COUNTY OF DUPAGE

Contract P15-150-DT

for

System Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment, Interior Solutions and Related Products and Support Services

with

National Office Furniture

Effective: April 1, 2016

The following documents comprise the executed contract between the County of DuPage and National Office Furniture, effective April 1, 2016:

I. County of DuPage Resolution
(Includes Term and Pricing)

II. Notice to Award

III. Supplier's Response to the RFP
(Includes Scope of Work and National Cooperative language)

Resolution

FI-R-0054-16

COOPERATIVE PURCHASING MASTER AGREEMENT AWARD
FOR SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING
SYSTEMS/EQUIPMENT AND RELATED PRODUCTS AND SUPPORT SERVICES
APRIL 1, 2016 THROUGH MARCH 31, 2019

WHEREAS, the County of DuPage is authorized to exercise its functions with other public entities pursuant to 5 ILCS 220/3 (Intergovernmental Cooperation) and to enter into joint purchasing agreements pursuant to 30 ILCS 525/1 et seq. (Governmental Joint Purchasing Act); and

WHEREAS, pursuant to the agreement approved in Resolution #FI-0034-07 the County is authorized to work with National Intergovernmental Purchasing Alliance (National IPA) to secure multi state volume purchasing contracts; and

WHEREAS, pursuant to that authorization the County issued its Request For Proposal #P15-150-DT (RFP) for a Master Contract Agreement for Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment and Related Products and Support Services; and

WHEREAS, the County evaluated the responses to the RFP and National Office Furniture, Inc. has been found to meet all minimum qualifications and requirements per Proposal #P15-150-DT; and,

WHEREAS, the RFP contemplated multiple awards by multiple procurement methods to permit maximum flexibility in ordering.

NOW THEREFORE BE IT RESOLVED, that an award be issued to: National Office Furniture, Inc., 1610 Royal Street, Jasper, IN 47549, at the attached rates for procurements entered into during the period of April 1, 2016 through March 31, 2019, with two additional one-year renewal options.

BE IT FURTHER RESOLVED, that the County and other authorized members of the National IPA may order Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment and Related Products and Support Services pursuant to this award from the attached pricing. Each County order shall be approved pursuant to the County Procurement Ordinance OFI-005B-99 and any amendments thereto.

BE IT FURTHER RESOLVED, that the County Clerk transmit copies of this resolution and any documents attached and made a part hereof, to the National IPA, Attn: Ken Heckman, 725 Cool Springs Blvd., Suite 100, Franklin, TN 37067 and to National Office Furniture, Inc., Attn: Amy Maxey, 1610 Royal Street, Jasper, IN 47549 and to the Procurement Services Division, Attn: Debra J. Thompson, CPPB.

Enacted and approved this 9th day of February, 2016 at Wheaton, Illinois.

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _____
PAUL HINDS, COUNTY CLERK

Ayes: 15
Absent: 3

COUNTY OF DU PAGE, ILLINOIS
PROCUREMENT SERVICES
PROPOSAL TABULATION ADVISE

PROPOSAL P15-150-DT
MASTER AGREEMENT TO PROVIDE
SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICE

PROPOSAL OPENING DATE: NOVEMBER 4, 2015
2:00 P.M.

RESPONSIBLE PROPOSALS
ALLSTEEL
AURORA STORAGE SOLUTIONS
KIMBALL OFFICE
NATIONAL FURNITURE
OFFICE DEPOT/OFFICE MAX
SPACESAVER CORPORATION

BID OPENING ATTENDED BY:
Debby Thompson, CPPB, DuPage County Buyer
Catlyn Hicks, DuPage County Division I

INVITATIONS SENT:	32	**POTENTIAL BIDDERS REQUESTING BID DOCUMENTS:**	11	**TOTAL BID RESPONSES RECEIVED:**	6

PROPOSAL P15-150-DT
PROPOSAL FORM
SYSTEMS FURNITURE, FREE STANDING FURNITURE, SEATING, FILING EQUIPMENT, INTERIOR FURNITURE RELATED PRODUCTS AND SUPPORT SERVICES

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Proposer	National Office Furniture, Inc
Main Business Address	1610 Royal Street
City, State, Zip Code	Jasper, IN 47549
Telephone Number	800-482-1717
Fax Number	812-482-8800
Proposal Contact Person	Amy Maxey
Email Address	Amy.Maxey@NationalOfficeFurniture.com

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is:

- ☐ the Owner/Sole Proprietor
- ☐ a Member of the Partnership
- ☒ an Officer of the Corporation
- ☐ a Member of the Joint Venture

herein after called the Proposer and that the all of the Partners of the Partnership, Officers of the Corporation or Member of the Limited Liability are as follows:

Kevin McCoy, President
(President, CEO, Partner or Member)

Michael Roch, Vice-President of Sales
(Vice-President, Partner or Member)

Julie E. Heitz Cassidy, Secretary
(Secretary, Partner or Member)

R. Gregory Kincer, Treasurer
(Treasurer, Partner or Member)

(If additional Officers, Partners, or Members, list on an attached sheet.)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1, 2, and 3 issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate.

Further, the undersigned certifies that the Proposer is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. *(Proposer may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)*

Further, the Proposer certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Proposer, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation.

No Proposal shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

For clarification of this offer, contact:

National Office Furniture, Inc.
Company Name

1610 Royal Street
Address

Jasper IN 47549
City State Zip

Kevin McCoy
Signature of Person Authorized to Sign

Name: Amy Maxey

Title: Vertical Market Program Manager

Phone: (812) 481-6356

Fax: (812) 482-8800

Kevin McCoy

Printed Name

Email: Amy.Maxey@NationalOfficeFurniture.com

President, National Office Furniture, Inc.

Title

63-0577594

Federal Tax ID

Acknowledged before me by Kevin McCoy (name) as President (title) of National Office Furniture, Inc. (company) this 2 (day) of November, 2015

Notary Signature: Melissa Dawn Fuller

My Commission Expires: March 13, 2019

Affix Seal

STATE OF INDIANA NOTARY SEAL

MELISSA DAWN FULLER
Notary Public, State of Indiana
Daviess County
Commission # 624942
My Commission Expires
March 13, 2019

Products	Discounts are from List Price. Tiers are based on List Product Value of each order Discounts for orders over $500,000 are negotiable *Suppliers may add rows for additional product categories not specifically identified					
	$1-$99,999		$100,000-$249,999		$250,000-$499,999	
	Loading Dock	Installed	Loading Dock	Installed	Loading Dock	Installed
Seating	55%	52%	55.50%	52.50%	negotiable	negotiable
Seating/Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Desking	55%	52%	55.50%	52.50%	negotiable	negotiable
Powered Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Multi-Purpose Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Folding Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Filing/Storage	55%	52%	55.50%	52.50%	negotiable	negotiable
Resident Hall Furniture	n/a	n/a	n/a	n/a	n/a	n/a

Products	Discounts are from List Price. Tiers are based on List Product Value of each order Discounts for orders over $500,000 are negotiable *Suppliers may add rows for additional product categories not specifically identified					
	$1-$99,999		$100,000-$249,999		$250,000-$499,999	
	Loading Dock	Installed	Loading Dock	Installed	Loading Dock	Installed
Systems	55%	52%	55.50%	52.50%	negotiable	negotiable
Interior Solutions	55%	52%	55.50%	52.50%	negotiable	negotiable
Moveable Wall Systems	n/a	n/a	n/a	n/a	n/a	n/a
Green or Sustainable Furniture Products	55%	52%	55.50%	52.50%	negotiable	negotiable
Refurbished Products & Services	Dealer Service - Case by Case Basis			Dealer Service - Case by Case Basis		
*Wall Rail Solution	55%	52%	55.50%	52.50%	negotiable	negotiable
*Dividers	55%	52%	55.50%	52.50%	negotiable	negotiable

	Discounts are from List Price. Tiers are based on List Product Value of each order Discounts for orders over $500,000 are negotiable *Suppliers may add rows for additional product categories not specifically identified					
Products	$1-$99,999		$100,000-$249,999		$250,000-$499,999	
	Loading Dock	Installed	Loading Dock	Installed	Loading Dock	Installed
*Accessories/Accents	55%	52%	55.50%	52.50%	negotiable	negotiable

Installation & Delivery Service: The Service option discounts include "standard" services only, subject to conditions listed below. The discounts are "not to exceed" percentages that may be lower as quoted by the servicing dealer dependent upon specific project conditions. Additonal charges and

Standard Services are Subject to the Following Conditions:

1. Installation will be performed during normal weekday hours
2. Adequate facilities for delivery, unloading, moving and staging/storing the product during the installation proc
3. Service work shall not be hindered by other trades
4. Electric, heat and elevator service will be furnished without charge
5. The immediate area shall be complete and free of debris including carpet/flooring installation before deliever
6. Any work requiring a licensed electrician is the responsibilty of the agency

Additonal Charges May Apply for:	
*If there are other conditions that would cause additional charges to be applied please list and define how these will be charged for. Service percentages should be expressed as an additional percent of the total product list value.	
Service	**Percent or Per Labor Hour Additional Charge**
Inside Delivery-Upper Levels Non-Seating	Negotiable on a per project basis
Inside Delivery-Upper Levels Seating	Negotiable on a per project basis
Union & Prevailing Wage Non Seating	Negotiable on a per project basis
Union & Prevailing Wage Seating	Negotiable on a per project basis
Major Metro Market and Upper Floor Installation	Negotiable on a per project basis
Installation outside of a ___mile range of a the servicing dealer	Negotiable on a per project basis

Supplemental Services

*If there are other supplemental services that the propser may want to offer, please list and detail the charge per labor hour for the service.

Service	Per Labor Hour Charge
Project Management Services	$62.00 - $125.00 per hour
Furniture Project Management	$62.00 - $125.00 per hour
Furniture Project Coordination	$62.00 - $125.00 per hour
Reconfiguration Services	Negotiated on a per project basis
Design (outside of standard services)	$65.00 - $85.00 per hour
Strategic Planning Services	Negotiated on a per project basis
Occupancy Planning Services	Negotiated on a per project basis
Occupancy Planner	Negotiated on a per project basis
CAD Drafter	Negotiated on a per project basis
Build Out Project Management Services	Negotiated on a per project basis
Fixtures, Furniture and Equipment Management Services	Negotiated on a per project basis
Fixtures, Furniture and Equipment Storage Services	Negotiated on a per project basis

Required Vendor Ethics Disclosure Statement

Company Name:	National Office Furniture, Inc.		
Company Contact:	Amy Maxey	Contact Phone:	(812) 481-6356
Bid/Contract/ PO:	15-150-DT		

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:
If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made
n/a	n/a	n/a	n/a	n/a

Attach additional sheets if necessary. Sign each added sheet and number each page __ (#) of __ (total pages).

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email
n/a	n/a	n/a

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: Kevin McCoy

Printed Name: Kevin McCoy

Title: President, National Office Furniture, Inc.

Date: 11-2-2015

Page 1 of 1 *Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.*

DuPage County Procurement Services Division

421 North County Farm Road, Room 3-400
Wheaton, Illinois 60187-3978

Phone: (630) 407-6184 Fax: (630) 407-6201
Email: dthompson@dupageco.org

NOTICE OF AWARD

February 19, 2016

National Office Furniture, Inc.
Ms. Amy Maxey
1610 Royal Street
Jasper, IN 47549

SUBJECT: BID #15-150-DT, SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT AND RELATED PRODUCTS AND SUPPORT SERVICES

Dear Ms. Maxey:

The County has considered the Proposal submitted by you for the above-described project in response to its Invitation to Bid dated September 11, 2015.

You are hereby notified that your Bid accepted by the DuPage County Board at their meeting of February 9, 2016.

As stated in the Bid, you are required to execute and return the attached Notice of Award, and furnish a Certificate of Insurance within fifteen (15) calendar days from the date of this Notice.

Sincerely,
Debby Thompson
Debby Thompson, CPPB
DuPage County Buyer

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

National Office Furniture
(Name of Firm)

this ___23___ day of ___February_____, 2016.

By: Kevin McCoy
Kevin McCoy

Title: President

Furniture with Personality®
Office Furniture Solutions for Any Work Environment

County of Dupage

Request for Proposal #P15-150-DT

Product and Support Services for a Master Agreement to Provide Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment, Interior Solutions and Related

NATIONAL | Furniture with Personality®

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NATIONA

DuPage County Procurement Services

421 North County Farm Road, Room 3-400
Wheaton, Illinois 60187-3978

Phone: (630) 407-6200 Fax: (630) 407-6201

REQUEST FOR PROPOSAL:	P15-150-DT	PROPOSAL ISSUE DATE:	09/11/15
PROPOSAL DESCRIPTION:	SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICES		
PROPOSAL OPENING DATE:	10/14/15	PROPOSAL OPENING TIME: 2:00 p.m.	
SUBMIT 1 ORIGINAL PLUS 4 COPIES		BOND REQUIRED: YES	

PROPOSAL RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC PROPOSAL OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. PROPOSALS WILL BE RECEIVED AT THAT TIME IN THE PROCUREMENT SERVICES DIVISION. LATE PROPOSALS WILL NOT BE CONSIDERED.

TO ALL PROSPECTIVE PROPOSERS:
You are hereby invited to submit your proposal for the services to be furnished and delivered, shipped F.O.B. delivered, to the address specified herein.

PRE-PROPOSAL MEETING

A Pre-Proposal Meeting is scheduled for SEPTEMBER 29, 2015 at 11:00 a.m. Local Time, in the DuPage County Conference Room 1-500B, DuPage County Administration Center, 421 North County Farm Road, Wheaton, IL 60187. This meeting will also have available telephone conferencing for Proposers unable to attend. The conference call must be arranged by the Proposer 24 hours prior to the scheduled meeting by calling the Buyer, Debby Thompson at 630-407-6184, no later than September 28, 2015 at 11 :00 a.m. Central Time for the specifics for the Conference Call.

The original proposal and the required number of copies must be received in a sealed envelope that has your name and address in the upper left corner and the attached label filled in and pasted on the lower left corner.

All proposals are subject to staff analysis. The County of DuPage reserves the right to accept or reject any and all proposals received and waive any and all technicalities.

Proposals must be delivered and time stamped, prior to the public proposal opening date and time, to:	DU PAGE COUNTY PROCUREMENT SERVICES DIVISION 421 NORTH COUNTY FARM ROAD, ROOM 3-400 WHEATON, IL 60187-3978

Any communication regarding this invitation between the date of issue and date of award is required to go through the Proposal Coordinator or the Buyer listed below (or, in the Buyers absence, the Procurement Services Supervisor).
Unauthorized contact with other DuPage County staff or officers is strictly forbidden.

BUYER:	Debby Thompson, CPPB	PHONE:	(630) 407-6184
EMAIL:	dthompson@DuPageCo.org		

FULL NAME OF PROPOSER	National Office Furniture, Inc.
PROPOSER CONTACT PERSON	Amy Maxey
TELEPHONE NUMBER	(812) 481-6356

FACSIMILE AND/OR E-MAIL TRANSMITTED PROPOSALS WILL NOT BE ACCEPTED

NATIONA

SECTION 1 - PROJECT INFORMATION

PROJECT NAME:	SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICES
FOR:	County of DuPage, IL is acting as a Principal Procurement Agency, on behalf of itself and the National Intergovernmental Purchasing Alliance Company (National IPA), to create a nationwide cooperative contract for Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment, Interior Solutions and Related Product and Support Services that will be available and marketed by National IPA and the selected supplier to Public Agencies nationwide.

SCHEDULE OF EVENTS

EVENT:	LOCATION:	DATE:	TIME:
Request For Proposals Posted	www.DemandStar.com	09/11/2015	
Advertisement	Daily Herald	09/11/2015	
Pre-Proposal Conference	DuPage County Administration Center 421 North County Farm Road, Room 1-500B Wheaton, IL 60187	09/29/2015	11:00 a.m.
Deadline for Inquiries to Substitutions, Exceptions and Questions to Bid Language and Specifications.	Must be submitted in writing to: dthompson@dupageco.org	10/05/2015	3:00 p.m.
Response to Inquiries	Via E-Mail	10/06/2015	3:00 p.m.
Proposals Due	Procurement Services, Room 3-400	10/14/2015	2:00 p.m.
Evaluation of Proposals	Proposal Evaluation Committee		
Parent Committee Approval	DuPage County Finance Committee	12/08/2015	
County Board Approval	County Board Room	12/08/2015	
National IPA & Awarded Suppliers meet regarding contract implementation	To be scheduled by National IPA	TBD	
Anticipated Contract Start Date	Nationwide	04/01/2016	

√	SUBMITTAL CHECKLIST (PROPOSAL PACKET SHOULD BE RETURNED IN ITS ENTIRETY)
	ORIGINAL PROPOSAL
	1 HARDCOPY (IN 3-RING BINDER)
	FOUR (4) ELECTRONIC (CD) COPIES
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	REFERENCES
	PROPOSAL FORM
	PUBLISHED PRICE LISTS CORRESPONDING WITH DISCOUNTS OFFERED

NATIONA

SECTION 2 - INSTRUCTIONS TO PROPOSERS

1) **ON-LINE NOTIFICATION OF SPECIFICATIONS:** This document is available over the Internet at www.DemandStar.com, as well as from the contact listed in this document. Adobe Acrobat® Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat® Reader, you may download it for free from Adobe at www.adobe.com/products/acrobat/readstep.html.

Businesses without Internet access may contact the Procurement Services Division of the County at (630) 407-6190 for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at www.DemandStar.com. Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of DuPage.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

2) **ON-LINE PROVIDER DISCLAIMER:** DemandStar.com has no affiliation with the County of DuPage other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.

3) **EXCEPTIONS:** Exceptions will be considered up to the deadline listed in Project Information. Exceptions must be fully described, on the Proposer's letterhead and signed; exceptions must reference the RFP number and the specification, contract term or other portion of the RFP which is being excepted. If the Proposer wishes to propose terms and conditions or alternative paperwork it must do so as an exception. In the absence of such statement, the proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Proposer agrees that if selected, it will be bound by same. If the County accepts the proposed exception, notice of that acceptance will be given to all registered prospective Proposers. No exceptions or changes to contract terms will be accepted with the proposal.

4) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, and to foster compliance with Illinois Criminal Statutes related to public procurement, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this proposal, until a Successful Proposer is selected, all requests for clarification or additional information regarding this RFP, or contacts with the County personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

A violation of this provision is cause for the County to reject the Proposer's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this RFP. No contact regarding this document with other County employees is permitted.

4) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the County. If a Proposer finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. The County is not responsible for oral representations. All questions must be submitted in writing to the Purchasing Contact only before the Pre-Proposal Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.

5) **PRE-PROPOSAL CONFERENCE:** The date, time and location of the meeting is indicated on the cover page of this RFP. **All Proposers are strongly encouraged to attend this conference**, but attendance is not mandatory.

6) PROPOSAL SUBMISSION: To be considered, the proposal must be prepared in the manner and detail specified in this proposal.

A. Proposals must be submitted before the date and time indicated as the deadline. It is each Proposer's responsibility to insure that the Procurement Services Division receives its proposal prior to the deadline. This responsibility rests entirely with the Proposer, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 4:30 p.m. local time, Monday through Friday, except for legal holidays to:

DuPage County Procurement Services Division
421 North County Farm Road, Room 3-400,
Wheaton, IL 60187

B. Proposals received after the above deadline will not be accepted and will be returned to the Proposer unopened. The Procurement Services Division's timestamp shall be the official time.

C. The opening of a proposal does not constitute the County's acceptance of the Proposer as a responsive and responsible Proposer.

D. Proposals must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the attached label secured to the lower left-hand corner.

E. Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the RFP and specifications and terms of the Form of Contract, and the County's Procurement Ordinance and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.

F. All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and the person(s) signing the proposal must initial corrections in ink.

G. Proposals sent by facsimile or other electronic means will not be considered.

H. All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the County.

I. Proposals are subject to public disclosure after award in accordance with state law under the Freedom of Information Act (FOIA). If you believe your proposal contains information which would qualify for a statutory exemption, you must mark each section to be withheld; pricing does not qualify for exemption.

7) PROPOSAL SIGNATURES: An authorized official must sign the proposal. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to the County if the Proposer is determined to be the most responsive and responsible Proposer. If the Offeror is a corporation, the President shall execute the proposal. In the event that the proposal is executed by other than the President, a certified copy of that section of the corporate bylaws or other authorization by the corporation, which permits the person to execute the offer for the corporation, shall be submitted.

If the Offeror is a partnership, all partners shall execute the Proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Procurement Manager shall be submitted.

If the Offeror is a sole proprietor, the owner shall execute the proposal.

A "Partnership" or "Sole Proprietor" operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1 et seq.

8) CONTRACT AWARD: The County reserves the right to withdraw the RFP, to award to one Proposer, to any combination of Proposers, by item, group of items, or total proposal. The County may waive informalities if it is in the County's interest. The Proposers to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. All proposals will be presented as a discount off identified list. Purchases resulting from the award of this proposal are contingent upon the availability of funds. Receipt of the Proposer's proposal by the County does not constitute a binding contract. Issuance of the Master Agreement will govern the terms of future orders by the County and other Participating Public Agencies, but does not constitute an order. The County is not liable for performance costs until the successful Proposer has been given a fully executed purchase order.

9) **HOLDING OF PROPOSALS:** Offeror may withdraw the Proposal at any time prior to the time specified as the closing time for the receipt of proposals. However, no Offeror shall withdraw or cancel the Proposal for a period of one hundred twenty (120) calendar days after said closing time for the receipt of proposals. Unauthorized withdrawal may result in the withdrawing Offeror paying the sum of $1,000.00 as liquidated damages for the County's cost of review to date or loss in re-solicitation.

10) **REJECTION:** The County reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received, if it is determined by the Procurement Official or designee that the best interest of the County will be served by doing so. The County may reject any proposal from any person, firm or corporation in arrears or in default to the County on any contract, debt, or other obligation, or if the Proposer is debarred by the County from consideration for a contract award, or if Proposer has committed a violation of the County's Procurement Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.

11) **PROCUREMENT POLICY:** Procurement for the County will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the County. The Procurement Official has the vested authority to execute all County contracts, subject to Committee and County Board approval where required.

12) **LAW GOVERNING:** The RFP and resulting contract shall be governed by the laws of Illinois. Proposer agrees to comply with all applicable State and Federal laws.

13) **NO PROPOSAL RESPONSE:** Businesses who receive this RFP but who do not submit a proposal are requested to return a notice stating the reason(s) for not responding. This will insure that they remain eligible for future solicitations and will assist the County in assessing the fairness of the proposal process.

14) **DISQUALIFICATION OF RESPONDENTS:** Any one or more of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:

A. Evidence of collusion among Proposers.
B. Lack of competency as revealed by either financial, experience, or equipment statements.
C. Lack of responsibility as shown by past work.
D. Uncompleted work under other contracts which, in the judgment of the County, might hinder or prevent the prompt completion of additional work if awarded.

20) **DISCUSSIONS:** Discussions may be conducted with responsible Proposers, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Proposers who submit Proposals determined to be reasonably susceptible of being elected for award, but Responses may be accepted without such discussions.

Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and clarification of Proposals. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change and all registered Proposers will be notified of the change. The Proposer shall reduce any substantial oral clarification of its Proposal to writing.

21) **PROPOSER RESPONSIBILITIES:** The Proposer must be capable, either as a firm or a team, of providing all services as described under SECTION 6 – SPECIFICATIONS AND SCOPE OF WORK and to maintain those capabilities until notification of the fact that their proposal was unsuccessful. Exclusion of any service for this proposal may serve as cause for rejection. The selected Proposer must remain capable of providing all services as described under SECTION 6 – SPECIFICATIONS AND SCOPE OF WORK and must maintain those capabilities until the agreement is successfully finished. The successful Proposer will be responsible for all Services in this proposal whether they are provided or performed by the Successful Proposers or their Subcontractor(s). Further, the County will consider the Successful Proposers to be the sole point of contact with regard to contractual matters. The Successful Proposers must identify all Subcontractors and the Services they provide. The Successful Proposers are responsible for all payments and liabilities of all Subcontractor(s).

The County reserves the right to approve or reject, in writing, any proposed Subcontractor. If the County rejects any proposed Subcontractor in writing, the Successful Proposer shall be responsible to assume the proposed Subcontractor's responsibilities. The Successful Proposer may propose another Subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the proposal or in the contract shall create or be construed as creating any contractual relationship between any Subcontractor and the County.

22) **DISCLOSURE OF CONTENTS:** All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the proposal becomes the property of the County and may be returned only at the County's option.

Proposers must make no other distribution of their proposals other than authorized by this RFP. A Proposer who shares cost information contained in its proposal with other County personnel or competing Proposer's personnel shall be subject to disqualification.

Proposers shall not be provided any information about other proposals or prices or where the Proposer stands in relation to others at any time during the evaluation process. Any request for such information by a Proposer, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Proposer may be eliminated from further consideration.

NATIONA

SECTION 3 - GENERAL CONDITIONS

1) **ADDENDUM AND SUPPLEMENT TO REQUEST FOR PROPOSALS:** If it becomes necessary or advisable to revise any part of this RFP or if additional data is necessary to enable the exact interpretation of provisions of this RFP, revisions will be provided in the form of an Addendum.

   Addendum information is available over the Internet at www.DemandStar.com. Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline.

2) **APPLICABLE CODES AND ORDINANCES:** Contractor hereby certifies that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

3) **CHANGES:** The County of DuPage reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County of DuPage and the successful Contractor.

   Illinois law requires that changes in excess of $10,000 or extensions greater than thirty (30) days must comply with the Criminal Code. The Procurement Services Division shall issue to the successful Contractor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

4) **COMMENCEMENT OF WORK:** The successful Contractor must not commence any billable work prior to the County's issuance of a purchase order against the Master Agreement or until any required documents have been submitted. Work done prior to these circumstances shall be at the Contractor's risk.

5) **CONFIDENTIAL INFORMATION AND COUNTY PROPERTY:** It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Contractor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.

6) **CONTRACTOR PERFORMANCE:** The Instructions, General Conditions, Special Conditions, Specifications and Scope of Work, and attached exhibits, together with the approved purchase order shall be incorporated in and become terms of the Contract. All items shall be supplied in strict accordance with the specifications. The Contractor's performance under the terms of the Contract shall be to the satisfaction of the County. Failure to comply with any statutory requirements shall be deemed a performance breach.

7) **DRUG FREE WORKPLACE:** The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

8) **ENDORSEMENTS:** Contractor shall not use the name, seal or images of County of DuPage in any form of endorsement to any third-party without the County's written permission.

9) **F.O.B.:** All goods are to be shipped prepaid, F.O.B. destination. The total price quoted by the Proposer must be the total cost delivered to the location(s) stated. Shipments sent C.O.D. without County of DuPage's written consent will not be accepted and will at Contractor's risk and expense, be returned to Contractor. Unauthorized shipments are subject to rejection and return at Contractor's expense.

10) **FORCE MAJEURE:** The County of DuPage shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e., droughts, floods, severe weather phenomena, et cetera.

11) **INDEMNITY:** The Contractor shall, at all times, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

12) **LAW GOVERNING:** The RFP and resulting contract shall be governed by the laws of Illinois. Bidder agrees to comply with all applicable State and Federal laws.

13) **LIENS, CLAIMS, AND ENCUMBRANCES:** Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.

14) **LOBBYIST REGISTRATION:** Bidder shall comply with the provisions of Chapter 2, Article IX, Section 2-600, Lobbyist Registration of the Code of DuPage County, Illinois.

15) **MSDS:** When applicable, Contractor shall furnish Material Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act and the "Right-to-Know" law, 820 ILCS 220/0.01 and 820 ILCS 225/0.1.

16) **NON-DISCRIMINATING:** The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

17) **PATENTS:** Contractor undertakes and agrees to defend at Contractor's own expense, all suits, actions, or proceedings in which the County of DuPage, its Officers, agents or employees are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder. Contractor shall inform the County of DuPage whenever infringement will result from Contractor's adherence to specifications supplied by the County of DuPage or by an authorized County representative. Contractor further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against the County of DuPage, its Officers, agents or employees therein.

18) **PAYMENT:** Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and **any statute of limitations to the contrary is hereby waived.**

19) **PERFORMANCE AND PAYMENT BONDS:** The awarded Contractor shall, within ten (10) working days of issuance of a purchase order, where applicable, provide a Performance and Payment Bond a.) in the interest of the County of DuPage in the amount of one hundred percent (100%) of the contract amount to insure a timely and acceptable completion of this agreement and to insure payment for all materials, supplies and equipment charge and to insure compliance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.). No work shall be started until receipt of a performance and payment bond.

20) **PREVAILING WAGE:** This contract may call for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: http://www.state.il.us/agency/idol/rates/rates.HTM. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

Not less than the prevailing rate of wages as determined by the County of DuPage or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. State Statutes regarding Prevailing Wage and the current wage rates are available online at www.state.il.us/agency/idol/rates/rates. You must retain payroll records for 5 years and make those records available for inspection by the County or the Illinois Department of Labor. You must submit monthly certification of payroll records. Certified Transcript of Payroll forms may be downloaded from the Contractors Forms page of the DuPage County Procurement Services Division website at www.dupageco.org/purchasing or you may use your own format containing the same information with pre-approval by the Purchasing Officer (submit sample with bid).

A determination by the Illinois Department of Labor of debarment for violation of the Prevailing Wage Act shall result in the Contractor being automatically deemed non-responsible for the period of debarment without further proceedings by the County.

21) **PREVAILING WAGE PRICE ADJUSTMENT:** The contractor is required to pay the current prevailing wage, which may be adjusted during the term of the contract or renewal, with no adjustment in the contract price. In the event the parties agree to renew the contracted services for additional periods, the labor prices stated in the bid may be adjusted to the then-current prevailing wage, and such adjustment shall govern the contract price during the renewal period. No adjustment will be made to the amount of mark-up.

