NORFOLK PUBLIC SCHOOLS
DEPARTMENT OF PURCHASING & SUPPLY
800 E. City Hall Avenue, Room 1205
Norfolk, Virginia 23510-2723

www.nps.k12.va.us/purchases/index.htm

Telephone: (757) 628-3880 Fax: (757) 628-3871

ISSUE DATE: 10/29/2014	REQUEST FOR PROPOSAL #: RFP-15006FL	TITLE: **National IPA Educational Furniture**
DUE DATE/TIME: 12/09/2014, @ 2:00:00 PM local time		BUYER: FRED LEDBETTER, 757-628-3476 email: fledbetter@nps.k12.va.us
OPTIONAL PRE-BID CONFERENCE ON 11/14/2014 AT 10:00:00 AM local time (SEE SPECIAL TERMS & CONDITIONS)		

Sealed proposals subject to terms and conditions of this request will be received by Norfolk Public Schools Purchasing Agent at 800 E. City Hall Avenue, Room 1205, Norfolk, Virginia 23510-2723 on the due date and time specified, [and then publicly opened and read]. Additional proposal submission instructions can be found in the Special Terms and Conditions section in this document and in the NPS Vendors Manual.

Note: Norfolk Public Schools does not discriminate against faith-based organizations in accordance with the *Code of Virginia,* § 2.2-4343.1 or against a bidder/offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Contrax Group, LLC
690 NE 23rd Avenue
Gainesville, FL 32609

Telephone Number: (800) 699-7516
Facsimile Number: (877) 373-0622
Cell Number: (352) 339-0059
Email: Bids@contrax.com
VA State Corporation Commission (SCC) No.: T0398109
Virginia's Contractor's License: N/A
Contractor Class: N/A

D-U-N-S Number: 045983848

In compliance with this Request for Proposal and to all the conditions imposed therein, the undersigned offers and agrees to furnish the Goods/Services at the price(s) indicated in the section C and Attachment 6.

Addenda Acknowledged	
Number: 1	Dated: 11/20/2014
Number:	Dated:
Number:	Dated:
Number:	Dated

John G. Crawford, President & COO
Printed Name and Title of Authorized Signatory

Signature (blue or black ink)

12/4/2014
Date

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A. PURPOSE

Norfolk Public Schools (NPS) is seeking to establish a Master Agreement for Educational Furniture for use by this District and other public agencies, including K-12 and Higher Education which would be made available to Participating Public Agencies through the National Intergovernmental Purchasing Alliance Company (Attachment 5, Exhibits A-F).

B. STATEMENT OF WORK

1. BACKGROUND:

Norfolk Public Schools ("NPS"), as the Principal Procurement Agency, as defined in RFP# 15006FL, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA") to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. Norfolk Public Schools is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. Attachment 5 contains additional information on National IPA and the cooperative purchasing agreement.

National IPA is the public sector arm of Provista, a multi-industry supply chain improvement company providing group organization and business solutions in various markets nationwide. National IPA partners with a sister company, Novation, to leverage over $53 billion in annual supply spend to command the best prices on products and services. With corporate, pricing and sales commitments from the Supplier, National IPA provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies though multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the National IPA documents. Norfolk Public Schools, reserves the right to deem submissions that do not include a response to the National IPA documents as non-responsive.

Norfolk Public Schools anticipates spending $2.5 million over the full potential Master Agreement term for Educational Furniture. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of Educational Furniture purchased under the Master Agreement through National IPA is approximately $ 20 million. This projection is based on the current annual volumes

among Norfolk Public Schools, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between the Supplier(s) and National IPA.

2. SCOPE/CATEGORIES OF PRODUCTS AND/OR SERVICES

Although this section reflects the needs and requirements of Norfolk Public Schools, it is expected Participating Public Agencies will have different requirements. The awarded Offeror will have the ability to offer their comprehensive line of Educational Furniture to Participating Public Agencies. Educational Furniture may include products and services associated with, but not limited to:

Category I: Freestanding Education/Classroom/School Furniture-furniture, (including folding and mobile) desks, tables and related school accessories.

Category II: Library Furniture and Shelving -complete catalog selection of library furniture and shelving.

Category III: Technology Educational Furniture-complete catalog selection of technology furniture to support technology learning environments.

Category IV: Science-Lab Educational Furniture-complete catalog selection of science laboratory furniture.

Category V: Cafeteria-complete catalog selection of cafeteria furniture.

Category VI: Early Childhood Furniture-complete catalog selection of early childhood furniture (including pre-school items).

Category VII: Art Instructional Furniture-complete catalog selection of art instructional furniture.

Category VIII: Career & Technical Education (Vocational Arts) Furniture and Equipment- complete catalog selection of career vocational arts furniture and equipment, including, but not limited to: Cosmetology, Nursing, Trades, Crafts, Technicians, Engineering, etc.

Category IX: Audio Visual Furniture-complete catalog selection of audio/visual furniture.

Category X: Fixed Seating (auditorium/lecture)-complete catalog selection of auditorium/lecture hall seating.

Category XI: Residence Hall Furniture-complete catalog selection of Residential Hall furniture.

Category XII: Storage-complete catalog selection of filing systems including vertical and lateral files, bookcases, mobile cabinets, and accessories.

Category XIII: Task seating, seating-office, lounge, conference room, break areas.

Category XIV: Music/Audio Lab Furniture and Accessories – Storage, mobile carts, display units, stands, cases, seating, and other similar items used in Music/Band instruction.

Category XV: Athletic Training/Facility Furniture and Special Events – Benches, equipment storage, mobile carts and similar items.

Category XVI: Display Cases/Shelving - Trophy and awards shelving/storage, custom displays, bulletin boards, banner holders, specialty cases.

Category XVII: Healthcare Furniture-Catalogue selection of furniture used in Nursing Stations, Dispensary/First-Aid areas, Guidance/Social Psychology Offices, and other similar areas.

Category XVIII: Related Support Services (Delivery/Design/Install, etc.) - design and layout, fabric and color design services and other related services requested by the customer.

Specification Descriptions

For Items contained in the Request for Proposal Educational Pricing Book (Attachment 6) that indicate a more detailed description, detailed specifications are provided below. Offerors should pay careful attention to the following descriptions when completing the pricing workbook.

Other participating agencies requirements may differ from those of Norfolk Public Schools. Awarded supplier will need to provide comprehensive solutions to meet the needs of other participating agencies.

ITEM #4: CHAIR-Student, Stacking, One Piece – Sled Base

Chair shall be a one-piece injection molded high-density polypropylene or polyethylene seat shell mounted on a tubular steel sled base. Height to be between 13-1/2" - 14" through 17-1/2" - 18".

Frame: The frame shall be of a sled-base design formed from steel tubing, 16 gauge, ¾" tubing shall be used on 17-½"size chairs. The frame shall be formed to give full support to the seat area by use of a formed cross member running side to side with die-formed steel mounting brackets welded to it. The back area of the shell shall be supported by steel back supports.

Shell: A one-piece contoured plastic seat shall be attached to the frame by means of 4 molded pockets (2 at the front underside of the seat, 2 at the sides of the back area). The die-formed 14 gauge steel mounting brackets shall be inserted into the molded pockets on the underside of the seat shell, and the steel back support tubes shall be inserted into the molded pockets on the side, or the shall can be held in position at the rear bottom corners by means of two 3/16" diameter rivets inserted through the shell and into the frame of the chair. Four plastic bumpers shall be provided to prevent chair-to-chair contact when stacked. The one-piece shell shall be reinforced by means of heavy ribs on the underside of the seat area.

Finish: Specify Available Colors.

ITEM #12: DESK/CHAIR COMBO

Study top with a tubular steel frame, separate molded melamine thermo set plastic seat and back and molded melamine thermo set writing surface.

Frame: Rear leg of 1-1/8", 18 gauge carbon steel swaged tubing running from side to side of the seat, welded to two 13 gauge, die formed seat braces punched to receive four #10 x ½" seat mounting screws. Front leg is of 1-1/8", 16 gauge swaged to 5/8". Top support tube shall be of 1-1/8"; 14-gauge tube shall connect rear leg, top support tube and front leg to eliminate leverage. Back post shall be ¾", 14 gauge tubing welded to both front and rear leg assemblies. 16-gauge tie bar shall connect back post to frame. Back rest attached with four #10 x 1-¼" screws.

Bookrack: #4 solid steel rods projection welded together then welded to frame. Seat and Back: Modified unsaturated thermo set copolymer with structural fiberglass reinforcement. Attached to frame by four #10-32 bolts with T-nuts embedded in the seat and back during the molding process. No through bolts or rivets shall be permitted.

Writing Surface: The solid plastic top shall be thermo set molded under heat and pressure to form a solid homogeneous dense unit, fused together without lamination or use of adhesives. Top: 18" x 24", attached to support with 16 gauge clamps and screws.

Metal Finish: Nickel chrome plating or enamel over iron phosphate coating.

Glides: Shall be 1-¼" diameter, rubber cushioned nickel plated with swivel action, nylon base.

Artco Bell #H457 or approved equal

ITEM #16 - 22: TABLE: MOBILE FOLDING CONVERTIBLE BENCH

Mobile folding table/bench combination units that provide table seating and also constructed so tabletop converts to backrests for auditorium-type seating.

Tops shall have high-pressure plastic laminate top surface, per NEMA specifications, w/.020 black rigid vinyl backing sheet for balance construction. Tabletop edges shall be unbanded and sealed with a sprayed urethane, bonded to ¾" core w/ 5/8" edge radius, 1-1/2" corner radius for durability and top plastic protection, moisture control and sanitation. Tabletop core shall be ¾" 47# medium density fiberboard (MDF). Tops shall be fastened to frame by expansion rivets—no wood screws. Tabletop frame shall be 14 gauge, structural steel with 1-7/8" deep channel (one piece). The entire top frame shall be unitized construction with fully enclosed ends for support and strength. Table shall be operable with or without tops. All pivot points shall be a minimum 3/8" diameter steel bolt with aircraft lock nuts. Leg support system shall be 1" OD x 14 gauge, steel tubing. Caster beams

shall be 1" sq. x 16 gauge steel tubing. Metal parts to be nickel chrome plated on high use/abuse areas; black powder coat enamel on low contact areas. Conversion from tabletop to backrest shall be safe, easy operation without the use of manual locks that can be accidentally release. Benches shall be ¾" 47# P.C.F., medium density fiberboard (MDF) with high pressure plastic laminate top surface and a .020 rigid vinyl backer sheet for balanced construction. Benches shall be unbanded and sealed with a sprayed urethane edge treatment. Through-bolt construction for a secure bench attachment. Bench height shall correlate to table height, i.e., 29" tabletop height shall have 17" benches. Two locking casters shall lock unit in place when in open position. Unit to unit connectors must be available as an option. Glides shall be 1-1/2" non-marking neoprene w/molded-in steel washer insert. In folded position unit shall be completely mobile with base frame mounted on four 3" diameter swivel casters with non-marking sanitized rubber wheels. Units shall be designed for compact storage. TABLE MUST BE UL APPROVED AND BEAR UL LABEL.

SICO #TEC 12F or approved equal

ITEM #23: TABLES, ACTIVITY, 4-LEG DESIGN

Top: solid core of 1-1/8" 45 lb. pcf particle board surfaced with a full 3 core high pressure laminated plastic with a back sheet. The edge banding is black vinyl plastic 5/16" thick oval design, spot nailed to prevent band from pulling away from edges. Leg: adjustable 18 gauge continuous seam welded 1-1/8" tubular chrome plated insert of 18-gauge tubing. Upper portion is permanently welded to a 13 gauge triangular plate 9-¼" X 7" reinforced with a solid "v" shaped brace permanently attached to the leg and receiving plate by welding. Leg is adjustable from 22" – 29"h in one inch increments using a locking adjustment bolt on each leg. Die formed steel quickset receiver plate, factory installed, permits the attachment of leg with one screw. Quick set leg attachments is factory installed, formed of 16-gauge galvanized steel in a triangle within 5/8" cover flange with clearance for leg plate to be driven under flange, held to underside of table top with ¾" sheet metal crews. Stretch bar is 16-gauge 1" x 1" tube. Stretcher is permanently attached to the underside of the top equidistant from the sides and running lengthwise of the tabletop. Stretcher is provided on all tables of 60" length or longer. Black powder coat enamel finish with chrome inserts. Glides are 1-¼" diameter platform style, have a raised-radius inner-dome to ensure glide alignment. The use of a ferrule or collar on the glide is unacceptable. The glide is rubber cushioned, 1-¼" diameter, self-leveling and fully nickel plated. The attachment incorporates an inside gripper ring, which positively secures the glide to the inside of the leg. The glide base is nylon.

ITEM #26: TABLE, COMPUTER, ADJUSTABLE, 24" D X 60"W

Top: Top is constructed with 1" thick, 45# particleboard substrate with minimum vertical grade .030", high-pressure plastic laminate top surface and phenolic backer sheet for balancing. Corners of top shall have a 2" radius. All edges are edge banded with 3mm thick PVC material bonded with hot-melt adhesive. Tops 60" wide shall have two grommets, one located near each rear corner.

Frame: Upper frame shall be fully unitized fabricated from 1-¼", 16-gauge square steel tubing, 1-½", 16 gauge square steel tubing, 1" x 1-½", 16 gauge rectangular steel tubing, and 1", 17-gauge square steel tubing butt-welded to form a solid rectangular suppor4t under the top. Lower frame shall be fabricated from 1-½", 16-gauge square steel tubing and 1-¼", 16-gauge square steel tubing. Lower frame assembly is butt-welded. Adjustable legs are of telescopic type with 1-½", 16-gauge square steel tubing to receive 1-¼", 16-gauge square steel tube leg. Smooth adjustment is achieved with a set of screw-style mechanism. Legs are equipped with plastic-base adjustable levelers to compensate for uneven floors. Frame assembly shall be finished with baked enamel paint.

Wire Management: Wire management trough is fabricated from 16-gauge cold-rolled steel, with edges deburred to create a refined edge. Inside dimensions of trough are 3" deep x 3" high. Trough shall be finished with baked enamel paint.

Assembly Detail: To and wire management trough shall be attached to the frame assembly using #10 x 2" tamper proof screws. Fleetwood 24.6281.61105 or approved equal

ITEM # 35 AUDITORIUM- Fixed Seating

Seating shall be floor mounted, or riser mounted, with common upright support assemblies with upholstered seat and back cushions. The fixed back shall accommodate three pitch positions at 16°, 19°, and 22°. The back cushion is protected by an injection molded polypropylene back shroud. The seat cushion shall be counter-balanced with a gravity lift to insure an automatic return to a full fold position. Springs may be added as an option to provide a 3/4 fold to full fold seat operation. Sloped floors will be accommodated. Seating will be manufactured in four seat and back widths to accommodate four nominal seat spacing's of 20" seat centers. View lines will be accommodated as indicated on the seating plans. Seating with right-hand tablet uprights will be manufactured to accommodate 20", "seat center spacings. Structural back shall be a 7-ply, 7/16" molded plywood inner structure bonded within 2" urethane foam. Foam density shall be 1.8 lbs. per cubic foot and 36 lbs. I.L.D. The upholstery fabric shall be attached to the foam and board using C-Gex® upholstery methods. An injection-molded polypropylene back shroud wraps around the edge of the inner structure board and the foam. The fixed back assembly with integral shroud is mounted to the uprights by four screws bolted through the structural 14-gauge steel inner back brackets. Three pitch options shall be available, 16°, 19°, and 22°, to be set during installation. Overall back height shall be 33-1/2".

ITEM #36 DRAWING TABLE WITH DRAWERS

Drawing desk constructed of solid maple framing and legs utilizing mortise and tenon joint construction with steel plates and lag bolt reinforcement throughout. ¾" Fibersin two-piece tops have an adjustable side measuring 30"x30"d and a mounted pencil stop. Comes standard with a CPU holder, monitor arm, keyboard tray, mouse pad and cable manager. Includes a six-drawer storage box. Each drawer is lockable and measures 7-1/2"W x 2-3/4 "H x 16"d. Overall size: 42"W x 30"d x 39-3/4 "H. Shain L1W-H66920 or approved equal.

ITEM #66-70 LIBRARY SHELVING (Various Options provided for suggested guidelines)

End/Intermediate Panels:

All end and intermediate panels are 1" nine -ply poplar or birch core plywood with premium grade "A" oak or maple veneer on both faces. All exposed edges are banded with 1/8" solid red oak or maple with edges and corners radiused 1/8". Panels are bored to permit shelf adjustment on 32MM increments, (approximately 1¼"). Intermediate panels are machined on both faces. End panels are through-bored for attachment to the steel structural frames.-Glides/levelers is available upon request.

Steel structural frames:

Structural frames use 1" square steel tubing bent and welded to form a continuous rectangular frame with radiused corners and bored to accept 1/4"-20 connector bolt hardware for attachment to the end and intermediate panels.

Top:

The top panel is 1" thick engineered wood with select oak or maple veneer face. Front edge is banded with 1/8" solid red oak or maple. Top is attached with locking cam fasteners. Laminate tops are also available. Tops are standard on units 48"H and lower and may be specified as an option on taller units.

Toe Plates:

A 1"D x 2-1/2"H toe sits below and slightly behind the front of the bottom shelf. Toes are constructed of hardwood plywood and attached to the side panels with steel brackets and screws. Toes are included with each bookcase - one toe per single faced unit and two per double-faced unit.

Standard Adjustable Steel Shelves:

18 ga. steel shelves have a 1-1/4" deep downward front return bend and a 1-1/4" tall turned up lip in the rear. Angled slots in the turned down sides allow the shelves to mount on 5mm adjustable shelf pins. Bookcases 60" tall or taller use two fixed shelves per run. Fixed shelves are identical to adjustable shelves and are secured with 6mm euro-screws that use the same 5mm line holes as the adjustable shelf pins. Actual shelf depth is 1" less than nominal cabinet depth for single faced units or 1" less than half the nominal depth of a double-faced unit.

Sliding Book Support:

Sliding book support shall be formed of an injection molded engineering plastic slider block with an attached chrome plated 3/16" steel wire form 6"high and 7" or 9"deep. The slider block snaps onto rear rail of flat shelves and is easily moved when force is applied near the rail but is self-locking against book backs.

Tapered Bookcase Option:

Tapered end and intermediate panels are 1" nine -ply poplar or birch core plywood with premium grade "A" oak or maple veneer on both faces. All exposed edges are banded with 1/8" solid red oak or maple with edges and corners radiuses 1/8". Panels are bored on an angle matching the taper of the end panels to permit shelf adjustment on 32MM increments, (approximately 1¼"). Intermediate panels are machined on both faces. End panels are through-bored for attachment to the steel structural frames. Other changes include a deeper toe frame and full height 31 Series steel frame with gussets welded into each corner. Extended 31 Series steel frame also is attached to the underside of the top for additional rigidity.

Mobile Option:

Toe plate is replaced with a full toe frame on each side of a double faced unit. A steel chassis is fit to the inside of the toe assembly. Casters are bolted to the chassis with 1/4"-20 bolts and nylon insert lock nuts and the entire assembly is attached to the end panel with 5/16"-18 machine bolts. The steel chassis provides formed flanges under the toe and end panels for extra support. The casters are 3" diameter, non-locking.

Steel Picture Book Shelves:

Slotted shelves are constructed of 18 ga. steel shelves have a 1-1/4" deep downward front return bend and a hem in the rear. Shelves are slotted to receive a steel divider, approximately every 2-1/2". Three dividers come standard per shelf. Angled slots in the turned down sides allow the shelves to mount on 5mm adjustable shelf pins. Actual shelf depth is 1" less than nominal cabinet depth for single faced units or 1" less than half the nominal depth of a double-faced unit.

Steel Picture Book & Media Dividers:

Dividers are constructed of 18 gauge steel laser cut to receive slotted Picture Book or Media shelves.

Periodical Shelves:

Periodical shelves consist of display shelf and standard adjustable shelf for storing back issues. Display shelf is 18 ga. steel shelves have a 1" deep downward front return bend and a 3/4" tall turned up lip in the rear. Side tabs are slotted to allow display shelf to stay in up position when slid back. Shelf is mounted to bookcase with 5mm pins.

Angled Media Steel Shelves:

Unit is angled to display all types of media. Shelves are available for 10" or 12" deep shelving units. Shelves are constructed of 18 gauge steel and have a 1-1/4" deep downward front return bend. Shelves are slotted every 2-1/2" to receive steel dividers. Shelves are installed in bookcase in the same fashion as the adjustable shelves. Multi Media Shelves hold up to 150 CD's, 50 DVD's or 35 VHS. Shelves are 34-15/16" long x 5" deep x 10" high. Bookmark 31 Series or approved equal

Additional Specifications

a. The evaluation of furniture listed in the Educational Pricing Book (Attachment 6 – Excel file) will be part of the scoring. If requested, samples will be provided within five (5) business days of request, at no cost to NPS. All furniture is to be tagged as a sample for RFP# 15006FL including the item number corresponding to the number in the pricing book. Samples will be returned at the offeror's expense with no liability to be incurred by NPS for any loss or damage during pickup and transportation.

b. Brochures, catalogs, etc., showing and describing each item proposal shall be included with each identified item (see Pricing Book), circled and numbered with appropriate corresponding number. (Proposals may not be considered if this information is not provided)

c. Deviation sheets shall be attached to contractor's copy of Solicitation as requested.

d. Warranty information sheets shall be included for all categories/items being offered. Non-warranty repair pricing shall also be included.

e. Offeror's shall provide their product return policies and any applicable restocking fees. Restocking fees shall not be assessed to defective items.

f. Offeror's delivery and set-up may require some rearranging of existing furniture which shall be included in the delivered and installed offered price.

g. Installation to be completed by certified manufacturer installers and shall include all uncrating, assembly, installation, set-up if required, and ready for use with all packing materials and debris removed from the premises.

h. Additional services shall be pre-priced (hourly rates) to include design, expedited delivery and installation services on an as-needed basis.

C. PRICING

Pricing is to be in the form of a discount off of an identified list by tiers with three levels of service, delivered tailgate, inside delivery and delivered and installed. Suppliers should provide specifics on what is provided on each service level. The tiers in the workbook are suggested only, suppliers may propose alternative tiers and this must be clearly identified for Categories I through XVII. For Category XVIII suppliers are to include any related services and their proposed discount structure/pricing. On the Specification for Evaluation Worksheet suppliers are to quote actual pricing based on the discount structure proposed for all tiers for Category I through XVII for evaluation purposes only. The Educational Pricing Workbook (Attachment 6 – Excel file) shall be utilized to submit all pricing and will be submitted electronically (two copies) on the requested CD (or flash drive) copy of the proposal.

