room		47%									
Norix	Freestanding Furniture			40%	46%							
Nucraft	All Casegoods											46%
Nucraft	Conference, Desks, Reception, Training, Organization Accessories		52%									
NUCRAFT	Desks, Training, Conference Tables, Presentation Products, Reception, Side Tables									50%		
Nucraft	Freestanding Furniture				50%							
Office Star	Metal Casegoods			61%	63%							
Office to go	All					56%						
OFS	All					54%						
OKLAHOMA SOUND	ALL PRODUCTS	29%										
OTG	Desks, Conference Tables		58%									
Palmer Hamilton	Aero Table System Price List							55%				
Palmer Hamilton	Cafeteria Solutions Price List							52%				
Palmer Hamilton	Food Court Price list							45%				
Palmer Hamilton	Sync Table System Price List							55%				
Paoli	All Casegoods											51%
PAOLI	Desks, Conference, Reception, Occasional Tables									54%		
Paoli	Freestanding Furniture				54%							
PARAGON	ALL PRODUCTS	40%										
Peter Pepper	All					40%						
RT London	Tables				49%							
Russ Bassett	All Freestanding Furniture						40%					
SAFCO	TRAINING / LOBBY	39%										
Sauder Manufactureing						46%						
Segis	Tables, Benches, Planters, Signage		47%									
SIMO	Casegoods/seating					43%						
Source International	Occasional Tables		48%									
Sparkeology	Side, Occasional Tables, Accessories		50%									
Spec	All					42%						
Special T	All					53%						

Category 2, Free Standing Furniture

Category 2, Free Standing Furniture		AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Teknion	Transit										73%	
Teknion	XPRESS - Complements										71%	
Teknion	XPRESS - Expansion										62%	
Teknion	XPRESS - Expansion Desking										62%	
Teknion	XPRESS - Marketplace										71%	
THONET	ALL PRODUCTS	40%										
Three H	All Casegoods											51%
TimberRidge	Chairs							52%				
Trendway	All Freestanding Furniture						61%					
Trendway - Tables	Tables, Conference, Training, Breakroom		62%									
Trendway - Trig, Intrinsic	Desks, Training, Conference		62%									
Vanerum Stelter	All					37%						
Versteel	Freestanding Furniture				49%							
Versteel	Training, Conference, Break Room Tables, Personal Desk Unit Accessories		50%									
Virco	Freestanding Furniture			60%								
Virta	All					39%						
VS AMERICA	ALL PRODUCTS	20%										
WCI	Freestanding Furniture				47%							

Category 3, Modular Furniture

Category 3, Modular Furniture		AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Haworth	BRAZO				42%							42%
Haworth	Compose				72%							72%
Haworth	Enclose Modular Walls				54%							54%
Haworth	Haworth Collection				42%							
Haworth	IF & Moxie				72%							
Haworth	Jump Stuff				42%							42%
Haworth	Lifespace Era				54%							
Haworth	Lifespace Modular Walls											54%
Haworth	Lim				42%							42%
Haworth	Patterns				58%							
Haworth	Places				76%							76%
Haworth	Places Full Wood											58%
Haworth	Planes				60%							
Haworth	Premise				72%							72%
Haworth	Premise Moxie											72%
Haworth	Race				66%							66%
Haworth	Reside				58%							
Haworth	Unigroup				76%							76%
Haworth	Unigroup Too				76%							76%
Haworth	V Series Files and Storage				60%							
Haworth	Workware											42%
Haworth	X Series Files and Storage				64%							
Herman Miller	Accessories					68%						
Herman Miller	Action Office 1 & AO2 Panels					68%						
Herman Miller	Action Office Components					68%						
Herman Miller	Arrio					50%						
Herman Miller	C-Style Overhead Storage					68%						
Herman Miller	Canvas Metal Storage					68%						
Herman Miller	Canvas Office Landscape Beam Based					68%						
Herman Miller	Canvas Office Landscape Grop Based					68%						
Herman Miller	Canvas Private Office					68%						
Herman Miller	Canvas Wall Based					68%						
Herman Miller	Canvas Wood Storage					68%						
Herman Miller	Co/Struc					50%						
Herman Miller	Energy Distribution Systems					68%						
Herman Miller	Ethospace					68%						
Herman Miller	Generic					68%						

Category 3, Modular Furniture

Category 3, Modular Furniture		AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Teknion	XPRESS - Complements										71%	
Teknion	XPRESS - Expansion Desking										62%	
Teknion	XPRESS - Leverage										71%	
Teknion	XPRESS - Marketplace										71%	
Three H	All Modular Furniture											51%
Trendway	TrendWall		58%									
Trendway	Systems/Contrada Furniture		65%									
Trendway	Less is More		75%									
Trendway	All Modular Furniture						65%					
Trendway Less is More	All Modular Furniture						74%					
Trendway Movable Walls	All Modular Furniture						58%					