Du Page County Prevailing Wage for July 2015

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		39.400	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
ASBESTOS ABT-MEC		BLD		36.340	38.840	1.5	1.5	2.0	11.47	10.96	0.000	0.720
BOILERMAKER		BLD		47.070	51.300	2.0	2.0	2.0	6.970	18.13	0.000	0.400
BRICK MASON		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
CARPENTER		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
CEMENT MASON		ALL		43.750	45.750	2.0	1.5	2.0	13.05	14.45	0.000	0.480
CERAMIC TILE FNSHER		BLD		36.810	0.000	1.5	1.5	2.0	10.55	9.230	0.000	0.770
COMMUNICATION TECH		BLD		32.650	34.750	1.5	1.5	2.0	9.550	15.16	1.250	0.610
ELECTRIC PWR EQMT OP		ALL		37.890	51.480	1.5	1.5	2.0	5.000	11.75	0.000	0.380
ELECTRIC PWR EQMT OP		HWY		39.220	53.290	1.5	1.5	2.0	5.000	12.17	0.000	0.390
ELECTRIC PWR GRNDMAN		ALL		29.300	51.480	1.5	1.5	2.0	5.000	9.090	0.000	0.290
ELECTRIC PWR GRNDMAN		HWY		30.330	53.290	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR LINEMAN		ALL		45.360	51.480	1.5	1.5	2.0	5.000	14.06	0.000	0.450
ELECTRIC PWR LINEMAN		HWY		46.950	53.290	1.5	1.5	2.0	5.000	14.56	0.000	0.470
ELECTRIC PWR TRK DRV		ALL		30.340	51.480	1.5	1.5	2.0	5.000	9.400	0.000	0.300
ELECTRIC PWR TRK DRV		HWY		31.400	53.290	1.5	1.5	2.0	5.000	9.730	0.000	0.310
ELECTRICIAN		BLD		38.160	41.980	1.5	1.5	2.0	9.550	18.29	4.680	0.680
ELEVATOR CONSTRUCTOR		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060	0.600
FENCE ERECTOR	NE	ALL		37.340	39.340	1.5	1.5	2.0	13.05	12.06	0.000	0.300
FENCE ERECTOR	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
GLAZIER		BLD		40.500	42.000	1.5	2.0	2.0	13.14	16.99	0.000	0.940
HT/FROST INSULATOR		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000	0.720
IRON WORKER	E	ALL		44.200	46.200	2.0	2.0	2.0	13.65	21.14	0.000	0.350
IRON WORKER	W	ALL		45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
LABORER		ALL		39.200	39.950	1.5	1.5	2.0	13.98	10.72	0.000	0.500
LATHER		ALL		44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
MACHINIST		BLD		45.350	47.850	1.5	1.5	2.0	7.260	8.950	1.850	0.000
MARBLE FINISHERS		ALL		31.400	32.970	1.5	1.5	2.0	9.850	13.10	0.000	0.600
MARBLE MASON		BLD		43.030	47.330	1.5	1.5	2.0	10.05	14.10	0.000	0.780

MATERIAL TESTER I		ALL	29.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MATERIALS TESTER II		ALL	34.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000	0.500
MILLWRIGHT		ALL	44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
OPERATING ENGINEER		BLD 1	48.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 2	46.800	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 3	44.250	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 4	42.500	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 5	51.850	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 6	49.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		BLD 7	51.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		FLT	36.000	36.000	1.5	1.5	2.0	17.10	11.80	1.900	1.250
OPERATING ENGINEER		HWY 1	46.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 2	45.750	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 3	43.700	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 4	42.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 5	41.100	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 6	49.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
OPERATING ENGINEER		HWY 7	47.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900	1.250
ORNAMNTL IRON WORKER E		ALL	45.000	47.500	2.0	2.0	2.0	13.55	17.94	0.000	0.650
ORNAMNTL IRON WORKER W		ALL	45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
PAINTER		ALL	41.730	43.730	1.5	1.5	1.5	10.30	8.200	0.000	1.350
PAINTER SIGNS		BLD	33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIVER		ALL	44.350	46.350	1.5	1.5	2.0	13.29	16.39	0.000	0.630
PIPEFITTER		BLD	46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000	1.780
PLASTERER		BLD	41.250	43.760	1.5	1.5	2.0	9.700	13.08	0.000	0.980
PLUMBER		BLD	46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000	0.880
ROOFER		BLD	41.000	44.000	1.5	1.5	2.0	8.280	10.54	0.000	0.530
SHEETMETAL WORKER		BLD	44.720	46.720	1.5	1.5	2.0	10.65	13.31	0.000	0.820
SPRINKLER FITTER		BLD	49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	0.550
STEEL ERECTOR	E	ALL	42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
STEEL ERECTOR	W	ALL	45.060	48.660	2.0	2.0	2.0	10.52	20.76	0.000	0.700
STONE MASON		BLD	43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	1.030
~~SURVEY WORKER~~ -> NOT IN EFFECT		ALL	37.000	37.750	1.5	1.5	2.0	12.97	9.930	0.000	0.500
TERRAZZO FINISHER		BLD	38.040	0.000	1.5	1.5	2.0	10.55	11.22	0.000	0.720
TERRAZZO MASON		BLD	41.880	44.880	1.5	1.5	2.0	10.55	12.51	0.000	0.940
TILE MASON		BLD	42.840	46.840	1.5	1.5	2.0	10.55	10.42	0.000	0.920
TRAFFIC SAFETY WRKR		HWY	32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	0.500
TRUCK DRIVER		ALL 1	35.920	36.120	1.5	1.5	2.0	8.280	8.760	0.000	0.150
TRUCK DRIVER		ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER		ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TRUCK DRIVER		ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150
TUCKPOINTER		BLD	42.620	43.620	1.5	1.5	2.0	10.05	13.34	0.000	0.670

Legend:
M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday)
OSA (Overtime is required for every hour worked on Saturday)
OSH (Overtime is required for every hour worked on Sunday and Holidays)
H/W (Health & Welfare Insurance
Pensn (Pension)
Vac (Vacation)
Trng (Training)

Explanations of trade names may be viewed at http://www.state.il.us/agency/idol/rates/rates.htm

22) **PROTEST: No protest shall be based on a matter or issue which could have been raised as an exception prior to bid opening.**

Any protest concerning the award of a contract shall be decided by the Procurement Manager. Protests shall be made in writing to the Procurement Services Division and shall be filed within three (3) business days of final approval and acceptance of the bid by the County Board. A protest is considered filed when received by the Procurement Services Division. The written protest shall include the name and

address of the protestor, the RFP number, a statement of the specific reasons for the protest and supporting exhibits. The Procurement Manager will respond to the written protest within seven (7) days. The Procurement Manager's decision relative to the protest shall be final.

Upon receipt of a protest the County may, but is not required to, delay its order under the awarded contract.

23) **TAX: The County of DuPage does not pay Federal Excise Tax or Illinois Sales Tax. The tax exemption number is E9997-4551-07. A copy of the exemption letter is available upon written request.**

24) **TERMINATION, CANCELLATION AND DAMAGES:** If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract.

If the County of DuPage fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

25) **TRANSFER OF OWNERSHIP OR ASSIGNMENT:** The terms and conditions of this contract shall be binding upon and shall enure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignments the County of DuPage must be notified and approve same in writing.

26) **VENUE:** By submitting a response, proposer agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

NATIONA

SECTION 4 - SPECIAL CONDITIONS

1) **DAVIS BACON ACT REQUIREMENTS:**

A. Definitions. For purposes of this Clause, Contract Work Hours and Safety Standards Act, and the Recipient Functions clause, the following definitions are applicable:

(1) Award means the Award by the Department of Energy (DOE) to a Recipient that includes a requirement to comply with the labor standards clauses and wage rate requirements of the Davis-Bacon Act (DBA) for work performed by all laborers and mechanics employed by Subrecipients, Contractors and subcontractors on projects funded by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act.

(2) "Construction, alteration or repair" means all types of work done by laborers and mechanics employed by the Subrecipient, construction contractor or construction subcontractor on a particular building or work at the site thereof, including without limitation –

(a) Altering, remodeling, installation (if appropriate) on the site of the work of items fabricated off-site;
(b) Painting and decorating; or
(c) Manufacturing or furnishing of materials, articles, supplies, or equipment on the site of the building or work.

(3) Contract means a written procurement contract executed by a Subrecipient for the acquisition of property and services for construction, alteration, and repair under a Subaward. For purposes of these Clauses, a Contract shall include subcontracts and lower-tier subcontracts under the Contract.

(4) Contracting Officer means the DOE official authorized to execute awards on behalf of DOE and who is responsible for the business management and non-program aspects of the financial assistance process.

(5) Contractor means an entity that enters into a Contract. For purposes of these Clauses, Contractor shall include subcontractors and lower-tier subcontractors.

(6) Recipient means any entity other than an individual that receives Recovery Act funds in the form of a grant directly from the Federal Government. The term includes the State that receives an Award from DOE and is financially accountable for the use of any DOE funds or property, and is legally responsible for carrying out the terms and conditions of the program and Award.

(7) "Site of the work"--

(a) Means--
(i) The physical place or places where the construction called for in the Award, Subaward, or Contract will remain when work on it is completed; and
(ii) Any other site where a significant portion of the building or work is constructed, provided that such site is established specifically for the performance of the project;
(b) Except as provided in paragraph (c) of this definition, the site of the work includes any fabrication plants, mobile factories, batch plants, borrow pits, job headquarters, tool yards, etc., provided-
(i) They are dedicated exclusively, or nearly so, to performance of the project; and
(ii) They are adjacent or virtually adjacent to the site of the work as defined in paragraphs (7)(a)(i) or (7)(a)(ii) of this definition; and
(c) Does not include permanent home offices, branch plant establishments, fabrication plants, or tool yards of a Contractor or subcontractor whose locations and continuance in operation are determined wholly without regard to a particular contract or Federal Award or project. In addition, fabrication plants, batch plants, borrow pits, job headquarters, yards, etc., of a commercial or material supplier which are established by a supplier of materials for the project before opening of bids and not on the project site as defined in paragraphs (7)(a)(i) or (7)(a)(ii) of

this definition, are not included in the "site of the work." Such permanent, previously established facilities are not a part of the "site of the work" even if the operations for a period of time may be dedicated exclusively or nearly so, to the performance of an Award, Subaward, or Contract.

(8) Subaward means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a Recipient to an eligible Subrecipient or by a Subrecipient to a lower- tier sub recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include the Recipient's procurement of goods and services to carry out the program nor does it include any form of assistance which is excluded from the definition of "Award" above.

(9) Subrecipient means a non-Federal entity that expends Federal awards received from a pass-through entity [Recipient] to carry out a Federal program, but does not include an individual that is a beneficiary of such a program. The term includes a Community Action Agency (CAA), local agency, or other entity to which a Sub- award under the Award is made by a Recipient that includes a requirement to comply with the labor standards clauses and wage rate requirements of the DBA work performed by all laborers and mechanics employed by contractors and subcontractors on projects funded by or assisted in whole or in part by and through the Federal Government pursuant of the Recovery Act.

B. Davis-Bacon Act

(1)

(a) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached to the Subaward or Contract and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Recipient, a Subrecipient, or Contractor and such laborers and mechanics.

(i) Applicable to Recipient Only: Prior to the issuance of the Subaward or Contract, the Recipient shall notify the Contracting Officer of the site of the work in order for the appropriate wage determination to be obtained by the Contracting Officer from the Secretary of Labor.

(ii) If the Subaward or Contract is or has been issued without a wage determination, the Recipient shall notify the Contracting Officer immediately of the site of the work under the Subaward or Contract in order for the appropriate wage determination to be obtained by the Contracting Officer from the Secretary of Labor.

(b) Contributions made or costs reasonably anticipated for bona fide fringe benefits under section l (b)(2) of the DBA on behalf of laborers or mechanics are considered wages paid to such laborers and mechanics, subject to the provisions of paragraph B(4) below; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such period.

(c) Such laborers and mechanics shall be paid not less than the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill, except as provided in the paragraph entitled Apprentices and Trainees. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each

classification for the time actually worked therein; provided that the employer's payroll records accurately set forth the time spent in each classification in which work is performed.

(d) The wage determination (including any additional classifications and wage rates conformed under paragraph B(2) of this Clause) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Subrecipient and Contractor at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(2)

(a) The Contracting Officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Subaward or Contract shall be classified in conformance with the wage determination. The Contracting Officer shall approve an additional classification and wage rate and fringe benefits therefore only when all the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination.

(ii) The classification is utilized in the area by the construction industry.

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the Subrecipient (and Contractor, when applicable) and the laborers and mechanics to be employed in the classification (if known), or their representatives agree on the classification and wage rate (including the amount designated for fringe benefits, where appropriate), the Subrecipient shall notify the Recipient. The Recipient shall notify the Contracting Officer of this agreement. If the Contracting Officer agrees with the classification and wage rate (including the amount designated for fringe benefits, where appropriate), a report of the action taken shall be sent by the Contracting Officer to the Administrator of the:

Wage and Hour Division
Employment Standards Administration
U.S. Department of Labor
Washington, DC 20210

The Administrator or an authorized representative will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the Contracting Officer or will notify the Contracting Officer within the 30-day period that additional time is necessary

(c) In the event the Subrecipient (and Contractor, when applicable), and the laborers or mechanics to be employed in the classification, or their representatives, do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the Subrecipient shall notify the Recipient. The Recipient shall notify the Contracting Officer. of the disagreement. The Contracting Officer shall refer the questions, including the views of all interested parties and the recommendation of the Contracting Officer, to the Administrator of the Wage and Hour Division for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the Contracting Officer or will notify the Contracting Officer within the 30-day period that additional time is necessary.

(d) The wage rate (including fringe benefits, where appropriate) determined pursuant to subparagraphs B(2)(b) or B(2)(c) of this Clause shall be paid to all workers performing work in the classification under the Award, Subaward, or Contract from the first day on which work is performed in the classification.

(3) Whenever the minimum wage rate prescribed in the Award, Subaward, or Contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly

rate, the Subrecipient and Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(4) If the Subrecipient or Contractor does not make payments to a trustee or other third person, the Subrecipient or Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program; provided, that the Secretary of Labor has found, upon the written request of the Subrecipient or Contractor that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Subrecipient or Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

C. Rates of Wages

(1) The minimum wages to be paid laborers and mechanics under the Subaward or Contract involved in performance of work at the project site, as determined by the Secretary of Labor to be prevailing for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the pertinent locality, are included as an attachment to the Award, Subaward, or Contract.

(2) If the Subaward or Contract has been issued without a wage determination, the Recipient shall notify the Contracting Officer immediately of the site of the work under the Subaward or Contract in order for the appropriate wage determination to be obtained by the Contracting Officer from the Secretary of Labor.

D. Payrolls and Basic Records

(1) Payrolls and basic records relating thereto shall be maintained by the Recipient, Subrecipient and Contractor during the course of the work and preserved for a period of 3 years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section l(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found, under paragraph (4) of the provision entitled Davis-Bacon Act, that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1 (b)(2)(B) of the Davis-Bacon Act, the Subrecipient or Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. The Subrecipient or Contractor employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(2)

(a) The Contractor shall submit weekly for each week in which any Contract work is performed a copy of all payrolls to the Subrecipient. The Subrecipient shall submit weekly for each week in which any Subaward or Contract work is performed a copy of all payrolls to the Recipient. The Recipient shall submit weekly for each week in which any Subaward or Contract work is performed a copy of all payrolls to the Contracting Officer. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under paragraph D(1) of this Clause, except that the full social security numbers and home addresses shall not be included on weekly transmittals. Instead, the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour

Division Web site at http://www.dol.gov/esa/whd/forms/wh347instr.htm or its successor site.

(b) The Recipient is responsible for the ensuing that all Subrecipients and Contractors submit copies of payrolls and basic records as required by paragraph D, Payrolls and Basic Records, of this Clause. The Subrecipient is responsible for ensuring all Contractors; including lower tier subcontractors submit copies of payrolls and basic records as required by paragraph D, Payrolls and Basic Records, of this clause. Subrecipients and Contractors shall maintain the full social security number and Current address of each covered worker, and shall provide them upon request for transmission to the Contracting Officer, the Recipient, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. The Recipient shall also obtain and provide the full social security number and current address of each covered worker upon request by the Contracting Officer or the Wage and Hour Division of the Department of Labor for purposes of an investigation, or audit of compliance with prevailing wage requirements. It is not a violation of this section for a Recipient to require a Subrecipient or Contractor to provide addresses and social security numbers to the Recipient for its own records, without weekly submission to the Contracting Officer.

(c) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Recipient, Subrecipient or Contractor or his or her agent who pays or supervises the payment of the persons employed under the Subaward or Contract and shall certify --

(i) That the payroll for the payroll period contains the information required to be maintained under paragraph D(2)(a) of this Clause, the appropriate information is being maintained under paragraph D(1) of this Clause, and that such information is correct and complete;

(ii) That each laborer or mechani$_c$ (including each helper, .apprentice, and trainee) employed on the Subaward or Contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in the Regulations, 29 CFR Part 3; and

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits 0r cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the Subaward or Contract.

(d) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph D(2)(c) of this Clause.

(e) The falsification of any of the certifications in Paragraph D, Payrolls and Basic Records, of this Clause may subject the Recipient, Subrecipient or Contractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.

(3) The Recipient, Subrecipient, or Contractor shall make the records required under paragraph D(1) of this Clause available for inspection, copying, .or transcription by the Contracting Officer, authorized representatives of the Contracting Officer, or the Department of Labor. The Subrecipient or Contractor shall permit the Contracting Officer, authorized representatives of the Contracting Officer or the Department of Labor to interview employees during working hours on the job. If the Recipient, Subrecipient, or Contractor fails to submit the required records or to make them available, the Contracting .Officer may, after written notice to the Recipient, Subrecipient, or Contractor take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

E. Withholding of Funds

(1) The DOE Contracting Officer shall, upon his or her or its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Recipient or any other contract or Federal Award with the same Recipient, on this or any other federally assisted Award subject to Davis-Bacon prevailing wage requirements, which is held by the same Recipient so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Subrecipient or a Contractor the full amount of wages required by the Award or Subaward or a Contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the Award or Subaward or a Contract, the Contracting Officer may, after written notice to the Recipient take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(2) The Recipient shall, upon its own action or upon written request of the DOE Contracting Officer or an authorized representative of the Department of Labor, withhold or cause to be withheld from any Subrecipient or Contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Subrecipient or Contractor the full amount of wages required by the Subaward or Contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the Subaward or Contract, the Recipient may, after written notice to the Subrecipient or Contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such Violations have ceased or the Government may cause the suspension of any further payment under any other contract or Federal award with the same Subrecipient or Contractor, on any other federally assisted Award subject to Davis-Bacon prevailing wage requirements, which is held by the same Subrecipient or Contractor

F. Apprentices and Trainees

(1) Apprentices.

(a) An apprentice will be permitted to work at less than the predetermined rate for the work they performed when they are employed –

(i) Pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship and Training, Employer, and Labor Services (OATELS) or with a State Apprenticeship Agency recognized by the OATELS; or

(b) In the first 90 days of probationary employment as an apprentice in such an apprenticeship program, even though not individually registered in the program, if certified by the OATELS or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

(c) The allowable ratio of apprentices to journeymen On the job site in any craft classification shall not be greater than the ratio permitted to the Subrecipient or Contractor as to the entire work force under the registered program.

(d) Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated in paragraph F(1) of this Clause, shall be paid not less than the applicable wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

(e) Where a Subrecipient or Contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Subrecipient's or Contractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination.

(f) Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. .

(g) In the event OATELS, or a State Apprenticeship Agency recognized by OATELS, withdraws approval of an apprenticeship program, the Subrecipient or Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(2) Trainees.

(a) Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by (OATELS). The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by OATELS.

(b) Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed in the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship/training program associated with the corresponding journeyman wage rate in the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate that is not registered and participating in a training plan approved by the OATELS shall be paid not less than the applicable wage rate in the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate in the wage determination for the work actually performed.

(c) In the event OATELS withdraws approval of a training program, the Subrecipient or Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(3) Equal employment opportunity. The utilization of apprentices, trainees, and journeymen under this Clause shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended and 29 CFR Part 30.

G. Compliance with Copeland Act Requirements

(1) The Recipient, Subrecipient or Contractor shall comply with the requirements of 29 CFR Part 3 which are hereby incorporated by reference in the Award, Subaward or Contract.

H. Subawards and Contracts

(1) The Recipient, the Subrecipient and Contractor shall insert in the Subaward or any Contracts this Clause entitled "Davis Bacon Act Requirements" and such other clauses as the Contracting Officer may require. The Recipient shall be responsible for ensuring compliance by any Subrecipient or Contractor with all of the requirements contained in this Clause. The Subrecipient shall be responsible for the compliance by Contractor with all of the requirements contained in this Clause.

(2) Within 14 days after issuance of a Subaward, the Recipient shall deliver to the Contracting Officer a completed Standard Form (SF) 1413, Statement and Acknowledgment, for each Subaward and Contract for construction within the United States, including the Subrecipient's and Contractor's signed and dated acknowledgment that this Clause) has been included in the Subaward and any Contracts.

(3) The SF 1413 is available from the Contracting Officer or at http://contacts.gsa.gov/webforms.nsf/0/70B4872D16EE95A785256A26004F7EA8/$file/sf1413_e.pdf. Within 14 days after issuance of a Contract or lower- tier subcontract, the Subrecipient shall deliver to the Recipient a completed Standard Form (SF) 1413, Statement and Acknowledgment, for each Contract and lower-tier subcontract for construction within the United States, including the Contractor and lower-tier subcontractor's signed and dated acknowledgment that this Clause has been included in any Contract and lower-tier subcontracts. SF 1413 is available from the Contracting Officer or at http://contacts.gsa.gov/webforms.nsf/0/70B4872D16EE95A785256A26004F7EA8/$file/sf1413_e.pdf. The Recipient shall immediately provide to the DOE Contracting Officer the completed Standard Forms (SF) 1413

I. Contract Termination - Debarment

A breach of these provisions may be grounds for termination of the Award, Subaward, or Contract and for debarment as a Contractor or subcontractor as provided in 29 CFR: 5.12.

J. Compliance with Davis-Bacon and Related Act Regulations

All rulings and interpretations of the Davis-Bacon and Related Acts Contained in 29 CFR Parts 1, 3, and 5 are hereby incorporated by reference in the Award, Subaward or Contract.

K. Disputes Concerning Labor Standards

The United States Department of Labor has set forth in 29 CFR Parts 5, 6, and 7 procedures for resolving disputes concerning labor standards requirements. Such disputes shall be resolved in accordance with those procedures and shall not be subject to any other dispute provision that may be contained in the Award, Subaward, and Contract. Disputes within the meaning of this Clause include disputes between the Recipient, Subrecipient (including any Contractor) and the Department of Energy, the U.S. Department of Labor, or the employees or their representatives.

L. Certification of Eligibility.

(1) By entering into this Award, Subaward, or Contract (as applicable), the Recipient, Subrecipient, or Contractor, respectively certifies that neither it (nor he or she) nor any person or firm who has an interest in the Recipient, Subrecipient, or Contractor's firm; is a person; entity, or firm ineligible to be awarded Government contracts or Government awards by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(2) No part of this Award, Subaward or Contract shall be subcontracted to any person or firm ineligible for award of a Government contract or Government award by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(3) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. M. Approval of Wage Rates. All straight time wage rates, and overtime rates based thereon, for laborers and mechanics engaged in work under an Award, Subaward or Contract must be submitted for approval in writing by the head of the federal contracting activity or a representative expressly designated for this purpose, if the straight time wages exceed the rates for corresponding classifications contained in the applicable Davis-Bacon Act minimum wage determination included in the Award, Subaward or Contract. Any amount paid by the Subrecipient or Contractor to any laborer or mechanic in excess of the agency approved wage rate shall be at the expense of the Subrecipient or Contractor and shall not be reimbursed by the Recipient or Subrecipient. If the Government refuses to authorize the use of the overtime, the Subrecipient or Contractor is not released from the obligation to pay employees at the required overtime rates for any overtime actually worked.

M. Contract Work Hours and Safety Standards Act

This Clause entitled "Contract Work Hours and Safety Standards Act (CWHSSA)" shall apply to any Subaward or Contract in an amount in excess of $100,000. As used in this CWHSSA Clause, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No Subrecipient or Contractor contracting for any part of the Subaward work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is

employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph B herein, the Subrecipient or Contractor responsible therefore shall be liable for the unpaid wages. In addition, such Subrecipient or Contractor shall be liable to the United States (in the case of work done under a Subaward or Contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in Violation of the provision set forth in CWSSHA paragraph A, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (A) of this section.

(3) Withholding for unpaid wages and liquidated damages.

(a) The DOE Contracting Officer shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Recipient on this or any other Federal Award or Federal contract with the same Recipient on any other federally-assisted Award or contract subject to the CWHSSA, which is held by the Same Recipient such sums as may be determined to be necessary to satisfy any liabilities of such Recipient for unpaid wages and liquidated damages as provided in the clause set forth in CWHSSA, paragraph B of this Clause. (2) The Recipient shall, upon its own action or upon written request of the DOE Contracting Officer or an authorized representative of the Department of Labor, withhold or cause from any moneys payable on account of work performed by the Subrecipient or Contractor on this or any other federally assisted subaward or contract subject to the CWHSSA, which is held by the same Subrecipient or Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Subrecipient or Contractor for unpaid wages and liquidated damages as provided in clause set forth in CWHSSA, paragraph B of this Clause.

(4) Subcontracts. The Subrecipient shall insert in a Contract .and a Contractor shall insert in any lower tier subcontracts, the clauses set forth in these CWHSSA paragraphs (A) through (D) and also a provision requiring the Contractors to include this CWHSSA Clause in any lower tier subcontracts. The Recipient shall be responsible for compliance by any Subrecipient or Contractor, with the CWHSSA paragraphs A through D. The Subrecipient shall be responsible for compliance by any Contractor (including lower-tier subcontractors).

(5) The Subrecipient or Contractor shall maintain payrolls and basic payrolls in accordance with Davis- Bacon Act Requirements clause, for all laborers and mechanics, including guards and watchmen working on the Subaward or Contracts. These records are subject to the requirements set forth in, Davis Bacon Requirements clause.

N. RECIPIENT FUNCTIONS

(1) On behalf of the Department of Energy (DOE), Recipient shall perform the following functions:

(a) Obtain, maintain, and monitor all DBA certified payroll records submitted by the Subrecipients and Contractors at any tier under this Award;

(b) Review all DBA certified payroll records for compliance with DBA requirements, including applicable DOL wage determinations;

(c) Notify DOE of any non-compliance with DBA requirements by Subrecipients or Contractors at any tier, including any non-compliances identified as the result of reviews performed pursuant to paragraph (b) above;

(d) Address any Subrecipient and any Contractor DBA non-compliance issues; if DBA non-compliance issues cannot be resolved in a timely manner, forward Complaints, Summary of investigations and all relevant information to DOE;.
(e) Provide DOE with detailed information regarding the resolution of any DBA non-compliance issues;
(f) Perform services in support of DOE investigations of complaints filed regarding noncompliance by Subrecipients and Contractors with DBA requirements;
(g) Perform audit services as necessary to ensure compliance by Subrecipients and Contractors with DBA requirements and as requested by the Contracting Officer; and
(h) Provide copies of all records upon request by DOE or DOL in a timely manner.

(2) All records maintained on behalf of the DOE in accordance with paragraph (1) above are federal government (DOE) owned records. DOE or an authorized representative shall be granted access to the records at all times.

(3) In the event of, and in response to any Freedom of Information Act, 5 U.S.C. 552, requests submitted to DOE, Recipient shall provide such record$_s$ to DOE within 5 business days of receipt of a request from DOE.

2) **NON-EXCLUSIVITY:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor.

3) **PRICING:** Pricing will be discount off of manufacturer's identified price list. New price lists may be submitted for approval annually upon thirty (30) days written notice along with corresponding support documentation.

4) **WORKING WITHIN SECURED AREAS:** A portion of the work may be performed within secured areas.

Security

Service Company shall, one (1) week prior to starting work, supply the completed Criminal History and Background information forms (sample attached) for all their employees and subcontractor employees who may be working at the jobsite, to Debra Thompson at dthompson@dupageco.org for advance security reasons.

Service Company will be required to perform all work in keeping with County security procedures while on the Facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their firm to ensure that Facilities' dress codes and overall policies are followed.

Notice Warning

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

Contraband

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

A person, not otherwise authorized by law, commits promoting contraband:

By knowingly taking contraband into a correctional facility or the grounds of such a facility; or

By knowingly conveying contraband to any persons confined in a correctional facility; or

By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility.

The Contractor will provide the County with a complete list of all persons duly authorized to work on this project. Only those persons will be allowed to work within secured areas. All Contractors' personnel authorized to work within secured areas may be subject to fingerprinting and a criminal security check performed by the County. The County may issue temporary identification cards, which will be kept by County's security personnel and issued and collected on a daily basis.

Law prohibits the import of contraband such as drugs, liquor, firearms, ammunition and other similar items into any areas of work. County's security personnel may conduct searches of Contractor's personnel, equipment, tools, and supplies at any time. Use of cameras and recording devices by Contractor's personnel is restricted. Such use must be approved on a case-by-case basis.

The County may require the Contractor to remove any worker who has been convicted of a felony, who is a family member of an inmate, or who violates any provision of this Article.

Work being performed within certain areas may require an escort provided by the County. These areas shall not be entered into without County's escort. Work within these areas may be restricted to spaces that can be observed by the County's escort.

All tools and equipment taken into a secured area shall be listed in a manifest with copies provided to County's security personnel. All tools and equipment shall be accounted for at the close of each day. All changes to the inventory shall be addressed by changing the manifest Contractor is responsible for proper storage of tools and equipment when in a secured area. Report all broken tools and equipment to the County's security personnel.

A designated area outside of the secured area will be arranged for parking of personal vehicles. Delivery trucks will be admitted to receiving areas only by the request of the Contractor, and may be under the supervision of County's security personnel. Immediately load or unload trucks and remove from secured areas.

Workers shall not talk to, signal, whistle, or in any way attract the attention of any inmate, and shall restrict their movements to the project area. Nothing shall be taken from or given to an inmate. Inmates

are not to help workmen in any way. Workers shall promptly notify their supervisor or County's security personnel of all unusual happenings pertaining to the inmates.

Within secured areas, the County will designate washing and toilet facilities for Contractor’s use.

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SECTION 5 - INSURANCE REQUIREMENTS

Upon notice of acceptance of proposal, the successful bidder shall, within fifteen (15) calendar days of said notice, furnish to the Purchasing Agent a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. **Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing the County of DuPage thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the County.** The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	$1,000,000
B. Each Employee-disease	$1,000,000
C. Policy Aggregate-disease	$1,000,000
3. **Commercial General Liability****	
A. Per Occurrence	$2,000,000
B. General Aggregate	
1. General Aggregate- Per project	$2,000,000
2. General Aggregate - Products/	
Completed Operations	$2,000,000
4. Personal and Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
5. Fire Legal Liability (any one fire)	$100,000
6. Medical Expense (any one person)	$10,000
7. **Umbrella Excess Liability (over primary) Retention for Self-Insured Hazards (each occurrence)	$2,000,000 $2,000,000
8. **Business Auto Liability****	$1,000,000

** An Additional Insured Endorsement as well as endorsements for Waiver of Subrogation and Insurance is Primary and Non-Contributory to additional insured insurance coverage in addition to a Certificate of Insurance
**** Garage Liability (combines standard GL & Auto Liability

If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

NOTE: A) It is the responsibility of Contractor to provide a copy of this BID to their insurance carrier.
B) It may also be required that the Contractor's insurer and coverage be approved by County prior to execution of the Contract.
C) No work shall be started until receipt of Certificate of Insurance.

The County of DuPage shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be faxed (and hard copy mailed) to:

DuPage County Procurement Services Division
Debra Thompson, CPPB, Buyer
421 North County Farm Road
Wheaton, IL 60187-3978
TX: (630) 407-6184
FX: (630) 407-6201

The insurance carrier of the insured is required to notify the County of DuPage of termination of any or all of these coverage's, prior to the completion of any contract, at least 30 days prior to expiration.

CHANGES IN INSURANCE COVERAGE:
The Contractor will immediately notify the County if any insurance has been cancelled, materially changed, or renewal has been refused and the Contractor shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits. If suspension of work should occur due to insurance requirements, upon verification by the County of the required insurance the County will notify Contractor when they can proceed with the work. Failure to provide and maintain the required insurance coverage(s) and limits could result in immediate cancellation of the contract and the Contractor shall accept and bear all costs that may result due to the Contractors failure to provide and maintain the required insurance.

INSURANCE RATING:
All of the above-specified types of insurance shall be obtained from companies that have at least an A rating in Best's Guide or the equivalent.

SURVIVAL OF INDEMNIFICATION:
The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

NOTICE OF LAWSUIT:
Within 60 days of service of process, the County shall notify the Contractor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Contractor of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

CHOICE OF LEGAL COUNSEL:
The Contractor shall provide coverage as provided in the contract and retains the right to choose legal counsel subject to the approval of the County and appointment by the State's Attorney.

RIGHTS RETAINED:
Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

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SECTION 6 - SPECIFICATIONS AND SCOPE OF WORK

INTRODUCTION: The County of DuPage, Illinois, as the Principal Procurement Agency, as defined in Attachment A, 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. The County of DuPage 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 A 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. We partner with 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 (Attachment A).