D. EVALUATION AND AWARD CRITERIA

Award shall be made to the responsive and responsible Offeror whose proposal is determined to be the most advantageous "Best Value" to Norfolk Public Schools taking into consideration the evaluation factors set forth in the Request for Proposal. The award of a contract shall be the sole discretion of Norfolk Public School, with an award anticipated in early 2015. The award shall be based on the evaluation of all information as Norfolk Public Schools may request. Norfolk Public Schools reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP. Further, Norfolk Public Schools reserves the right to enter into a contract deemed to be in its best interest.

Evaluation of facility proposals shall be based upon the following criteria, when determining the "Best Value" proposal:

1. Experience, resources and qualifications of the Company and key personnel
2. Support methodology and approach
3. National Program Response including Attachment 5, Exhibits A and B
4. Past prior performance
5. Pricing

E. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

1. GENERAL

a) RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and five (5) copies and two (2) electronic copies (CD or Flash/Storage Drive) of each proposal must be submitted to the Norfolk Public Schools. If there are any discrepancies between the paper copy and the electronic copy, the electronic copy takes precedence. No other distribution of the proposal shall be made by the offeror.

b) Proposals shall be signed by an authorized representative of the offeror, sealed, and received at the office of the **Senior Director of Purchases & Supply, Norfolk Public Schools, 800 East City Hall Avenue, Room 1205, Norfolk, VA 23510-2723** prior to the date and time due. All information requested should be submitted. Failure to submit all information requested may result in the NPS requiring prompt submission of missing information and/or giving lowered evaluation of the proposal. Proposals which are substantially incomplete of lack key information may be rejected by the NPS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation. The offeror's name, proposal number, and the opening date and time must be shown clearly on the face of the envelope or package containing your proposal (see Attachment #4 for a suggested template).

   a. Proposals must be received by the Department of Purchases & Supply prior to the date and hour specified in the request for proposal. Proposal or receipt deadlines scheduled during a period of suspended NPS operations will be rescheduled for processing at the appropriate times on the next business day.

b. A sample mailing template has been supplied with this solicitation (Attachment #4). Offerors should ensure this information is provided on the mailing envelope, even if using an express mail or private courier service (e.g., FEDEX, DHL, and UPS). Proposals may be hand delivered to the address specified on the cover sheet. It is solely the responsibility of the offerors to ensure that proposals reach the office of the designated address by the specified date and time as shown on the solicitation.

c. Proposals received after the date and hour designated are automatically disqualified and will not be considered. The official time used in the receipt of responses is that time on the automatic time stamp machine located in the Department of Purchases & Supply.

c) Proposals should be prepared simply and economical, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

d) Proposals should be organized in the order in which the requirements are presented in subparagraph 2.b, below and titled **Specific Proposal Instructions**. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designate as additional material.

e) Each copy of the proposal should be bound or contained in a single volume.

f) Ownership of all data, materials, and documentation, originated and prepared for NPS pursuant to the RFP shall belong exclusively to NPS and be subject to inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why the protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that that constitute trade secret or proprietary information. **The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary is not acceptable and will result in rejection of the proposal.** NOTE: If trade secrets or proprietary information is identified, one (1) redacted version of the proposal must be provided in both electronic and hard copy.

g) Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to NPS. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The NPS will schedule the time and location of these presentations. Oral presentations are an option of NPS and may or may not be conducted.

h) Proposals offered by telephone, telegraph, e-mail or facsimile will not be accepted. Proposals delivered in person must be given to the Purchases & Supply Department receptionist and the individual delivering the proposal must sign the log to verify delivery of the proposal. After the

award is announced, proposals can be made available for inspection by offerors in accordance with the Code of Virginia §2.2- 4342-D.

2. SPECIFIC PROPOSAL INSTRUCTIONS

Proposals should be as thorough and detailed as possible so that Norfolk Public Schools may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

a) Return the signed RFP cover sheet and exhibit/attachment forms and initial all addenda acknowledgements, if any, as required.
b) Proposal contents to include the following information (in order):
    a. **Completed and signed RFP Cover letter and Attachments #1-3**
    b. **Executive Summary** of proposal.
    c. **Experience, resources and qualifications of the Company and key personnel**
        i. Company Information:
            1. Indicate status as an authorized distributor or manufacturer
            2. Describe capability to meet the minimum requirements of the national cooperative purchasing program through National IPA detailed herein.
    d. **Support methodology and approach**
        i. Describe how your company proposes to distribute the products/services to NPS and nationwide to Participating Public Agencies
        ii. Identify all other companies that will be involved in processing, handling, or shipping of the products/services to the end user
        iii. Discuss balance of line products and services offered to provide comprehensive educational furniture.
        iv. Provide a description of the Services that can be provided by your firm.
        v. Provide ordering methods- online ordering, order tracking, search options, order history
        vi. Describe the ability to provide the full range of furniture and services to meet the demands of the Norfolk Public Schools and all Participating Public Agencies that opt to utilize the resulting Master Agreement through National IPA.

    e. National Program Response
        i. Provide a response to the national program.
            1. Include a detailed response to Attachment 5, Exhibit A, National IPA Response for National Cooperative contract. Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.
            2. The successful offeror will be required to sign Attachment 5, Exhibit B, National IPA Administration Agreement. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement.

ii. Highlight experience and strong national presence in the educational furniture industry.
iii. Describe the current distribution model capable of delivering products nationwide, including the number, size and location of your company's distribution facilities, warehouses and retail network, where applicable. Describe your coverage of the United States.

f. Past prior performance

i. List at least five (5) major education clients, client contact information, and description of products/services provided. Include estimated spend for the last three (3) years.

g. Pricing

i. Provide price proposal on the Educational Pricing Book, Attachment 6.
ii. Furniture prices shall be FOB destination.
iii. Maximum shipping times must be provided per line item.
iv. State any return and restocking policy, and any fees, if applicable, associated with returns.
v. State warranty provisions (see Special Terms & Conditions, Section G, Item 23, Warranty)
vi. Provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, free goods program, total annual spend, etc.
vii. Provide available payment terms
viii. Can P-cards be used for payment? Are there any convenience fees?

F. CONTRACT TYPE AND ADMINISTRATION

1. **Administration:** The contract will be administered by the Senior Director of Purchases & Supply or designee. The National Program will be administered by National IPA on behalf of NPS.
2. **Contract Term**: The contract term will be for one (1) year starting from the date of award. At the option of Norfolk Public Schools, the contract may be renewed for up to four (4) additional one-year terms.
3. **Contract Waiver:** Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of the Contractor or Norfolk Public Schools Senior Director of Purchases & Supply. The waiver by either party of any term or condition of this contract shall not be deemed to constitute a continuing waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
4. **Contract Modification(s):** After the award, any and all modifications to this contract shall be mutually agreed to by the Norfolk Public Schools and the Contractor, **in writing**, and authorized by NPS's Senior Director of Purchases and Supply or their designee.
5. **Cancellation of Contract:** Norfolk Public Schools reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
6. **Disputes and Claims:** The NPS Senior Director of Purchases & Supply shall review and decide disputes and claims arising during the performance of the contract, in writing, within thirty days of receipt of the dispute or claim. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the Contractor's intention to file

such claim shall have been given at the time of the occurrence of beginning of the work upon which the claim is based. The Contractor may not institute legal action prior to receipt of the Senior Director of Purchases and Supply's decision on the claim, unless that office fails to render such decision within thirty (30) days. The decision of the Senior Director of Purchases and Supply shall be final and conclusive unless the Contractor, within six months of the date of the final decision on the claim, institutes legal action as provided in the *Code of Virginia*, § 2.2-4364.

7. **Notices:** All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

To Norfolk Public Schools.	Senior Director of Purchases & Supply.
To the Contractor:	Account Executive as identified by the Contractor.

All notices under this contract shall be submitted, by certified mail, registered courier service or return-receipt requested, to the Contract Administrator or Account Executive, respectively. Either party may from time to time change the individual(s) who will receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

8. **Breach of Contract:** Contractor shall be deemed in breach of this contract if the Contractor:
    a. Fails to comply with any terms of this contract;
    b. Fails to cure such noncompliance within ten (10) calendar days from the date of Norfolk Public Schools' written notice or such other time frame specified by NPS's Contract Administrator in the notice;
    c. Fails to submit a written response to the notification of noncompliance from NPS within ten (10) calendar days after the date of NPS's notice or such other time frame specified by NPS's Contract Administrator in the notice.

The Contractor shall not be in breach of this contract as long as its default was due to causes beyond the reasonable control of and occurred without any fault or negligence on the part of both the Contractor and its subcontractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes and floods.

9. **Termination with Cause/Default/Cancellation:**

    a. In the event, the Contractor shall for any reason or through any cause be in default of the terms of this Contract; Norfolk Public Schools may give written notice of such default addressed to the Contractor's Account Executive.
    b. Unless the time is otherwise noted or extended by NPS in the notice, Contractor shall have ten (10) calendar days from the date of such notice in which to cure the default. Upon failure of the Contractor to cure the default, NPS may immediately cancel and terminate this Contract as of the date of the default notice.

c. No waiver or contest of any breach or default shall be effective unless expressly made in writing and signed by the waiving or contesting party's duly-authorized representative and duly delivered to the other party either by acknowledged certified mail, return-receipt requested or registered courier service.

10. **Compliance with All Laws:** The Contractor shall comply with all U.S. federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. The Offeror/Contractor represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Offeror/Contractor is a corporation, the Offeror/Contractor further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions. Any costs associated with violations of the law, including, but not limited to, remediation, fines, administrative or civil penalties or charges, and third party claims imposed on NPS by any regulatory agency or by any third party as a result of the noncompliance with Federal, state or local laws and regulations by the Contractor or by its subcontractors, consultants, sub-consultants, or any other persons, corporations or legal entities retained by the Contractor for this contract, shall be paid by the Contractor.
11. **Venue:** This Agreement is made in and shall be governed by the laws of the Commonwealth of Virginia. Any and all suits for any claims or for any and every breach or dispute arising out of this contract shall be maintained in the Circuit Court of the City of Norfolk, Virginia, or the United States District Court for the Eastern District of Virginia, Norfolk Division, in the City of Norfolk, Virginia, United States of America.
12. **Severability:** If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract and all other provisions of this contract shall remain in full force and effect.

F. GENERAL TERMS & CONDITIONS

1. ANNOUNCEMENT OF AWARD

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for a minimum of 10 days.

2. ANTI-DISCRIMINATION

By submitting their bids or proposals, contractors certify to Norfolk Public Schools that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by Norfolk Public Schools. (Code of Virginia, § 2.2-4343.1E).

In every contract over $10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

3. ANTITRUST

By entering into a contract, the contractor conveys, sells, assigns, and transfers to Norfolk Public Schools all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Norfolk Public Schools under said contract.

4. APPLICABLE LAWS AND COURTS

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. Norfolk Public Schools and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366 and NPS Vendors Manual). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

5. ASSIGNMENT OF CONTRACT

A contract shall not be assignable by the contractor in whole or in part without the written consent of Norfolk Public Schools.

6. AVAILABILITY OF FUNDS

It is understood and agreed between the parties herein that the Norfolk Public Schools shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

7. BID PRICE CURRENCY

Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.

8. CHANGES TO THE CONTRACT

Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. Norfolk Public Schools may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give Norfolk Public Schools a credit for any savings. Said compensation shall be determined by one of the following methods:

a. By mutual agreement between the parties in writing; or

b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to Norfolk Public School's right to audit the contractor's records and/or to determine the correct number of units independently; or

c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present Norfolk Public Schools with all vouchers and records of expenses incurred and savings realized. Norfolk Public Schools shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Norfolk Public Schools within thirty (30) days from the date of receipt of the written order from Norfolk Public Schools. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of Norfolk Public Schools Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by Norfolk Public Schools or with the performance of the contract generally.

9. CLARIFICATION OF TERMS

If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

10. CONTRACTOR EMPLOYEE BACKGROUND CERTIFICATION

By signing this contract/agreement, and as a condition of award, the Contractor certifies compliance with Code of Virginia § 22.1-296.1 regarding the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities.

In particular, the Contractor certifies that all persons who will provide such services under this contract/agreement have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to a school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

Note: In accordance with Virginia Code § 22.1-296.1, any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon the conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation to provide such services.

11. DEBARMENT STATUS

By submitting their bids/proposals, bidders/offerors certify that they are not currently debarred or otherwise declared ineligible by any public agency from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation. In addition, bidders/offerors further certify that no principal, officer, or director of the applicant firm has been employed by or associated with any firm which is currently debarred or otherwise declared ineligible by any public agency from bidding/offering on contracts for the type of goods and/or services covered by this solicitation.

12. DEFAULT

In case of failure to deliver goods or services in accordance with the contract terms and conditions, Norfolk Public Schools, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Norfolk Public Schools may have.

13. DISPUTES AND CLAIMS

The Senior Director of Purchases and Supply shall review and decide disputes and claims arising during the performance of the contract, in writing, within thirty days of receipt of the dispute or claim. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence of beginning of the work upon which the claim is based. The Contractor may not institute legal action prior to receipt of the Senior Director of Purchases and Supply's decision on the claim, unless that office fails to render such decision within thirty (30) days. The decision of the Senior Director of Purchases and Supply shall be final and conclusive unless the Contractor, within six months of the date of the final decision on the claim, institutes legal action as provided in the Code of Virginia, § 2.2-4364.

14. DRUG-FREE WORKPLACE

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the

foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

15. ETHICS IN PUBLIC CONTRACTING

By submitting their bids/proposals, bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

16. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION

The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to NPS are encouraged to participate in the eVA Internet e-procurement solution through the eVA Vendor Registration Service. All bidders or offerors should register in eVA; failure to register may result in the bid/proposal being rejected. eVA registration and transaction fee information can be found on the eVA website, Billing Portal, at: http://www.eva.virginia.gov

17. IMMIGRATION REFORM AND CONTROL ACT OF 1986

By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

18. INSURANCE FOR CONSTRUCTION, SERVICE CONTRACTS AND GOODS CONTRACTS WITH INSTALLATION

By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be

provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIREMENTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify Norfolk Public Schools of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.

2. Employer's Liability - $100,000.

3. Commercial General Liability - $1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Norfolk Public Schools must be named as an additional insured and so endorsed on the policy and stated on the Certificate of Insurance. For Capital and non-Capital Construction contracts, the City of Norfolk and the project architect/engineer also should be named as additional insured. Contracts with movers or truck transporters should also require motor carrier's liability.

4. Automobile Liability - $1,000,000 per occurrence. (Only required if motor vehicles are used in the contract.)

Failure to maintain these coverages or to continue to include Norfolk Public Schools as an additional insured may constitute a breach of contract which may result in the suspension or termination of the contract.

VARIOUS PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS coverages are also required for the following services:

PROFESSION	SERVICE LIMITS
Accounting	$1,000,000 per occurrence, $3,000,000 aggregate
Architecture	$2,000,000 per occurrence, $6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	$1,000,000 per occurrence, $3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists ,Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) (Limits increase each July 1 through fiscal year 2013, as follows: July 1, 2013 - $2,100,000. This complies with §8.01-581.15 of the Code of Virginia.	$1,925,000 per occurrence, $3,000,000 aggregate
Insurance/Risk Management	$1,000,000 per occurrence, $3,000,000 aggregate
Landscape/Architecture	$1,000,000 per occurrence, $1,000,000 aggregate
Legal	$1,000,000 per occurrence, $5,000,000 aggregate

Professional Engineer	$2,000,000 per occurrence, $6,000,000 aggregate
Surveying	$1,000,000 per occurrence, $1,000,000 aggregate

All Certificates of Insurance shall provide for thirty (30) days' written notice to Certificate Holder prior to cancellation or material change of any insurance referred to in the certificate.

19. MANDATORY USE OF NORFOLK PUBLIC SCHOOLS FORM AND TERMS AND CONDITIONS FOR BIDS

Failure to submit a bid on the official Norfolk Public Schools form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, NPS reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, NPS may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

20. INDEMNIFICATION

Seller covenants and agrees to, and does hereby, indemnify and hold harmless and defend Buyer and National IPA and Norfolk Public Schools, and their officers, agents, and employees from and against any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Seller/any services of any kind or nature furnished by the Seller, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Seller on the materials, goods or equipment delivered.

21. NONDISCRIMINATION OF CONTRACTORS

A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless Norfolk Public Schools has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, Norfolk Public Schools shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

22. PRECEDENCE OF TERMS

The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF

1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF NORFOLK PUBLIC SCHOOLS FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

23. QUALIFICATIONS OF BIDDERS OR OFFERORS

Norfolk Public Schools may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the services/furnish the goods and the bidder/offeror shall furnish to Norfolk Public Schools all such information and data for this purpose as may be requested. Norfolk Public Schools reserves the right to inspect bidder's/offeror's physical facilities prior to award to satisfy questions regarding the bidder's/offeror's capabilities. Norfolk Public Schools further reserves the right to reject any bid/proposal) if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy Norfolk Public Schools that such bidder/offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

24. TAX EXEMPT STATUS

Sales of goods to Norfolk Public Schools are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. Excise tax exemption registration number is 54-73-0076K.

25. TESTING AND INSPECTION

Norfolk Public Schools reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

26. TRANSPORTATION AND PACKAGING

By submitting their bids/proposals, all bidders/offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

27. USE OF BRAND NAMES

Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient

descriptive literature, catalog cuts and technical detail to enable Norfolk Public Schools to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder/offeror clearly indicates in its bid/proposal that the product offered is an equivalent product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

28. VENDORS MANUAL

This solicitation is subject to the provisions of the Norfolk Public Schools Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is normally available for review at the purchasing office and is accessible on the NPS Purchases and Supply Website on the Internet at "http://departments.nps.k12.va.us/business/purchasing/".

G. SPECIAL TERMS & CONDITIONS

1. ADDITIONAL USERS

Norfolk Public Schools, as the Principal Procurement Agency, as defined in RFP#15006FL, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA") to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. Norfolk Public Schools is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program.

2. AUDIT

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Norfolk Public Schools, whichever is sooner. The Norfolk Public Schools, its authorized agents, National IPA and cooperative members of National IPA, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

3. AWARD TO MULTIPLE OFFERORS

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the

offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, NPS shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. NPS reserves the right to make multiple awards as a result of this solicitation. NPS may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should NPS determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

4. BEST AND FINAL OFFER

At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

5. CANCELLATION OF CONTRACT

Norfolk Public Schools reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

6. CONTRACTOR'S TITLE TO MATERIALS

No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

7. DELIVERY NOTIFICATION

For large orders, NPS shall be notified at least 48 hours (2 business days) prior to delivery of any items so that personnel may be available to allow access to the building and verify items received. Notification shall be made to the contact on the (purchase) order.

8. EXTRA CHARGES NOT ALLOWED

The bid price shall be for complete installation ready for the Norfolk Public Schools' use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

9. FEDERAL GRANT FUNDING

If this payment is to be charged against federal funds, the Contractor certifies that s/he is not currently employed by the Federal government and the amount charged does not exceed his/her normal charge for the type of service. It is understood and agreed between the parties herein that the Norfolk Public Schools shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

10. FINAL INSPECTION

At the conclusion of any assembly or installation work, the contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

11. IDENTIFICATION OF BID/PROPOSAL ENVELOPE

If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as directed in the solicitation.

If a bid/proposal not contained in the special envelope is mailed, the bidder or offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Bids/proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope. Attachment 4 displays an acceptable envelope template.

12. INSPECTION OF JOB SITE

My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Norfolk Public Schools.

13. INSTALLATION

All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.

14. MAINTENANCE MANUALS

The contractor shall provide with each piece of equipment/furniture an operations and maintenance manual with diagrams, parts list, and a copy of all warranties.

15. MOST FAVORED CUSTOMER COMPETITIVE PRICING

Contractor warrants and agrees that each of the charges, economic or Product terms or warranties granted pursuant to this Contract are comparable to or better than the equivalent charge, economic or Product term or warranty being offered to any similarly situated commercial or other government customer of Contractor. If Contractor enters into any arrangements with another customer of Contractor to provide Product under more favorable charges, economic or Product terms or warranties, Contractor shall immediately notify NPS of such change and this Contract shall be deemed amended to incorporate the most favorable charges, economic or Product terms or warranties.

16. OPTIONAL PREBID/PREPROPOSAL CONFERENCE

An optional preproposal conference will be held at 10 AM ET, November 14, 2014 in Room 1205 of the Norfolk Public School's Administration Building located at 800 E City Hall AVE, Norfolk, VA 23510. A valid photo ID will be required for admittance. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a bid/proposal, bidders/offerors who intend to submit a bid/proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

It is the Bidder's responsibility to acknowledge receipt of these Addendums on the Bid Cover Sheet (page 1).

17. PRODUCT AVAILABILITY/SUBSTITUTION

Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.

18. QUANTITIES

Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

19. RENEWAL OF CONTRACT

This contract may be renewed by NPS for up to four (4) successive one year periods, under the terms of the current contract.

20. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS

The contractor shall extend any special educational or promotional sale prices or discounts immediately to the Norfolk Public Schools during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

21. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and NPS's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

22. SUBCONTRACTS

No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

23. WARRANTY

All materials and equipment shall be fully guaranteed against defects in material and workmanship for a period of [Vendor must provide warranty information for all offered items, however, no warranty period shall be for less than one (1) year] following date of delivery. Should any defect be noted by the owner, the Purchasing Office will notify the contractor of such defect or non-conformance. Notification will state either (1) that the contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the Norfolk Public Schools and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

24. WORK ESTIMATES (TIME AND MATERIAL CONTRACTS)

Under this time and material contract, the contractor shall furnish the Norfolk Public Schools with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the Norfolk Public Schools determines that the estimated price is not fair and reasonable, the Norfolk Public Schools has the right to ask the contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the Norfolk Public Schools reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor's estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.

25. WORK SITE DAMAGES

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Norfolk Public Schools' satisfaction at the contractor's expense.

H. ORDERING

Electronic ordering is preferred with the use of purchase cards and purchase orders.

I. DELIVERIES, PERFORMANCE, INSPECTION, AND ACCEPTANCE

Deliveries shall be to district locations, during normal business hours, or as specified on the specific order.

J. METHOD OF PAYMENT

1. To Prime Contractor:

a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the NPS contract number and/or purchase order number.

b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. All goods or services provided under this contract or purchase orders, that are to be paid for with public funds, shall be billed by the contractor at the contract price.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, NPS shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve NPS of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

2. To Subcontractors:
a. A contractor awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from NPS for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from NPS, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of NPS.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. NPS reserves the right to purchase goods and services using the NPS Purchasing Card.