Category 3, Modular Furntiure

Category 3, Modular Furntiure		AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Haworth	BRAZO				42%							42%
Haworth	Compose				72%							72%
Haworth	Enclose Modular Walls				54%							54%
Haworth	Haworth Collection				42%							
Haworth	IF & Moxie				72%							
Haworth	Jump Stuff				42%							42%
Haworth	Lifespace Era				54%							
Haworth	Lifespace Modular Walls											54%
Haworth	Lim				42%							42%
Haworth	Patterns				58%							
Haworth	Places				76%							76%
Haworth	Places Full Wood											58%
Haworth	Planes				60%							
Haworth	Premise				72%							72%
Haworth	Premise Moxie											72%
Haworth	Race				66%							66%
Haworth	Reside				58%							
Haworth	Unigroup				76%							76%
Haworth	Unigroup Too				76%							76%
Haworth	V Series Files and Storage				60%							
Haworth	Workware											42%
Haworth	X Series Files and Storage				64%							
Herman Miller	Accessories					68%						
Herman Miller	Action Office 1 & AO2 Panels					68%						
Herman Miller	Action Office Components					68%						
Herman Miller	Arrio					50%						
Herman Miller	C-Style Overhead Storage					68%						
Herman Miller	Canvas Metal Storage					68%						
Herman Miller	Canvas Office Landscape Beam Based					68%						
Herman Miller	Canvas Office Landscape Grop Based					68%						
Herman Miller	Canvas Private Office					68%						
Herman Miller	Canvas Wall Based					68%						
Herman Miller	Canvas Wood Storage					68%						
Herman Miller	Co/Struc					50%						
Herman Miller	Energy Distribution Systems					68%						
Herman Miller	Ethospace					68%						
Herman Miller	Generic					68%						

Category 3, Modular Furntiure

Category 3, Modular Furntiure		AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Teknion	XPRESS - Complements										71%	
Teknion	XPRESS - Expansion Desking										62%	
Teknion	XPRESS - Leverage										71%	
Teknion	XPRESS - Marketplace										71%	
Three H	All Modular Furniture											51%
Trendway	TrendWall		58%									
Trendway	Systems/Contrada Furniture		65%									
Trendway	Less is More		75%									
Trendway	All Modular Furniture						65%					
Trendway Less is More	All Modular Furniture						74%					
Trendway Movable Walls	All Modular Furniture						58%					

Category 4, Systems Furniture Solutions

	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	%	%	%	%	%	%	%	%	%	%	%
Abco					55%						
AFFORDABLE INTERIOR SYSTEMS (AIS)	73%		62%	61%							
Allsteel Office						58%	70.3%				
First Office				52%	54						
Friant							75%				
Global Total Office		59%					59%				
Haworth - idea starters				58%							
Haworth, Inc.											58%
HON	55%					57%	64%				
KI	45%			47%		50%		50%			50%
Kimball Office						60%					
Knoll - All Products		59%									
Maxon					66%						
Mayline						55%					
National Office Furniture						55%	55%				
Paoli, Inc.											51%
STEELCASE, INC									49%		
Swiftspace							42%				
Teknion										62%	
Trendway						63%					

Category 5, Storage / Casegoods

Category 5, Storage / Casegoods		AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Abco	All					55%						
Agati	All					26%						
AIS	FILES & DESKS	65%										
AIS	All Storage and Casegoods			74%								65%
AIS	Standard Modular Furniture				67%							
AIS	Select				80%							
AIS	More				79%							
Allsteel Office	Lateral Files, Vertical Files, and Storage						64%	65.5%				
Allsteel Office	Wood and Painted Wood Storage						60%	60%				
Altus	non-powered/wall mounted/accessories					0%						
Altus	powered					0%						
BBF	All					58%						
BRC	All					59%						
BORROUGHS	RECORD MASTER	49%										
BORROUGHS	BALANCE OF LINE	34%										
BORROUGHS	Aisle - Saver High Density Mobile Storage System, Industrial Shelving and Storage, Shop Cabinets/ Workbenches, Archival Flat Files, Art Racks, Herbarium / Botany Storage, Museum Storage									44%		
Bretford	Collections Tables, Plus Seating					46%						
Bretford	Basics					43%						
Bretford	Technology					40%						
Bretford	Library, EDU 2.0 or Motive Seating					33%						
Brewer	All					25%						
BRODART	ALL PRODUCTS	59%										
C&A	Casegoods, files, BC, Healthcare Casegoods		53%									
Carolina Business Furniture	All					50%						
Cherryman	Storage Casegoods				63%							
Cherryman	Verde Casegoods				61%							
Compatico	All Storage/Casegoods						62%					
Coriander	Casegoods, BC		49%									
CORIANDEr	Executive Storage and Bookcases									47%		
Creative Wood	Casegoods, Wood Storage, Custom		50%									
DARRAN	All Storage/Casegoods						55%					
Datum	All					40%						
DATUM	Mail Room Furniture, Mobile Filing, Cabinets, Storage, Shelving, Lap Top Lockers/ Carts, Lecturns									52%		