The County of DuPage anticipates spending approximately $75,000 over the full potential Master Agreement term for office furniture. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of office furniture purchased under the Master Agreement through National IPA is approximately $75 million. This projection is based on the current annual volumes among the County of DuPage, 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 and National IPA.

1) OBJECTIVES: This RFP is has the intent of achieving the following objectives:

A. Provide a comprehensive solicited and awarded Master Agreement offering terms for the sale and delivery of products and services nationally to Participating Public Agencies ;

B. Establish a channel partnership to offer this Master Agreement as the supplier(s) primary offer to Participating Public Agencies nationally;

C. Achieve cost savings for suppliers and Participating Public Agencies through a single Master Agreement, eliminating the need for duplication of process.

D. Aggregate volume of Public Agencies nationally to achieve best value and increase market share for awarded supplier(s).

1) MINIMUM QUALIFICATIONS: Proposers (specifically, the business that will be contractually bound under the contract with the County) will be deemed non-responsible and rejected without any further evaluation if they do not meet the following mandatory qualifications:

- Have a strong national presence in industry.
- Have a distribution model capable of delivering products and services nationwide.
- Have a demonstrated sales presence.
- Be able to meet the minimum requirements of the cooperative purchasing program detailed herein.

- Be able to provide a full range of products, supplies and services to meet the demands of the County and all Public Agencies that opt to participate in the cooperative purchasing program through National IPA.

2) **TERM OF CONTRACT:** The awarded contract will be for the three (3) year period beginning April 1, 2014 through March 31, 2017, with two (2) optional one-year renewal period provided there is no change in the terms, conditions, specifications, and provided that such renewals are mutually agreed to by both parties. **In no event shall the term plus renewals exceed five (5) years.**

3) **AWARD BASIS:** The resulting award made by Principal Procurement Agency will be the basis of an award on a national level through National IPA. If multiple Supplier(s) are awarded by Principal Procurement Agency under the Master Agreement, those same supplier(s) 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.

4) **GENERAL DEFINITION /OF PRODUCTS:**

A. **Systems Furniture** - The complete catalog of all systems furniture, and accessories available;

B. **Freestanding Furniture** -The complete catalog of all case goods, furniture and accessories available;

C. **Seating** - The complete catalog of chairs and other seating available;

D. **Filing Systems, Storage Systems and Equipment** - The complete catalog of filing systems, storage systems, freestanding file cabinets, high density filing systems and cabinets, equipment and accessories;

E. **Interior Solutions–** The complete catalog of available interior solutions. Interior solutions may include wall systems, case work lines, custom designed solutions, pre-engineered and pre-fabricated interior solutions, other products and services not specifically named in the above categories that complement the products and services and provide customers with a complete interior solution.

F. **Green or Sustainable Furniture Products –** The complete catalog promoting the recycling or remanufacturing of existing furniture and/or reclaimed materials;

G. **Refurbishing Products and Services** – The complete catalog of refurbished products and refurbishing services offered;

H. **Related Products and Support Services**- Related office interior products, including signage and design, installation, modular furniture reconfiguration and other services that provide customer support.

5) **SERVICE LEVELS:** Service levels for the Master Agreement must include at minimum the following:

A. Loading Dock:

B. Standard Installation services shall be based on the following assumptions; additional charges may be incurred for services outside those stated below:

(1) Performed during normal business hours 7:00 am to 5:00 pm, Monday through Friday, no holidays.

(2) Non-Union Labor (but see Prevailing Wage and Bacon-Davis sections)

(3) Free and clear access to the docks and elevators

(4) Job site to be free and clear of other trades

(5) Reasonable access to the space.

C. Standard Installation services shall include the following:

(1) Delivered to a designated area or room within the Participating Public Agency

(2) Uncrating all products

(3) Assembly if required

(4) Installation if required

(5) Removal of debris

(6) Wipe down of surfaces

(7) Completion of punch list

(8) Dedicated project coordinator

(9) Product orientation and new user training

D. Supplemental Services: Please detail the supplemental services the Supplier will provide through this contract to include but not limited to:

(1) Project Management Services

(2) Design Service (basic design to be included in standard installation)

(3) Reconfiguration Services

(4) Strategic Planning Services

(5) Occupancy Planning Services

(6) Build out Project Management Services

6) WARRANTIES: All products must have at minimum manufacturer warranty period from date of delivery or installation date, if installed, to include parts, labor and all return delivery cost.

7) DELIVERIES: Deliveries will be made to DuPage County typically between the hours of 8:30 am and 4:00 pm on regular business days unless other arrangements are made, other Participating Public Agencies may have different hours but will be in the range of 7:00 am to 5:00 pm, Monday through Friday. Delivery locations will be stated on each purchase order issued.

The supplier(s) will authorize immediate replacement of any product that has been damaged in transit.

Supplier(s) understand that they are required to adhere to the delivery time they indicate for products.

8) SUBMISSION REQUIREMENTS:

(a) One ORIGINAL, one (1) hardcopy in a 3-ring binder) and four (4) electronic (CD) copies. Submit four (4) electronic copies of the proposal in a Microsoft Office compatible or PDF format on four (4) separate compact disks or flash drives. Limit the number of electronic files to one complete (PDF) when returning the information. The County's preference is to have the information in one file. Segregating each form into a new file is not preferred. *The format and content of the electronic copy should be equivalent to the original hard copy proposal.*

A. The RFP forms must be completed legibly and in their entirety; and all required supplemental forms including National IPA Exhibits A-D. Response must be signed.

B. Information must be furnished and presented in an organized, comprehensive and easy to follow manner. Suppliers are cautioned that organization of their response, as well as thoroughness is critical to the evaluation process.

C. It is the Supplier's responsibility to clearly identify and to describe the products and/or services being offered.

D. Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired.

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SECTION 7 - EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

1) **EVALUATION:** All proposals received will be evaluated by an Evaluation Committee comprising of County representatives and National IPA representatives in a consultant only role. The following factors, listed in relative order of importance, will be considered in making the selection:

A. **Method of Approach**

B. **Price Proposal**

C. **Qualifications and Experience**

Minimum Requirements Specific to Evaluation Criteria:

A. **Method of Approach**

1. General Requirements

a. Provide a detailed written response illustrating how your offer will meet the General Requirements of this solicitation for the County of DuPage and the national program.

b. Submit any and all information that will aid the County in evaluating your proposal.

2. Provide a response to the national program.

a. Include a detailed response to Attachment A, 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.

b. The successful offeror will be required to sign Attachment A, Exhibit B, National IPA Administration Agreement The Agreement shall be signed no later than issuance of the County of DuPage's Notice of Intent to Award letter. Offerors should complete all reviews of the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement.

3. Product Requirements

a. Provide a detailed written response describing the products offered. Offerors shall provide the proposed product lines. Offerors shall identify and describe their categories. For each proposed category, describe in detail and provide at a minimum the following types of information:

1. Identification and description of product categories offered
2. Identification and description of sub categories
3. Identification and description of manufacturers within each sub category

b. What is the total number of products offered in your catalog? Are all catalog products available to participating public agencies nationwide?

c. How are "green and/or sustainable" products identified in your catalog?

d. What additional products and services do you offer to provide a complete interior solution to customers? In your response, include how these additional products and services will be priced.

e. Submit any information that will aid the County in evaluating your proposal.

4. Service Requirements

a. Provide a detailed written response describing Services offered. For each proposed category, describe and/or provide details explaining your capabilities. In your response include information such as:

i. Policies and programs detailing your efforts in these areas.
ii. Literature explaining your capabilities.
iii. End of life management or life cycle assessment

b. What is the standard warranty for your product and installation?
c. Submit any information that will aid the County in evaluating your proposal.

B. **Price Proposal:**

1. The County will assess net pricing of products based on the discounts proposed and the list price offered. Based on the evaluation of net pricing, the County will determine pricing most advantageous to the County.

a) Provide pricing using a discount off identified manufacturer's price list for each category of products.

b) Provide the reference to the standard index or other objective criteria used to determine pricing of each product category and how this is the most advantageous to County of DuPage and Participating Public Agencies nationwide

c) Propose a plan to adjust pricing as market conditions change.

d) Detail any additional pricing incentives such as for large orders.

e) State any return and restocking policy, and any fees, if applicable, associated with returns

f) Are purchasing cards or credit card accepted for payment? Describe any convenience fees imposed.

g) Complete the Pricing Workbook Exhibit J which includes the following:

2. Product Categories

a. Discounts in provided tier structure, by order size and service levels; loading dock, inside delivery, and installed

b. Provide installation schedule by region, or other categorization. Indicate a maximum percent of total as a cap on installation costs.

c. Provide any additional charges that may be applicable, to include but not limited to union or prevailing wage installation, special restriction, deliveries outside of an identified radius of a servicing dealer.

d. State any prompt payment terms available.

e. Special Offers/Promotions: In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Contractor may conduct sales promotions involving price reductions for a specified lessor period. Contractor may offer Participating Agencies competitive pricing which is lower that the not-to-exceed price set forth therein at any time during the Contract term and such lower pricing shall be applied as a global price reduction under the Contract.

C. **Qualifications & Experience**

1. Provide a brief history and description of your company.

2. Provide the total number and location of sales persons employed by your firm.

3. Number and location of support centers (if applicable)

4. Describe the qualifications of your sales personnel and technicians.

5. Provide a listing of key personnel who may be assigned to the County's contract. Include their title within your organization and the description of the type of work they may perform. Please identify an executive corporate sponsor who will be responsible for the overall management of the awarded Master Agreement.

6. Summarize your experience in providing product and services similar to that outlined in the Scope of Work. Provide a minimum of three references for which you have provided similar products and services. References from other public agencies, particularly municipal governments, are preferred. Please include company name, address, phone, email, and contact person.

7. Please submit any additional information that you feel is applicable to your qualifications and experience.

2) **SHORTLISTING:** The County may shortlist the Proposers based upon responses to the above items. If necessary, the County will conduct interviews/demonstrations. The County will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the evaluation committee and to clarify their proposals through exhibition and discussion. The County will not reimburse oral presentation costs of any Proposer.

3) **INTERVIEWS/DEMONSTRATIONS:** The County reserves the right to conduct interviews and/or product demonstrations with some or all of the offerors at any point during the evaluation process. However, the County may determine that interviews and/or demonstrations are not necessary. In the event these are conducted, information provided during the interview and/or demonstration process shall be taken into consideration when evaluating the stated criteria. The County shall not reimburse the Offeror for the costs associated with the interview and/or demonstration process.

4) **ADDITIONAL INVESTIGATIONS:** The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any proposer submitting a proposal.

5) **PRIOR EXPERIENCE:** Experiences with the City and entities that evaluation committee members represent may be taken into consideration when evaluating offers.

6) **EVALUATION OF PROPOSALS:** Please be aware that your company's responses to this solicitation will be evaluated at the sole discretion of County of DuPage; in consultation with National IPA representatives and that no express or implied guarantee is made that your company will be asked to participate beyond this solicitation. Responses will be analyzed as quickly as possible. The County of DuPage reserves the right to refuse any and all responses.

To ensure equal treatment of all participating vendors, Debra J. Thompson, CPPB, Buyer, shall be sole designated representative for this solicitation. Proposers are expected to utilize this representative for ALL information regarding this solicitation. Proposers who contact any other team member regarding the subject of this solicitation are subject to disqualification from participation.

1) **EVALUATION:** All proposals received will be evaluated by an Evaluation Committee comprising of County representatives and National IPA representatives in a consultant only role. The following factors, listed in relative order of importance, will be considered in making the selection:

A. **Method of Approach**

B. **Price Proposal**

C. **Qualifications and Experience**

A. Method of Approach

1. General Requirements

a.Provide a detailed written response illustrating how your offer will meet the General Requirements of this solicitation for the County of DuPage and the national program.

Since its inception, National Office Furniture has been providing high quality, stylish furniture at an exceptional value. Office furnishings must not only bring comfort, productivity, and exceptional value - they should provide a means for creating personal expression that reflects an organization's vitality and the unique personalities of the people within. Our product offering has styles that range from contemporary to traditional with price points that satisfy the top executives, middle managers, open workspaces, conferencing and reception areas. We are a great one –stop shop. We pride ourselves on having exceptional design at a great value. We want our customers to walk into their office and know they got great product for a fair price.

Our certified customer service team is second to none, very knowledgeable and responsive. They're commonly referred to as our secret weapon.

Our product development process includes a design for the environment (Dfe) approach. Our products undergo stringent physical, environmental and transportation testing to ensure they meet or exceed industry standards such as those by BIFMA, SC Indoor Advantage, ISTA and others. Our products are built to last. Long term cost of ownership is important to

our customers. Designing for the environment is also important to us. This ensures that we have solutions that meet indoor air quality, contain high recycle content and offer the option of certified wood within our products. Rigorous engineering and performance verification occurs during each products development. We go above and beyond industry standards to ensure the highest quality product. Our in house Resource and Design center is a tremendous asset.

We live by the basic principle of "doing what we say we will do." We thrive on consistent reliability, delivering great products that are on time and damage free. Our service teams at our headquarters and in the field are genuinely passionate about what they do. They want the customer to feel great about their decision to by National Office Furniture. Everyone's office should be a reflection of their personal style. At the end of the day, we want our customers to feel confident with their choice.

National's key differentiator is our people. We really have great people who choose to go the extra mile for our customer's every day. We know there are a lot of furniture choices out there. Products can be copied by our competitors, our people cannot. Our people look at every customer interaction as an opportunity to make National shine. Beneath the innovative furniture, stylish designs and smart fabrics, you'll find a tangible corporate personality. At National, we have cultivated a team of people driven by creativity and honest passion.

2. Provide a response to the national program.

a. Include a detailed response to Attachment A, 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.
National Office Furniture has acknowledged the above request and has responded accordingly to Attachment A in the NIPA section of this RFQ.

b. The successful offeror will be required to sign Attachment A, Exhibit B, National IPA Administration Agreement The Agreement shall be signed no later than issuance of the County of DuPage's Notice of Intent to Award letter. Offerors should complete all reviews of the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement.
National Office Furniture has acknowledged the above request and agrees.

3. Product Requirements

a.Provide a detailed written response describing the products offered. Offerors shall provide the proposed product lines. Offerors shall identify and describe their categories. For each proposed category, describe in detail and provide at a minimum the following types of information:

1. Identification and description of product categories offered

National Office Furniture can provide the following product categories:

- Systems – Workstation Clusters
- Freestanding Furniture
- Seating
- Filing Systems, Storage Systems and Equipment
- Interior Solutions via Custom Product capabilities
- Green or Sustainable Furniture Products
- Refurbishing Products and Services via our Authorized Dealer Network
- Related Products and Support Services via our Authorized Dealer Network

2. Identification and description of sub categories

Systems:

No matter how you define an open plan setting, thriving spaces provide the ideal balance of collaboration along with the comfort and productivity attributed to having defined personal space. With the Epicenter, seated height storage and privacy screens assist to create subtle boundaries that still foster sharing of information and ideas between team members. Layered surfaces, open support bases and a lower horizontal profile, allow natural light and its many benefits to saturate the space, further lifting team spirits. Multi-circuit Epicenter frames accommodate connectivity needs with a 5-wire/3-circuit solution delivering power to workstations.

Epicenter

National Office Furniture can provide the following in the category of Freestanding Furniture:

Freestanding Furniture:

National's office desks can suit executive tastes or task needs with equal flair. Find impressive office furniture and desks to suit any environment—collaborative and open spaces, private office or lobby areas. If you are looking for a quality computer desk or other office furniture with a great look, we've got it covered. National's desking includes modular, contemporary, traditional.

From impressive conference room tables to office side tables, National delivers the perfect office tables for your needs. Our conference room tables can be as conventional or as unique as the meetings you host. National training tables are durable, flexible and versatile enough to weather any brainstorm. Stylish office furniture, including occasional tables and side tables, in the lobby or lounge areas of your office makes a lasting first impression. National tables in your cafeteria add personality to the café you visit every day. Side tables, occasional tables and small conference tables will address your meeting and conferencing needs and make your private office feel like a modern or timeless executive suite.

The way teams work is ever-evolving; therefore, the places they work must be flexible to the task or project at hand. WaveWorks and Epic casegoods, coupled with the Epicenter, can provide an array of settings that blend to the work that needs to get done and the next big ideas to keep your organization moving forward. Whether coming from the wall, ceiling or floor, the Epicenter accommodates connectivity needs with a 5-wire/3-circuit solution delivering power to workstations. Utilizing a single-sided Epicenter allows you to create a pathway or work area in open spaces. Whether healthcare, education, small business or big business, everyone has unique, intricate needs; and this is where National delivers simple installations in what seems to require something much more complex.

FREESTANDING FURNITURE

Private Office

National furniture can make any private office feel like an executive suite.

Arrowood

Barrington

Captivate

Casbah

Clever

Epic

Escalade

Flourish

Hiland

Renegade

Roosevelt

WaveWorks

Collaborative / Open Spaces

National can help you fill collaborative and open spaces with flexible and versatile desk solutions.

Epic

Epicenter

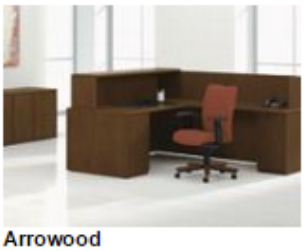
Renegade

WaveWorks

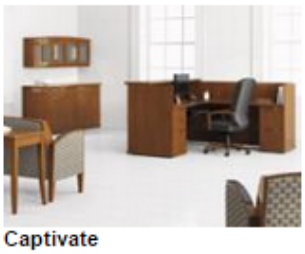
FREESTANDING FURNITURE

Lobby / Reception

Quality furniture in the lobby or lounge areas of your office makes a lasting first impression.


Arrowood

Barrington


Captivate

Casbah

Clever

Escalade

Hiland

Renegade

Roosevelt

WaveWorks

SEATING

National offers 8 series with executive/management seating. Everything about National executive chairs reaffirms your position – and our concern for your comfort. There are multiple ergonomic controls options available including: pneumatic height controls, knee tilt control, synchronous control, lumbar support, 360 degree swivel. Bases on the executive/management seating are available in options that include: wood base, black plastic base, and die-cast aluminum base. All bases are 5 star bases. Hard and soft casters are available for carpeted and non carpeted flooring.

Arlington

Aurora

Eloquence

Medalist

Remedy

Respect

Result

Triumph

SEATING

National offers 5 series with task/work seating. National chairs help you comfortably complete everyday tasks in style. There are multiple ergonomic controls options available including: pneumatic height controls, knee tilt control, synchronous control, lumbar support, 360 degree swivel. Bases on the task/work seating are available in options that include: wood base, black plastic base, and cast aluminum base. All bases are 5 star bases. Hard and soft casters are available for carpeted and non carpeted flooring. Task/work seating offers adjustable arms. Standard adjustable arms adjust in height and width. High performance adjustable arms are available. These arms adjust in height, width, and depth. Mix-It task chairs are also available with stationary arms. Wander and Mix-It are available with mesh backs.

Essay

Fuel

Gotcha

Mix-it

Wander

SEATING

National offers 11 wood and 8 metal side seating series. National's wood side seating is available with 4 wood legs, sled base style, and a variety of different arm styles including flared, curved, and rolled. Upholstered arms and wood arms are available. National offers polyurethane arm caps as an option to protect wood arms on several series. Metal frame chairs include Aurora, Confide, Cinch, Jewel, Jiminy, Mix-It, Tag, Triumph, and upwards. The Triumph and Upwards metal frame chair is available in a sled base. All other metal frame chairs are available with 4 metal legs. Jiminy includes the flip/nest capability. The product portfolio also includes impromptu seating, Whimsy.

Acquaint

Admire

Arlington

Aurora

Cinch

Confide

Davari

Eloquence

Jewel

Jiminy

Medalist

Mix-it

Pennant

Remedy

Respect

Tag

Timberlane

Triumph

Upwards

Whimsy

SEATING

National offers 10 series with conference room seating. National chairs in your conference room are the first step toward productive meetings. There are multiple ergonomic controls options available including: pneumatic height controls, knee tilt control, synchronous control, lumbar support, 360 degree swivel. Bases on the executive/management seating are available in options that include: wood base, black plastic base, and die-cast aluminum base. All bases are 5 star bases. Hard and soft casters are available for carpeted and non carpeted flooring. Exquisite craftsmanship and intriguing design meld together presenting a refined, plush silhouette of modern styling and wood distinction with Davari. With its long, subtle crescent arc achieved through steam bent wood, Davari boasts a stunning aesthetic that simply is available in two styles, arm and armless, along with contrasting fabric options. Standing alone, paired in a private office, or wrapped around a table, Davari raises the bar in fine wood seating.

Arlington

Aurora

Davari

Eloquence

Medalist

Remedy

Respect

Result

Triumph

Wander

SEATING

National offers a variety of reception/lounge options. Tandem seating is available as well as fully upholstered models. Acquaint, Monterrey, Eloquence, Fringe and Reno lounge seating is available with wood legs. Swift, Confide, and Reno lounges are available with metal legs.

Acquaint

Confide

Eloquence

Fringe

Monterrey

Pennant

Reno

Swift

Timberlane

Whimsy

SEATING

National offers 3 stacking/ganging series. These space-saving office chairs look great in break rooms, cafeterias, and even informal conference rooms.

National's Cinch chair can be ordered with a polyurethane seat and back. The seat can also be upholstered as an option. The Cinch chair can be ordered with or without casters. Available in the Cinch seating line are tablet arms, standard arms, bookracks, and ganging brackets. Cinch plastic stackers can be stacked 15 high on floor and 12 high on dolly. Cinch mobile stackers can be stacked 12 high on floor. Cinch frames are available in black and platinum metallic.

Jewel seating is available with a molded plywood one-piece seat and back with a chrome frame.

Tag seating is available with or without arms. Tag can also be ordered with casters. Ganging brackets and a transport dolly are also available in the Tag series. Tag can be stacked up to 6 high. Tag frames are available in black and platinum metallic.

Triumph guest chairs are available in a metal sled base black frame and Upward sled base with a chrome frame.

Cinch

Jewel

Tag

Triumph

Upwards

SEATING

You can order stool models of these popular National product lines: Cinch, Fuel, Gotcha, and Mix-It.

Cinch, Tag, and Jewel are stationary stools available. Cinch is a polyurethane seat and back with an upholstered seat option. Jewel is molded plywood one-piece seat available with a chrome frame. Tag is available with upholstered seat and back or a wood back option. The back is available in square or arc shaped. The frame on Tag is available in black or platinum metallic.

Fuel, Gotcha, and Mix-It stools are available in armless and adjustable arms (height, width, and depth). Mix-It also has a stationary arm stool available that is available with a wood arm and a polyurethane arm.

Essay accommodates varied height worksurfaces easily with adjustable height stools. Add an optional upholstered seat cushion to any Essay model for extra comfort and sophistication. Make work a breeze with Essay's mobile stools while addressing personal preferences within workspaces.

Cinch

Essay

Fuel

Gotcha

Jewel

Mix-it

Tag

SEATING

You can order Bariatric models of these popular National product lines: Acquaint, Confide, Eloquence, Tag, and Timberlane. Acquaint, Eloquence, and Timberlane are wood frame models. Confide and Tag are metal frame models.

Acquaint

Confide

Eloquence

Tag

Timberlane

SEATING

Tandem/Beam seating is perfect for lobby and receptions areas. It is available in 3 of our seating product series. Cinch series has two, three, and four seat beam options available. Confide, Eloquence, and Tmberlane has tandem seating available.

Confide

Eloquence

Timberlane

Cinch

TABLES

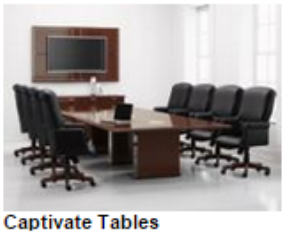
From impressive conference room tables to office side tables, National delivers the perfect office tables for your needs.

Conference Room

Our conference room tables can be as conventional or as unique as the meetings you host.

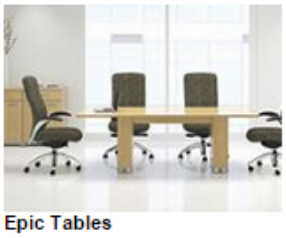
Arrowood Tables

Barrington Tables


Captivate Tables

Casbah Tables

Clever Tables


Epic Tables

Escalade Tables

Flourish Tables

Fringe Tables

Hiland Tables

Mio Collaborative Tables

Universal Tables

WaveWorks Tables

TABLES

Training

National training tables are durable, flexible and versatile enough to weather any brainstorm.

Arrowood Tables

Epic Tables

Flourish Tables

Fold Tables

Fringe Tables

Hiland Tables

Mio Collaborative Tables

Universal Tables

WaveWorks Tables

Cafeteria / Dining

National tables in your cafeteria add personality to the café you visit every day.

Epic Tables

Mio Collaborative Tables

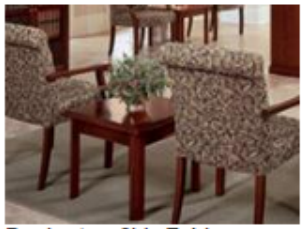
WaveWorks Tables

TABLES

Lobby / Reception

Stylish office furniture, including occasional tables and side tables, in the lobby or lounge areas of your office makes a lasting first impression.

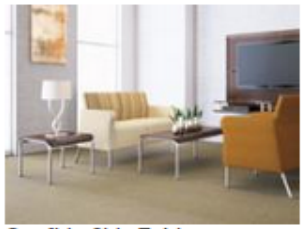
Arrowood Side Tables


Barrington Side Tables

Captivate Side Tables

Casbah Side Tables

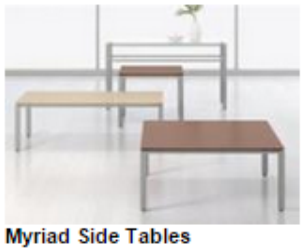
Clever Side Tables


Confide Side Tables

Eloquence Side Tables

Escalade Side Tables

Fringe Tables


Myriad Side Tables

Pegos Side Tables

Reno Side Tables

Roosevelt Side Tables

Staccato Side Tables

Swift Side Tables

Tag Side Tables

TABLES

Private Office

Side tables, occasional tables and small conference tables will address your meeting and conferencing needs and make your private office feel like a modern or timeless executive suite.

Arrowood Side Tables

Arrowood Tables

Barrington Side Tables

Barrington Tables

Casbah Side Tables

Clever Side Tables

Eloquence Side Tables

Epic Side Tables

Escalade Side Tables

Flourish Tables

Hiland Tables

Mio Collaborative Tables

Myriad Side Tables

Pegos Side Tables

Reno Side Tables

Roosevelt Side Tables

Staccato Side Tables

Tag Side Tables

Universal Tables

WaveWorks Tables

TABLES

Collaborative / Open Spaces

National can help you fill collaborative and open spaces with flexible and versatile table solutions.

Clever Tables

Epic Side Tables

Epic Tables

Fringe Tables

Mio Collaborative Tables

Myriad Side Tables

Pegos Side Tables

Reno Side Tables

Staccato Side Tables

Swift Side Tables

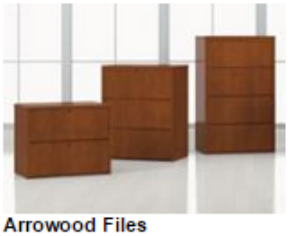
WaveWorks Tables

FILING/STORAGE

Need quality office storage cabinets? National has a place for all those files and folders with one of our office filing cabinets, wood filing cabinets and vertical filing cabinets. Keep your office neat and organized with a National office book case or office storage cabinet. Browse below to find your wooden bookcases or other office filing cabinets!

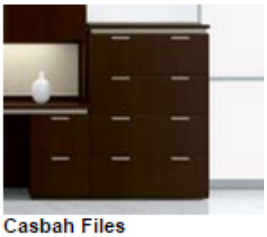
Filing

Our lateral filing cabinets feature smooth slides and front-to-back or side-to-side filing capabilities.


Arrowood Files

Barrington Files

Captivate Files


Casbah Files

Clever Files

Epic Files

Escalade Files

Flourish Files

Hiland Files

Renegade Files

Roosevelt Files

Universal Files

WaveWorks Files

FILING/STORAGE

Filing and Storage

National filing cabinets, bookcases and lateral files keep your important resources at hand.

Arrowood Bookcases

Arrowood Files

Arrowood Storage

Barrington Bookcases

Barrington Files

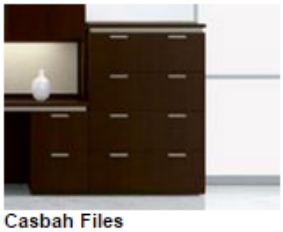
Barrington Storage

Captivate Bookcases

Captivate Files

Captivate Storage

Casbah Bookcases


Casbah Files

Casbah Storage

Clever Bookcases

Clever Files

Clever Storage

Escalade Bookcases

FILING/STORAGE

Escalade Files

Escalade Storage

Flourish Bookcases

Flourish Files

Flourish Storage

Hiland Bookcases

Hiland Files

Hiland Storage

Renegade Bookcases

Renegade Files

Renegade Storage

Roosevelt Files

Roosevelt Storage

Universal Bookcases

Universal Files

WaveWorks Bookcases

WaveWorks Files

WaveWorks Storage

WALL RAIL SOLUTION

Every building has walls and sometimes what to do with them may be a tough decision. Say hello to Exhibit™. It removes barriers and transforms the walls into purposeful design elements offering a variety of solutions for all workplace, collaborative and social environments. Exhibit's efficient use of wall space and various inserts, such as slat walls and work tools, marker boards and tack boards, serve as an organizational coach, brainstormer or an impromptu art gallery. Exhibit lets the walls do the "heavy lifting" creating a lighter, airier aesthetic while providing easy access to electrical and data.

Private Office

No matter your budget or space, Exhibit offers the flexibility to accommodate with stylish, functional furnishings to give you the utmost in executive appeal and productivity.

Exhibit

Collaborative / Open Spaces

Exhibit turns walls into vertical workspaces for personal organization and open collaboration through sensible treatments that offer a practical flair.

Exhibit

Training

Enhance your training experience with the versatility of Exhibit and customize the space with tackable and marker board inserts transforming your walls into additional learning aides and idea sharers.

Exhibit

WALL RAIL SOLUTION

Lobby/Lounge

Exhibit provides the ideal backdrop for your lobby, reception area or lounge offering an attractive, functional utilization of wall space to share information and collateral with visitors.

Exhibit

Conference Room

Great idea! Put it on the board. That's easy with Exhibit which works great in conference rooms where collaboration is key. Eliminate bulky flip charts and keep your conference spaces clean and productive with Exhibit's wall solutions.

Exhibit

Cafeteria / Dining

Exhibit works great in breakrooms, cafeterias and dining areas with easy access overhead storage and for posting calendars, healthy tips and when the next refrigerator cleaning is taking place.

Exhibit

DIVIDERS

National's privacy solution divides space while wrapping freestanding desks, tables, filing and storage products. If you need to maximize your office square footage, while providing separate work areas, reconfigurable wall dividers work great in collaborative and open space environments, training areas, lobby or lounge areas. Sophisticated design elements let you use the moveable partitions to create a work space that compliments both traditional office décor, as well as enhancing a modern or contemporary office look.

From Government, Healthcare and Education facilities to Finance, Banking and Service Industries, a divider privacy solution from National will allow you to efficiently utilize your space and provide necessary privacy to your office layout.

Collaborative / Open Spaces

Chameleon creates a private space for your collaborative and open work areas.

