GENERAL SERVICES ADMINISTRATION
MULTIPLE AWARD SCHEDULE
FURNITURE SIN 33721P
TERMS AND CONDITIONS

Shelby Distributions Inc.
29A Butterfield Trail Blvd
El Paso, TX 79906
866-590-3050
Email: CustomerService@shelbydistributions.com
Website: www.shelbydistributions.com
1) **Contract Number:** GS-29F-002AA
2) **Valid Thru:** Oct 24, 2022
3) **Awarded Special Item Number:** 33721P
   
   Includes packaged furniture solutions for customers needing to furnish an office.

4) **Cage Code:** 1NYT
5) **Duns Number:** 122806412
6) **FID Number:** 73-1634250
7) **Maximum Order:** 5,000,000
8) **Minimum Order:** $100.00 per delivery point
9) **Geographical Coverage (Delivery Area)**
   
   Shelby ships destination to the 48 and DC.

   Shelby passes along to customer the shipping charges for Puerto Rico, Hawaii and Alaska (OCONUS).

10) **Point(s) of production:** Shelby complies with all TAA requirements, with most of items on contract being produced within the United States.

11) **Discounts from List Prices:** Shelby works directly with manufactures to provide the best-discounted price available.

12) **Quantity Discounts:** Shelby does not currently provide Tier-Discount on this contract.

13) **Payment Terms:** 1% when paid within 10 days

14) **Government purchase cards are accepted below and above the micro-purchase threshold.**

15) **Time of Delivery:** 10 business days ARO

   Items available for expedited delivery are noted in this price list.

16) **Overnight and 2-day delivery:** Contact your Shelby Customer Service Representative for information.

17) **F.O.B Point:** Destination within the 48 contiguous states and the District of Columbia. Price includes delivery of product to site or warehouse; purchaser is responsible for unloading all product.
18) Ordering Address:
   Shelby Distributions Inc.
   29A Butterfield Trail Blvd
   El Paso TX 79906
   Attn: Furniture Department

19) Ordering Procedures:
   Customers should contact the Furniture Department at Shelby with
   product details, quantity and additional features for quotations. Once a
   quote is approved, an order can be placed through the Furniture
   Department.

20) Payment Address:
   Shelby Distributions Inc.
   29A Butterfield Trail Blvd
   El Paso TX 79906
   Attn: Accounting

21) Standard Commercial Warranty: Contact your Shelby customer
   service representative for further clarification.

22) Export Packing Charges: Contact your Shelby Customer Service
   Representative for information.

23) Terms and Conditions of Government Credit Card: Government
   purchase cards are accepted below and above the micro-purchase
   threshold.

24) Terms and conditions of rental, maintenance, and repair (if
   applicable):
   Not Applicable
25) **Installation Terms and Conditions:**
   Costs for installation will be determined by man hours to complete the installation as specified by the following activities: Receiving of Furniture, Site Preparation, Delivery of Furniture, Installation of Furniture, and Punch List.

   The Scope of Work will determine the length of time allowed for installation. Thusly, man hours will be calculated using the length of time allotted to complete the installation as its basis.

   Calculations will be recorded and presented to the Project Manager for review. Calculation for any Government Contract will be based on fifty-one dollars per hour. If the proposal for furniture contract exceeds $100,000, a percentage of the contract can be used to calculate installation costs. Percentage to be used will be 12% percent based on the complexity of the installations.

26) **Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices (if applicable):**
   Not Applicable

27) **Terms and conditions for any other services (if applicable):**
   Contact your Shelby Customer Service Representative for information.

28) **List of service and distribution points (if applicable):**
   Not Applicable

29) **List of participating dealers (if applicable):**
   Not Applicable

30) **Preventative maintenance (if applicable):**
   Not Applicable

31) **Special attributes such as environmental attributes:**
   Contact your Shelby Customer Service Representative for information.

32) **Cancellation Terms:** Prior to production, no charge will apply.
33) Warehousing:
The basic rate will be ninety cents per square foot per day. However, for an extended period of storage our warehousing rate will be priced as 5-8 percent of net product pricing for a thirty-day period. Any period greater than 30 days will be negotiated.

Shelby Distributions is a Service Disabled Veteran Owned Small Business that offers high quality office furniture products through our strategically coordinated office partners:

SENATOR, AIS, ESI, OFS, KNOLL, HON, HBF, INDIANA, SIT ON IT, WORKRITE ERGONOMICS, as well as many other Brands.
Senator Terms & Conditions
SENATOR INTERNATIONAL, INC., an Ohio corporation d/b/a Senator (“SIC”) does business with its Buyers under the terms and conditions set forth herein. SIC hereby rejects any terms and conditions contained in any Buyer purchase order or other business forms or in correspondence or elsewhere or implied by trade, custom, practice or course of dealing unless specifically included or varied in writing by a director or other authorized representative of SIC which are different from or in addition to the terms stated herein. “Buyer” means the person or entity whose order for the goods is accepted by SIC. “Goods” means the goods including any installation of the goods or any parts of them which SIC is to supply in accordance with these conditions. Any reference in these terms and conditions to singular includes plural.

1. Acceptance of Orders
a) All orders are subject to the approval of SIC, and SIC shall not be committed to honor any order until SIC has provided to Buyer written acceptance of the order.

2. General Terms of Payment and Financial Requirements
a) Terms of payment are NET 30 DAYS from date of invoice, except where otherwise specified in writing by SIC. Credit amount is subject to satisfactory references and verification by our credit insurers (Ender Credit Reference). Time of payment shall be of the essence for all contracts between SIC and Buyer.

b) A LATE PAYMENT CHARGE OF 1.5% PER MONTH WILL BE IMPOSED ON ANY PORTION OF A CREDIT ORDER NOT PAID WITHIN TERMS.

c) Any contract to which these Terms and Conditions shall be governed by, and construed in accordance with, the laws of the State of Ohio, U.S.A., which gave rise to such claim liability. SIC acknowledges that the entire proceeds of any claim for consequential damages, incidental, consequential or otherwise) are to be invalid, illegal or unenforceable in any respect, whether as a direct or indirect result of the supply of the Goods by SIC, prevented, hindered, de-

c) Any contract to which these Terms and Conditions shall be governed by, and construed in accordance with, the laws of the State of Ohio, U.S.A., which gave rise to such claim liability. SIC acknowledges that the entire proceeds of any claim for consequential damages, incidental, consequential or otherwise) are to be invalid, illegal or unenforceable in any respect, whether as a direct or indirect result of the supply of the Goods by SIC, prevented, hindered, delayed, canceled or rendered infeasible by reason of circumstances or events beyond SIC’s reasonable control (“force majeure circumstances”) including, but not limited to, strikes, lockouts, labor disputes, acts of God, war, riot, civil commotion, mi-

d) Time of delivery shall not be of the essence for all contracts between SIC and Buyer.

e) In the event that the Buyer sells the Goods prior to the invoice to SIC in full, the Buyer acknowledges that the entire proceeds of any claim for consequential damages, incidental, consequential or otherwise) are to be invalid, illegal or unenforceable in any respect, whether as a direct or indirect result of the supply of the Goods by SIC, prevented, hindered, delayed, canceled or rendered infeasible by reason of circumstances or events beyond SIC’s reasonable control (“force majeure circumstances”) including, but not limited to, strikes, lockouts, labor disputes, acts of God, war, riot, civil commotion, mili-

2. Warranties
a) SIC’s only warranties shall be those expressly

3. Changes
a) SIC shall have the right to replace, return or increase prices to Buyer at any time without prior notice, except with regards to orders which have been accepted prior to such price modification.

b) SIC may at any time, change, add, delete or remove any of these Terms and Conditions or cancel delivery of Goods to Buyer, and Buyer shall have no claim against SIC, its employees, agents or representatives for such change, addition, deletion or removal.

4. Returns and Replacements
Defective Goods will be accepted only with prior authorization from SIC’s head office and receipt of SIC’s RETURN AUTHORIZATION NUMBER. Goods returned are not to exceed quantity authorized. All returns must have freight prepaid. Credit will be issued (or Goods replaced) only after SIC are inspected and approved and will be based on Buyer’s cost for the Goods in question, less any costs for transport and re-packaging.

a) Goods defective on delivery may be returned for exchange or full credit.

b) Goods incorrectly delivered by SIC may be returned to SIC at Buyer’s expense.

c) Goods incorrectly ordered may be returned subject to a handling charge of 25% of invoice.

d) Samples will be credited in full if returned in its original condition within 60 days of delivery.

5. General Terms of Transport
a) Unless otherwise quoted all shipments are F.O.B. point of shipment, freight prepaid and insurance made available.

b) Shipment outside of the Continental United States and Canada are freight prepaid and allowed to port of exit. Senator reserves the right to select the most appropriate can-

6. Force Majeure
a) SIC shall not be liable to Buyer for any loss or damage which may be suffered by Buyer as a direct or indirect result of the supply of the Goods by SIC, prevented, hindered, de-

b) In force majeure circumstances, SIC may in its sole discretion, terminate any contract for the supply of goods pursuant to the Terms and Conditions or cancel delivery of Goods to Buyer or may, with the agreement of the Buyer, deliver Goods at an agreed rate of delivery commencing at a reason-


AIS Terms & Conditions
Professional Services
With the advantage of in-house and dealer resources, as well as qualified teaming partners, AIS offers knowledge and expertise in:
• Design
• Technical Specifications
• Project Management and Installation
• Reconfigurations
• Move Management Services

Certifications and Contracts
GSA Contract: 47QSM20D08Q4
Navy BPA: N00189-17-A-0004

SIN Numbers:
33721    Office Furniture
541614CF    Comprehensive Furniture Management
33721P    Packaged Office Furniture

Disaster Recover SINs:
33721RC
33721PRC
541614CFRC

AIS provides the following advantages for optimal customer satisfaction:
• Communication with a single point of contact concerning design and specifications
• Single source purchasing
• A global network of certified dealers and installers that manage a project from beginning to end

Corporate Information
Affordable Interior Systems, Inc. (AIS)
25 Tucker Drive
Leominster, MA 01453
Phone: 800.434.7400
Tax ID: 04-3489948
CAGE Code: 1SN97
DUNS Number: 62-606-0222
NAICS Code: 337214 Office Furniture Manufacturing

For More Information
Contact the GSA Team at gsa@ais-inc.com

Affordable Interior Systems, Inc. (AIS) is the fastest growing office furniture manufacturer in the industry. We offer award-winning products including four panel-based systems, two benching solutions, private office furniture as well as conference and other table solutions. We also have an extensive seating line that includes task, management, conference, guest and multipurpose chairs. In conjunction with our experienced dealer network, we provide total office solutions, including design and installation to our customers around the world that are competitively priced and delivered quickly.
Socio-Economic Set Aside Solutions

AIS has the ability to offer the following socio-economic set aside solutions:

- 8(a)
- 8(m)
- EDWOSB
- HUBZone
- WOSB
- WOB
- SDVOSB
- Small Business
- VOSB
- And More

Recently Completed Projects

Sheppard Air Force Base
Project: 142 Matrix and Calibrate workstations
The new “80th Operations Group” sought office furniture with high environmental standards. AIS was selected for this project not only due to the company’s emphasis on environmentally sound materials and lean manufacturing, but also our ability to provide a quality product at reasonable pricing.