K. ATTACHMENTS

ATT 1: State Corporation Commission Form

(RFP)

Virginia State Corporation Commission ("SCC") registration information: The undersigned Offeror:

☒ is a corporation or other business entity with the following SCC identification number: T0398109 **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE** >>** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (NPS reserves the right to determine in its sole discretion whether to allow such waiver): ☐

Signature: _____ **Date:** 12/4/2014

Name: John G. Crawford
Print

Title: President & COO

Name of Firm: Contrax Group, LLC

ATT 2: Anti-Collusion Statement

In the preparation and submission of this proposal on behalf of Contrax Group, LLC (name of offeror), we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS Sections 1 et seq., or the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-69.6 through 59.1.69.9. The undersigned vendor hereby certifies that this agreement, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Norfolk has an interest in, or is concerned with, this proposal; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this bid.

"...or otherwise take any action in the restraint of free competition in violation of the Sherman Antitrust Act, 15 USCS Sections 1 et seq.; the Virginia Antitrust Act, Virginia Code Sections 59.1-9.1 through 59.1-9.19; or the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-69.6 through 59.1-69.9."

BY: _____ (SIGNATURE)

John G. Crawford, President & COO PRINT NAME

Contrax Group, LLC COMPANY

690 NE 23rd Avenue BUSINESS ADDRESS

Gainesville, FL 32609 CITY, STATE, ZIP

12/4/2014 DATE

ATT 3: Debarment Statement

I certify that the applicant firm is not currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services. I further certify that no principal, officer or director of the applicant firm has been employed by or associated with any firm which is currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

I certify that the applicant firm has never been debarred, or otherwise declared ineligible by any public agency from bidding or furnishing materials, supplies or services. I further certify that no principal, officer or director of the applicant firm has ever been employed by or associated with any firm which has ever been debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

BY: _____ (SIGNATURE)

John G. Crawford, President & COO PRINT NAME

Contrax Group, LLC COMPANY

690 NE 23rd Avenue BUSINESS ADDRESS

Gainesville, FL 32609 CITY, STATE, ZIP

12/4/2014 DATE

ATT 4: Envelope Template

IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

OFFEROR NAME Contrax Group, LLC

690 NE 23rd Avenuw

Gainesville, FL 32609

800-699-7516

SOLICITATION #: RFP-15006FL

SOLICITATION NAME: National IPA Educational Furniture

DUE DATE AND TIME: 12/09/2014 @ 2:00:00 PM

SENIOR DIRECTOR OF PURCHASES AND SUPPLY

NORFOLK PUBLIC SCHOOLS ADMINISTRATION BUILDING

800 EAST CITY HALL AVENUE, ROOM 1205

NORFOLK, VIRGINIA 23510-2723

ATT 5: National IPA Requirements

Requirements for National Cooperative Contract
To be Administered by
National Intergovernmental Purchasing Alliance Company

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

National IPA Exhibit A – NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

National IPA Exhibit B – NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

National IPA Exhibit C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

National IPA Exhibit D – NATIONAL IPA PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

National IPA Exhibit E – NATIONAL IPA CONTRACT SALES REPORTING TEMPLATE

National IPA Exhibit F – NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

1.0 Scope of National Cooperative Contract

1.1 Requirement

Norfolk Public Schools (hereinafter defined and referred to as "Principal Procurement Agency"), on behalf of itself and the National Intergovernmental Purchasing Alliance Company ("National IPA"), is requesting proposals for Educational Furniture. The intent of this Request for Proposal is that any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (hereinafter defined and referred to as the "Master Agreement") be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with National IPA (an example of which is included as Exhibit D) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency, including the Principal Procurement Agency, will be preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. Registration with National IPA as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through National IPA.

All transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither National IPA, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency.

This Exhibit A defines the expectations for qualifying Suppliers based on National IPA's requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through National IPA.

These requirements are incorporated into and are considered an integral part of this RFP. National IPA reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies.

1.2 Marketing and Administrative Support

During the term of the Master Agreement National IPA intends to provide marketing and administrative support for Supplier pursuant to this section 1.2 that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The National IPA marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

A. Marketing collateral (print, email, presentations)
B. Website support
C. Trade shows/conferences/meetings
D. Advertising

The National IPA sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

A. Individual sales calls
B. Joint sales calls
C. Communications/customer service
D. Training sessions for Public Agency teams
E. Training sessions for Supplier teams

The National IPA contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies prospective Public Agencies through:

A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
B. Training sessions for Public Agency teams
C. Training sessions for Supplier teams
D. Regular business reviews to monitor program success
E. General contract administration

Suppliers are required to pay an administrative fee of 2% of the greater of the Contract Sales under the Master Agreement and guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the National IPA Administration Agreement (refer to Exhibit B).

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the National Intergovernmental Purchasing Alliance Company Administration Agreement between Supplier and National IPA (the "National IPA Administration Agreement")

1.3 Estimated Volume

The dollar volume purchased under the Master Agreement is estimated to be approximately 20 million annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the

Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and National IPA.

1.4 Award Basis

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will be the basis of award on a national level through National IPA. If multiple suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same suppliers will be required to extend the Master Agreement to Participating Public Agencies through National IPA. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and National IPA shall agree.

1.5 Objectives of Cooperative Program

This RFP is intended to achieve the following objectives regarding availability through National IPA's cooperative program:

A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations;
D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

2.0 REPRESENTATIONS AND COVENANTS

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and National IPA designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with National IPA and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

2.2 Pricing Commitment

Supplier commits that the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, that the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through National IPA nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to National IPA in accordance with the National IPA Administration Agreement. Supplier also commits that its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

3.0 SUPPLIER QUALIFICATIONS

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through National IPA.

3.1 Company

A. Brief history and description of your company.
B. Total number and location of sales persons employed by your company.
C. Number and location of support centers (if applicable).
D. Annual sales for the three previous fiscal years.
E. Submit your FEIN and Dunn & Bradstreet report.

3.2 Distribution, Logistics

A. Describe how your company proposes to distribute the products/service nationwide.
B. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.
C. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
D. State any return and restocking policy and fees, if applicable, associated with returns.

3.3 Marketing and Sales

A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as your company's primary go to market strategy for Public Agencies to your teams nationwide, to include, but not limited to:
    a. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
    b. Training and education of your national sales force with participation from the executive leadership of your company, along with the National IPA team within first 90 days
B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current

Participating Public Agencies, existing Pubic Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:

a. Creation and distribution of a co-branded press release to trade publications within first 10 days
b. Announcement, contract details and contact information published on the company website within first 30 days
c. Design, publication and distribution of co-branded marketing materials within first 90 days
d. Commitment to attendance and participation with National IPA at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
e. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by National IPA for partner suppliers. Booth space will be purchased and staffed by your company. In addition, you commit to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by National IPA.
f. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
g. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, etc.)
h. Dedicated National IPA internet web-based homepage with:
    - National IPA standard logo;
    - Copy of original Request for Proposal;
    - Copy of contract and amendments between Principal Procurement Agency and Supplier;
    - Summary of Products and pricing;
    - Marketing Materials
    - Electronic link to National IPA's online registration page;
    - A dedicated toll free number and email address for National IPA

C. Describe how your company will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through National IPA. Include a list of current cooperative contracts (regional and national) your company holds and describe how the Master Agreement will be positioned among the other cooperative agreements.

D. Acknowledge that your company agrees to provide its company/corporate logo(s) to National IPA and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

E. Supplier is responsible for proactive direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by National IPA. All sales materials are to use the National IPA logo. At a minimum, the Supplier's sales initiatives should communicate:

i. Master Agreement was competitively solicited by a Principal Procurement Agency
ii. Best government pricing
iii. No cost to participate
iv. Non-exclusive contract

F. Supplier is responsible for the training of its national sales force on the Master Agreement. At a minimum, sales training should include:
   i. Key features of Master Agreement
   ii. Working knowledge of the solicitation process
   iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through National IPA

G. Provide contact information for the person(s), who will be responsible for:
   a. Marketing
   b. Sales
   c. Sales Support
   d. Financial Reporting
   e. Contracts

H. Describe in detail how your company's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.

I. Explain in detail how the sales teams will work with the National IPA team to implement, grow and service the national program.

J. Explain in detail how your organization will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, etc.

K. State the amount of your company's Public Agency sales for the previous fiscal year. Provide a list of your top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

L. Describe your company's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

M. Provide the Contract Sales (as defined in Section 10 of the National Intergovernmental Purchasing Alliance Company Administration Agreement) that your company will guarantee each year under the Master Agreement for the initial three years of the Master Agreement.

   $_____.00 in year one
   $_____.00 in year two
   $_____.00 in year three

N. Even though it is anticipated that many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation that is for Products covered under the Master Agreement.
   i. Respond with Master Agreement pricing (Contract Sales reported to National IPA).
   ii. If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to National IPA under the Master Agreement.
   iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement.

iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail your strategies under these options when responding to a solicitation.

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY ADMINISTRATION AGREEMENT

This ADMINISTRATION AGREEMENT (the "Agreement") is made this ___ day of _____ 20__, between National Intergovernmental Purchasing Alliance Company ("National IPA"), and _____ (herein "Supplier").

RECITALS

WHEREAS, the _____ (herein "Principal Procurement Agency") has entered into a Master Agreement dated _____, Agreement No_____, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of _____ (herein "Product");

WHEREAS, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), that enter into (either via registration on the National IPA website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

WHEREAS, Participating Public Agencies may access the Master Agreement which is offered through National IPA to Public Agencies;

WHEREAS, National IPA serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

WHEREAS, Principal Procurement Agency desires National IPA to proceed with administration of the Master Agreement; and

WHEREAS, National IPA and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between National IPA and Supplier.

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

DEFINITIONS

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

TERMS AND CONDITIONS

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. National IPA shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to National IPA, its agents, employees, directors, and representatives under this Agreement including, but not limited to, the Supplier's obligation to provide appropriate insurance.

4. National IPA shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by National IPA solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, National IPA: (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) shall not be obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) shall not be obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. National IPA makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

TERM OF AGREEMENT

6. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of paragraphs 3, 4 and 5 hereof and the indemnifications afforded by the Supplier to National IPA herein and in the Master Agreement, to the extent such provision survive the term of the Master Agreement, shall survive the term of this Agreement.

NATIONAL PROMOTION

7. National IPA and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of this Agreement at National IPA's sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

8. Supplier shall require each Public Agency to register its participation in the National IPA program by either registering on the National IPA website, www.nationalipa.org, or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order.

9. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases. In addition, Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and National IPA. Supplier and National IPA shall provide each respective party with its logo ("Logo") and the standard terms of use for its general use in marketing the Master Agreement. Both parties shall obtain written approval from the other party prior to use of such party's Logo. Notwithstanding, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

MONTHLY REPORTING & FEES

10. Supplier shall pay National IPA an administrative fee in the amount of 2% of the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). Supplier shall provide National IPA with an electronic accounting report, in Microsoft Excel, in the format prescribed by National IPA, on a monthly basis summarizing all Contract Sales for the applicable month. A sample of the Contract Sales reporting format is provided as Exhibit E, attached hereto and incorporated herein by reference.

11. Reports of Contract Sales for Principal Procurement Agency and Participating Public Agencies in each calendar month shall be provided by Supplier to National IPA by the 10th day of the following month. Such reports shall be accompanied by an administrative fee payment in the amount indicated on the report as being due. Administrative fee payments are to be paid by the Supplier to National IPA via Automated Clearing House (ACH) to the National IPA designated financial institution identified in Exhibit D. Failure to provide a monthly report or payment of the administrative fees within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at National IPA's sole discretion. All administrative fees not paid when due shall bear interest at a rate equal to the lesser of 1 1/2% per month or the maximum rate permitted by law until paid in full.

12. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. National IPA, or its designee, in National IPA's sole discretion, reserves the right to compare Participating Public Agency records with monthly reports submitted by Supplier for a period of four (4) years from the date National IPA receives such monthly report. National IPA may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by National IPA at the location designated by National IPA. In the event an underreporting of Contract Sales and a resulting underpayment of administrative fees is revealed, National IPA will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to National IPA's reasonable satisfaction, including payment of any administrative fees due and owing, together with interest

thereon in accordance with Section 11, and reimbursement of National IPA's costs and expenses related to such audit.

GENERAL PROVISIONS

13. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between National IPA and Supplier, the provisions of this Agreement shall prevail.

14. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

15. This Agreement and National IPA's rights and obligations hereunder may be assigned at National IPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform National IPA's obligations hereunder. Supplier may not assign its obligations hereunder without the prior written consent of National IPA.

16. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below:

A. National Intergovernmental Purchasing Alliance Company

National IPA
Attn: President
725 Cool Springs Blvd-Suite 100
Franklin, TN 37067

B. Supplier

17. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

18. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

19. This Agreement shall inure to the benefit of and shall be binding upon National IPA, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

20. This Agreement will be construed under and governed by the laws of the state of Delaware, excluding its conflicts of law provisions.

Authorized Signature, Supplier	NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY
_____	_____
Signature	Signature
_____	Ward H. Brown
Name	Name
_____	Chief Operating Officer
Title	Title
_____	_____
Date	Date

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT C- NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (the "Agreement") is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate with National Intergovernmental Purchasing Alliance Company ("National IPA") ("Principal Procurement Agencies") to be appended and made a part hereof and such other public agencies who register to participate in the National IPA program by either registering on the National IPA website, www.nationalipa.org, or executing a Master Intergovernmental Cooperative Purchasing Agreement with National IPA ("Participating Public Agencies") to be appended and made a part hereof.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Principal Procurement Agencies, a number of suppliers (each a "Supplier") have entered into Master Supplier Agreements to provide a variety of goods, products and services (herein "Products") to the applicable Principal Procurement Agency and the Participating Public Agencies;

WHEREAS, Master Supplier Agreements are made available by Principal Procurement Agencies through National IPA and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products.

2. That the procurement of Products by Participating Public Agencies subject to this Agreement shall be conducted in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices.

3. That the cooperative use of solicitations obtained by the parties to this Agreement shall be in accordance with the terms and conditions of the Master Supplier Agreement, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state or local law.

4. That the Principal Procurement Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the procurement of Products by the Participating Public Agencies.

5. That the Participating Public Agencies that procure Products through any Master Supplier Agreement (each a, "Procuring Party") will make timely payments to the Supplier for Products received in accordance with the terms and conditions of the Master Supplier Agreement. Payment for Products and inspections and acceptance of Products ordered by

the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase.

6. The Procuring Party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.

7. The procuring party shall be responsible for the ordering of Products under this agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the procuring party.

8. This agreement shall remain in effect until termination by a party giving 30 days written notice to the other party. The provisions of paragraphs 5, 6 and 7 hereof shall survive any such termination.

9. This agreement shall take effect after execution of the Principal Procurement Agency Certificate or Participating Public Agency Registration, as applicable.

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT D- NATIONAL IPA PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

In its capacity as Principal Procurement Agency for National IPA, NAME OF PPA agrees to pursue Master Agreements for Products as specified in the attached exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as _____ of and on behalf of NAME OF PPA ("Principal Procurement Agency"), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through National Intergovernmental Purchasing Alliance Company ("National IPA") pursuant to the terms of the Administrative Agreement by and between National IPA and the applicable supplier.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, Principal Procurement Agency

_____
Signature

_____
Name

_____
Title

_____
Date

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT E- NATIONAL IPA CONTRACT SALES REPORTING TEMPLATE

National IPA Contract Sales Monthly Report

Supplier Name: _____

Contract Sales Report Month: _____

Participating Agency Name	City	State	Zip Code	Participating Agency # {Assigned by National IPA and provided to Supplier}	Contract Sales for Month ($)	Admin Fee %	Admin Fee $

Report Totals _____ _____

Cumulative Contract Sales _____

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT F- NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with National IPA and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

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

Lists of political subdivisions and local governments in the above referenced states / districts may be found at http://www.usa.gov/Agencies/State_and_Territories.shtml and http://www.usa.gov/Agencies/Local.shtml

*Some public agencies and political subdivisions of these states may be restricted by state statutes that limit competition among cooperative purchasing organizations by only allowing use of purchasing cooperatives sponsored by certain National Associations.

Certain Public Agencies and Political Subdivisions:

Cities, Towns, Villages and Boroughs including but not limited to:

BAKER CITY GOLF COURSE, OR
CITY OF ADAIR VILLAGE, OR
CITY OF ASHLAND, OR
CITY OF AUMSVILLE, OR
CITY OF AURORA, OR
CITY OF BAKER, OR
CITY OF BATON ROUGE, LA
CITY OF BEAVERTON, OR
CITY OF BEND, OR
CITY OF BOARDMAN, OR
CITY OF BOSSIER CITY, LA
CITY OF BURNS, OR
CITY OF CANBY, OR
CITY OF CANYONVILLE, OR
CITY OF CLATSKANIE, OR
CITY OF COBURG, OR
CITY OF CONDON, OR
CITY OF COQUILLE, OR
CITY OF CORVALLI, OR
CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR
CITY OF COTTAGE GROVE, OR
CITY OF EUGENE, OR
CITY OF FOREST GROVE, OR
CITY OF GRANTS PASS, OR
CITY OF GRESHAM, OR
CITY OF HILLSBORO, OR
CITY OF INDEPENDENCE, OR
CITY AND COUNTY OF HONOLULU, HI
CITY OF KENNER, LA
CITY OF LA GRANDE, OR
CITY OF LAFAYETTE, LA
CITY OF LAKE CHARLES, OR
CITY OF LEBANON, OR
CITY OF MCMINNVILLE, OR
CITY OF MEDFORD, OR
CITY OF METAIRIE, LA
CITY OF MILL CITY, OR
CITY OF MILWAUKIE, OR
CITY OF MONROE, LA
CITY OF MOSIER, OR
CITY OF NEW ORLEANS, LA
CITY OF NORTH PLAINS, OR
CITY OF OREGON CITY, OR
CITY OF PILOT ROCK, OR
CITY OF PORTLAND, OR
CITY OF POWERS, OR
CITY OF PRINEVILLE, OR
CITY OF RIDDLE, OR
CITY OF ROSEBURG, OR
CITY OF REDMOND, OR
CITY OF SALEM, OR
CITY OF SANDY, OR
CITY OF SCAPPOOSE, OR
CITY OF SHADY COVE, OR
CITY OF SHERWOOD, OR
CITY OF SHREVEPORT, LA
CITY OF SPRINGFIELD, OR
CITY OF ST. HELENS, OR
CITY OF ST. PAUL, OR
CITY OF SULPHUR, LA
CITY OF TIGARD, OR
CITY OF TROUTDALE, OR
CITY OF TUALATIN, OR
CITY OF WALKER, LA
CITY OF WARRENTON, OR
CITY OF WILSONVILLE, OR
CITY OF WINSTON, OR
CITY OF WOODBURN, OR
LEAGUE OF OREGON CITES
THE CITY OF HAPPY VALLEY OREGON

Counties and Parishes including but not limited to:

ASCENSION PARISH, LA
ASCENSION PARISH, LA, CLEAR OF COURT
ASSOCIATION OF OREGON COUNTIES
BAKER COUNTY, OR
BENTON COUNTY, OR
BOARD OF WATER SUPPLY, OR
CADDO PARISH, LA
CALCASIEU PARISH, LA
CALCASIEU PARISH SHERIFF'S OFFICE, LA
CITY AND COUNTY OF HONOLULU, HI
CLACKAMAS COUNTY, OR
CLACKAMAS COUNTY DEPT OF TRANSPORTATION, OR
CLATSOP COUNTY, OR
COLUMBIA COUNTY, OR
COOS COUNTY, OR
COOS COUNTY HIGHWAY DEPARTMENT, OR
COUNTY OF HAWAII, OR

CROOK COUNTY, OR
CROOK COUNTY ROAD DEPARTMENT, OR
CURRY COUNTY, OR
DESCHUTES COUNTY, OR
DOUGLAS COUNTY, OR
EAST BATON ROUGE PARISH, LA
GILLIAM COUNTY, OR
GRANT COUNTY, OR
HARNEY COUNTY, OR
HARNEY COUNTY SHERIFFS OFFICE, OR
HAWAII COUNTY, HI
HOOD RIVER COUNTY, OR
JACKSON COUNTY, OR
JEFFERSON COUNTY, OR
JEFFERSON PARISH, LA
JOSEPHINE COUNTY GOVERNMENT, OR
LAFAYETTE CONSOLIDATED GOVERNMENT, LA
LAFAYETTE PARISH, LA
LAFAYETTE PARISH CONVENTION & VISITORS COMMISSION
LAFOURCHE PARISH, LA
LAFOURCHE PARISH HEALTH UNIT – DHH-OPH REGION 3
KAUAI COUNTY, HI
KLAMATH COUNTY, OR
LAKE COUNTY, OR
LANE COUNTY, OR
LINCOLN COUNTY, OR
LINN COUNTY, OR
LIVINGSTON PARISH, LA
MALHEUR COUNTY, OR
MAUI COUNTY, HI
MARION COUNTY, SALEM, OR
MORROW COUNTY, OR
MULTNOMAH COUNTY, OR
MULTNOMAH COUNTY BUSINESS AND COMMUNITY SERVICES, OR
MULTNOMAH COUNTY SHERIFFS OFFICE, OR
MULTNOMAH LAW LIBRARY, OR
ORLEANS PARISH, LA
PLAQUEMINES PARISH, LA
POLK COUNTY, OR
RAPIDES PARISH, LA
SAINT CHARLES PARISH, LA
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA
SAINT LANDRY PARISH, LA
SAINT TAMMANY PARISH, LA
SHERMAN COUNTY, OR
TERREBONNE PARISH, LA
TILLAMOOK COUNTY, OR
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR
TILLAMOOK COUNTY GENERAL HOSPITAL, OR
UMATILLA COUNTY, OR
UNION COUNTY, OR
WALLOWA COUNTY, OR
WASCO COUNTY, OR
WASHINGTON COUNTY, OR
WEST BATON ROUGE PARISH, LA
WHEELER COUNTY, OR
YAMHILL COUNTY, OR

Other Agencies including Associations, Boards, Districts, Commissions, Councils, Public Corporations, Public Development Authorities, Reservations and Utilities including but not limited to:

