



Region 4 Education Service Center (ESC)

Solicitation 19-18

Request for Proposal for Furniture, Installation, and Related Services

**Submittal Deadline:
Wednesday, December 11, 2019
2:00pm Central Time**

**Affordable Interior Systems, Inc. (AIS)
25 Tucker Drive
Leominster, MA 01453**

**Nick Haritos
Executive Vice President of Sales & Distribution
Phone: 978.562.7500
Email: nharitos@ais-inc.com**

APPENDIX A

DRAFT CONTRACT

This Contract ("Contract") is made as of _____, 2020 by and between _____ Affordable Interior Systems, Inc. (AIS) ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of Furniture, Installation and Related Services ("the products and services").

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals Number R_____ for _____ ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any 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") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with OMNIA Partners.

- 1) Term of agreement. The term of the Contract is for a period of three (3) years unless terminated, canceled or extended as otherwise provided herein. Region 4 ESC shall have the right to renew the Contract for two (2) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' (365) notice to Region 4 ESC. Notwithstanding the expiration of the initial term or any subsequent term or all renewal options, Region 4 ESC and Contractor may mutually agree to extend the term of this Agreement. Contractor acknowledges and understands Region 4 ESC is under no obligation whatsoever to extend the term of this Agreement.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.

- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
 - i. This Contract
 - ii. Offeror's Best and Final Offer
 - iii. Offeror's proposal
 - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.
- 11) TERMINATION OF CONTRACT
 - a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
 - i. Providing material that does not meet the specifications of the Contract;
 - ii. Providing work or material was not awarded under the Contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;

- iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
- v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
- vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
 - i) Additional Delivery/Installation Charges: Contractor may enter into additional negotiations with a purchasing agency for additional delivery or installation charges based on onerous conditions. Additional delivery and/or installation charges may only be charged if mutually agreed upon by the purchasing agency and Contractor and can only be charged on a per individual project basis.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.
- 12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.
- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.
- Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.
- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such

purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this

term. If no costs are specified, compliance with this term will be provided at no additional charge.

- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws

while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

- 34) Tariff Surcharges: Contractor has the option to charge a surcharge, as an additional line item, if approved by the purchasing agency. All surcharges must be based on a percentage of total order and must be approved by Region 4 prior to use.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name Affordable Interior Systems, Inc. (AIS)

Address 25 Tucker Drive

City/State/Zip Leominster, MA 01453

Telephone No. 978.562.7500 or toll free 800.434.7400

Email Address bpoist@ais-inc.com

Printed Name Bryan Poist

Title Chief Financial Officer

Authorized signature 

Accepted by Region 4 ESC:

Contract No. _____

Initial Contract Term _____ to _____

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

IV. EVALUATION PROCESS AND CRITERIA

1. A committee will review and evaluate all responses and make a recommendation for award of Contract(s). The recommendation for Contract awards will be based on the predetermined criteria factors outlined in this section, where each factor is assigned a point value based on its importance. In evaluating the responses, the following predetermined criteria is considered:
 - a) Products/Pricing (40 Points)
 - b) Performance Capability (30 Points)
 - c) Qualification and Experience (20 Points)
 - d) Value Add (10 Points)
2. Offeror's proposal should, at a minimum, include the following for Region 4 ESC's evaluation:
 - a) **Products/Services/Pricing**
 - i. Offerors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities. Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from Offeror and the pricing per item. Multiple percentage discounts are acceptable if, where different percentage discounts apply, those different percentages are specified. Additional pricing and/or discounts may be included. Products and services proposed are to be priced separately with all ineligible items identified. Offerors may elect to limit their proposals to any category or categories.

Proposed Discounts

Systems, Beam/Benching, Casegoods, Tables & Universal	
Matrix, Divi, MWall, AO2, Day-to-Day PowerBeam, Oxygen, Aloft, Calibrate Casegoods, Day-to-Day and Calibrate Conference Tables, Support, Storage & Screens, Worksurfaces and Accessories	
List Price	Discount
\$1 - \$30,000	74.50%
\$30,001 - \$300,000	79%
\$300,001 - \$500,000	81%
Seating	
Bolton, Devens, Element, Granite, Natick, Upton, Paxton, Pierce, Rutland, Stow, Sulli, Triad, Trix, LB Lounge and Volker Cube	
List Price	Discount
\$ 1 +	63.00%

- ii. Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Electronic price lists must contain the following: *(if applicable)*
 - Manufacturer part #
 - Offeror's Part # (if different from manufacturer part #)
 - Description
 - Manufacturers Suggested List Price and Net Price
 - Net price to Region 4 ESC (including freight)

Media submitted for price list must include the Offerors' company name, name of the solicitation, and date on a Flash Drive (i.e. Pin or Jump Drives).

All AIS price lists have been provided on a USB.

iii. Is pricing available for all products and services?

Yes.

- i. Please provide pricing for services based on a range, from minimum price per hour to maximum price per hour, with a not to exceed on the maximum price per hour charge.
 - a. Design: \$65/hour (not to exceed)
 - b. Project Management: \$85/hour (not to exceed)
 - c. Installation: Negotiable by project scope

iv. Describe any shipping charges.

AIS products include freight to all locations within the United States including Alaska and Hawaii.

i. Describe delivery charges along with definitions for:

1. Dock Delivery:

Included in pricing and executed by a variety of furniture freight carriers.

2. Inside Delivery:

Inside delivery for casegoods and seating will be quoted on an individual basis by our servicing dealer partners. This cost varies due to a variety of circumstances including (not limited to): Access to loading dock and freight elevator, normal hours due to OT or weekend, Union vs. nonunion and metro location vs. suburbs.

3. Deliver and Install:

Installation will be quoted on a per project basis and is subject to the same variations as inside delivery. areas.

It is in the best interest of Region 4 ESC, OMNIA and its partners to pursue "per project" quotes on installation as one "set price" nationwide would undoubtedly result in some excess charges that can be avoided by taking all aspects of project specifics into consideration.

v. Provide pricing for warranties on all products and services.

All products are covered under AIS's Limited Lifetime Warranty. This Warranty is given to the initial purchaser and is valid for as long as the product is owned by the original Buyer. The warranty, which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. If a product is defective, and if written notice of the defect is given to AIS within the applicable warranty period, AIS (at its option) will either repair or replace the defective product with a comparable component or product. The limited lifetime warranty applies to all products regardless of the number of shifts the product is used each day except as noted below.

Applicable Warranty Period	Products / Restrictions
Lifetime (as defined below)	All AIS branded products (except as noted below)
Ten (10) Years	Electrical products AIS Seating (frames and control mechanisms) Calibrate Series
Ten (10) Years - 24/7 Shift	Devens Seating
Five (5) Years	Moving parts, which include keyboard mechanisms, locks, suspensions, casters as well as AIS fabrics, upholsteries and mesh. AIS Seating (pneumatic cylinders, casters, glides, bases and arms, mesh and seating upholsteries, Granite and Sulli seating*)

This warranty does not apply to normal wear and tear damage caused by carrier, damage caused by transport of product from one site location to another, alterations to the product not expressly authorized by Seller, and products considered to be of a consumable nature such as bulbs and light ballast. AIS Seating normal use as defined under this warranty is the wear and tear that occurs during a 40 hour week when the product is used by a person weighing 300 pounds or less. *Granite is warranted for five years and rates for a person weighing 250 pounds or less. Sulli is warranted for five years and rates for a person weighing 300 pounds or less. AIS will not warrant any altered components or parts.

This warranty shall not cover labor or delivery charges and does not apply to items subjected to abuse, misuse, neglect, alteration, damage cause by shipment, storage, accident, fire, flood or act of God. The limited warranty is the sole remedy for product defect and no other expressed or implied warranty is provided, including but not limited to any implied warranties of merchantability or fitness for a particular purpose. AIS shall not be liable for consequential or incidental damages arising from any product defect. A customer's exclusive remedy with respect to any and all losses or damages resulting from any cause whatsoever shall be repaired or replaced as specified above.

It also does not apply to customer's own material (COM - i.e. material specified by Buyer that is not a standard AIS product offering) used in the manufacture of AIS products. Special Products that are not offered in the AIS standard price list will have a warranty of one year. A product will not be considered defective and Seller will not be obligated to replace it, if the product is not installed properly or is used in a "non-

standard” fashion as prescribed by AIS. It is at the sole discretion of AIS to make a determination if a defect is due to improper product installation.

THIS LIMITED WARRANTY IS THE SOLE REMEDY FOR PRODUCT DEFECT AND NO OTHER EXPRESS OR IMPLIED WARRANTY IS PROVIDED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. AIS SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES.

vi. Describe any return and restocking fees.

AIS understands that from time to time changes may be required on orders; however, as all AIS products are produced custom for each order, changes and cancellation costs will be assessed based on the following schedule. Review your acknowledgement thoroughly. All dates below are from time of acknowledgement.

- No fee for orders changed or canceled within one day (24 hours)
- A fee of 50% of the net pretax total of affected product if order is changed or canceled within two days (48 hours).
- A fee of 100% of the net pretax total of affected product if order is changed or canceled after two days (48 days).
- A fee of 100% of the net pretax total of all product on Rush Orders or orders with custom product if changed or canceled after 24 hours.

Any non-standard worksurface sizes, panels, fabrics, laminates, paint colors, or product modifications are considered custom.

Important: Changing a product size to another size is considered a “cancellation” of one product for another and falls under the above program.

vii. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.

Large quantity orders will always be considered for additional discounting based on product category. AIS would welcome the negotiate a “growth incentive” after year one of the contract is complete and we have complete data to assess appropriate rebate structure.

Tiered volume discounts will be offered per the below. Any quote/order over our maximum order level (MOL) of \$500,000 list (not net), will be negotiable.

- viii. Describe how customers verify they are receiving Contract pricing.

Customers have several options to verify they are receiving contract pricing. AIS will post all published discounts from list price. Each authorized servicing dealer will be required to both list and net sell prices to the customer.

Other methods to verify contract pricing are:

1. Via the custom-built dedicated website to Region 4 ESC/OMNIA customers
2. Through our robust dealer network of over 1000 dealers
3. Contacting an AIS representative

- ix. Describe payment methods offered.

ACH/EFT, check, wire and credit cards: Amex, Visa and Mastercard

- x. Propose the frequency of updates to the Offeror's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the Contract.

AIS regularly reviews its costs and seeks to always remain competitive in the marketplace, offering customers the very best value. Typically list prices will adjust annually based on material, labor and transportation costs. These increases are typically 0-3%. The discounts that are proposed will stay in place through the duration of the contract.

AIS uses the Price Producer Index (PPI) to gauge fluctuations in raw materials obtained from suppliers. The tiered volume discount structure for this contract will remain the same throughout the duration of the contract period, but we may request to adjust our list prices. Should a need to adjust our list pricing, we will submit PPI data to support our request to adjust list prices.

The US Government has imposed tariffs in recent years that has forced us to apply a minimal tariff fee on commercial orders. Currently, AIS does not apply these tariff fees to contract orders. Should we experience a major economic worldwide situation, we may request to implement a nominal fee to cover fees imposed by the Government.

- xi. Describe how future product introductions will be priced and align with Contract pricing proposed.

AIS was built on ingenuity and we have the same panel systems today that launched the success of our company 30 years ago. We are continuously examining existing legacy product to make improvements for the office environments of today. Many of our furniture designs are universal and can be used with all product lines. We are dedicated to providing our customers with the best in furniture solutions that meet the client's interior needs now and for years to

come. AIS has a written non-obsolescence policy that assures a continual bridge from legacy systems to new systems.

New product introductions will be priced at current market value and the same tiered volume discount structure.

Consideration should be taken for the ability to reconfigure existing product by using updated products and universal parts. AIS products are easily reconfigurable and can incorporate new product introductions. This saves money on purchasing completely new office furniture. Our dealers can take the existing inventory and re-design it with selected new products that allow it to meet the current mission requirements.

- xii. Provide any additional information relevant to this section.

A differentiating variable that benefits the customer compared to our competitors is our MOL for systems, casegoods and tables being \$500,000. AIS will extend deeper discounting for quotes/orders over \$500,000 list.

Not to Exceed Pricing. Region 4 ESC requests pricing be submitted as not to exceed pricing. Unlike fixed pricing, the Contractor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Contractor must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable.

b) Performance Capability

- i. Include a detailed response to Appendix D, Exhibit A, OMNIA Partners 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 OMNIA Partners.

Included with Tab 3 behind OMNIA App. D, Ex. A tab.

- ii. The successful Offeror will be required to sign Appendix D, Exhibit B, OMNIA Partners Administration Agreement prior to Contract award. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to OMNIA Partners Administration Agreement on Appendix B, Terms and Conditions Acceptance Form.

Included with Tab 3 behind OMNIA App. D, Ex. B tab.

- iii. Include completed Appendix D, Exhibits F. Federal Funds Certifications and G. New Jersey Business Compliance.

Included with Tab 3 behind OMNIA App. D, Ex. F & G tab.

- iv. Describe how Offeror responds to emergency orders.

One of the advantages AIS has over its competition is its lead times. AIS offers the best lead times in the industry and 75% of our products ship in two (2) weeks or less. If successful as a vendor partner, we will provide key internal contacts from our customer service and project management teams that can expedite emergency orders. If all the components of the emergency order are stock items, we can typically respond in less than two (2) weeks or even shorter depending on the products specified.

- v. What is Offeror's average Fill Rate?

Our commitment to our customers comes through and sets AIS apart. From the range of products we offer to meet today's needs to our service levels across the company, we have an ever-present urgency to meet your schedules and respond promptly. And our focus remains constant on lean practices and doing the core elements well.

Average Fill Rates:

2017 - 98.2%

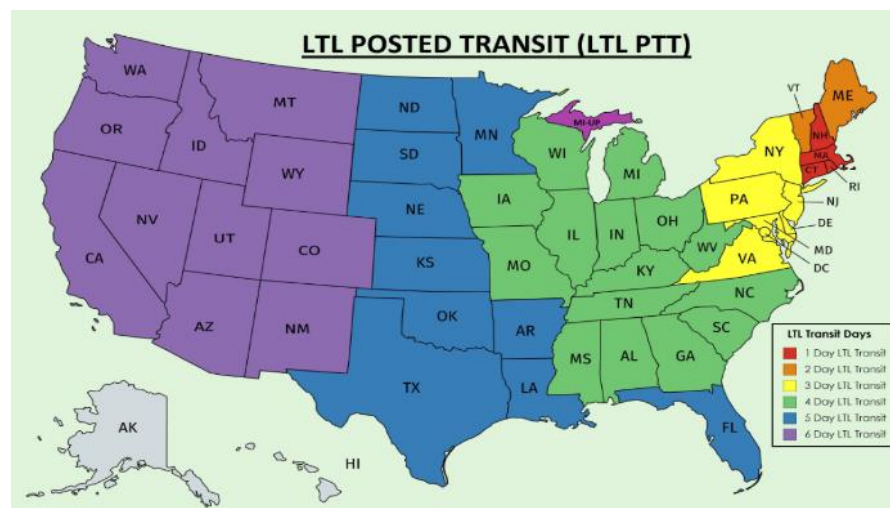
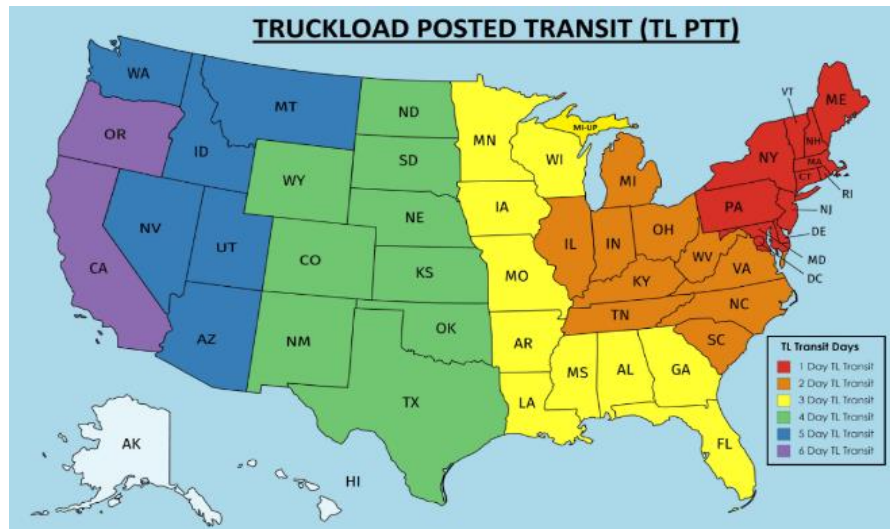
2018 - 98.6%

2019 - 99.1%

- vi. What is Offeror's average on time delivery rate? Describe Offeror's history of meeting the shipping and delivery timelines.

AIS's commitment to lean manufacturing has fine-tuned our ability to have the fastest lead times in the industry. We continue to invest in efficient technologies and processes. AIS hand selects suppliers who share the AIS vision and are able to deliver materials in a matter of days. All of these factors combined allow AIS to have the flexibility to offer ten-day quick ship programs.

Currently AIS's average on-time delivery rate is 99.2%. As a Shingo Prize winner for Operational Excellence, AIS continues to monitor every metric from order entry to manufacturing to shipping to continually improve efficiencies developed by our own expert teams. AIS uses a combination of Full Truckloads and Consolidated Truckloads to guarantee "meet or beat" delivery dates. Shipping rates are continually measured not only for on-time delivery but for quality, safety, sustainability and value.



vii. Describe Offeror's return and restocking policy.

AIS understands that from time to time changes may be required on orders; however, as all AIS products are produced custom for each order, changes and cancellation costs will be assessed based on the following schedule. Review your acknowledgement thoroughly. All dates below are from time of acknowledgement.

- No fee for orders changed or canceled within one day (24 hours)
- A fee of 50% of the net pretax total of affected product if order is changed or canceled within two days (48 hours).
- A fee of 100% of the net pretax total of affected product if order is changed or canceled after two days (48 hours).
- A fee of 100% of the net pretax total of all product on Rush Orders or orders with custom product if changed or canceled after 24 hours.

Any non-standard worksurface sizes, panels, fabrics, laminates, paint colors, or product modifications are considered custom.

Important: Changing a product size to another size is considered a "cancellation" of one product for another and falls under the above program.

viii. Describe Offeror's ability to meet service and warranty needs.

From the beginning of a project, our teams are engaged to understand needs, develop the best plans and strategies, and execute seamlessly.

Customer Service

AIS will work through the servicing dealer to provide product representation and sales support. AIS' customer service members are trained on AIS' product and design tools to assist the customers with a complete support system.

Orders can be accepted as email, fax or electronic order entry.

AIS ensures that its superior customer service representative (CSR) will acknowledge all inquiries within one business day. Most inquiries will be resolved within 24 hours, however AIS customer service will advise a daily update on each inquiry until the inquiry is answered.

AIS tracks all quality issues within a database for trend analysis to identify the root cause and eliminate the error. AIS has an entire quality control department focused on customer feedback. Every AIS order is 100% digitally photographed prior to shipment. This action ensures all parts of the order have been included and are being shipped without defects. Photographs also provide better information for customer service as well as root causes for problems that are found in the field during installation, such as locating product within the shipment, if necessary. AIS' constant goal is to ensure the satisfaction of each customer.

Project Management

The AIS Project Management (PM) team monitors internal reports for orders exceeding \$150,000 net, as this is the threshold that determines whether a project manager is required (unless otherwise requested by the AIS sales team).

By maintaining and shared spreadsheet, the AIS PMs track all large projects, documented from the Daily Sales Report; one AIS PM will be assigned per project and will draft a Shipping Schedule based on project details including, but not limited to:

- Product/System
- Quantity of Skids/Trucks
- Whether the project is phased
- Special delivery requirements

Once the schedule is drafted, a copy will be sent to the dealership for their review and feedback. Based on the dealership's response, any modifications necessary will be made to the shipping schedule and once approved, the schedule is forwarded to our Production and Shipping Department for application to the corresponding sales orders.

As the ship date(s) for the project approaches, the AIS PM will communicate directly with Production/Shipping regarding any important details pertinent to the project and ensure to the best of our ability that the sales order(s) ship complete according to the schedule provided.

Once the shipment has left the AIS facility, the AIS PM will communicate with the dealership or the dealer's installer with delivery details, circle sheets for receiving the product, and overall details on the project.

Once the shipment has been confirmed as received, the AIS PM will continue to work with the dealer/installer as needed to assist with any questions or concerns that may arise during the installation (product/install questions, missing/damaged items, etc.) until the project is complete.

Should any replacement items be needed to complete the installation, the AIS PM will work with the AIS Customer Service Rep (CSR), providing the necessary information so that replacement order(s) can be processed in a timely manner (part #'s, finishes, ship date, ship to, etc).

In addition to this overall process, the AIS PM team is also available for any field- or product-related questions both internal and external to AIS (CSRs, dealers, etc).

Field Services

In conjunction with the authorized dealer's representatives and installation team, AIS field services is available to assist when necessary with several quality control inspections throughout the installation process. All product is inspected as the items are being unloaded from the trucks. All items are cross checked for inventory purposes to the shipping documents as well as inspected for obvious physical damage. The items are then moved to the staging area, inspected again and staged for installation.

In addition, during the installation of the product, each item is thoroughly checked to meet standards before it is installed. After each phase of the installation is completed, there are several levels of inspection that take place. The supervisor completely walks through each workstation and verifies that the panels and work

surfaces are mounted correctly and flush, all drawers, overheads and task lights are working correctly and that all power is working.