Ft. Lewis Readiness Center
Project: 200 Matrix workstations
The “Joint Base Lewis-McChord Readiness Center” (JBLM) validates authority for personnel, administrative and medical readiness of JBLM soldiers and civilians, and designates ARNG and USAR soldiers in preparing for mobilization or deployment. AIS was selected as part of a team to complete this project for its professional yet durable product.

U.S. Department Of Wildlife
Project: 300 Matrix workstations
The Southeast Region of the U.S. Fish and Wildlife Service covers 430,000 square miles. The Division of Realty is in the regional office headquarters located in Atlanta, GA, and is responsible for land acquisition and all aspects of realty management on 128 national wildlife refuges and 19 fish hatcheries throughout the Southeast region. AIS’s Matrix was selected due to its ability to meet their strict technical specifications, product quality, short leadtimes and affordability.

Centers For Disease Control And Prevention
Project: 600 Matrix workstations
The CDC focuses on infectious diseases worldwide and acts as the single mouthpiece for the U.S. on diseases. The offices located in Hyattsville, MD are a regional headquarters for the agency based in Atlanta, GA. Housing 591 employees, the regional office will span four floors of a 10-story office building. The CDC selected Matrix because of the product’s flexibility, power and data management capabilities and the overall aesthetics.

AIS GSA Team Contact Information

Steve West, GSA Business Development (Eastern Region)
Email: swest@ais-inc.com
Phone: 800.434.7400 x350

Denise Spalding, GSA Business Development (Central & Western Regions)
Email: dspalding@ais-inc.com
Phone: 800.434.7400 x331

Helen Woods, Contract Manager
Email: hwoods@ais-inc.com
Phone: 800.434.7400 x163
Available Products

Panel-Based Workspaces
AIS can create virtually any office configuration at the right pricepoint with our panel-based systems. Divi, a 2” panel system available in either monolithic or segmented panels, offers a traditional yet professional atmosphere, while Matrix, a 3” frame and tile system, offers rigid structure, more flexible wire management and enhanced aesthetic selections. With the incorporation of our Calibrate laminate storage components, AIS can maximize square footage without sacrificing privacy in the workplace.

Desking and Benching Workspaces
AIS provides collaborative benching with the ability to evolve with any work environment. Oxygen provides exclusive wire management distribution integrated with a structural spine beam that accommodates electrical and data needs, while a wide selection of spine and territory screens provide aesthetic privacy. Additional paperflow accessories and laminate storage elements optimize each workspace to meet the requirements of today’s workforce.

Private Office Workspaces
Calibrate Series Casegoods combines elegance and function in a comprehensive package suitable for the executive workplace. From private offices and conference rooms to reception stations, Calibrate offers a multitude of components that exude efficiency and professionalism with various price points to suit any customer’s preferences.

Tables and Conferencing
Day to Day: With over 6,500 design combinations, Day-to-Day Tables aren’t just any table. They’re every table. Formal, informal, training, café, height adjustable, occasional—whatever you need. From Monday meetings to Friday deadlines, Day-to-Day Tables deliver choice, value, and flexibility you can count on daily.

Calibrate Conferencing is current. It’s contemporary. It’s created for productive meetings, where people are connected to their technology and each other. Design choices include a variety of sizes, shapes, edge details, and bases. Power and data options optimize convenience. Best of all, with more than 20 high-quality laminate options, they coordinate seamlessly with other Calibrate Series products.

Seating
With a comprehensive seating offering, AIS has the ability to furnish any space from the executive office to the conference room. Executive and task seating options offer customizable support and comfort, complemented by an extensive selection of side and stacking seating options ideal for offices, training rooms, or cafeterias.
ESI Terms & Conditions
GSA Terms and Conditions

Pricing:
General Services Administration
Federal Supply Service

FSC group 71 furniture:
Contract number: GS-28F-0028Y
Contract period: April 27, 2017–April 26, 2022

Contractor/contract administrator:
Fellowes, Inc
4030 E. Quenton Dr., Ste. 101
Mesa, AZ 85215
Tel: 800.833.3746
Lee Mauney: lmauney@fellowes.com

1. 33721
Office Furniture

OLMs
Order-Level Materials

2. Maximum order:
SIN 33721 and OLM: Ergonomic work gear: $500,000 net
Adjustable table bases: $500,000 net
SIN 33721 and OLM: Tables and accessories: $500,000 net

3. Minimum order:
$100.00

4. Geographic coverage:
United States and Puerto Rico

5. Point of production:
Fellowes Nevada Attn: Returns Department
3051 Marion Dr. #105 Las Vegas, NV 89115

6. Discount from list prices:
Work tools: SIN 33721 and OLM

<table>
<thead>
<tr>
<th>TOTAL LIST</th>
<th>DISCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1–$25,000</td>
<td>66.08%*</td>
</tr>
<tr>
<td>$25,001–$250,000</td>
<td>71.5%</td>
</tr>
<tr>
<td>$250,001–$1,879,699</td>
<td>73.4%</td>
</tr>
</tbody>
</table>

*PROMO PRICING 01/15/20 - 7/31/20

Table BASES: SIN 33721 and OLM

<table>
<thead>
<tr>
<th>TOTAL LIST</th>
<th>DISCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1–$1,315,789</td>
<td>62%</td>
</tr>
</tbody>
</table>

Tables: SIN 33721 and OLM
Table base and worksurface combinations sold as one model number.

<table>
<thead>
<tr>
<th>TOTAL LIST</th>
<th>DISCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1–$1,315,789</td>
<td>62%</td>
</tr>
</tbody>
</table>

7. Quantity discount:
Same as above

8. Prompt payment terms:
Net 30

9A. Visa, Mastercard, American Express are accepted

9B. No additional discount will be offered on orders placed using a credit card

10. Foreign items:
Taiwan, Hong Kong

11A. Time of delivery:
Between 48 hours and 90 days ARO

11B. Expedited delivery:
Call customer service for express requests

12. FOB point:
FOB destination

13. Ordering address:
Fellowes, Inc, DBA ESI Ergonomic Solutions
PO Box 21239
Mesa, AZ 85277-1239

14. Payment address:
Same as above

15. Export packaging charges:
Quoted upon request

16. Terms and conditions of government commercial credit card:
Government Purchase credit cards are accepted but no additional discount will be offered.

17. Terms and conditions of rental maintenance and repair:
N/A

18. Terms and conditions of installation:
Installation will be added by dealer at time of quote

19. Terms and conditions of repair:
N/A

20. Service and distribution points:
Call contractor

21. Participating dealers:
Call contractor

22. Preventative maintenance:
N/A
23. **Environmental attributes:**

Fellowes, Inc DBA ESI Ergonomic Solutions is dedicated to being an environmentally friendly company and this is reflected through our products, policies, and facilities. ESI products are SCS IAQ Indoor Air Quality certified. ESI facilities meet ANSI/BIFMA Level® Certification standards for environmental sustainability and energy emissions. ESI has pledged to cover 75,000 kWh of traditional electricity consumption with renewable sources in the form of CSG CleanBuild™ Wind Renewable Energy Certificates over the next 2 years. Through the implementation of our Spare Parts Recycling Program, ESI works to properly recycle parts for ourselves and our customers, in keeping with our corporate 100% landfill diversion goal. The ESI Design for Environment standard ensures that all ESI products are being created with energy efficiency, sustainability, durability, and recyclability in mind. For a current list of level certified products, please visit esiergo.com/sustainability.

24. **Data universal number system (DUNS):**

005070008

25. **Federal tax ID:**

36-0770670

26. **Notification regarding registration in system for award management (SAM):**

63090 (Cage Code)

### SHIPPING:

**48 hour ship program**

ESI offers 48 hour shipping on the majority of products. 48 hour ship products are shipped out of Phoenix, Arizona, within two business days of receiving the Purchase Order (PO), depending on quantity ordered and available inventory. Orders that include products with longer lead times including special orders, custom products, or worksurface orders, are designated as “LT” (Lead Time) and therefore not included in the 48 hour ship program. Large orders may also require additional lead time. Products designated as LT could take up to 90 days ARO for delivery. Call for on-hand availability.

*Please note:*

1. For the order to qualify for 48 hour shipping, all products on the PO must be available under the 48 hour ship program.
2. POs that include LT designated products will be shipped based on the lead time of the LT designated products, unless otherwise requested.
3. 48 hour orders will be shipped out in two business days unless otherwise specified on the PO.

**Freight terms**

ESI ships orders by way of standard ground carrier service dock-to-dock within the contiguous 48 states. Special requests such as “call before delivery”, “delivery lift gate required”, residential delivery, re-routed deliveries, or specific delivery date/time requests may be subject to additional charges or may not be available. Contact customer service for expedited delivery requests or deliveries outside of the contiguous 48 states.

Customers will be charged additional fees for changes made to orders that have already departed the facility, resulting in re-delivery or re-consignment.

ESI accepts requests for expedited freight at the customer’s expense. Please contact customer service at 800.833.3746 and provide your preferred carrier account number in which to charge the expedited freight.

Worksurfaces may be drop-shipped from a separate location and may arrive on a date different than the other items on the order.

**Orders of $250 list or more, ship free freight. A $25 flat shipping fee will be incurred for orders under $250 list.**

Packages should be inspected upon receipt and any shortages must be conveyed within five (5) business days of delivery. We are not responsible for damages or shortages occurring after delivery. Additional shipping charges will apply for expedited shipping, inside delivery or lift gate services. We are happy to drop ship to any customer within the 48 contiguous United States at no extra charge.

**Handling and special services**

Cutting Fee - A fee of $40 List will be assessed per unit for all custom cutting requests.
OFS Terms & Conditions
GSA Contract Terms & Conditions

Contract Number: 47QSMA18D08QX
Expiration Date: August 07, 2023
Price Lists: Current Commercial Price Lists in effect at time of order receipt

<table>
<thead>
<tr>
<th>Product:</th>
<th>LIST Price</th>
<th>Discount from LIST Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFS and Carolina</td>
<td>$ 0 – 100,000</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>$100,001 - $1,315,789</td>
<td>62%</td>
</tr>
<tr>
<td>Cambria Casegoods * ONLY</td>
<td>$ 0 – 100,000</td>
<td>64.42%</td>
</tr>
<tr>
<td></td>
<td>$100,001 - $1,315,789</td>
<td>65.20%</td>
</tr>
<tr>
<td>Open Plan – Agile, STAKS</td>
<td>$ 0 – 67,568</td>
<td>64%</td>
</tr>
<tr>
<td>Eleven, RE:</td>
<td>$67,569 – 1,488,095</td>
<td>67.4%</td>
</tr>
</tbody>
</table>

- OFS and Carolina products can be combined for quantity discounts.
- Open Plan (Agile, STAKS, Eleven RE:) cannot be combined with other products for quantity discounts.
- Orders in excess of $500,000 NET are negotiable.
- Small order handling fees do not apply.
- Payment Terms: Net 30 Days.
- Mastercard, Visa and American Express credit card payments are accepted with no fees.
- Warranty: Standard OFS and Carolina warranties apply.