Category 5, Storage / Casegoods

Category 5, Storage / Casegoods		AZ Furn	CIS	Eiontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Haworth	Places Too Casegoods											66%
Haworth	V Series Casegoods				62%							62%
Haworth	V Series Files and Storage				62%							62%
Haworth	X Series Casegoods				66%							66%
Haworth	X Series Files & Storage				66%							66%
HBF	Desks, Files, BC, Credenza, Wood Casegoods		47%									
Herman Miller	Avive					68%						
Herman Miller	Canvas Metal Storage					68%						
Herman Miller	Canvas Private Office					68%						
Herman Miller	Canvas Wood Storage					68%						
Herman Miller	Collection					45%						
Herman Miller	International Collection					46%						
Herman Miller	Intersect Portfolio					50%						
Herman Miller	Meridian Tower					51%						
Herman Miller	Meridian Verticals					53%						
Herman Miller	Meridian Desks 5000 Series					51%						
Herman Miller	Meridian Lateral Files					53%						
Herman Miller	Meridian Pedestals					53%						
Herman Miller	Meridian Storage Cases / Bookcases					51%						
Herman Miller	Meridian Unity Lateral Files					51%						
Herman Miller	Passage					50%						
Herman Miller	Quadrant Laterals B-Front					51%						
Herman Miller	Quadrant Laterals F-Front					51%						
Herman Miller	Quadrant Pedestals B-Front					68%						
Herman Miller	Quadrant Pedestals F-Front					68%						
Herman Miller	Sense					59%						
Herman Miller	Teneo Storage Furniture					45%						
Herman Miller	Tu Laterals					64%						
Herman Miller	Tu Pedestals					64%						
Herman Miller	Tu Storage					64%						
Herman Miller	Tu Towers					64%						
HON	ALL PRODUCTS	55%										
HON	All Storage/Casegoods						57%					
HON	ALL STORAGE PRODUCTS							57%				
Humanscale	Float Table					50%	50%					
ICF Nienkamper	Storage Casegoods				47%							
Indiana	Storage Casegoods				56%							

Category 5, Storage / Casegoods		AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
M Custom	Casegoods, Files, Custom		46%									
MASTER LOCK	LOCKS	49%										
MAVERICK	Case Goods, Cabinets, Storage, Bookcases									61%		
Maxon	All					66%						
Mayline	Mail Room, High Density Storage		55%	56%								
Mayline	All Storage and Casegoods			55%	58%		55%					56%
MOORECO	FILES & DESKS	49%										
Mooreco360	All					36%						
NATIONAL	Case Goods, File Cabinets, Bookcases, Storage									55%		
NATIONAL OFFICE FURNITURE	FILES & DESKS	51%										
National Office Furniture	Casegoods 1&2, Tables							57%				
National Office Furniture	All Storage/Casegoods						55%					
Nemschoff	All					43.6%						
Neocase	All					40%						
NEVINS	STORAGE	40%										
Nienkamper	Casegoods, Storage		47%									
Nucraft	Desks, BC		51%									
Nucraft	Storage Casegoods				50%							
NUCRAFT	Case Goods, Storage									50%		
OFFICE STAR	DESKING	64%										
Office Star	Metal Casegoods				63%							
Offices To Go	All					56%						
OFS	All					54%						
OTG	Files, BC, Wood Laminates		58%									
Paoli	Storage Casegoods				56%							
PAOLI	Case Goods, Storage, Bookcases									54%		
Paoli	All Storage and Casegoods											52%
Peter Pepper	All					40%						
Pipp	All					30%						
Russ Bassett	All Storage/Casegoods						40%					
SIMO	Casegoods/Seating					43%						
Spacefile	All					35%						
Spacesaver	All Storage/Casegoods						50%					
Sauder Manufacturing	All					46%						
Spec	All					42%						
St. Timothy	All					47%						