Next, the project manager does an independent walk-through inspecting the same things. Lastly, at the end of each phase the project manager walks the customer through each station, demonstrating that everything is to their satisfaction. If at any time during the inspections there is product that needs to be replaced, the AIS is notified immediately, and the replacement product is ordered. Frequently the product is pulled from the next phase to replace the item, allowing that area to be completed without impacting the installation schedule and allowing the replacement product being ordered to be shipped for the next phase.

Specification Services

Our specification department made up of 15 designers across the United States that work from an online queue offering two main services; design checks and specification requests in which both of these services dealers can submit via our dealer portal, AIS DealerNet. AIS Design will provide specifications in CAP, GIZA or Project Matrix format. CET formats will be available in 2020.

Design checks are completed layouts that are specified with AIS products in which the authorized dealer requests our specification team to review the layout for accuracy prior to placing an order. Main items we look for in a check are related to the panels, connectors, electrical components and supports. We also offer an express check option which will be completed in 1-2 business days. What we do on an express check is review the layout, fix any errors and note any ways to reduce cost and send the layout only back (we do not provide 2D, 3D prints or run a BOM for these checks).

Specification requests are submissions in which AIS will use a typical layout, block plan or competitor layout to assist with the specification process using AIS symbols. Completed designs/specifications will be returned to dealer with the drawing file, worksheet file and a PDF which contains 2D, 3D prints and a BOM (bill of materials), the BOM's are created from the items that are specified in the drawing file, unless otherwise noted. Specification lead times can vary daily, ranging from anywhere from 2-4 business days on average.

Other design/specification services offered include:

- Rendering services – The turnaround time is typically 48 hours. The AIS team and/or rendering team are not able to create or render special symbols or other manufacture items, we can only render true AIS parts and pieces.
- Product Specification Training
- Mock-up & Showroom reviews - The AIS team will review these projects in detail and if necessary, add in any supports or parts/pieces required to be sure the AIS product is being showcased in the best way possible.
- General product & design questions can be answered by emailing the team design@ais-inc.com or contacting us via telephone 800-434-7400 during business hours M-F 8:30-5pm (EDT)

Warranty Protocol/Services



"The overall intention for AIS is to maintain an excellent customer relationship."

- Bruce Platzman, President

To provide our customers with the quality they desire, AIS designs and manufactures products to live long and useful lives. This is exemplified by a limited lifetime warranty on all systems furniture to the initial purchaser which is valid for as long as the product is owned by the original Buyer. The warranty which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. Please see our product Lifetime Warranty for more information.

At AIS, we know that it can be difficult to foresee the future needs of your business. That's why our systems are designed to withstand repeated service, repair and handling for whatever the road ahead may bring. Our systems also feature standardized product parts and components, which are available to facilitate maintenance, servicing, and reassembly.

AIS offers a limited lifetime warranty on all our products.

Warranty issues are handled by our customer service department. They may be contacted directly at 800.434.7400 or through the servicing dealer. An AIS representative will be in contact within 24 hours to resolve warranty issues.

- ix. Describe Offeror's customer service/problem resolution process. Include hours of operation, number of services, etc.

AIS participates in other GPO's and we have processes in place to be a long-term partner. We have a positive track record of reconciling issues quickly and faster than most.

AIS' escalation management plan will include the following chain from the authorized dealer through AIS:

- Customer Service Representative
- Manager of Customer Service
- Director of Customer Service
- OEM Contract Administrator
- Regional Vice President
- Executive Vice President
- President

The list of personnel listed above is the chain command within the organization.

AIS has a flat organizational structure, what we mean by this is that we do not need to go through each level of management to get things done. AIS is a very “get it done” type of company. Our customer service team is empowered by management to do what it takes to get things done. We also understand the urgency when a customer calls with an issue or a question. We feel that we can manage the customer’s account easily within the first three tiers (Customer Service Representative, Manager of Customer Service, OEM Contract Administrator). But also know our entire team is behind the Region 4 ESC contract and ready to support the needs of all Region 4 ESC customers.

Many of AIS employees work outside of normal working hours of Monday through Friday, 8:00am – 5:00pm EDT. All employees have customer satisfaction as a driving force. Unlike other manufacturer’s, AIS offers the below services.

- Dedicated Customer Service Representatives
- Project Management
- Field Services
- Design/Specifications Services

- x. Describe Offeror’s invoicing process. Include payment terms and acceptable methods of payments. Offerors shall describe any associated fees pertaining to credit cards/p-cards.

AIS generates an invoice at the time of shipment from our factory. Payment terms are Net 30. No fees on credit cards.

- xi. Describe Offeror’s contract implementation/customer transition plan.

AIS will be very aggressive in our efforts to market the Region 4 ESC award across the country. There are many channels we will employ to get the word out to all business entities in promoting the Region 4 ESC contract across the country.

Because AIS has such a vast dealer network across the country, it provides AIS a big advantage in marketing contracts such as this. Our over 1000 dealers (with an average five (5) sales reps per dealer allows for over 4,000 sales representatives nationwide) will all have boots on the ground in their marketplace actively promoting this contract to their client base.

Following AIS’s standard Program Launch Plan, the executive leadership team will immediately define the messaging document and position statement for both internal stakeholders and internal and external audiences. The positioning document will include the overview of the Region 4 ESC contract and how AIS can provide workspace solutions for its customers.

Upon award, AIS will draft a co-branded press release to announce to the trade publications, including Monday Morning Quarterback, Office Insight, Business of Furniture and any other industry trade publications that may choose to publish the release. The draft announcement will be sent to Region 4 ESC partners for final approval before release.

AIS will publish the approved Region 4 ESC partnership announcement on AIS's public website and post the master agreement and contract details within the contract section of the website, to be easily accessed by dealers and Region 4 ESC partner customers, within 90 days of award.

The AIS Marketing and Contract team will create a program email announcement, social media, brochure, internal and external training presentation to share with AIS team members, dealers and Region 4 ESC partners. Upon approval from the Region 4 ESC team, these communications and materials will be released to publicly. These materials will be completed within 90 days of contract award.

AIS sales representatives and sales leaders will attend regional NIGP chapter meetings and summits in their respective regions and areas. The goal to attend these shows would be to make connections with purchasing decision makers who are involved with Region 4 ESC partners or looking for a partner supplier solution. Follow up, post event will be made by AIS team members to ensure needs are met with AIS or Region 4 ESC partners.

AIS will attend the annual NIGP Forum in Chicago, IL in August 2020. AIS's booth space will include AIS's most relevant products and will be staffed by our regional sales team. AIS will promote the NIGP Forum prior to the event to any pre-registered attendees, AIS dealers, designers and influencers. During the show, AIS will post on social media our participation and activities happening throughout the event.

Post show follow up will include communications to all show attendees. AIS representatives will receive contact information for anyone who visits the AIS booth and wishes to learn more or has an opportunity for an AIS solution. These attendees will be contacted within 48 hours after the show, if not sooner.

The AIS Marketing team will work with our creative partners and graphic design team to create advertising in appropriate trade publications, dealer network communications and social media connections.

AIS will continue to update Region 4 ESC partner brochures and program presentations with client install photos, project overviews and testimonials. We will continue to reach out to AIS dealers and Region 4 ESC partner contacts with new product and program introductions and promotions through email blasts, newsletters and social media channels.

AIS will create a website homepage accessed from www.ais-inc.com that will be co-branded for Region 4 ESC and AIS. This website will include a link to a pdf copy of the original RFP and Master Agreement and amendments. There will be links to the products offered on the Region 4 ESC agreement including brochures, price lists, idea starters, fabrics and finishes, product stylist, spaces by application, image library and specification resources. AIS's toll-free number, 800.434.7400 and contact email address, info@ais-inc.com, for Region 4 ESC will be available on this site.

Additionally, this web page will link to Region 4 ESC website and online registration page.

As far as transitioning existing public agencies to utilizing the Region 4 ESC contract, AIS must remain compliant with existing federal, state and local contracts. When applicable, AIS will make the recommendation to use the Region 4 ESC contract. We recognize the multiple benefits to utilizing the Region 4 ESC contract. AIS will position the Region 4 ESC contract with a higher incentive to authorized dealers for using the Region 4 ESC contract.

- xii. Describe the financial condition of Offeror.

As a privately held company, AIS has a very strong financial position with equity over \$80MM. Our current ratio is 1.4 to 1. Our 2019 sales will be over \$219MM.

- xiii. Provide a website link in order to review website ease of use, availability, and capabilities related to ordering, returns and reporting. Describe the website's capabilities and functionality.

www.ais-inc.com

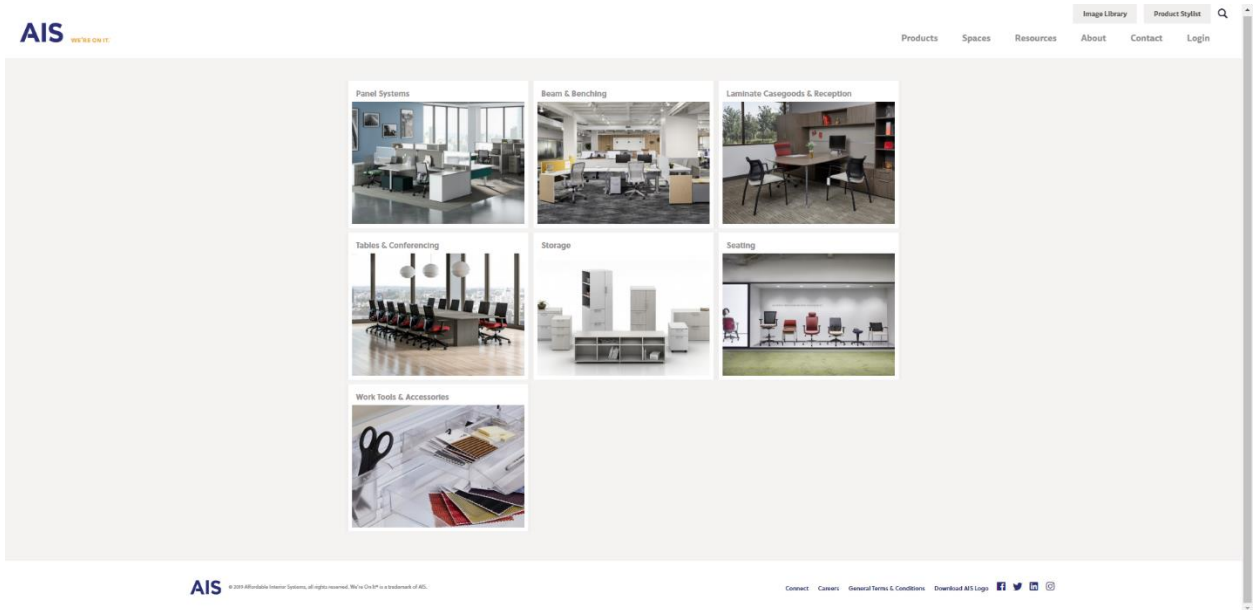
AIS will create a website homepage accessed from www.ais-inc.com that will be co-branded for Region 4 ESC and AIS.

This website will feature:

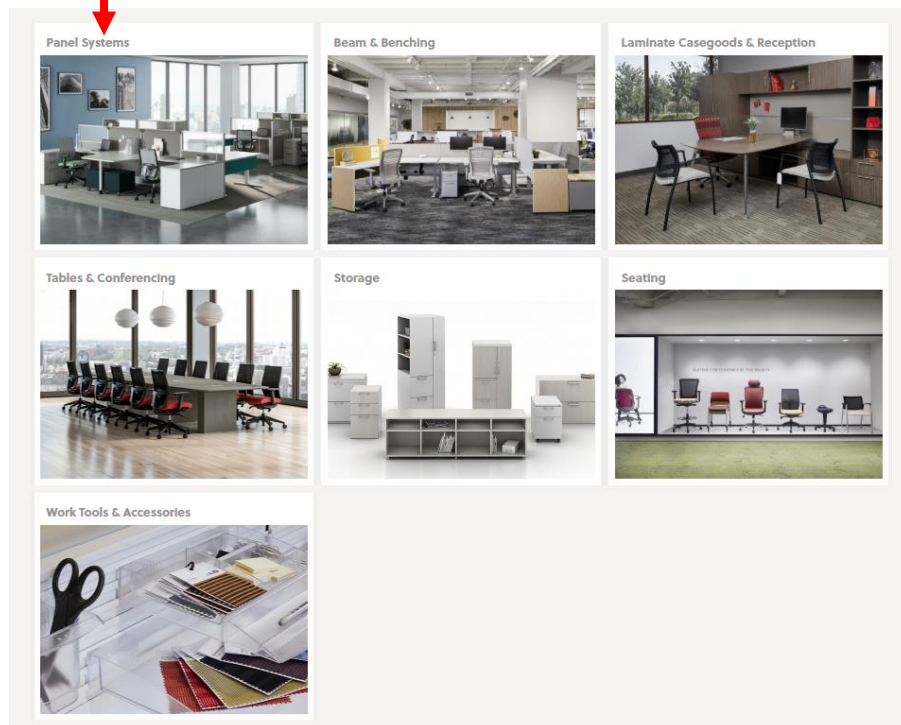
- Link to PDF copy of the original RFP and Master Agreement with amendments
- Link to Region 4 ESC website
- Product offering
- Program discounts
- Price lists to verify list pricing
- Product information
- AIS representatives list
- Search capability to find a local dealer and showrooms
- Image library with thousands of images of our products
- Idea starters
- Colors, materials, finishes to choose from for product lines
- Environmental/sustainability information
- Warranty information
- Ability to check order status
- Design resources
- Product Stylist for seating
- AIS Contact information with toll free number and contact email address

See example snapshots of website pages on following pages (not all above bullet points included).

Product Offering Page



Click on the appropriate product category square to be navigated to desired product categories.



Price Lists Page

Click on the appropriate price list to verify list pricing.

[Products](#)
[Spaces](#)
[Resources](#)
[About](#)
[Contact](#)
[Login](#)

[Image Library](#)
[Product Stylist](#)

Resources

PRICE LISTS

Systems

MATRIX

Matrix Price List

DIST. PANEL SYSTEM

Dist. Price List

DIST. FAST TRACK

Dist. Fast Track Price List

AD2

AD2 Price List

MWall

MWall Price List

Beam & Benching

DAY-TO-DAY POWERBEAM

Day-to-Day Powerbeam Price List

OXYGEN BENCHING SYSTEM

Oxygen Price List

ALOFT HEIGHT ADJUSTABLE BENCHING

Aloft Price List

Seating

SEATING

Seating Price List

EXPRESS SEATING

Express Seating Price List

Casegoods and Reception

CALIBRATE SERIES

Calibrate Series Price List

Tables

DAY-TO-DAY & CALIBRATE CONFERENCE TABLES

Tables Price List

Universal

ACCESSORIES

Accessories Price List

SUPPORT, STORAGE & SCREENS

Support, Storage and Screen Price List

WORKSURFACES

WorkSurface Price List

[Connect](#)
[Careers](#)
[General Terms & Conditions](#)
[Download AIS Logo](#)
[f](#)
[t](#)
[in](#)
[@](#)

Product Information Page

[Products](#)
[Spaces](#)
[Resources](#)
[About](#)
[Contact](#)
[Login](#)

[Image Library](#)
[Product Stylist](#)

Resources

PRODUCT INFORMATION

Panel Systems		
Divi	Matrix	AO2
MWall		
Beam & Benching		
Aloft Height Adjustable Desking	Day-to-Day PowerBeam	Oxygen Benching
Laminate Casegoods & Reception		
Calibrate Series Casegoods	Calibrate Series Reception	
Tables & Conferencing		
Calibrate Laminate Conferencing	Day-to-Day Tables	
Storage		
Calibrate Series Storage	L Series Steel Storage	
Seating		
Bolton	Devens	Devens Stool
Element	Grafton	Granite
LB Lounge	Natick	Natick Stool
Paxton	Pierce	Pierce Stool
Rutland Perch	Rutland Pull Up	Stow
Sulli Perch	Triad	Triad Stool
Trix	Upton	Upton Stool
Volker		
Work Tools & Accessories		
Anti-Fatigue Mat	Hospitality Cart	LIM Light by Pablo® Design
Mobile Whiteboards	Monitor Arms	Paper Flow
Screens		

[Contact](#)
[Careers](#)
[General Terms & Conditions](#)
[Download AIS Logo](#)

[Facebook](#)
[Twitter](#)
[LinkedIn](#)
[Instagram](#)

Click on the product line for which additional product information is needed

Panel Systems		
Divi	Matrix	AO2
MWall		
Beam & Benching		
Aloft Height Adjustable Desking	Day-to-Day PowerBeam	Oxygen Benching
Laminate Casegoods & Reception		
Calibrate Series Casegoods	Calibrate Series Reception	
Tables & Conferencing		
Calibrate Laminate Conferencing	Day-to-Day Tables	
Storage		
Calibrate Series Storage	L Series Steel Storage	
Seating		
Bolton	Devens	Devens Stool
Element	Grafton	Granite
LB Lounge	Natick	Natick Stool
Paxton	Pierce	Pierce Stool
Rutland Perch	Rutland Pull Up	Stow
Sulli Perch	Triad	Triad Stool
Trix	Upton	Upton Stool
Volker		
Work Tools & Accessories		
Anti-Fatigue Mat	Hospitality Cart	LIM Light by Pablo® Design
Mobile Whiteboards	Monitor Arms	Paper Flow
Screens		

Find an AIS Representative Page

[Products](#)
[Spaces](#)
[Resources](#)
[About](#)
[Contact](#)
[Login](#)

[Image Library](#)
[Product Stylist](#)

[Contact / Find a Rep](#)

WE'RE CLOSER THAN YOU THINK

We're Around the Corner. And Across the Continent.

Our reps are all over the place. Up and down California's shoreline. Across the eastern coast. From Alaska to the farthest tip of Mexico. From the Bering Strait to Baja and beyond.

Tell us where you're from and we'll find a rep closest to your area.

Select a country and location above to view the Representatives for that area.

[Connect](#)
[Careers](#)
[General Terms & Conditions](#)
[Download AIS Logo](#)
[Facebook](#)
[Twitter](#)
[LinkedIn](#)
[Instagram](#)

Select appropriate location in drop down menu to find a local AIS representative

[Products](#)
[Spaces](#)
[Resources](#)
[About](#)
[Contact](#)
[Login](#)

[Image Library](#)
[Product Stylist](#)

[Contact / Find a Rep](#)

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Select a country and location above to view the Representatives for that area.

Image Library Page

Type in a description of what you would like to see

The screenshot shows the AIS website header. On the left is the AIS logo. On the right are links for 'About', 'Contact', 'Search', 'FAQs', and 'AIS Website'. Below these is a dark grey search bar with the placeholder text 'WHATCHA LOOKIN' FOR?' and a magnifying glass icon. A red arrow points from the text 'Type in a description of what you would like to see' to the search bar. Below the search bar is a button labeled 'Advanced Search'.

This is your one-stop shop for AIS images; including professional photography, renderings, snapshots and even videos. It's now super easy to find and download images of AIS products through our user-friendly interface. Simply type what you are looking for and, Voila!, the images of your dreams flow in.

Featured



Privacy & Security | Terms of Use | Copyright © 2009 AIS Image Library

Or used the Advanced Search feature to use the below filter options to populate the desired image

The screenshot shows the AIS Search Image Library page. It has the AIS logo and navigation links. Below the header is a dark grey bar with the text 'SEARCH IMAGE LIBRARY'. Below this is a 'Filters' section with a search bar, a 'SORT' dropdown, and several filter categories: 'TYPE' (Image, Video), 'PRODUCT CATEGORIES', 'PRODUCT NAME', 'IMAGE TYPE', 'SPACE BY APPLICATION', 'SPACE BY AREA', and 'MARKET'. There are 'Search' and 'Reset' buttons at the bottom of the filters.

Featured



The screenshot shows the AIS Search Image Library page. It has the AIS logo and navigation links. Below the header is a dark grey bar with the text 'SEARCH IMAGE LIBRARY'. Below this is a 'Filters' section with a search bar, a 'SORT' dropdown, and several filter categories: 'TYPE' (Image, Video), 'PRODUCT CATEGORIES', 'PRODUCT NAME', 'IMAGE TYPE', 'SPACE BY APPLICATION', 'SPACE BY AREA', and 'MARKET'. There are 'Search' and 'Reset' buttons at the bottom of the filters.

Filter by:

- Product Categories
- Product Name
- Image Type
- Space by Application
- Space by Area
- Market

- xiv. Describe the Offeror's safety record.

Health & Safety

There is no job so important – nor any service so urgent – that can't we take time to work safely. At AIS, we believe that every person is entitled to a safe and healthy environment in which to work. Our policy is oriented toward affirmative control and minimization of risk to the greatest extent possible. We have a basic responsibility to make the safety of employees our concern because, at AIS, our employees are our most valuable asset. Therefore, safety is everybody's business and is to be given primary importance in every aspect of planning and performing all AIS activities so that our employees are protected against industrial injury and illness.

Establishment and maintenance of a safe working atmosphere is the shared responsibility between AIS and its employees at all levels of the organization. To this end, every effort will be made to achieve the goal of accident prevention and health preservation.

Each employee begins their career at AIS with comprehensive Health & Safety Training. The AIS' Health & Safety Team meets regularly to coordinate new hire training, and to keep informed on new processes and regulations that relate to employee health and safety. Regularly, the AIS Health & Safety Team will review and update our policy to incorporate any changes in the laws and regulations that govern our conduct, such as OSHA, as well as internal procedures and requirements. We expect our employees to do their part in making our program an effective one. All employees are required to immediately report any job-related injury to their direct supervisor or manager so that corrective actions can be implemented that will detect, avoid, or respond to actual and potential threats to the health and safety of AIS' personnel.