Effective 03.02.2020
Knoll Terms & Conditions
General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Knoll, Inc.
1235 Water Street
East Greenville, PA 18041
(215) 679 7991
www.knoll.com

Office Furniture
Multiple Award Schedule
Contract Number: GS-03F-078DA
Contract Period: March 23, 2016 through March 22, 2021
Business Size: Large

April 15, 2020
1. SIN Numbers

Large Category: Furniture and Furnishings

Subcategory: Office Furniture
SIN: 33721
SIN Title: Office Furniture
SIN Description: Includes all furniture placed in an office, such as chairs, desks, etc.
NAICS Code: 337211 and 337214
NAICS Title: Wood Office Furniture Manufacturing
Office Furniture (except Wood) Manufacturing
Commodity Code: C
PSC: 7110
Maximum Order Limit: $250,000

Subcategory: Packaged Furniture
SIN: 33721P
SIN Title: Packaged Office Furniture
SIN Description: Includes packaged furniture solutions for customers needing to furnish an office.
NAICS Code: 337211 and 337214
NAICS Title: Wood Office Furniture Manufacturing
Office Furniture (except Wood) Manufacturing
Commodity Code: C
PSC: 7110
Maximum Order Limitation: $5,000,000

Subcategory: Miscellaneous Furniture
SIN: 532289
SIN Title: Furniture Rental and Leasing
SIN Description: Rental and Leasing of furniture, including but not limited to household, dorm and quarters furniture; office furniture, and healthcare furniture.
NAICS Code: 532289
NAICS Title: All Other Consumer Goods Rental
Commodity Code: C
PSC: 7110
Maximum Order Limitation: $500,000

Subcategory: Furniture Services
SIN: 541614CF
SIN Title: Comprehensive Furniture Management Services
SIN Description: Comprehensive Furniture Management Services including but not limited to Project Management, Assets Management, and Furniture Design/Layout
NAICS Code: 541614
NAICS Title: Process, Physical Distribution, and Logistics Consulting Services
Commodity Code: C
PSC: 7110
Maximum Order Limitation: $150,000
$150,000 and above will be quoted per project

Furniture Service Rates:

Project Management
$63.48 (inclusive IFF) Non-Union
$128.97 (inclusive IFF) Union
Design/Layout
$65.49 per hour (Inclusive IFF)

Installation*
$51.50 - $94.28 per hour (Non-Union) (inclusive IFF)

Large Category: Miscellaneous

Subcategory: Complimentary Special Item Numbers (SINs)
SIN: OLM
SIN Title: Order-Level Materials (OLM)
SIN Description: OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

* The following notes & conditions apply to Installation Services

- Installation Services shall be quoted by an authorized Knoll, Inc. Dealer partner.
- Installation price to include inside delivery, uncrating, assembly, installation, removal of all debris from premises to client provided receptacle, installation documents and the bill of materials per the purchaser's approved plan and specifications. The immediate installation area shall be complete and free of debris including the carpet/flooring before installation commences. Service work will not be hindered by other trades.
- Installation will be performed during normal weekday working Hours, defined as 7:00a.m. – 5:00p.m. Local time Monday through Friday, excluding weekends and holidays.
- Electric, heat, and adequate elevator service shall be furnished by client at no charge.
- Adequate facilities for delivery, unloading, moving and staging/storing the product during the installation process shall be provided.
- Any work requiring installation of data/telecommunications or a licensed electrician shall be the responsibility of the client.

The following circumstances, if applicable, may impact the overall installation cost:

- Union Labor requirements, overtime, after hours and holiday schedules.
- Installation in a clinical/medical environment.
- Restricted access to building, elevator, loading dock, walk-up or other abnormal working conditions including restrictions or limits established by local laws, ordinances or the directions of the buyer, including but not limited to restrictions on transportations of materials and street access to the job site.
- Installations outside of a fifty (50) mile radius of the servicing dealer.
- Additional charges shall be quoted by the authorized Knoll dealer and approved by the buyer prior to performance of the work.

Legacy SINs

71-1 Packaged Office
71-500 Order Level Materials
711-1 Furniture Systems and Workstation Clusters
711-2 Worksurfaces, Workstations, Computer Furniture and Accessories
711-3 Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories
711-8 Executive Office Furniture
711-9 Executive Conference Room Furniture
711-11 Tables and Accessories
711-16 Upholstered Seating
711-18 Multipurpose Seating
711-19 Stacking Chairs and Dollies or Trucks Designed to Support Stacking Chairs
2. Maximum Order:
   See above.

3. Minimum Order:
   $50.00 per delivery point (net order value).

4. Geographical Coverage (delivery area):
   The 48 contiguous United States and the District of Columbia.
   Deliveries to destinations outside the 48 contiguous states are made F.O.B. inland carrier, point of exportation, with transportation to be paid by the Government from point of exportation to the destination outside the 48 contiguous states.

5. Points of Production:
   East Greenville, PA
   Grand Rapids, MI
   Muskegon, MI
   Toronto, Canada
   Foligno and Graffignano, Italy

6. Discounts:
   List prices (before discount) are shown in each Knoll Commercial Price Lists. See Chart below for discounts applicable to each product line.

7. Quantity Discounts:
   See Tiered Pricing Chart located below.

8. Payment Terms:
   Net 30 days from date of invoice.

9. Government Credit Card:
   Accepted below and above the micro purchase threshold.

10. Foreign Terms:
    None.

11a. Time of Delivery:
    90 days or sooner after receipt of order (ARO).

11b, c, & d. Expedited/Overnight Delivery:
    Contact your Knoll GSA Customer Service Representative.

12. F.O.B. Point:
    Destination within 48 contiguous United States and the District of Columbia. Price includes product delivery to the site or warehouse. The purchaser is responsible for unloading.

13a. Ordering Address:
13b. Ordering Procedures:

For supplies and services, ordering procedures and information on BPA’s are found in FAR 8.404.

14. Payment Address:

Knoll, Inc.
P.O. Box 841366
Dallas, TX 75284-1366

15. Standard Commercial Warranty:

See Knoll Commercial Price Lists.

16. Export Packing Charges:

Contact your Knoll GSA Customer Service Representative for a written quotation.

17. Terms and Conditions of Government Credit Card:

Knoll, Inc. will accept Government Purchase Card for orders below and above the micro-purchase threshold.

18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable):

Rental Service: Not Available.

Maintenance and Repair Service: Maintenance and Repair parts and service are available from local Knoll Dealer. Contact local Knoll Dealer for assistance.

Leasing Information:

Lease with Option to Purchase (Traditional Lease)

<table>
<thead>
<tr>
<th>3yr Lease Rate Factors</th>
<th>5yr Lease Rate Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 1-12 .03550</td>
<td>Month 1-12 .02450</td>
</tr>
<tr>
<td>Month 13-24 .03200</td>
<td>Month 13-24 .02300</td>
</tr>
<tr>
<td>Month 25-36 .02600</td>
<td>Month 25-36 .02200</td>
</tr>
<tr>
<td></td>
<td>Month 37-48 .01850</td>
</tr>
<tr>
<td></td>
<td>Month 49-60 .01630</td>
</tr>
</tbody>
</table>

Annual % Rate:

3yr APR - 7.5% 5yr APR - 9.5%

Residual Value:

3yr - 9.35% 5yr - 4.68%

Lease to Own: (You take ownership at the end)

<table>
<thead>
<tr>
<th>3yr Lease Rate Factors</th>
<th>5yr Lease Rate Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>.03245</td>
<td>.01997</td>
</tr>
</tbody>
</table>

Annual % Rate

3yr APR - 8.5% 5yr APR - 9.75%
19. Terms and Conditions of Installation:
   Installation services are available from local authorized Knoll Dealer. See 1a. for details.
   $51.50 - $94.28 per hour (Non-Union) (inclusive IFF)

20. Repair Parts:
   Repair parts and service are available from local Knoll Dealer. Contact local Knoll Dealer for assistance.

20.a Terms and Conditions of other services (if applicable):
   Not Applicable.

21. List of Service and Distribution Points (if applicable):
   Not Applicable.

22. Participating Dealers:
   Knoll dealers may not accept product orders or perform invoicing under this contract. However, authorized Knoll Dealers do provide design, project management and installation services as Knoll’s subcontractor. See Knoll.com for an authorized dealer in your area.

23. Preventive Maintenance (if applicable):
   Not Applicable.

24. Section 508 Compliance for Electronic and Information Technology (if applicable):
   Not Applicable

25 & 26. Federal Identification Numbers:
   CCR: 1996J212868
   Tax ID No. (TIN):13-3873847
   Cage Code: 13207
   DUNS No.:78-131-6096
   CEC: 0877161G
   NAICS No.:337214

27. Uncompensated Overtime (Indicate if used):
   Not used.

28. Restocking Terms:
   25% of net product cost. Prior written authorization is required from Knoll GSA Customer Service Representative.

29. Cancellation Terms:
   Prior to production, no cancellation charge will apply.

Price Lists
   The Effective Commercial Price Lists for each Knoll Product Line are listed below and are available on Knoll.com.

Anchor Storage – Effective 3/15/2020
Antenna Workspaces – Effective 3/15/2020
AutoStrada – Effective 3/15/2020
Calibre Files & Storage – Effective 3/15/2020
Currents – Effective 3/15/2020
DatesWeiser – July 2019
Dividends Horizon – Effective 3/15/2020
k.lounge – Effective 3/15/2020
k.stand Electric Bases & Worksurfaces – Effective 3/15/2020
Knoll Extra – Effective 3/15/2020
Knoll Studio Volumes I & II – Effective 3/15/2020
Office Seating – Effective 3/15/2020
Quoin Storage – Effective 3/15/2020
Reff Profiles Volumes I & II – Effective 3/15/2020
Rockwell Unscripted – Effective 3/15/2020
Series 2 Storage – Effective 3/15/2020
Template – Effective 3/15/2020
Tone – Effective 3/15/2020
Muuto – 3/15/2020