BATON ROUGE WATER COMPANY
BEND METRO PARK AND RECREATION DISTRICT
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6, LA
BOARDMAN PARK AND RECREATION DISTRICT
CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA
CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
CLACKAMAS RIVER WATER
CLATSKANIE PEOPLE'S UTILITY DISTRICT
CLEAN WATER SERVICES
CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
COOS FOREST PROTECTIVE ASSOCIATION
CHEHALEM PARK AND RECREATION DISTRICT
DAVID CROCKETT STEAM FIRE COMPANY #1, LA
EUGENE WATER AND ELECTRIC BOARD
HOODLAND FIRE DISTRICT #74
HOUSING AUTHORITY OF PORTLAND
ILLINOIS VALLEY FIRE DISTRICT
LAFAYETTE AIRPORT COMMISSION, LA
LOUISIANA PUBLIC SERVICE COMMISSION, LA
LOUISIANA WATER WORKS
MEDFORD WATER COMMISSION
MELHEUR COUNTY JAIL, OR
METRO REGIONAL GOVERNMENT
METRO REGIONAL PARKS
METROPOLITAN EXPOSITION RECREATION COMMISSION
METROPOLITAN SERVICE DISTRICT (METRO)
MULTNOMAH EDUCATION SERVICE DISTRICT
PORTLAND DEVELOPMENT COMMISSION, OR

OREGON COAST COMMUNITY ACTION
OREGON HOUSING AND COMMUNITY SERVICES
OREGON LEGISLATIVE ADMINISTRATION
SAINT LANDRY PARISH TOURIST COMMISSION
SAINT TAMMANY FIRE DISTRICT 4, LA
SALEM MASS TRANSIT DISTRICT
SEWERAGE AND WATER BOARD OF NEW ORLEANS, LA
SOUTHEASTERN LOUISIANAN UNIVERSITY
TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON
TUALATIN HILLS PARK & RECREATION DISTRICT
TUALATIN VALLEY FIRE & RESCUE
WILLAMALANE PARK AND RECREATION DISTRICT
WILLAMETTE HUMANE SOCIETY

K-12 including but not limited to:

ACADIA PARISH SCHOOL BOARD
BEAVERTON SCHOOL DISTRICT
BEND-LA PINE SCHOOL DISTRICT
BOSSIER PARISH SCHOOL BOARD
BROOKING HARBOR SCHOOL DISTRICT NO.17-C
CADDO PARISH SCHOOL DISTRICT
CALCASIEU PARISH SCHOOL DISTRICT
CANBY SCHOOL DISTRICT
CANYONVILLE CHRISTIAN ACADEMY
CASCADES ACADEMY OF CENTRAL OREGON
CENTENNIAL SCHOOL DISTRICT
CENTRAL CATHOLIC HIGH SCHOOL
CENTRAL POINT SCHOOL DISTRICT NO.6
CENTRAL SCHOOL DISTRICT 13J
COOS BAY SCHOOL DISTRICT NO.9
CORVALLIS SCHOOL DISTRICT 509J
COUNTY OF YAMHILL SCHOOL DISTRICT 29
CULVER SCHOOL DISTRICT
DALLAS SCHOOL DISTRICT NO.2
DAVID DOUGLAS SCHOOL DISTRICT
DAYTON SCHOOL DISTRICT NO.8
DE LA SALLE N CATHOLIC HS
DESCHUTES COUNTY SCHOOL DISTRICT NO.6
DUFUR SCHOOL DISTRICT NO.29
EAST BATON ROUGE PARISH SCHOOL DISTRICT
ESTACADA SCHOOL DISTRICT NO.10B
FOREST GROVE SCHOOL DISTRICT
GEORGE MIDDLE SCHOOL
GLADSTONE SCHOOL DISTRICT
GRANTS PASS SCHOOL DISTRICT 7
GREATER ALBANY PUBLIC SCHOOL DISTRICT
HEAD START OF LANE COUNTY
HIGH DESERT EDUCATION SERVICE DISTRICT
HILLSBORO SCHOOL DISTRICT
HOOD RIVER COUNTY SCHOOL DISTRICT
JACKSON CO SCHOOL DIST NO.9
JEFFERSON COUNTY SCHOOL DISTRICT 509-J
JEFFERSON PARISH SCHOOL DISTRICT
JEFFERSON SCHOOL DISTRICT
KLAMATH FALLS CITY SCHOOLS
LAFAYETTE PARISH SCHOOL DISTRICT
LAKE OSWEGO SCHOOL DISTRICT 7J
LANE COUNTY SCHOOL DISTRICT 4J
LINCOLN COUNTY SCHOOL DISTRICT
LINN CO. SCHOOL DIST. 95C
LIVINGSTON PARISH SCHOOL DISTRICT
LOST RIVER JR/SR HIGH SCHOOL
LOWELL SCHOOL DISTRICT NO.71
MARION COUNTY SCHOOL DISTRICT
MARION COUNTY SCHOOL DISTRICT 103
MCMINNVILLE SCHOOL DISTRICT NOAO
MEDFORD SCHOOL DISTRICT 549C
MITCH CHARTER SCHOOL
MONROE SCHOOL DISTRICT NO.1J
MUL TNOMAH EDUCATION SERVICE DISTRICT
MULTISENSORY LEARNING ACADEMY
MYRTLE PINT SCHOOL DISTRICT 41
NEAH-KAH-NIE DISTRICT NO.56
NESTUCCA VALLEY SCHOOL DISTRICT NO.101
NOBEL LEARNING COMMUNITIES
NORTH BEND SCHOOL DISTRICT 13
NORTH CLACKAMAS SCHOOL DISTRICT
NORTH DOUGLAS SCHOOL DISTRICT
NORTH WASCO CITY SCHOOL DISTRICT 21
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
ONTARIO MIDDLE SCHOOL
OREGON TRAIL SCHOOL DISTRICT NOA6
ORLEANS PARISH SCHOOL DISTRICT
PHOENIX-TALENT SCHOOL DISTRICT NOA
PORTLAND JEWISH ACADEMY
PORTLAND PUBLIC SCHOOLS
RAPIDES PARISH SCHOOL DISTRICT
REDMOND SCHOOL DISTRICT

REYNOLDS SCHOOL DISTRICT
ROGUE RIVER SCHOOL DISTRICT NO.35
ROSEBURG PUBLIC SCHOOLS
SCAPPOOSE SCHOOL DISTRICT 1J
SEASIDE SCHOOL DISTRICT 10
SHERWOOD SCHOOL DISTRICT 88J
SILVER FALLS SCHOOL DISTRICT 4J
SOUTH LANE SCHOOL DISTRICT 45J3
SOUTHERN OREGON EDUCATION SERVICE DISTRICT
SPRINGFIELD SCHOOL DISTRICT NO.19
SWEET HOME SCHOOL DISTRICT NO.55
TERREBONNE PARISH SCHOOL DISTRICT
THE CATLIN GABEL SCHOOL
TIGARD-TUALATIN SCHOOL DISTRICT
UMATILLA MORROW ESD
WEST LINN WILSONVILLE SCHOOL DISTRICT
WILLAMETTE EDUCATION SERVICE DISTRICT
WOODBURN SCHOOL DISTRICT
YONCALLA SCHOOL DISTRICT NO.32

Higher Education

ARGOSY UNIVERSITY
BATON ROUGE COMMUNITY COLLEGE, LA
BIRTHINGWAY COLLEGE OF MIDWIFERY
BLUE MOUNTAIN COMMUNITY COLLEGE
BRIGHAM YOUNG UNIVERSITY - HAWAII
CENTRAL OREGON COMMUNITY COLLEGE
CENTENARY COLLEGE OF LOUISIANA
CHEMEKETA COMMUNITY COLLEGE
CLACKAMAS COMMUNITY COLLEGE
COLLEGE OF THE MARSHALL ISLANDS
COLUMBIA GORGE COMMUNITY COLLEGE
CONCORDIA UNIVERSITY
DEVRY UNIVERSITY - PORTLAND
GEORGE FOX UNIVERSITY
KLAMATH COMMUNITY COLLEGE DISTRICT
LANE COMMUNITY COLLEGE
LEWIS AND CLARK COLLEGE
LINFIELD COLLEGE
LINN-BENTON COMMUNITY COLLEGE
LOUISIANA COLLEGE, LA
MARYLHURST UNIVERSITY
MT. HOOD COMMUNITY COLLEGE
MULTNOMAH BIBLE COLLEGE
NATIONAL COLLEGE OF NATURAL MEDICINE
NORTHWEST CHRISTIAN COLLEGE
OREGON HEALTH AND SCIENCE UNIVERSITY
OREGON UNIVERSITY SYSTEM
PACIFIC UNIVERSITY
PIONEER PACIFIC COLLEGE
PORTLAND COMMUNITY COLLEGE
PORTLAND STATE UNIVERSITY
REED COLLEGE
RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
ROGUE COMMUNITY COLLEGE
SOUTHEASTERN LOUISIANA UNIVERSITY
SOUTHERN OREGON UNIVERSITY (OREGON UNIVERSITY SYSTEM)
SOUTHWESTERN OREGON COMMUNITY COLLEGE
TULANE UNIVERSITY
TILLAMOOK BAY COMMUNITY COLLEGE
UMPQUA COMMUNITY COLLEGE
UNIVERSITY OF HAWAII BOARD OF REGENTS
UNIVERSITY OF HAWAII-HONOLULU COMMUNITY COLLEGE
UNIVERSITY OF OREGON-GRADUATE SCHOOL
UNIVERSITY OF PORTLAND
UNIVERSITY OF NEW ORLEANS
WESTERN OREGON UNIVERSITY
WESTERN STATES CHIROPRACTIC COLLEGE
WILLAMETTE UNIVERSITY
XAVIER UNIVERISTY

State Agencies

ADMIN. SERVICES OFFICE
BOARD OF MEDICAL EXAMINERS
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
HAWAII DEPARTMENT OF TRANSPORTATION
HAWAII HEALTH SYSTEMS CORPORATION
OFFICE OF MEDICAL ASSISTANCE PROGRAMS
OFFICE OF THE STATE TREASURER
OREGON BOARD OF ARCHITECTS
OREGON CHILD DEVELOPMENT COALITION
OREGON DEPARTMENT OF EDUCATION
OREGON DEPARTMENT OF FORESTRY
OREGON DEPT OF TRANSPORTATION
OREGON DEPT. OF EDUCATION
OREGON LOTTERY

OREGON OFFICE OF ENERGY
OREGON STATE BOARD OF NURSING
OREGON STATE DEPT OF CORRECTIONS
OREGON STATE POLICE
OREGON TOURISM COMMISSION
OREGON TRAVEL INFORMATION COUNCIL
SANTIAM CANYON COMMUNICATION CENTER
SEIU LOCAL 503, OPEU
SOH- JUDICIARY CONTRACTS AND PURCH
STATE DEPARTMENT OF DEFENSE, STATE OF HAWAII
STATE OF HAWAII
STATE OF HAWAII, DEPT. OF EDUCATION
STATE OF LOUISIANA
STATE OF LOUISIANA DEPT. OF EDUCATION
STATE OF LOUISIANA, 26TH JUDICIAL DISTRICT ATTORNEY

ATT 6: Educational Pricing Book

Attached Separately

STATEMENT OF QUALIFICATIONS

RFP Page 14, Part b – Executive Summary

We appreciate the opportunity to respond to your Request for Proposal for Educational Furniture. Our firm has focused on K-12 "turnkey" projects for over 25 years and has successfully completed over 600 school packages – over $200 million of school furnishings – during that time. By combining the technology and experience of Contrax with the relationships and service of our local teams, we believe that our firm offers the best overall value and services for your contract. We are fully capable of providing all required services including, but not limited to, providing design, project management and installation services.

We have made every effort with our response to demonstrate our understanding of your scope and our firm's ability to meet your needs. There are firms which possess some of the capabilities and services offered by Contrax Furnishings, LLC. However, there are a number of key differences that set Contrax apart from other project firms:

- **Local Presence**. Contrax has local representation throughout the nation. Having a strong local presence, allows for us to serve the client at a moment's notice.

- The **MyContrax Online Project Management System**. It is a one-of-a-kind, 24/7 online client interface. This technology enables total control, provides complete information, and allows for thorough collaboration for our clients throughout the entire project.

- **Innovative Design**. Our entire process is design driven with our designers involved from start to finish. Contrax excels at developing flexible and functional environments. We bring cutting edge product design and combine the latest teaching methods (i.e. – collaborative learning product) into that design. Our project design includes the use of easy technology that enables the client to walkthrough the various spaces in 3D renderings – without the use of complicated software or training. These programs are available through our online MyContrax Project Management System.

- **Organizational Size and Strength.** These qualities are seen in our focus in the commercial and school markets. Contrax operates in the contiguous United States. In addition, our team consists of professional sales associates, full-time design teams, project managers, installation professionals, and logistics options. This ensures that the smallest project details are accurately managed throughout your project.

- **Product Offerings.** The abundance of manufacturers we represent ensures we can provide competitive furnishings to meet any need, including but not limited to complete school furnishings, class packs, PE equipment and support materials for Cultural Arts programs.

- **Professional Project Management**. As part of their professional development, Contrax Project Managers are encouraged to obtain their project management certifications. This formal training,

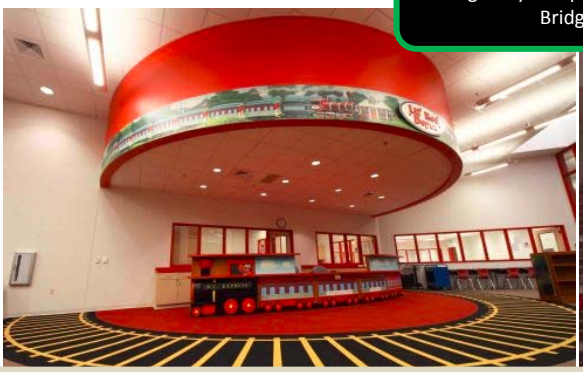
complemented with their experience, is another clear distinction between Contrax personnel and our competition.

- **Coordination**. We are willing and able to coordinate and communicate with any necessary parties, including other vendors, to ensure you end up with a cohesive space.

- **Service and Support.** Our service after the sales is unparalleled in the industry.
    - The Contrax MyContrax Project Management system allows clients to request service for any item in their facility, at any time (day or night), with the simple click of the mouse. All equipment lists and their locations are tagged and available online so clients can communicate any issues and submit requests for service. Our full-time service team ensures no lag time in the repair process.
    - Contrax warrants all products sold to the end user with a full one-year parts and labor warranty (above any manufacturer's warranty). No such warranty exists from our competitors to cover labor associated with manufacturer defects.
    - Contrax offers additional maintenance contracts for large-ticket items to conduct annual manufacturer recommended preventative maintenance. This ensures the maximum life out of the products in your facility.

Throughout this proposal we have included pictures from completed projects and quotes from our valued customers. We are always available for questions or additional information and would welcome a chance to present Contrax and our capabilities to you in person. Thank you for your time and consideration

Bridge City Elementary School
Bridge City Independent School District
Bridge City, TX



"We had a series of meetings that included teachers, vendors, and even a small 'furniture showroom' for teachers to experience the furniture prior to the final selections being made. They [Contrax Staff] were patient, enthusiastic and of course VERY knowledgeable."

"I cannot imagine going through this experience with any other vendor."

Gina Mannino
Assistant Superintendent of Curriculum and Instruction
Bridge City Independent School District

RFP Page 14, Part C – Experience, Resources and Qualifications

Company Information

i.1 - Indicate status as an authorized distributor or manufacturer

We are an authorized dealer for all lines in this proposal. Authorization documentation is available upon request

i.2 - Describe capability to meet the minimum requirements of the national cooperative purchasing program through National IPA detailed herein.

As a national furniture dealer with over 25 year of experience working with public entities and over 95 employees, we are fully capable of meeting all requirements of the national cooperative purchasing program through National IPA. Throughout this proposal we have made every effort to show our understanding of your scope and our ability to meet all of the requirements of the contract. We have sufficient staff and resources available to make this a successful contract for both our company and National IPA.

Resources

REDACTED

- Sales Team Resource: Our sales team is the best in the business. They regularly have continuing education to ensure they are up-to-date on manufacturer offerings. They are our front line and face of the company to many of our clients.

- Project Management Resource: Each local team will dedicate the necessary time for each and they will be with the client every step of the way to ensure any potential setbacks are eliminated. Whereas Contrax may have other projects in process in other territories, each local Project Manager (PM) has a very limited scope and will be in the field and on the project site.

- Support Personnel Resource: Our sales and project management staff are supported by a full support team including, but not limited to, personnel in the following departments: Quoting, Bids, Design, Service, Accounting, Logistics, Marketing, Executive, etc. Having full-time staff in areas such as logistics, design and marketing give us greater control of our business.

- Technology Resource: Our 24/7 online project management system, MyContrax, will ensure that all team members are on the same page and allow you to properly track all aspects of your project.

- Accounting: Our accounting department is familiar with National IPA and will be able to meet all the required reporting and fee payments as specified.

REDACTED

- Please see Executive Summary for additional qualifications and resources.

Amelia Elementary School & Regina Howell Elementary School
Beaumont Independent School District
Beaumont, TX

Key Personnel

Bill Latham

Chief Executive Officer

Bill is a passionate industry thought leader and education advocate with over 14 years of experience in creating High Impact Learning Environments. He joined Contrax in 2001 and was part of the leadership team that transformed the company's mission into giving every community the opportunity to have world-class learning environments. He is an ardent proponent of broad-based reform in the pedagogy and focus of education in its preparation of the next generation of workers. Since 2001, Contrax has grown a national footprint by transforming educational environments and creating innovative processes of program management.

John Crawford

President and Chief Operations Officer

John is dedicated to continually expanding enterprise capability in order to further the mission and vision of the company. He joined Contrax in 2001 and has seen rapid growth of the organization during his tenure. He is focused on organizational leadership and accountability as well as strategy and systems development. He is a business enthusiast with a strong commitment to serving the market through disciplined execution.

Michelle Childers

Chief Information Officer

Michelle joined Contrax Furnishings in 2006 and as Chief Information Officer, she is responsible for leading the company's technology strategy and managing overall IT operations and customer service. Prior to joining Contrax, she traveled cross-country as a business systems analyst providing IT strategic planning, software implementation and project management services, and business systems consulting for mid-market corporations. Her passion is finding technology that increases operational efficiency, creates amazing customer experiences and delivers innovation to help the company grow. With her own 3 boys in school, she is very passionate about blending technology, movement, and flexible learning spaces that better engage children for high impact learning.

Bob Redding

Executive Vice President Strategic Development

Bob is a veteran in the Educational market for over 40 years and has worked with both manufacturers and distributors in furniture and with the Audio Video products. He has been responsible for both the sales and marketing for companies ranging from $80 to over $250 million. On the operations side, he has been responsible for project support and installations for over $250 million in sales annually. He has been

responsible for new product development for schools with educators, Architects and designers from across the U.S. He has developed new markets and set up companies in Canada, England, and Germany.

Brad Snoke

Vice President of Operations

Brad is driven to make a difference in education by partnering with educators to systematically transform their learning environments. He has been building high performance teams that have brought turnkey solutions to the educational marketplace for over 25 years. He has proven experience in developing scalable national models that specialize in providing integrated project services at the local level. Brad is now focused on direct support services and project management teams delivering flawless execution on each project to exceed the customer's expectations.

Josh Rollins

Director of Finance

Josh heads Finance at Contrax Furnishings. Upon joining the company in 2009, he concentrated his efforts on continuous improvement programs in the areas of purchasing, invoicing, and direct support services. Josh now focuses on ensuring the most important initiatives and results are kept visible to the leadership team, and the company's operating plan and budget are aligned with Contrax's commitment to all stakeholders.

David Kinley

Vice President of Sales, East

David is a high-energy, 13 year veteran of the school and equipment industry. David has taken the journey of working as a Regional Sales Manager of 22 counties to leading the Eastern half of the US for Contrax Furnishings. David's ability to work alongside Sales Representatives and top level School District personnel allows him to be a thought leader on projects of all sizes. David is driven and focused on providing High Impact Learning Environments so every student has access to a world-class learning environment.

Patrick Horne

Vice President of Sales, West

Patrick's pursuit of excellence serves him well in leading Contrax's Western sales and business development teams in their quest to transform the educational environment, one classroom at a time. Attention to detail and a knack for problem solving have led his team to explosive growth in the last six years. He has been in the school and institutional furnishings industry for the past 19 years, serving a multitude of roles on both the manufacturer and dealer side. Patrick's consensus-building and "can-do" philosophy extends to his work on Contrax's Leadership Team in cross-department cooperation and growth.

Jordan Lockhart

Vice President of Sales, South Central

Jordan (Coach Lockhart) has been with Contrax for 6 years and has experience in many different components of the company. During that time, he has served in the areas of project sales, business development, and most recently joined Contrax's sales management. He has been involved with the transformation of learning environments on all levels of projects and programs. Jordan is enthusiastic and has a passion to see the reform of education to meet the needs of our changing learners. He believes that the learning environment is not neutral and that innovative learning spaces are a critical component to increased engagement and student success. He is a committed leader with a willingness to collaborate with vendors and customers to create High Impact Learning Environments.

RFP Page 14, Part d – Support Methodology and Approach

i. Describe how your company proposes to distribute the products/services to NPS and nationwide to Participating Public Agencies

Our sales and project management staff are dispersed across the country which allows for all projects to have a local team in place. We use our logistics partners to deliver shipments either to a local warehouse or directly to project site. Local project manager will coordinate all deliveries and oversee installation team. Distributing products and service nationwide is already part of our normal business. In addition, since we currently have a National IPA contract, the transition to the new contract should be seamless.

ii. Identify all other companies that will be involved in processing, handling, or shipping of the products/services to the end user

REDACTED

iii. Discuss balance of line products and services offered to provide comprehensive educational furniture.

REDACTED

Bridge City ISD Administration Building
Bridge City Independent School District
Bridge City, TX

iv. Provide a description of the Services that can be provided by your firm.

Services

- Bid/Contract Documentation
- Overall Budget Analysis
- Plan Review
- Scheduling
- Inventory Existing Furniture
- Furniture Assessment
- Removal of Unwanted Furniture
- Recycle or Repurpose Used Furniture
- Complete Space Planning & Design Services
- Product and Finish Selection
- Logistics Management
- Local Sales & Project Management Staff
- MyContrax Online Project Management
- Professional Installation
- Full Warranty Service
- Warehousing

v. Provide ordering methods- online ordering, order tracking, search options, order history

All orders will go through the assigned Regional Sales Manager. They will work with the customer to select product and ensure accuracy of quote and order. Contrax Project Manager will track shipments and provide updates to the customer as required. All elements of the project will be available and tracked online through our project management platform, MyContrax. Online ordering is not available on our main website, but can be set up through MyContrax for individual customers.

vi. Describe the ability to provide the full range of furniture and services to meet the demands of the Norfolk Public Schools and all Participating Public Agencies that opt to utilize the resulting Master Agreement through National IPA.