Chameleon

Lobby / Reception

Separate your lobby and lounge area with a divider privacy solution.

Chameleon

ACCESSORIES/ACCENTS

From keyboard trays to center drawers, National offers a full range of accessories that will help you create a more organized and comfortable space. A markerboard, or white board, tackboard, or audio visual board will allow you to visually share your ideas. Other office desk accessories from National to heighten your productivity include office wire management and office supply solutions.

Toss Pillows

14" x 14" Square

15" x 8" Rectangle

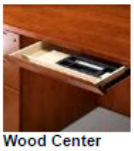
18" x 6" Bolster

Wedges and Cushions

Cushion

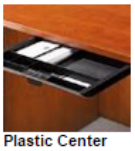
Wedge

Center Drawers



Wood Center Drawer

Laminate Center Drawer



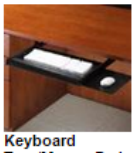
Plastic Center Drawer

Keyboard Trays

Basic Adjustable Keyboard Kit

Ergonomic Adjustable Keyboard Kit

Intuitive Adjustable Keyboard Kit



Keyboard Tray/Mouse Pad

Keyboard Tray

Sit-to-Stand Adjustable Keyboard Kit

ACCESSORIES/ACCENTS

Power and Wire Management

Corner Channel with Power

Convenience Outlet

Power/Communication Center

Power Director

Power/Data Center

Round Grommet

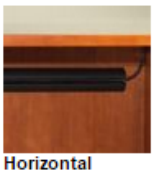
Round Electrical Grommet

Grommet

Flexi Grommet

One-Touch Pivoting Power Grommet

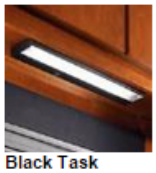
Vertical Undersurface Wire Manager

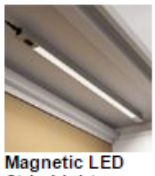

Horizontal Undersurface Wire Manager

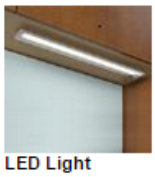
Undersurface Wire Manager

Power Tower

Lighting

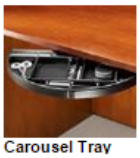

Black Task Lights

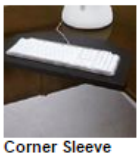

Magnetic LED Strip Light


LED Light

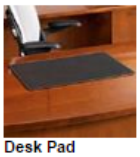
ACCESSORIES/ACCENTS

Office Add-ons

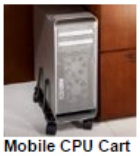

Carousel Tray

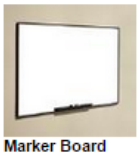

Corner Sleeve

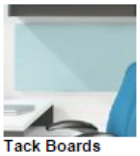
Box Drawer Convenience Tray

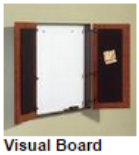

Desk Pad

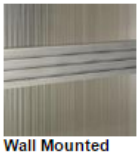
CPU Holder


Mobile CPU Cart

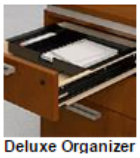

Marker Board

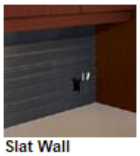

Tack Boards

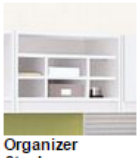

Visual Board

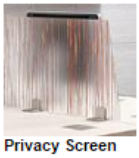

Wall Mounted Slat Zone

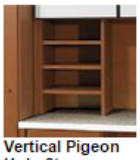
Storage Module Stacker


Deluxe Organizer


Slat Wall


Organizer Stacker


Privacy Screen

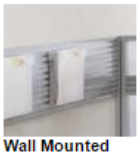

Vertical Pigeon Hole Storage

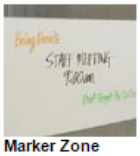
Chameleon Accessories

Intercoupler System

Name Holder

Slat Zone


Wall Mounted Slat Zone


Marker Zone

ACCESSORIES/ACCENTS

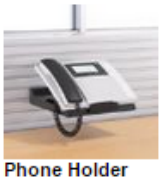
Plastic Work Tools

Accessory Tray

Binder Shelf

Legal Paper Tray

Pencil Cup

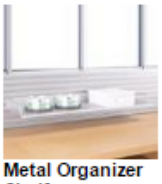

Phone Holder

Slant Sorter

Metal Work Tools

Metal Binder Shelf

Metal Double Side Tray


Metal Organizer Shelf

Metal Pencil Tray

Metal Pocket Organizer

Metal Single Side Tray

Metal Slant Sorter

INTERIOR SOLUTIONS

By choosing National, you will always receive a great looking piece of furniture; however, there are times when you just want that extra touch to make it your own. No problem! National conveniently offers custom embroidery, laser engraving, product modifications and finish matching. It's just one more way we try to make your life easier and deliver that extraordinary experience you deserve.

CUSTOM EMBROIDERY AND LASER ENGRAVING
Seating can be enhanced by utilizing National's embroidery and laser engraving capabilities. Add a logo to nearly any of National's seating lines to personalize the space you're designing. Logos can be engraved into the wood areas or embroidered into upholstered areas.

PRODUCT MODIFICATIONS
With tighter footprints and more repurposing of spaces, product modifications may be needed to accommodate designs. Standard sizes, shapes or configurations of National products can be modified for a custom-like fit or look.

CUSTOM FINISH COLORS
Custom finish color matching is available on quantities of 25 units (seating, casegoods and tables) or more of the same wood species. National must receive a finish sample in order to evaluate and develop a finish match for approval.

Requesting Modifications

We like to make things easy. Work directly with our Quotes Team to expedite your request; simply utilize the online form located on our website at NationalOfficeFurniture.com/ProdMods.

Laser Engrave It

Add your team or company logo to vertical wood panels on casegoods or on the backs of wood side seating.

FSC Certified

Request FSC certified wood casegoods and earn points towards achieving a LEED® building rating.

Modify It...

Simple, yet meaningful modifications of Nationals® furniture to meet specific customer needs.

Soften It Up

Sometimes a softer seat with thicker foam is desired. Not a problem!

Mix It Up

Need the durability of metal casegoods but want the warmth of wood? Request wood drawer fronts and you get the best of both worlds.

Personalize It

We offer custom embroidery on our upholstered seating products. You choose the thread colors, size and placement, and we'll bring your logo to life.

Leg Switch Out

Love our new Fringe lounge but would prefer to have wood legs? Easy. Just request Reno's wood legs and call it a wrap.

Glass Inserts

Trending in the marketplace are glass inserts for marker board use. Our Exhibit wall rail solution can be specified with back painted glass inserts.

Match It

When you need your new furniture to match existing product in your space, send in a sample of the wood finish and we'll match it in color.

Separate It

The WaveWorks ADA reception desk features a small tower, but feel free to request it as a separate piece to place anywhere in your office.

Change Cabinet Interiors

Want all hanging, all shelves or half and half? Specify the interior configuration to suite your individual needs.

Save Our Modification Form To Your iPad or iPhone

The form can be saved to any iPad or iPhone by visiting NationalOfficeFurniture.com/app/frms/requestquote.aspx. Then click on share button at the top of the screen next to the website address. Choose the option in the bottom row that reads "Add to Home Screen."

Size It Up... Or Down

Need your desk to be a bit larger or smaller? Let us know the size you need and we can build it...up to 48" deep and 90" long.

Make It Mobile

The Fringe Club chair can be made mobile with casters. Great for use in collaborative and "on the go" environments.

NATIONAL® | Furniture with Personality®

800.482.1717
www.NationalOfficeFurniture.com

GREEN OR SUSTAINABLE FURNITURE PRODUCTS

100% of National Office Furniture
manufactured products are certified to level®.

National is proud to be a leader in many aspects of the BIFMA level program, including the development of the standard, education of industry players and the performance of our product portfolio. National employees worked diligently on the BIFMA committee that developed the furniture sustainability standard and continue their involvement as the standard is enhanced. A number of our employees are authorized by BIFMA to deliver accredited CEU courses on level, and we have effectively educated over 2,000 individuals. Our work and commitment to educating on this important industry standard continues.

As a testament to our sustainability commitment, 100% of National manufactured products are certified to the highest conformance thresholds of level 2 or level 3. While pleased with this performance, we are not completely satisfied; we continue to strive toward level 3 achievement for all our products.

Product stewardship is our focus. We actively pursue ways to minimize the impact of our products on the environment. This means designing products that save resources, have longer life, use clean manufacturing, meet indoor air requirements, recycle easily and include many other sustainable attributes.

Our products protect indoor air quality through the achievement of stringent standards established by the Business and Institutional Furniture Manufacturer's Association (BIFMA) Furniture Emissions Standards (FES), which also meet criteria for the LEED® Green Building Rating System. National products earn the SCS Indoor Advantage™ Gold mark from SCS Global Services for meeting these requirements.

By giving customers the option of Forest Stewardship Council (FSC®) certified wood, we offer products that are not only economically viable, but are environmentally responsible and socially beneficial. What's more, National casegoods include an average recycled material content of 82% and a wide range of 100% recycled polyester choices are available for upholstered seating products. Our packaging is virtually 100% recyclable or reusable and our casegoods packaging contains an average of 60% recycled content, while our seating packaging contains an average of 50% recycled content.

National's manufacturing facilities are registered to the ISO 14001 standard. This management tool enables us to identify and control the environmental impact of our operations, continually improve our company's environmental performance and systematically set environmental objectives and demonstrate their achievement.

At National, we realize that the environmental impact of a product throughout its entire life is important. Thus, we have conducted a Life Cycle Assessment (LCA) that is compliant to ISO 14040/14044 on a number of our products. LCA is a method of addressing the environmental aspects throughout a product's life cycle from raw material acquisition through production, use, end-of-life treatment and disposal. An LCA can help us establish targets for lessening the product's environmental impact.

See ***National's Sustainable Products***

RELATED PRODUCTS AND SUPPORT SERVICES

National Office Furniture maintains relationships with over 800 dealer partners. Our dealer partners are selected based on their ability to service a wide variety of needs including installation, asset management, project management, design services and warranty services. These dealer partners have been specifically selected based on their demonstrated performance, market awareness, expertise, and sound financial business practices.

REFURBISHING PRODUCTS AND SERVICES

These products and services can be offered through our authorized dealer distribution.

3. Identification and description of manufacturers within each sub category
National Office Furniture is the manufacturer of all products listed in each category and sub category.

b. What is the total number of products offered in your catalog? Are all catalog products available to participating public agencies nationwide?
National Office Furniture offers 13 Desk, Filing & Storage Series, 29 Seating Series, 23 Tables Series, a Wall Rail Solution, a Room Divider Solution, Accessories & Presentation Tools. Within each series is a vast number of model numbers available to meet the needs of most customers. All of the products in our catalog are available to the County of DuPage and all members of National IPA.

c. How are "green and/or sustainable" products identified in your catalog?
Our price list contains a technical data page at the start of each series. This page contains all of the information about the series including the sustainable information like the example shown here.

d. What additional products and services do you offer to provide a complete interior solution to customers? In your response, include how these additional products and services will be priced.
National offers customer embroidery, laser engraving, product modifications, and custom finish colors upon request. The pricing is based on the complexity of the request and quantity desired; it is priced on a case-by-case basis.

CUSTOM EMBROIDERY AND LASER ENGRAVING
Seating can be enhanced by utilizing National's embroidery and laser engraving capabilities. Add a logo to nearly any of National's seating lines to personalize the space you're designing. Logos can be engraved into the wood areas or embroidered into upholstered areas.

PRODUCT MODIFICATIONS
With tighter footprints and more repurposing of spaces, product modifications may be needed to accommodate designs. Standard sizes, shapes or configurations of National products can be modified for a custom-like fit or look.

CUSTOM FINISH COLORS
Custom finish color matching is available on quantities of 25 units (seating, casegoods and tables) or more of the same wood species. National must receive a finish sample in order to evaluate and develop a finish match for approval.

e. Submit any information that will aid the County in evaluating your proposal.

Sustainability – Our products are third-party certified assuring you that they are sustainable, produced in an environmentally and socially-friendly manner and come from a responsible manufacturer. 100% of National produced products earn level® 2 or 3 certification which are the highest marks contract furnishings can earn. Over 90% of our products earn SCS Indoor Advantage™ Gold for low-emitting furnishings by meeting and exceeding strict emission criteria to contribute to indoor air quality. Our facilities are ISO 14001 (Environmental Management System) and FSC Chain-of-Custody certified as well as the majority of our products being available with FSC-Certified Wood. Additionally, we have determined our annual greenhouse gas emissions and established goals to lessen them to further reduce our impact to the environment.

Quality and Reliability – Our products are tested by an accredited testing facility to meet BIFMA (Business and Institutional Furniture Manufacturers Association) standards. Actually, we test our products beyond the standards as we know how important this investment is to your organization. Our heritage is wood craftsmanship which is a legacy we've carried over to produce excellent products with a variety of materials and functionality. Our products will be delivered on time and damage free.

Exceptional Value, Service and Listening – We strive to deliver an extraordinary experience through our people and products. Our goal is to provide a package of value through a fair price, quality and sustainability. We listen to your needs and take the appropriate actions to accommodate them. We are flexible and stand behind our products. In the event you are not completely satisfied with your National experience, call us and together we'll create a solution. We pride ourselves on being easy to do business with and making your job easier.

4. Service Requirements

a. Provide a detailed written response describing Services offered. For each proposed category, describe and/or provide details explaining your capabilities. In your response include information such as:

i. Policies and programs detailing your efforts in these areas.
ii. Literature explaining your capabilities.
iii. End of life management or life cycle assessment

National Office Furniture maintains relationships with over 800 dealer partners. These dealer partners have been specifically selected to sell, service, and install particular segments of our total product offering based on their demonstrated performance, market awareness, expertise, and sound financial business practices. National dealers will take the following steps to ensure customers are serviced throughout the country:

- Evaluation of product usage and application
- Consulting with the agency to meet their functional needs
- Provide typical drawings, product and specifications
- Ensure furniture plan meets the architectural power/voice/data plan
- Provide project schedule and product lead times
- Provide color samples
- Research, test, and reserve any Customer's Own Material (COM)/Customer's Own Leather (COL) on behalf of the agency.
- Ensure product specifications are correct and quoted accurately
- Assist or place the purchase order with the factory
- Reconcile the factory acknowledgement with the purchase order
- Schedule delivery and installation
- Produce the installation drawings using the latest industry software.
- Provide status reports to the agency
- Walk through final installation – develop punch list

- Complete the punch list with changes or replacements
- Invoice end user for completed project
- Train agency on use of and care/maintenance of products
- Obtain sign off or approval that job is completed
- Maintain floor plan or records for agency

National Office Furniture's commitment to the office furniture industry is strong and our dealer partners must demonstrate this same commitment to achieve customer satisfaction and the continuation and growth of these relationships.

We review our dealer partner's financial position on a regular basis to insure our clients of the ability to maintain expected service levels.

Stable and favorable relationships must exist within the dealership, between the dealer and National Office Furniture personnel, and most importantly with the dealer's clients. Open communication is one of the best indicators of a positive chemistry.

National Office Furniture's dealer partners are selected based on their ability to service a wide variety of service needs including installation, asset management, project management, design services and warranty services.

National Office Furniture shipments are F.O.B. destination, freight prepaid and allowed. Pricing is based on standard delivery between 4:00am – 5:00pm. National reserves the right to select the most appropriate carrier and routing on all shipments.

Any charge arising from failure to receive a shipment, rerouting while in transit, or carrier storage charges are not included in prices shown and will be billed to the sol to account number on the order. Detention charges may be incurred for untimely off-loading of product.

Any order requiring Special Delivery Services will incur additional charges. All such requirements must be noted on the purchase order. These are services that are not included in the standard price of the product or require the usage of specialized carriers. Examples of such services include:

- Inside Delivery - Minimum $50 charge
- Non-Standard Delivery (before 4:00am or after 5:00am)
- Non-Dock Delivery
- JIT Delivery (specific day and/or time)
- Orders under $10,000 will incur a minimum $125 charge
- Drop Ship (ship to location other than a standard dealer warehouse/installer)
- Orders under $7,500 list will incur a $125 drop ship charge
- Rush Delivery (delivery within 1-5 days from ship date)
- Weekend Delivery (Friday after 4:00pm – Sunday night) - Minimum $500 charge per delivery
- Residential Delivery A National Authorized dealer may assist you in determining your special delivery requirement and additional charges that may apply
- Fuel Surcharges - National will continue to do our best to absorb the increased costs from our transportation vendors; however, if the price of fuel increases above the normal rates, it may require us to pass on the increased costs. National will address this situation with a fuel surcharge, rather than a price increase, so that we can eliminate it when appropriate.

Contact a National Authorized dealer if you are not sure if your order requires one or more of the above services. We will make every attempt to avoid the additional charges by giving options on what we can do within our standard delivery price. National dealers will be responsible for installation services and supplemental services .

At National, we realize that the environmental impact of a product throughout its entire life is important. That is why we have conducted a Life Cycle Assessment (LCA) that is compliant to ISO 14040/14044 on a number of our products. LCA is a method of addressing the environmental aspects throughout a product's life cycle from raw material acquisition through production, use, end-of-life treatment and disposal. These assessments help us establish targets for lessening the product's environmental impact.

An LCA conducted on our wood casegoods finished with IntegraClear® has been completed with work underway on laminate casegoods. Refer to ecoScorecard for information on specific series. Combined with our Design for the Environment (DfE) approach, LCAs provide the benchmark to base improvements on and guide future decisions such as sourcing, production and distribution to ensure consistent progress is made in reducing our footprint.

See **ATTACHMENT 3** - ***LCA Confirmation Letter***

b. What is the standard warranty for your product and installation?
See **ATTACHMENT 4** - ***National's Limited Lifetime Warranty***

c. Submit any information that will aid the County in evaluating your proposal.

National is proud to partner with ANEW (Asset Network for Education Worldwide), a non-profit organization dedicated to extending the life cycle of surplus furniture, fixtures and equipment (FF&E). ANEW will work with your organization to collect, organize and repurpose FF&E for donation to the underserved, resulting in cost savings and increased social responsibility.

- Not all surplus furniture has resale value and much of it ends up in a landfill with the associated cost; ANEW can help find a new home for it
- Take back programs for FF&E are not comprehensive and are often specific to select new products and often require shipping across the country for recycling
- ANEW addresses furniture from National and all other manufacturers as well
- ANEW issues tax receipts for items successfully matched and provides submittal documentation for green building rating systems such as LEED®

B. **Price Proposal:**
1. The County will assess net pricing of products based on the discounts proposed and the list price offered. Based on the evaluation of net pricing, the County will determine pricing most advantageous to the County.
a) Provide pricing using a discount off identified manufacturer's price list for each category of products.
b) Provide the reference to the standard index or other objective criteria used to determine pricing of each product category and how this is the most advantageous to County of DuPage and Participating Public Agencies nationwide

National Office Furniture is pleased to provide this response to Request for Proposal #P15-150-DT. We are very proud of the quality and value of the products and services that we provide. National has provided discounting off of list price. National Office Furniture provides best pricing to the Federal Government as they are our largest customer. National has used the best discount for the Federal Government as a benchmark to formulate discounting for National IPA and County of DuPage.

The value that we provide goes beyond the products and services listed above. Just a few of the additional key elements that need to be considered in the award of this RFQ include:

- All of the products provided in the response are manufactured to the highest quality standards, meet and/or exceed all ANSI/BIFMA testing, and are backed by a limited lifetime warranty.
- National Office Furniture leads the industry in producing sustainable products to our customers. In fact, all of the National Office Furniture products provided in the response are certified to BIFMA Level 2 standards or higher.
- National Office Furniture is an American corporation based in Jasper, Indiana and we are honored to provide the County of DuPage and all National IPA members with the best products, services and overall value possible.

In this response, we have been asked to provide discounting for a (3) year period, with (2) optional one-year renewals. National has agreed to hold the discounting provided for a period of (5) years.

National Office Furniture, Inc. has provided additional tiered discounting for large orders.

Delivered:
$0 - 99,999 (per order) = 55% off list
$100,000 - 250,000 (per order) = 55.5% off list
> $250,000 (per order) is negotiable

Delivered and Installed:
$0 - 99,999 (per order) = 52% off list
$100,000 - 250,000 (per order) = 52.5% off list
> $250,000 (per order) is negotiable

National agrees to pay National IPA an administrative fee in the amount of **_2_%** of the total purchase amount paid to us.

We are confident that this will provide the best ongoing value to you with the least amount of disruption throughout the life of the contract. By combining high quality products with outstanding processes and service, National Office Furniture and our authorized dealers are committed to this partnership and providing you with exceptional value for years to come

e. Special Offers/Promotions: In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Contractor may conduct sales promotions involving price reductions for a specified lessor period. Contractor may offer Participating Agencies competitive pricing which is lower that the not-to-exceed price set forth therein at any time during the Contract term and such lower pricing shall be applied as a global price reduction under the Contract. National acknowledges and agrees, so long as, Addendum #3 overrides Exhibit A with the removal of "and such lower pricing shall be applied as a global price reduction under the Contract."

c) Propose a plan to adjust pricing as market conditions change.
Drawing on our rich heritage in manufacturing and stemming from our commitment to sustainability, National takes every opportunity to do things smarter and better. Our continuous improvement culture ensures we seek out efficiencies, whether it's reflowing a production line or simply printing documents double-sided, which create win-win situations for National and our customers. We diligently plan and execute making certain all efforts add value to the end product without adding unnecessary costs.

We constantly communicate and collaborate with our global supply chain to identify commodity cost trends, mitigating their impact as early as possible. Also, we consistently asses our global suppliers to guarantee we receive fair prices, the best service, quality goods and the latest in sustainable options.

National's flexibility and ability to implement smart change quickly helps neutralize inflation or yield savings that you'll enjoy in the form of continuous product affordability. We were the original choice for quality office furnishings at an exceptional value and we conduct our business everyday in this manner to remain that choice indefinitely.

d) Detail any additional pricing incentives such as for large orders.
National Office Furniture will provide additional discounting for orders over $100,000. Also for orders over $250,000, National will work with these orders on a case-by-case basis as this discount is negotiable depending on project size and competitive nature.

e) State any return and restocking policy, and any fees, if applicable, associated with returns
Due to the likelihood of damage, we discourage product returns. In the event a product return is found necessary, we will make every attempt to help the dealer keep the product in the field. Please contact a National Authorized dealer for assistance on this service. If attempts to keep the product in the field are unsuccessful, National will allow returns on stocking items only with the following stipulations:

- 50% Restocking Fee
- Freight Charge prepaid by dealer
- Product never removed from original carton
- Product must be returned within 30 days of Returns Good Authorization (RGA) date
- Credit will not be issues if product is returned damaged

Freight damage, signs of usage or removal from original carton, or missing parts will result in credit not being issued. All returns require written authorization; any unauthorized return will not receive credit. National will not be responsible for resolving damage claims on returned product.

f) Are purchasing cards or credit card accepted for payment? Describe any convenience fees imposed.
Visa and MasterCard are accepted form of payment with signature. National will also accept payment through wire transfer or ACH. If this is a direct bill, we invoice per shipment at the time of shipment. If an Authorized National dealer is purchasing from us and invoicing County of Du Page, the dealer's invoices processes would apply.

g) Complete the Pricing Workbook Exhibit J which includes the following:
2. Product Categories
a. Discounts in provided tier structure, by order size and service levels; loading dock, inside delivery, and installed
National has completed the Price Book (Section 9) accordingly; however, inside delivery was no longer listed on the Price Book as well as it is no longer called out in Exhibit J.

b. Provide installation schedule by region, or other categorization. Indicate a maximum percent of total as a cap on installation costs.
National has completed the Price Book (Section 9) accordingly.

c. Provide any additional charges that may be applicable, to include but not limited to union or prevailing wage installation, special restriction, deliveries outside of an identified radius of a servicing dealer.
National has completed the Price Book (Section 9) accordingly

d. State any prompt payment terms available.
National's payment terms are 1.5%, 15 days; Net 30
If an Authorized National dealer is purchasing from us and invoicing County of Du Page, the dealer's payment terms would apply.

Qualifications & Experience

1. Provide a brief history and description of your company.

OUR PAST, OUR PRESENT, AND OUR FUTURE

In 1980, National Office Furniture joined the contract office furniture market with a goal to be a standout. By offering quality furniture at a better value and with shorter lead times, National jumped onto the scene and customers jumped at the opportunity to get the furniture they wanted in the budget and timeframe they needed. With exceptional value and design-driven products focused on today's working environments, we continue to grow and introduce innovative solutions that create spaces where people want to be.

Quality, reliability, safety, style, sustainability, productivity, and affordability aren't concepts that are taken lightly at National. We are dedicated to delivering each of these to our customers and partners. By nurturing relationships and making it a priority to do the right thing, we continue to prove that we have the right solutions for any space.

Our Corporate Headquarters is a prime example of how furniture from National can be used in any space. The 50,000 square foot facility, designed by the world renowned Gensler design firm, is full of innovative furniture, progressive work environments, and splashed with whimsy and humor throughout the space. With areas and furniture which help individuals collaborate, learn, interact, and focus, the Headquarters represents how customers use National's solutions in their own spaces.

FURNITURE WITH PERSONALITY

At National, we are Furniture with Personality. We take pride in our performance and know that our success is due to our employees. Our people create products; our people create experiences; our people are National. We believe it is important to embrace individuality and to nurture an atmosphere that encourages expression. With a diverse mixture of personalities, we can't wait to share our excitement, our energy, and our solutions with you.

PUTTING PERSONALITY ON THE MAP

Whether visiting our first-class manufacturing facilities or one of our LEED certified showrooms you'll experience National's unique personality throughout our operating footprint. We take great pride in providing clean, safe work environments that promote productivity, creativity and sustainability. This instills confidence and personal ownership that is passed along to you in the form of beautiful, quality furniture that your organization will enjoy for a very long time.

Corporate Headquarters

Product Development and Research Annex
Jasper, IN

Asian Pacific Supply Chain Organization (APSCO)

Showrooms

Jasper, IN
Corporate Showroom
LEED Gold

Atlanta, GA
LEED Pending

Boston, MA
LEED Pending

Chicago, IL
LEED Silver

Dallas, TX
LEED Gold

New York, NY
LEED Certified

Washington, D.C.
LEED Silver

Toronto, ON

Manufacturing Facilities•

11th Avenue, Jasper, IN
282,634 sq. ft.

Santa Claus, IN
324,320 sq. ft.
LEED Silver

Fordsville, KY
194,566 sq. ft.

Danville, KY
158,307 sq. ft.

2. Provide the total number and location of sales persons employed by your firm.
Michael Roch, the Vice President of Sales has six (6) Division Managers that report to him. Divisions are divided into North, East Central, South, West Central (also Canada), South Central, and West. Under each Division Manager, there are several District Managers throughout the United States and Canada.

See **Attachment 5** – ***District Manager Territory Listing***

3. Number and location of support centers (if applicable)
National Office Furniture 's distribution centers consists of 878 dealers located throughout the US. National Office Furniture currently has 7 showrooms located across the US and 1 in Canada. They include:
Jasper, IN
Atlanta, GA
Boston, MA
Chicago, IL
Dallas, TX
New York, NY
Washington D.C.
Toronto, ON

4. Describe the qualifications of your sales personnel and technicians.

The District Manager has responsibility for a specific geographic territory, focused on Distribution Partners, A&D firms, and end users resulting in the achievement of profitable quota attainment. Their qualifications include but are not limited to the following:

- Manage the territory through developing, implementing and managing business strategies that align with the company's sales programs and strategies.
- Develop, manage and review territory business plans that will result in the meeting and exceeding of the territory sales quota.
- Effectively develop, manage and evaluate territory distribution grid on an on-going basis.
- Develop and communicate plans to support company target markets (including vertical markets).
- Understand day-to-day business as well as project business while developing strategies to grow.
- Build and maintain relationships with appropriate customers including distribution partners, A&D community as well as end users to support the territory sales goals.
- Gain proficient knowledge and use of all business support materials (i.e. all available reports surrounding dealers, dealer sales reps, products, vertical markets, etc) as well as other technical support products critical to tracking and forecasting sales and developing sales tactics and strategies to address opportunities.
- Learn and apply knowledge of company products and marketing programs throughout daily business practice.
- Train and motivate dealer sales people and management

5. Provide a listing of key personnel who may be assigned to the County's contract. Include their title within your organization and the description of the type of work they may perform. Please identify an executive corporate sponsor who will be responsible for the overall management of the awarded Master Agreement.

Kevin McCoy, President of National Office Furniture, Inc./Vice-President of Kimball International, Inc. will act as executive corporate sponsor to ensure successful execution of the awarded Master Agreement.

Lisa Schmidt is National's Segment and Sustainability Marketing Manager. Lisa is responsible for the development and execution of the marketing plans for targeted market segments and sustainability, while understanding the competitive landscape of the target segments and sustainability movement in order to differentiate and use as a competitive advantage.

Amy Maxey is our Vertical Market Program Manager. Amy will meet with your team to share successes, identify obstacles and plan an attack as a team approach. We will coordinate trade shows, sales initiatives, and installation reviews for certain accounts. With a new and expanded emphasis being placed on the markets covered, we have a dedicated Vertical Market Program Manager who will educate over 800 dealers and 71 National field sales managers. We will have a target account list distributed to members of the team through our Contact/Opportunity Management System (Salesforce.com) that will track the contacts.

Melissa Fuller is our Inside Sales Specialist. She is responsible for assisting dealers, end users, and customers with contractual questions and product pricing.

Lisa Merder is National's Strategic Program Sales Manager. This is a critical role involved with supporting National's growth and diversification. Lisa will work with sales management to implement and further enhance all aspects of our current and future strategies as well as play a key role in developing all aspects of shorter term strategies including all promotions. Lisa will be responsible for using current information available to pinpoint opportunity areas, as well as own and update several key information resources.

Paul Wehr is National's Sales and Marketing Analyst. Paula is responsible for developing analysis to consults and provide decision support to managers and all team members to help drive sales performance, lower costs and increase profits.

6. Summarize your experience in providing product and services similar to that outlined in the Scope of Work. Provide a minimum of three references for which you have provided similar products and services. References from other public agencies, particularly municipal governments, are preferred. Please include company name, address, phone, email, and contact person.

Since its inception, National Office Furniture has been providing high quality, stylish furniture at an exceptional value. Office furnishings must not only bring comfort, productivity, and exceptional value - they should provide a means for creating personal expression that reflects an organization's vitality and the unique personalities of the people within. Our product offering has styles that range from contemporary to traditional with price points that satisfy the top executives, middle managers, open workspaces, conferencing and reception areas. We are a great one –stop shop. We pride ourselves on having exceptional design at a great value. We want our customers to walk into their office and know they got great product for a fair price.

Our product development process includes a design for the environment (Dfe) approach. Our products undergo stringent physical, environmental and transportation testing to ensure they meet or exceed industry standards such as those by BIFMA, SC Indoor Advantage, ISTA and others. Our products are built to last. Long term cost of ownership is important to our customers. Designing for the environment is also important to us. This ensures that we have solutions that meet indoor air quality, contain high recycle content and offer the option of certified wood within our products. Rigorous engineering and performance verification occurs during each products development. We go above and beyond industry standards to ensure the highest quality product. Our in house Resource and Design center is a tremendous asset.
We live by the basic principle of "doing what we say we will do." We thrive on consistent reliability, delivering great products that are on time and damage free. Our service teams at our headquarters and in the field are genuinely passionate about what they do. They want the customer to feel great about their decision to by National Office Furniture. Everyone's office should be a reflection of their personal style. At the end of the day, we want our customers to feel confident with their choice.