<table>
<thead>
<tr>
<th>SIN</th>
<th>Product Line</th>
<th>Single Order</th>
<th>Maximum Order Threshold</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>33721</td>
<td>Antenna, AutoStrada &amp; Crinion Open Tables, Currents (includes Upstart), Dividends Horizon, Reff Profiles, Series 2</td>
<td>$ 0 - $400,000, $400,001 - $1,282,051</td>
<td>$250,000</td>
<td>79% 80.5%</td>
</tr>
<tr>
<td>33721</td>
<td>Rockwell Unscripted</td>
<td>$ 0 - $1,891,807</td>
<td>$250,000</td>
<td>59%</td>
</tr>
<tr>
<td>33721</td>
<td>Tone</td>
<td>$ 0 - $400,000, $400,001 - $1,282,051</td>
<td>$250,000</td>
<td>79% 80.5%</td>
</tr>
<tr>
<td>33721</td>
<td>k stand</td>
<td>$ 0 - $400,000, $400,001 - $1,219,512</td>
<td>$250,000</td>
<td>78.0% 79.5%</td>
</tr>
<tr>
<td>33721</td>
<td>KnollExtra w/GSA Sapper Arm</td>
<td>$ 0 - $1,428,571</td>
<td>$250,000</td>
<td>65%</td>
</tr>
<tr>
<td>33721</td>
<td>Calibre</td>
<td>$ 0 - $100,000, $100,001 - $1,086,957</td>
<td>$250,000</td>
<td>74.5% 77%</td>
</tr>
<tr>
<td>33721</td>
<td>Anchor Storage</td>
<td>$ 0 - $100,000, $100,001 - $1,086,957</td>
<td>$250,000</td>
<td>74.5% 77%</td>
</tr>
<tr>
<td>33721</td>
<td>Quoin Storage</td>
<td>$ 0 - $100,000, $100,001 - $1,086,957</td>
<td>$250,000</td>
<td>74.5% 77%</td>
</tr>
<tr>
<td>33721</td>
<td>DatesWeiser</td>
<td>$ 0 - $531,915</td>
<td>$250,000</td>
<td>53%</td>
</tr>
<tr>
<td>33721</td>
<td>KnollStudio Propeller</td>
<td>$ 0 - $714,286</td>
<td>$250,000</td>
<td>65%</td>
</tr>
<tr>
<td>33721</td>
<td>KnollStudio &amp; k lounge</td>
<td>$ 0 - $684,932</td>
<td>$250,000</td>
<td>63.5%</td>
</tr>
<tr>
<td>33721</td>
<td>KnollStudio Ricchio &amp; JR</td>
<td>$ 0 - $735,294</td>
<td>$250,000</td>
<td>66%</td>
</tr>
<tr>
<td>33721</td>
<td>Muuto</td>
<td>$ 0 - $454,545</td>
<td>$250,000</td>
<td>45%</td>
</tr>
<tr>
<td>33721</td>
<td>ReGeneration</td>
<td>$ 0 - $763,359</td>
<td>$250,000</td>
<td>67.25%</td>
</tr>
<tr>
<td>33721</td>
<td>Generation</td>
<td>$ 0 - $150,000, $150,001 - $798,722</td>
<td>$250,000</td>
<td>68% 68.7%</td>
</tr>
<tr>
<td>33721</td>
<td>Life</td>
<td>$ 0 - $100,000, $100,001 - $912,409</td>
<td>$250,000</td>
<td>71.5% 72.6%</td>
</tr>
<tr>
<td>33721</td>
<td>MultiGeneration, Moment, Remix, Toboggan, k.task, Ollo</td>
<td>$ 0 - $925,926</td>
<td>$250,000</td>
<td>63%</td>
</tr>
<tr>
<td>33721</td>
<td>Template / Series 2 for Template</td>
<td>$ 0- $400,000, $400,001 - $1,190,476</td>
<td>$250,000</td>
<td>77% 79%</td>
</tr>
</tbody>
</table>
HON Terms & Conditions
Multiple Awards Schedule
FULL LIFETIME WARRANTY TERMS & CONDITIONS

Office & Education Furniture Schedule 71
Contract GS-27F-0015S

Effective March 27, 2006 through March 26, 2021
*Not all items found in the Price List are on Contract

Authorized Federal Supply Schedule Price List
Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage, a menu-driven database system.

GSA Advantage!
http://www.gsaadvantage.gov

Business size: Large
CCR Info: Duns 147814735 Cage 15599
Tax ID: 42-1491474
NAICS: 337214 (metal products) and 337211 (wood products) and 337215 (partitioning/shelving products)
1A) SPECIAL ITEM NUMBERS (SIN)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>711-1</td>
<td>Furniture systems and workstation clusters (also systems accessories)</td>
<td></td>
</tr>
<tr>
<td>711-2</td>
<td>Worksurfaces, workstations, computer furniture, and accessories</td>
<td></td>
</tr>
<tr>
<td>711-3</td>
<td>Filing and storage cabinets, shelves, and accessories</td>
<td></td>
</tr>
<tr>
<td>711-8</td>
<td>Executive office furniture</td>
<td></td>
</tr>
<tr>
<td>711-9</td>
<td>Conference room furniture</td>
<td></td>
</tr>
<tr>
<td>711-11</td>
<td>Tables and accessories</td>
<td></td>
</tr>
<tr>
<td>711-16</td>
<td>Upholstered seating</td>
<td></td>
</tr>
<tr>
<td>711-17</td>
<td>Multiple seating</td>
<td></td>
</tr>
<tr>
<td>711-18</td>
<td>Multi-purpose seating</td>
<td></td>
</tr>
<tr>
<td>711-19</td>
<td>Stacking chairs and dollies or trucks designs to support stacking chairs</td>
<td></td>
</tr>
<tr>
<td>711-93</td>
<td>Reconfiguration and relocation services</td>
<td></td>
</tr>
<tr>
<td>711-94</td>
<td>Design/layout services</td>
<td></td>
</tr>
<tr>
<td>711-95</td>
<td>Office furniture installation services</td>
<td></td>
</tr>
<tr>
<td>711-302</td>
<td>Training room, auditorium, and theatre furniture</td>
<td></td>
</tr>
</tbody>
</table>

1B) SPECIAL ITEM NUMBERS (SIN)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>711-1</td>
<td>HRVFBSBW24</td>
<td>$7.94</td>
</tr>
<tr>
<td>711-2</td>
<td>HLSLPBL</td>
<td>$36.32</td>
</tr>
<tr>
<td>711-3</td>
<td>HSTB2W1</td>
<td>$27.05</td>
</tr>
<tr>
<td>711-8</td>
<td>H1801</td>
<td>$74.98</td>
</tr>
<tr>
<td>711-11</td>
<td>HMAGANG</td>
<td>$33.58</td>
</tr>
<tr>
<td>711-16</td>
<td>HDAC01</td>
<td>$657.60</td>
</tr>
<tr>
<td>711-17</td>
<td>HFLC01</td>
<td>$170.65</td>
</tr>
<tr>
<td>711-18</td>
<td>H5991</td>
<td>$28.90</td>
</tr>
<tr>
<td>711-19</td>
<td>H4049</td>
<td>$36.71</td>
</tr>
<tr>
<td>711-93</td>
<td></td>
<td>$57.00 per hour</td>
</tr>
<tr>
<td>711-94</td>
<td></td>
<td>$57.00 per hour</td>
</tr>
<tr>
<td>711-95</td>
<td></td>
<td>Office furniture installation percentage rate ranging from 13% to not-to-exceed 30% of the net product price, per project inclusive of IFF. Any increase in installation over 30% due to extraordinary circumstances will be reviewed and approved by the GSA Contracting Officer prior to order submission. Minimum charge of $175.00 per order applies.</td>
</tr>
<tr>
<td>711-302</td>
<td>HLSA-HRK</td>
<td>$14.06</td>
</tr>
</tbody>
</table>
2) MAXIMUM ORDER

<table>
<thead>
<tr>
<th>SIN</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 711-1</td>
<td>$500,000</td>
</tr>
<tr>
<td>SIN 711-2</td>
<td>$500,000</td>
</tr>
<tr>
<td>SIN 711-3</td>
<td>$500,000</td>
</tr>
<tr>
<td>SIN 711-8</td>
<td>$500,000</td>
</tr>
<tr>
<td>SIN 711-9</td>
<td>$500,000</td>
</tr>
<tr>
<td>SIN 711-11</td>
<td>$500,000</td>
</tr>
<tr>
<td>SIN 711-16</td>
<td>$300,000</td>
</tr>
<tr>
<td>SIN 711-17</td>
<td>$200,000</td>
</tr>
<tr>
<td>SIN 711-18</td>
<td>$200,000</td>
</tr>
<tr>
<td>SIN 711-19</td>
<td>$200,000</td>
</tr>
<tr>
<td>SIN 711-93</td>
<td>$150,000</td>
</tr>
<tr>
<td>SIN 711-94</td>
<td>$150,000</td>
</tr>
<tr>
<td>SIN 711-95</td>
<td>$150,000</td>
</tr>
<tr>
<td>SIN 71-302</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

3) MINIMUM ORDER
Minimum order size is $100.00 net.

4) GEOGRAPHIC COVERAGE
48 Contiguous States and Washington, DC (CONUS)

Shipments for AK, HI, GU, PR etc., are FOB POE (Point of Embarkation); CONUS. (Refer to participating representatives for consolidation or contact HON Government Customer Support for forwarding and/or containerization information.) For “International” Use of Domestic Schedules; activities shall provide forwarding instructions and/or TCN documentation and/or instructions.

5) POINTS OF PRODUCTION
Muscatine, IA, Cedartown, GA, Orleans, IN and Wayland, NY

6) DISCOUNT STATEMENT
Prices within the HON List Pricer are shown at list, not net. For HON GSA discount structure, reference discount matrix on hon.com. For questions, contact Government Customer Support or your local HON Sales Representative.

7) QUANTITY DISCOUNTS STATEMENT
Refer to discount matrix on hon.com.

8) PROMPT PAYMENT TERMS
For electronic invoices processed through a Federal payment system (for example, but not limited to WAWF, IPP, etc.) prompt payment terms of 2% 22 days Net 30 from date of shipment, for product only, shall apply. All other invoice sales shall be Net 30 days from date of shipment, including services. Prompt payment terms are not applicable on credit card orders.

9) GOVERNMENT CREDIT CARD
Government Credit Cards are accepted, above and below micro-purchase levels. Credit card information shall be supplied verbally at time of order. Credit cards will bill when product is shipped, see GSAR 552-232-80 (C). Prompt payment terms are not applicable on credit card orders.

10) FOREIGN ITEMS
Products sold on GSA schedule meet TAA compliance requirements.

11A) TIME OF DELIVERY
60 days After Receipt of Order (ARO) or sooner. Orders conforming to routine commercial criteria may be accorded shorter lead times. Orders which require delivery dates in excess of 30 days shall specify a “do not ship prior to...” instruction.

11B) TIME OF DELIVERY
Expedited delivery is not available on this contract.

11C) OVERNIGHT AND 2-DAY DELIVERY
Overnight and 2-day delivery are not available on this contract.

11D) URGENT REQUIREMENTS
12) FOB

All shipments for the Continental U.S. (48 Contiguous) will be FOB Origin, freight paid by HON to a single ship-to location per order. HON will determine best method of shipment and delivery timeframes. Purchaser is responsible for the equipment and manpower to off-load the shipment. Destination address must be able to accept a 53-ft. trailer and must have a loading dock. Charges for non-standard services (Enhanced Services) and order change fees (Order Change Fee) for services requested outside of standard freight costs apply. Orders which require special handling for overseas shipment may incur an export/palletization charge of up to $150 per pallet.

13A) ORDERING ADDRESS

Agencies send completed purchase orders made out to:

The HON Company
c/o Servicing Dealer
200 Oak Street
Muscatine, IA 52761
Phone: 800-466-8694
E-mail: hongsaoe@honcompany.com

13B) ORDERING PROCEDURES

Please refer to the “How to Place a Government Order” document. Please contact HON Government Customer Support or your HON servicing dealer for questions on how to submit an order.

HON Government Customer Support
Phone: 800-466-8694
Email: hongsateam@honcompany.com

Cancellation:

No cancellation charge shall apply prior to acknowledgement. Cancellations must be approved by The HON Company and if accepted, may be subject to a cancellation fee of up to 45% net invoice per order amount. Cancellation fees are mutually exclusive to return/restock fees. Customers will not be charged a return/restock fee if the cancellation fee applies.