We are a national turn-key furniture provider and are fully able and capable of providing furniture and installation services to Norfolk Public School and all Participating Public Agencies across the country. We have the manpower to meet any demand. The first step of every project is sitting down with the client to determine the needs, wants and goals for the project. With all parties on the same page from the beginning, Contrax consistently exceeds the client's expectations.

"The project had numerous challenges including a short procurement lead time, limited installation period and owner-requested modifications of systems furnishings components after delivery and initial installation. Contrax staff addressed these challenges with professionalism and a terrific attitude and completed the project on time, on budget and with exceptional quality."

Val Leon Baughman
Project Manager
Colorado Springs District 11

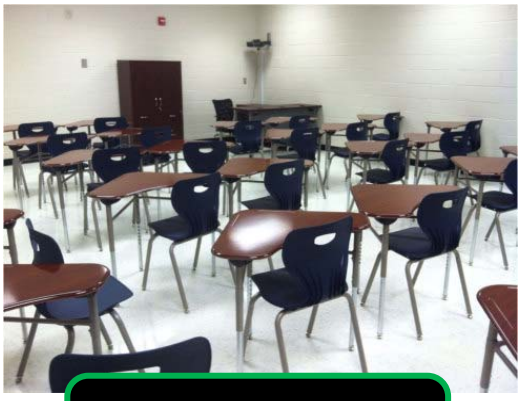
RFP Page 14, Part e – National Program Response

Our proposal should clearly answer all requirements of this section.

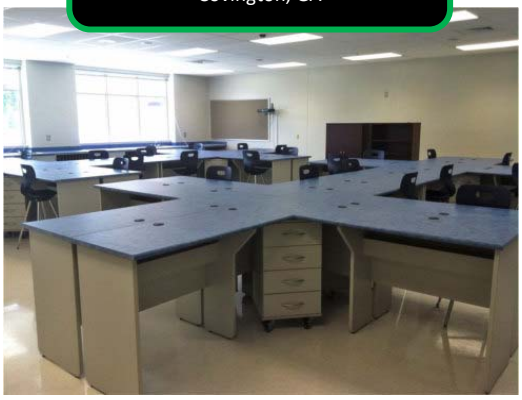
RFP Page 15, Part f – Past Prior Performance

REDACTED

REDACTED



Newton High School
Newton County School District
Covington, GA



RFP Page 14, Part g – Pricing

REDACTED

REDACTED

RFP Page 41, Part 3.1 – Company

A. Contrax History

Established in 1967, Contrax Group is a Limited Liability Corporation with headquarters in Gainesville, Florida. The company is a full-service provider of classroom, media, cafeteria, and administrative furniture for K-12 schools and other educational institutions, public and private. Contrax Furnishings has completed more than 600 turnkey projects during the past 25 years. The firm is recognized nationally as being among the most experienced and reputable project-focused furniture companies.

A. Growth Timeline

- 1967 – JR Office Furniture and Equipment Co. was established by Gary Junior as a reseller of used office furniture from offices in New York, NY. Within a few years, the company was also selling new office furniture.
- Early 1980s – JR Office Furniture expanded its product lines to include office supplies and also opened multiple locations.
- 1987 – Florida changed its state government and agency purchasing rules from a bid system to a more open buying system by use of "piggybacking" on existing contracts. This was an important development to the original formation of Contrax Furnishings (d.b.a. – JR Office Furniture), as the new business unit began selling to educational institutions, primarily in casework and some loose furnishings.
- By 1992 – JR Office refocused almost exclusively on contract selling through Contrax Furnishings division. The first full turnkey project was completed in 1993.
- Since 1993, Contrax Furnishings has continually grown. Presently, Contrax offers products and services in over 25 states.
- 2001 – Contrax Furnishings Inc. established
- 2008 – Contrax Group, LLC established
- 2010 – Contrax Furnishing, LLC established

B. Sales Team

REDACTED

REDACTED

REDACTED

Steele Elementary School
Colorado Springs District 11
Colorado Springs, CO

"[Contrax's] Customer service was outstanding."

Georganna Barnes & Mike Herr
Colorado Springs District 11
Colorado Springs, CO

RFP Page 41, Part 3.2 – Distribution, Logistics

A. Nationwide Distribution

We have a strong national presence and currently operate in the contiguous United States. We have full-time sales, project management, logistics and customer service personnel who work together to deliver a smooth project from start to finish. We also partner with warehouse, freight and installation partners throughout the country. The local project manager oversees all aspects of the project, including any third-party vendor or subcontractor. Contrax has been in the furnishings industry for over 25 years providing turn-key furnishing solutions. We are established as a national dealer for numerous lines of

furnishings. Our experience and expertise will allow us to continue to distribute nationally throughout the course of this contract.

B. Company Partners

We have warehousing, freight and installation partners throughout the county. In some areas we provide these services in-house and in other parts of the county we subcontract these services.

C. Facilities

In addition to the Contrax locations listed below, we have warehousing and installation partners throughout the county with facilities available for our use.

REDACTED

D. Return and Restocking Policy

Returned goods will only be accepted under the Return Authorization number (RA) issued by the Company. Accepted returns may be subject to a 25% re-stocking and handling fee and any associated freight costs. Special order or custom made products may not be returned.

RFP Page 14, Part 3.3 – Marketing and Sales

A. Strategy to immediately implement the Master Agreement as your company's primary go to market strategy for Public Agencies to your teams nationwide

REDACTED

REDACTED

St. Cloud High School
Osceola School District
St. Cloud, FL

"Of the 5 vendors, only Contrax came back with a truly innovative and kid friendly approach."

"I have nothing but praise for the entire company [Contrax] and the way in which they address their customer's needs."

Mel Pace, Director, Osceola School District

B. Strategy to market the Master Agreement to current Participating Public Agencies, existing Pubic Agency customers of Supplier, as well as to prospective Public Agencies nationwide

REDACTED

REDACTED

C. Cooperative Agreements

REDACTED

Fairfield Elementary School
Fairfield Independent School District
Fairfield, TX

D. Company Logos

Contrax agrees to provide company/corporate logo(s) to National IPA and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

E. Sales Team and Sales Material

Contrax will provide proactive direct sales of goods and services to Public Agencies nationwide and will follow up in a timely manner to any leads established by National IPA. All sales materials will have National IPA logo and will communicate the following information:

- Master Agreement was competitively solicited by a Principal Procurement Agency
- Best government pricing
- No cost to participate
- Non-exclusive contract

F. Training National Sales Force

REDACTED

G. Provide contact information for the person(s), who will be responsible for:

Bob Redding, VP of Strategic Development, will be the primary contact for all aspects of this contract including, but not limited to, marketing, sales, sales support, financial reporting and contracts.

Bob Redding, VP of Strategic Development
690 NE 23rd Ave
Gainesville, FL 32609
Cell: 352-339-0059
Phone: 800-699-7516
Fax: 877-373-0622
Email: BRedding@contrax.com

Pittsburg High School
Pittsburg Unified School District
Pittsburg, CA

H. Structure of Sales Team

REDACTED

I. Explain in detail how the sales teams will work with the National IPA team to implement, grow and service the national program.

REDACTED

J. Explain in detail how your organization will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, etc.

- Strategic Bid Department: This department will work with National IPA to oversee and manage all aspects of the contract. They will also oversee all training, marketing and reporting efforts within Contrax.
- Marketing: Our full-time marketing team will work with National IPA to create the best tools throughout the course of the contract. Having full-time marketing staff in-house allows us to have complete control of our marketing needs.
- Sales: Our sales team will be trained thoroughly in the National IPA offerings and encouraged to promote it with our clients. When new clients are met, they will set up the new account in a timely manner.

"We may not be a large budget client, but they [Contrax] take the time to get it done right for us."

Stephen Spencer
Museum Operations Manager
Johnson and Wales University
Providence, RI

- Quoting: Our internal quoting team will ensure the most up-to-date vendor pricing is in the system at all times to ensure accurate quoting and efficient order processing.
- Project Management/Logistic: Our project managers will oversee all aspects of the project from order placement through installation. Their hard work and due diligence are often what separates us from our competitors. A happy customer typically turns into a repeat customer. Our highly trained staff will continue to work hard so we can obtain more repeat business through this contract.

K. State the amount of your company's Public Agency sales for the previous fiscal year. Provide a list of your top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

REDACTED

REDACTED

L. Describe your company's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

REDACTED

"Their [Contrax's] online project management system made it very easy for us to manage the FFE selection process from start to finish and watch our budget very closely."

Lauren Sheldrake
Superintendent
Sargent School District
Monte Vista, CO

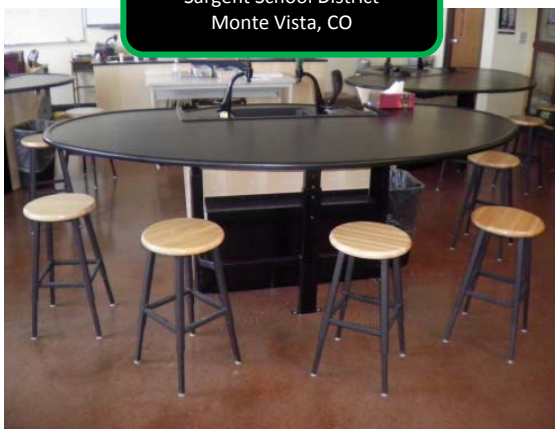
What Can MyContrax Do For You?

MyContrax allows you to view and manage information during every state of your project from the sales process through the final installation. What can it do for you?

- Control everything pertaining to your account on one easy-to-read, 24/7 accessible website, protected by an individual username and password:
  - Quotes
  - Layouts
  - Inventory Counts
  - Communications
  - Shipping Information
  - Account details
- Allows better communications in planning and design through collaborative tools and online conferencing
- District administrators and other managers have access to an administrative dashboard that views multiple projects at one time
- Saves you valuable time and resources

M. Contract Sales

REDACTED



Sargent High School
Sargent School District
Monte Vista, CO

N. Public Agency Solicitations

When responding to public agency solicitations, we plan to offer pricing higher than National IPA contract pricing to encourage the end user to use this National IPA contract. At this time, pricing provided within this proposal will be our best discounting available and we do not plan to offer a more aggressive discount structure to any other public agency. Our sales will be reported to National IPA as required.

Contrax FURNISHINGS

DISCOUNT MATRIX

Percentages listed below are for product only. Please see attached freight and installation fee structures.

		$0-$1,999	$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+	
Brand	**Description**	**Price Tier I**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**	**Price List Title**
9 To 5 Seating	Task seating, management seating, executive seating, guest seating, drafting stools	44.50%	45.50%	46.50%	47.00%	48.00%	9to5 Seating - 2014 Price List
Allied Plastics	Activity tables, science tables, and early childhood tables	57.00%	57.50%	58.00%	59.00%	59.50%	Allied Plastics - 2014 Price List
Allseating	Task seating, management seating, executive seating, guest seating, drafting stools	38.50%	39.50%	40.50%	41.00%	42.00%	Allseating - 2015 Price List
Alumni (MooreCo)	Classroom furniture	46.00%	47.00%	48.00%	59.00%	59.50%	MooreCo - Alumni 2015 Price List
AmTab Manufacturing Corporation - General Line	General line	31.00%	32.00%	33.00%	40.50%	41.50%	AmTab - 2015 General Line Price List
AmTab Manufacturing Corporation - Mobile Tables and EZ Risers	Mobile tables and EZ risers	27.50%	29.00%	30.00%	38.00%	38.50%	AmTab - 2015 Mobile Tables Price List
Andersen Mat Company	Indoor/outdoor mats, anti-slip & anti-fatigue mats	23.00%	24.00%	25.50%	26.50%	27.50%	Andersen - Price List 7-1-11 rev. 8-14-13
Angeles	Early childhood furniture, tricycles, floor mats	7.50%	9.00%	10.50%	12.00%	13.00%	Angeles Corporation - 2015 Price List
Annin	Indoor/outdoor flag products	23.00%	24.00%	25.50%	26.50%	27.50%	Annin - 2014 Price List
Balt/Best-Rite (Moore Co)	Marker and bulletin boards, AV carts & stands, computer furniture	34.00%	35.00%	36.00%	46.00%	47.00%	Mooreco - Balt Best-Rite 2015 Price Lists
Balt/Best-Rite (Moore Co) - Sharewall[3]	Sharewall	34.00%	35.00%	36.00%	46.00%	47.00%	Mooreco - Balt Best-Rite 2015 Price Lists
Benchmark	Tables, Seating, Lounge Furnishings, Planters, Receptacles and Bike Racks	38.50%	39.50%	40.50%	41.00%	42.00%	Benchmark Design Group - 2014 Price List
Berco	Conference tables, training tables, power net tables	38.50%	39.50%	40.50%	41.00%	42.00%	Berco - 2014 Price List
BioFit	Seating, mobile folding tables and carts	23.00%	24.00%	25.50%	26.50%	27.50%	BioFit - 2014 Seating Price List an Specifications Guide & BioFit - 2014 Tables Price-12-16-2013-V4-Final & BioFit - 2014 Price List for New Multi-Purpose Carts 2-26-14
Bretford Manufacturing: Basics	Audio-visual furniture, technology, TV & monitor stands, & computer furniture	41.50%	42.50%	43.50%	44.00%	45.00%	Bretford - 2015 Combined Price List
Bretford Manufacturing: EDU	Technology enabled furniture	23.00%	24.00%	40.50%	41.00%	42.00%	Bretford - 2015 Combined Price List
Bretford Manufacturing: Technology	Audio-visual furniture, technology, TV & monitor stands, & computer furniture	31.00%	32.00%	33.00%	34.00%	35.00%	Bretford - 2015 Combined Price List
Bulman	Paper racks	NET PRICER					Bulman - 2015 NET Price List
Carpets for Kids	Children's educational rugs	NET PRICER					Carpets for Kids - 2015 NET Price List
Case Furniture & Design	Office furniture and seating	54.00%	54.50%	56.50%	60.50%	61.00%	Case Office Furniture - 2014 Price List
Champion Sports	Athletic & physical education equipment	23.00%	24.00%	25.50%	26.50%	27.50%	Champion Sports - 2015 Price List
Clinton Industries	Recovery beds, sports training tables	7.50%	9.00%	10.50%	12.00%	13.00%	Clinton - 2014 Price List
Community	Public space furnishings	38.50%	39.50%	40.50%	41.00%	42.00%	Community JSI - 2014 Price List
Contrax Catalog	Turn-key school furnishings	19.00%	19.00%	19.00%	19.00%	19.00%	Contrax - 2014 Price List
Copernicus Educational Products (discount does not include Interactive Technical Line - call for quote)	Early childhood and reading furniture	15.50%	16.50%	18.00%	19.00%	20.50%	Copernicus - 2015 Price List
Correll	Lightweight folding tables	31.00%	32.00%	33.00%	34.00%	35.00%	Correll - 2015 Price List
Creative Arts Unlimited	Art, Décor, and Custom Designs Packages for Cafeterias and Libraries	NET PRICER					Creative Arts - 2014 NET Price List

		$0-$1,999	$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+	
Brand	**Description**	**Price Tier I**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**	**Price List Title**
Crest Manufacturing	Laminate casegoods products for office, classroom, and general storage applications	49.00%	50.00%	50.50%	51.50%	52.00%	Crest - 2013 Price List
Diversified Woodcrafts (including Shain Shopbuilt)	Science lab products, science tables, vocational and art furniture	34.00%	35.00%	36.00%	48.00%	49.00%	Diversified - 2015 Price List
Eagle Manufacturing	Flammable, acid, and chemical storage cabinets	38.50%	39.50%	40.50%	41.00%	42.00%	Eagle - 2015 Price List
ECR 4 Kids	Early childhood furniture and learning products	NET PRICER					ECR4Kids - 2015 NET Price List
Educational Specialty Furnishings	Classroom & computer furniture, outdoor tables, mobile storage, teacher desks, and seating	30.00%	30.00%	30.00%	30.00%	30.00%	ESF - 2012 Combined Price List 2.4
Ergo Contract Furniture	Office Seating, Height and Width Adjustable Table Bases, PEDS, Monitor Arms and Tops	38.50%	39.50%	40.50%	41.00%	42.00%	Ergo - 2013 Price List
Fire King	Fireproof file cabinets and safes	34.00%	38.50%	39.50%	40.50%	41.50%	FireKing - 2015 Price List
Fleetwood Group	Library, science, computer, mobile cabinets, student tables, early earning, multimedia, casegoods, specialty and teacher furnishings	23.00%	24.00%	27.50%	32.00%	33.00%	Fleetwood - 2015 Price List 20140725-00x
Flexi-Felt	Floor saver glides	NET PRICER					Flexi-Felt - 2014 NET Price List
Gared Sports	Sporting goods	NET PRICER					Gared Sports - 2014 NET Price List
Gavco	Standard and custom office furniture,, tack boards, conference boards, lecterns, conference tables, closet storage systems, etc.	38.50%	39.50%	40.50%	41.00%	42.00%	Gavco - 2013 Price Lists for Cabinets, Cambridge, Conference Tables, Podiums, Reception, S-50, Tops and Venture
Georgia Chair	Seating	29.00%	30.50%	31.50%	32.50%	33.50%	Georgia Chair - 2014 School Jobber Price List
Ghent	Whiteboard, tackboards and easels	7.50%	9.00%	10.50%	12.00%	13.00%	Ghent - 2014 Price List
Global	Metal filing, seating, casegoods, and storage	37.00%	38.00%	43.50%	44.00%	45.00%	Global - 2013 Price Lists for Global Total Office Products, Seating and Wood Veneer
Grand Rapids Chair Company	Seating	31.00%	32.00%	33.00%	34.00%	35.00%	Grand Rapids Chair - 2014 Delivered Pricelist - ADD 4% TO LIST PRICING
Great Openings	Metal filing and storage	60.00%	60.50%	61.00%	62.00%	62.50%	Great Openings - 2014 Cayenne Price List, Great Openings - 2013 Desk Price List, Great Openings - 2013 Storage Price List, Great Openings - 2014 Lockers Price List
Greene Manufacturing, Inc.	Automotive, computer Furniture, cosmetology lab furniture, green house, office & media furniture, science & nursing and seating furnishings	NET PRICER					Greene Manufacturing - 2015 NET Price List
Gressco LTD	Library Chairs, Tables, Book Browsers, Activity Centers, and Soft Goods	NET PRICER					Gressco - 2014 NET Price List
Groupe Lincora Inc.		37.50%	38.50%	39.50%	40.50%	41.50%	Groupe Lincora - 2008 Price List
Hamilton Buhl	AV Carts, overhead carts, book carts, wall Screens, overhead projectors, portable PA systems, document cameras, and laptop storage & charging Stations	NET PRICER					Hamilton Buhl - 2015 NET Price List
Hann	Art, science, drafting educational furniture	37.00%	38.00%	39.00%	39.50%	40.50%	Hann - 2014 Price List
IFC/Horizon Seating	Desks, tables and seating	38.50%	39.50%	40.50%	41.00%	42.00%	IFC - 2014 Price List, Horizon Seating - 2014 Price List
Integra Seating	Soft Seating	31.00%	32.00%	33.00%	34.00%	35.00%	Integra - 2014 Price List r9
Interior Concepts	Modular workstations & panel systems	23.00%	24.00%	44.00%	45.00%	45.50%	Interior Concepts - 2014 Price List
Interior Systems Inc. (ISI)	Design packages and cafeteria furnishings	38.50%	39.50%	40.50%	41.00%	42.00%	ISI - 2014 Price List
Invincible Office	Metal office casegoods	46.00%	47.00%	48.00%	48.50%	49.50%	Invincible - 2013 Price List, Invincible - Tables Price List
IRN	Furniture recycling service	NET PRICER					IRN - 2014 NET Price List