National Office Furniture maintains relationships with over 800 dealer partners. These dealer partners have been specifically selected to sell, service, and install particular segments of our total product offering based on their demonstrated performance, market awareness, expertise, and sound financial business practices. These dealers will adhere to the service levels of the SOW as well as the Supplemental Services.

2) **SHORTLISTING:** The County may shortlist the Proposers based upon responses to the above items. If necessary, the County will conduct interviews/demonstrations. The County will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the evaluation committee and to clarify their proposals through exhibition and discussion. The County will not reimburse oral presentation costs of any Proposer.
National acknowledges.

3) **INTERVIEWS/DEMONSTRATIONS:** The County reserves the right to conduct interviews and/or product demonstrations with some or all of the offerors at any point during the evaluation process. However, the County may determine that interviews and/or demonstrations are not necessary. In the event these are conducted, information provided during the interview and/or demonstration process shall be taken into consideration when evaluating the stated criteria. The County shall not reimburse the Offeror for the costs associated with the interview and/or demonstration process.
National acknowledges.

4) **ADDITIONAL INVESTIGATIONS:** The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any proposer submitting a proposal.
National acknowledges.

5) **PRIOR EXPERIENCE:** Experiences with the City and entities that evaluation committee members represent may be taken into consideration when evaluating offers.
National acknowledges.

6) **EVALUATION OF PROPOSALS:** Please be aware that your company's responses to this solicitation will be evaluated at the sole discretion of County of DuPage; in consultation with National IPA representatives and that no express or implied guarantee is made that your company will be asked to participate beyond this solicitation. Responses will be analyzed as quickly as possible. The County of DuPage reserves the right to refuse any and all responses.

To ensure equal treatment of all participating vendors, Debra J. Thompson, CPPB, Buyer, shall be sole designated representative for this solicitation. Proposers are expected to utilize this representative for ALL information regarding this solicitation. Proposers who contact any other team member regarding the subject of this solicitation are subject to disqualification from participation.
National acknowledges.

NATIONA

SECTION 8 - REQUIRED FORMS

FORMS INCLUDED IN THIS SOLICITATION DOCUMENT:

1) **Proposal Form**
2) **Price Workbook**
3) **Background Investigation (for work performed in secure areas at the County of DuPage)**
4) **Vendor Ethics Disclosure Form**
5) **W9**
6) **References**
7) **National IPA Attachments**

NATIONA

PROPOSAL P15-150-DT
PROPOSAL FORM
SYSTEMS FURNITURE, FREE STANDING FURNITURE, SEATING, FILING EQUIPMENT, INTERIOR FURNITURE RELATED PRODUCTS AND SUPPORT SERVICES

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Proposer	National Office Furniture, Inc
Main Business Address	1610 Royal Street
City, State, Zip Code	Jasper, IN 47549
Telephone Number	800-482-1717
Fax Number	812-482-8800
Proposal Contact Person	Amy Maxey
Email Address	Amy.Maxey@NationalOfficeFurniture.com

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is:

- ☐ the Owner/Sole Proprietor
- ☐ a Member of the Partnership
- ☒ an Officer of the Corporation
- ☐ a Member of the Joint Venture

herein after called the Proposer and that the all of the Partners of the Partnership, Officers of the Corporation or Member of the Limited Liability are as follows:

Kevin McCoy, President (President, CEO, Partner or Member)

Michael Roch, Vice-President of Sales (Vice-President, Partner or Member)

Julie E. Heitz Cassidy, Secretary (Secretary, Partner or Member)

R. Gregory Kincer, Treasurer (Treasurer, Partner or Member)

(If additional Officers, Partners, or Members, list on an attached sheet.)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. 1, 2, and 3 issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate.

Further, the undersigned certifies that the Proposer is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. *(Proposer may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)*

Further, the Proposer certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Proposer, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation.

No Proposal shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

National Office Furniture, Inc.
Company Name

1610 Royal Street
Address

Jasper IN 47549
City State Zip

Kevin McCoy
Signature of Person Authorized to Sign

For clarification of this offer, contact:

Name: Amy Maxey

Title: Vertical Market Program Manager

Phone: (812) 481-6356

Fax: (812) 482-8800

Kevin McCoy

Printed Name

Email: Amy.Maxey@NationalOfficeFurniture.com

President, National Office Furniture, Inc.

Title

63-0577594

Federal Tax ID

Acknowledged before me by Kevin McCoy (name) as President (title) of National Office Furniture, Inc. (company) this 2 (day) of November, 2015

Notary Signature: Melissa Dawn Fuller

My Commission Expires: March 13, 2019

Affix Seal

STATE OF INDIANA NOTARY SEAL

MELISSA DAWN FULLER
Notary Public, State of Indiana
Daviess County
Commission # 624942
My Commission Expires
March 13, 2019

EXAMPLE

Additional Officers

National Office Furniture, Inc.	
NAME	**OFFICER TITLE**
Robert F. Schneider	Chairman and CEO
Donald W. Van Winkle	COO
Julia E. Heitz Cassidy	VP, General Counsel, Secretary
Michelle R. Schroeder	Vice President, CFO
R. Gregory Kincer	VP, Treasurer
Kevin D. McCoy	President
Richard C. Farr	VP, Global Operations
Michael J. Roch	VP, Sales

NATIONA

Products	Discounts are from List Price. Tiers are based on List Product Value of each order Discounts for orders over $500,000 are negotiable *Suppliers may add rows for additional product categories not specifically identified					
	$1-$99,999		$100,000-$249,999		$250,000-$499,999	
	Loading Dock	Installed	Loading Dock	Installed	Loading Dock	Installed
Seating	55%	52%	55.50%	52.50%	negotiable	negotiable
Seating/Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Desking	55%	52%	55.50%	52.50%	negotiable	negotiable
Powered Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Multi-Purpose Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Folding Tables	55%	52%	55.50%	52.50%	negotiable	negotiable
Filing/Storage	55%	52%	55.50%	52.50%	negotiable	negotiable
Resident Hall Furniture	n/a	n/a	n/a	n/a	n/a	n/a

Products	Discounts are from List Price. Tiers are based on List Product Value of each order Discounts for orders over $500,000 are negotiable *Suppliers may add rows for additional product categories not specifically identified					
	$1-$99,999		$100,000-$249,999		$250,000-$499,999	
	Loading Dock	Installed	Loading Dock	Installed	Loading Dock	Installed
Systems	55%	52%	55.50%	52.50%	negotiable	negotiable
Interior Solutions	55%	52%	55.50%	52.50%	negotiable	negotiable
Moveable Wall Systems	n/a	n/a	n/a	n/a	n/a	n/a
Green or Sustainable Furniture Products	55%	52%	55.50%	52.50%	negotiable	negotiable
Refurbished Products & Services	Dealer Service - Case by Case Basis			Dealer Service - Case by Case Basis		
*Wall Rail Solution	55%	52%	55.50%	52.50%	negotiable	negotiable
*Dividers	55%	52%	55.50%	52.50%	negotiable	negotiable

Products	Discounts are from List Price. Tiers are based on List Product Value of each order Discounts for orders over $500,000 are negotiable *Suppliers may add rows for additional product categories not specifically identified					
	$1-$99,999		$100,000-$249,999		$250,000-$499,999	
	Loading Dock	Installed	Loading Dock	Installed	Loading Dock	Installed
*Accessories/Accents	55%	52%	55.50%	52.50%	negotiable	negotiable

Installation & Delivery Service: The Service option discounts include "standard" services only, subject to conditions listed below. The discounts are "not to exceed" percentages that may be lower as quoted by the servicing dealer dependent upon specific project conditions. Additonal charges and

Standard Services are Subject to the Following Conditions:

1. Installation will be performed during normal weekday hours
2. Adequate facilities for delivery, unloading, moving and staging/storing the product during the installation proc
3. Service work shall not be hindered by other trades
4. Electric, heat and elevator service will be furnished without charge
5. The immediate area shall be complete and free of debris including carpet/flooring installation before delievery
6. Any work requiring a licensed electrician is the responsibilty of the agency

Additonal Charges May Apply for

*If there are other conditions that would cause additional charges to be applied please list and define how these will be charged for. Service percentages should be expressed as an additional percent of the total product list value

Service	Percent or Per Labor Hour Additional Charge
Inside Delivery-Upper Levels Non-Seating	Negotiable on a per project basis
Inside Delivery-Upper Levels Seating	Negotiable on a per project basis
Union & Prevailing Wage Non Seating	Negotiable on a per project basis
Union & Prevailing Wage Seating	Negotiable on a per project basis
Major Metro Market and Upper Floor Installation	Negotiable on a per project basis
Installation outside of a ___mile range of a the servicing dealer	Negotiable on a per project basis

Supplemental Services

*If there are other supplemental services that the propser may want to offer, please list and detail the charge per labor hour for the service.

Service	Per Labor Hour Charge
Project Management Services	$62.00 - $125.00 per hour
Furniture Project Management	$62.00 - $125.00 per hour
Furniture Project Coordination	$62.00 - $125.00 per hour
Reconfiguration Services	Negotiated on a per project basis
Design (outside of standard services)	$65.00 - $85.00 per hour
Strategic Planning Services	Negotiated on a per project basis
Occupancy Planning Services	Negotiated on a per project basis
Occupancy Planner	Negotiated on a per project basis
CAD Drafter	Negotiated on a per project basis
Build Out Project Management Services	Negotiated on a per project basis
Fixtures, Furniture and Equipment Management Services	Negotiated on a per project basis
Fixtures, Furniture and Equipment Storage Services	Negotiated on a per project basis

General Information

Contact Information

National Office Furniture
1610 Royal Street
Jasper, Indiana 47549

To order literature, check order status, and check lead times on-line, please visit us at www.NationalOfficeFurniture.com.

Telephone: **800.482.1717**
Fax: **812.482.8800**
E-mail customer service: **Service@NationalOfficeFurniture.com**

Ordering Procedures

For prompt delivery, all orders **MUST** include:

1. Purchase Order Number (on each page of order)
2. Billing Address
3. "Ship To" Information
4. Special Shipping Instructions (requested ship or delivery dates, ship complete or split shipments, and tags if applicable)
5. Complete Model Numbers
6. Net Price

National does not accept orders verbally. Fax or e-mail orders directly to:

Fax: **812.482.8800**
E-mail: **Orders@NationalOfficeFurniture.com**
(This e-mail requires an attached PDF order. General correspondence should go through Service@NationalOfficeFurniture.com.)

Order Confirmation

All complete orders will be acknowledged with ship dates **upon entry of a clean, credit approved order** into our system. This acknowledgement is the final agreement between National and the customer superseding all previous communications regarding the order.

NOTE: Please examine this acknowledgement carefully and advise National immediately of any discrepancies.

Changes and Cancellations

We regret that changes and cancellations are not possible once your order is entered into our system. In order to support our lead time commitments, orders are scheduled into our production cycle immediately upon order entry.

This includes changes/cancellations to:

- Quick Delivery Seating
- Made-to-Order Seating
- Engineered-to-Order (ETO) Seating
- Alliance Partner and COM Seating

Please contact customer service for assistance.

Terms and Pricing

- Prices are list prices for shipment within the continental United States.
- Price subject to change without prior notice.
- Merchandise will be billed at prices prevailing at time of placing order.
- Distribution of this price list does not itself constitute an offer to sell.
- Orders can be received only from authorized National Dealers.

Product Design

National reserves the right to make changes in design, specifications, and construction and to discontinue products without prior notice. Dimensions referenced in this book are nominal.

Shipping/Freight

Products are priced and will be delivered C.P.T. one contiguous U.S. destination, one Canadian destination, or one port of exit, freight prepaid (Incoterms 2010). Title shall transfer with risk of loss.

National reserves the right to select the most appropriate shipping terms.

Delivery Hours

Pricing is based on standard delivery between 8am and 3pm Monday through Friday.

Special Delivery Services

Any charges incurred from failure to receive a shipment, rerouting while in transit, or carrier storage charges are not included in prices shown and will be billed to the "sold to" account number on the order. Detention charges may be incurred for untimely off-loading of product.

Any order requiring **Special Delivery Services will incur additional charges.**

All such requirements must be noted on the purchase order. These are services that are not included in the price of the product or require the usage of specialized carriers. Examples of such Special Delivery services include:

- **Inside Delivery**
  Minimum $50 charge
- **Non-Standard Delivery Time (before 7:00am or after 5:00pm)**
  Contact customer service for charges and availability
- **Non-Dock Delivery**
  Minimum $50 charge
- **JIT Delivery (specific day and/or time)**
  Orders under $10,000 list will incur a minimum $125 charge
- **Weekend Delivery (Friday after 5:00pm until 7:00am Monday morning)**
  Minimum $500 charge per delivery
- **Residential Delivery**
  Customer service may assist you in determining your special delivery requirement and any additional charges that may apply

Contact customer service if you are not sure if your order requires one or more of the above services. We will make every attempt to avoid the additional charges by giving options on what we can do within our standard delivery price.

Carrier Selection

National reserves the right to select the most appropriate mode of shipment. National relinquishes all responsibility for the goods shipped upon a clean receipt from the carrier. Customer bears the risk of loss or damage during shipment.

Packaging

National's standard method of shipping is to carton all items. Certain full truck load items may qualify for special consideration. Contact customer service for guidelines. International shipments can be crated at the customer's request. The expense of crating or specialized packaging will be the responsibility of the customer.

Loss, Damage, or Delay

National shall not be liable for loss, damage, detention, or delay resulting from causes beyond its reasonable control including but not limited to fire, strike, weather, wreck or delay in transportation. In the event of delay due to any such cause, the delivery date will be postponed by such length of time as may be reasonably necessary to compensate for the delay.

Claim Process for Merchandise Damage/Shortage/Carrier Delay

All the products produced by National are carefully inspected and properly cartoned prior to shipment. All shipments are delivered to the transportation company in good condition. If you receive a shipment that has damage, product shortage or delivery has been delayed by the transportation carrier, **the following steps must be taken:**

1. Before signing for merchandise, **make notation** of all visible damage, shortages, and/or time of truck arrival on the freight bill (bill of lading).
2. **Contact National Customer Service within 15 calendar days of goods receipt to report issue.** We will advise whether a freight claim will need to be filed based on the mode of transportation. Claims must be filed by dealer on Redistribution/LTL carrier shipments. Claim will be disputed if product is moved from original consignee location.
3. If claim must be filed, carrier must be contacted **within 15 calendar days of goods receipt.** Retain all shipping cartons for inspection by the carrier agent.
4. **Copy of Carrier Disposition Letter must be sent to National** to receive additional credit on concealed damage issues via Redistribution/LTL carrier shipments.

For Concealed Damage, follow steps 2 through 4.

Claim Process for Warranty Issues

If a warranty issue is discovered, contact customer service immediately. To file the warranty claim, the following information is required:

- Serial number and warranty number are **mandatory** (asset tag can be found under the seat)
- Dealer purchase order number or National acknowledgement number
- Detailed description of issue

Customer service must **pre-approve** all resolutions such as replacement units, service parts, labor and repair charges. We reserve the right to resolve the issue in the most cost effective manner. All approved resolutions will be assigned an authorization number which must be included on all replacement orders or invoices for reimbursement. Any unauthorized charge will not be the responsibility of National.

Please see the inside Front cover for a full description of our Lifetime Product Warranty.

Finish Warranty

Minor variations in finish color may occur due to the unique texture and grain of wood.

Finishes, when exposed to ultraviolet rays, may change color. These issues are not warranty defects and will not be the responsibility of National.

Return Merchandise

We discourage product returns due to the likelihood of damage during the return transportation. In the event a product return is necessary, we will make every attempt to help keep the product in the field. Please contact customer service for assistance.

If attempts to keep the product in the field are unsuccessful, National will allow **returns on stocking items only** with the following stipulations:

50% Restocking fee
Freight Charge prepaid by dealer
Product NEVER removed from original carton
Product must be returned within 30 days of RGA issue date
Credit will not be issued if product returned is damaged

Please note most models in the Quick Delivery Program are produced on demand and cannot be returned.

Freight damage, signs of usage or removal from original carton, or missing parts will result in no credit being issued. All returns require written authorization; any unauthorized return will not receive credit.

National will not be responsible for resolving damage claims on returned product.

Standard Modifications

Simple product modifications or "special products" are available. National Office Furniture offers product modifications, provided the change does not affect the form, fit or function of the current product (which may require additional testing). Product modifications are assigned a revised model number which references the standard model that includes a SIN code. A modest upcharge may be levied which can be based on product quantity ordered or other criteria. To confirm that a product modification will be handled as a contract item, please contact Government Customer Service at 800-482-1213.

Quick Delivery Program

Quick Delivery Program

Our most popular series and options are available to you on our "To You in 10 Days or Less" Quick Delivery program.

Need 20 chairs in 10 business days or less? No problem, with our Quick Delivery program, we've got you covered. Need more than 20? Just give us a call, and we'll work with you to get what you need, when you need it. Once in a while, demand exceeds capacity. Then, orders are subject to availability.

Specific models from the following series are available on Quick Delivery:

Acquaint	Gotcha	Result
Admire	Jewel	Tag
Cinch	Jiminy	Timberlane
Confide	Medalist	Triumph
Davari	Mix-it	Wander
Eloquence	Remedy	Whimsy
Essay	Reno	
Fuel	Respect	

Quick Delivery Model Numbers

Quick Delivery seating models are available in all National finishes. The Quick Delivery model numbers are tagged with a "Q" and/or shaded in grey throughout the price list.

Quick Delivery Ordering

Orders may not be changed or cancelled. Include only Quick Delivery models on your order. Create a separate order for any products that are not included in the Quick Delivery program. Remember that 10 business days does not include weekends or holidays. The day your order is placed with National counts as day zero.

Large Quantity Ordering

Large quantities of models on an order, or large dollar volume orders, may receive lead times greater than those posted on www.NationalOfficeFurniture.com. Please work with your project management team to confirm availability on your specific project.

SECTION 9 - PRICE LISTS

See Excel Workbook file – pricing should be returned in Excel and printed and inserted in this section.

EXAMPLE

NATIONA

JOHN E. ZARUBA
SHERIFF

501 N. County Farm Road
Wheaton, Illinois 60187
(630) 407-2000
FAX (630) 407-2013
www.co.dupage.il.us/sheriff

Civil Division **(630) 407-2060**
Corrections **(630) 407-2255**
Crime Laboratory **(630) 407-2100**
Detective Division **(630) 407-2323**
Radio Room **(630) 407-2400**
Records Division **(630) 407-2270**
Warrants Division **(630) 407-2290**

OFFICE OF THE SHERIFF
COUNTY OF DUPAGE

APPROVAL FOR BACKGROUND INVESTIGATION, CRIMINAL HISTORY AND DRIVERS LICENSE CHECK

As an employee for a company under contract with DuPage County, I realize that a background investigation, criminal history, and driver's license check will be done before I can work in the DuPage County Jail. I hereby authorize the DuPage County Sheriff's Office to search any law enforcement database to conduct it.

List ALL names you have ever used:

Name:_____
(PRINT) LAST, FIRST MIDDLE

Name:_____
(PRINT) LAST, FIRST MIDDLE

Name:_____
(PRINT) LAST, FIRST MIDDLE

Address:_____Apt.:_____

City:_____ State:_____Zip:_____

Date of Birth:_____/_____/_____ Soc. Sec. #_____-_____-_____

Drivers License Number:_____

Sex:_____ Race:_____

Vendor:_____

Signature:_____

Date:_____

Witness:_____

VENDOR ETHICS DISCLOSURE FORM

VENDOR ETHICS DISCLOSURE

On January 12, 2010, the DuPage County Board adopted amendments to Ordinance OFI-003B-04, the DuPage County Ethics Ordinance.

Section 2-417 "Contractor Disclosure", requires that certain information be provided by vendors who contract with or are seeking to contract with the County to provide goods or services.

All requisitions and change orders require that the vendor provide the most current information as detailed on the "Vendor Ethics Disclosure Statement" form.

The Vendor Ethics Disclosure Statement and instructions can be found on the next page and on the County's Internet site under Contractor Forms in the Procurement section. The most current version of the form should always be utilized. There is also another form for additional pages; all pages are Adobe fillable forms.

Continuing Disclosure: It is the contractor/vendor's responsibility to update contribution information on an ongoing basis during the life of the contract. The vendor is required to submit an updated Ethics Disclosure Statement to the user department, any time contributions are made to the Chairman or County Board Members subsequent to the most recent authorized contract action.

Failure to Comply: Failure to provide the requested information will at minimum delay awarding of the contract and could result in the selected vendor being disqualified as non-responsive and non-responsible.

Providing fraudulent information on the Vendor Ethics Disclosure Statement may result in a Class 3 Felony.

Contribution: A gift, subscription, dues, loan, advance or deposit of money or anything of value, including services, knowingly received in connection with the nomination for election or election of any person to County office.

Gift: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having a fair cash market value including but not limited to cash, food, drink.

Multi-year contracts: Those contracts with duration greater than 12 months require annual updates, to be filed by the vendor with the user department, and forwarded to Procurement. The reporting period should be through December 31st of the current year, and received by the user department with 10 business days of that date

Prohibited Source: Any person or entity who (i) is seeking official action by the Chairman, County Board member or in the case of an employee, by the employee or by the Chairman or County Board member, or another employee directing that employee; (ii) does business or seeks to do business with the Chairman, County Board member or employee (iii) conducts activities regulated by the Chairman, County Board member or employee (iv) has interests that may be substantially affected by the performance or non-performance of the official duties of the Chairman, County Board member or employee (v) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act or the DuPage County Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its member or serves on its board of directors (vi) is a Political Action Committee to which a prohibited source has contributed.

EXAMPLE

Required Vendor Ethics Disclosure Statement

Company Name:	National Office Furniture, Inc.		
Company Contact:	Amy Maxey	**Contact Phone:**	(812) 481-6356
Bid/Contract/ PO:	15-150-DT		

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess **$25,000**, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:
If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made
n/a	n/a	n/a	n/a	n/a

Attach additional sheets if necessary. Sign each added sheet and number each page __ (#) of __ (total pages).

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email
n/a	n/a	n/a

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: Kevin McCoy

Printed Name: Kevin McCoy

Title: President, National Office Furniture, Inc.

Date: 11-2-2015

Page 1 of 1

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

NATIONA

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
National Office Furniture, Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) 5
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)
1600 Royal Street

City, state, and ZIP code
Jasper, In 47549

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
			–			–				

Employer identification number
6	3	–	0	5	7	7	5	9	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Brenda Erny National Office Furn. Financial Controller Date ▶ 1/27/15

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

NATIONA

REFERENCES

The bidder must list references for the last three (3) completed projects, listing company name, address, contact person, telephone number and date of completion. Additional references may be required. If bidder is a new business, provide references that will enable the County to determine if bidder is responsible.

COMPANY NAME:	Texas Christian University
ADDRESS:	2800 S University Drive
	Fort Worth, TX 76129
CONTACT PERSON:	Lisa Aven - Interior Designer Facilities Planning
TELEPHONE NUMBER:	(817) 257-5897
DATE OF COMPLETION:	Standardized on National with several completed projects - next project installation scheduled for 11/18 and 11/19.

COMPANY NAME:	Vanderbilt University
ADDRESS:	21st Ave
	Nashville, TN
CONTACT PERSON:	Stephanie Siebe
TELEPHONE NUMBER:	615.322.6557 stephanie.siebe@vanderbilt.edu
DATE OF COMPLETION:	Ongoing

COMPANY NAME:	Houston Community College
ADDRESS:	3100 Main Street (11th Floor)
	Houston, Texas 77002
CONTACT PERSON:	Kerry Doucette - Director of Strategic Sourcing
TELEPHONE NUMBER:	(713) 718-5014 Kerry.Doucette@HCCS.edu a
DATE OF COMPLETION:	Standardized on National with several completed projects - ongoing

STATE THE NUMBER OF YEARS IN BUSINESS:	35
STATE THE CURRENT NUMBER OF PERSONNEL ON STAFF:	1,273

EXAMPLE

NATIONA

DuPAGE COUNTY PROCUREMENT SERVICES
BID #15-112-DT ADDENDUM #1
DATE: 10/06/15
PHONE: (630) 407-6200 *FAX: (630) 407-6201*

EMAIL TRANSMITTAL

ADDENDUM #1 - BID #15-150-DT

MASTER AGREEMENT TO PROVIDE
SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING
SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICE

To All Prospective Bidders:

This Addendum #1 consists of the following documents which describe changes, modifications, and information for the above captioned proposal.

Remove:
Page 2 Project Information

Add:
Revised **Page 2 Project Information***

The Proposal Opening Date will be extended to ***10/28/15 Opening Time 2:00 p.m.*** in Procurement Services, Room 3-400. Please attach the new bid label when submitting your bid.

SEALED REQUEST FOR BID

INVITATION #: **15-150-DT**

OPENING DATE: **10/28/15**

OPENING TIME: **2:00 P.M.**

DESCRIPTION: **MASTER AGREEMENT TO PROVIDE SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICES**

DATED MATERIAL-DELIVER IMMEDIATELY

Please be sure to acknowledge receipt of this addendum on page 33 (Proposal Form) of the Request For Proposal document.

Thank you for your attention in this matter.
Sincerely,
Debby Thompson
Debby Thompson, CPPB
DuPage County Buyer

REVISED PROJECT INFORMATION
BID 15-150-DT

SECTION 1 - PROJECT INFORMATION

PROJECT NAME:	SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICES
FOR:	County of DuPage, IL is acting as a Principal Procurement Agency, on behalf of itself and the National Intergovernmental Purchasing Alliance Company (National IPA), to create a nationwide cooperative contract for Systems Furniture, Free-Standing Furniture, Seating, Filing Systems/Equipment, Interior Solutions and Related Product and Support Services that will be available and marketed by National IPA and the selected supplier to Public Agencies nationwide.

SCHEDULE OF EVENTS

EVENT:	LOCATION:	DATE:	TIME:
Request For Proposals Posted	www.DemandStar.com	09/11/2015	
Advertisement	Daily Herald	09/11/2015	
Pre-Proposal Conference	DuPage County Administration Center 421 North County Farm Road, Room 1-500B Wheaton, IL 60187	09/29/2015	11:00 a.m.
Deadline for Inquiries to Substitutions, Exceptions and Questions to Bid Language and Specifications.	Must be submitted in writing to: dthompson@dupageco.org	10/05/2015	3:00 p.m.
Response to Inquiries	Via E-Mail	10/13/2015	3:00 p.m.
Proposals Due	Procurement Services, Room 3-400	10/28/2015	2:00 p.m.
Evaluation of Proposals	Proposal Evaluation Committee		
Parent Committee Approval	DuPage County Finance Committee	12/08/2015	
County Board Approval	County Board Room	12/08/2015	
National IPA & Awarded Suppliers meet regarding contract implementation	To be scheduled by National IPA	TBD	
Anticipated Contract Start Date	Nationwide	04/01/2016	

√	SUBMITTAL CHECKLIST (PROPOSAL PACKET SHOULD BE RETURNED IN ITS ENTIRETY)
	ORIGINAL PROPOSAL
	1 HARDCOPY (IN 3-RING BINDER)
	FOUR (4) ELECTRONIC (CD) COPIES
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	REFERENCES
	PROPOSAL FORM
	PUBLISHED PRICE LISTS CORRESPONDING WITH DISCOUNTS OFFERED

DuPAGE COUNTY PROCUREMENT SERVICES
BID #15-150-DT ADDENDUM #2
DATE: 10/16/15
PHONE: (630) 407-6200 *FAX: (630) 407-6201*

EMAIL TRANSMITTAL

ADDENDUM #2 - BID #15-150-DT

MASTER AGREEMENT TO PROVIDE SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICE

To All Prospective Bidders:

This Addendum #2 consists of the following document which describes changes, modifications, and information for the above captioned proposal.

The Proposal Opening Date will be extended to ***11/04/15 Opening Time 2:00 p.m.*** in Procurement Services, Room 3-400. Please attach the new bid label when submitting your bid.

SEALED REQUEST FOR BID

INVITATION #: **15-150-DT**

OPENING DATE: **11/04/15**

OPENING TIME: **2:00 P.M.**

DESCRIPTION: **MASTER AGREEMENT TO PROVIDE SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICES**

DATED MATERIAL-DELIVER IMMEDIATELY

Please be sure to acknowledge receipt of this addendum on page 33 (Proposal Form) of the Request For Proposal document.

Thank you for your attention in this matter.

Sincerely,
Debby Thompson
Debby Thompson, CPPB
DuPage County Buyer

DuPAGE COUNTY PROCUREMENT SERVICES
BID #15-150-DT ADDENDUM #3
DATE: 10/20/15
PHONE: (630) 407-6200 *FAX: (630) 407-6201*

EMAIL TRANSMITTAL

ADDENDUM #3 - BID #15-150-DT

MASTER AGREEMENT TO PROVIDE
SYSTEMS FURNITURE, FREE-STANDING FURNITURE, SEATING, FILING
SYSTEMS/EQUIPMENT, INTERIOR SOLUTIONS AND RELATED PRODUCT AND SUPPORT SERVICE

To All Prospective Bidders:
This Addendum #2 consists of the following documents which describe clarification for the above captioned proposal.

1. Page 1of 42 - TO ALL PROSPECTIVE PROPOSERS noted clarification. Does the reference to "shipped F.0.B.delivered" refer to who is liable for the shipment until it reaches the installation site? We agree to shipment liability until it reaches the customer installation site. The NI PA member will be invoiced for freight / dock delivery.
   Answer: Yes, Supplier will be responsible for risk of damage or loss of goods until received by the Participating Agency.

2. Page 7 of 42, Paragraph 9 - F.O.B. Due to the complexity, size, and shipping requirements of our products and the inability to include a single freight charge that will cover the Continental United States, we request the authorization to quote a product discount plus a freight/ dock delivery charge plus installation. The member will be invoiced for product less the contract discount plus freight / delivery charge plus installation.
   Answer: This is acceptable.

3. Page 11 of 42, Paragraph 24 - TERMINATION, CANCELLATION AND DAMAGES. The first paragraph reads: "If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract."

- The RFP and supplemental terms and conditions do not include definitions for breach or default.
- The RFP and supplemental terms and conditions do not include provisions for how such claims can be cured by the Contractor/ Awardee.
- As a result, we cannot agree to undefined and potentially very significant financial implications.
- We request the deletion of the first paragraph in its entirety.

Answer: Not Acceptable. This applies to the County of DuPage only. Other Participating Agencies may have similar requirements that the awarded supplier will have a chance to review and agree to.

4. Page 11 of 42, Paragraph 24 - TERMINATION, CANCELLATION AND DAMAGES. The second paragraph reads: "If the County of Du Page fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior to written notice of termination."

- Our products are custom, manufactured to order dependent on (i) the end customer's application needs, (ii) the physical aspects of the installation site (such as, ceiling height, in-room obstructions such as support columns or beams, etc.), (iii) the end customer's final sign-off on the drawings and issuance of a purchase order.
- For the above reason, once production has begun orders cannot be cancelled.
- We require a 60 days notice for the end customer to cancel their purchase order - this will provide sufficient time to stop the order from being scheduled for production.

  Answer: This is correct for potential orders for the next fiscal year; not orders already placed.

5. Page 12 of 42, Section 4 - SPECIAL CONDITIONS contains references to the Department of Energy (DOE), DOE official, DOE Contracting Officer, Page 15 Paragraph D(2) includes requirement s to submit payroll documentation to the DOE Contracting Officer, etc.

- We request an explanation of the role of DOE in the resultant N IPA contract.
- Without explanation, the opportunity to review, and acceptance, we request deletion of Section 4 in its entirety.