Restocking Policy:

All returns are subject to approval by The HON Company. If accepted, a maximum of 35% restocking fee, plus the cost of returning the product, is the responsibility of the Government agency. All returns must have a written authorization prior to returning any products. Return/restocking fees are mutually exclusive to cancellation fees. Customers will not be charged a cancellation fee if the return/restock fee applies.

14) PAYMENT ADDRESS (REMIT TO):

The HON Company
PO Box 404422
Atlanta, GA 30384-4422

15) WARRANTY

HON’s standard Commercial Warranty at any time of order shall apply. For HON’s Full Lifetime Warranty, please refer to pages 8 and 9 within this document.

16) EXPORT PACKING CHARGES

Domestic Packing Standard. Special packaging and palletization requests carry additional charges. Orders which require product to be placed on pallets for shipment, such as overseas shipments, may incur an export/palletization charge of up to $150 per pallet. Please contact HON Government Customer Support for details.

17) CREDIT CARD TERMS

Refer to 9A and 9B.

18) RENTAL, MAINTENANCE, AND REPAIR

Not applicable.

19) INSTALLATION

Office furniture installation percentage rate ranging from 13% to not-to-exceed 30% of the net product price, per project inclusive of IFF. Any increase in installation over 30% due to extraordinary circumstances will be reviewed and approved by the GSA Contracting Officer prior to order submission. Minimum charge of $175.00 per order applies.

20A) REPAIR PARTS

Please contact to HON Government Customer Support.

20B) OTHER SERVICES

Reconfiguration and design layout services are available, negotiated on a project-by-project basis by the ordering activity involved, at an hourly rate of $57/hour. The rate shall be inclusive of IFF.

21) SERVICE AND DISTRIBUTION

Contact HON Government Customer Support for an authorized servicing dealer near you:

HON Government Customer Support
Phone: 800-466-8694
E-mail: hongsateam@honcompany.com
22) PARTICIPATING DEALERS
Not applicable.

23) PREVENTATIVE MAINTENANCE
Not applicable.

24A) ENVIRONMENTAL ATTRIBUTES
The HON Company uses the Indoor Advantage™ program from SCS Global Services, along with an independent third-party air quality testing laboratory, to ensure that products meet increasingly lower emission requirements for indoor air quality. The Indoor Advantage™ program evaluates the emission of chemical compounds into the air and certifies to two levels of conformance:

Indoor Advantage™ certifies conformance with ANSI/BIFMA M71/X71 methodology and testing protocol for Low-Emitting Furniture & Seating. It also certifies conformance to ANSI/BIFMA e3-2014e (Credit 7.6.1) Indoor Advantage™ certification and meets the requirements for LEED 2009 and LEED v4.

Indoor Advantage™ Gold certifies additional conformance with ANSI/BIFMA e3-2014e (Credit 7.6.2 and Credit 7.6.3). Additional conformance to California 01350 Special Environmental Requirements and Collaborative for High Performance Schools is included within the Indoor Advantage™ Gold certification when applicable.

More than 90% of The HON Company’s products have been certified by the Indoor Advantage™ program.

On the level®

level, the BIFMA e3 sustainability standard, was developed in response to the increasing demand for proof that manufacturers are living up to their environmental claims. level certification is based on four sustainability attributes: Materials; Energy and Atmosphere; Human and Ecosystem Health; and Social Responsibility.

The HON Company has 66 product lines that have achieved level 2 certification and 2 product lines that have achieved level 3 certification.

Published Environmental Statements are available upon request.

24B) 508 COMPLIANCE
Not applicable.

25) DUNS NUMBER
DUNS 147814735

26) NOTIFICATION REGARDING REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATA BASE
DUNS 147814735
Cage: 15599

Other designators:
- TIN: 42-1491474
- CEC: 14882483C
- SIC: 2522 (metal products), 2521 (wood products)
- NAICS: 337214 (metal products), 337211 (wood products), 337215 (partition/shelving products)
LIMITED 5-YEAR WARRANTY

The HON Company promises to repair or replace any HON product or component that is found to be defective in material or workmanship within five (5) years from the date of original purchase so long as you, the original purchaser, still owns it. This is your sole and exclusive remedy. This warranty is subject to the provisions below. It applies to product manufactured after January 1, 2013.

Limitations:
• Upholstery on chairs is warranted for two years from date of purchase
• Damage caused by the carrier in-transit is handled under separate terms

Exclusions:
This warranty does not apply and no other warranty applies to:
• Normal wear and tear, which are to be expected over the course of ownership
• Modifications or attachments to the product that are not approved by The HON Company
• Products that were not installed, used, or maintained in accordance with product instructions and warnings
• Products used for rental purposes

Seating Usage:
Normal commercial use for seating is identified as the equivalent of a single shift, forty- (40) hour workweek. To the extent that a seating product is used in a manner exceeding this, the applicable warranty period will be reduced in a pro-rata manner.

A word about color variations, fabrics and finishes:
The HON Company does not warrant the color-fastness or matching of colors, grains, or textures of covering materials.

Customer’s Own Material (COM)
Not available.

TO THE EXTENT ALLOWED BY LAW, THE HON COMPANY MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE HON COMPANY WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

Notice to purchasers for home or personal use:
Federal law does not permit the exclusion of certain implied warranties for consumer products. Therefore, if you are purchasing this product for home or personal use, the exclusion of implied warranties noted in the above paragraph does not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

This warranty applies only to products sold within the United States of America and the Commonwealth of Canada.

To obtain service under this warranty:
Your HON Dealer is our mutual partner in supporting your warranty requests. By following the procedures outlined below, you can be assured of the best level of service. Please note: Consent of The HON Company must be obtained before any warranty work is performed. To obtain consent, please take the following steps:
1. Contact the Dealer from whom the product was purchased within 30 days of discovery of the defect. Be prepared to affirm that you are the original purchaser of the product and to provide the serial number(s) from the product in question.
2. Your Dealer will gather all pertinent information regarding the claim, inspect the product, and contact a HON Company customer service representative. (Please allow a reasonable amount of time for inspection and review.)
3. If The HON Company affirms that the product in question is eligible under the conditions of the warranty as stated above, the customer service representative or another representative of the Company will determine whether to provide replacement parts, authorize repairs, or replace the product.
HBF Terms & Conditions
HBF GENERAL SERVICES ADMINISTRATION CONTRACT # GS-28F-0020M

CONTRACT INFORMATION:

SCHEDULE 71 FURNITURE

GSA CONTRACT NUMBER: GS-28F-0020M

CONTRACT PERIOD: March 14, 2002 – March 13, 2022

CONTRACTOR’S NAME, ADDRESS AND PHONE NUMBER:

Hickory Business Furniture, LLC
PO Box 8
Hickory, NC 28603

CUSTOMER SUPPORT INFORMATION:

Phone: 828.328.2064
Fax: 828.485.2690
Website: www.hbf.com
CS Email: hbservice@hbf.com
Contract Support: HBFGovContracts@hnicorp.com
Order Entry Email: hbforders@hbf.com

GENERAL INFORMATION:

Business Size: Large

DUNS No.: 12-804-5148
Cage Code: 3HE21
Tax ID No.: 74-3255576
NAICS Code

337211 Wood Office Furniture
337121 Upholstered Household Furniture
337127 Institutional Furniture
337214 Office Furniture (Except Wood)

Price Guides can be found at:
http://www.hbf.com/government/gsa
**CONTRACT TERMS & CONDITIONS:**

1. **Table of Awarded Item Numbers:**
   - 711-8 Executive Office Furniture
   - 711-9 Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
   - 711-10 Executive Furniture Single Item Accent & Speciality Pieces
   - 711-11 Tables and Accessories
   - 711-16 Upholstered Seating
   - 711-18 Multipurpose Seating - Rotary chairs that utilize a pedestal base with casters
   - 711-19 Stacking Chairs and Dollies or Trucks Designed to Support Stacking Chairs
   - 711-95 Office Furniture Installation Service
   - 711-99 Introduction of New Office Furniture Services/Products

**Hourly Rates:**

- **711-95** Installation not to exceed $50 per hour for standard installation. A minimum $200 applies for installation projects.

  Standard Installation will be performed during normal weekday working hours, defined as 7:00 a.m. – 5:00 p.m., local time Monday through Friday, excluding weekends and holidays. Electric, heat, and adequate elevator service shall be furnished by client at no charge. Adequate facilities for delivery, unloading, moving and staging/storing the product during the installation process shall be provided. Any work requiring installation of data/telecommunications or a licensed electrician shall be the responsibility of the client.

  Standard installation shall be quoted by an authorized HBF Dealer and price will include inside delivery, uncrating, assembly, installation, removal of all debris from premises to end user provided receptacle and installation documents per the purchaser’s approved plan and specifications. The immediate installation area shall be complete and free of debris including the carpet/flooring before installation commences. Service work will not be hindered by other trades.

  The following circumstances, if applicable, may impact the overall installation cost:

- Union Labor requirements, overtime, after hours and holiday schedules
- Installation in a clinical/medical environment.
- Restricted access to building, elevator, loading dock, walk-up or other abnormal working conditions including restrictions or limits established by local laws, ordinances or the directions of the buyer, including but not limited to restrictions on transportations of materials and street access to the job site
- Installations outside of a 50-mile radius of the servicing dealer
- Additional charges shall be quoted by the authorized HBF dealer and approved by the buyer prior to performance of the work

2. **Maximum Order Thresholds:**

   - 711-8, 711-9, 711-10, 711-11 $500,000
   - 711-16 $300,000
   - 711-18, 711-19, 711-99 $200,000
   - 711-95 $150,000
3. **Minimum Order:**
   $100 List

4. **Geographic Coverage:**
   The 48 Contiguous States and Washington, DC (CONUS)

5. **Points of Production:**
   Hickory, Catawba County, NC
   Wayland, Steuben County, NY

6. **Discount Statement:**
   Discount is applied to List Price
   
   **Discount Structure in List $:**
   
<table>
<thead>
<tr>
<th>Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $99,999.99</td>
<td>57.90%</td>
</tr>
<tr>
<td>$100,000 - $299,999.99</td>
<td>58.80%</td>
</tr>
<tr>
<td>$300,000 – MOT</td>
<td>60.10%</td>
</tr>
</tbody>
</table>

7. **Quantity Discounts in List $:**
   
<table>
<thead>
<tr>
<th>Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $99,999.99</td>
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<td>58.80%</td>
</tr>
<tr>
<td>$300,000 – MOT</td>
<td>60.10%</td>
</tr>
</tbody>
</table>

8. **Payment Terms:**
   Net 30

9. **Government Credit Cards:**
   Government Credit Cards are accepted above and below the micro-purchase levels.

10. **Foreign Items:**
    None

11. **Delivery:**
    
    **A – Time of Delivery**
    Standard delivery is 4-10 weeks after receipt of order. HBF’s rates are for dock-to-dock delivery and do not include inside delivery.

    **B – Expedited Delivery**
    Contact HBF

    **C – Overnight and Second Day Delivery**
    Contact HBF

    **D – Urgent Requirements**
    Contact HBF
12. **FOB Point:**
   
   Origin, Freight Prepay and Add, as outlined in HBF’s guaranteed freight program.