- Avoid overloading electrical outlets with too many appliance or machines
- Use flammable items, such as cleaning fluids, with caution
- Walk – don't run
- Use stairs one at a time
- Report your manager if you or a co-worker becomes ill or is injured
- Ask for assistance when lifting heavy objects or moving heavy furniture
- Smoke only in designated smoking areas.
- Keep cabinet doors, file and desk drawers closed when not in use
- Sit firmly and squarely in chair that roll or tilt
- Wear or use appropriate safety equipment as required in your work
- Avoid "horseplay" or practical jokes
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them)
- Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear
- Stack materials only to safe heights

- Watch out for the safety of fellow employees
- Use the right tool for the job, and use it correctly
- Wear gloves whenever handling castings, scrap, barrels, etc.
- No cell phones on factory floor or in use during work hours
- No headphones are allowed on the factory floor
- Operate motorized equipment only if authorized by your immediate manager. All operators must be licensed by AIS

xv. Provide any additional information relevant to this section.

3.1 Company

A Story of Innovation.

Tremendous growth and recognition.

A series of successes.

1989	Founded	2017	AIM Sustainability Award
1992	Lean manufacturing facility	2018	750+ employees and \$200 million in sales
1996	MWall and AO2 product launch	2018	Selected Manufacturer of the Year by the State of Massachusetts
2001	Post-9/11 Pentagon refurbish	2018	Calibrate Conferencing product launch
2002	Matrix product launch	2018	Day-to-Day Tables product launch
2003	Shingo Prize for Excellence in Lean Manufacturing	2019	Worcester Business Journal's Manufacturing General Excellence Award
2003	Named as Industry Week's Top 25 Manufacturing Plants in North America	2019	MassHire Central Region Growing and Readyng Our Workforce (GROW) Award
2005	AIS launches first seating lines	2019	Day-to-Day PowerBeam product launch
2007	Divi product launch		
2007	First GREENGUARD® certification		
2011	Calibrate Casegoods & Storage product launch		
2012	BIFMA e3 level® 2 certification		
2013	Best of NeoCon Silver - Oxygen Benching		
2014	MassEcon Economic Gold Award		
2015	Best of NeoCon Silver - Aloft Height-Adjustable Benching		
		Ongoing recognition from the Office Furniture Dealers Alliance	
		2008	OFDA Bronze
		2009	OFDA Silver
		2010-2018	OFDA Manufacturer of the Year

More than providers. True partners.

Through a robust network of expert dealers, our employees drive to continually break new ground with inventive products and processes, and unwavering dedication to our customers and community. AIS has established itself as a partner of choice—whether furnishing a start-up space or fulfilling a new vision for a Fortune 500® firm.



Strong Dealer Network Across North America.

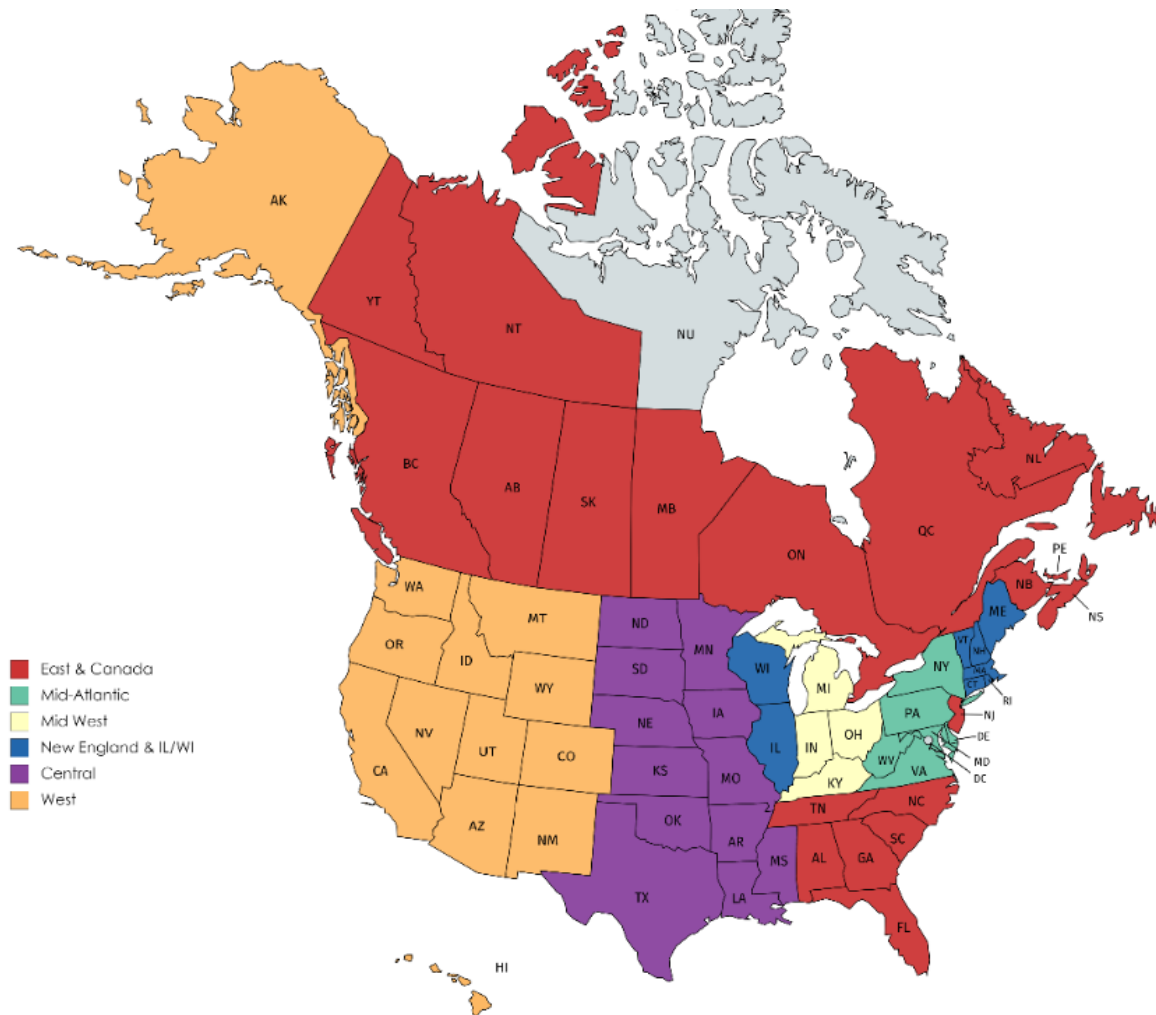
Sustainable from the start.

Since the beginning, AIS has led the way in sustainability—making social responsibility and our environment a top priority. Our visionary team recognized early on that efficient manufacturing is naturally more sustainable, requiring fewer resources and less energy. We've invested in alternative energy and moved toward carbon neutrality. And as a privately held firm, AIS has greater freedom to explore innovative processes and equipment, as well as ways to eliminate wasted time, steps, inventory and resources, as we strive to inspire a greener industry overall.

Today, all AIS products are SCS Indoor Advantage™ Gold certified for air quality, and AIS systems contain at least 40% recycled materials. What's more, we've achieved BIFMA e3 level® certification on our products, and more than 50% of the power used in our state-of-the-art facility is returned to the grid through our rooftop solar panels.

From the talent we hire to the way we design, manufacture and distribute our products, AIS has always thought differently.

B. Total number and location of sales persons employed by Supplier



East & Canada

Senior Vice President: 1
Senior Territory Managers: 2
Territory Managers: 7
Independent Representatives: 9
Business Development Managers: 1
A&D Representative: 1
GSA Business Development Managers: 1

Mid Atlantic

Regional Vice Presidents 1
Territory Managers: 5
Independent Representatives: 5
Sales Associates: 1

Mid-West

Regional Vice President: 1

Territory Managers: 2

New England & IL/WI

Regional Vice President: 1

Territory Managers: 6

Business Development Managers: 1

Contract Sales Specialist: 1

Sales Associates: 1

Central

Regional Vice President: 1

Territory Managers: 3

Independent Representatives: 20

GSA Business Development Managers: 1

West

Regional Vice President: 1

Territory Managers: 4

Independent Representatives: 8

C. Number and location of support

AIS has permanent showrooms at its Leominster headquarters and in Chicago, New York City and Washington, D.C. With locations across the U.S., AIS has more than 800 employees and over 1 million square feet of office, showroom and factory space.



Chicago: Merchandise Mart, Suite 1086, Chicago, IL 60654

On the 10th floor of the Merchandise Mart in Chicago you'll find our 7000+ sf showroom where visitors are welcome daily.



New York: 257 Park Avenue South, 3rd Floor, New York, NY 10010

This recently renovated showroom highlights our products and houses our New York sales team.



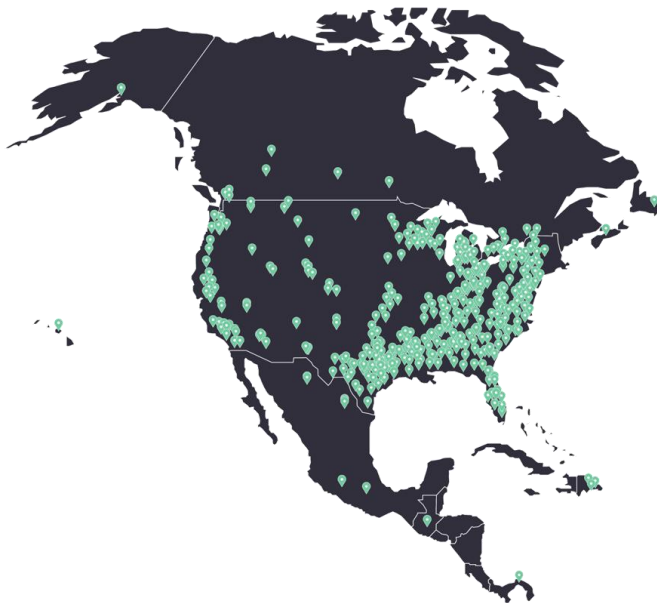
Washington D.C.: 1400 I Street, Suite 750, Washington DC 20005

Located on I Street in Washington, DC – just a stone's throw from the White House, our AIS showroom features a wide range of our products and welcomes visitors regularly.



Corporate Headquarters: 25 Tucker Drive, Leominster, MA 01453
Just 45 miles from Boston, our headquarters shines, and guests visit regularly.

AIS has over 1000 dealers/support centers located across the United States and other countries. Our authorized dealer list is included in our response.



Strong Dealer Network Across North America.

D. Annual sales for the three previous fiscal years.

- 2019: \$219MM
- 2018: \$197MM
- 2017: \$170MM

E. Submit FEIN and Dunn & Bradstreet report.

Affordable Interior Systems, Inc. (AIS) FEIN: 04-3489948

Our Dunn & Bradstreet report is managed by our parent company, Haworth, Inc. We are not able to provide the report in our response.

Haworth, Inc FEIN: 38-6053093

F. Describe any green or environmental initiatives or policies.

At AIS, sustainability isn't about making incremental changes to meet third-party standards—it's about fully reimagining design and manufacturing to create the leanest, most earth-friendly products and processes possible. Our company was founded on a single noble vision—to build tremendous value and efficiency into superior workplace products. Reducing waste, minimizing energy use and keeping items out of landfills are a natural part of achieving our mission. For example, durable, reconfigurable products last longer and can be reused. Cutting out weight reduces the drain on resources. And returning more than 50% of the energy we use every year back to the grid through our 10,000 solar panels ensures savings can be passed along to our customers. All AIS systems are SCS Indoor Advantage™ Gold certified for air quality, we hold BIFMA e3 level® certification, and we can help customers gain points toward LEED® certification for new and renovated environments. Our AIM Sustainability award further reinforces our leadership and commitment to sustainable practices.



Over 10,000 solar panels on roof of HQ in Leominster, MA.



Sustainability from design through delivery.

The AIS design philosophy recognizes that the greatest environmental impact can be made at the concept stage, as we select materials and construction methods. We continually challenge ourselves and, as a result, our products all contain at least 40% recycled materials and are manufactured in a facility where a majority of the energy is returned to the grid through rooftop solar panels.

Investments in emerging manufacturing technologies, alternative energy and carbon offsetting have helped bring our carbon footprint to almost zero.

Our partnership with ANEW helps ensure our used furniture has new life at nonprofits and public agencies. And, since our products are designed for easy disassembly and recycling, they will minimize environmental impact at the end of their useful lives. Sustainability is not a single, discrete initiative. It's been woven through everything AIS has done since we opened our doors.

Sustainability is not a single, discrete initiative. It's been woven through everything AIS has done since we opened our doors.

Corporate Sustainability Policy

AIS is committed to achieving excellence through continuous improvement and teamwork. As an established world- class manufacturer, it is our goal to achieve prominence within the office furniture industry by providing the best value to both our customers and our shareholders. AIS will aggressively pursue our following beliefs:

- AIS will exceed our customers' expectations in all that we do.
- AIS will pursue profitable growth returning value to our shareholders and better opportunities for our employees.
- AIS will deliver a low cost, innovative product on time, every time AIS will continuously improve our product quality as we strive for perfection.
- AIS will utilize the most environmentally friendly manufacturing processes and materials.
- AIS will aggressively eliminate all wastes throughout our operations.
- AIS will train and nurture our employees, our most valuable resource.
- AIS will operate with integrity and will participate in our civic duties.
- AIS will comply with all applicable environmental, health, safety, and inclusiveness laws and regulations

1.0 Environmental Sustainability

AIS is committed to the production of high quality, durable products that conserve resources. We understand that today's actions could be tomorrow's consequences. That's why AIS carries the philosophy of using today's actions to build a cleaner, healthier environment we can all benefit from. At AIS, sustainability is our corporate responsibility – from the environment, our products, our people and our processes, we are committed to developing sustainable business practices while enhancing the value offered to our customers.

Design for Environment

The opportunity for improving the environmental performance of our products starts on the drawing board. AIS' recognizes the importance of environmentally conscious design and has developed a Design for Environment (DfE) team committed to incorporating sustainable elements into our design process. When developing new products our DfE team considers and strives to improve the following design elements: Renewable Materials, Recycled Materials, Recyclable and Biodegradable Materials, End of Life Management, Water Management and Energy Efficiency.

Design for Durability / Upgradeability

To provide our customers with the quality they desire, AIS designs and manufactures products to live long and useful lives. This is exemplified by a limited lifetime warranty on all systems furniture to the initial purchaser which is valid for as long as the product is owned by the original Buyer. The warranty which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. Please see our product Lifetime Warranty for more information.

At AIS, we know that it can be difficult to foresee the future needs of your business. That's why our systems are designed to withstand repeated service, repair and handling for whatever the road ahead may bring. Our systems also feature standardized product parts and components, which are available to facilitate maintenance, servicing, and reassembly.

Energy Conservation

By reducing our energy consumption and GHG emissions, AIS is making great strides in reducing our impact upon the environment while ensuring our sustainability as an organization. To do so, AIS practices an approach of continuous improvement to reduce our energy and carbon footprint. In fact, AIS has established a goal of zero GHG emissions. Our environmental management system ensures that we are establishing realistic targets and objectives for the future while holding ourselves accountable to these goals.

Still we felt this was not enough. We decided to think outside of the manufacturing walls and investigate ways to reduce our current global greenhouse gas (GHG) footprint by investing in renewable energy solutions and other low or zero GHG emission strategies. We believe this would provide benefits to not only AIS and our customers, but also the industry as a whole by taking a leading position in the right direction. Annually, AIS measures the CO2 emissions produced from our manufacturing operations, and with this data we are able to identify and implement strategies that ensure our energy is produced by renewable sources. To involve our stakeholders on this journey, AIS is committed to publishing our GHG emissions to hold ourselves accountable as we continue to strive towards our zero emissions goal.

Energy Efficient Purchasing

Whenever possible the AIS Purchasing Team will quote and purchase products that are Energy Star rated or have high energy efficiencies.

Solid Waste Management

As a part of the AIS Lean manufacturing philosophy, we analyze our manufacturing streams thoroughly and cut waste from every possible avoidable angle. With every new process or product that is developed our Lean committee continues to review and reduce waste whenever possible. Through these efforts, it is the goal of AIS to achieve 100% landfill diversion of solid waste from our manufacturing operations through our waste reduction efforts, lean manufacturing, recycling and product reuse.

Harmful Chemicals

It is the goal of AIS to assess and manage all chemicals associated with our products, processes, and maintenance operations in a manner that complies with all applicable federal, state, and local environmental regulations. As a good steward of human health and the environment, AIS will also go beyond basic chemical management to develop and implement a program that will address areas such as, but not limited to:

- i. continuous improvement in the identification, reduction, and potential elimination of chemicals of concern Updated: 10/4/18
- ii. prevention of pollution through reductions in exposure of workers, customers, and the environment to harmful chemicals
- iii. consideration of the life cycle impacts through our DfE and chemical management plan of our products, manufacturing processes, and maintenance activities
- iv. responsibility to the well-being of our workers, community, and the broader environment

G. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program.

As a large business GSA contract holder, AIS is required to submit yearly small business subcontractor plans and reports to GSA. These plans and reports must be approved by GSA and the Small Business Administration (SBA). AIS makes a good faith effort to meet the established small business subcontracting goals while being cognizant of the overall cost to customers. Utilizing small businesses has the potential to reflect an increase in purchasing costs, resulting in inflated selling points. AIS' team of professionals will explore all small business opportunities that fall within our subcontracting plan while avoiding any extended impact on our customers.

AIS has numerous authorized dealers that hold minority status. Certificates for minority status can be provided by the authorized dealer. AIS can offer the following socio-economic set-aside solutions:

- Small Business
- Small Disadvantaged
- Woman Owned
- Woman Owned Small Business
- Veteran Owned Small Business
- Service-Disabled Veteran Owned Small Business
- HUBZone
- 8(a)
- And more

Being awarded the Region 4 ESC/OMNIA Master Agreement would provide a purchasing avenue for our clients that qualify. The Master Agreement would reduce our client's administrative costs by accessing this cooperative contract that has already been advertised and publicly competed, as well as enables the economic benefits of volume purchasing.

H. Describe any historically underutilized business certifications supplier holds and the certifying agency. This may include business enterprises such as minority and woman owned, small or disadvantaged, disable veterans, etc.

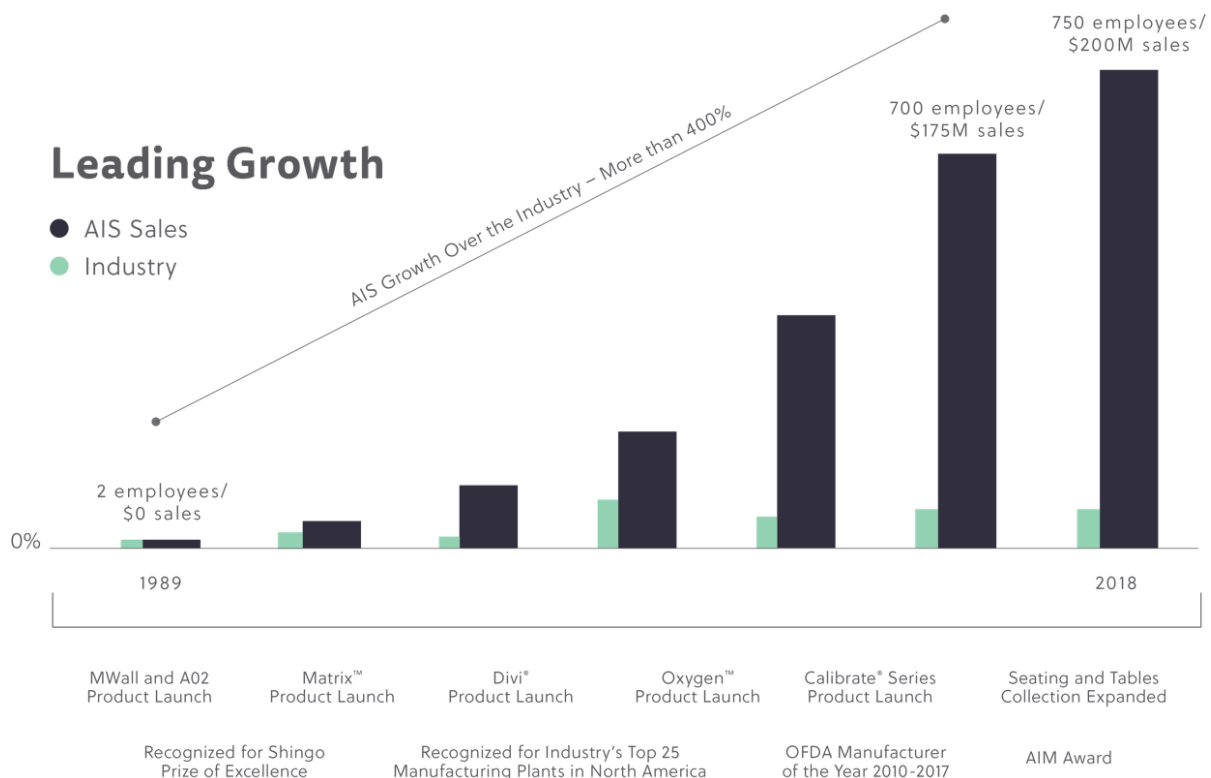
AIS is classified as a large business and does not hold any set aside certifications.