Category 5, Storage / Casegoods		AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion	Tucson B
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Teknion	Tables & Collaborative										60%	
Teknion	Teknion Wood										60%	
Teknion	T/O/S										73%	
Teknion	Transit										73%	
Teknion	Wood Custom Solutions										50%	
Teknion	XPRESS - Expansion										62%	
Teknion	XPRESS - Expansion Desking										62%	
Teknion	XPRESS - Leverage										71%	
Teknion	XPRESS - Filing & Storage										71%	
TENNSCO	FILES & DESKS	34%										
TENNSCO	LOCKERS & SHELVING	49%										
Three H	All Storage and Casegoods											51%
Trendway	Pack, Files, Storage Cabinets, BC, Pedestals		65%									
Trendway	All Storage/Casegoods						64%					
V/S AMERICA	FILES & DESKS	20%										
Vanerum Stelter	All					37%						
Vitra	All					39%						

Category 6, Classroom / Special School Furniture

Category 6, Classroom / Special School Furniture		Anthro	AZ Furn	CIS	Elontec	Faciltec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Hamilton Sorter	All Classroom and Special School Furniture							40%				
Harter	All						49%					
Haworth	Tactics					60%						
Haworth	Planes					60%						
Haworth	Patterns					55%						
Haworth	Reside					55%						
Haworth	Beside					66%						
Herman Miller	Caper						51%					
Herman Miller	CLT Tables						45%					
Herman Miller	Collection						45%					
Herman Miller	Everywhere Tables						65%					
Herman Miller	Herman Miller Tables						68%					
Herman Miller	International Collection						46%					
Herman Miller	Intersect Portfolio						50%					
Herman Miller	Limerick						51%					
Herman Miller	Meridian Tower						51%					
Herman Miller	Meridian Verticals						53%					
Herman Miller	Meridian Desks 5000 Series						51%					
Herman Miller	Meridian Lateral Files						53%					
Herman Miller	Meridian Pedestals						53%					
Herman Miller	Meridian Storage Cases / Bookcases						51%					
Herman Miller	Sense						59%					
Herman Miller	Swoop						45%					
Herman Miller	Teneo Storage Furniture						45%					
Herman Miller	Thrive Portfolio CBS						52%					
Herman Miller	Thrive Portfolio						52%					
Herman Miller	Tu Laterals						64%					
Herman Miller	Tu Pedestals						64%					
Herman Miller	Tu Storage						64%					
Herman Miller	Tu Towers						64%					
HIGHMARK	ALL PRODUCTS		44%									
Highmark	All Classroom and Special School Furniture							55%				
HON	ALL PRODUCTS		55%									
HON	All Classroom and Special School Furniture							57%	57.5%			
Humanscale	Seating						52%	52%				
Humanscale	Ergonomics						63%	63%				
Humanscale	Float Table						50%	50%				

Category 6, Classroom / Special School Furniture

Category 6, Classroom / Special School Furniture		Anthro	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
HUSSEY SEATING	CLARIN		34%									
ICF Nienkamper	Childrens Furniture					47%						
ISE	Classroom, Tables, Accessories			56%								
ISE	All Classroom and Special School Fumitru							55%				
Izzy	All						49%					
Jasper Library Furniture	All Classroom and Special School Fumitru							53%				
JONTI CRAFT	ALL PRODUCTS		24%									
JRB Studio	Animate Tables						62.5%					
JRB Studio	Animate+ Systems						62.5%					
JRB Studio	Accessory Products						37.5%					
JRB Studio	M Collection Office						65%					
JRB Studio	M Collection Training						62.5%					
JRB Studio	NEXT						66.25%					
JRB Studio	VISO						52.5%					
JRB Studio	Zydeco						50%					
JSI	ALL PRODUCTS		49%									
KI	ALL PRODUCTS		45%									
KI	Educaiton, Residence Hall, Library, Auditorium			50%								
KI	Fixed Auditorium Seating					47%						
KI	Class & Spec School					49%						
KI	Classroom Desks									50%		
KI	Classroom Tables & Chairs									50%		
KI	Cafeteria Furniture									50%		
KI	Auditorium/Fixed Seating									50%		
KI	Auditorium/Fixed Tables									50%		
KI	Residence Hall Furniture									50%		
KI	Crossroads Library Furniture									50%		
KI	Classroom Desks, Tables, Chairs, Cafeteria, Library and Dorm Furniture										49%	
KI	All Classroom and Special School Fumitru							50%				
Kimball Office	All Classroom and Special School Fumitru							58%				
Lazyboy Contract	All						55%					
LYON WORKSPACE	ALL PRODUCTS		50%									
MACO	ALL PRODUCTS		49%									
MASTERLOCK	ALL PRODUCTS		40%									
MAVERICK	Desks, Tables										61%	
Mayline	Computer Tables, Seating, IT			55%								
Mayline	All Classroom and Special School Fumitru							55%				