13. **Ordering Address:**
   
   HBF PO Box 8
   Hickory, NC 28603-0008
   Fax: 828.485.2690
   hbforder@hbf.com

14. **Payment Address:**
   
   HBF PO Box 281970
   Atlanta, GA 30384-1970

15. **Warranty Provisions:**
   
   Standard Commercial Warranty - 12 Year Limited Commercial Warranty

16. **Export Packing Charges:**
   
   N/A

17. **Credit Card Terms:**
   
   Yes, no additional discount.

18. **Rental, Maintenance & Repair:**
   
   N/A

19. **Installation:**

   SIN 711-95 - Installation not to exceed $50 per hour for standard installation. A minimum $200 applies for installation projects.

   Standard installation will be performed during normal weekday working Hours, defined as 7:00a.m. – 5:00p.m., local time Monday through Friday, excluding weekends and holidays. Electric, heat, and adequate elevator service shall be furnished by client at no charge. Adequate facilities for delivery, unloading, moving and staging/storing the product during the installation process shall be provided. Any work requiring installation of data/telecommunications or a licensed electrician shall be the responsibility of the client.

   Standard installation shall be quoted by an authorized HBF Dealer and price will include inside delivery, uncrating, assembly, installation, removal of all debris from premises to end user provided receptacle and installation documents per the purchaser’s approved plan and specifications. The immediate installation area shall be complete and free of debris including the carpet/flooring before installation commences. Service work will not be hindered by other trades.

   The following circumstances, if applicable, may impact the overall installation cost:

   • Union Labor requirements, overtime, after hours and holiday schedules • Installation in a clinical/medical environment.
• Restricted access to building, elevator, loading dock, walk-up or other abnormal working conditions including restrictions or limits established by local laws, ordinances or the directions of the buyer, including but not limited to restrictions on transportations of materials and street access to the job site

• Installations outside of a 50-mile radius of the servicing dealer

• Additional charges shall be quoted by the authorized HBF dealer and approved by the buyer prior to performance of the work

20. Repair Parts:
   N/A

21. Service & Distribution:
   N/A

22. Participating Dealers:
   N/A

23. Preventative Maintenance:
   N/A

24. Environmental Attributes:
   HBF is in compliance with current environmental laws and regulations and employs an on-site Environmental Engineer.

   DESIGN FOR THE ENVIRONMENT
   HBF and HBF Textiles are committed to protecting the environment for future generations. We understand the potential impact of our products and have integrated life cycle principals into our design and manufacturing systems driving continuous improvement in products, workspace environments and our community.

   We strive to meet the most stringent environmental standards, including BIFMA level®, BIFMA’s sustainability certification program for furniture, and SCS Global Services’ (SCS’) Indoor Advantage™ Gold certification for indoor air quality. We provide environmental datasheets to help our clients calculate the environmental benefits of using HBF products in Leadership in Energy and Environmental Design (LEED)® projects.

   ANSI/BIFMA e3-2014e Furniture Sustainability Standard - level ®

   HBF’s production facilities, organizational policies and component materials of the products themselves have met all of the necessary qualifications to comply with the industry’s most comprehensive furniture sustainability standard. level® is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. It has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment.

   Taking into account a company’s social actions, energy usage, material selection and human and ecosystem health impacts, level® addresses how a product is sustainable from multiple perspectives. With level®, customers can make informed choices about commercial furniture that exceed single attribute eco-certifications. The level® brand identifies that a product has been vetted by an independent third party certifier and its numeric marking 1, 2 or 3 which indicates the threshold of certification it has achieved.

   A majority of HBF’s seating, tables, and storage lines are level® 2 certified. Please download the certificates from our product pages for the complete details.
For more information about the ANSI/BIFMA level® standard, please visit: www.levelcertified.org.

FOREST STEWARDSHIP COUNCIL (FSC®)
HBF holds Forest Stewardship Council® (FSC) Chain-of-Custody Certification® (SCS-COC-002143, License Code FSC-C014704). This certification agreement allows HBF to offer FSC® certified wood veneer or core on a project specific basis.

FSC® Chain-of-Custody certification tracks certified wood from the forest to final production to ensure that responsible forestry practices were maintained at every level and to preserve this natural resource for generations to come.

For more information regarding FSC®, please visit: www.fsc.org.

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®)
LEED, or Leadership in Energy & Environmental Design, is transforming the way we think about how our buildings and communities are designed, constructed, maintained and operated across the globe. Comprehensive and flexible, LEED is a green building tool that addresses the entire building lifecycle recognizing best-in-class building strategies.

At its core, LEED is a program that provides third-party verification of green buildings. Building projects satisfy prerequisites and earn points to achieve different levels of certification. Prerequisites and credits differ for each rating system, and teams choose the best fit for the project. Learn more about LEED, the facts, and the LEED rating systems.

A Product Environmental Data Sheet is available for each product line that will provide the details on how each product can contribute to your LEED project. Contact your Client Services Representative for more information. www.usgbc.org.

View LEED Product Contributions: https://s7d2.scene7.com/is/content/HBFFurniture/RESOURCES/Sustainability%20Certificates/Additional%20pdfs/LEED%20-%20HBF.pdf

WELL Building Standard™ Contributions
The WELL Building Standard™ is the first standard to integrate human health and wellness into the design, construction, maintenance and operations of buildings. WELL is administered by the International WELL Building Institute™ (IWBI), a public benefit corporation whose mission is to improve human health and wellbeing through the built environment.

Learn more at www.wellcertified.com

A Product Environmental Data Sheet is available for each product line that will provide the details on how each product can contribute to your WELL project. Please contact your Client Relations Representative for more information.

The following WELL Building Standard® features are supported by HBF:

Air 4 - VOC Reduction, Part 5: Furniture & Furnishings (contributions based on SCS Indoor Advantage™ Gold certified products)
Air 25 - Toxic Material Reduction (contributions based on customer choice of PFC-free / stain resistant free upholstery options, flame retardant free upholstery options, PVC-free upholstery and product offerings)
Comfort 73 - Ergonomics: Visual & Physical (contributions based on height adjustable configurations)
Mind 87 & 99 - Beauty & Design, I and II (contributions based on HBF’s ability to assist design teams in integrating the beauty of our furniture and upholstery into their functional spaces).
Mind 88 - Biophilia I Qualitative (contributions on incorporating nature’s patterns and environmental elements like natural veneer or cork upholstery fabric)
Mind 89 - Adaptable Spaces, Part 3: Space Management Many of HBF’s storage products meet the minimum storage volume requirements.
Mind 97 - Material Transparency (contributions based on ANSI /BIFMA e3 Furniture Sustainability Standard, compliance through material ingredient credit 7.5.1.3

SCS INDOOR ADVANTAGE™ Certified
All HBF seating, select tables, select storage products and HBF Textiles are SCS Indoor Advantage™ Gold Certified.
SCS Global Services (SCS), a reputable third-party certification and assessment body of environmental, sustainability and safety claims since 1984, has developed internationally recognized standards and certification programs to assist businesses with improving their environmental efforts, social accountability and product performance.

The advantages of holding SCS Indoor Air Quality certification are substantial: in addition to improving indoor working environments and meeting qualifications for the LEED-CI EQ 4.5 credit for office furniture as well as the BIFMA Standard for Low-Emitting Office Furniture Systems & Seating M-7.1, there is the added assurance of knowing that the company’s entire breadth of products is held to such rigorous standards.

For more information regarding SCS Indoor Advantage™, please visit: http://www.scsglobalservices.com.

DESIGN FOR DURABILITY
HBF products are designed and rigorously tested to ensure they meet industry durability standards. We build products that have a long useful life and can withstand repeated service, repair and handling; and have standardized product parts and components available to facilitate maintenance, servicing and reassembly.

In commercial office environments, the demands of the furniture include heavy use, limited maintenance and maximum flexibility. Each design is carefully considered for structure, strength, and durability to exceed client expectations. Several HBF products are designed to be remanufactured to facilitate the replacement of components. These elements are critical to a long product lifecycle and reduced landfill waste.

HBF’s response to the environment does not end after producing our product. We understand that the day may come when you want to replace your furniture.
For information on recycling office furniture components and other assembled products, please contact the USEPA office of Waste and Recycling in your region at www.epa.gov/recycle.

MATERIALS FOR THE ENVIRONMENT
HBF and HBF Textiles are committed to using renewable materials and textiles whenever possible. By integrating recycled, rapidly renewable and natural materials, into our processes whenever possible we support our mission to serve our clients’ needs while not harming the environment.

RECYCLED MATERIALS
Many HBF seating, tables, and storage products have high recycled content. The percent recycled content is indicated on each product series environmental data sheet.

PACKAGING
HBF uses 60%-70% post-consumer content recycled corrugated and 100% recyclable stretch wrapping and/or plastic bags.

HBF LUMBER
HBF uses lumber sourced from woodlands in the Northern Appalachian and Alleghany Mountains. All lumber is harvested under strict government supervision, adhering to sound forestry practices. HBF consciously partners with vendors that adhere to environmentally responsible, socially beneficial and economically viable standards. Some HBF styles are available with FSC® certified materials.

LEAN MANUFACTURING FOR THE ENVIRONMENT
Lean manufacturing is an integral part of the HBF and HBF Textiles process for eliminating waste and minimizing our environmental impact. Lean seeks to eliminate waste from every business process. Lean drives continuous improvement and provides ongoing opportunities to implement new environmentally conscious alternatives to traditional methods.

WOOD FINISHING EMISSIONS
HBF monitors and maintains low emissions of hazardous air pollutants.
HBF has achieved “small source” status for air emissions as well as SCS Indoor Advantage / Gold Certification® for the majority of its products.

DISPOSAL OF WOOD FINISHING WASTE AND WOOD WASTE
Liquid waste from our wood finishing process is sent offsite to be fuel blended and used by cement kilns. Solid waste is also sent offsite to generate electricity. Most sawdust and some wood waste are used as industrial boiler fuel by third parties.

RECYCLING OF SCRAP MATERIAL
HBF and HBF Textiles embrace recycling in our daily procedures. Fabric and leather short ends are not discarded but are incorporated into our sampling process. Packaging components, cardboard, Dacron,
scrap steel and wood, fluorescent lights, office paper, aluminum and plastic container are all recycled internally or by an outside source.

**UPHOLSTERY POLY FOAM**

All HBF seating products utilize poly foam that is chlorofluorocarbon (CFC) free.

Preserve® HR foam products are also incorporated into many HBF products. Preserve® HR is a soy bio-based high-resilience foam with bio-based content and recycled polyester.