I. Describe how supplier differentiates itself from its competitors.

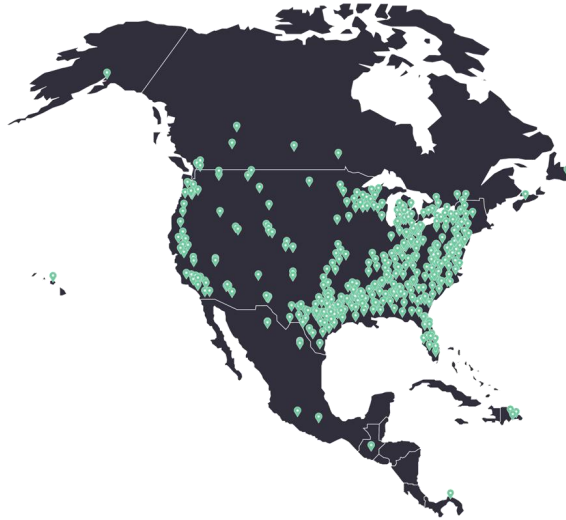
AIS is known in the marketplace for being an innovator that leads the industry in sustainable, lean manufacturing, lead-time performance and manufacturing flexibility.

The many advantages that differentiate AIS from its competitors include:

1. Our growth. AIS has outpaced the industry by more than 400%. Our growth is remarkable every year and our teams are committed to our customers every day.



2. A dealer network of over 1000 dealers across the United States and other countries. Our authorized dealer list is included in our response.



3. AIS offers the best lead times in the industry and 75% of our products ship in two (2) weeks or less. If successful as a vendor partner, we will provide key internal contacts from our customer service and project management teams that can expedite emergency orders. If all the components of the emergency order are stock items, we can typically respond in less than two (2) weeks or even shorter depending on the products specified.
4. A low maximum order limit (MOL) allowing increased opportunity for extending deeper discounting.

5. Shingo Prize winner for lean manufacturing.
The Shingo Prize for Operational Excellence was established in 1988 to promote awareness of lean manufacturing concepts and recognize companies in the United States, Canada, and Mexico that achieve world-class manufacturing starts. The Shingo Prize philosophy is that world-class business performance may be achieved through focused improvements in core manufacturing and business processes. AIS is a proud recipient of the Shingo Prize, and continues to uphold the highest manufacturing standards.



6. The AIS design philosophy recognizes that the greatest environmental impact can be made at the concept stage, as we select materials and construction methods. We continually challenge ourselves and, as a result, our products all contain at least 40% recycled materials and are manufactured in a facility where a majority of the energy is returned to the grid through rooftop solar panels.



Investments in emerging manufacturing technologies, alternative energy and carbon offsetting have helped bring our carbon footprint to almost zero.

Our partnership with ANEW helps ensure our used furniture has new life at nonprofits and public agencies. And, since our products are designed for easy disassembly and recycling, they will minimize environmental impact at the end of their useful lives. Sustainability is not a single, discrete initiative. It's been woven through everything AIS has done since we opened our doors. Sustainability is not a single, discrete initiative. It's been woven through everything AIS has done since we opened our doors.



7. No third-party design houses. All products are designed in-house by a small team.
8. Ability to reconfigure existing product by using updated products and universal parts. AIS products are easily reconfigurable and can easily incorporate new product additions. This saves time and money on purchasing agencies by not having to purchase completely new office furniture.
9. Few layers of management. We accomplish action items faster and can implement change quickly.
10. No job is too small. Whether you're a two-person firm or a global enterprise, AIS and our broad dealer network are ready to help you create work environments that best support your people and their unique needs.
11. Specification department to facilitate multiple design needs include design checks, specification support, rendering services and mock-up/showroom reviews.
12. Project managers and field service managers available on call to assist with installations.

J. Describe any present or past litigation, bankruptcy or reorganization involving supplier.
AIS does not have any present or past litigation, bankruptcy or reorganization.

K. Felony Conviction Notice: Indicate if the supplier
B. is not owned or operated by anyone who has been convicted of a felony.

L. Describe any debarment or suspension actions taken against supplier
AIS has not and does not have any debarment or suspension actions.

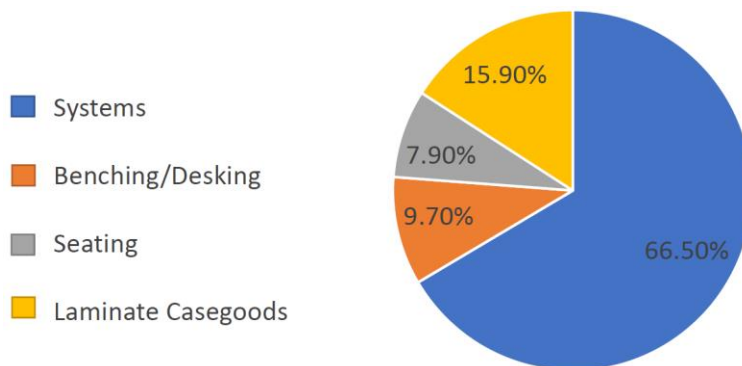
3.2 Distribution, Logistics

A. Describe the full line of products and services offered by supplier.

AIS is offering our entire product portfolio and all current commercial price lists. Our products can be classified in the following categories:

- Systems Furniture
- Freestanding Furniture
- Seating/Chairs
- Soft Seating
- Filing Systems, Storage and Equipment
- Technology Support Furniture
- Cafeteria Furniture
- Educational Office Furniture
- Career/Technical Education Furniture
- Related Products, Support Services and Solutions

The AIS product portfolio includes panel systems, benching and desking systems, tables, casegoods, storage and seating. The percentage of 2018 sales per product line is illustrated below.



AIS provides products and services for all phases of this project that will not only meet, but also exceed your expectations. AIS and our extensive dealer network will work together to accomplish your goals of a best-in-class office space that meets a wide variety of needs, while providing an environmentally preferred product, installed in a timely manner, at the lowest cost possible.

We are proposing our complete product portfolio listed on following pages.



Matrix

Creates sophisticated, flexible work spaces that stack up to stand the test of time—in the open plan, private offices, reception areas, conference rooms, and more. Paired with components and accessories from our Calibrate line, employees enter a new dimension of collaboration and productivity.

Open Plan Options: Introduced in 2002, Matrix offers users a 3" stackable panel with multiple options, including open raceways and upmounted glass. It's broad statement of line provides options for departments that need openness in order to collaborate, to departments that have a high need for privacy.

Functionality: Strong foundational and power elements ensure a broad range of applications thanks to the steel frame, stackability and flexible power management, ensuring that Matrix can withstand multiple changes. Clients can refresh the look of their space with tiles that can be interchanged quickly on-site. Stack options allow a client to modify their space - an open workspace can easily become a private office with stacks that can go floor to ceiling and an optional door for complete privacy. Matrix offers power every 8" of height, allowing for more capacity and placement options than any tile system in the market.

Integration: Matrix integrates well with the Calibrate Series of Casegoods and Storage to create a higher end look in the open plan or within the walls of a floor-to-ceiling Matrix office. A Matrix spine can easily integrate with Day-to-Day and Calibrate Conference height adjustable tables for a more ergonomic option, with power and data easily accessible at any height.



Divi

Slice, dice, and define the open plan with Divi. This smart, scalable panel system was made for the realities of modern work, where people need a healthy balance of privacy and connection. A smart subset of popular Divi elements are available through the Divi Fast Track program, with 10-day lead times.

Open Plan Options: Divi Linear is offered in monolithic, segmented, glass and limited stack panels, used alone or blended. Additional panel options include embossed metal, laminate and whiteboard. Change the look of open plan with upmounted storage and frameless glass screens.

Functionality: Divi's uncomplicated design allows for quick installation and ease of change with a universal hinge that allows 90-, 120- and 135-degree configurations using a single platform. Power and data needs are easily met through a 6" base raceway. The new Divi Linear is compatible with the former Divi panel design, ensuring elements can be retrofitted with ease.

Integration: Divi Linear forms the foundation for integration with Calibrate® Series laminate storage, Day-to-Day® Tables and readily accommodates height adjustable tables.

Divi Fast Track: Quick ship program with **10-day lead times.**



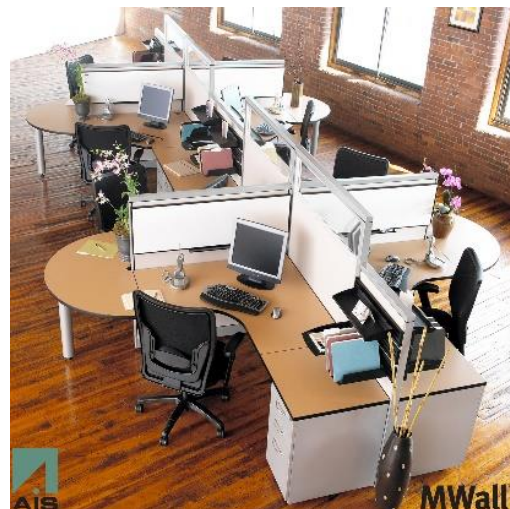
AO2

One of our longest tenured products for a reason—it works, like all timeless design should. AO2 is a monolithic panel system designed to be stand-alone, but it can also be used interchangeably or in tandem with Herman Miller® Action Office Series 2.

Open Plan Options: AO2 provides you the flexibility to design your space to meet your needs. Panels 2" thick and are offered in three heights, six widths and quarter-glass, half-glass and full glass options. From cluster working environments to private offices, you can design AO2 to work for you. Utilize low-panel heights to boost a teaming environment or integrate high panels to create an increasingly private configuration. Couple your chosen layout with storage options and an Element Executive chair to create a complete office space.



Functionality: The AO2 system is equipped with a 6" base raceway, 3 3/8" thick, to meet demanding electrical and data needs. AO2 panels are constructed of a rigid honeycomb core and trimmed with a steel frame. With virtually unlimited worksurfaces, components, accessories and finish options, AO2 is the ideal combination of performance and value. These features, coupled with its compatibility with Herman Miller® Action Office®, make AO2 a sensible value-based option to expand an existing office space for less.



MWall

Looks like a panel system but acts like a chameleon—blending naturally into virtually every office setting. The engineering is based upon a well-known, high-end system and can be enhanced for increased flexibility and electrical options. And it's priced right for companies on a tight budget.

Open Plan Options: With panels offered in four varying heights from 41" - 80" and six varying widths from 18" - 60", as well as quarter glass, half glass, and full glass options - you can create spaces that will work for every type of environment. MWall's connection system allows panel connections at 90, 120 and 135 degrees. MWall utilizes an aluminum topcap and base that can be painted in any color. Panels at 80" high can be used to create private office spaces and conference rooms.

Functionality: There is ample room in the MWall powered raceway for Category 5/6, or other cable requirements. The top channel data raceway allows for added capacity and flexibility with true power and data separation in a single panel. MWall includes the patented Z-Panel option, providing desk-height access to power and communications. Z-Panel enables workers to plug in power or data cables with ease while also providing voice and data cable separation.



Day-to-Day Power Beam

Ultra-efficient PowerBeam adds impressive capabilities to Day-to-Day tables. Available in multiple lengths, angles, and heights to optimize space within your floorplate, PowerBeam ties it all together, putting power just where it's needed. Thousands of table combinations, and the power to support them. There's nothing this dynamic duo can't do.



- Extruded aluminum 2.5" x 8" beam
- Straight, 90-, 120-degree connections
- Heights (3): 21", 25", 29"
- Widths (11): 36", 42", 48", 54", 60", 66", 72", 78", 84", 90" & 96"
- Supports:
 - 12" and 18" T-base and disc-base
 - End Panel
 - Calibrate Series Storage (29" PowerBeam only)
- Legs have 2" of built-in leveling
- Power Options:
 - 4 duplexes (equaling 8 outlets)
 - 3 duplexes (equaling 6 outlets) and 1 data outlet
 - Dual USB ports
- Basefeed options:
 - Undermount, ceiling and wall feed
- Non-powered option available
- Optional Vertical Wire Manager and Powercord Tray
- Screen Options: Fabric, Whiteboard, and Glass
- Paints: All AIS paint grades and COM
- Optional attachments: bag hook and mini-shelf



Oxygen

From open, collaborative spaces to more focused environments, Oxygen is designed to meet the demands of any workplace. It's engineered for the way your customers work today, but since change happens, it's also designed for their future. More people? No worries. Switching spaces? Not a problem. Oxygen can constantly adapt with its flexible components and versatile design.

Open Plan Options: Oxygen benching offers many options for the open plan including straight or angled legs, fabric and glass screens, and a rail system that houses all the worktools needed to be productive throughout the day. Oxygen's sleek lines and straightforward design create an open plan that is lighter in scale than traditional workspace options. Its broad product offering was designed to maximize density requirements in order to utilize real estate and adjust to changing business needs.

Functionality: Oxygen's structural spine accommodates electrical needs with a standard 8-wire multi-circuit powerway. A 10-wire multi-circuit options is also available. Oxygen includes a standard tiered wire management basket for routing electrical and data bundles separately. The optional flip-top worksurface access box provides termination single gang device plates and access to duplex outlets. Desktop power access is also available.

Integration: Like many AIS products, Oxygen was designed to integrate. Storage needs can be met with Calibrate or L Series Storage. Work needs can be met through the integration with the AIS Universal Worktool line of products.



Aloft

Aloft is height-adjustable benching that's tailor-made for the open plan. A NeoCon Silver award winner, Aloft combines the features and functionality of a bench system with the ergonomic health benefits of standing workstations. For teams that need dynamic benching, this thoughtfully designed platform rises – and lowers – to the occasion.

Open Plan Options: Aloft worksurfaces are offered at fixed height or fluid programmable motorized option and are designed to meet the latest ergonomic standards for maximum health benefit. Aloft offers multiple worksurface shapes to meet the needs different workstyles. Its height adjustable 120-degree worksurfaces maximize space and provide more room to work. Additionally, privacy can be achieved at any height with screens that are mounted to Aloft's worksurfaces.

Functionality: Aloft's under the worksurface lateral baskets and vertical belts keep the office neat while channeling cables to the worksurface. The under-mount power can support up to four duplex outlets or combinations with two USBs per seat. It's return surfaces can receive power and data, creating multi-purpose work areas that allow users to find their most comfortable working position. Users will never be at a loss for their power needs in Aloft's user-friendly responsive spaces.



Calibrate Series

Calibrate Series has you covered—case closed. This collection of high-quality laminate casegoods looks great and works well across the private office. It's got a myriad of finishes, hardware options, and loads of styles to choose from. Best of all, it won't break the bank.

Comprehensive Product Offering: Calibrate offers an extensive statement of line with options for 2" high aluminum feet or a base that extends full to the floor. Pull options include Bar, L, Loop and Rectangle. Edge options include reverse knife edge and 2 mm. Leg options include tapered, round post, and straight. Existing AIS legs can be used: slim, slant, N, and A legs. Height adjustable options are available with a laminate base and can be ordered in programmable or manual lifts with a range of 26" - 46".

Wide Variety of Finish Options: Calibrate Series includes over 20 laminate colors and 5 paints. All of the aesthetic options can be used interchangeably between Calibrate Series Casegoods, Storage and Conferencing.

Integration: All Calibrate Series elements can be used alone to create beautiful private offices and boardrooms. Elements can also be integrated into the open plan to enhance Matrix, Divi, Oxygen and Aloft. All heights are synchronized within the line and with other AIS products without misalignment of heights. Calibrate Series laminates can be shared with all relevant AIS products to create a cohesive look across the floorplate.



Calibrate Conferencing

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

Comprehensive Product Offering: Calibrate Conferencing offers an extensive statement of line including buffets, bookcases and receptacle bins. Table shapes include rectangular, boat and tapered. Edge options include reverse knife edge and 2 mm. Legs are always fully laminate with 2, 3, and 4 base options. The line includes a height adjustable table with a laminate base and can be ordered in programmable or manual lifts with a range of 26" - 46". Additionally, tables are available with end panel storage with and without monitor mounting at standing or seated height. All tables can offer power and data integration.



Day-to-Day Tables

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

Features:

- Flip-top/nesting, height adjustable and fixed tables
- A variety of top shapes to select from
- Multiple base options in polished aluminum or painted finishes
- Available in 16", 29" and 42" heights
- Tables available with glides or locking casters
- 2mm or reverse knife edge options
- 18 Grade A laminate options
- Many power/data choices

Height Adjustable Table Features:

- Electronic adjustment with soft start/stop and memory presets
- Travel speed: 1.5" per second
- Dual motors
- 23.6" to 49.2" height adjustment range
- 350-lb. lifting capacity
- 42.25" to 74" adjustable base width



Calibrate Storage (Laminate)

With pull-out storage, wardrobes, bookcases, pedestals, lockers, and more, Calibrate Series does everything good storage should. No matter the application – traditional, open plan, etc. – you'll appreciate the finish choices, storage possibilities, smart design details, and super-easy integration with other AIS products.

Comprehensive Product Offering: Calibrate Series Storage offers an extensive statement of line including pedestals, lateral files, wardrobe storage towers, pantry pull-out storage, bookcases and lockers. Storage ranges from 28-42" on the floor, has four handle options and 2 feet options.



L-Series Storage (Metal)

A dynamic storage solution, L Series Steel Storage features loads of design options and finishes, ensuring ample design choices for working spaces. And they integrate beautifully with AIS desking and systems. Classic yet contemporary, L Series meets the needs of many users.

Features:

- 2, 3, 4, and 5 Drawer Lateral Files
- 49" and 65" Wardrobes
- B/F, B/B/F, F/F Mobile and Stationary Pedestals
- All storage standard with locks
- Bookcases
- 2 door cabinets
- 1" leveling glides
- Available with a laminate fronts



Seating

Task: Our task seating portfolio has just what you need for private offices, open plan spaces and conference rooms. From beautiful mesh backs to fully upholstered solutions, you'll see AIS has a great range of ergonomic task seating designed to ensure your teams have the support they need to perform. Portfolio includes 24/7 Devens, Natick, Upton, Bolton and Granite.

Side: Whether side or guest seating – or collaborative spaces, Grafton, Paxton, and Trix each bring their own personality to space. And with a variety of upholstery options to select from, it's easy to make the seating statement you want.

Multi-Purpose/Stack: Stow, Pierce, Triad and Rutland

Stools: Our range of stools and perches provide options for users today. And with height adjustability continuing to gain traction in the office, having the right seating to support posture shifts is important. Includes Natick, Upton, Pierce, Triad and Rutland.

Lounge: We haven't forgotten about the need for soft seating. In fact, we cover the range of fun to sophisticated with Volker Cubes and our LB Lounge Collection. Whether it's mobile cubes for side seating, settees for the lobby, booths for the café, or ottomans for the conference room, AIS has solutions.

Express Seating: The AIS Express Seating program supports those who need quality, comfortable seating quickly. We've selected the most common models, finishes and materials for our **three-day ship program**. When your employees need a place to sit, AIS has you covered with high-performing seating for workspaces, cafés, conference rooms, and more. With the AIS Express Seating program, new seating will be on its way in **just three days**.



Work Tools & Accessories

- Tasklights
- CPU holders
- Mobile whiteboards
- Paper flow elements
- Screens
- Anti-fatigue mat
- Monitor arms
- Hospitality cart
- And more!

AIS and our dealer network as a team can provide the following services:

- Furniture Sales and Consulting
- Design and Planning
- Delivery and Installation
- Project Management / Field Services
- Customer Service
- Reconfiguration Services
- Furniture Maintenance
- Furniture Refurbishment
- Furniture Removal and Repurpose
- Inventory and Inventory Control
- Technology Support
- Storage
- Product End-of-Life Support via ANEW

We have a fully staffed project team including furniture sales consultants, interior designers, space planners, project managers and project coordinators that use fully automated tools to take a project from concept to reality. Our customer service team will respond to Region 4 ESC/OMNIA staff and participating agency inquiries within one business day after receiving the request. Our project team is able to make field modifications and repairs on any item ordered. This process is supported through the utilization of electronic tools including, but not limited to CAD, 20/20, CAP and electronic order entry process. With our authorized dealer network, we have the personnel, vehicles and equipment available to make deliveries.

B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.

AIS' manufacturing facility fulfills 250 sales orders a day that equates to coordinating approximately 650 pallets and dozens of trucks a day. AIS successfully supports large projects including international projects, as well as shipping small orders. AIS will work through the servicing dealer network of over 1000 dealers to provide product representation and sales support. AIS will serve its customers through a network of locally owned and operated dealers across the entire United States and Outlying Areas.

AIS' robust dealer network of authorized dealers will design, order and install products. For product specification, pricing and services, customers can email info@ais-inc.com or call our headquarters at 978.562.7500 or toll-free at 800.434.7400. The customer's request will be forwarded to a local AIS representative and/or dealer within 24 hours.

All products are made at our factory headquarters in Leominster, MA. Our geographic coverage includes the entire United States and Outlying Areas. For international shipments, the authorized dealer secures the freight forwarder of choice. AIS works with expert freight forwarders to coordinate product leaving AIS to the appropriate port. The freight forwarding company will then work with customers/service providers to manage containers and further

international shipping logistics. Once the freight leaves AIS's docks, the dealer is responsible for coordinating delivery to the final destination.

C. Describe how Participating Agencies are ensure they will receive the Master Agreement pricing; including all distribution channels such as direct ordering, retail or in-store locations, through distributors, etc. Describe how Participating Agencies verify and audit pricing to ensure its compliance with the Master Agreement.

Participating agencies can work with our authorized dealer network to verify Master Agreement pricing compliance. Our authorized dealers' proposals/quotes to Participating agencies will have list price and net price. Participating agencies will work with our dealer network for direct ordering and for showroom locations.