  Answer: SECTION 4 – SPECIAL CONDITIONS, 1) DAVIS BACON REQUIREMENTS, PAGES 12-21 ENDING WITH: (3) IN THE EVENT….DOE WITHIN 5 BUSINESS DAYS OF RECEIPT OF A REQUEST FROM DOE; PLEASE DELETE.

6. Page 22 of 42 - WORKING WITH SECURED AREAS. Provide clarity regarding the inclusion of Page 22 and 23 for a resultant N IPA contract since the County of DuPage is acting as a Principal Procurement Agency. Performance will be outside of DuPage County's geographical region.

- Without explanation, the opportunity to review, and acceptance, we request deletion of this section in its entirety.

  Answer: This applies to the County of DuPage only. Other Participating Agencies may have similar requirements that the awarded supplier will have a chance to review and agree to.

7. Page 26 of 42 - Section 6 - SPECIFICATIONS AND SCOPE OF WORK

- Third paragraph, first sentence: Verify that the $75,000 reference should be $75 million.

  Answer: The County of DuPage anticipates spending $75,000 over the full potential Master Agreement term of office furniture. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of office furniture purchased under the Master Agreement through National IPA is approximately $75 million.

- Paragraph 1) OBJECTIVES, Paragraph 8: "Establish a channel partnership to offer this Master Agreement as the supplier(s) primary offer to Participating Public Agencies nationally;"
  - We have numerous contracts with varying types of entities; therefore, we request the following be added to this Paragraph: "Contractor will present

the NI PA contract as the primary purchasing tool when informed by a Participating Public Agencies that they are a NI PA Member."

Answer: Submit proposed language changes as part of the response to the National IPA Exhibit A.

8. Page 27 of 42, Paragraph 5) SERVICE LEVELS, A) Loading Dock. Please verify that verbiage was not inadvertently excluded from this Paragraph A.
   Answer: Replace with "Loading Dock Delivery." Proposer should define services provided by the Proposer related to loading dock delivery and fees associated with those services.

9. Page 30 of 42, Paragraph B. Price Proposal, 2. Product Categories, subparagraph a. reads "Discounts in provided tier structure, by order size and service levels; loading dock, inside delivery, and installed."

- See #4 above.
- We are requesting authorization to propose a product price based on tiered discounts off list price.
- Our distribution network will quote freight/delivery and installation on a per project basis.

  Answer: Proposers are encouraged to provide a response that provides a simplified pricing solution. Proposers pricing solutions should address discounts offered, freight/delivery options and installation options.

10. Page 30 of 42, Paragraph B. Price Proposal, 2. Product Categories, subparagraph e will restrict us from offering greater member discounting on a unique project that may warrant special pricing.

- We are requesting deletion of the last sentence to provide the option to extend special pricing to a NI PA member in a very unique situation. If this sentence remains, NI PA members will not receive special pricing since we will be unable to offer it on all orders going forward through the contract term.

  Answer: The discounts provided in the Price Book shall establish the manufacturer's minimum discount or not-to-exceed price offered by the Proposer to Participating Agencies. The following language is hereby deleted from this subparagraph "and such lower pricing shall be applied as a global price reduction under the Contract."

11. Page 39 of 65 - Required Vendor Ethics Disclosure Statement

- Do we complete this Disclosure Statement based on activities of our Area Contractor responsible for DuPage County, I L?
  - Our go-to-market business model is a national distribution network of independently owned businesses ("Area Contractors").
  - For this national contract - each of these businesses based on their geographical primary area of responsibility (PAR) will work with the local NI PA member to meet their needs.
  - Area Contractors will quote the member, accept purchase orders, order product from the manufacturer, and the Area Contractor will invoice the member.

  Answer: For the purposes of responding to the RFP, please ensure the entity signing as the Proposer completes a Vendor Ethics Disclosure Statement. Any additional Vendor Ethics Disclosure Statement forms needed due to authorized dealers or area contractors receiving purchase orders from the County of DuPage and collecting payment will be collected

at the time the authorized dealer or area contractor is selected by the County to provide products and services under the contract. This applies to the County only. If Participating Agencies have similar requests, they will work with the awarded supplier to have any similar requirements met.

12. Page 40 of 65 - W-9 Form

- Due to our business model as outlined in #11 above, which entity should be completing the W-9 since each Area Contractor is responsible for invoicing the NI PA member. We/ the Contractor will not be invoicing NI PA members.
  Answer: For the purposes of responding to the RFP, please ensure the entity signing as the Proposer completes a W-9 form. Any additional W-9 forms needed due to authorized dealers or area contractors receiving purchase orders and collecting payment will be collected at the time the authorized dealer or area contractor is selected to provide products and services under the contract.

13. We've spoken of the flexibility both DuPage Procurement and National IPA will be affording Contractors submitting a proposal. In particular, we'd like to submit discount tier structures consistent with our general business practices versus the provided $1 - $99,999; $100,000-$249,999; $250,000-$499,999 > $500,000 negotiable on a per project basis. Is this acceptable?
    Answer: Yes, Proposers should provide pricing tiers that make sense for their particular line of products and services. Pricing tiers differing from what is indicated in the Pricing Book need to be clearly stated in the Proposer's Price Book response.

14. In order to best provide a complete and accurate response, we respectfully request an extension to the proposal due date until October 30, 2015.
    Answer: Opening date has been revised to 2:00pm, (Local Time), Oct. 28, 2015. Addendum #2 extends Opening date to 2:00pm, (Local Time), November 4, 2015.

15. Regarding the General Conditions item 9, "All goods are to be shipped prepaid, F.O.B. destination," we recommend that an exception be made in the case of orders shipping outside the Continental United States. An example would be sales to Alaska, Hawaii and U.S. territories.

    Furniture items tend to be heavy and bulky. F.O.B destination requires pricing that covers this expense. Within the Continental United States this is a manageable situation but outside the Continent, ocean freight can add in excess of 12% of the product cost. To be clear, this 12% is in addition to the cost of freight to the port of embarkation which typically runs 9-14% in the case of Hawaii, (slightly less to Alaska) depending on the weight and cube of the specific products. This problem manifests as a lack of enthusiasm on the part of vendors to market products outside the Continent and/or as higher overall prices.

    The problem could be solved by requiring F.O.B. Destination "in the Continental United States."

    Alternately, ocean freight could possibly be handled as an "Additional Charge" if that would be acceptable to the County.

This would increase discounts overall and/or increase sales outside the Continent.
Answer: Submit any applicable additional charges for shipment outside of the Continental USA in the Proposers Price Book response.

16. Cover page, & Page 8, Section 3, #19: On the Cover page, it says "Bond Required: Yes". On page 8, it says to the "awarded contractor". Please clarify the bond requirement and when it is applicable.
Answer: There is no need to submit bonding with this proposal response. However, when applicable and upon request, contractors shall supply bonding requirements related to a project.

17. Page 27, #2. Term of Contract: This says that the contract will begin April 1, 2014. The bid was put out in 2015. Should this say Begin April 1, 2016 thru March 31, 2019?
Answer: Terms shall be April 1, 2016 thru March 31, 2019 with two (2) optional one-year renewal periods provided there is no change in the terms, conditions, specification, and provided that such renewals are mutually agreed to by both parties.

18. Page 28, #5d – Design: Please clarify what is deemed to be considered "basic design services"?
Answer: Proposers have the ability to detail design services offered. Proposers should identify the services, what is included in each service and indicate how the Proposer (proposes) to price each service.

19. Page 28, #8a – Submission requirements: Just to clarify, you are asking for (1) original hardcopy in a three-ring binder and (4) electronic copies correct?
Answer: Yes.

20. Page 2, Section 1 – Listing of type of Furniture and page 27, Section 4E – Interior Solutions. We are able to provide the product in this category through our custom product program and dealer network. We do not have a catalog with such information as it is too broad of a category. Will a statement of available products and services suffice to meet this requirement?
Answer: Yes, describe the products offered, include any applicable services and fees.

21. Page 2, Section 1 – Listing of type of Furniture and page 27, Section 4F – Green Kimball Office promotes sustainability and the use of recycled components within all their product lines. However, we do not have a specific catalog focused on those components. Will our Sustainability brochure that outlines our practices suffice to meet this requirement?
Answer: In addition to the brochure, include a narrative in the Proposer's RFP response that addresses sustainability and recycled components.

22. Page 2, Section 1 – Listing of type of Furniture and page 27, Section 4G – Refurbished Products and Services. As we are a manufacturer, this is something that our dealer network would provide. Would a statement of available products and services suffice to meet this requirement?

Answer: Yes, provide a broad statement that indicates the refurbished products and services are provided by dealers. If available, include any applicable services and fees or state if Participating Agencies are to negotiate pricing for the products and services with dealers.

23. Page 30, Section 7, 1.B.1.g – Is the Pricing Workbook Exhibit J the same document / file as "P15-150-DT Section 9 Pricebook.xls?
Answer: Yes.

24. Page 31,C.3 & Page 46, 3.1.C: Please clarify the definition of Support Center?
Answer: Support Center may not be applicable for your business model. However, Proposers should provide locations (headquarters, dealers, warehouses and distribution center).
25. Page 24-25, Section 5: Insurance Requirements: Please clarify if an umbrella policy can be used to cover any gap between existing policy limits and contract requirements.
Answer: This is acceptable.

26. Page 43, Section 1, paragraph: "All transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually,…" The past contract, the term "Supplier" was defined as the contract holder and/or authorized dealers/distributors. With the new master agreement, is "Supplier" defined the same?
Answer: This section is hereby amended to read:
All transactions, purchase orders, etc. will occur directly between the Supplier and/or authorized dealers/distributors and each Participating Public Agency individually . . .

27. National IPA Exceptions / Alternative Language:
Page 7, Section 3, #9: F.O.B.: Kimball Office would like to submit the following alternative language concerning Freight policy:

"Products are priced and will be delivered C.P.T. one contiguous U.S. destination (48 continental states), one Canadian destination, or one port of exit, freight prepaid (Incoterms 2010). Title shall transfer with risk of loss.

Kimball Office reserves the right to select the most appropriate C.P.T. point, carrier and routing on all shipments. Kimball Office will, however, attempt to accommodate requests for favored carriers."
Answer: Not acceptable. Supplier will be responsible for risk of damage or loss of goods until received by the Participating Agency.

28. Page 27, Section 4. General Definition /of Products: In order to offer the most complete offering to the qualified, registered users of National IPA, we request the following statement be added to this section of the RFP.

"National IPA requires a single prime contractor for each individual RFP response. Respondents may partner with other National IPA Contracted manufacturers, dealerships or other businesses in a subcontractor capacity."
Answer: Proposers may offer responses to the County of DuPage in accordance with Section 2 – Instructions to Proposers, 7) Proposal Signatures. The County and National IPA encourage suppliers to submit responses that provide their most complete offering and, after award, to

work with any suppliers with contracts available in the National IPA portfolio to offer a complete solution.

29. Page 46 Section 2, 2.2 Pricing Commitment
Kimball Office proposes to delete the pricing commitment as set forth on page 46, Section 2, 2.2 Pricing Commitment of Exhibit A. In lieu of such pricing commitment, Kimball Office commits as follows:

"Supplier (Kimball Office) agrees that, considering a Representative Total Usage, the pricing offered under the Master Agreement is lower than the overall available pricing for any public sector national or multi-state cooperative or group purchasing agreement, excluding GSA and federal government sales ("Public Agency Cooperative", that enters into a separate written agreement directly with Supplier, as further provided herein. A Comparable Contract is a written agreement entered into after the Effective date of the Master Agreement that contains similar terms and conditions, concerns a Public Agency Cooperative with the same approximate spending pattern and product mix, and provides for similar delivery and payment conditions. "Representative Total Usage" shall mean the total purchase for a consecutive six (6) month period (inclusive of any fees, rebates, and other charges and discounts and exclusive of any restricted items) of the top ten (10) National IPA customers utilizing Supplier as their primary vendor for the products and services offered under the Master Agreement, as determined by Supplier. If, during the term of this Master Agreement, National IPA becomes aware that its pricing may be higher than a Comparable Contract, as set forth above, National IPA may request an aggregate price comparison analysis of this Master Agreement (using the Representative Total Usage) against the Comparable Contract. If such aggregate price comparison analysis indicates that the Comparable Contract pricing is more favorable, upon the request of National IPA, Supplier will agree to renegotiate in good faith the pricing terms of this Master Agreement."
Answer: Submit proposed language changes as part of the response to the National IPA Exhibit A.

30. Page. 48-49, Section 3N #i-iv:
Kimball Office Inc. will lead with National IPA, however, to clarify that National IPA does not expect Supplier to walk away from sales opportunities when the end user rejects use of National IPA, the following changes are requested. For avoidance of doubt, National IPA does not expect to be paid an Administrative Fee on sales for which its' use is rejected by the end user and it performs no functions in relation to those sales. Please see the following requested language addition to section 3.3.N.i-iv:
Kimball Office would like to request the addition of the following language to be added to the existing statement on page 49, Section 3.3.n.i:

"Respond "to registered and qualified end National IPA end-users" with Master Agreement pricing (Contract Sales reported to National IPA). "

Kimball Office would like to request the addition of the following language to be added to the existing language on page 49, Section 3.3.N.iii for clarification purposes.

"It is considered a refusal if the Public Agency utilizes a bid/RFP/RFQ process or otherwise chooses not to utilize National IPA. Sales under this section of refusal

by Public Agency are not considered Contract Sales under National IPA and Administration Fee is not owed."

Kimball Office would like to request the addition of the following language to be added to the existing language on page 49, Section 3.3.N.iv for clarification purposes.

"In the event of an award of the higher, non-National IPA Master Agreement proposal, sales would not be considered Contract Sales and no Administrative Fee is owed."

Answer: Submit proposed language changes as part of the response to the National IPA Exhibit A.

31. Page 24, Section 5 - Insurance Requirements
We currently maintain a $1,000,000 per occurrence for Commercial General Liability, but do have a $5,000,000 Umbrella Excess limit. Please confirm Umbrella Excess of $5,000,000 would be acceptable in lieu of the required $2,000,000 per occurrence of Commercial General Liability.
Answer: This is acceptable.

32. Page 27, Section 2 - Term of Contract
Please confirm the initial term of the contract will be April 1, 2016 through March 31, 2019.
Answer: Reference Question #17

33. Page 30, Section 7.1.B.2.A - Product Categories
Please confirm suppliers will be able to provide additional discounts for varying product lines within each of the main Product categories on the bid form. For example, we have multiple seating lines with varying discounts by model/series (i.e. Model A is 65% off, Model B is 68.2% off). We would like to provide a discount matrix that lists the varying discounts by model/series within each product category.
Answer: Proposers are encouraged to propose pricing structures that make sense for the line of products and services. Pricing structures should be clearly stated in the Price Book response.

34. Page 30, Section 7.1.B.2.E - Product Categories
Please confirm suppliers will be able to provide additional discounts on a project-by-project basis under the contract for individual projects that are larger in scope. Please confirm these discounts would not be required to be extended to all end users of the contract.
Answer: The discounts provided in response to the RFP are the minimum discounts offered by the manufacturer. Proposers should state in the Price Book response if deeper discounts may be offered by the manufacturer or dealer. Proposers are encouraged to provide competitive minimum discounts as the discounts are a portion of the response evaluation to determine contract award.

35. Page 37 - Approval for Background Investigation
Please confirm this page is a sample and is not required to be completed as part of the bid response.
Answer: This page is a sample, it will be required before you begin work on an awarded purchased order - *if a portion of the work may be performed*

within secured areas - per Page 22 - 4) WORKING WITHIN SECURED AREAS; **and applies to the County of DuPage only. Other Participating Agencies may have similar requests at the time they access the contract.**

36. Page 39 – Required Vendor Ethics Disclosure Statement
Please confirm this form must only be completed for sales to DuPage County and is not required for sales within other states.
Answer: It is required by the County of DuPage to be submitted with the RFP response and applies to the County of DuPage only. Other Participating Agencies may have similar requests at the time they access the contract.

37. Page 43 - Exhibit A
If the manufacturer is bidding this contract directly, please confirm orders under this contract may be issued to either the authorized dealers or directly to the manufacturer.
Answer: Proposers should propose ordering, delivery and invoicing procedures in their RFP response.

38. RFP Due Date
In order to best provide a complete and accurate response, we respectfully request an extension to the proposal due date until October 30, 2015.
Answer: Reference Question #14.

39. Contract Exceptions:

Page 8, Section 11 - Indemnity
INDEMNITY: The Contractor shall, at all times, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the negligent performance of this contract by the Contractor and its employees, or because of any negligent act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).
Answer: Not acceptable.

40. Page 21, Section 3 - Pricing
PRICING: Pricing will be discount off of manufacturer's identified price list. New price lists may be submitted in writing for approval at any time ~~annually~~ upon thirty (30) days written notice ~~along with corresponding support documentation~~. Unless Allsteel receives written objection to any price adjustment within thirty (30) days of the proposed price adjustment, such price adjustment shall be implemented at the end of the thirty (30) day notice period.
Answer: Supplier is to use most current manufacturer/catalog price list. Price list and adjustments shall be submitted to the County of DuPage for approval thirty (30) days prior to implementation.

41. Page 28, Section 7 - Deliveries
DELIVERIES: Deliveries will be made to DuPage County typically between the hours of 8:30 am and 4:00 pm on regular business days unless other arrangements are made, other Participating Public Agencies may have different hours but will be in the range of 7:00 am to 5:00 pm, Monday through Friday. Delivery locations will be stated on each purchase order issued.

The supplier(s) will authorize immediate repair or replacement at supplier's discretion of any product that has been damaged in transit. Supplier(s) understand that they are required to adhere to the delivery time they indicate for products.
Answer: Not acceptable.

42. Page 30, Section 7.1.B.2.E - Product Categories
e. Special Offers/Promotions: In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Contractor may conduct sales promotions involving price reductions for a specified lessor period. Contractor may offer Participating Agencies competitive pricing which is lower that the not-to- exceed price set forth therein at any time during the Contract term and such lower pricing shall be applied as a global price reduction under the Contract. However, the global price reduction as specified above shall not apply to competitive bid pricing scenarios on a project-by-project basis.
Answer: Reference Question #10.

43. Page 45, Section 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 will be one of the ~~is~~ Supplier's primary "go to market" strateg~~y~~ies 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.
Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

44. Page 46, Section 2.2 - Pricing Commitment
Replace the existing language with the following:
Supplier commits that the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide for the specified goods or services at the time the vendor submits their proposal. For the purposes of this definition, comparisons for the "lowest available (net to buyer)" shall be compared to other cooperatives, state and local contracts, buying the same product mix, for the same geographical areas, under the same terms and conditions.
Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

45. Page 46, Section 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.~~
Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

46. Page 46-47, Section 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 one of your company's primary go to market strateg~~y~~ies for Public Agencies to your teams nationwide, to include, but not limited to:

i. Executive leadership endorsement and sponsorship of the award as one of the primary ~~the~~ public sector go-to-market strateg~~y~~ies within first 10 days

Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

47. Page 47, Section 3.3.B - Marketing and Sales
iv. 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. Except for the NIGP show, attendance at all other supplier-specific trade shows, conferences, and meetings as specified shall be at the suppliers' discretion.
Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

48. Page 47, Section 3.3 - Marketing and Sales
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.~~ Our goal is to work with National IPA to mutually expand our sales within the market. Allsteel will transition existing public agencies to the National IPA contract upon customer's request. Allsteel will forward any new account information gained from the contract to National IPA.
Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

49. Page 48, Section 3.3 - Marketing and Sales
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. Competitive ~~Best~~ government pricing
iii. No cost to participate
iv. Non-exclusive contract

Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

50. Page 48-49, Section 3.3 - Marketing and Sales

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 i~~In the ~~unlikely~~ event that the Public Agency refuses to utilize Master Agreement or does not notify Supplier they want to use the Master Agreement, the Supplier may provide pricing under an alternative 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.

Our goal is to work with National IPA to mutually expand our sales within the market. Allsteel commits the National IPA contract will be one of our primary go-to-market contracts, similar to our TCPN contract.

Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

51. Page 52-53, Section 12 - Monthly Reporting & Fees

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.

Answer: Submit proposed language and/or exceptions to the National IPA Exhibits within proposal response.

52. **EXCEPTIONS REQUESTED:**

SECTION 2 - INSTRUCTIONS TO PROPOSERS
Subsection 3 – Exceptions – During the Prebid Meeting on September 29, 2015 we were informed that exceptions to the RFP to be presented on October 5, 2015 could be limited to the DuPage County part of the RFP and did not have to address the National IPA items which could be addressed in the final proposal submission.

Answer: Exceptions relating to the County of DuPage shall be submitted as the RFP states. Exceptions specific to National IPA shall be submitted in proposer's response.

53. SECTION 2 – INSTRUCTIONS TO PROPOSERS – We have noted that the Subsection numbers run from 1 through 14 and 20 through 22. Are the missing Subsection numbers 15 through 19 intentionally omitted or can you provide those Subsections to us for review if they were inadvertently omitted?

Answer: This is a clerical numeric-reference error. Subsection numbers should run 1-17.

54. SECTION 3 - GENERAL CONDITIONS

Subsection 9, F.0.B. – Please confirm that the direction provided during the Prebid meeting on September 29, 2015 allows each bidder to include freight charges in their response in the most creative and/or efficient manner possible for the County which may or may not result in all prices being F.0B. destination.

Answer: Reference Question #1, #2 and #9.

55. Subsection 17, Patents – Contractor represents and warrants that it has obtained from its vendors and is authorized by said vendors to, assign or pass through the following representations and rights from said vendors : that said vendors agree to defend, indemnify and hold harmless the County and the end user at vendor's expense from and against any suit, action or proceeding in which the County, its Officers , agents or employees are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased from Contractor.

In the event Contractor fails to assign the above representations and warranties from a vendor, or in the event the assignment of such indemnity is prohibited by law, Contractor agrees to defend, indemnify and hold harmless the County from and against any claim set forth in the preceding paragraph.

PATENTS: *Contractor undertakes and agrees to defend at Contractor's own expense, all suits, actions, or proceedings in which the County of DuPage, its Officers, agents or employees are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder. Contractor shall inform the County of DuPage whenever infringement will result from Contractor's adherence to specifications supplied by the County of DuPage or by an authorized County representative. Contractor further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against the County of DuPage, its Officers, agents or employees therein.*

Answer: This is acceptable.

56. Subsection 20, Prevailing Wage – Contractor agrees that it will comply with the Illinois Prevailing Wage Act (the "Act") to the extent applicable, **provided** the County provides written notice to Contractor that a Purchase Order includes products to be used for the construction of a

"public work" within the meaning of the Act. In the event a Purchase Order is subject to the Act, Contractor will use best efforts to ensure compliance of its subcontractors.

Answer: This is unacceptable. The products specified, by their nature, will come under the Act. Subcontractor compliance is required.

57. Subsection 24, Termination, Cancellation and Damages
If the County terminates for breach, the County shall have the right to purchase items or services elsewhere and to charge Contractor with any additional costs incurred for a period of ninety (90) days. This right shall not extend to all participating agencies.

In the event of a potential breach of the contract Office Depot requests a thirty (30) day right to cure period prior to any breach being declared. In the event that Office Depot provides a successful cure to the County, County agrees to remove the potential breach.

Office Depot requests that any costs to be paid under this section shall be the excess amount over the Office Depot contract price. In no event shall either party be liable for consequential, special, indirect or incidental damages, including but not limited to any damage resulting from loss of use or profits arising out of or in connection with any resulting agreement, whether in an action based on contract, tort (including negligence) or any other legal theory, even if the party has been advised of the possibility of such damages.

In the event the County terminates the contract due to lack of appropriation of funds, the County shall be liable for payment of all goods and services provided up through the effective date of termination.

Answer: Reference Question #4.

58. SECTION 4 - SPECIAL CONDITIONS

Subsection 1, Davis-Bacon Act Requirements -- Office Depot agrees that it will comply with the Davis Bacon Act to the extent applicable, **provided** County provides written notice to Office Depot that a Purchase Order includes products to be used for a project funded by or assisted in whole or in party by and through the Federal Government pursuant to ARRA. In the event a Purchase Order is subject to the Davis-Bacon Act, Office Depot will use best efforts to ensure compliance of its subcontractors.
Answer: Reference Question #5.

59. Subsection 1(H), Subawards and Contracts – Office Depot requires all of its subcontractors to represent and warrant that it will comply with all applicable federal, state and local laws, rules and regulations.
Office Depot will use best efforts to incorporate the County's provisions in its subcontracts to the extent required by law.
Answer: Not acceptable. Reference Question #5

60. Subsection 1(M)(4), Subcontracts -- Office Depot requires all of its subcontractors to represent and warrant that it will comply with all applicable federal, state and local laws, rules and regulations. Office Depot will use best efforts to incorporate the County's provisions in its subcontracts to the extent required by law.
Answer: Not acceptable. Reference Question #5

61. Subsection 3, Pricing – Office Depot requests that the word "annually" be deleted from the 2nd sentence. In the event pricing changes, Office Depot will submit a new price list to the County for approval. Unless Office Depot receives written objection to any price adjustment within thirty (30) days of County's receipt of the proposed price adjustments, such price adjustments shall be implemented at the end of the thirty (30) day period.
Answer: Reference #40.

The Office Depot's final pricing response may be based upon manufacturers' list price, Office Depot system list price, or Office Depot web price depending on the type of furniture being ordered.
Answer: Proposer shall submit most current price list, indicate in their response the price list being submitted and how the price list can be accessed by Participating Agencies.

62. Subsection 4, Security – Office Depot does not share its employees' personally identifiable information. However, upon receipt of award , Office Depot will run background checks as required by the County and will provide to the County attestations certifying that the background checks on the employees who will be performing the work have been completed and that such persons have not been convicted of a violent or serious felony as defined by the County.
Answer: Not acceptable; Reference Question #35

63. SECTION 5 - INSURANCE REQUIREMENTS

Office Depot provides the standard ACCORD Certificate of Insurance

endorsed as required by the County. Please note that Office Depot's insurance carriers all have at least an A- rating in Best's Guide or the equivalent.

Answer: Reference Question #25.

64. SECTION 6 - SPECIFICATIONS AND SCOPE OF WORK

Subsection 2, Term of Contract – Please clarify the dates of the initial term of the proposed contract as the RFP currently states April 1, 2014 through March 31, 2017 nearly half of which term has already expired.

Answer: Reference Question #17.

65. Subsection 2, Term of Contract – Office Depot requests the right to terminate any resulting contract for convenience on ninety (90) days prior written notice to the County.

Answer: Not Acceptable

66. Section 7 - DELIVERIES

Office Depot's intention is to fix any defective or nonconforming work issue quickly, and before being issued a notice to correct. After identification of any defective or nonconforming work requiring repairs, additional parts, or replacement of damaged furniture, Office Depot will provide County with a plan including an estimated time to correct the issue. If our correction plan does not meet the project schedule needs of the County, Office Depot will provide loaner furniture to temporarily accommodate the County's functional needs and move-in dates, as well as removal of any damaged product, until Office Depot can complete our correction plan.

Answer: SECTION 7 – is EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS. Proposers may address this in their Proposal.

67. QUESTIONS

Schedule of Events Page 2 of 42:
Due to the limited time between the County's schedule for responses to questions and exceptions of October 6, 2015 and the current due date for final responses to the RFP in hard copy of October 14, 2015 Office Depot requests that the due date be extended by at least 1 week to permit adequate time to carefully evaluate and meaningfully respond to any changes caused by the County's answers to questions and exceptions.

Answer: Reference Question #14.

68. Section 4 – Special Conditions – Subsection 3) Pricing Page 21 of 42:
Are Proposers required to submit price lists for all manufacturers they are bidding with their response to this RFP?

Answer: Yes.

69. NOTE: Office Depot is not commenting on Page 26 of 42, Section 6 –

Specifications and Scope of Work
– Subsection 1 – Objectives – Paragraphs A, B, C, and D at this time because they apply to the National IPA portion of the response which we will comment on in our final proposal as we were instructed during the Prebid meeting on September 29, 2015.

Answer: Exceptions relating to the County of DuPage shall be submitted as specified in the RFP. Exceptions specific to National IPA shall be submitted in Proposer's response.

70. Prevailing Wage - If installation is a separate line item or billed separately, does prevailing wage still apply?
Answer: Yes.

71. Section 6 States: TERM OF CONTRACT: The awarded contract will be for the three (3) year period beginning April 1, 2014 through March 31, 2017. Our assumption is this is an error. Can you please advise the actual term of the agreement?
Answer: Reference Question #17.

72. Section 6.4 - Does the bidder have to respond to every product category?
Answer: No.

73. Please confirm the location of Exhibit J as described in Section 7, 1), B., g).
Answer: Reference Question #23.

74. Background Investigation is a required form; however, there will be subcontractors involved in the services portion of this proposal that are hereto yet unidentified. Do we just need to confirm the form has been received and the form completed as work is performed?
Answer: Reference Question #35

75. Will a D&B report from the last 6 months be sufficient to provide in response to this RFP?
Answer: Yes.

No further clarifications will be provided by the County of DuPage and National IPA.

Please be sure to acknowledge receipt of this addendum on page 33 (Proposal Form) of the Request For Proposal document.

Thank you for your attention in this matter.
Sincerely,
Debby Thompson
Debby Thompson, CPPB
DuPage County Buyer

NATIONA

ATTACHMENT A

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

EXAMPLE

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

NATIONAL | Furniture with Personality®

1.0 Scope of National Cooperative Contract

1.1 Requirement

The County of DuPage, Illinois (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 systems furniture, free-standing furniture, seating, filing systems/equipment, interior solutions, and related product and support services. 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 $75 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:

i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
ii. 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:
   i. Creation and distribution of a co-branded press release to trade publications within first 10 days
   ii. Announcement, contract details and contact information published on the company website within first 30 days
   iii. Design, publication and distribution of co-branded marketing materials within first 90 days
   iv. 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
   v. 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.
   vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
   vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, etc.)
   viii. 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:
   i. Marketing
   ii. Sales
   iii. Sales Support
   iv. Financial Reporting
   v. 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 IPA Exhibit A – NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

1.0 Scope of National Cooperative Contract

1.1 Requirement

The County of DuPage, Illinois (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 systems furniture, free-standing furniture, seating, filing systems/equipment, interior solutions, and related product and support services. 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.

National acknowledges and agrees.

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 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")

National acknowledges and agrees.

1.3 Estimated Volume

The dollar volume purchased under the Master Agreement is estimated to be approximately $75 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.

National acknowledges and agrees.

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.
National acknowledges and agrees.

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.

National acknowledges and agrees.

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.
National acknowledges and agrees.

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.
National acknowledges and agrees.

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.

National agrees that, considering a Representative Total Usage, the pricing offered under the Master Agreement is lower than the overall available pricing for any public sector national or multi-state cooperative/group purchasing agreement), excluding GSA, federal government and healthcare group purchasing organization sales ("Public Agency Cooperative"), that enters into a Comparable Contract directly with National, as further provided herein. A Comparable Contract is a separate, written agreement entered into after the Effective date of the Master Agreement that contains similar terms and conditions, concerns a Public Agency Cooperative with the same approximate spending pattern and product mix, and provides for similar delivery and payment conditions. "Representative Total Usage" shall mean the total purchase for a consecutive six (6) month period (inclusive of any fees, rebates, and other charges and discounts and exclusive of any restricted items) of the top ten (10) National IPA customers utilizing National as their primary vendor for the products and services offered under the Master Agreement, as determined by National. If, during the term of this Master Agreement, National IPA becomes aware that its pricing may be higher than a Comparable Contract, as set forth above, National IPA may request an aggregate price comparison analysis of this Master Agreement (using the Representative Total Usage) against the Comparable Contract. If such aggregate price comparison analysis indicates that the Comparable Contract pricing is more favorable, upon the request of National IPA, National will agree to renegotiate in good faith the pricing terms of this 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

National acknowledges and agrees.