**UPHOLSTERY OPTIONS**

HBF offers a wide array of upholstery options with sustainable attributes and fewer chemical treatments, including:

- Fabrics made from, or including rapidly renewable materials like wool, cotton, linen, cork and jute.
- Up to 100% post-consumer recycled content
- 100% Eco-Intelligent® polyester
- PFOA-Free Finishes and Low Fluro-Carbon Finishes
- Treatment-free (no added flame retardants, stain repellants, or antimicrobials)
- Facts-NSF 336 certified
- MBDC Cradle to Cradle (C2C) Certified
- SCS Indoor Advantage™ Gold Certified
- Healthier Hospitals Initiative Safer Chemicals Challenge Compliant (HHI)

25. **Data Universal Numbering System (DUNS):**

   DUNS NO. 12-804-5148

26. **System for Award Management (SAM) Database:**

   Hickory Business Furniture, LLC is active and current in SAM
Indiana Terms & Conditions
General Services Administration, Federal Supply Service
Authorized Federal Supply Schedule Price List Effective March 23, 2020
Multiple Award Schedule, Large Category: Furniture & Furnishings, Subcategories: Office Furniture and Furniture Services
Contract Number: 47QSCA19D000A
Current through modification PS-A812, effective 5/6/2020
Contract Period: February 28, 2019 - February 27, 2024
Business Size: Small
CCR Registration: Cage Code 30469
DUNS Number: 00-636-6108
Contractor: Indiana Furniture Industries, Inc.
1224 Mill Street
PO Box 270
Jasper, Indiana 47547-0270
Phone: 800-422-5727
Fax: 812-482-9035
Email: Sales@IndianaFurniture.com
Web: www.IndianaFurniture.com

1a. AWARDED - SPECIAL ITEM NUMBERS:
   SIN 33721 - Office Furniture: Includes all furniture placed in an office, such as chairs, desks, etc.
   SIN 541614CF - Comprehensive Furniture Management Services: Comprehensive Furniture Management Services including but not limited to Project Management, Assets Management, and Furniture Design/Layout.
   SIN NEW - Introduction of New Supplies and Services: Includes the introduction of new supplies, technology, and services categorically related to items already on GSA contract, which may be in commercial development and/or not yet introduced to the federal government.
   SIN OLM - Order-Level Materials (OLM): OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA.

1b. LOWEST PRICE MODEL NUMBERS:
   SIN 33721 - Model No. 01-WMGRCB $4.72 NET
   SIN NEW - Model No. 17-12MMBOLTKIT $10.61 NET

1c. HOURLY RATES:
   SIN 541614CF - See 20a

2. MAXIMUM ORDER LIMITATIONS:
   SIN 33721, 541614CF, and NEW $250,000

3. MINIMUM ORDER: $100.

4. GEOGRAPHIC COVERAGE (delivery area): CONUS and District of Columbia.

5. POINT OF PRODUCTION: Jasper, Dubois County, Indiana. Dubois, Dubois County, Indiana.
6. DISCOUNTS FROM LIST PRICES:
   SIN 33721 and NEW: $100 - $250,000 net 60.7%
7. QUANTITY DISCOUNTS: None
8. PROMPT PAYMENT TERMS: 2% 20 days. Net 45 days from date of invoice. Prompt payment terms do not apply to credit card orders. There is no discount on freight or installation. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9a. NOTIFICATION that GOVERNMENT PURCHASE CARDS are accepted below the micropurchase threshold: Accepted.
9b. NOTIFICATION that GOVERNMENT PURCHASE CARDS are accepted or not accepted above the micropurchase threshold: Accepted.
10. FOREIGN ITEMS: Indiana Furniture purchases in accordance with all Federal Laws and Regulations.
11a. TIME OF DELIVERY: Items will ship within 30 – 90 days of a properly defined, clean, and approved purchase order.
11b. EXPEDITED DELIVERY: Contact Factory for Availability.
11c. OVERNIGHT and TWO DAY DELIVERY: Not Available.
11d. URGENT REQUIREMENTS: Contact Factory.
12. F.O.B. POINT: F.O.B. Destination freight prepaid and allowed to one Continental U.S. destination. Ownership and responsibility of the merchandise becomes that of the buyer upon delivery. Orders of less than $1500 (net value, product only) will be assessed a handling charge of $100.00 net per order. Indiana Furniture delivers in over-the-road trailers (48 or 53 ft. trailers). Any special delivery constraints, such as height limitations, will be the responsibility of the purchaser.
13a. ORDERING ADDRESS: Indiana Furniture Industries, Inc. C/O Servicing Dealer, P. O. Box 270, Jasper, IN 47547-0270.
13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. PAYMENT ADDRESS: (Same as Ordering Address).
15. WARRANTY PROVISION: Indiana Furniture Industries’ commercial warranty.
16. EXPORT PACKING CHARGES: Contact Factory for Quotation.
17. GOVERNMENT CREDIT CARDS: Accepted for Payment. Credit card is charged at time of shipment. There is no prompt payment discount on credit card orders.
18. TERMS and CONDITIONS of RENTAL, MAINTENANCE and REPAIR: Not Applicable.
19. TERMS and CONDITIONS of INSTALLATION: Installation charged at a rate of 14% of the net price of the purchase order for installation projects up to $150,000. Installation projects in excess of $150,000 will be negotiated on a case-by-case basis.
20. TERMS and CONDITIONS of REPAIR PARTS INDICATING DATE OF PARTS AND ANY DISCOUNT FROM LIST PRICE: Not Applicable
20a. TERMS and CONDITIONS for any OTHER SERVICES:
   Office Design/Layout - Interior Designer: $65.00/hr + IFF
   Project Management - Project Manager: $69.00/hr + IFF
   Note: Add IFF to total cost (IFF should not be a separate line item)
21. LIST OF SERVICE and DISTRIBUTION POINTS: Contact Factory.
22. LIST OF PARTICIPATING DEALERS: Contact Factory.
23. PREVENTIVE MAINTENANCE: Contact Factory.
24a. ENVIRONMENTAL ATTRIBUTES: Indiana Furniture is committed to the long term protection of our environment. Visit www.indianafurniture.com for more information regarding ETL certified, levelTM, and information on available credits within the LEED® Building Rating System.
24b. EIT STANDARDS: Not Applicable.
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 00-636-6108
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACT REGISTRATION (CCR) DATA BASE: Registered.
Authorized
Federal Supply
Schedule

Contract No. 47QSMA18D08NQ

C06. Office Furniture
Contract Period: 12/20/2017 - 12/19/2022
Tax ID# 330-697684
Duns ID# 93-365-2414
Cage Code# 1G5C2
Business Size: Small

CONTACTS:

Derek Cairo
Manager, Contracts
Exemplis LLC
6415 Katella Avenue
Cypress, CA 90630
Phone: 714-995-4800 x316
Fax: 714-995-4855
E-mail: dcairo@exemplis.com

Dan Conaty
Director of Government Sales
Exemplis LLC
6415 Katella Avenue
Cypress, CA 90630
Phone: 202-658-9258
E-mail: dconaty@exemplis.com
General Terms and Conditions

**SitOnIt Seating**

**Special Item Number (SIN) Awarded:**
- 33721: Office Furniture
- 541614CF: Installation Services

**Installation Services:**
- $64.50 per hour

**Discounts from Price list:**
- September 16, 2019 SitOnIt Seating Price list

**Tier 1 Discounting:**
- 64% off Commercial Price List

**Volume Discount:**
- **Tiers***
  - Tier 2: $25,001 - $50,000 Net
  - Tier 3: $50,001 - $100,000 Net
  - Tier 4: $100,001 - $200,000 Net

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Discount</th>
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<tbody>
<tr>
<td>Tier 2</td>
<td>+ additional 2% (64.72%)</td>
</tr>
<tr>
<td>Tier 3</td>
<td>+ additional 4% (65.44%)</td>
</tr>
<tr>
<td>Tier 4</td>
<td>+ additional 6% (66.16%)</td>
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</tbody>
</table>

*Tiers are based off of Net Price

**IDEON**

**Discounts from Price list:**
- September 16, 2019 IDEON Soft Seating Price list

**Tier 1 Discounting:**
- 59.5% off Commercial Price List

**Volume Discount:**
- **Tiers***
  - Tier 2: $25,001 - $50,000 Net
  - Tier 3: $50,001 - $100,000 Net
  - Tier 4: $100,001 - $200,000 Net

<table>
<thead>
<tr>
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<tr>
<td>Tier 2</td>
<td>+ additional 2% (60.31%)</td>
</tr>
<tr>
<td>Tier 3</td>
<td>+ additional 4% (61.12%)</td>
</tr>
<tr>
<td>Tier 4</td>
<td>+ additional 6% (61.93%)</td>
</tr>
</tbody>
</table>

*Tiers are based off of Net Price

**Symmetry Office**

**Discounts from Price list:**
- September 16, 2019 GSA Symmetry Office Price List

**Tier 1 Discounting:**
- 59.25% off September 16, 2019 GSA Symmetry Office Price List

**Volume Discount:**
- **Tiers***
  - Tier 2: $10,001 - $25,000 List
  - Tier 3: $25,001 - $75,000 List
  - Tier 4: $75,001+ List

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<thead>
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<th>Tiers</th>
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<tr>
<td>Tier 2</td>
<td>+ additional 2.5% (60.25%)</td>
</tr>
<tr>
<td>Tier 3</td>
<td>+ additional 6.1% (63.25%)</td>
</tr>
</tbody>
</table>

*Tiers are based off of List Price
General Terms and Conditions

Point(s) of production (city, county, and state or foreign country):
- Buena Park, California, USA
- Tampa, Florida, USA
- Tijuana, Baja California, USA

Payment Terms: FOB Destination

Prompt Payment: 1% - 10 days, Net 30

Payment Address: Exemplis LLC
25090 Network Place
Chicago, IL 60673-1250

Overnight and 2-Day Delivery: A manufacturer product may be delivered overnight or by 2-day delivery. However, the customer shall be responsible for payment of any additional shipping costs outside our standard shipping method. The customer may contact Exemplis LLC for overnight and 2-day delivery rates.

Ordering Address: Exemplis LLC
6415 Katella Avenue
Cypress, CA 90630
Fax: 714-995-4855
E-mail: purchaseorder@exemplis.com

Government Credit Card: Accepted

Cancellation: Orders which have entered any stage of production cannot be canceled. Requests for cancellation are not accepted until acknowledged by Exemplis LLC. In the event cancellation is accepted by Exemplis LLC, cancellation charges may be for the entire amount of the order.

72A Sales Contact Point: Same as above

GSA Advantage Contact Point: Same as above

Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):
Exemplis LLC is dedicated to sustainability, from the fabrics we select to the way we manufacture and run our corporate offices. Our efforts have been recognized by Managing Automation, which listed us as one of its "Progressive 50." We work hard to minimize the impact of our manufacturing and support a healthy workplace for our employees and for our planet. Our lean manufacturing practice provides the foundation of its sustainability strategy by linking eliminating waste, conserving resources and responsibly designing product for durability and extended life.

DUNS Number: 93-365-2414

Notification regarding registration in central Contractor Registration (CCR) database:
Exemplis LLC is registered in SAM database.
Our CAGE Code is 1G5C2

Exemplis LLC is registered in SAM database. Our CAGE Code is 1G5C2

SitOnIt Seating, IDEON and Symmetry are trademarks of Exemplis LLC. ©2019 Exemplis LLC

6415 Katella Avenue, Cypress CA 90630
Phone: (714) 995-4800; Fax: (714) 995-4855
www.sitonitseating.net; www.ideondesign.com; www.symmetryoffice.com
SitOnIt Seating
Terms and Conditions

Special Item Number (SIN) Awarded:
33721: Office Furniture
541614CF: Installation Services

SitOnIt Seating Delivery Time:
Ships within 2 business days using express fabrics ARO.
Ships within 5 business days using all other fabrics ARO.
Ships within 10 business days using leather ARO.
Larger projects over a quantity of 250 units, are subject to large order review.