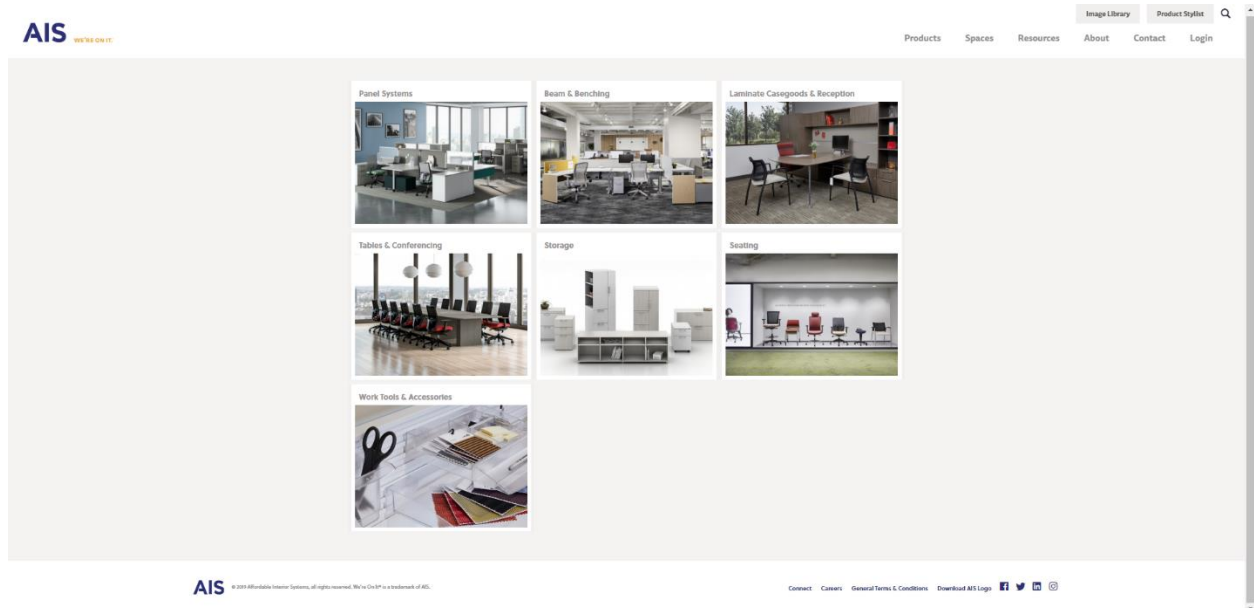
Any participating agency is welcome to work with our accounting department to perform necessary audits to confirm compliance with the Master Agreement.

In addition to working with our authorized dealer network, Participating agencies will have a Master Agreement dedicated website that will house all pertinent and useful information required by Region 4 ESC and OMNIA customers. This website will feature:

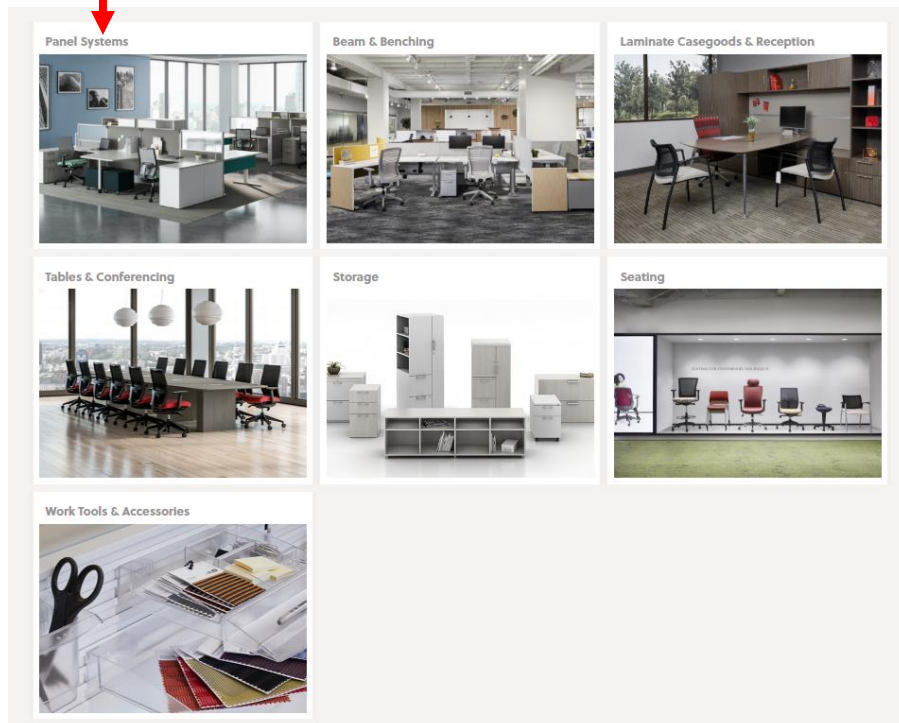
- Product offering
- Program discounts
- Price lists to verify list pricing
- Product information
- AIS representatives list
- Search capability to find a local dealer and showrooms
- Image library with thousands of images of our products
- Idea starters
- Colors, materials, finishes to choose from for product lines
- Environmental/sustainability information
- Warranty information
- Ability to check order status
- Design resources
- Product Stylist for seating

See example snapshots of website pages on following pages (not all above bullet points included).

Product Offering Page



Click on the appropriate product category square to be navigated to desired product categories.



Price Lists Page

Click on the appropriate price list to verify list pricing.

[Products](#)
[Spaces](#)
[Resources](#)
[About](#)
[Contact](#)
[Login](#)

[Image Library](#)
[Product Stylist](#)

Resources

PRICE LISTS

Systems

MATRIX

Matrix Price List

DIVT PANEL SYSTEM

Divt Price List

DIVT FAST TRACK

Divt Fast Track Price List

AD2

AD2 Price List

MWALL

MWall Price List

Beam & Benching

DAY-TO-DAY POWERBEAM

Day-to-Day PowerBeam Price List

OXYGEN BENCHING SYSTEM

Oxygen Price List

ALOFT HEIGHT ADJUSTABLE BENCHING

Aloft Price List

Seating

SEATING

Seating Price List

EXPRESS SEATING

Express Seating Pricing

Casegoods and Reception

CALIBRATE SERIES

Calibrate Series Price List

Tables

DAY-TO-DAY & CALIBRATE CONFERENCE TABLES

Tables Price List

Universal

ACCESSORIES

Accessories Price List

SUPPORT, STORAGE & SCREENS

Support, Storage and Screens Price List

WORKSURFACES

Worksurface Price List

[Connect](#)
[Careers](#)
[General Terms & Conditions](#)
[Download AIS Logo](#)
[f](#)
[t](#)
[in](#)

Product Information Page

AIS WE'RE ON IT!

Products Spaces Resources About Contact Login

Image Library Product Stylist

Resources PRODUCT INFORMATION

Panel Systems		
Divi	Matrix	AO2
MWall		
Beam & Benching		
Aloft Height Adjustable Desking	Day-to-Day PowerBeam	Oxygen Benching
Laminate Caseworks & Reception		
Calibrate Series Caseworks	Calibrate Series Reception	
Tables & Conferencing		
Calibrate Laminate Conferencing	Day-to-Day Tables	
Storage		
Calibrate Series Storage	L Series Steel Storage	
Seating		
Bolton	Devens	Devens Stool
Element	Grafton	Granite
LB Lounge	Natick	Natick Stool
Paxton	Pierce	Pierce Stool
Rutland Perch	Rutland Pull Up	Stow
Sulli Perch	Triad	Triad Stool
Trix	Upton	Upton Stool
Volker		
Work Tools & Accessories		
Anti-Fatigue Mat	Hospitality Cart	LIM Light by Pablo® Design
Mobile Whiteboards	Monitor Arms	Paper Flow
Screens		

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Contact Careers General Terms & Conditions Download AIS Logo



Click on the product line for which additional product information is needed

Panel Systems		
Divi	Matrix	AO2
MWall		
Beam & Benching		
Aloft Height Adjustable Desking	Day-to-Day PowerBeam	Oxygen Benching
Laminate Caseworks & Reception		
Calibrate Series Caseworks	Calibrate Series Reception	
Tables & Conferencing		
Calibrate Laminate Conferencing	Day-to-Day Tables	
Storage		
Calibrate Series Storage	L Series Steel Storage	
Seating		
Bolton	Devens	Devens Stool
Element	Grafton	Granite
LB Lounge	Natick	Natick Stool
Paxton	Pierce	Pierce Stool
Rutland Perch	Rutland Pull Up	Stow
Sulli Perch	Triad	Triad Stool
Trix	Upton	Upton Stool
Volker		
Work Tools & Accessories		
Anti-Fatigue Mat	Hospitality Cart	LIM Light by Pablo® Design
Mobile Whiteboards	Monitor Arms	Paper Flow
Screens		

Find an AIS Representative Page

[Products](#)
[Spaces](#)
[Resources](#)
[About](#)
[Contact](#)
[Login](#)

[Image Library](#)
[Product Stylist](#)

[Contact / Find a Rep](#)

WE'RE CLOSER THAN YOU THINK

We're Around the Corner. And Across the Continent.

Our reps are all over the place. Up and down California's shoreline. Across the eastern coast. From Alaska to the farthest tip of Mexico. From the Bering Strait to Baja and beyond.

Tell us where you're from and we'll find a rep closest to your area.

Select a country and location above to view the Representatives for that area.

[Connect](#)
[Careers](#)
[General Terms & Conditions](#)
[Download AIS Logo](#)

Select appropriate location in drop down menu to find a local AIS representative

[Contact / Find a Rep](#)

WE'RE CLOSER THAN YOU THINK

We're Around the Corner. And Across the Continent.

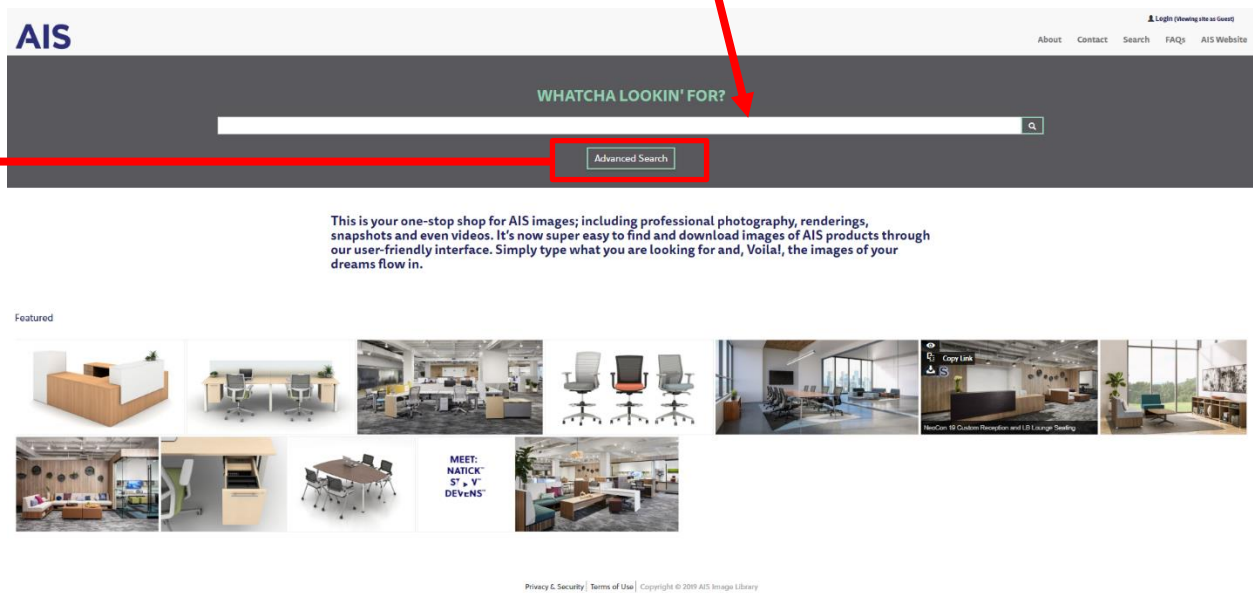
Our reps are all over the place. Up and down California's shoreline. Across the eastern coast. From Alaska to the farthest tip of Mexico. From the Bering Strait to Baja and beyond.

Tell us where you're from and we'll find a rep closest to your area.

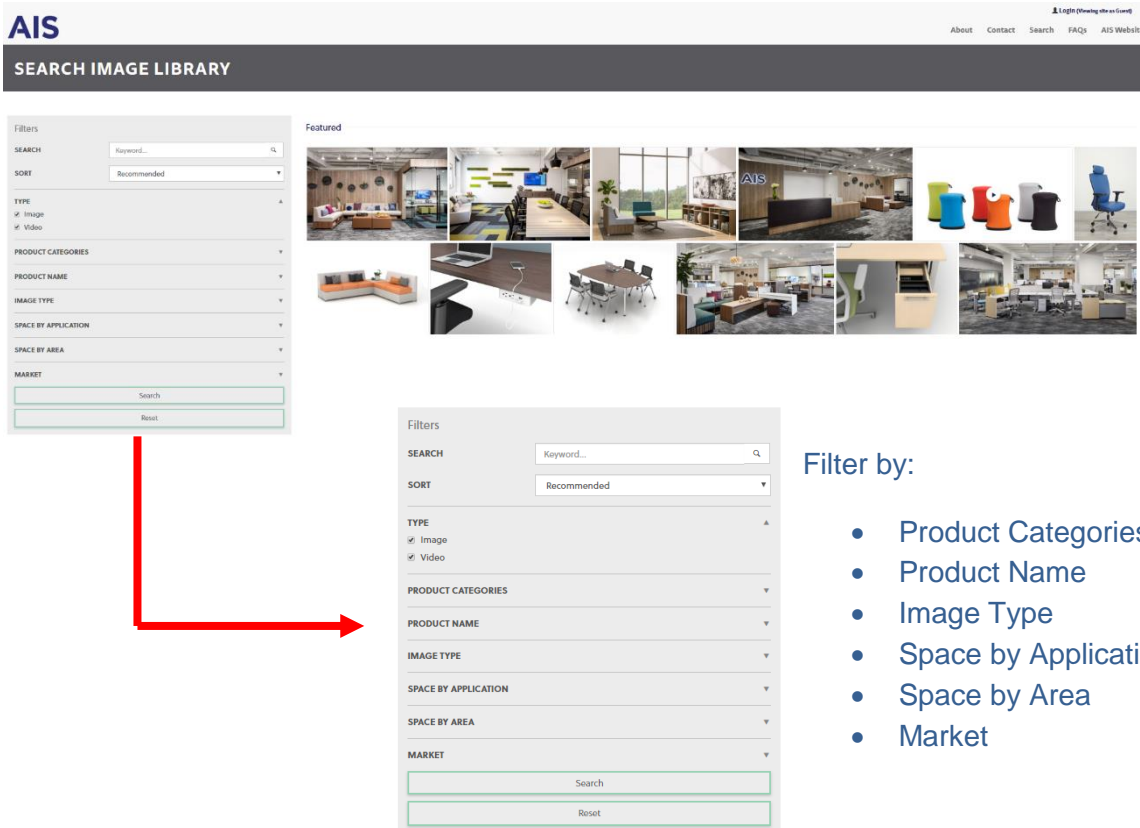
Select a country and location above to view the Representatives for that area.

Image Library Page

Type in a description of what you would like to see



Or used the Advanced Search feature to use the below filter options to populate the desired image



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

AIS works through a network of over 1,000 dealer service providers across North America. These dealers will work with the end users to identify project specifications, delivery and installation needs.

Once the project scope has been defined through specification, the purchase order is sent to AIS's Data Entry team. The Data Entry team process the order for manufacturing. After the order is built, AIS shipping team will coordinate logistics using third party shipping carriers. Depending on size the size of the order/number of pallets AIS will arrange either a dedicated Full Truck load carrier or a shared shipping carrier or LTL.

During the specification process the dealer and AIS will work with the end user to select a certified AIS installer to assist with product installation within the customer's facility.

E. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.

AIS operates both its manufacturing and administrative facilities under the same roof in our 600,000 sq/ft headquarters facility located in Leominster, MA. This facility features a newly updated and expanded showroom. Additionally, AIS operates an additional 550,000 sq/ft private label OEM facility in Cameron, TX.



AIS has permanent showrooms at its Leominster headquarters and also in Chicago, New York City and Washington, D.C. With locations across the U.S., AIS has more than 800 employees and over 1 million square feet of office, showroom and factory space. Additional showrooms are located in various cities throughout the US including Pittsburg, Buffalo, Atlanta, Phoenix, Salt Lake City, Philadelphia, Denver, San Francisco managed through AIS Representatives.

All of our over 1000 authorized dealers have access to warehouses to receive furniture shipments and store product until ready for furniture install date.

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 supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:

- i. Executive leadership endorsement and sponsorship of the award as the public sector as the public sector go-to-market strategy within the first 10 days
- ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners, Public Sector team within the first 90 days

Following AIS's standard Program Launch Plan, the executive leadership team will immediately define the messaging document and position statement for both internal stakeholders and internal and external audiences. The positioning document will include the overview of the Omnia contract and how AIS can provide workspace solutions for its customers.

AIS has been successful over the years launching national contract initiatives. AIS currently holds a GSA Contract that has been in place for almost twenty years. This has enabled AIS to market directly to the Department of Defense as well as civilian agencies nationwide. AIS has been recognized for our excellence in supporting the needs of the Federal marketplace by not only GSA but from many DOD and agencies. We are a BPA holder with the US Navy supporting the Spiral II Navy BPA program. It has been AIS' belief that in order to support contracts such as these, a targeted and successful program launch is key in gaining immediate awareness and developing success.

First 10 Days

- Once an award is made to AIS, we will distribute a company-wide announcement to announce our OMNIA Partners, public sector award and what the award means to the AIS sales efforts nationwide. The email will detail the business sectors that this contract will target and provide a timeline for the field sales launch effort.
- Send out an announcement of award to our dealer distribution and map out timeline of launch to our dealer distribution.
- Conference call coinciding with a webinar will be set up with our field sales group to introduce OMNIA Partners, public sector and what it means to AIS from a new business development perspective. Provide an overview of the contract itself, rolls and responsibilities, reporting, business development efforts and communication roll out to our dealer distribution. (Invite POC from OMNIA to participate in this call if interested)

First 90 Days

- Distribute launch packages to field sales by region with identified target accounts to penetrate and introduce with direct representation AIS and OMNIA contract.
- Distribute launch packages to dealer distribution which outlines OMNIA program and provide additional secondary target accounts identified by region and allow dealers to make contact and introduce AIS and OMNIA contract.

- Initiate email campaign to end users to get the word out on OMNIA award and AIS participation.
- All this would be implemented within 30 days of award by OMNIA.

Post 90 days

- Continue to uncover potential users and introduce OMNIA contract as a channel of procurement for their business segment.
- Repeat marketing emails and communications on a monthly basis with flyers and highlighted products from the OMNIA Partners, public sector contract to draw continued interest.

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 Public 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
- ii. Announcement, Master Agreement details and contact information published on the Supplier's website within first 90 days
- iii. Design, publication and distribution of co-branded marketing materials within first 90 days
- iv. Commitment to attendance and participation with OMNIA Partners, Public Sector at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, 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 OMNIA Partners, Public Sector for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners, Public Sector.
- 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, promotions, etc.)
- viii. Dedicated OMNIA Partners, Public Sector internet web-based homepage on Supplier's website with:
 - OMNIA Partners, Public Sector standard logo;
 - Copy of original Request for Proposal;
 - Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier;
 - Summary of Products and pricing;
 - Marketing Materials
 - Electronic link to OMNIA Partners, Public Sector's website including the online registration page;
 - A dedicated toll-free number and email address for OMNIA Partners, Public Sector

Upon award, AIS will draft a co-branded press release to announce to the trade publications, including Monday Morning Quarterback, Office Insight, Business of Furniture and any other industry trade publications that may choose to publish the release. The draft announcement will be sent to OMNIA partners for final approval before release.

AIS will publish the approved OMNIA partnership announcement on AIS's public website and post the master agreement and contract details within the contract section of the website, to be easily accessed by dealers and OMNIA partner customers, within 90 days of award.

The AIS Marketing and Contract team will create a program email announcement, social media, brochure, internal and external training presentation to share with AIS team members, dealers and OMNIA partners. Upon approval from the OMNIA team, these communications and materials will be released to publicly. These materials will be completed within 90 days of contract award.

AIS sales representatives and sales leaders will attend regional NIGP chapter meetings and summits in their respective regions and areas. The goal to attend these shows would be to make connections with purchasing decision makers who are involved with OMNIA partners or looking for a partner supplier solution. Follow up, post event will be made by AIS team members to ensure needs are met with AIS or OMNIA partners.

AIS will attend the annual NIGP Forum in Chicago, IL in August 2020. AIS's booth space will include AIS's most relevant products and will be staffed by our regional sales team. AIS will promote the NIGP Forum prior to the event to any pre-registered attendees, AIS dealers, designers and influencers. During the show, AIS will post on social media our participation and activities happening throughout the event.

Post show follow up will include communications to all show attendees. AIS representatives will receive contact information for anyone who visits the AIS booth and wishes to learn more or has an opportunity for an AIS solution. These attendees will be contacted within 48 hours after the show, if not sooner.

The AIS Marketing team will work with our creative partners and graphic design team to create advertising in appropriate trade publications, dealer network communications and social media connections.

AIS will continue to update OMNIA partner brochures and program presentations with client case studies including install photos, project overviews and testimonials. We will continue to reach out to AIS dealers and OMNIA partner contacts with new product and program introductions and promotions through email blasts, newsletters and social media channels.