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.

OUR PAST, OUR PRESENT, AND OUR FUTURE

In 1980, National Office Furniture joined the contract office furniture market with a goal to be a standout. By offering quality furniture at a better value and with shorter lead times, National jumped onto the scene and customers jumped at the opportunity to get the furniture they wanted in the budget and timeframe they needed. With exceptional value and design-driven products focused on today's working environments, we continue to grow and introduce innovative solutions that create spaces where people want to be.

Quality, reliability, safety, style, sustainability, productivity, and affordability aren't concepts that are taken lightly at National. We are dedicated to delivering each of these to our customers and partners. By nurturing relationships and making it a priority to do the right thing, we continue to prove that we have the right solutions for any space.

Our Corporate Headquarters is a prime example of how furniture from National can be used in any space. The 50,000 square foot facility, designed by the world renowned Gensler design firm, is full of innovative furniture, progressive work environments, and splashed with whimsy and humor throughout the space. With areas and furniture which help individuals collaborate, learn, interact, and focus, the Headquarters represents how customers use National's solutions in their own spaces.

FURNITURE WITH PERSONALITY

At National, we are Furniture with Personality. We take pride in our performance and know that our success is due to our employees. Our people create products; our people create experiences; our people are National. We believe it is important to embrace individuality and to nurture an atmosphere that encourages expression. With a diverse mixture of personalities, we can't wait to share our excitement, our energy, and our solutions with you.

PUTTING PERSONALITY ON THE MAP

Whether visiting our first-class manufacturing facilities or one of our LEED certified showrooms you'll experience National's unique personality throughout our operating footprint. We take great pride in providing clean, safe work environments that promote productivity, creativity and sustainability. This instills confidence and personal ownership that is passed along to you in the form of beautiful, quality furniture that your organization will enjoy for a very long time.

Corporate Headquarters

Product Development and Research Annex
Jasper, IN

Asian Pacific Supply Chain Organization (APSCO)

Showrooms

Jasper, IN
Corporate Showroom
LEED Gold

Atlanta, GA
LEED Pending

Boston, MA
LEED Pending

Chicago, IL
LEED Silver

Dallas, TX
LEED Gold

New York, NY
LEED Certified

Washington, D.C.
LEED Silver

Toronto, ON

Manufacturing Facilities

11th Avenue, Jasper, IN
282,634 sq. ft.

Santa Claus, IN
324,320 sq. ft.
LEED Silver

Fordsville, KY
194,566 sq. ft.

Danville, KY
158,307 sq. ft.

B. Total number and location of sales persons employed by your company.

National Office Furniture sales force consists of 80 people that cover all 50 states. This includes 6 Divisional Managers, 68 District Managers, 4 A&D Specialists, and 7 Showroom Managers.

C. Number and location of support centers (if applicable).

National Office Furniture 's distribution centers consists of 878 dealers located throughout the US. National Office Furniture currently has 7 showrooms located across the US and 1 in Canada. They include:
Jasper, IN
Atlanta, GA
Boston, MA
Chicago, IL
Dallas, TX
New York, NY
Washington D.C.
Toronto, ON

D. Annual sales for the three previous fiscal years.

2015 - $600,868,000 (Net Sales and Income measurements represent the continuing operations of Kimball International, Inc., and exclude the results of the spin-off of Kimball Electronics, Inc. operation.)
2014 - 1,285,347,000
2013 - 1,203,134,000

E. Submit your FEIN and Dunn & Bradstreet report
National Office Furniture FEIN: 63-0577594
See **ATTACHMENT 6 - *D&B report***

3.2 Distribution, Logistics

A. Describe how your company proposes to distribute the products/service nationwide.

National Office Furniture maintains relationships with over 800 dealer partners. These dealer partners have been specifically selected to sell, service and install particular segments of our total product offering based on their demonstrated performance, market awareness, expertise and sound financial business practices. Kimball Office will take the following steps to ensure customers are services throughout the country:
*Evaluation of product usage and application
*Consulting the agency to meet their functional needs
*Provide typical drawings, product specifications
*Provide keying plan
*Insure furniture plan meets the architectural power/voice/data plan
*Provide project schedule and product lead times
*Provide color samples
*Research, test and reserve any COM/COL on behalf of the agency
*Insure product specifications are correct and quoted accurately
*Assist or place the purchase order with the factory
*Reconcile the factory acknowledgement with the purchase order
*Schedule delivery and installation
*Product the installation drawers using emagine
*Provide status reports to the agency

*Walk thru the final installation – develop a punch list
*Complete the punch list with changes or replacements
*Invoice end user for completed project
*Train agency on use of and care/maintenance of products
*Obtain sign off or approval that job is completed
*Large projects will receive a binder of "as installed" furniture placement/plan
*Maintain floor plan or records for agency

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

National Office Furniture utilizes our dealer network to process any and all furniture orders from County of Du Page contracts. All products are manufactured by National's owned facilities. Our shipping is done by the use of Kimball International, Inc.'s own fleet of trucks and selected contracted carriers as well as our servicing dealers on a local basis. We carefully select specific carriers for regional locations to provide the expert and efficient service required to handle and deliver our furniture. Carriers who we have contracts with are:

ABF Freight Systems
Aspen Transportation
Averitt Express
B & J Trucking
Brandt
Caldwell Freight Lines
CH Robinson
Contract Furniture Transport (CFT)
Dallas & Mavis
Dayton Freight Lines
E.H. Hamilton Trucking
Edwards Distribution Services
Federal Express
Fischer Trucking Inc.
Haney Tuck Line
Landstar Ranger
MGM Transport
Nation's Express
North American Van Lines (STI)
Panther II
Perkins Furniture Transport
Pilot Air Freight
TW Transport
USF Holland
UPS Freight
Watkins & Shepard
WisewayMotor Freight
Worldwide Logistics
YRC (Formerly Roadway & Yellow)

C. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.

Logistics – Distribution Center 2
Santa Claus, IN
363,000 Square Feet
Logistics – Distribution Center 3
Jasper, IN
155,523 Square Feet
Logistics – Distribution Center 4
Jasper, IN
220,541 Square Feet
In addition to these facilities, National Office Furniture's network of over 800 dealers offers millions of square feet of warehouse space available locally to our customers.

D. State any return and restocking policy and fees, if applicable, associated with returns.

Due to the likelihood of damage, we discourage product returns. In the event a product return is found necessary, we will make every attempt to help the dealer keep the product in the field. Please contact a National Authorized dealer for assistance on this service. If attempts to keep the product in the field are unsuccessful, National will allow returns on stocking items only with the following stipulations:

-50% Restocking Fee
-Freight Charge prepaid by dealer
-Product never removed from original carton
-Product must be returned within 30 days of Returns Good Authorization (RGA) date
-Credit will not be issues if product is returned damaged

Freight damage, signs of usage or removal from original carton, or missing parts will result in credit not being issued. All returns require written authorization; any unauthorized return will not receive credit. National will not be responsible for resolving damage claims on returned product.

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:

i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
ii. 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

National Office Furniture's ninety-day plan following award is to communicate and train all National Office Furniture employees on the contract terms. This will be done through an electronic training tool. The field sales organization will then train all dealer partners on the contract with creative marketing pieces that will allow the consumers to understand program. National will also do an email blast to all public sector who have participated in the program about the award.

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:

i. Creation and distribution of a co-branded press release to trade publications within first 10 days
National Office Furniture will enhance our current co-branded pieces to include information about award and benefits of the contract.

ii. Announcement, contract details and contact information published on the company website within first 30 days
National Office Furniture will update www.nationalofficefurniutre.com about award and update any contract information within the first 30 days of award.

iii. Design, publication and distribution of co-branded marketing materials within first 90 days
National Office Furniture will design and distribute a co-branded marketing piece showing the benefits of the contract. This will be a flyer, PDF opt. and link to the website.

iv. 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
National Office Furniture will attend and participate with National IPA at national conferences and regional conferences. National Office Furniture will strategize with National IPA on what conferences and meetings will be beneficial for attendance.

v. 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.
National Office Furniture will attend and exhibit in NIGP Annual forums and provide reasonable assistance to the overall promotion and marketing efforts of NIGP as long at National IPA is a supporter.

vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
National Office Furniture will market and promote the Master Agreement throughout the term of the contract.

vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, etc.)
National Office Furniture will market and promote the Master Agreement throughout the term of the contract.

viii. 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
National has been very successful in the past eight years marketing National IPA. Between the start of the contract and today, we have improved our sales over 100%. Upon award, we will immediately work with your team to add to the existing marketing materials for distribution to the agencies direct, through our authorized dealer distribution, and field sales.

With a new and expanded emphasis being placed on the markets covered, we have a dedicated Vertical Market Program Manager who will educate over 800 dealers and 71 National field sales managers. The first 30 days will be dedicated to training all members of the National team and authorized dealers about the Master Agreement. This will be done through team meetings that are held weekly or bi-monthly. We will have a target account list distributed to members of the team through our Contact/Opportunity Management System (Salesforce.com) that will track the contacts.

After 30 days, we will meet as a team to implement the next 60 day plan. We will use the tools National has to meet with you to discuss a more focused list based on the findings in the 30 day plan. The Vertical Market Program Manager will meet with your team to share successes, identify obstacles and plan an attack as a team approach. We will coordinate trade shows, sales initiatives, and installation reviews for certain accounts.

National currently has a dedicated National IPA page on our website, which links to your home page, which will be refined and improved. We will link directly to the copy of the original request, contract etc. National will also have a link to our products and pricing to allow our customers to quickly see our agreement with 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.
National has been a member of National IPA since 2007 and has been successful in transitioning accounts accepted by National IPA over to the National IPA agreement. National has had a dedicated Segment and Sustainability Marketing Manager on staff who has focused on the marketing tools for National IPA and will continue. With a new and expanded emphasis being placed on the markets covered, we have a dedicated Vertical Market Program Manager who will educate over 800 dealers and 71 National field sales managers. We will have a target account list distributed to members of the team through our Contact/Opportunity Management System (Salesforce.com) that will track the contacts.

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.
National Office Furniture has and agrees to continue to provide our company logo to National IPA and provides permission for reproduction of our 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
National Office Furniture has acknowledged the above request and will continue to follow up with leads established by National IPA in a timely manner and will continue to take a proactive approach to public agencies nationwide.

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
National's plan will address both the initial education, and the ongoing training for our employees. Training will start with our Vertical Market Program Manager who focuses on State, Local, Healthcare, and Education. We will integrate the information of the new Master Agreement into our new employee training as well as a page on our internal website with all appropriate and necessary information about the County of DuPage and National IPA agreement. We will continue to provide a membership listing on our internal website on all agencies that can access National IPA. National will provide our field sales with any changes to the current National IPA agreement when awarded.

G. Provide contact information for the person(s), who will be responsible for:
i. Marketing
Lisa Schmidt, Segment Marketing Manager - (812) 482.8932
ii. Sales
Amy Maxey, Vertical Market Program Manager - (812) 481-6356
iii. Sales Support
Melissa Fuller, Inside Sales Specialist - (812) 481-6497
iv. Financial Reporting
Paula Wehr, Sales & Marketing Analyst - (812) 482-8105
v. Contracts
Amy Maxey, Vertical Market Program Manager - (812) 481-6356

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.

Vice President, Sales – Michael Roch
(312) 753-9428
Michael.Roch@NationalOfficeFurniture.com
Michael Roch, the Vice President, Sales has five (6) Division Managers that report to him. Under each Division Manager, there are several District Managers, A&D Representatives, Showroom Managers, and Government Sales Managers

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

National Office Furniture will market and transition the Master Agreement to all local, state, and higher education facilities through our trained field sales and authorized dealer network. National Office Furniture has a reputation for implementing a strategy to grow sales quickly. National will continue to emphasize sales to education and the local government market.

National also has a dedicated Vertical Market Program Manager to this market. The Vertical Market Program Manager will meet with your team to share successes, identify obstacles and plan an attack as a team approach.

National's goal is to develop strong relationships with the customers to ensure that they are knowledgeable of National's products, culture, and reputation. We will assist our dealer partners in their servicing efforts by provide award-winning training programs, customer service, and on-line tools. National expects our dealer partners to assist in the training to hit an aggressive sales goal.

National will continue to work with your team to create marketing materials that will be distributed to the agencies direct, through our authorized dealer distribution and our field sales. National will coordinate all trade shows, sales initiatives, and installation reviews for certain accounts**.**

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.

National has developed a very effective strategy to market, promote and maintain a successful program through National IPA.

National begins with the initial education of any new hires throughout the organization that will directly or indirectly influence National's success with the National IPA program, primarily National's Customer Service Team, Sales Team and IT Department. National continues to nourish that training with continued refresher trainings and updates, as well as provide a primary point of contact within the organization for individuals to go to for questions throughout the year. National continues the education process to increase sales through our dealer distribution through dealer presentations both at the National headquarters, as well as on site. National IPA is routinely referred to in general communications to keep it top of mind, and the new agency list is routinely distributed to the appropriate parties encouraging communication with the new agencies to welcome them to the National IPA program and introduce them to National Office Furniture.

National's marketing and sales efforts include:

- A landing page on NationalOfficeFurniture.com dedicated to National IPA featuring a link to National IPA's website.
    - National's team is proficient with assisting agencies registering for National IPA, and is capable of answering questions regarding the program.
- Co-branded flyers, email templates and print ads available on NationalOfficeFurniture.com promoting National IPA
- Reports specifically run for National IPA available to National field sales team to review and discuss with our dealer distribution
- Consistent awareness throughout National's organization National's process for timely new participant set up includes:
- New agency listing is pushed to National's field sales encouraging communication to welcome the new agencies to the National IPA program and introduce them to National Office Furniture
- Multiple touch emails are sent to new agencies introducing National as a supplier to National IPA
- New agency listing is housed on National's internal website for immediate availability to National employees at all times

- 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.

Customer Name	Address	City	State	Zip Cde	Contact Name	Contact Phone	Contract Sales
HOUSTON COMMUNITY COLLEGE	3100 MAIN ST	HOUSTON	TX	77002			1,305,902
THE UNIVERSITY OF TEXAS M	301 UNIVERSITY BLVD	GALVESTON	TX	77555	Eric Williams	(409) 747-8000	1,297,983
TEXAS CHRISTIAN UNIV	2800 S UNIVERSITY DR	FORT WORTH	TX	76129	Roger Fuller	(817) 257-6122	729,653
VANDERBILT UNIVERSITY	3101 W END AVE	NASHVILLE	TN	37240	Chuck Nicholas	(615) 322-2917	457,422
COLLEGE OF SOUTH NEVADA	3200 E CHEYENNE AVE	NORTH LAS VEGAS	NV	89030	Rob Maher	(702) 651-4223	413,288
UNIV OF TEXAS SYSTEM THE	1616 GUADALUPE STE 7.202	AUSTIN	TX	34365	Jennifer Murphy	(512) 499-4366	411,255
WEST VIRGINIA UNIVERSITY	PRESIDENTS OFFICE BOX 6201	MORGANTOWN	WV	26506	Cindy Summers	(304)-293-3194	402,859
PROMEDICA HEALTH SYSTEM	2142 N COVE BLVD	TOLEDO	OH	43606	Nick Link	(419) 291-5206	394,420
UNIVERSITY OF FLORIDA		GAINESVILLE	FL	32611	Lisa Deal	(352) 392-1331 x233	380,271
CITY OF WESTLAND MI	32715 DORSEY RD	WESTLAND	MI	48186	Daniel Bourdeau	(734) 467-7952	342,534
							6,135,586

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.

National accepts hardcopy printed orders and in the event the end user wants to submit the orders directly, we accept by facsimile, electronic, and through our dealers EDI program. Due to the variety of options available in office furniture products, we not currently accept internet orders. However, we do work with our dealers to allow them to take your specifications and process them through EDI. Our dedicated internal support team closely manages and monitors the orders upon receipt, reviewing data electronically through the SAP order management system. National does not have any minimum order requirements.

Once an order is entered, the acknowledgment will be sent to the participating dealer within 36 hours of order entry. The acknowledgement will provide ship dates for the product ordered and the total cost of the product. Customer Service can be reached at 1-800-482-1717, Monday – Thursday 7:30am-8:00pm EST and Friday 7:30am-6:00pm EST for any service needs between order entry and after receipt of product.

Visa and MasterCard are accepted form of payment with signature. National will also accept payment through wire transfer or ACH. If this is a direct bill, we invoice per shipment at the time of shipment. If and Authorized National dealer is purchasing from us and invoicing County of Du Page, the dealer's invoices processes would apply.

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.
$**1.2 Million** in year one
$**1.3 Million** in year two
$**1.4 Million** 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.
National will lead with National IPA, however; to clarify that National IPA does not expect National to walk away from sales opportunities when the end user rejects use of National IPA, the following changes are requested. For avoidance of doubt, National IPA does not expect to be paid an Administrative Fee on sales for which it's use is rejected by the end user and it performs no functions in relation to those sales.

i. Respond with Master Agreement pricing (Contract Sales reported to National IPA).
National acknowledges and agrees.

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.
National will comply with this request. Lower pricing given to National IPA members due to competitive reasons will be reported to National IPA under the Master Agreement unless they have an existing standard agreement with National Office Furniture at time of award. National will then review in detail when existing contract is up for renewal.

iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement.
It is considered a refusal if the Public Agency utilizes a bid/RFP/RFQ process or otherwise chooses not to utilize National IPA. Sales under this section of refusal by Public Agency are not considered Contract Sales under National IPA and Administration Fee is not owed.

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.
National will lead with National IPA contract, however; in the event of an award of the higher, non-National IPA Master Agreement proposal, sales would not be considered Contract Sales and no Administrative Fee is owed.

Detail your strategies under these options when responding to a solicitation.
National agrees that the County of DuPage / National IPA Furniture Master Agreement will become our primary furniture offering to public agencies, including counties, cities, states, K-12, non-profits and higher education institutions. Pricing offered under the National IPA program will be consistent with National's Pricing Commitment as defined in National's response to Section 2.2 of Exhibit A.

NATIONA

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 National Office Furniture, Inc. (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.

EXAMPLE

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)

EXAMPLE

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 __% 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 C, 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

EXAMPLE

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

EXAMPLE

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
Kevin McCoy	Ward H. Brown
Name	Name
President	Chief Operating Officer
Title	Title
Date	Date

EXAMPLE

NATIONA

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

EXAMPLE

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.

EXAMPLE

NATIONA

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

EXAMPLE

National IPA 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 IPA Exhibit F – NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

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 BROOKINGS, OR
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 REDMOND, OR
CITY OF REEDSPORT, OR
CITY OF RIDDLE, OR
CITY OF ROGUE RIVER, OR
CITY OF ROSEBURG, 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 SILVERTON, OR
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 WEST LINN, 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

EXAMPLE

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
PORTLAND FIRE AND RESCUE
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
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
CADDO PARISH SCHOOL DISTRICT
CALCASIEU PARISH SCHOOL DISTRICT
CANBY SCHOOL DISTRICT
CANYONVILLE CHRISTIAN ACADEMY
CASCADE SCHOOL DISTRICT
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
JUNCTION CITY SCHOOLS, OR
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
MARIST HIGH SCHOOL, OR
MCMINNVILLE SCHOOL DISTRICT NOAO

EXAMPLE

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
NEWBERG PUBLIC SCHOOLS
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
PLEASANT HILL SCHOOL DISTRICT
PORTLAND JEWISH ACADEMY
PORTLAND PUBLIC SCHOOLS
RAPIDES PARISH SCHOOL DISTRICT
REDMOND SCHOOL DISTRICT
REYNOLDS SCHOOL DISTRICT
ROGUE RIVER SCHOOL DISTRICT
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 PUBLIC SCHOOLS
SUTHERLIN SCHOOL DISTRICT
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

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
GEORGE FOX UNIVERSITY
KLAMATH COMMUNITY COLLEGE DISTRICT
LANE COMMUNITY COLLEGE
LEWIS AND CLARK COLLEGE
LINFIELD COLLEGE
LINN-BENTON COMMUNITY COLLEGE
LOUISIANA COLLEGE, LA
LOUISIANA STATE UNIVERSITY
LOUISIANA STATE UNIVERSITY HEALTH SERVICES
MARYLHURST UNIVERSITY
MT. HOOD COMMUNITY COLLEGE
MULTNOMAH BIBLE COLLEGE
NATIONAL COLLEGE OF NATURAL MEDICINE
NORTHWEST CHRISTIAN COLLEGE
OREGON HEALTH AND SCIENCE UNIVERSITY
OREGON INSTITUTE OF TECHNOLOGY
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

EXAMPLE

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

EXAMPLE

NATIONA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA Inc. 400 West Market Street, Suite 700 Louisville, KY 40202 360024-Kimba-Cas-15-16	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED Kimball International, Inc. and all subsidiaries 1600 Royal Street Jasper, IN 47549	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Travelers Prop. Casualty Co. of America — 25674 **INSURER B :** Travelers Indemnity Co Of America — 25666 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** CLE-003290995-17 **REVISION NUMBER:** 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X $250,000 RETENTION GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			TC2JGLSA8B344598	04/01/2015	04/01/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 10,000 1,000,000 2,000,000 2,000,000
	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			TC2JCAP8B344550	04/01/2015	04/01/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) LIABILITY DEDUCTIBLE	$ $ $ $ $	2,000,000 250,000
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000			ZUP91M2838	04/01/2015	04/01/2016	EACH OCCURRENCE AGGREGATE	$ $	5,000,000 5,000,000
A B A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		TC2HUB466K5250 (AOS) TRJUB466K5262 (AZ, MA, WI) TWXJUB466K5458 (IN, KY, ID) SIR all WC policies - $500,000	04/01/2015 04/01/2015 04/01/2015	04/01/2016 04/01/2016 04/01/2016	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Proposal #P10-004

The County of DuPage is included as additional insured where required by written contract with respect to general liability.

CERTIFICATE HOLDER

DuPage County Procurement
Services Division
Debby Thompson, CPPB
DuPage County Buyer
421 North County Farm Road
Wheaton, IL 60187-3978

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE of Marsh USA Inc.

John C Logan

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NATIONA

Our Products Reflect Stewardship Sustainable Products

Product stewardship is our focus. We actively pursue ways to minimize the impact of our products on the environment. This means designing products that save resources, have longer life, use clean manufacturing, meet indoor air requirements, recycle easily and include many other sustainable attributes.

Our products earn the stringent Indoor Advantage Gold™ mark from Scientific Certification Systems (SCS) for meeting Indoor Air Quality criteria, which can assist organizations seeking LEED® certification. Additionally, our products meet the multi-faceted criteria set forth in the ANSI/BIFMA e3 Sustainability Standard and are certified to the level® program. Products can be awarded level® 1, level® 2 or level® 3 based on their score, with level® 3 being the highest award a product can achieve. We are proud that virtually all of our products are certified to level® 2 or 3.

By giving customers the option of Forest Stewardship Council (FSC®) certified wood, we offer products that are not only economically viable, but are environmentally responsible and socially beneficial. What's more, National casegoods include an average recycled material content of 82% and a wide range of 100% recycled polyester choices are available for upholstered seating products. Our packaging is virtually 100% recyclable or reusable and our casegoods packaging contains an average of 60% recycled content, while our seating packaging contains an average of 50% recycled content.

National's manufacturing facilities are registered to the ISO 14001 standard. This management tool enables us to identify and control the environmental impact of our operations, continually improve our company's environmental performance and systematically set environmental objectives and demonstrate their achievement.

At National, we realize that the environmental impact of a product throughout its entire life is important. Thus, we have conducted a Life Cycle Assessment (LCA) that is compliant to ISO 14040/14044 on a number of our products. LCA is a method of addressing the environmental aspects throughout a product's life cycle from raw material acquisition through production, use, end-of-life treatment and disposal. An LCA can help us establish targets for lessening the product's environmental impact.

ecoScorecard℠

For comprehensive sustainability information that includes LEED® point contribution information, visit NationalOfficeFurniture.ecoScorecard.com.
For the most recent listing of certified products, visit www.NationalOfficeFurniture.com/sustainability.

	SCScertified INDOOR AIR QUALITY Indoor Advantage | Furniture GOLD	level 2	level 3	FSC www.fsc.org FSC® C010237 The mark of responsible forestry	LCA
Casegoods					
Arrowood™, Veneer	✔		✔		✔
Arrowood™, Laminate	✔		✔	✔	✔
Barrington®	✔		✔		✔
Captivate®	✔		✔		✔
Casbah®	✔		✔	✔	✔
Clever®	✔		✔		
Epic™	✔		✔	✔	
Epic™ **with Epicenter**	✔	✔		✔	
Escalade®	✔		✔		✔
Flourish™	✔		✔		
Hiland™	✔		✔		✔
Renegade™	✔		✔		✔
Roosevelt™	✔		✔		
WaveWorks® Casegoods, Veneer	✔		✔	✔	✔
WaveWorks® Casegoods, Laminate	✔		✔	✔	✔
WaveWorks® Casegoods, Laminate/Wood Rim	✔		✔	✔	✔
WaveWorks® Casegoods and Storage, Metal	✔		✔		
WaveWorks® Worksurfaces, Veneer	✔		✔	✔	✔
WaveWorks® Worksurfaces, Laminate	✔		✔	✔	✔
WaveWorks® Worksurfaces, Laminate/Wood Rim	✔		✔	✔	✔
WaveWorks® Worksurfaces, Thermofoil	✔		✔		✔

800.482.1717
www.NationalOfficeFurniture.com

NATIONAL | Furniture with Personality®

	SCS certified INDOOR AIR QUALITY Indoor Advantage | Furniture GOLD	level 2	level 3	FSC www.fsc.org FSC® C010237 The mark of responsible forestry	LCA
Wall Rail Solution					
Exhibit™	✔		✔		
Dividers					
Chameleon® Polycarbonate Dividers	✔	✔			
Chameleon® Veneer Dividers	✔	✔			
Seating					
Acquaint™	✔		✔	✔	
Admire®	✔		✔	✔	
Arlington™	✔	✔		✔	
Aurora®	✔	✔		✔	
Confide™	✔		✔	✔	
Cinch®	✔	✔			
Davari™	✔		✔	✔	
Eloquence® Executive	✔	✔		✔	
Eloquence® Guest/Tandem/Bariatric	✔		✔	✔	
Eloquence® Lounge	✔		✔	✔	
Essay™	✔	✔			
Fringe™ Lounge	✔		✔	✔	
Fuel®	✔	✔		✔	
Gotcha®	✔	✔			
Jewel™					
Jiminy™	✔	✔			
Medalist™	✔	✔		✔	
Mix-it®	✔	✔			
Monterrey™	✔		✔	✔	
Pennant™	✔		✔	✔	
Remedy®	✔	✔		✔	
Reno®	✔		✔	✔	
Respect®	✔	✔		✔	
Swift™	✔		✔	✔	
Tag®	✔	✔		✔	
Timberlane™	✔		✔		
Triumph™	✔	✔			
Wander™	✔				
Whimsy™	✔		✔		

	SCS certified INDOOR AIR QUALITY Indoor Advantage | Furniture GOLD	level 2	level 3	FSC www.fsc.org FSC® C010237 The mark of responsible forestry	LCA
Media Storage/Presentation Components					
Arrowood™ Components	✔		✔		
Barrington® Components	✔		✔		
Captivate® Components	✔		✔		
Casbah® Components	✔		✔	✔	
Clever® Components	✔		✔		
Epic™ Components	✔		✔	✔	
Escalade® Components	✔		✔		
Flourish™ Components	✔		✔		
Hiland™ Components	✔		✔		
Roosevelt™ Components	✔		✔		
Universal Components	✔		✔		
WaveWorks® Components	✔		✔	✔	
Conference Table Tops/Bases					
Arrowood™ Tops	✔		✔		
Barrington® Tops	✔		✔		
Captivate® Tops	✔		✔		
Casbah® Tops	✔		✔	✔	
Clever® Tops	✔		✔		
Epic™ Tops	✔		✔	✔	
Escalade® Tops	✔		✔		
Flourish™ Tops	✔	✔			
Hiland™ Tops	✔	✔			
Mio™ Collaborative Tables	✔	✔			
Universal Tops	✔		✔		
WaveWorks® Tops	✔		✔	✔	
Basic Veneer Bases	✔	✔			
Basic Laminate Bases	✔				
Barrington® Bases	✔	✔			
Captivate® Bases	✔	✔			
Epic™ Bases	✔	✔			
Escalade® Bases	✔	✔			
Queen Anne Veneer Bases	✔	✔			
Metal Bases	✔				

	SCS certified INDOOR AIR QUALITY Indoor Advantage | Furniture GOLD	level 2	level 3	FSC www.fsc.org FSC® C010237 The mark of responsible forestry	LCA
Training Tables					
Fold™ Tables	✔			✔	
WaveWorks® Flip/Nest Training Tables	✔		✔	✔*	
Occasional Tables					
Arrowood™	✔	✔			
Barrington®**/Roosevelt**™	✔	✔			
Captivate®	✔	✔			
Casbah®	✔	✔			
Confide™ Veneer Tops	✔	✔			
Confide™ Laminate Tops	✔	✔			
Clever®	✔	✔			
Eloquence® Veneer Tops	✔	✔			
Eloquence® Laminate Tops	✔	✔			
Epic™	✔	✔			
Fringe™ Veneer, Laminate	✔	✔			
Escalade®	✔	✔			
Myriad™ Veneer	✔	✔			
Myriad™ Laminate	✔	✔			
Pegos™	✔	✔			
Reno®	✔	✔			
Staccato™	✔	✔			
Swift™ Veneer	✔	✔			
Swift™ Laminate	✔	✔			
Tag™ Veneer Tops	✔	✔			
Tag™ Laminate Tops	✔	✔			
Triumph™	✔	✔			
Bookcases/Files					
Universal Bookcases	✔	✔			
Universal Lateral Files	✔		✔		
WaveWorks® Metal Storage	✔		✔		

* Does not apply to Thermofoil

Updated July 2015

NATIONA

Scientific Certification Systems, Inc.
2200 Powell Street, Suite 725
Emeryville, CA 94608
Tel: +1.510.452.8000
Fax: +1.510.452.8001
www.SCScertified.com

May 6, 2010

John Shank
Kimball International Inc.
1600 Royal Street
Jasper, IN 47549

Re: LCA Study of Wood (Veneer) CaseGoods, April 29, 2010

Dear John,

This letter is written as a response to your request to have a supplied statement that SCS has reviewed the submitted LCA study of Wood (Veneer) CaseGoods Workstation for Kimball Furniture Groups, prepared by Industrial Ecology Consultants on April 29, 2010. The LCA study was reviewed and used to meet credit 5.3 of the BIFMA Furniture Sustainability Standard (BIFMA e3-2008) requirement for Veneer Casegoods manufactured for Kimball Office and National Office Furniture using a UV finish at the Santa Claus, Fordsville, Salem, and 15th Street facilities. The maximum Life Cycle Assessment credits were achieved as it was determined the following criteria were met according to the standard:

- 5.3.1 The company provided evidence that the life cycle assessment framework has been incorporated into product design by applying the first two of the four LCA components in ISO 14040 and ISO 14044 (Goal and Scope Definition and Life Cycle Inventory). The LCA boundary encompassed extraction of raw materials through end of product life.
- 5.3.2 The company provided evidence that an LCA was completed utilizing all four components in the ISO 14040 and ISO 14044. At a minimum the impact categories included Global Warming Potential.
- 5.3.3 The company demonstrated compliance to 5.3.2 and provided evidence that the company completed an independent third-party review of its LCA.