Expedited Delivery:
Exemplis LLC’s nimble size and lean manufacturing operation mean speed in sourcing, warehousing, assembly, and logistics that other manufacturers just can’t match. This makes us the fastest in the industry, shipping SitOnIt Seating and IDEON orders starting in just 2 days.

Minimum Order:
$40.00 (Forty dollars)

Maximum Order:
$250,000.00 (Two hundred fifty thousand dollars)

Ordering Procedures:
Specify model number, quantity, desired delivery date and all other applicable information. Orders will be acknowledged with an Exemplis LLC acknowledgment form governing the transaction. In the event an error is made in the manufacturing of the product, the acknowledgement will be used as the resolution document. Submit orders by email to purchaseorder@exemplis.com or by fax to (714) 995-4855.

Upon receipt of clean, credit approved order, Exemplis LLC will enter the order into production electronically. The ordering dealer will receive an acknowledgement back within 48 hours confirming:
• Complete model number
• All product specifications
• Ship date
• Shipping instructions
• Tagging instructions
• Dealer purchase order number

SitOnIt Seating’s Warranty:
Lifetime Warranty on All SOI products except:
• 12-year for Amplify, Torsa, Wit, and Nova when used 24/7
• 10-year for chairs purchased with the Heavy-Duty option when used 24/7
• 5-year for Fabric, Foam, Knit Back, Mesh, and Plastic
• 2-year for Fabric and Foam for chairs purchased with the Heavy-Duty option

Return Policy
Authorization for Return must be requested from and approved by Exemplis LLC prior to the return of the merchandise. Returns are subject to a restocking charge equivalent to 40% of the net order plus freight. Unauthorized returns will not be accepted by Exemplis LLC.

List of Service & Distribution Points:
Our distribution point is located in Buena Park, California, USA
IDEON Soft Seating
Terms and Conditions

Special Item Number (SIN) Awarded:
33721: Office Furniture
541614CF: Installation Services

IDEON Soft Seating Delivery Time:
Ships within 10 business days using express fabrics ARO.
Any project over 50 units is subject to large order review.
Please verify fabric grades on the IDEON website before ordering.

Expedited Delivery:
Exemplis LLC’s nimble size and lean manufacturing operation mean speed in sourcing, warehousing, assembly, and logistics that other manufacturers just can’t match. This makes us the fastest in the industry, shipping IDEON orders in just 10 days.

Minimum Order:
None; $95 freight fee when ordering less than 3 IDEON units.

Maximum Order:
33721: $250,000 (Two hundred fifty thousand dollars)

Ordering Procedures:
Specify model number, quantity, desired delivery date and all other applicable information. Orders will be acknowledged with an Exemplis LLC acknowledgement form governing the transaction. In the event an error is made in the manufacturing of the product, the acknowledgement will be used as the resolution document. Submit orders by email to purchaseorder@exemplis.com or by fax to (714) 995-4855.

Upon receipt of clean, credit approved order, Exemplis LLC will enter the order into production electronically. The ordering dealer will receive an acknowledgement back within 48 hours confirming:
- Complete model number
- All product specifications
- Ship date
- Shipping instructions
- Tagging instructions
- Dealer purchase order number

IDEON Soft Seating Warranty:
For original end users, we warrant that IDEON products will be free from defects in their material and workmanship as described below. And if there's any problem, we'll repair or replace (at our option, without charge to the original purchaser only) defective products or parts resulting from normal use (defined as standard 8-hour days, 5-days per week) for the following warranty periods:

12-years for all IDEON Seating and Tables, except:
- 5-year for Power Modules and Electrical Components

COM/COL not warranted for wear or long-term adhesion. Normal wear and tear is the specifier's responsibility.

Return Policy Restocking Fee:
Authorization for Return must be requested from and approved by Exemplis LLC prior to the return of the merchandise. Returns are subject to a restocking charge equivalent to 40% of the net order plus freight. Unauthorized returns will not be accepted by Exemplis LLC.

List of Service & Distribution Points:
Our distribution point is located in Buena Park, California, USA
Special Item Number
(SIN) Awarded:
Symmetry Office
Delivery Time:
Expedited Delivery:
GSA Authorized Products:
Minimum Order:
Maximum Order:
Ordering Procedures:
Symmetry Office
Warranty:

33721: Office Furniture
541614CF: Installation Services
21 days ARO
Exemplis LLC’s nimble size and lean manufacturing operation mean speed in sourcing, warehousing, assembly, and logistics that other manufacturers just can’t match. Stocked Symmetry products ship in 2-3 days. Manufactured products (primarily tops and dividers) ordered in 50 units or less ship in 5 days; quantities over 50 ship in 2-3 weeks. Drop ship (or special order) items ship in 2-3 weeks.

The following products are authorized to sell under the contract:
- Voyager
- Standard Rectangle Table Tops
- Switchback
- EON power module
- Current Power Unit
- Horizontal Wire Management
- Keyboard Tray
- Laptop Drawer
- Laptop Tray
- Modesty Panels
- Dividers
- Wire Channel
- J Chan without Power

$40.00 (Forty dollars).
$95.00 (Ninety-five dollars) freight fee will incur for any orders with 3 tops or less.
$250,000.00 (Two hundred fifty thousand dollars)

Specify model number, quantity, desired delivery date and all other applicable information. Orders will be acknowledged with an Exemplis LLC acknowledgement form governing the transaction. In the event an error is made in the manufacturing of the product, the acknowledgement will be used as the resolution document. Submit orders by email to purchaseorder@exemplis.com or by fax to (714) 995-4855.

Upon receipt of clean, credit approved order; Exemplis LLC will enter the order into production electronically. The ordering dealer will receive an acknowledgement back within 48 hours confirming:
- Complete model number
- All product specifications
- Ship date
- Shipping instructions
- Tagging instructions
- Dealer purchase order number

Lifetime warranty coverage on all Symmetry office products, except where noted below:

7-Year Warranty Coverage:
- Electrical Components: Switchback and Voyager

5-Year Warranty Coverage:
- Dividers
- Keyboard Trays
Return Policy
Restocking Fee:

Authorization for Return must be requested from and approved by Exemplis LLC prior to the return of the merchandise. Returns are subject to a restocking charge equivalent to 40% of the net order plus freight. Unauthorized returns will not be accepted by Exemplis LLC.

List of Service & Distribution Points:

Our distribution point is located in Buena Park, California, USA and Tampa, Florida, USA.
GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address of GSA Advantage® is: GSAAdvantage.gov.

71 Furniture
FSC 7110; NAICS 337214
GS-28F-0030S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: June 28, 2006 – June 27, 2021
Supplement 12, Effective Price List - April 4, 2016

Workrite Ergonomics, LLC
2277 Pine View Way, Suite 100
Petaluma, CA 94954-5827
Ph: 800.959.9675
Fx: 800.930.8989
www.workriteergo.com

Small Business
On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system.

The INTERNET address for GSA Advantage! is: http://www.gsa.gov.

Worldwide Federal Supply Schedule Contract For Schedule 71 Office Furniture

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov. General Services Administration Management Services Center Acquisition Division Price list.

1a. SIN DESCRIPTION
   SIN 711-2 Workstations, Computer furniture, accessories
   SIN 711-3 Filing and storage cabinets
   SIN 711-95 Installation services

1b. SIN MODEL DESCRIPTION PRICE
   SIN 711-2 FD-AKP01-17 Preconfigured Keyboard System $114.14
   SIN 711-2 *SCFHXL36* Workstation, Height Adj. Crank $784.82
   SIN 711-3 800B Pedestal, Mobile, Box/File $369.10
   SIN 711-55 Install Under $150,000.00 CLIN see block 19

1c. Not Applicable

2. Maximum Order Limitation:
   SIN 711-2 $500,000.00 (MOT $1,204,819.00 list)
   SIN 711-3 $500,000.00 (MOT $1,204,819.00 list)
   SIN 711-95 $150,000.00

3. Minimum Order Size: $25.00 Net ($51.00 List)

4. Geographic Coverage: CONUS/POE

5. Point(s) of Production: Petaluma, Sonoma County, CA

6. Discount from List Prices:
   Ergonomic and Workcenter Accessories
   SIN 711-2 $50,813 (list) 50.8%
   SIN 711-3 $50,000.00 (MOT $1,204,819.00 list) 50.0%
   SIN 711-95 $150,000.00

7. Quantity Discounts:
   Order Total at List Discount
   $50,814 - $214,132 (list) 53.3%
   $214,133 - $572,082 (list) 56.3%
   $572,083 - $1,204,819 (list) 58.5%

8. Prompt Payment Terms: Net 30

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign Items: All contract items are US made or designated country made products.

11a. Time of delivery: 30 Days ARO (shipment)

11b. Expedited Delivery: Available, contact Customer Service (800) 959-9675

11c. Overnight and 2 day delivery: Available, contact Customer Service (800) 959-9675

11d. Urgent Requirements: Please note that this contract contains an “Urgent Requirements” clause (I-FSS-140-B). Agencies may contact the Contractor’s representative to effect a faster delivery.

12. FOB: Destination, CONUS/POE

13a. Ordering Address:

WORKRITE ERGONOMICS, LLC
2277 Pine View Way, Suite 100
Petaluma, CA 94954
Telephone: (800) 959-9675 or (707) 780-6400
Fax: (800) 930-8989
http://www.workriteergo.com

13b. Ordering procedures:
   For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule home page. fss.gsa.gov/schedules. Activities are asked to reference “Participating Representatives” in the body of the order.

14. Payment Address:
   Workrite Ergonomics
   3214 Momentum Place
   Chicago, IL 60689-5332
   Telephone: (800) 959-9675 or (707) 780-6400
   Fax: (800) 930-8989
   http://www.workriteergo.com

15. Warranty Provision: Standard written commercial warranty

16. Export Packaging: None offered

17. Terms and Conditions of Government Purchase Card
   Acceptance: None; No additional discounts

18. Terms and Conditions of Rental, Maintenance and Repair: Not applicable

19. Terms and Conditions of Installation: For installation orders under $150,000.00, services shall be NTE greater of 12% of product net or a per/unit charge with up to a $240 minimum charge (not more than comparable commercial rate). Others negotiated project by project basis.

20. Terms and Conditions of Repair Parts: Available as commercial practice

20a. Terms and conditions for any other services: Not applicable

21. List of Service and Distribution Points: Refer to participating dealers

22. List of Participating Dealers: Contact Contractor or see website

23. Preventive Maintenance: Contact Contractor

24a. Special Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): A variety of products and offerings contain high post-consumer recycled content. Contact Contractor for more details.

24b. Section 508: Not applicable

25a. Statement regarding Section 508 compliance information availability on Electronic and Information Technology (EIT) supplies and services: Not applicable

25b. DUNS number: 626392559 CAGE code: 09NT7
   Tax ID Number: 86-0940724

26. Workrite Ergonomics is registered in the Central Contractor Registration (CCR) database.

27. Cancellation: Cancellation shall be at no charge prior to production. Once in production the contractor shall be entitled to collect cost incurred if products are not sold within 120 days.

28. Restocking: Return Authorization shall be obtained in writing prior to return of items. Restocking charges of 20% shall apply. The government shall pay and bear responsibility for transportation. Return credit is subject to inspection and product being in salable condition.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov.
Additional Brands

Ergotron

Safco
Global Furniture Group

Human Scale