AIS will create a website homepage accessed from www.ais-inc.com that will be co-branded for OMNIA partners, Public Sector and AIS. This website will include a link to a pdf copy of the original RFP and Master Agreement and amendments. There will be links to the products offered on the OMNIA partner agreement including brochures, price lists, idea starters, fabrics and finishes, product stylist, spaces by application, image library and specification resources. AIS's toll-free number, 800.434.7400, and contact email address, info@ais-inc.com, for OMNIA Partners will be available on this site.

Additionally, this web page will link to OMNIA Partners, Public Sector website and online registration page.

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

AIS must remain compliant with existing federal, state and local contracts. When applicable, AIS will make the recommendation to use the Master Agreement. We recognize the multiple benefits to utilizing the Master Agreement. AIS will position the Master Agreement with a higher incentive to authorized dealers for using the Master Agreement.

Current cooperative contracts include:

- | | |
|--|--------------------|
| • GSA | • State of FL |
| • Navy BPA | • State of GA |
| • NCPA | • State of KS |
| • TIPS | • University of KY |
| • Haworth GPO (Vizient, Premier, Intalere, HealthTrust & Greenhealth Exchange) | • State of MA |
| • Massachusetts Higher Education Consortium (MHEC) | • State of MS |
| • Illinois Public Higher Education Cooperative (IPHEC) | • State of NJ |
| • State of AL | • State of NM |
| • University of AL | • State of NY |
| • State of AR | • State of NC |
| • CMAS | • State of PA |
| • State of CT | • State of SC |
| | • State of SD |
| | • TXMAS |

D. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners, Public Sector and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners, Public Sector logo will require permission for reproduction, as well.

AIS agrees to provide its logo(s), as well as branding guidelines to OMNIA Partners, Public Sector and will grant permission for reproduction of such logo in marketing communications and promotions. AIS will obtain permission from OMNIA Partners, Public Sector to use its logo for reproduction purposes.

E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners, Public Sector. All sales materials are to use the OMNIA Partners, Public Sector logo. At a minimum, the Supplier's sales initiatives should communicate:

- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency

- ii. Best government pricing
- iii. No cost to participate
- iv. Non-exclusive

AIS will be proactive in direct sales of good and services to Public Agencies nationwide. We will follow up on leads established by OMNIA Partners, Public Sector in a timely manner within 24 hours. AIS will obtain permission for use of OMNIA Partners, Public Sector logo and upon approval will use it on all sales materials. All sales material will include the above listed four (4) advantages to the OMNIA Partners contract.

F. Confirm Supplier will train 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 OMNIA Partners, Public Sector
- iv. Knowledge of benefits of the use of cooperative contracts

AIS will train our national sales force on the Master Agreement via various methods. The training will include a sales presentation that will at a minimum address the above four (4) items. This sales presentation will serve as a sales tool that can be used by AIS representatives and our authorized dealers to present to interested agencies, as well as end users.

The outline for the sales presentation is below.

1. OMNIA Partners Overview
 - a. Key features of Master Agreement
 - b. General listing of who can utilize the Master Agreement with link to full listing of approved agencies
 - c. Benefits to use the Master Agreement
2. General Information for Master Agreement
 - a. Contract #
 - b. Contract Term
 - c. Products on Contract
 - d. Price Lists to Use
 - e. Design specification information
 - f. Freight information
 - g. Services and the Service Rates
3. Solicitation Process
 - a. Verification of agency's qualification to use the Master Agreement with link to, "How to become a OMNIA Partners Approved Agency"
 - b. Authorized dealer proposal/quote requirements
 - c. Required items to be listed on agency PO (Who the PO is made out to, contract #, etc.)
4. AIS Order Entry Requirements
 - a. Documentation requirements
 - b. Important information (ship to address, requested ship date, etc.)
5. Invoicing Process
6. AIS OMNIA Partners Master Agreement Team (lists AIS points of contact)
7. Frequently Asked Questions (FAQ)

- a. Include questions and answers on Master Agreement
- b. Include links to Master Agreement resources (OMNIA website, Approved agency list, etc.)

G. Provide the name, title, email and phone number for the person(s), who will be responsible for:

- i. Executive Support
- ii. Marketing
- iii. Sales
- iv. Sales Support
- v. Financial Reporting
- vi. Accounts Payable
- vii. Contracts

a. Executive Support:

Nick Haritos, Executive Vice President Sales & Distribution
nharitos@ais-inc.com
 617.259.4214

b. Marketing:

Tracy Reed, Vice President of Marketing
treed@ais-inc.com
 616.610.7036

c. Sales

Nick Haritos, Executive Vice President Sales & Distribution
nharitos@ais-inc.com
 617.259.4214

d. Sales Support

Amy Transue, Director of Marketing & Strategic Resources
atransue@ais-inc.com
 978.567.5122

e. Financial Reporting

James Wiley, Financial Analyst/Senior Accountant
jwiley@ais-inc.com
 978.567.5137

f. Accounts Payable

Konny Ly Braga, Accounts Payable Coordinator
kbraga@ais-inc.com
 978.567.5174

g. Contracts

Helen Woods, Contract Specialist
hwoods@ais-inc.com
 978.567.5163

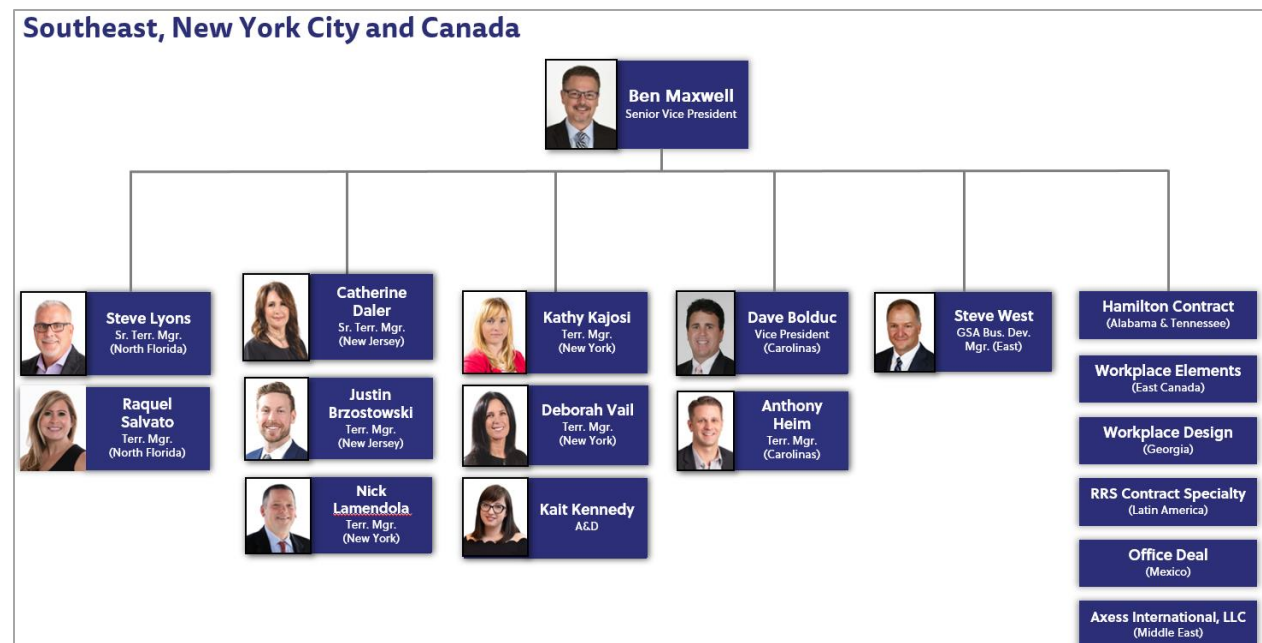
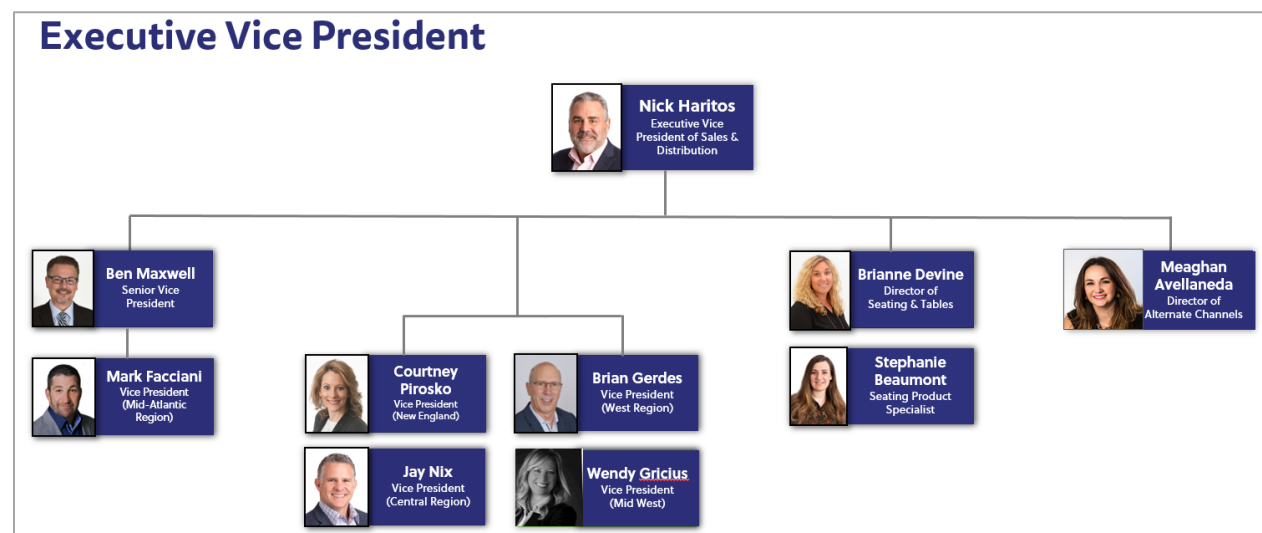
H. Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.

Nick Haritos, Executive Vice President, Sales & Distribution

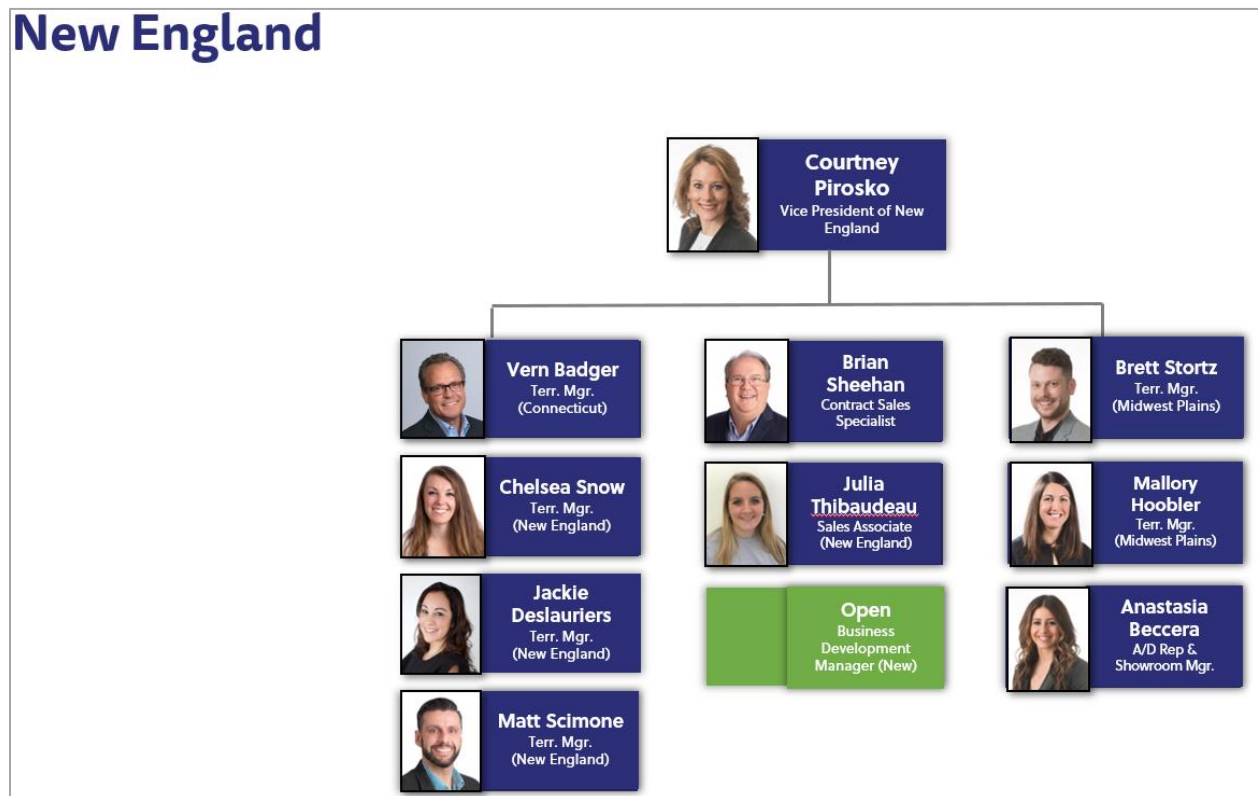
nharitos@ais-inc.com

617.259.4214

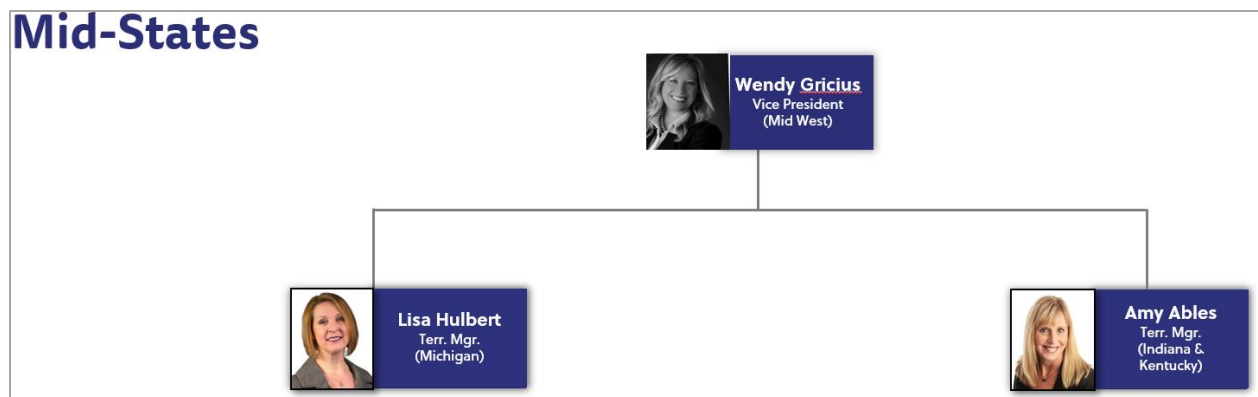
Nick Haritos is the Executive Vice President of Sales & Distribution for AIS. He manages a team of six Regional Vice Presidents who manage market six market regions in North America. These market teams are comprised of AIS direct employees, Territory Managers and Independent Representatives who are contract representatives. Below is the organization of these regions and team members. The Territory Managers and Independent Representatives manage the network of over 1,000 dealers that service end-users who are looking to specify, purchase and install AIS products.



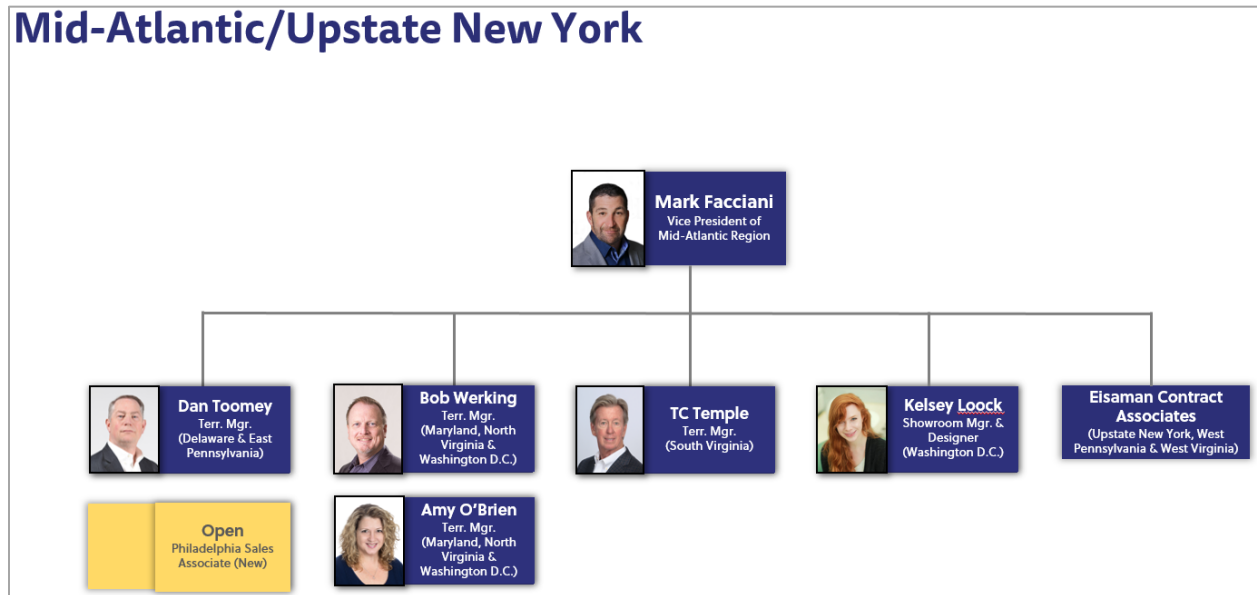
New England



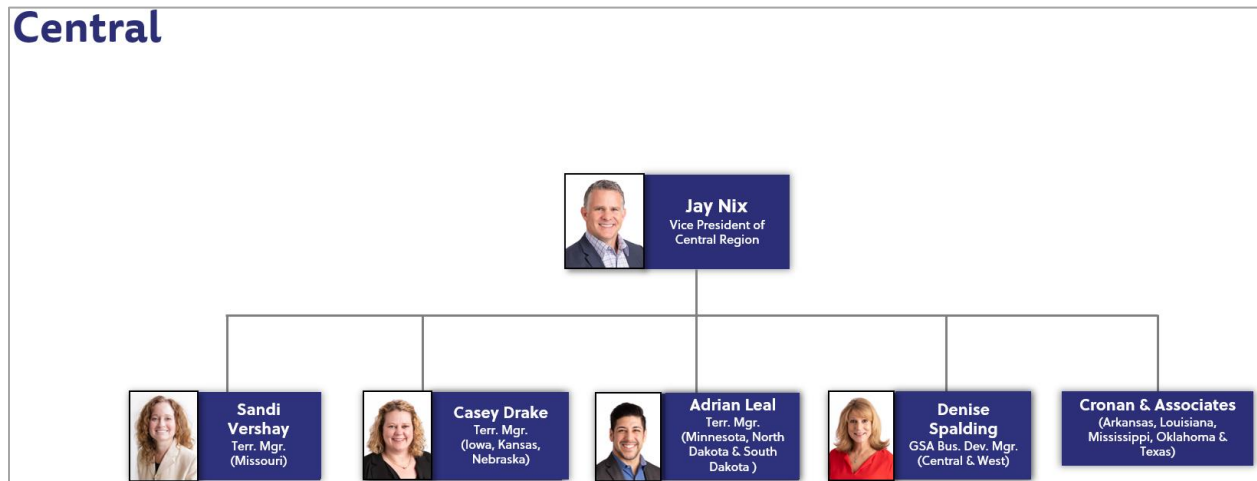
Mid-States

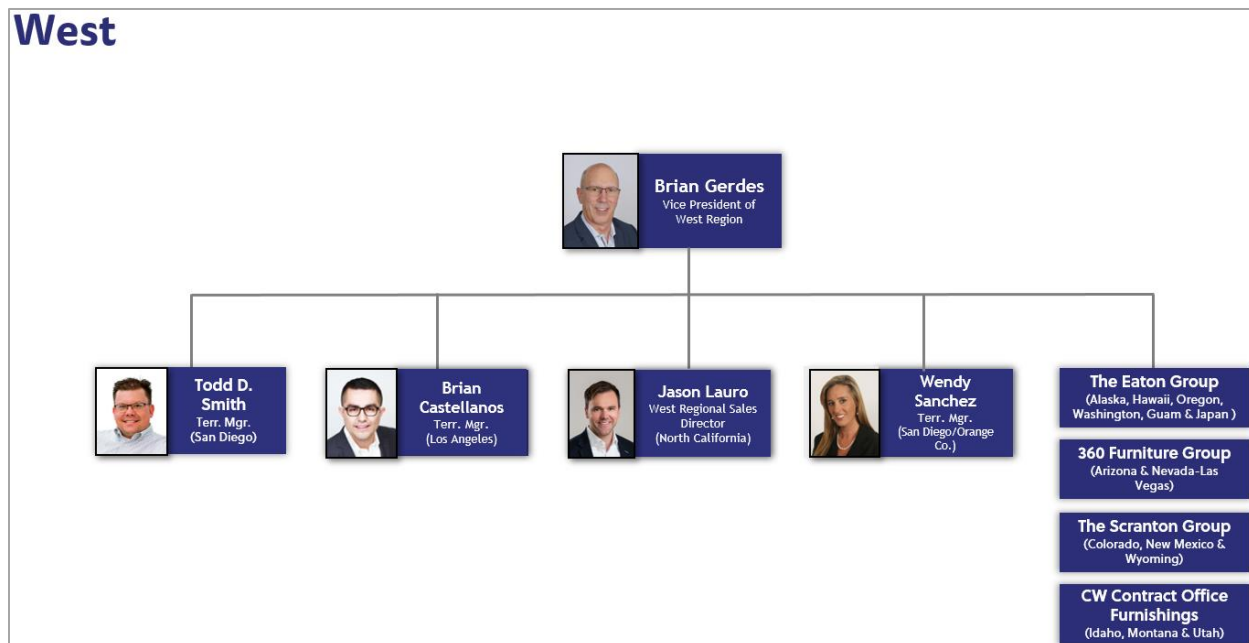


Mid-Atlantic/Upstate New York



Central





I. Explain in detail how the sales teams will work with the OMNIA Partners, Public Sector team to implement, grow and service the national program.