		$0-$1,999	$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+	
Brand	**Description**	**Price Tier I**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**	**Price List Title**
Ironwood Manufacturing	Classroom & computer tables, drafting tables, mobile storage, teacher desks, musical instrument storage	46.00%	47.00%	48.00%	48.50%	49.50%	Ironwood - 2015 Price list
Jasper Seating (JSI)	Seating	38.50%	39.50%	40.50%	41.00%	42.00%	Community JSI - 2014 Price List
Jonti-Craft	Early childhood furniture and learning products	14.00%	15.00%	16.50%	22.00%	23.00%	Jonti-Craft - 2015 Price List
Jonti-Craft	Berries, Ladderback Chairs, All Act	27.50%	29.00%	30.00%	31.00%	32.00%	Jonti-Craft - 2015 Price List
Joy's Carpets	Early childhood carpets	NET PRICER					Joy Carpets - 2015 NET Price List
KI	Complete line of furnishings	15.50%	16.50%	34.50%	35.50%	36.00%	KI - 2014 Price List
Kore Design	Seating, active seating, alternative seating chairs	13.50%	15.00%	16.00%	17.50%	18.50%	Kore - 2014 Price List
Legends Fitness	Weight room and workout room equipment	NET PRICER					Legend Fitness - 2015 NET Price List
Leisure Craft	Outdoor furniture	NET PRICER					Leisure Craft - 2014 NET Price List
Liat	Library & classroom furniture	38.50%	39.50%	40.50%	41.00%	42.00%	Liat - 2014 Price List
LifeSecure	Emergency preparedness, lockdown kits, first aid products	NET PRICER					LifeSecure - 2015 NET Price List
Logiflex	Office furniture and lounge seating	41.00%	42.00%	43.00%	43.50%	44.50%	Logiflex - 2014 Casegoods Price List, Logiflex - 2014 Academic Price List
Magnuson Group	Support furnishings and accessories	23.00%	24.00%	25.50%	26.50%	27.50%	Magnuson Group - 2014 Price List
Markant	Office furniture and seating	23.00%	24.00%	25.50%	30.00%	31.00%	Markant - 2015 Markant Price List, Markant - 2015 Educational Brochure Price List
Marvel: Non-Pronto Series	Office furniture, seating and file cabinets	41.50%	42.50%	43.50%	44.00%	45.00%	Marvel - 2015 Commercial Price Book, Marvel - 2013 Vizion Price Book
Marvel: Pronto Series	Office furniture, seating and file cabinets	57.00%	57.50%	58.00%	59.00%	59.50%	Marvel - 2015 Commercial Price Book
Maverick Desk	Laminate casegoods & conference tables	49.00%	50.00%	50.50%	51.50%	52.00%	Maverick - 2014 East Coast Price List,Maverick - 2014 West Coast Price List
Maxon	Panel System Furniture	64.50%	65.00%	65.50%	66.00%	66.50%	Maxon - 2014 Price List
Mayline	Casegoods, seating, training furniture, high density filing systems	38.50%	39.50%	40.50%	41.00%	42.00%	Mayline - 2013 Price List
Mediatechnologies	Complete offering of library furniture	46.00%	47.00%	48.00%	48.50%	49.50%	Mediatechologies - 2014 Price Lists
MEG	Storage shelving	22.50%	24.00%	25.00%	26.00%	27.00%	MEG - 2014 Backroom Price List
MiEN Company, Inc	Classroom furniture, administration offices, desking, tables, teacher stations, student furniture, common area furniture	23.00%	24.00%	25.50%	26.50%	27.50%	MiEN - 2015 Price List, MiEN - 2015 Chameleon Price List 2015
Mitchell Furniture Systems	Mobile cafeteria and dining furniture, heavy-duty folding tables, portable risers	34.00%	35.00%	36.00%	37.00%	37.50%	Mitchell - 2014 Price Lists
Mity-Lite: Carts	Carts	31.00%	32.00%	33.00%	34.00%	35.00%	Mity-Lite - 2014 Price List and Catalog
Mity-Lite: Tables	Lightweight folding tables	41.50%	42.50%	43.50%	44.00%	45.00%	Mity-Lite - 2014 Price List and Catalog
MTS Seating	Restaurant style tables and chairs	38.50%	39.50%	40.50%	41.00%	42.00%	MTS - 2014 Price List 10-1-2014
National Office Furniture	Complete line of office, conference and lounge furnishings	40.00%	41.00%	42.00%	42.50%	43.50%	National - 2014 Price Lists
National Public Seating	Folding tables and chairs, seating, cafeteria tables, mobile choral risers	34.00%	35.00%	36.00%	37.00%	38.00%	National Public Seating - 2015 Price List
Nexel Shelving	Wire shelving solutions	38.50%	39.50%	40.50%	41.00%	42.00%	Nexel - 2014 Price List and Catalog
Offices To Go: Casegoods (A Division of Global Total Office)	Complete line of laminate casegoods and veneer desking	52.50%	53.00%	53.50%	54.50%	55.00%	Offices To Go - October 2013 Price List and Catalog
Offices To Go: Seating (A Division of Global Total Office)	Executive seating, managerial seating, task seating, stack and guest seating	44.50%	45.50%	46.50%	47.00%	48.00%	Offices To Go - October 2013 Price List and Catalog
Oklahoma Sound Corp	Portable sound systems	34.00%	35.00%	36.00%	37.00%	38.00%	Oklahoma Sound - 2015 Price List
Olympic Kiln	Art kilns	NET PRICER					Olympic Kiln - 2014 NET Price List
Palmer Hamilton	Mobile cafeteria tables	38.50%	39.50%	40.50%	41.00%	42.00%	Palmer Hamilton - 2014 Price Lists
Paragon Furniture	Office, computer, specialty storage, library furniture	34.00%	35.00%	36.00%	37.00%	37.50%	Paragon - PL30 Roll Call Price List
Paragon Furniture - KOI Line	KOI	NET PRICER					Paragon Furniture - 2014 KOI NET Price List DO NOT SEND
Pepco	Lab and art tables	23.00%	24.00%	25.50%	26.50%	27.50%	Pepco - 2014-15 Price List

		$0-$1,999	$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+	
Brand	**Description**	**Price Tier I**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**	**Price List Title**
Platnium Visual	Markerboards, chalkboards, tackboards and visual display systems	38.50%	39.50%	40.50%	41.00%	42.00%	Platinum Visual Systems - 2014 Price List and Catalog
Playcore - BigToys	Outdoor playground equipment	NET PRICER					Playcore - 2014 BigToys NET Price List
Playcore - Everlast Climbing	Climbing Walls	NET PRICER					Playcore - 2015 Everlast Climbing NET Price List
Playcore - GT Grandstands	Grandstands	NET PRICER					Playcore - 2014 GT Grandstands NET Price List
Playcore - UltraPlay Systems Inc. (Includes UltraPlay (Discovery Centers, Uplay Today and Snug), UltraShelter and UltraSite)	Outdoor playgrounds	NET PRICER					Playcore - 2015 UltraPlay NET Price List, Playcore - 2015 UltraShelter NET Price List, Playcore - 2015 UltraSite NET Price List
Plymold	Cafeteria booths, tables, dining chairs	38.50%	39.50%	40.50%	41.00%	42.00%	Plymold - 2014 Price List
Right Angle	Ergonomic products	43.00%	44.00%	45.00%	45.50%	46.50%	Right Angle - 2015 Price List
Safco: Code AB	Bookcases, signs, flat files, literature organizers, media storage shelvings	23.00%	24.00%	25.50%	26.50%	27.50%	Safco - 2014 S02 Price List
Safco: Code B	Bookcases, signs, flat files, literature organizers, media storage shelvings	31.00%	32.00%	33.00%	34.00%	35.00%	Safco - 2014 S02 Price List
Safco: Code D	Bookcases, signs, flat files, literature organizers, media storage shelvings	38.50%	39.50%	40.50%	41.00%	42.00%	Safco - 2014 S02 Price List
Sandusky Lee	Metal casegood products, filing, and storage, and desking	44.50%	45.50%	46.50%	47.00%	48.00%	Sandusky - 2014 Price List
Sedia Systems	Lecture hall, classroom, auditorium and multi-purpose seating	NET PRICER					Sedia Systems - 2014 Price Lists
Sico America	Cafeteria booths, tables, dining chairs and stages (Parts are not included with this discount structure)	23.00%	24.00%	25.50%	26.50%	27.50%	Sico - 2015 Price List
Smith System	Classroom, library, office, and computer furniture.	31.00%	32.00%	33.00%	43.50%	44.50%	Smith System - 2015 Price List 11.6.14
Smith System - Cascade	Cascade line	31.00%	32.00%	33.00%	40.00%	42.00%	Smith System - 2015 Price List 11.6.14
Smith System - UXL	UXL Line	31.00%	32.00%	33.00%	40.00%	42.00%	Smith System - 2015 Price List 11.6.14
Special T	Tables	38.50%	39.50%	40.50%	41.00%	42.00%	Special T - 2014 Commercial Price List
Sports Graphics	Scoring tables, wall padding, bleacher enclosures, wall graphics and wind screens	NET PRICER					Sports Graphics - 2014 NET Price List
Stampede	Projectors and screens, audio, cables and accessories	NET PRICER					Stampede - 2014 NET Price List
Tenjam	Unique seating for the library & media center	34.00%	35.00%	36.00%	37.00%	38.00%	Tenjam - 2014 Price List Through Dec 2014
Tennsco Corp	Metal storage cabinets & bookcases, storage shelving	27.50%	29.00%	30.00%	31.00%	32.00%	Tennsco - 2015 Price List
Trendway	Office furniture	38.50%	39.50%	40.50%	41.00%	42.00%	Trendway - 2013 Price Lists, Trendway - 2013 Feek Price List
Troutman Chair	Round Top Stools	NET PRICER					Troutman Chair - 2014 NET Price List
United Stationers	Furnishings and consumables	NET PRICER					United Stationers - 2014 NET Price List
United Visual Products	Enclosed visual display boards, indoor/outdoor signage	NET PRICER					United Visual Products - 2014 NET Price List
USA Capitol	Student desks and chairs, activity tables, teacher's desks, combo desks/chairs combinations	44.50%	48.50%	50.50%	53.00%	56.50%	USA Capitol - 2015 Price List
Versare Portable Products	Mobile partitions	NET PRICER					Versare - 2014 Price List
VS America	Tables, seating, desks and computer workstations	7.50%	9.00%	10.50%	12.00%	13.00%	VS America - 2014 Price List
Waddel	Trophy and Display Cases	31.00%	32.00%	33.00%	34.00%	35.00%	Waddel - 2015 Price List
WB Manufacturing	Moveable casework, fixed casework, classroom products	26.00%	27.50%	28.50%	36.50%	37.50%	WB Manufacturing - 2015 Price List
Webcoat	Outdoor tables, benches, receptacles and related products	NET PRICER					Webcoat - 2014 NET Price List
Wenger Corp	Music equipment and storage products	NET PRICER					Wenger - 2014 NET Price List

		$0-$1,999	$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+	
Brand	**Description**	**Price Tier I**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**	**Price List Title**
Wood Designs	Early childhood furniture	17.00%	18.00%	19.50%	20.50%	21.50%	Wood Designs - 2015 Price List
Working Walls	Sound panels and tackboards	34.00%	35.00%	36.00%	37.00%	37.50%	Wood Walls - 2014 Price List

NOTES:

1. Discount will always be taken from current manufacturer price list. We will provide updated price lists as they become available. Please contact Contrax to ensure most accurate pricing.
2. If using purchasing cards, 2.5% fee will be assessed to order.

Contrax FURNISHINGS

FREIGHT TERMS BY VENDOR

Percentages listed below are for dock delivery. See inside delivery terms at bottom of sheet.

			$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Vendor	**Freight Terms**	**Minimums apply**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
9 To 5 Seating	Freight Paid					
Allied Plastics	Freight Added					
	Zone 1	See Min Rates Below	8%	7%	7%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Allseating	Freight Paid					
Alumni U.S. (MooreCo)	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	10%	9%	8%	7%
	Zone 3	See Min Rates Below	10%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	10%
AmTab Manufacturing	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	11%	10%	9%	8%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Andersen Mat Company	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Angeles	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	9%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	9%	9%	8%	8%
Annin	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Balt/Best-Rite (MooreCo)	Freight Added					
	Zone 1	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 2	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 3	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 4	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID

Vendor	Freight Terms	Minimums apply	$2,000-$29,999 Price Tier II	$30,000-$99,999 Price Tier III	$100,000-$199,999 Price Tier IV	$200,000+ Price Tier V
Benchmark	Freight Added					
	Zone	See Min Rates Below	18%	12%	12%	12%
BERCO						
	Zone 1	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
Biofit	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	11%	10%	9%	8%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Bretford Manufacturing	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Bretford Manufacturing	Freight					
EDU 2.0	Zone 1	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
Bulman	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Carpets for Kids	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	10%	9%	8%	7%
	Zone 3	See Min Rates Below	10%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Case Furniture & Design	Freight Added					
	Zone 4	See Min Rates Below	12%	12%	12%	12%
Champion Sports	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Clinton Industries	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Community	Freight Added					
	Zone 1	$55 fee	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 2	$55 fee	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 3	$55 fee	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 4	$55 fee	FRT PAID	FRT PAID	FRT PAID	FRT PAID
Contrax	Freight Added					
	Zone 1	See Min Rates Below	19%	12%	10%	9%
	Zone 2	See Min Rates Below	19%	12%	10%	9%
	Zone 3	See Min Rates Below	19%	12%	10%	9%
	Zone 4	See Min Rates Below	19%	15%	14%	11%

			$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Vendor	**Freight Terms**	**Minimums apply**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Copernicus Educational Products	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Correll	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Creative Arts Unlimited	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Crest Manufacturing	Freight Added					
	Zone 1	See Min Rates Below	13%	12%	11%	10%
	Zone 2	See Min Rates Below	13%	12%	11%	10%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Diversified Woodcrafts (including Shain Shopbuilt)	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Eagle Manufacturing	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
ECR 4 Kids	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Educational Specialty Furnishings	Freight Added					
	Zone 1	See Min Rates Below	13%	12%	11%	10%
	Zone 2	See Min Rates Below	13%	12%	11%	10%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	13%	12%	11%	10%

Vendor	Freight Terms	Minimums apply	$2,000-$29,999 Price Tier II	$30,000-$99,999 Price Tier III	$100,000-$199,999 Price Tier IV	$200,000+ Price Tier V
Ergo Contract Furniture	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Fire King	Freight Added					
	Zone 1	$135 FEE	$135 FEE	$135 FEE	$135 FEE	$135 FEE
Fleetwood Group	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Flexi-Felt	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Gared Sports	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Gavco	Freight Added					
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Georgia Chair	Freight Added					
	Zone 1	See Min Rates Below	13%	12%	11%	10%
	Zone 2	See Min Rates Below	13%	12%	11%	10%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Ghent	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Global	Freight Added					
	Zone 1	$75 FEE	FRT PAID	FRT PAID	FRT PAID	FRT PAID
Grand Rapids Chair Company	Freight Paid for Delivered Price List, Freight Added for Non-Delivered Price List					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Great Openings	Freight Added					
	Zone 1	$100 FEE	$100 FEE	FRT PAID	FRT PAID	FRT PAID
Greene Manufacturing, Inc.	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%

			$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Vendor	**Freight Terms**	**Minimums apply**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Gressco LTD	Freight Added					
	Zone 1	16%	16%	16%	16%	16%
	Zone 2	16%	16%	16%	16%	16%
	Zone 3	16%	16%	16%	16%	16%
	Zone 4	16%	16%	16%	16%	16%
Groupe Lincora	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Hamilton Buhl	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Hann	freight added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
IFC/Horizon Seating	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	9%	9%	8%	7%
Integra Seating	Freight Added					
	Zone	$250	$250	FRT PAID	FRT PAID	FRT PAID
Interior Concepts	Freight Paid					
Interior Systems Inc. (ISI)	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Invincible Office	Freight Added					
	Zone 1	8%	8%	FRT PAID	FRT PAID	FRT PAID
IRN	Freight Added					
	Zone 1	See Min Rates Below	8%	8%	8%	8%
	Zone 2	See Min Rates Below	8%	8%	8%	8%
	Zone 3	See Min Rates Below	8%	8%	8%	8%
	Zone 4	See Min Rates Below	8%	8%	8%	8%
Ironwood Manufacturing	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Jonti-Craft	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%

Vendor	Freight Terms	Minimums apply	$2,000-$29,999 Price Tier II	$30,000-$99,999 Price Tier III	$100,000-$199,999 Price Tier IV	$200,000+ Price Tier V
Joy's Carpets	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
KI	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	11%	10%	9%	8%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Kore Design	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Legends Fitness	Freight Added					
	Zone 1	See Min Rates Below	25%	20%	20%	20%
	Zone 2	See Min Rates Below	25%	20%	20%	20%
	Zone 3	See Min Rates Below	25%	20%	20%	20%
	Zone 4	See Min Rates Below	25%	20%	20%	20%
Leisure Craft	Freight Added					
	Zone 1	See Min Rates Below	25%	20%	20%	20%
	Zone 2	See Min Rates Below	25%	20%	20%	20%
	Zone 3	See Min Rates Below	25%	20%	20%	20%
	Zone 4	See Min Rates Below	25%	20%	20%	20%
Liat	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
LifeSecure	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Logiflex	Freight Added					
	Zone 1	$400 FEE	$400 FEE	FRT PAID	FRT PAID	FRT PAID
	Zone 2	$400 FEE	$400 FEE	FRT PAID	FRT PAID	FRT PAID
	Zone 3	$400 FEE	$400 FEE	FRT PAID	FRT PAID	FRT PAID
	Zone 4	$400 FEE	$400 FEE	FRT PAID	FRT PAID	FRT PAID
Magnuson Group	Freight Added					
	Zone 1	8%	8%	8%	8%	8%
	Zone 2	8%	8%	8%	8%	8%
	Zone 3	8%	8%	8%	8%	8%
	Zone 4	8%	8%	8%	8%	8%
Markant	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Marvel	Freight Paid					

Vendor	Freight Terms	Minimums apply	$2,000-$29,999 Price Tier II	$30,000-$99,999 Price Tier III	$100,000-$199,999 Price Tier IV	$200,000+ Price Tier V
Maverick Desk	Freight Added					
	Zone 2	$200.00	12%	12%	12%	12%
	Zone 4	$200.00	12%	12%	12%	12%
Maxon	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	11%	10%	9%	8%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Mayline	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	11%	10%	9%	8%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Mediatechnologies	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
MEG	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
MiEN	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Mitchell Furniture Systems	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	11%	10%	9%	8%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Mity-Lite	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	10%	9%	9%	8%
MTS Seating	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
National Office Furniture	Freight Paid					
National Public Seating	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%

			$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Vendor	**Freight Terms**	**Minimums apply**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Nexel Shelving	Freight Added					
	Zone 1	$150	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 2	$150	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 3	$150	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 4	$150	FRT PAID	FRT PAID	FRT PAID	FRT PAID
Offices To Go (A Division of Global Total Office)	Freight Added					
	Zone 1	$75 FEE	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 2	$75 FEE	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 3	$75 FEE	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 4	$75 FEE	FRT PAID	FRT PAID	FRT PAID	FRT PAID
Oklahoma Sound Corp	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Olympic Kiln	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Palmer Hamilton	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	11%	10%	9%	8%
	Zone 3	See Min Rates Below	12%	11%	10%	9%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Paragon Furniture	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	10%	9%	8%	7%
	Zone 3	See Min Rates Below	10%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Pepco	Freight Added					
	Zone 1	See Min Rates Below	13%	12%	11%	10%
	Zone 2	See Min Rates Below	13%	12%	11%	10%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Platnium Visual	Freight Added					
	Zone 1	See Min Rates Below	13%	12%	11%	10%
	Zone 2	See Min Rates Below	13%	12%	11%	10%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Playcore Companies	Freight Added					
	Zone 1	See Min Rates Below	25%	20%	20%	20%
	Zone 2	See Min Rates Below	25%	20%	20%	20%
	Zone 3	See Min Rates Below	25%	20%	20%	20%
	Zone 4	See Min Rates Below	25%	20%	20%	20%

Vendor	Freight Terms	Minimums apply	$2,000-$29,999 Price Tier II	$30,000-$99,999 Price Tier III	$100,000-$199,999 Price Tier IV	$200,000+ Price Tier V
Plymold	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Right Angle	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Safco	Freight Added					
	Zone 1	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 2	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 3	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 4	See Min Rates Below	FRT PAID	FRT PAID	FRT PAID	FRT PAID
Sandusky Lee	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Sedia Systems	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Sico America	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	10%	9%	8%	7%
	Zone 3	See Min Rates Below	10%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Smith System	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	10%	9%	8%	7%
	Zone 3	See Min Rates Below	10%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Special T	Freight Added					
	Zone 1	$85 FEE	$85 FEE	FRT PAID	FRT PAID	FRT PAID
	Zone 2	$85 FEE	$85 FEE	FRT PAID	FRT PAID	FRT PAID
	Zone 3	$85 FEE	$85 FEE	FRT PAID	FRT PAID	FRT PAID
	Zone 4	$85 FEE	$85 FEE	FRT PAID	FRT PAID	FRT PAID
Sports Graphics	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Stampede	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%

			$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Vendor	**Freight Terms**	**Minimums apply**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Tenjam	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Tennsco Corp	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Trendway	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Troutman Chair	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
United Stationers	Freight Added					
	Zone 1	See Min Rates Below	13%	13%	13%	13%
	Zone 2	See Min Rates Below	13%	13%	13%	13%
	Zone 3	See Min Rates Below	13%	13%	13%	13%
	Zone 4	See Min Rates Below	13%	13%	13%	13%
United Visual Products	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
USA Capitol	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	8%	7%
	Zone 2	See Min Rates Below	10%	9%	8%	7%
	Zone 3	See Min Rates Below	10%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
Versare Portable Products	Freight Added					
	Zone 1	FRT PAID	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 2	FRT PAID	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 3	FRT PAID	FRT PAID	FRT PAID	FRT PAID	FRT PAID
	Zone 4	FRT PAID	FRT PAID	FRT PAID	FRT PAID	FRT PAID
VS America	Freight Added					
	Zone 1	See Min Rates Below	14%	FRT PAID	FRT PAID	FRT PAID
	Zone 2	See Min Rates Below	145	FRT PAID	FRT PAID	FRT PAID
	Zone 3	See Min Rates Below	11%	FRT PAID	FRT PAID	FRT PAID
	Zone 4	See Min Rates Below	16%	FRT PAID	FRT PAID	FRT PAID
Waddell	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%

			$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Vendor	**Freight Terms**	**Minimums apply**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Webcoat	Freight Added					
	Zone 1	See Min Rates Below	25%	20%	20%	20%
	Zone 2	See Min Rates Below	25%	20%	20%	20%
	Zone 3	See Min Rates Below	25%	20%	20%	20%
	Zone 4	See Min Rates Below	25%	20%	20%	20%
Wenger Corp	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	7%
	Zone 2	See Min Rates Below	9%	9%	8%	7%
	Zone 3	See Min Rates Below	9%	9%	8%	7%
	Zone 4	See Min Rates Below	12%	11%	10%	9%
WB Manufacturing	Freight Added					
	Zone 1	See Min Rates Below	13%	12%	11%	10%
	Zone 2	See Min Rates Below	13%	12%	11%	10%
	Zone 3	See Min Rates Below	13%	12%	11%	10%
	Zone 4	See Min Rates Below	15%	13%	12%	10%
Wood Designs	Freight Added					
	Zone 1	See Min Rates Below	10%	9%	9%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	9%	9%	8%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%
Working Walls	Freight Added					
	Zone 1	See Min Rates Below	9%	9%	8%	8%
	Zone 2	See Min Rates Below	10%	9%	9%	8%
	Zone 3	See Min Rates Below	10%	9%	9%	8%
	Zone 4	See Min Rates Below	13%	12%	11%	10%

MINIMUMS

		Total Net Order Value (per shipment/vendor)	UPS	LTL
Region	**Zone**	**$0 - $2k**	**Min Cost**	**Min Cost / Hundred Weight (CWT)**
North Central	Zone 1	Min order (see values listed to the right, in columns D and E)	$ 45.00	$ 125.00
South Central	Zone 2	Min order (see values listed to the right, in columns D and E)	$ 55.00	$ 150.00
Southeast	Zone 3	Min order (see values listed to the right, in columns D and E)	$ 65.00	$ 150.00
West and NY	Zone 4	Min order (see values listed to the right, in columns D and E)	$ 75.00	$ 175.00

			$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Vendor	**Freight Terms**	**Minimums apply**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**

ZONES

Zone 1	Zone 2	Zone 3	Zone 4
Michigan	Arkansas	Alabama	Arizona
Minnesota	Illinois	Connecticut	California
Missouri	Indiana	Delaware	Colorado
Montana	Iowa	Florida	Nevada
Nebraska	Kansas	Georgia	Oregon
North Dakota	Louisiana	Idaho	Utah
South Dakota	Mississippi	Kentucky	Washington
Texas	New Mexico	Maine	New York
Wyoming	Oklahoma	Maryland	
	Wisconsin	Massachusetts	
		New Hampshire	
		New Jersey	
		North Carolina	
		Ohio	
		Pennsylvania	
		Rhode Island	
		South Carolina	
		Tennessee	
		Vermont	
		Virginia	
		West Virginia	
		District of Columbia	

INSIDE DELIVERY

For LTL - Add $30.00 per delivery
For Truckload - Add $615.00 per truck

INSTALL TERMS BY VENDOR

Numbers below are the percentage add for installation services, organized by vendor and tier.