If further information or explanation is required, please contact me at 510-452-6389.

Sincerely,

Marc Lipoff
Program Associate, Indoor Air Quality+levelTM
tel: 510.452.6389 | fax: 510.452.6883
MLipoff@scscertified.com

ATTACHMENT 4 - Limited Lifetime Warranty

National warrants that each piece of furniture will be free from defects in workmanship given normal use and care for as long as you, the original customer, owns and uses the product.

Normal use is defined as the equivalent of a single shift, 40 hour work week. In the event that a product is used more than normal use, the applicable warranty period will be reduced to 12 years and items that fall under different warranty limitations, as listed below, will be reduced to one-third (ex: Wood chair frames will be 4 years instead of 12 years). National, at its option, will repair or replace with comparable product any product, part or component shipped after September 1, 2000, if the claim is eligible under the conditions of this warranty.

Limitations

Twelve Years	Wood Chair Frames
Ten Years	Seating Controls, Wood Veneers and Laminates
Five Years	High wear parts such as: Electrical Components, Polymer Based Components, Pneumatic Cylinders, Swivel Arm Pads, Casters, Chair Glides, Textiles, Foam, Covering Materials and Decorative Trim

Exceptions: Boardwalk, Cachet, Russo, Stardust and Strand upholstery offer a 3 year warranty

Exclusions

This warranty does not apply to:

- Damage caused by a carrier
- Normal wear and tear which is to be expected during the period of ownership
- Appearance, durability, quality, behavior, colorfastness or any other attribute of COM (Customer's Own Materials) or any other non-standard National material (including Maharam, Momentum and cf stinson) specified by the customer after application to a National product
- Color, grain or texture of wood, laminate and other covering materials
- Non-compliance with installation and maintenance instructions
- Damages or failures resulting from modifications, alterations, misuse, abuse or negligence of our products

Gotcha™ 24 Hour Use Seating

Warranty on Gotcha 24 Hour Use models is 5 years from date of purchase for seating controls and pneumatic cylinders and 2 years from date of purchase for casters, textiles and foam.

Engineer-to-Order Products

National warrants all Engineer-to-Order products to be free from defects in workmanship given normal use and care for 3 years of single shift service.

Finish Warranty

Minor variations in finish color may occur due to the unique texture and grain of wood.

Follow these procedures to process warranty issues:

1. Contact National Customer Service (800.482.1717) and provide them with the serial number from the product in question and the purchase order number or acknowledgement number and a detailed description of the warranty issue. **Serial numbers are mandatory before the claim can be processed.**
2. Customer Service will determine and pre-approve all resolutions to the claim such as replacement units, service parts, labor and repair charges. Upon approval, resolutions will be assigned an authorization number.
3. The authorization number must be included on all invoices for reimbursement. Any unauthorized charges will not be the responsibility of National.

As the manufacturer of your furniture, we stand behind our craftsmanship and pledge to do everything we can to resolve any problems you may have within the terms of this warranty as quickly as possible.

There are no other warranties except as expressly set forth here, either expressed or implied including any warranty of merchantability or fitness for any particular purpose. We exclude and will not pay consequential or incidental damages under this warranty.

National Office Furniture
1205 Kimball Boulevard
Jasper, Indiana 47549
800.482.1717
Fax 812.482.8800
www.NationalOfficeFurniture.com

NATIONA

Division	Territory	Description	District Manager
30 - North	300	New England (Eastern Massachusetts/Greater Boston area)	Susannah Bowers
30 - North	300	New England (Rhode Island; some coverage of Eastern Massachusetts)	Anne Hefferman
30 - North	300	New England (Maine, Vermont, New Hampshire; some coverage of greater Eastern Massachusetts)	Andy Wilson
30 - North	301	New York City, NY (also, Nassau and Suffolk counties--'Long Island')	Timothy Gallagher
30 - North	301	New York City, NY	OPEN
30 - North	302	Northern New Jersey (Mercer and Monmouth counties, and points north)	OPEN
30 - North	302	Northern New Jersey (Mercer and Monmouth counties, and points north)	Jennifer Faber
30 - North	303	West Massachusetts; Connecticut; Orange County, NY	Harry Greenfield
30 - North	304	Upstate [Northern] New York (does NOT include Orange, Putnam, Duchess or Westchester counties)	Halina Blaszkowiak
30 - North	305	Eastern Pennsylvania; Delaware; Southern New Jersey (Burlington and Ocean counties, and points sou	Mike Bradley
30 - North	305	Eastern Pennsylvania; Delaware; Southern New Jersey (Burlington and Ocean counties, and points sou	Pamela Sullivan
31 - East Central	306	Northern Virginia (Reston, Chantilly, Dulles, Fairfax, Tysons Corner down to Fredericksburg, out to Wir	DanThanh Dang
31 - East Central	306	Maryland; shares District of Columbia w/ Ellen NeSmith. Covers OMW.	Anna Severn
31 - East Central	307	Virginia (Richmond, Charlottesville, Roanoke)	Todd Holdcraft
31 - East Central	307	SE Virginia (Williamsburg, Hampton, Newport News, Tidewater--VA Beach, Chesapeake, Norfolk, Suffo	Salina Traynham
31 - East Central	308	Ohio (Columbus, Findley)	Betsy Stewart
31 - East Central	309	Ohio (Cleveland, Youngstown, Akron)	Kirt Bachman
31 - East Central	310	Michigan (Detroit and points north; Grand Rapids, East Lansing, Ann Arbor, Traverse City)	Bill Bock
31 - East Central	310	Michigan (Detroit and points south); Toledo and Midland, Ohio	Dan LaParl
31 - East Central	311	Ohio (Cincinnati, Dayton); West Virginia (Charleston, Huntington, Beckley, Parkersburg). Northern KY,	Sue Burghard
31 - East Central	312	Northern Indiana (Indianapolis, Terre Haute, Ft. Wayne, South Bend, Bloomington)	Bob Williams
31 - East Central	314	Pennsylvania (Pittsburgh, Erie); Northern West Virginia (Wheeling, Morgantown, Fairmont, Clarksburg	Rob Karl
32 - South	320	Georgia (Atlanta; central and southern GA)	Victor Greene
32 - South	320	Alabama (ALL except Mobile)	Katie Matkosky
32 - South	320	Georgia (Atlanta; northern, eastern western GA); Eastern Tennessee (Chattanooga, Knoxville)	Chris Watson
32 - South	321	Southeast Florida	Michael Migatz
32 - South	321	Central Florida (Tampa and Orlando)	Jeff Overton
32 - South	322	Northern Florida (Jacksonsville, Gainesville, Tallassee, Pensacola, Panama City); Mobile, AL	Taylor Frier
32 - South	322	Central Florida (Tampa and Orlando)	Jeff Overton
32 - South	322	Central FL (Orlando, Daytona Beach, Melbourne, Gainesville, Ocala)	Bob Walsh
32 - South	323	Louisiana; Mississippi	Adam Graff
32 - South	324	Tennessee (with the exception of the eastern part, such as Chattanooga and Knoxville)	Jennie Tatum
32 - South	326	North Carolina (all, except the southern tip of NC, such as Charlotte and Asheville)	Grayson Fitz
32 - South	327	South Carolina; North Carolina (southern part, such as Charlotte and Asheville)	OPEN
32 - South	327	South Carolina; Charlotte, North Caroline	Denise Zoratti-Hill
32 - South	328	Kentucky; Southern Indiana (Jasper and south area, such as Evansville)	Lisa DeFreese
32 - South	380	Caribbean	Jeff Overton

33 - West Central	313	Chicago, IL; Northwest Indiana (Lake and Porter counties)	Mike Cebry
33 - West Central	313	Chicago, IL; Northeastern Iowa (with the exception of Dubuque)	Randy Furio
33 - West Central	333	Kansas; Western Missouri (Kansas City) & St. Joseph, MO	Genene Hayden
33 - West Central	334	Missouri; Southern Illinois	Steve Levers
33 - West Central	334	Missouri; Southern Illinois	Dawn Sweatt
33 - West Central	335	Nebraska; Iowa; South Dakota	Martin Thoendel
33 - West Central	336	Wisconsin (greater Madison area: south to Janesville; IL/IA borders, also including Dubuque in Iowa [c	Kevin Carmody
33 - West Central	336	Wisconsin (greater Milwaukee area: south to IL border; west to, but not including, Madison; north to,	Jennifer Drake
33 - West Central	338	North Dakota; Minnesota; portion of western Wisconsin	Paul Preston
33 - West Central	358	Colorado (Denver area and points north; Ft. Collins, Wyoming)	Colette (Coco) Koch
33 - West Central	358	Colorado (Denver area and points south; Fort Carson, Colorado Springs, Pueblo)	Jenn Vitella
34 - South Centra	330	Houston, TX	Jessica Barrios
34 - South Central	325	Arkansas; Oklahoma	Brenda Smith
34 - South Central	330	Houston, TX	Cynthia Flores
34 - South Central	330	Houston, TX	Babbie Patin
34 - South Central	331	South Texas	Kim Zeiler
34 - South Central	332	North Texas	Gwyn Strassel
34 - South Central	332	North TX (Dallas / Ft. Worth), West TX (Amarillo, Lubbock, Midland/Odessa, San Angelo)	Linda Barry
34 - South Central	332	North Texas	Amy Whitten
34 - South Central	339	New Mexico; El Paso, TX	OPEN
34 - South Central	350	Arizona; Las Vegas, NV	Mike Neis
35 - West	351	San Diego, CA	Linda Anderson
35 - West	351	Southern California	Charlene Morien
35 - West	351	Los Angeles/Southern California	Ann Fitzpatrick
35 - West	353	Los Angeles, CA	Kaylee Moroski
35 - West	354	Sacramento, CA; Reno, NV	Lyndee Cook
35 - West	355	San Francisco/Bay Area, California	Sheila Crow
35 - West	355	San Francisco/Bay Area, California	Paula Fierros
35 - West	356	Utah; Montana; Idaho	Connie Pinnell
35 - West	357	Washington, Oregon	Jennifer Teckenburg
37 - Canada	376	East Canada	Paula Phillips
37 - Canada	376	East Canada	Giovanna Ippolito
37 - Canada	377	West Canada	Sam Jenkins
38 - International	386	EMEA (Europe, Middle East, Africa)	Independent Reps (EMEA)

NATIONA

DNBi Risk Management

Printed By: Angela Mundy
Date Printed: July 08, 2015

Live Report : NATIONAL OFFICE FURNITURE, INC.

D-U-N-S® Number: 13-913-7611
Trade Names: (SUBSIDIARY OF KIMBALL FURNITURE GROUP, INC., JASPER, IN)
Endorsement/Billing Reference: angela.mundy@kimball.com

D&B Address

Address 1600 Royal St
Jasper, IN, US - 47549
Phone 812 482-1600
Fax

Location Type Single (Subsidiary)
Web www.furniture.kimball.com

Added to Portfolio: 08/02/2010
Last View Date: 07/06/2015
Endorsement : angela.mundy@kimball.com

Company Summary

Currency: Shown in USD unless otherwise indicated

Score Bar

PAYDEX®	75	Paying 8 days past due
Commercial Credit Score Class	1	Low Risk of severe payment delinquency.
Financial Stress Score Class	2	Low to Moderate Risk of severe financial stress.
Credit Limit - D&B Conservative	1,000,000.00	Based on profiles of other similar companies.
D&B Rating	1R3	1R indicates 10 or more Employees, Credit appraisal of 3 is fair

D&B Company Overview

This is a single (subsidiary) location

Mailing Address	PO BOX 460 JASPER,IN47549
Chief Executive	RICHARD FASSAR, V PRES
Year Started	1950
Management Control	2008
Employees	1200
SIC	5712
Line of business	Ret furniture
NAICS	442110
History Status	CLEAR

Detailed Trade Risk Insight™

Days Beyond Terms Past 3 Months
There is not sufficient reporting trading activity to generate 3 months Days Beyond Terms (a minimum of 3 trade experiences from at least 2 suppliers

Recent Derogatory Events

	Mar-15	Apr-15	May-15
Placed for Collection	-	-	-
Bad Debt Written Off	-	-	-

FirstRain Company News

This Company is not currently tracked for Company News

Powered by FirstRain

Public Filings

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	Number of Records	Most Recent Filing Date
Bankruptcies	0	-
Judgments	0	-
Liens	0	-
Suits	0	-
UCCs	0	-

The public record items contained herein may have been paid, terminated, vacated or released prior to todays date.

Corporate Linkage

This is a **Single (Subsidiary)** location

NATIONAL OFFICE FURNITURE, INC.
Jasper , IN
D-U-N-S® Number 13-913-7611

The Domestic Ultimate is
KIMBALL INTERNATIONAL, INC.
JASPER
D-U-N-S® Number 00-636-5803

The Parent Company is
KIMBALL FURNITURE GROUP, INC.
Indiana
D-U-N-S® Number 79-473-2313

Corporate Linkage

Domestic Ultimate

Company	City , State	D-U-N-S® NUMBER
KIMBALL INTERNATIONAL, INC.	JASPER , Indiana	00-636-5803

Parent

Company	City , State	D-U-N-S® NUMBER
KIMBALL FURNITURE GROUP, INC.	JASPER , Indiana	79-473-2313

Predictive Scores

Currency: Shown in USD unless otherwise indicated

D&B Viability Rating Summary

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months. The D&B Viability Rating is made up of 4 components:

Viability Score	Lowest Risk:1 Highest Risk:9

3		

Compared to All US Businesses within the D&B Database:

- Level of Risk: **Low Risk**
- Businesses ranked 3 have a probability of becoming no longer viable: **3 %**
- Percentage of businesses ranked 3: **15 %**
- Across all US businesses, the average probability of becoming no longer viable: **14 %**

3	**Portfolio Comparison**	Lowest Risk:1 Highest Risk:9

Compared to All US Businesses within the same MODEL SEGMENT:

- Model Segment : **Established Trade Payments**
- Level of Risk: **Low Risk**
- Businesses ranked 3 within this model segment have a probability of becoming no longer viable: **3 %**
- Percentage of businesses ranked 3 with this model segment: **11 %**
- Within this model segment, the average probability of becoming no longer viable: **5 %**

C	**Data Depth Indicator**	Predictive Data:A Descriptive Data:G

Data Depth Indicator:

- ✓ Rich Firmographics
- ✓ Extensive Commercial Trading Activity
- ✗ No Financial Attributes

Greater data depth can increase the precision of the D&B Viability Rating assessment.

Z	**Company Profile**	**Subsidiary**

Credit Capacity Summary

This credit rating was assigned because of D&B's assessment of the company's creditworthiness. For more information, see the D&B Rating Key

D&B Rating : **1R3**

Number of employees: 1R indicates 10 or more employees
Composite credit appraisal: 3 is fair

The 1R and 2R ratings categories reflect company size based on the total number of employees for the business. They are assigned to business files that do not contain a current financial statement. In 1R and 2R Ratings, the 2, 3, or 4 creditworthiness indicator is based on analysis by D&B of public filings, trade payments, business age and other important factors. 2 is the highest Composite Credit Appraisal a company not supplying D&B with current financial information can receive.

Below is an overview of the companys rating history since 08-21-2008

D&B Rating	Date Applied
1R3	08-21-2008

Number of Employees Total:	1,200

Payment Activity:	**(based on 21 experiences)**
Average High Credit:	4,300

Highest Credit:	45,000
Total Highest Credit:	57,350

D&B Credit Limit Recommendation

Conservative credit Limit	1,000,000
Aggressive credit Limit:	1,000,000

Risk category for this business : **LOW**

The Credit Limit Recommendation (CLR) is intended to serve as a directional benchmark for all businesses within the same line of business or industry, and is not calculated based on any individual business. Thus, the CLR is intended to help guide the credit limit decision, and must be balanced in combination with other elements which reflect the individual company's size, financial strength, payment history, and credit worthiness, all of which can be derived from D&B reports.
Risk is assessed using D&Bs scoring methodology and is one factor used to create the recommended limits. See Help for details.

Financial Stress Class Summary

The Financial Stress Score predicts the likelihood of a firm ceasing business without paying all creditors in full, or reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&Bs extensive data files. The Financial Stress Class of 2 for this company shows that firms with this class had a failure rate of 0.09% (9 per 10,000), which is lower than the average of businesses in D & B's database

Financial Stress Class : 2 (Lowest Risk:1; Highest Risk:5)

Lower than average risk of severe financial stress, such as a bankruptcy or going out of business with unpaid debt, over the next 12 months.

Probability of Failure:

Risk of Severe Financial Stress for Businesses with this Class: **0.09 %** (9 per 10,000)
Financial Stress National Percentile : **69** (Highest Risk: 1; Lowest Risk: 100)
Financial Stress Score : **1512** (Highest Risk: 1,001; Lowest Risk: 1,875)
Average Risk of Severe Financial Stress for Businesses in D&B database: **0.48 %** (48 per 10,000)

The Financial Stress Class of this business is based on the following factors:

Composite credit appraisal is rated fair.
Low proportion of satisfactory payment experiences to total payment experiences.
High number of inquiries to D & B over last 12 months.
Limited time under present management control

Notes:

The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.
The Probability of Failure shows the percentage of firms in a given Class that discontinued operations over the past year with loss to creditors. The Probability of Failure - National Average represents the national failure rate and is provided for comparative purposes.
The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&Bs file.
The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	69
Region: EAST NORTH CENTRAL	50
Industry: GENERAL RETAIL	49
Employee range: 500+	61
Years in Business: 6-10	43

This Business has a Financial Stress Percentile that shows:

Lower risk than other companies in the same region.

Lower risk than other companies in the same industry.

Lower risk than other companies in the same employee size range.

Lower risk than other companies with a comparable number of years in business.

Credit Score Summary

The Commercial Credit Score (CCS) predicts the likelihood of a business paying its bills in a severely delinquent manner (91 days or more past terms). The Credit Score class of 1 for this company shows that 1.1% of firms with this class paid one or more bills severely delinquent, which is lower than the average of businesses in D & B's database.

Credit Score Class : 1 Lowest Risk:1;Highest Risk :5

Incidence of Delinquent Payment

Among Companies with this Classification: **1.10 %**
Average compared to businesses in D&Bs database: **10.20 %**
Credit Score Percentile : **91** (Highest Risk: 1; Lowest Risk: 100)
Credit Score : **581** (Highest Risk: 101; Lowest Risk:670)

The Credit Score Class of this business is based on the following factors:

Higher risk industry based on delinquency rates for this industry
Limited time under present management control

Notes:

The Commercial Credit Score Risk Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience severe delinquency.
The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 91 days past due or more by creditors. The calculation of this value is based on D&B's trade payment database.
The Commercial Credit Score percentile reflects the relative ranking of a firm among all scorable companies in D&B's file.
The Commercial Credit Score offers a more precise measure of the level of risk than the Risk Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	91
Region: EAST NORTH CENTRAL	54
Industry: GENERAL RETAIL	49
Employee range: 500-38527	84
Years in Business: 6-10	43

This business has a Credit Score Percentile that shows:

Lower risk than other companies in the same region.

Lower risk than other companies in the same industry.

Lower risk than other companies in the same employee size range.

Lower risk than other companies with a comparable number of years in business.

Trade Payments

Currency: Shown in USD unless otherwise indicated

D&B PAYDEX®

The D&B PAYDEX is a unique, weighted indicator of payment performance based on payment experiences as reported to D&B by trade references.
Learn more about the D&B PAYDEX

Timeliness of historical payments for this company.

Current PAYDEX is	**75**	Equal to 8 days beyond terms (Pays same as the average for its industry of 8 days beyond terms)
Industry Median is	**75**	Equal to 8 days beyond terms
Payment Trend currently is		Unchanged, compared to payments three months ago

Indications of slowness can be the result of dispute over merchandise, skipped invoices etc. Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Total payment Experiences in D&Bs File (HQ)	21
Payments Within Terms (not weighted)	70 %
Trade Experiences with Slow or Negative Payments(%)	28.57%
Total Placed For Collection	0
High Credit Average	4,300
Largest High Credit	45,000
Highest Now Owing	2,500
Highest Past Due	1,000

D&B PAYDEX® : 75 (Lowest Risk:100; Highest Risk:1)

When weighted by amount, payments to suppliers average 8 days beyond terms

3-Month D&B PAYDEX® : 76 (Lowest Risk:100; Highest Risk:1)

Based on payments collected over last 3 months.

When weighted by amount, payments to suppliers average 6 days beyond terms

D&B PAYDEX® Comparison

Current Year

PAYDEX® of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Ret furniture , based on SIC code 5712 .

Shows the trend in D&B PAYDEX scoring over the past 12 months.

	8/14	9/14	10/14	11/14	12/14	1/15	2/15	3/15	4/15	5/15	6/15	7/15
This Business	74	73	73	70	70	70	70	73	73	73	75	75
Industry Quartiles												
Upper	.	78	.	.	78	.	.	78	.	.	78	.
Median	.	75	.	.	76	.	.	75	.	.	75	.
Lower	.	71	.	.	70	.	.	71	.	.	70	.

Current PAYDEX for this Business is 75 , or equal to 8 days beyond terms
The 12-month high is 75 , or equal to 8 DAYS BEYOND terms

The 12-month low is 70 , or equal to 15 DAYS BEYOND terms

Previous Year
Shows PAYDEX of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Ret furniture , based on SIC code 5712 .

Previous Year	09/13 Q3'13	12/13 Q4'13	03/14 Q1'14	06/14 Q2'14
This Business	74	73	72	72
Industry Quartiles				
Upper	79	79	79	79
Median	77	77	76	76
Lower	71	71	71	70

Based on payments collected over the last 4 quarters.
Current PAYDEX for this Business is 75 , or equal to 8 days beyond terms
The present industry median Score is 75 , or equal to 8 days beyond terms
Industry upper quartile represents the performance of the payers in the 75th percentile
Industry lower quartile represents the performance of the payers in the 25th percentile

Payment Habits

For all payment experiences within a given amount of credit extended, shows the percent that this Business paid within terms. Provides number of experiences to calculate the percentage, and the total credit value of the credit extended.

$ Credit Extended	# Payment Experiences	Total Amount	% of Payments Within Terms
Over 100,000	0	0	0%
50,000-100,000	0	0	0%
15,000-49,999	1	45,000	100%
5,000-14,999	1	5,000	0%
1,000-4,999	3	3,000	17%
Under 1,000	8	2,900	74%

Based on payments collected over last 24 months.

All Payment experiences reflect how bills are paid in relation to the terms granted. In some instances, payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

Payment Summary

There are 21 payment experience(s) in D&Bs file for the most recent 24 months, with 12 experience(s) reported during the last three month period.
The highest **Now Owes** on file is 2,500 . The highest **Past Due** on file is 1,000

Below is an overview of the companys currency-weighted payments, segmented by its suppliers primary industries:

	Total Revd (#)	Total Amts	Largest High Credit	Within Terms (%)	Days Slow <31 (%)	31-60 (%)	61-90	90>
Top Industries								
Nonclassified	2	1,500	1,000	0	33	67	0	0
Whol computers/softwr	1	45,000	45,000	100	0	0	0	0
Mfg wood home furn	1	5,000	5,000	0	100	0	0	0
Whol industrial equip	1	1,000	1,000	0	100	0	0	0
Whol piece goods	1	1,000	1,000	50	50	0	0	0
Local truck w/storage	1	750	750	100	0	0	0	0
Whol industrial suppl	1	500	500	100	0	0	0	0
Whol metal	1	500	500	50	50	0	0	0
Mfg public bldg furn	1	250	250	100	0	0	0	0
Whol service paper	1	250	250	100	0	0	0	0

Trucking non-local	1	100	100	100	0	0	0	0
Lithographic printing	1	50	50	100	0	0	0	0
Other payment categories								
Cash experiences	6	950	750					
Payment record unknown	2	500	250					
Unfavorable comments	0	0	0					
Placed for collections	0	N/A	0					
Total in D&B's file	21	57,350	45,000					

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Indications of slowness can be result of dispute over merchandise, skipped invoices etc.

Detailed payment history for this company

Date Reported (mm/yy)	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last Sale Within (month)
06/15	Ppt	250	250	0		1 mo
	Slow 25	5,000	250	250	N30	2-3 mos
	(003)	0	0	0	Cash account	2-3 mos
05/15	Ppt	45,000	2,500	0	N30	1 mo
	Ppt	250	0	0		1 mo
	Ppt	100	0	0		2-3 mos
	Ppt-Slow 30	1,000	0	0	N30	1 mo
	Ppt-Slow 30	500	0	0	1 15 N30	4-5 mos
04/15	Ppt	50				1 mo
	Slow 30	500	250	250	N30	4-5 mos
	Slow 60	1,000	1,000	1,000	N30	4-5 mos
	(012)	250	0	0	N30	6-12 mos
	(013)	50			Cash account	1 mo
02/15	(014)	50			Cash account	4-5 mos
07/14	(015)	50			Cash account	1 mo
05/14	(016)	750			Cash account	1 mo
04/14	(017)	50			Cash account	1 mo
03/14	(018)	250	0	0		4-5 mos
09/13	Ppt	750	0	0		6-12 mos
08/13	Slow 30	1,000	0	0	N30	6-12 mos
06/13	Ppt	500	0	0		6-12 mos

Payments Detail Key: 30 or more days beyond terms

Payment experiences reflect how bills are paid in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc. Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

Public Filings

Currency: Shown in USD unless otherwise indicated

Summary

A check of D&B's public records database indicates that no filings were found for NATIONAL OFFICE FURNITURE, INC. at 1600 Royal St , Jasper IN .

D&B's extensive database of public record information is updated daily to ensure timely reporting of changes and additions. It includes business-related suits, liens, judgments, bankruptcies, UCC financing statements and business registrations from every state and the District of Columbia, as well as select filing types from Puerto Rico and the U.S. Virgin Islands.

D&B collects public records through a combination of court reporters, third parties and direct electronic links with federal and local authorities. Its database of U.S. business-related filings is now the largest of its kind.

Government Activity

Activity summary

Borrower (Dir/Guar)	NO
Administrative Debt	NO
Contractor	YES
Grantee	NO
Party excluded from federal program(s)	NO

Possible candidate for socio-economic program consideration

Labour Surplus Area	N/A
Small Business	N/A
8(A) firm	N/A

The details provided in the Government Activity section are as reported to Dun & Bradstreet by the federal government and other sources.

History & Operations

Currency: Shown in USD unless otherwise indicated

Company Overview

Company Name:	NATIONAL OFFICE FURNITURE, INC.
Doing Business As :	(SUBSIDIARY OF KIMBALL FURNITURE GROUP, INC., JASPER, IN)
Street Address:	1600 Royal St Jasper , IN 47549
Mailing Address:	PO Box 460 Jasper IN 47549
Phone:	812 482-1600
URL:	http://www.furniture.kimball.com
History	Is clear
Present management control	7 years

History

The following information was reported: **07/06/2015**

Officer(s):	RICHARD FASSAR, V PRES DON BANWINKLE, V PRES KEVIN MCCOY, V PRES
DIRECTOR(S) :	THE OFFICER(S)

The Delaware Secretary of State's business registrations file showed that National Office Furniture, Inc., was registered as a Corporation on July 25, 1969.
Business started 1950. Present control succeeded 2008. 100% of capital stock is owned by Parent Company.
RICHARD FASSAR. Antecedents are unknown.

DON BANWINKLE. Antecedents are unknown.
KEVIN MCCOY. Antecedents are unknown.

Business Registration

CORPORATE AND BUSINESS REGISTRATIONS REPORTED BY THE SECRETARY OF STATE OR OTHER OFFICIAL SOURCE AS OF Jan 21 2012

Registered Name:	NATIONAL OFFICE FURNITURE, INC.
Business type:	CORPORATION
Corporation type:	NOT AVAILABLE
Date incorporated:	Jul 25 1969
State of incorporation:	DELAWARE
Filing date:	Jul 25 1969
Registration ID:	0722101
Status:	STATUS NOT AVAILABLE
Where filed:	SECRETARY OF STATE/CORPORATIONS DIVISION , DOVER , DE
Registered agent:	CORPORATION SERVICE COMPANY , 2711 CENTERVILLE ROAD SUITE 400 , WILMINGTON , DE , 198080000

Operations

07/06/2015

Description:	Subsidiary of KIMBALL FURNITURE GROUP, INC., JASPER, IN. Retails furniture, specializing in office furniture (100%). ADDITIONAL TELEPHONE NUMBER(S): Facsimile (Fax) 812 482-8020. Toll-Free 800 482-1717. Terms are Net 30 days. Sells to commercial concerns. Territory : International. Nonseasonal.
Employees:	1,200 which includes officer(s) and 2 part-time.
Facilities:	Owns 200,000 sq. ft. on 1st floor of a two story cinder block building.
Location:	Industrial section on main street.

SIC & NAICS

SIC:
Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific about a company's operations than if we use the standard 4-digit code.
The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.
5712 9904 Office furniture
NAICS:

442110 Furniture Stores

Financials

Company Financials: D&B

Additional Financial Data

As of January 8, 2015, attempts to contact the management of this business have been unsuccessful. Outside sources confirmed name and location.

As of January 8 2015 a search of Dun & Bradstreets Public Record database found no open suits, liens, judgements or UCCs to which National Office Furniture, Inc. at 1205 Kimball Blvd, Jasper IN was named defendant or debtor. Public records received hereafter will be entered into the database and will be included in reports which contain a Public Filings section.

Request Financial Statements

Requested financials are provided byNATIONAL OFFICE FURNITURE, INC.and are not DUNSRight certified.

Key Business Ratios

D & B has been unable to obtain sufficient financial information from this company to calculate business ratios. Our check of additional outside sources also found no information available on its financial performance.

To help you in this instance, ratios for other firms in the same industry are provided below to support your analysis of this business.

Based on this Number of Establishments 12

Industry Norms Based On 12 Establishments

	This Business	Industry Median	Industry Quartile
Profitability			
Return on Sales %	UN	3.7	UN
Return on Net Worth %	UN	10.9	UN
Short-Term Solvency			
Current Ratio	UN	2.2	UN
Quick Ratio	UN	0.7	UN
Efficiency			
Assets to Sales %	UN	64.5	UN
Sales / Net Working Capital	UN	5.2	UN
Utilization			
Total Liabilities / Net Worth (%)	UN	78.5	UN

UN = Unavailable

null

View Snapshots

View Snapshots

Detailed Trade Risk Insight™

Detailed Trade Risk Insight provides detailed updates on over 1.5 billion commercial trade experiences collected from more than 260 million unique supplier/purchaser relationships.

Days Beyond Terms - Past 3 & 12 Months

There is not sufficient reported trading activity to generate 3 month Days Beyond Terms (a minimum of 3 trade experiences from at least 2 companies).

12 months from Aug 14 to Jul 15

1
Days

Dollar-weighted average of **5** payment experiences reported from **5** companies

Derogatory Events Last 11 Months from Jul 14 to May 15

No Derogatory trade Event has been reported on this company for the past 13 Months

Total Amount Current and Past Due - 11 month trend from Jul 14 to May 15

Status	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15
Total	0	6,969	14,304	12,203	17,944	14,868	10,402	43,281	24,882	31,055	3,110
Current	-	6,969	14,304	11,143	17,944	14,868	10,402	43,239	24,261	31,055	3,110
1-30 Days Past Due	-	-	-	1,060	-	-	-	42	621	-	-
31-60 Days Past Due	-	-	-	-	-	-	-	-	-	-	-
61-90 Days Past Due	-	-	-	-	-	-	-	-	-	-	-
90+ Days Past Due	-	-	-	-	-	-	-	-	-	-	-

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