AIS Executive Team to work alongside Omnia Executive Team/Directors to ensure nationwide training efforts are rolled out timely and effectively once contract is awarded. AIS Field Sales Team will partner with respective Omnia Regional Managers and Directors to ensure new supplier product offering is communicated to Members via face to face meetings as time permits, printed catalog distribution as well as a digital catalog offering. AIS to attend ongoing Premiere Cooperative Purchasing Events - Regional Connections once 2020 schedule is released. AIS Sales Team and authorized dealers to proactively call on agencies in tandem to generate new business and follow up on leads.

AIS will proactively survey our completed Omnia furniture projects and create case studies (large and small) on an annual basis to ensure Omnia Partners has fresh, digital content with professional photography. These mutually created co-branded case studies would be utilized by AIS and Omnia Partners for marketing and social media campaigns to increase brand awareness, grow sales and ultimately grow Omnia Partner memberships of all sizes in each region.

J. Explain in detail how Supplier 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, timely contract administration, etc.

AIS's will have a dedicated team supporting the management and growth of the OMNIA Partners, Public Sector program. Sales leadership will ensure ongoing national sales team training, networking and prospecting through quarterly AIS sales team webinars, monthly sales leadership conference calls, weekly sales team meetings and weekly one on one meetings.

Continued Marketing efforts will include broad promotion of AIS through trade publications, event marketing, direct target promotion and social media campaigns. As new product and programs

are introduced to the commercial market, a special dedicated campaign will also be targeted directly to OMNIA Partner customers.

Internal contract management will continue to educate support, reporting and customer service teams on account setup. As any changes are administered through OMNIA Partners, the AIS team will effectively communicate throughout the organization through documented process updates, webinar and live meeting trainings.

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

Our state agency sales equate to over \$7MM last year in 2018. In 2018, our GSA sales were approximately \$9MM.

No.	Public Agency	Total Purchases	Key Contact
1	State of New Jersey - Department of Children & Family	\$1,104,495	Susan Santiago
2	State of New Jersey - Property Rentals	\$512,789	N/A
3	State of New Jersey - Camden County Courthouse	\$403,449	Glen Stranix
4	Cumberland County Improvement Authority	\$369,468	Roseanne Duffy
5	State of New Jersey - Superior Courts	\$348,667	Joanne Diego
6	State of New York - Onondaga County Facilities	\$340,756	Julie McCarthy
7	Naval Surface Warfare Center at Navy Activity Station - Crane, IN	\$200,000	Morgan Hughes
8	State of New York - Nassau County	\$195,341	Margaret Reynolds
9	State of New Jersey - Atlantic County Civic Court Building	\$153,404	Glen Stranix
10	State of NJ Dept of Labor - Division of Unemployment Insurance	\$127,393	Marcia Szedula
	<i>Total State of New Jersey agency sales for 2018</i>	<i>\$2.8MM</i>	<i>Ben Maxwell</i>
	<i>Total State of New York agency sales for 2018</i>	<i>\$2.6MM</i>	<i>Ben Maxwell</i>

L. Describe Supplier'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.

Orders may be submitted to AIS via email, fax or through electronic upload submission through the website. Order formats can be pdf, SIF/SP4 and XML.

AIS accepts company check, direct deposit, ACH, wire transfer and credit cards (except for Discover card) as form of payment.

M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners, Public Sector Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

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

To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

AIS is confident that our sales and distribution network will generate significant sales throughout North America as we have done with our GSA and other GPO contracts. We would welcome the opportunity to negotiate an additional incentive after year one of our contract is completed as it relates to guaranteed incentive. Historical data is essential to ensure that we put the appropriate minimum contract sales in place.

N. Even though it is anticipated 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 for Products covered under the Master Agreement.

- i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners, Public Sector).

If solicitation does not specify which contracts are to be utilized, AIS will respond with the Master Agreement pricing and will report Master Agreement sales to OMNIA Partners, Public Sector. AIS will electronically provide the OMNIA Partners, Public Sector Contract Sales Monthly Report using the issued OMNIA Partners, Public Sector Exhibit C, Contract Sales Reporting Template in Microsoft Excel format.

In the event items are returned (pre-approval required) credits on administrative fees will be deducted from the following month's reporting as a reconciliation and noted in report details.

- ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed 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 OMNIA Partners, Public Sector under the Master Agreement.

If utilizing the Master Agreement and the competitive solicitation environment is such that requires us to offer deeper discounting to an agency to secure award, AIS will report the sales to OMNIA Partners, Public Sector in compliance with 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 (Contract Sales are not reported to OMNIA Partners, Public Sector).

AIS may respond with pricing that is higher than that of the Master Agreement and will report these sales as necessary to the appropriate contract agency, if applicable.

- 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.

If an alternate proposal is acceptable, AIS will provide an option utilizing the Master Agreement pricing. If the Master Agreement pricing is favorable and results in a contract, AIS will report the sales to OMNIA Partners, Public Sector.

Detail Supplier's strategies under these options when responding to a solicitation.

Appendix B

TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Offer and Contract Signature form certifies complete acceptance of the terms and conditions in this solicitation and draft Contract except as noted below with proposed substitute language (additional pages may be attached, if necessary). The provisions of the RFP cannot be modified without the express written approval of Region 4 ESC. If a proposal is returned with modifications to the draft Contract provisions that are not expressly approved in writing by Region 4 ESC, the Contract provisions contained in the RFP shall prevail.

Check one of the following responses:

- ☐ Offeror takes no exceptions to the terms and conditions of the RFP and draft Contract.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

- ☒ Offeror takes the following exceptions to the RFP and draft Contract. All exceptions must be clearly explained, reference the corresponding term to which Offeror is taking exception and clearly state any proposed modified language, proposed additional terms to the RFP and draft Contract must be included:

(Note: Unacceptable exceptions may remove Offeror's proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions and modifications and the decision shall be final.

If an offer is made with modifications to the contract provisions that are not expressly approved in writing, the contract provisions contained in the RFP shall prevail.)

Section/Page	Term, Condition, or Specification	Exception/Proposed Modification	Accepted (For Region 4 ESC's use)
Appendix A, #14 Page 4	<u>Delivery.</u> Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.	<u>Delivery.</u> Conforming product shall be shipped within 7 days of receipt of Purchase Order <u>within the timeframe mutually agreed to by the Vendor and the purchasing agency.</u> If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.	

<p>Exhibit F, Federal Certifications, Page 40 of 55</p>	<p><u>CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS</u></p> <p>To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.</p>	<p><u>CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS</u></p> <p>To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, vendor may be requested to certify individual product compliance offeror certifies that its products comply with all applicable provisions of the Buy America Act. and Vendor agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. It is the responsibility of the Purchasing Agency to notify the Vendor that requested product(s) must adhere to the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.</p>	
<p>2.2 Pricing Commitment, Page 20 of 55</p>	<p>Pricing Commitment</p> <p>Supplier commits the not-to-exceed pricing provided under 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, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.</p>	<p>Pricing Commitment</p> <p>Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) at the time the Vendor submits their proposal 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, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.</p> <p>The “lowest, not-to-exceed pricing” shall be compared to other cooperative state and local contracts, buying the same product mix, for the same geographical areas, under the same terms and conditions.</p>	

EXHIBIT F
FEDERAL FUNDS CERTIFICATIONS

FEDERAL CERTIFICATIONS
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.

DEFINITIONS

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward

Contractor means an entity that receives a contract as defined in Contract.

Cooperative agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;
- (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
- (c) The term does not include:
 - (1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or
 - (2) An agreement that provides only:
 - (i) Direct United States Government cash assistance to an individual;
 - (ii) A subsidy;
 - (iii) A loan;
 - (iv) A loan guarantee; or
 - (v) Insurance.

Federal awarding agency means the Federal agency that provides a Federal award directly to a non-Federal entity

Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

- (a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability; or
- (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability.
- (b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
- (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).
- (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Nonprofit organization means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

- (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- (b) Is not organized primarily for profit; and

(c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

Obligations means, when used in connection with a non-Federal entity's utilization of funds under a Federal award, orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

Pass-through entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of § 200.67 Micro-purchase.)

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Termination means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

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

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

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

Does offeror agree? YES _____  Initials of Authorized Representative of offeror

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

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

Does offeror agree? YES _____  Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30

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

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

Does offeror agree? YES _____  Initials of Authorized Representative of offeror

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

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

Does offeror agree? YES _____  Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

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

Does offeror agree? YES _____  Initials of Authorized Representative of offeror

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that

offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

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

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

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

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

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

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

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

Does offeror agree? YES _____ Initials of Authorized Representative of offeror

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

Offeror's Name: Affordable Interior Systems, Inc. (AIS)

Address, City, State, and Zip Code: 25 Tucker Drive, Leominster, MA 01453

Phone Number: 978.562.7500 Fax Number: 978.562.0811

Printed Name and Title of Authorized Representative: Bryan Poist, Chief Financial Officer (CFO)

Email Address: bpoist@ais-inc.com

Signature of Authorized Representative:  Date: 12-5-19

**OWNERSHIP DISCLOSURE FORM
(N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Affordable Interior Systems, Inc. (AIS)

Street: 25 Tucker Drive

City, State, Zip Code: Leominster, MA 01453

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I Bryan Poist _____, an authorized representative of AIS _____, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
Haworth, Inc.	One Haworth Center, Holland, MI 49423	95%
No owners with 10% or more		

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

12-5-19 Bryan Poist, CEO

Date

Authorized Signature and Title

NON-COLLUSION AFFIDAVIT

Company Name: Affordable Interior Systems, Inc. (AIS)Street: 25 Tucker DriveCity, State, Zip Code: Leominster, MA 01453State of MassachusettsCounty of Worcester

I, Bryan Poist of
 the Affordable Interior Systems, Inc. (AIS) Leominster
Name City

in the County of Worcester, State of
Massachusetts

of full age, being duly sworn according to law on my oath depose and say that:

I am the Chief Financial Officer (CFO) of the firm of
Affordable Interior Systems, Inc. (AIS)
Title

Company Name

the Offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said Offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Affordable Interior Systems, Inc. (AIS)
Company Name

Bryan Poist, CFO
Authorized Signature & Title

Subscribed and sworn before me

this 5th day of December, 2019

Elena C. Goudley
Notary Public of MA

My commission expires 7-17-, 2020

SEAL

**AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)**

Company Name: Affordable Interior Systems, Inc. (AIS)

Street: 25 Tucker Drive

City, State, Zip Code: Leominster, MA 01453

Proposal Certification:

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302)

Public Work – Over \$50,000 Total Project Cost:

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the
- B. Approved Federal or New Jersey Plan – certificate enclosed

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

12-5-19
Date


Authorized Signature and Title

Certification 33282

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

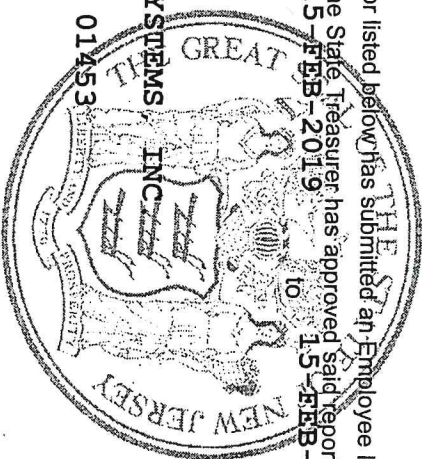
15-FEB-2019

to

15-FEB-2022

AFFORDABLE INTERIOR SYSTEMS, INC.
25 TUCKER DR.
LEOMINSTER

MA 01453



Elizabeth M. Maher
ELIZABETH MAHER MUOIO
State Treasurer

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant to N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:		Affordable Interior Systems, Inc. (AIS)	
Address:		25 Tucker Drive	
City:	Leominster	State: MA	Zip: 01453

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature _____

Bryan Poist

Printed Name

CFO

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form[illegible]

☐ Check here if the information is continued on subsequent page(s)

STOCKHOLDER DISCLOSURE CERTIFICATION**Name of Business:**

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☒ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:☐ Partnership☒ Corporation☐ Sole Proprietorship☐ Limited Partnership☐ Limited Liability Corporation☐ Limited Liability Partnership☐ Subchapter S Corporation**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 5th day of
December, 2000 19

(Notary Public) Elena C. Goudey

My Commission expires: 7-17-20

Bryan Poist
(Affiant)

Bryan Poist, CFO
(Print name & title of affiant)

(Corporate Seal)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: Region 4 ESC 19-18

Bidder/Offorer: Affordable Interior Systems, Inc. (AIS)

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR



I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Offorer _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offorer Contact Name _____ Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Bryan Poist

Signature: *Bryan Poist*

Title: CFO

Date: 12-5-19



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: AFFORDABLE INTERIOR SYSTEMS, INC.

Trade Name:

Address: 25 TUCKER DR
LEOMISTER, MA 01453

Certificate Number: 2234713

Effective Date:

Date of Issuance: November 14, 2019

For Office Use Only:

20191114085941645

i. Provide a brief history of the Offeror, including year it was established and corporate office location.

A Story of Innovation.

In 1989 founders, Arthur Maxwell and Bruce Platzman started AIS by procuring and installing used furniture. AIS grew quickly in the early 90s to be a scalable company that embarked into manufacturing. We believe that good ideas will get you everywhere. In less than 30 years, we've evolved from a start-up based on the simple intent to adopt lean manufacturing to become one of the most highly regarded names in the industry. AIS has earned acclaim for product design, ground-breaking manufacturing and unparalleled sustainability across the industry and within our local and regional communities. And, our deep roots in New England are a great source of pride for us.

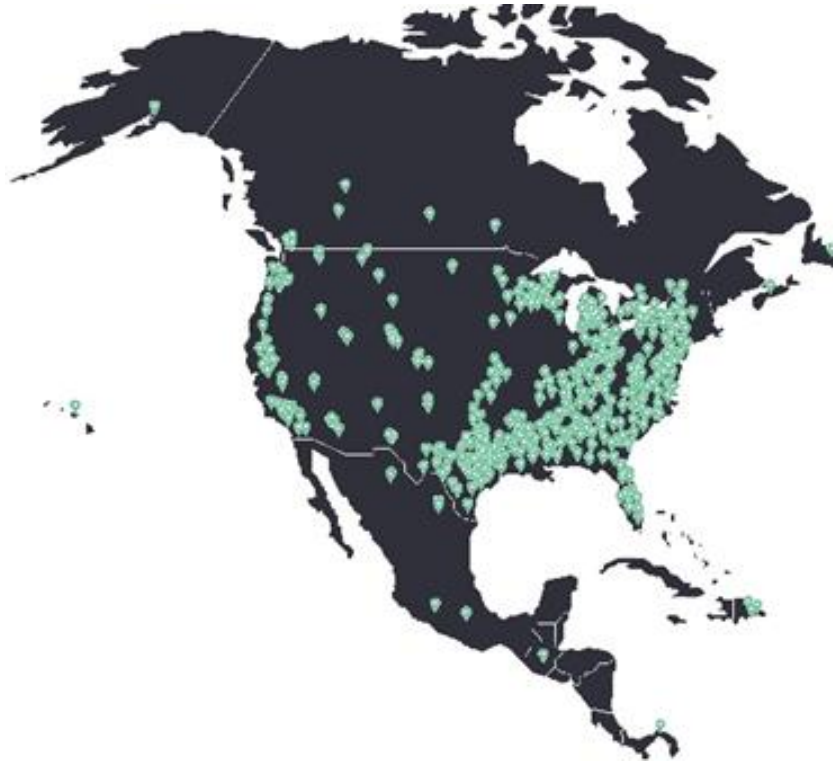
AIS set out to disrupt the industry through true innovation and sustainability—a vision that has consistently paid off for our company and our customers. The talented, enthusiastic AIS team has virtually reinvented product development and manufacturing processes, helping us grow far faster than industry benchmarks and earning OFDA Manufacturer of the Year nine times since 2008. Today, with sales teams across North America and 750 employees at our new 600,000-square-foot factory and headquarters, we've risen to annual sales of more than \$200 million. One thing, however, will never change—our commitment to superior products with industry-beating lead times and attractive prices.

A series of successes.

1989	Founded	2017	AIM Sustainability Award
1992	Lean manufacturing facility	2018	750+ employees and \$200 million in sales
1996	MWall and AO2 product launch	2018	Selected Manufacturer of the Year by the State of Massachusetts
2001	Post-9/11 Pentagon refurbish	2018	Calibrate Conferencing product launch
2002	Matrix product launch	2018	Day-to-Day Tables product launch
2003	Shingo Prize for Excellence in Lean Manufacturing	2019	Worcester Business Journal's Manufacturing General Excellence Award
2003	Named as Industry Week's Top 25 Manufacturing Plants in North America	2019	MassHire Central Region Growing and Readying Our Workforce (GROW) Award
2005	AIS launches first seating lines	2019	Day-to-Day PowerBeam product launch
2007	Divi product launch		
2007	First GREENGUARD® certification		Ongoing recognition from the Office Furniture Dealers Alliance
2011	Calibrate Caseloads & Storage product launch		
2012	BIFMA e3 level® 2 certification	2008	OFDA Bronze
2013	Best of NeoCon Silver - Oxygen Benching	2009	OFDA Silver
2014	MassEcon Economic Gold Award	2010-2018	OFDA Manufacturer of the Year
2015	Best of NeoCon Silver - Aloft Height-Adjustable Benching		

More than providers. True partners.

Through a robust network of expert dealers, our employees drive to continually break new ground with inventive products and processes, and unwavering dedication to our customers and community. AIS has established itself as a partner of choice—whether furnishing a start-up space or fulfilling a new vision for a Fortune 500® firm.



Strong Dealer Network Across North America.

Sustainable from the start.

Since the beginning, AIS has led the way in sustainability—making social responsibility and our environment a top priority. Our visionary team recognized early on that efficient manufacturing is naturally more sustainable, requiring fewer resources and less energy. We’ve invested in alternative energy and moved toward carbon neutrality. And as a privately held firm, AIS has greater freedom to explore innovative processes and equipment, as well as ways to eliminate wasted time, steps, inventory and resources, as we strive to inspire a greener industry overall.

Today, all AIS products are SCS Indoor Advantage™ Gold certified for air quality, and AIS systems contain at least 40% recycled materials. What’s more, we’ve achieved BIFMA e3 level® certification on our products, and more than 50% of the power used in our state-of-the-art facility is returned to the grid through our rooftop solar panels.

From the talent we hire to the way we design, manufacture and distribute our products, AIS has always thought differently.

ii. Describe Offeror's reputation in the marketplace.

AIS is known for offering market-relevant, feature-rich product lines that entice designers and support the diverse needs of end-users while offering exceptional value. AIS is an innovator that leads the industry in sustainable, lean manufacturing, lead-time performance and manufacturing flexibility.

AIS is a self-taught and self-grown company. We know our capabilities and leverage the products and services we are confident we can deliver. We can be easy to do business with by answering the phone and really listening to our customers. We can do things quicker, because we have the passion. If we make a commitment, we deliver on that commitment. All these attributes are the fiber of our culture and existence.

AIS is known for being generously socially responsible. AIS is dedicated to supporting the local community and part of our culture is philanthropy. Whether it's volunteering time, providing financial assistance or both, employees are committed to making a difference. AIS was named one of the top 105 most charitable companies in Massachusetts for 2019 and was honored at the Boston Business Journal Corporate Citizenship Awards. Another significant philanthropic gesture was donating nearly \$700,000 worth of installed office furniture for the new Make-A-Wish Massachusetts and Rhode Island headquarters in Boston. AIS also works with United Way of North Central Massachusetts, the American Red Cross and the cities of Leominster and Fitchburg.

AIS works with a diverse customer base stretching throughout North America. Customers include federal government, healthcare, high tech/IT companies, department stores/fashion, colleges and universities, general contractors, automobile manufacturers and airline companies just to name a few categories. Major U.S. customers and installations have included J.D. Power and Associates, IBM, Google, Macy's, Children's Hospital of Wisconsin, University of Chicago, NYSE, Lockheed Martin, Nissan, GM, JetBlue Airways and many, many others as shown below.

Our Clients



iii. Describe Offeror's reputation of products and services in the marketplace.

AIS products are mid-market with a full line of office furniture that is smartly in tune with customers' needs in the constantly changing landscape of the workplace. AIS is known for providing panel systems, benching and desking systems, tables, casegoods, storage and seating. We may not be first to the market with a product, but we see product trends evolve and engineer our new products better based on market feedback.

AIS has been recognized by the Office Furniture Dealers Alliance (OFDA) for various product awards for the past 11 years. In 2019, AIS received four (4) OFDA Dealers' Choice Awards in categories of Workstations, Casegoods, Seating and Tables. This year's OFDA Dealers' Choice Survey ran from early March to the end of April. According to OFDA, the survey is a carefully structured, anonymous dealer poll that measures six functional areas of manufacturer performance that are of greatest importance to a diverse cross-section of dealers throughout North America. The survey provides product category-level feedback from dealers of all sizes on the full range of support they receive from their primary non-aligned suppliers. Dealers are asked to rate these top-volume, non-aligned suppliers in each of six product categories recognized by the Business and Institutional Furniture Manufacturers Association (BIFMA) based on their 2018 interaction. The six product categories are: Casegoods, Storage, Filing, Tables, Seating and Workstations/Systems. The purpose of the survey is to promote an open discussion of business issues between dealers and manufacturers and improve the office furniture industry overall.