		$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Brand	**Install Minimum**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Allied Plastics	$350	12%	10%	8%	8%
Allseating	$350	4%	4%	4%	4%
Alumni U.S. (MooreCo)	$350	12%	10%	8%	8%
AmTab Manufacturing	$350	12%	10%	8%	8%
Andersen Mat Company	$350	4%	4%	4%	4%
Angeles	$350	12%	10%	8%	8%
Annin	$350	4%	4%	4%	4%
Balt/Best-Rite (MooreCo)	$350	12%	10%	8%	8%
Balt/Best-Rite (MooreCo) - Sharewall	$350	30%	30%	30%	30%
Benchmark	$350	12%	12%	12%	12%
Berco	$350	12%	10%	8%	8%
BioFit	$350	12%	10%	8%	8%
Bretford Manufacturing	$350	12%	10%	8%	8%
Bulman	$350	12%	10%	8%	8%
Carpets for Kids	$350	4%	4%	4%	4%
Case Furniture & Design	$350	12%	10%	8%	8%
Champion Sports	$350	12%	10%	8%	8%
Clinton Industries	$350	12%	10%	8%	8%
Community	$350	12%	10%	8%	8%
Contrax	$350	12%	10%	8%	8%
Contrax - Outdoor	$350	30%	30%	30%	30%
Copernicus Educational Products	$350	4%	4%	4%	4%
Correll	$350	12%	10%	8%	8%
Creative Arts Unlimited	$350	12%	10%	8%	8%
Crest Manufacturing	$350	12%	10%	8%	8%
Diversified Woodcrafts (including Shain Shopbuilt)	$350	12%	12%	12%	12%
Eagle Manufacturing	$350	12%	10%	8%	8%
ECR 4 Kids	$350	12%	10%	8%	8%
Educational Specialty Furnishings	$350	12%	12%	12%	12%
Educational Specialty Furnishings - Outdoor	$350	30%	30%	30%	30%
Ergo Contract Furniture	$350	12%	10%	8%	8%
Fire King	$350	12%	12%	12%	12%
Fleetwood Group	$350	12%	12%	12%	12%
Flexi-Felt	$350	4%	4%	4%	4%
Gared Sports	$350	4%	4%	4%	4%
Gavco	$350	12%	12%	12%	12%
Georgia Chair	$350	4%	4%	4%	4%
Ghent	$350	12%	10%	8%	8%
Global	$350	12%	12%	12%	12%
Grand Rapids Chair Company	$350	4%	4%	4%	4%

		$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Brand	**Install Minimum**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Great Openings	$350	12%	12%	12%	12%
Greene Manufacturing, Inc.	$350	12%	10%	8%	8%
Gressco LTD	$350	12%	10%	8%	8%
Groupe Lincora Inc.	$350	12%	12%	12%	12%
Hamilton Buhl	$350	4%	4%	4%	4%
Hann	$350	12%	10%	8%	8%
Horizon Seating	$350	4%	4%	4%	4%
IFC	$350	12%	10%	8%	8%
Integra Seating	$350	4%	4%	4%	4%
Interior Concepts	$975	12%	12%	12%	12%
Interior Systems Inc. (ISI)	$350	12%	12%	12%	12%
Invincible Office	$350	12%	10%	8%	8%
IRN	$350	12%	10%	8%	8%
Ironwood Manufacturing	$350	12%	12%	12%	12%
Jasper Seating (JSI)	$350	12%	10%	8%	8%
Jonti-Craft	$350	12%	10%	8%	8%
Joy's Carpets	$350	4%	4%	4%	4%
KI	$350	12%	10%	8%	8%
Kore Design	$350	4%	4%	4%	4%
Legends Fitness	$350	12%	12%	12%	12%
Leisure Craft	$350	12%	12%	12%	12%
Liat	$350	12%	10%	8%	8%
LifeSecure	$350	4%	4%	4%	4%
Logiflex	$350	12%	10%	8%	8%
Magnuson Group	$350	12%	10%	8%	8%
Markant	$350	12%	10%	8%	8%
Marvel	$350	12%	10%	8%	8%
Maverick Desk	$350	12%	10%	8%	8%
Maxon	$350	12%	10%	8%	8%
Mayline	$350	12%	10%	8%	8%
Mediatechnologies	$350	12%	12%	12%	12%
MEG	$350	12%	10%	8%	8%
MiEN	$350	12%	10%	8%	8%
Mitchell Furniture Systems	$350	12%	10%	8%	8%
Mity-Lite: Carts	$350	4%	4%	4%	4%
Mity-Lite: Tables	$350	4%	4%	4%	4%
MTS Seating	$350	4%	4%	4%	4%
National Office Furniture	$350	12%	10%	8%	8%
National Public Seating	$350	12%	10%	8%	8%
Nexel Shelving	$350	12%	10%	8%	8%
Offices To Go: Casegoods (A Division of Global Total Office)	$350	12%	10%	8%	8%
Offices To Go: Seating (A Division of Global Total Office)	$350	4%	4%	4%	4%
Oklahoma Sound Corp	$350	12%	10%	8%	8%
Olympic Kiln	$350	12%	10%	8%	8%
Palmer Hamilton	$350	12%	10%	8%	8%
Paragon Furniture	$350	12%	10%	8%	8%
Pepco	$350	12%	10%	8%	8%

		$2,000-$29,999	$30,000-$99,999	$100,000-$199,999	$200,000+
Brand	**Install Minimum**	**Price Tier II**	**Price Tier III**	**Price Tier IV**	**Price Tier V**
Platinum Visual - FCS	$350	30%	30%	30%	30%
Platnium Visual	$350	12%	10%	8%	8%
Playcore - BigToys	$2,000	30%	30%	30%	30%
Playcore - Everlast Climbing	$350	30%	30%	30%	30%
Playcore - GT Grandstands	$2,000	30%	30%	30%	30%
Playcore - UltraPlay Systems Inc. (Includes UltraPlay (Discovery Centers, Uplay Today and Snug), UltraShelter and UltraSite)	$2,000 for playsystems and $350 for other	30%	30%	30%	30%
Plymold	$350	12%	10%	8%	8%
Right Angle	$350	12%	10%	8%	8%
Safco	$350	12%	10%	8%	8%
Sandusky Lee	$350	12%	10%	8%	8%
Sedia Systems	$350	15%	15%	15%	15%
Sico America	$350	12%	10%	8%	8%
Smith System	$350	12%	10%	8%	8%
Special T	$350	12%	10%	8%	8%
Sports Graphics	$350	12%	10%	8%	8%
Stampede	$350	4%	4%	4%	4%
Tenjam	$350	4%	4%	4%	4%
Tennsco Corp	$350	12%	10%	8%	8%
Trendway	$350	12%	10%	8%	8%
Troutman Chair	$350	4%	4%	4%	4%
United Stationers	$350	13%	13%	13%	13%
United Visual Products	$350	12%	10%	8%	8%
USA Capitol	$350	12%	10%	8%	8%
Versare Portable Products	$350	12%	10%	8%	8%
VS	$350	12%	10%	8%	8%
Waddell	$350	12%	10%	8%	8%
WB Manufacturing	$350	12%	12%	12%	12%
Webcoat	$350	12%	12%	12%	12%
Wenger	$350	12%	10%	8%	8%
Wood Designs	$350	12%	10%	8%	8%
Working Walls	$350	12%	12%	12%	12%

NOTES:

1. Minimum install charge of $350/trip
2. Minimum install charge of $2,000 for all playsystems
3. Installation services may or may not include attachment to walls, floors, concrete, etc. Please confirm at time of quote.
4. This product is ideally for dry-wall application and if concrete block, dry-wall backer is recommended. These elements are not included in the contract pricing listed above.
5. Installations in the following cities/areas/states/regions will have an additional 3% installaton fee: Bay Area, CA, Southern California, New York, New Jersey, Central Texas including San Antonio, Houston, TX, Dallas Fort Worth and Outer Areas of New Mexico

MyContrax Online Project Management Platform

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The MyContrax Online Project Management Platform is a next generation service that provides complete purchasing control for Contrax Furnishings customers. This cutting-edge technology enables total control, provides complete information, and allows for thorough collaboration for our clients, throughout the entire project. MyContrax combines shopping, project management, and communication modules into one easy-to-use system. MyContrax users will see increased time savings through the flexibility and capabilities of this system.

In an era of increased scrutiny over spending, MyContrax ensures that customers have complete oversight over previous purchases and current control over current spending. The platform can be accessed from any location, 24-hours a day, 7-days a week. The MyContrax platform is password protected and permission levels can be individualized based on the access level required. The rest of this section outlines the capabilities of this system.

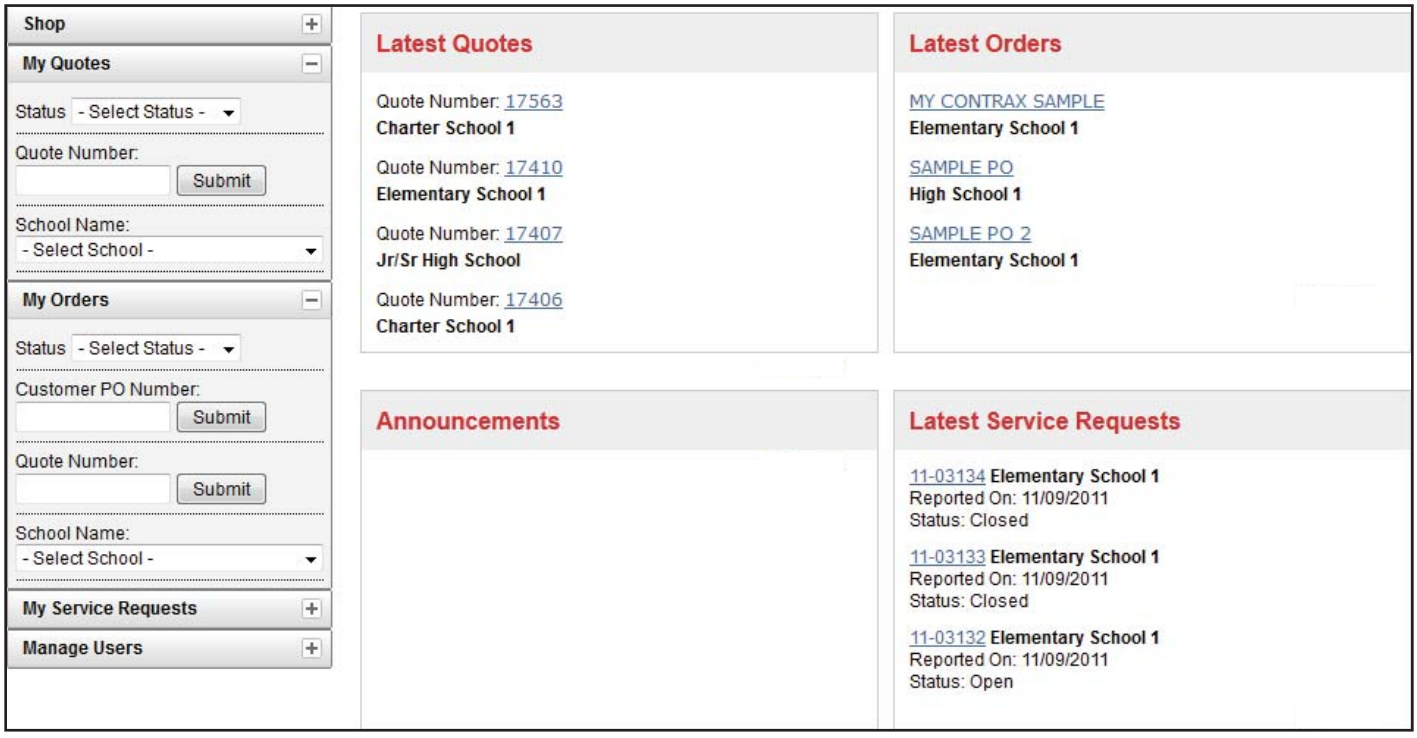
SUMMARY DASHBOARD PAGE ELEMENTS

Overviews of Latest Quotes, Latest Orders, and Latest Service Requests
Quick access search areas for quotes, orders, and service requests
Access to contract-specific pricing through the Shop tab
Access to manage user accounts through the Manage Users tab

The Customer's Summary Dashboard Page contains an overview of the customer's Latest Quotes, Latest Orders, and Latest Service Requests. Additionally, the user can utilize the quick access navigation areas to locate required information. Finally, the user can locate pricing for items through the Shop tab and manage user accounts through the Manage Users tab.

SUMMARY DASHBOARD PAGE BENEFITS

Complete and immediate oversight over purchasing
Immediate access to all service
Quick access to manage user accounts
Transparency
Accountability



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PROJECT DETAIL VIEW - OVERVIEW AND COMMUNICATION TOOLS

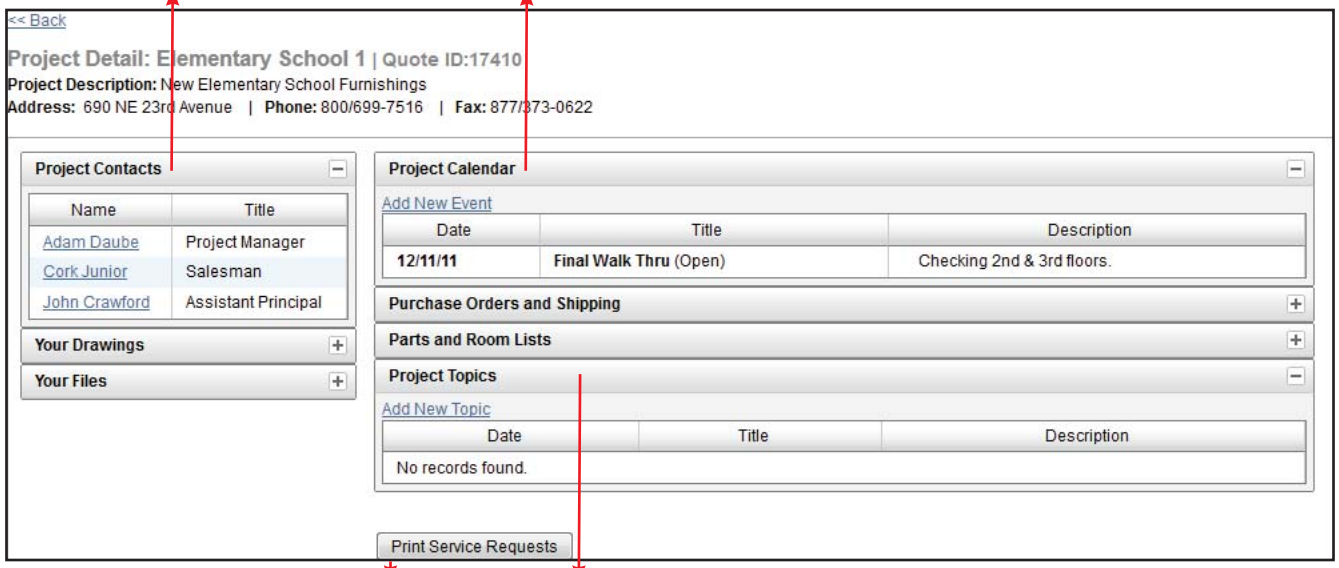
The Project Detail View allows the user to view important information about a project during the quoting stage or the order stage.

PROJECT DETAIL VIEW ELEMENTS

Personal and common communication tools (quoting stage and order stage)
Online storage and access to drawings and files (quoting stage and order stage)
Online viewing of room lists (quoting stage and order stage)
Real-time posting of calendar events and project topics (quoting stage and order stage)
Manufacturer breakdown of purchased products (order stage)
Online printing of service requests per project (quoting stage and order stage)

The Project Contacts section allows the user to personally communicate with key stakeholders. Select the stakeholder's name and the user can send a personal email to that individual.

The Project Calendar section allows the user to post and view key calendar dates. Examples of these dates include pre-installation walkthroughs and final walkthroughs. This information is accessible to any user with a MyContrax account and all stakeholders are notified when a new date is submitted.



Users can view and print project-specific service requests directly from the Project Detail View.

The Project Topics section allows the user to post and view key project information. Examples of project topics include copies of key emails, answers to questions, site directions, and more. This information is accessible to any user with a MyContrax account and all stakeholders are notified when a new topic is submitted.

PROJECT DETAIL VIEW BENEFITS

The stakeholder has complete oversight for the project at every stage
The stakeholder has access to all required information
Ease of quoting for previously purchased products
Ease of communication between individuals or corporately

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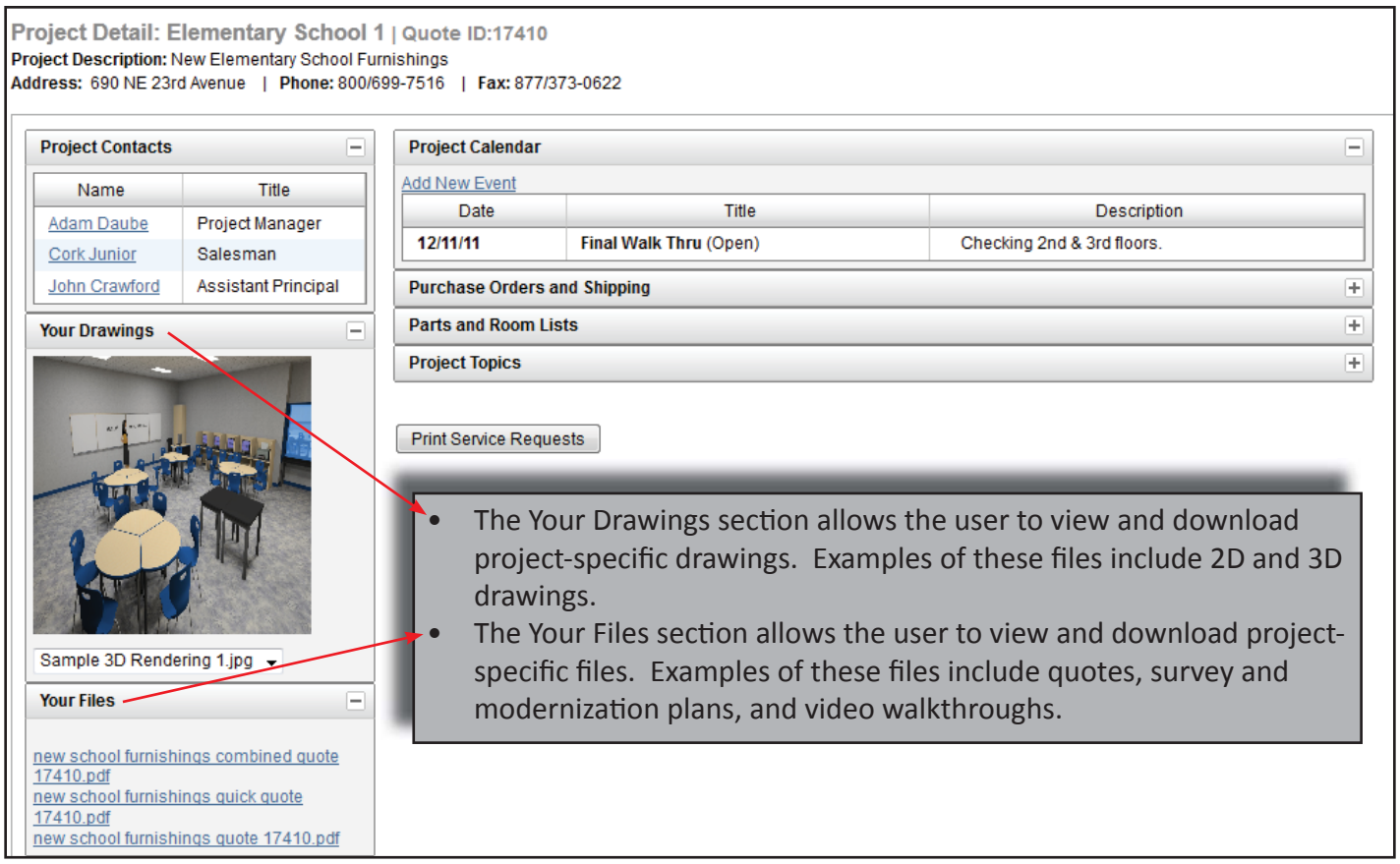
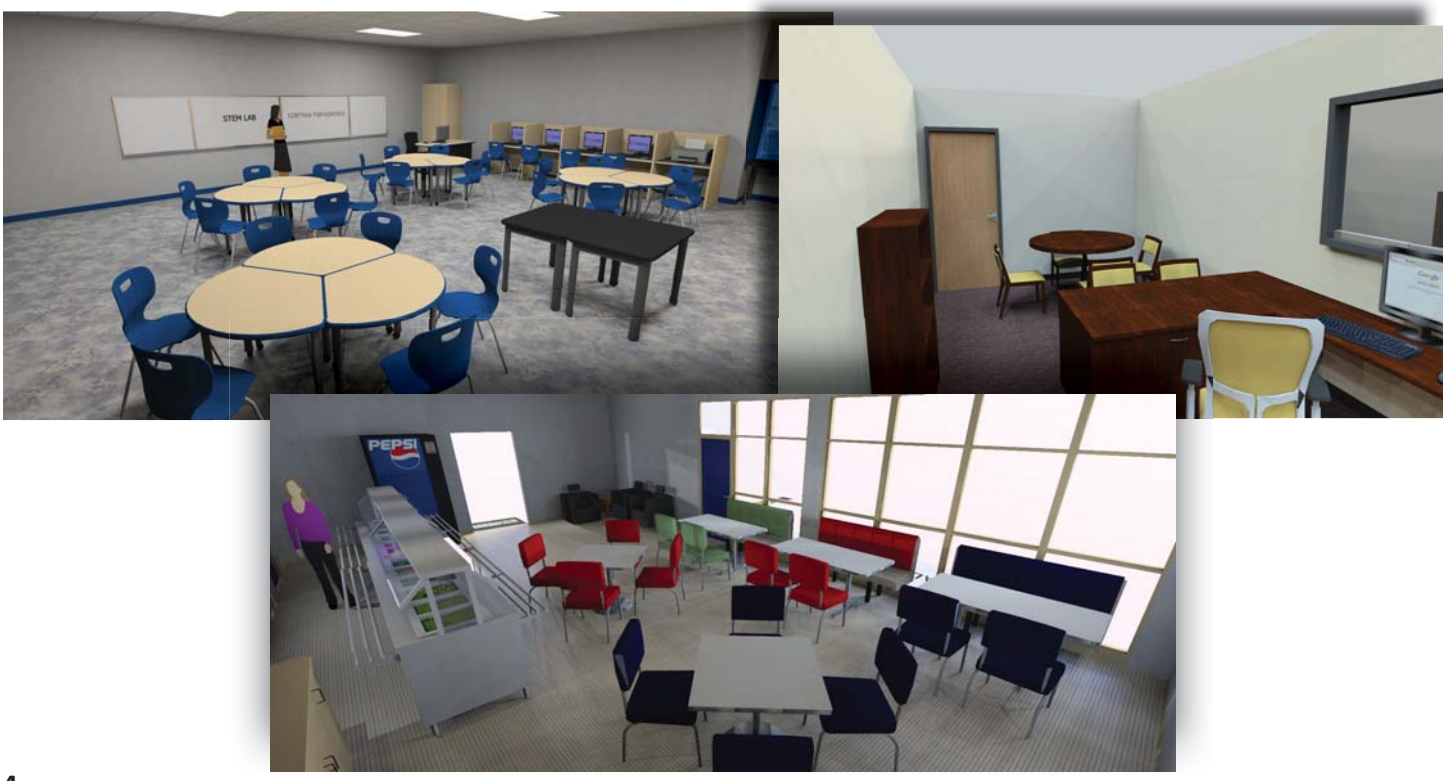
PROJECT DETAIL VIEW - FILES AND DRAWINGS

Contrax Furnishings has a fully-staffed design services department. Our full-time staff utilizes cutting-edge technology to provide the desired customer deliverables. These deliverables include 2D and 3D drawings as well as video-walkthroughs for a specific space. These deliverables are also available on the MyContrax Online Project Management Platform.