Category 6, Classroom / Special School Furniture

Category 6, Classroom / Special School Furniture		Anthro	AZ Furn	CIS	Elontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Tekion
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
SCHOLARCRAFT	ALL PRODUCTS		44%		51%							
SICO	ALL OTHER PRODUCTS		40%									
SICO	Associate Line		45%									
SICO	Director Line		45%									
SICO	Senior Line		45%									
SICO	President Line		45%									
SICO	Prepster Line		45%									
SICO	Cadet Line		45%									
SICO	Graduate Line		45%									
SICO	Undergrad Line		45%									
SICO	Communicator Line		45%									
SICO	Pres ADA Line		45%									
SICO	TEA22FB & TEC22FB 2800 Tables		45%									
SICO	T3A32F2B & T3C32F2B 3-N-1 Tables		43%									
SIMO	Casegoods/Seating						43%					
Sit On It	All						53%					
SITMATIC	Chairs, Tables, Auditorium	57%										
Sitmatic	Classroom Seating									57%		
Sitmatic	Auditorium/Fixed Seating									57%		
Sitmatic	Auditorium/Fixed Tables									57%		
Spacefile	all						35%					
Spec	All						42%					
St. Timothy	All						47%					
Stand to Learn	Classroom Furniture			29%								
Steel Solutions USA	All Classroom and Special School Furniture							46%				
STEELCASE, INC	Max Stacker										59%	
STEELCASE, INC	Think Seating										55%	
STEELCASE, INC	Move, Amia										55%	
STEELCASE, INC	Cobi										52%	
STEELCASE, INC	Node, Verb										52%	
STEELCASE, INC	Domino Chair										56%	
STEELCASE, INC	Nurture Folio										49%	
TAB Products Company	High Density Library Storage									48%		
TAB Products Company	Steel Library Shelving									48%		
TAB Products Company	Library Book Carts									48%		
TAB Products Company	Unit Spacefinder Forms Storage									48%		
TAB Products Company	Large Document Storage Shelving									48%		

Category 6, Classroom / Special School Furniture

Category 6, Classroom / Special School Furniture		Anthro	AZ Furn	CIS	Efontec	Facilitec	Goodmans	Int Solu	Staples	TAB	Atmosphere	Teknion
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%	%	%	%	%	%
Teknion	Ability											73%
Teknion	Complements											73%
Teknion	District											73%
Teknion	Expansion Casegoods											64%
Teknion	Expansion Desking											64%
Teknion	Expansion Modular Cabinets											62%
Teknion	Expansion Training											64%
Teknion	Expansion Wall Rail System											68%
Teknion	Expansion Wood											60%
Teknion	Filing & Storage											73%
Teknion	ie											73%
Teknion	Interpret											73%
Teknion	Leverage											73%
Teknion	Marketplace											73%
Teknion	Seating											60%
Teknion	Sidewise											73%
Teknion	Tables & Collaborative											60%
Teknion	Teknion Wood											60%
Teknion	T/O/S											73%
Teknion	Transit											73%
Teknion	Wood Custom Solutions											50%
Teknion	XPRESS - Complements											71%
Teknion	XPRESS - Expansion											62%
Teknion	XPRESS - Expansion Desking											62%
Teknion	XPRESS - Leverage											71%
Teknion	XPRESS - Marketplace											71%
Teknion	XPRESS - Filing & Storage											71%
Teknion	XPRESS - Seating											58%
TENNSCO	ALL PRODUCTS		49%									
TimberRidge	Chairs								52%			
Trendway	All Classroom and Special School Furniture							61%				
USA CAPITOL	ALL PRODUCTS		50%									
V/S AMERICA	ALL PRODUCTS		20%									
Vanerum Steller	All						37%					
Versteel	Classroom Tables, Desks			50%								
Via	All						46%					
Virco	All				45%							

Category 7, Beds

Category 7, Beds		AZ Furn	CIS	Elontec	Facilitec	Int Solu	TAB
Manufacturer	Manufacturer Defined Category	%	%	%	%	%	%
Coriander			49%				
KI		45%	50%			50%	50%
Legacy	Beds				53%		
Mayline	Beds			53%			
Norix	Beds			40%			
RT London	Beds				49%		
Stance Healthcare	All Beds					50%	