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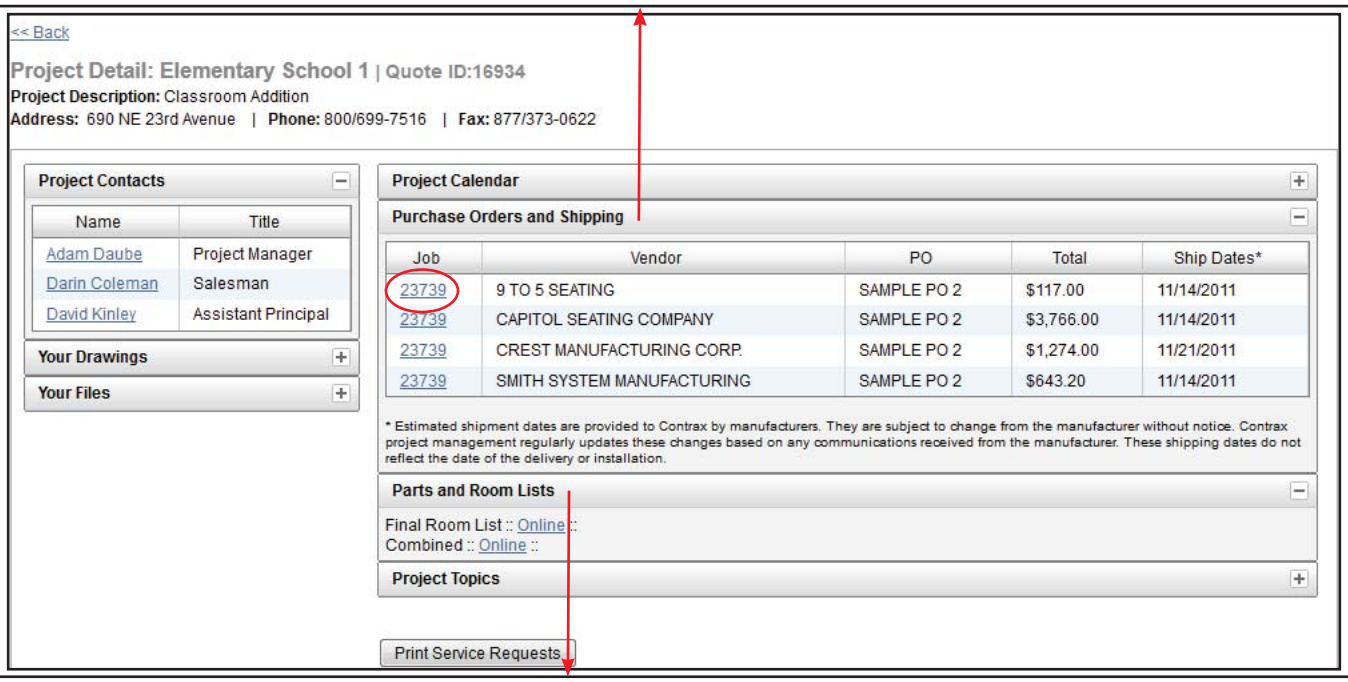
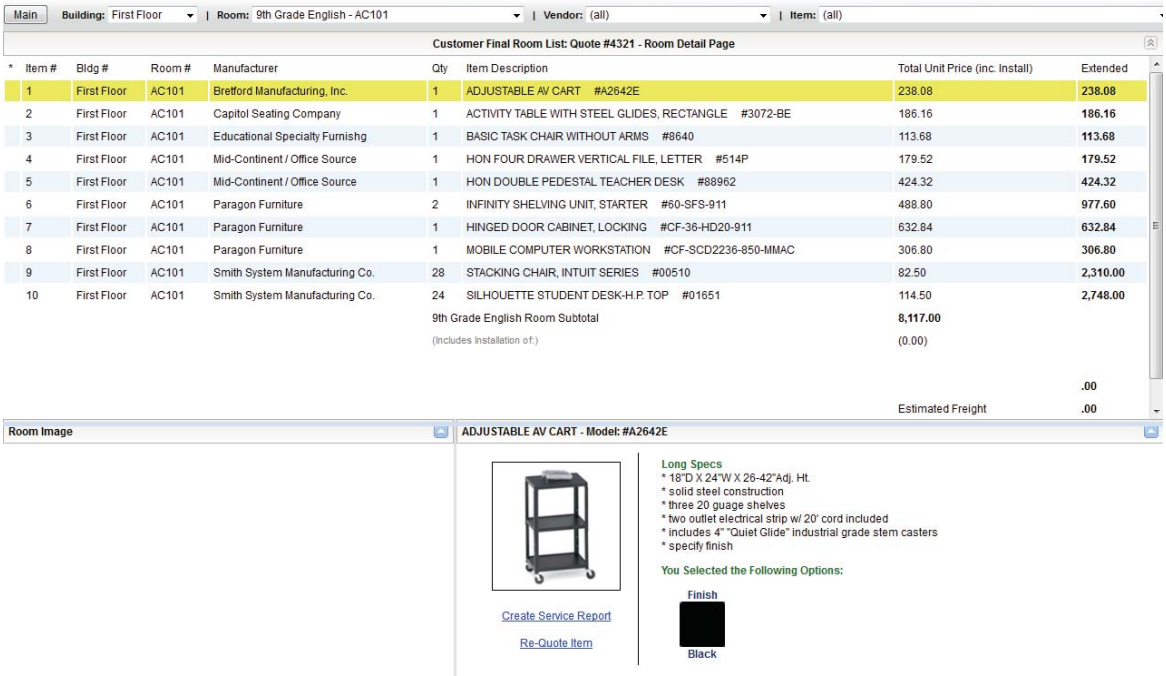
PROJECT DETAIL VIEW - PURCHASE ORDERS AND SHIPPING AND ONLINE LISTS

- The Purchase Orders and Shipping section allows the user to view total amounts purchased for each manufacturer. Further, by selecting the Job number, the user can view unit pricing for that manufacturer.
- The Purchase Orders and Shipping section also allows the user to view the ship date for the manufacturers on the project. This information is updated on a real-time basis.



- The Parts and Room Lists section allows the user to view two different types of lists. The first online list is divided up by rooms. The second online list is divided up by manufacturer. Features for each list:
  - * Each list allows the user to view pictures, specifications, and options for the selected product.
  - * Each list allows the user to filter results to allow for refined viewing options.
  - * Each list allows the user to initiate a service request for the required product.
  - * Each list allows the user to re-order the quoted product directly from the list.



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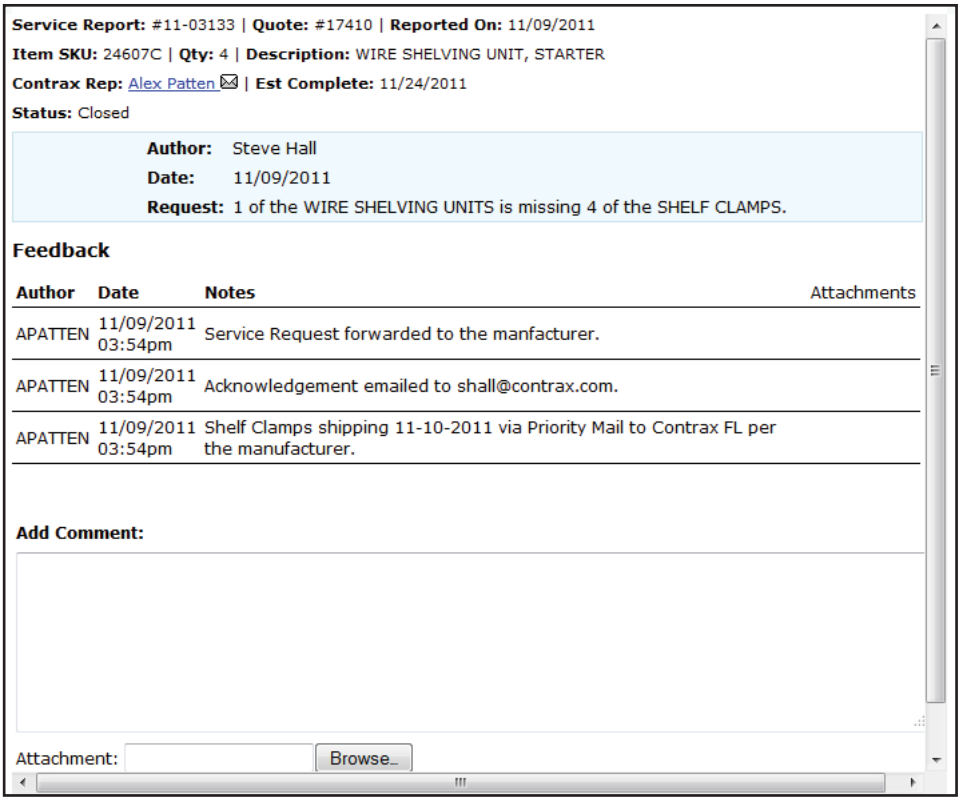
SERVICE REQUESTS

The Service Requests section allows users to locate, view, and print service requests for any project. These requests can be printed per project, per school, or district-wide.

SERVICE REQUEST ELEMENTS

User can communicate directly with Contrax's National Service Manager
User can view detailed information regarding the damaged product
User can view detailed information regarding service progress
If images are incorporated, user can view images of damaged product
User can contribute to service replacement by adding comments and attaching images to service ticket



SERVICE REQUESTS BENEFITS

User has oversight over service progress
User can communicate with Contrax's National Service Manager
User can contribute to service ticket by adding comments and uploading images
User can hold Contrax accountable for service progress

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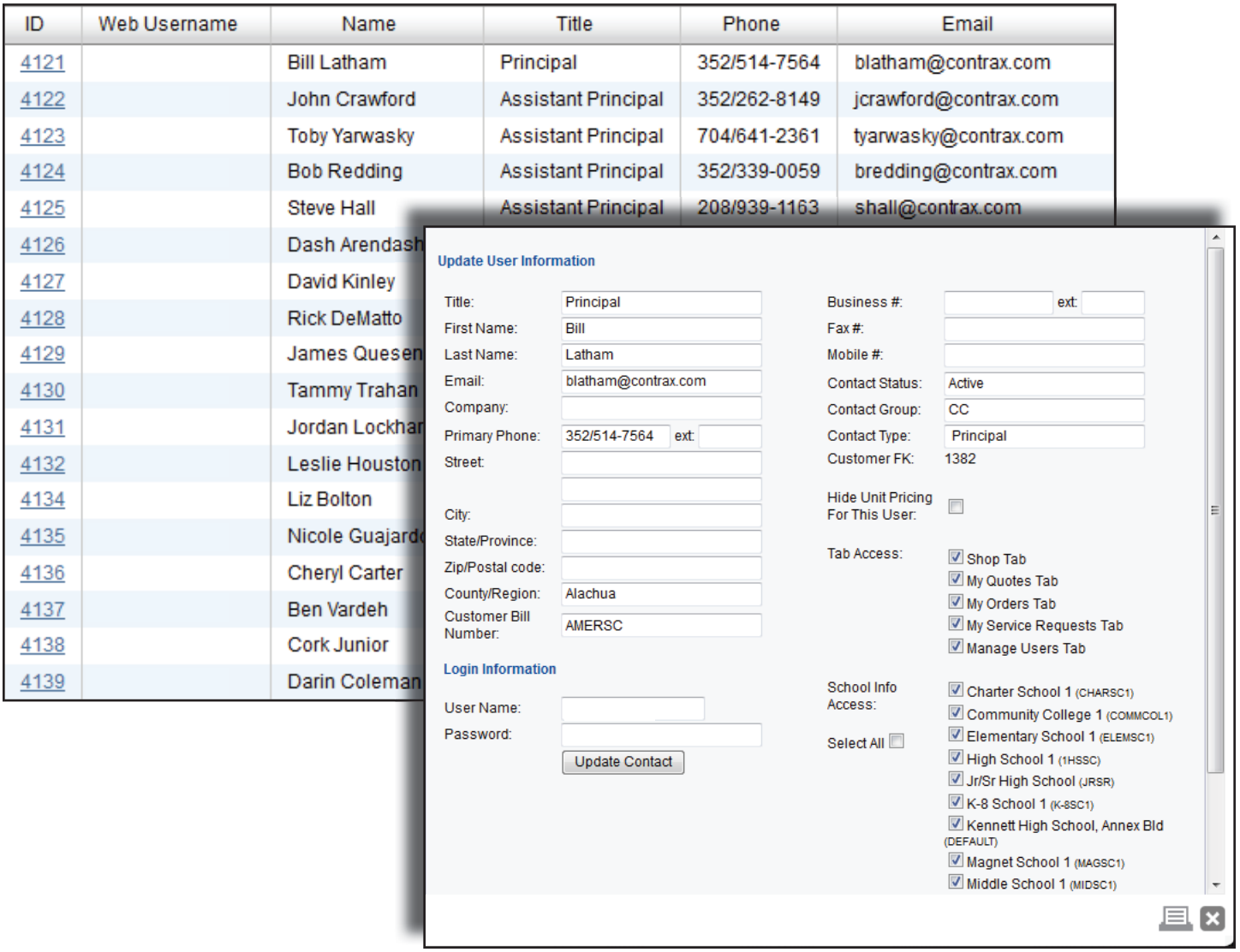
MANAGE USERS

The Manage Users tab allows the primary account holder to create accounts and manage user access. The user account is completely customizable. Specific tabs can be shown or hidden depending on the required access level. The settings on this tab ensure optimal security and access for each user.

MANAGE USERS ELEMENTS

User can view and create accounts for users
User can hide pricing for specific users
User can assign access for specific tabs and sites



ID	Web Username	Name	Title	Phone	Email
4121		Bill Latham	Principal	352/514-7564	blatham@contrax.com
4122		John Crawford	Assistant Principal	352/262-8149	jcrawford@contrax.com
4123		Toby Yarwasky	Assistant Principal	704/641-2361	tyarwasky@contrax.com
4124		Bob Redding	Assistant Principal	352/339-0059	bredding@contrax.com
4125		Steve Hall	Assistant Principal	208/939-1163	shall@contrax.com
4126		Dash Arendash			
4127		David Kinley			
4128		Rick DeMatto			
4129		James Quesen			
4130		Tammy Trahan			
4131		Jordan Lockhar			
4132		Leslie Houston			
4134		Liz Bolton			
4135		Nicole Guajard			
4136		Cheryl Carter			
4137		Ben Vardeh			
4138		Cork Junior			
4139		Darin Coleman			

MANAGE USERS BENEFITS

Complete oversight over user accounts
Individual access based on user requirements
Primary customer can customize MyContrax site
User can change passwords to protect account security

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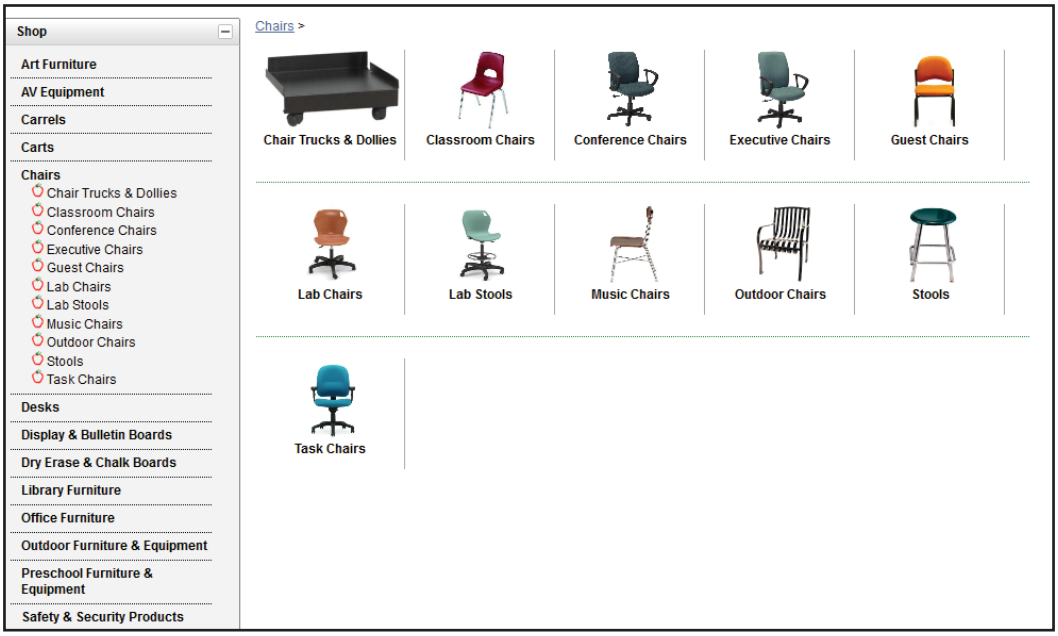
SHOP TAB

The Shop tab allows users to quickly request a quote for specific products. The product selection is based on pre-defined manufacturers, SKUs, and purchasing contracts. After locating the desired products, the user can select quantities and options and add those items to their shopping cart. After submitting the quote request, a formal Contrax quote will be returned to the user for consideration.



After selecting the Item Series, the user can select the SKU. The SKU numbers are based on size, configuration, or options. Select **View Item**.

In this example, the choice was: Chairs, Classroom Chairs, Euroflex Cantilevered Series.

After selecting **View Item**, the user can view the specifics on the particular item. The user selects the required quantity and options, then selects **Update Pricing**.

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SHOP TAB

After the user selects **Update Pricing**, the summary pricing information will appear beneath the options.

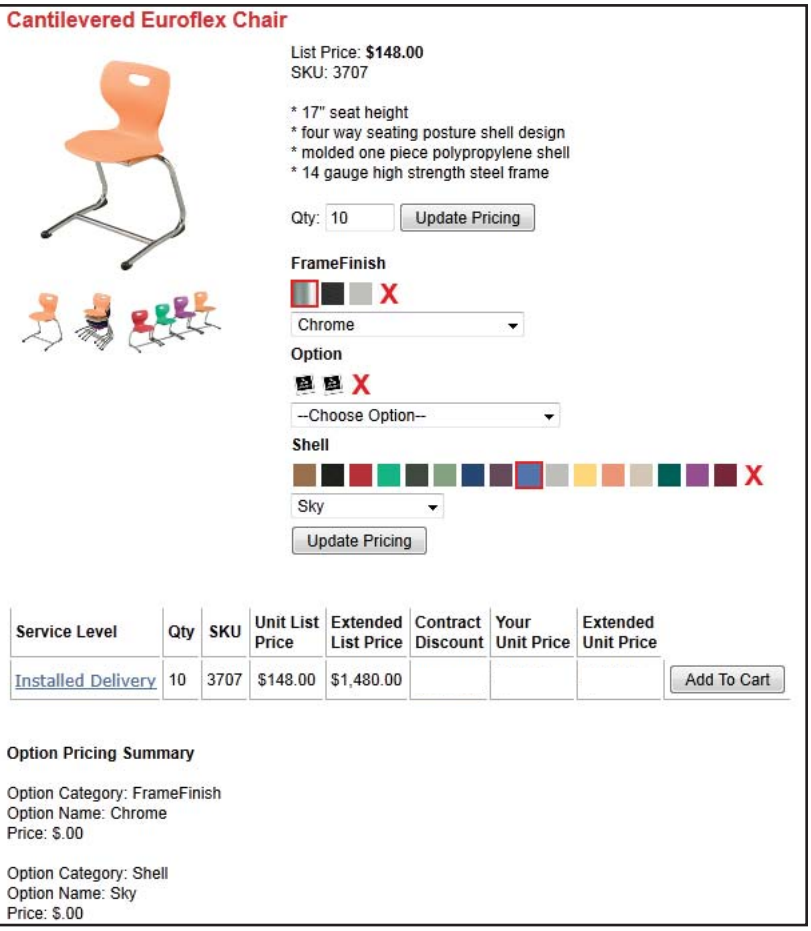
The summary pricing information includes **Service Level**, **Quantity**, **SKU**, **Unit List Price**, **Extended List Price**, **Contract Discount**, **Your Unit Price**, and **Extended Unit Price**.

When the user places their mouse over the type of **Service Level**, the user can read the definition for that level of service.

When the user places their mouse over the **Contract Discount** amount, the user can read summary information for that contract.

Beneath the summary pricing information, the option information and pricing summary is listed, if applicable.

If ready to order, the user selects **Add To Cart** to add the items to their shopping cart.



After the user selects **Add To Cart**, they will be taken to their shopping cart. If ready to checkout, the user provides some information and submits the quote request to Contrax. Shortly after submitting the quote, the user will receive a formal quote back from Contrax.

SHOP TAB BENEFITS

Quick access to pricing by specified contract, manufacturers, and service levels
Quickly submit a quote request without waiting for a salesperson consultation.
Control what and how a school is procuring furnishings and equipment.

We are happy to demonstrate the MyContrax Online Project Management platform in-person or via a web-based meeting. Contact Contrax's Corporate Design Services Manager at 1-800-699-7516 for more information.

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