In July 2019, AIS conducted an Effective Partnering Survey Report, a customer satisfaction survey of selected Dealer staff.

The AIS Effective Partnering Survey evaluated the business process (how the Dealer interacts with AIS) as well as how the Dealership utilizes and values existing AIS resources. The survey measured both importance and expectations in six categories: Sales Support, Product Focus, Marketing, Pre-Order Process, Quote-To-Invoice Process and Improvements. Subcategories provided additional detail. There was a total of 17 subcategories, 76 specific areas, and 25 open-response feedback opportunities.

Strong scores in several key areas indicate Dealer acknowledgment that AIS does many things well. This survey confirms that AIS has several strengths to draw upon, and that Dealers value the investment AIS has made in people, processes and product. Overall, AIS meets or exceeds Dealer expectations in all 17 of the subcategories surveyed.

The survey data suggests that AIS is a good partner. The respondents rated 76 areas in the survey, rating all but two areas as important or higher and 64 areas as meeting or exceeding expectations. AIS uses this dealer survey to identify areas of continuous improvement.

AIS uses IMOS, SolidWorks and woodCAD|CAM software. We were able to set up a very efficient system using the latest technology capable of doing production manufacturing that is also very flexible for custom. We have the ability to stretch products, add shelves and do all sorts of other things our customers request. By embracing technology and not having the layers other manufacturers have for a company structure. All our products are designed in-house by a small on-site team and this allows us to get to the market a lot faster than other manufacturers.

AIS universalizes products maybe a lot more than the other manufacturers do. We can use the same pedestal in all of our different laminate case goods lines as opposed to having a more designed conceptual product that requires multiple SKUs and multiple disciplines for manufacturing. The variety and the speed with which we can design and manufacture product using this very consistent product is what our customers are requiring right now.

Over the past 10 years, we have focused on expanding our product lines to increase our breadth of line. The marketplace has seen us release new seating lines and complementary products for existing lines.

Our employees make a difference. In a sense our employees are all entrepreneurs and self-motivated. We are up for each challenge presented to us. Because of the very few layers of management at AIS, our people can do their jobs and take pride in the true value they add to AIS.

The Project Management team is an internal advocate for our dealers from purchase order planning to punch lists. The team checks, tests and double checks all aspects of a project. They are the primary contact for our dealers from the inception to the completion of the project. With a combined over 100 years of experience in the office furniture industry, each member brings their unique experience to the team. One reason for the team's success is the collaborative approach to process and risk mitigation.

AIS offers field services expertise for select installations. Field services conducts trainings for dealer installation teams on all AIS products. This department is on call 24/7. You can often find them "Facetime" with installers to provide installation advice. For high profile projects, they can be on site to ensure the installation is successfully completed to end user's specification.

Our customer service representatives (CSR) go above and beyond daily to make sure our customers are satisfied. A few examples are responding to phone calls and emails in less than 24 hours, working closely with production and monitoring progress to ensure a ship date is met and pulling parts needed off the factory floor to FedEx out to customers to ensure installations can be completed on time. This department works outside of normal business hours to ensure they are responding to inquiries and resolving issues within one day. This department provides our customers with a complete support system.

iv. Describe the experience and qualification of key employees.



Nick Haritos, Executive Vice President of Sales & Distribution

Nick joined AIS in January 2018. He leads all sales and distribution throughout North America. Haritos' career spanning three decades in management and business development includes more than 25 years in contract furniture, including 16 years with Haworth, most recently as vice president of sales and distribution covering a five-region territory stretching from New England to the Caribbean. Before Haworth, he served as senior vice president of sales for Office Environments of New England. The native New Englander earned a bachelor's degree from Plymouth State University in New Hampshire and a master's degree from Saint Michael's College in Vermont. He earned a certificate in mediation from Woodbury College in Vermont and completed additional post-graduate work in alternative dispute resolution at Nova Southeastern University in Florida.



Tracy Reed, Vice President of Marketing

Tracy joined AIS in January 2017 as Marketing Vice President and brings over 20 years of vast industry experience to the role. Her strong understanding of dealer sales, product line management, marketing communications, and new product introductions ideally suit her as she leads AIS brand forward. Prior to joining the office furniture industry, she held various agency roles with Biggs-Gilmore Communications and led international product launches for Amway Corporation. Tracy hold a BBA and a BAS from Western Michigan University, and an MBA from Grand Valley State University.



Amy Transue, Director of Marketing and Strategic Resources

Amy began her career with AIS in 2005. As AIS Director of Marketing & Strategic Resources, she leads marketing, sustainability, bid opportunities, competitive strategies and forecasting. With her broad experience and holistic contract furniture industry experience, she provides leadership to the sales team with special projects and training. Through her acute market focus and creativity, she leads her team to deliver exemplary sales tools positioning AIS Best-In-Class. Transue holds a Bachelor of Science in Business Administration with a concentration in Management from Fitchburg State College.



Helen Woods, Bid & Contract Specialist

Helen joined the AIS team in 2016, however she has more than ten years of experience in the office furniture industry, six of which were focused on GSA bid and contract response. With experience both from the manufacturer and the dealer perspective in office furniture design, management and sales, Helen is adept in coordinating thorough, detailed responses to both commercial and government opportunities. With a background in design, Helen has an intimate understanding of furniture specification, configuration, space planning, and installation. Helen also contributes additional skills including communication with end-users, database maintenance and finance management to her role at AIS. She manages over 30 contracts including all GSA, Navy BPA, state and cooperative contracts. Helen has a Bachelor of Fine Arts degree in Interior Design as well as a Bachelor of Science degree in psychology.

v. Describe Offeror's experience working with the government sector.

AIS' GSA contract was awarded in 2000 and our Spiral III Navy BPA contract was awarded in 2017. Federal sales account for 10-15% of our overall sales. Our GSA sales for 2019 will exceed \$11MM.

AIS has been elected to government offices across the country. Our success includes, but by no means limited to the following federal clients:

- Pentagon
- Consumer Products Safety Commission
- US Department of Defense
- US Department of Energy
- US Department of Navy
- Drug Enforcement Agency (DEA)
- National Guard
- NASA
- and more.

For over 20 years, the federal government has chosen AIS to meet their office furniture needs – and we've been honored to answer the call. For example, in 2001, right after 9/11, AIS was the chosen office furniture provider for the Pentagon. We delivered faster than any manufacturer could delivering and installing over 2000 workstations in 30 days. Governments often have to react and respond quickly. And we do the same. Our products are high quality, lifetime guaranteed and manufactured 15-20 days after we receive the order. We meet tight deadlines and tough expectations.

Example of successful projects include the below.

Sheppard Air Force Base Project
142 Matrix and Calibrate workstations

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

U.S. Department Of Wildlife Project
300 Matrix workstations

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

Ft. Lewis Readiness Center Project
200 Matrix workstations

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

Centers for Disease Control And Prevention Project
600 Matrix workstations

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

- vi. Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors.

AIS has not and does not have any past litigation, bankruptcy, reorganization, state investigations of any current officers and directors.

- vii. Provide a minimum of 10 customer references relating to the products and services within this RFP. Include entity name, contact name and title, contact phone and email, city, state, years serviced, description of services and annual volume.

No.	Entity	Contact Name	Contact Title	Contact Phone	Contact Email	Location of Entity	Years Served	Description of Products/Services	Annual Volume
1	Digital Credit Union	Gayle Lombardi	Director of Real Estate	800.328.8797	glombardi@dcu.org	New England	5	Devens seating Natick seating, Grafton side chairs, Stow chairs, Day-	\$ 350,000.00
2	Ahold	Leslie Weatherbie	MGR NFR CapEx Sourcing	207.885.2528	Leslie.Weatherbie@RetailBusinessServices.com	Quincy MA, Eastern Seaboard	10	Day-to-Day Tables, Stow seating, Bolton seating, Devens seating and Natick	\$ 600,000.00
3	Fidelity National Financial	Vanessa Proudfoot	Sourcing Manager, AVP	904.854.8904	Vanessa.Proudfoot@fnf.com	Jacksonville, FL	4	to-Day Tables, Stow chairs, Bolton seating, Devens seating and Natick	\$ 1,000,000.00
4	Delta Dental	Ryan Carlson	Account Executive	952.925.7543	rcarlson@gopco.com	Minneapolis, Bemidji	1	Systems, Seating, Tables	\$ 1,000,000.00
5	Altamed Health Services Corporation	Gustavo Avelar	Purchasing Manager	323.722.8300 x261	gavelar@teamtcs.com	Various – HQ at 2040 Camfield Ave. Los Angeles, CA 90040	10	Primarily Matrix. We provide workstations for clinics and administrative spaces. Clinics are typically 50 workstations and the administrative projects can be approximately 350 workstations. Currently completing a \$700,000 net Matrix installation.	\$ 2,500,000.00
6	USI Insurance Services	Patti Vreeland	Vice President, Corporate Real Estate & Procurement USI Insurance Services	914.749.8548	patti.vreeland@usi.com	Valhalla, NY	8	USI is standardized on Divi with Calibrate, LB Lounge and Day-to-Day Tables.	\$ 3,000,000.00
7	PVH Corp.	Bryan Duggan	VP Facilities	908.698.6525	BryanDuggan@pvh.com	New York, New York	6	stations with Calibrate Storage and 200 Oxygen stations with Calibrate	\$ 1,500,000.00
8	City Bank	Brian Kimberly	Facilities Manager	806.792.7101	bkimberly@city.bank	Lubbock, TX	4	Divi workstations	\$ 75,000.00
9	Virginia Department of Environmental Quality	Jay Gutshall	General Services Manager	804.698.4402	jay.gutshall@deq.virginia.gov	1111 East Main Street, Richmond, VA 23219	2	Divi workstation, Paxton side chairs and conference/training tables	\$ 1,050,000.00
10	Pentagon Federal Credit Union	Raghu Babu	Director of Construction	571.328.2625	Raghu.Babu@PenFed.org	Multiple national locations	2	Divi workstations, Calibrate, Seating and Tables	\$ 1,000,000.00

- viii. Provide any additional information relevant to this section.

No.	Entity	Contact Name	Contact Title	Contact Phone	Contact Email	Location of Entity	Years Served	Description of Products/Services	Annual Volume
1	Digital Credit Union	Gayle Lombardi	Director of Real Estate	800.328.8797	glombardi@dcu.org	New England	5	seating Natick seating, Grafton side chairs, Stow chairs, Day-to-Day Tables	\$ 350,000.00
2	Ahold	Leslie Weatherbie	MGR NFR CapEx Sourcing	207.885.2528	Leslie.Weatherbie@RetailBusinessServices.com	Quincy MA, Eastern Seaboard	10	Day-to-Day Tables, Stow seating, Bolton seating, Devens seating and Natick	\$ 600,000.00
3	Fidelity National Financial	Vanessa Proudfoot	Sourcing Manager, AVP	904.854.8904	Vanessa.Proudfoot@fnf.com	Jacksonville, FL	4	to-Day Tables, Stow chairs, Bolton seating, Devens seating and Natick seating	\$ 1,000,000.00
4	Delta Dental	Ryan Carlson	Account Executive	952.925.7543	rcarlson@gopco.com	Minneapolis, Bemidji	1	Systems, Seating, Tables & C	\$ 1,000,000.00
5	Altamed Health Services Corporation	Gustavo Avelar	Purchasing Manager	323.722.8300 x261	gavelar@teamtcs.com	Various – HQ at 2040 Camfield Ave. Los Angeles, CA 90040	10	Primarily Matrix. We provide workstations for clinics and administrative spaces. Clinics are typically 50 workstations and the administrative projects can be approximately 350 workstations. Currently completing a \$700,000 net Matrix installation.	\$ 2,500,000.00
6	USI Insurance Services	Patti Vreeland	Vice President, Corporate Real Estate & Procurement USI Insurance Services	914.749.8548	patti.vreeland@usi.com	Valhalla, NY	8	USI is standardized on Divi with Calibrate, LB Lounge and Day-to-Day Tables.	\$ 3,000,000.00
7	PVH Corp.	Bryan Duggan	VP Facilities	908.698.6525	BryanDuggan@pvh.com	New York, New York	6	with Calibrate Storage and 200 Oxygen stations with Calibrate Storage installed.	\$ 1,500,000.00
8	City Bank	Brian Kimberly	Facilities Manager	806.792.7101	bkimberly@city.bank	Lubbock, TX	4	Divi workstations	\$ 75,000.00
9	Virginia Department of Environmental Quality	Jay Gutshall	General Services Manager	804.698.4402	jay.gutshall@deq.virginia.gov	1111 East Main Street, Richmond, VA 23219	2	Divi workstation, Paxton side chairs and conference/training tables	\$ 1,050,000.00
10	Pentagon Federal Credit Union	Raghu Babu	Director of Construction	571.328.2625	Raghu.Babu@PenFed.org	Multiple national locations	2	Divi workstations, Calibrate, Seating and Tables	\$ 1,000,000.00

d) Value Add

- i. Provide any additional information related to products and services Offeror proposes to enhance and add value to the Contract.

AIS value add capabilities include:

- AIS is an award-winning lean manufacturer. Our manufacturing excellence sets us apart from the competition. By implementing innovative lean production methods, we are able to build superior product at a lower cost than the competition.
- Vast dealer network of over 1000 dealers.
- AIS uses IMOS, SolidWorks and woodCAD|CAM software. We were able to set up a very efficient system using the latest technology capable of doing production manufacturing that is also very flexible for custom. We have the ability to stretch products, add shelves and do all sorts of other things our customers request. By embracing technology and not having the layers other manufacturers have for a company structure. All our products are designed in-house by a small on-site team and this allows us to get to the market a lot faster than other manufacturers.
- AIS universalizes products maybe a lot more than the other manufacturers do. We can use the same pedestal in all of our different laminate case goods lines as opposed to having a more designed conceptual product that requires multiple SKUs and multiple disciplines for manufacturing. The variety and the speed with which we can design and manufacture product using this very consistent product is what our customers are requiring right now.
- AIS has a flat organizational structure, what we mean by this is that we do not need to go through each level of management to get things done. AIS is a very “get it done” type of company. Our customer service team is empowered by management to do what it takes to get things done. We also understand the urgency when a customer calls with an issue or a question. We feel that we can manage the customer’s account easily within the first three tiers (Customer Service Representative, Manager of Customer Service, OEM Contract Administrator). But also know our entire team is behind the Region 4 ESC contract and ready to support the needs of all Region 4 ESC customers.
- Our employees make a difference. In a sense our employees are all entrepreneurs and self-motivated. We are up for each challenge presented to us. Because of the very few layers of management at AIS, our people can do their jobs and take pride in the true value they add to AIS. Many of AIS employees work outside of normal working hours of Monday through Friday, 8:00am – 5:00pm EDT. All employees have customer satisfaction as a driving force.
- Our specification department made up of 15 designers across the United

States that work from an online queue offering two main services; design checks and specification requests. This department also facilitates rendering requests, product specification support and mock-up/showroom reviews to ensure our products are showcased in the best way.

- The Project Management team is an internal advocate for our dealers from purchase order planning to punch lists. The team checks, tests and double checks all aspects of a project. They are the primary contact for our dealers from the inception to the completion of the project. With a combined over 100 years of experience in the office furniture industry, each member brings their unique experience to the team. One reason for the team's success is the collaborative approach to process and risk mitigation.
 - AIS offers field services expertise for select installations. Field services conducts trainings for dealer installation teams on all AIS products. This department is on call 24/7. You can often find them "Facetiming" with installers to provide installation advice. For high profile projects, they can be on site to ensure the installation is successfully completed to end user's specification.
 - AIS offers the best lead times in the industry and 75% of our products ship in two (2) weeks or less. If successful as a vendor partner, we will provide key internal contacts from our customer service and project management teams that can expedite emergency orders. If all the components of the emergency order are stock items, we can typically respond in less than two (2) weeks or even shorter depending on the products specified.
 - Freight costs are included for seating product category.
 - Commitment to social responsibility with our many sustainable practices. AIS has partnered with ANEW to provide a take-back solution for surplus office furniture and materials. This partnership provides AIS clients with a means to repurpose their furniture, fixtures and architectural materials, diverting the items from landfill. All captured materials are donated to public agencies and charities within a 50 mile radius, benefiting the local communities to which the furniture resided.
3. Competitive Range: It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range will not receive further award consideration. Region 4 ESC may determine establishing a competitive range is not necessary.
 4. Past Performance: An Offeror's past performance and actions are relevant in determining whether or not the Offeror is likely to provide quality goods and services; the administrative aspects of performance; the Offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Offeror's businesslike concern for the interests of the customer may be taken into consideration when evaluating proposals, although not specifically mentioned in the RFP.
 5. Additional Investigations: Region 4 ESC reserves the right to make such additional investigations as it deems necessary to establish the capability of any Offeror.



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NOTICE TO OFFEROR

ADDENDUM NO. 1

Solicitation Number 19-18

Request for Proposal ("RFP")
by Region 4 Education Service Center ("ESC")
for Furniture, Installation, and Related Services

This Addendum No. 1 amends the Request for Proposals (RFP) for Furniture, Installation, and Related Services 19-18 ("Addendum"). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 4 Education Service Center ("Region 4 ESC") requests proposals from qualified suppliers with the intent to enter into a Contract for Furniture, Installation, and Related Services. Addendum No. 1 is hereby issued as follows:

CLARIFICATIONS:

1. The changes being made to this RFP are being made to add Appendix C Documents #5-7 in order to fulfill FEMA requirements. While it is not expected that the services outlined in this RFP would be utilized in a disaster recovery or emergency situation, Region 4 ESC is including language should it be needed.

CHANGES TO THE RFP:

1. Remove Appendix C, Additional Required Documents, and replace with the version attached to this Addendum No. 2. This is the Appendix C that should be used for this solicitation and submitted as part of the Offeror's proposal.

Appendix C
ADDITIONAL REQUIRED DOCUMENTS

- DOC #1 Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy
- DOC #2 Antitrust Certification Statements (Tex. Government Code § 2155.005)
- DOC #3 Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295)
- DOC #4 Texas Government Code 2270 Verification Form
- DOC #5 Special Conditions
- DOC #6 Questionnaire
- DOC #7 For applicable construction/reconstruction/renovation and related services, a bid guarantee is required not less than five percent (5%) of the total bid. Surety shall provide a copy of the Power of Attorney authorizing the Executing Agent the authority to execute the bid bond documents and bind the Surety to the bid bond conditions. The bid bond shall have a corporate Surety that is licensed to conduct business in Texas and authorized to underwrite bonds in the amount of the bid bond.

ACKNOWLEDGMENT AND ACCEPTANCE
OF REGION 4 ESC's OPEN RECORDS POLICY

OPEN RECORDS POLICY

All proposals, information and documents submitted are subject to the Public Information Act requirements governed by the State of Texas once a Contract(s) is executed. If an Offeror believes its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt and include detailed reasons to substantiate the exemption. Price is not confidential and will not be withheld. Any unmarked information will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- ☐ We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.
- ☒ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must include detailed reasons to substantiate the exemption(s). Price is not confidential and will not be withheld. All information believed to be a trade secret or proprietary must be listed. It is further understood that failure to identify such information, in strict accordance with the instructions, will result in that information being considered public information and released, if requested under the Public Information Act.)

12-5-19
Date

Ryan P. [Signature], CFO
Authorized Signature & Title

Tab	Page	Exemption Response Request	Detailed Reason
2	Pages 1 - 6	All Sections of Products/Services/Pricing	Our pricing and services are a proprietary strategy of AIS. These will be shared with internally and with our dealer community. They can be sent to end users upon request and appropriate information will be incorporated into our dedicated OMNIA Partners website. The answers and strategies discussed are unique to AIS and we request they not be published publically.
3	Pages 1-16	All Sections of Performance Capability	Our pricing and services are a proprietary strategy of AIS. These will be shared with internally and with our dealer community. They can be sent to end users upon request and appropriate information will be incorporated into our dedicated OMNIA Partners website. The answers and strategies discussed are unique to AIS and we request they not be published publically.
3	Pages 1 - 48	All Sections of Company; Distribution, Logistics; Marketing and Sales	Our pricing and services are a proprietary strategy of AIS. These will be shared with internally and with our dealer community. They can be sent to end users upon request and appropriate information will be incorporated into our dedicated OMNIA Partners website. The answers and strategies discussed are unique to AIS and we request they not be published publically.
4	Pages 1 - 9	All Sections of Qualification and Experience	Our pricing and services are a proprietary strategy of AIS. These will be shared with internally and with our dealer community. They can be sent to end users upon request and appropriate information will be incorporated into our dedicated OMNIA Partners website. The answers and strategies discussed are unique to AIS and we request they not be published publically.
4	Page 1	All References	Our pricing and services are a proprietary strategy of AIS. These will be shared with internally and with our dealer community. They can be sent to end users upon request and appropriate information will be incorporated into our dedicated OMNIA Partners website. The answers and strategies discussed are unique to AIS and we request they not be published publically.
5	Pages 1 - 2	All Sections of Value Add	Our pricing and services are a proprietary strategy of AIS. These will be shared with internally and with our dealer community. They can be sent to end users upon request and appropriate information will be incorporated into our dedicated OMNIA Partners website. The answers and strategies discussed are unique to AIS and we request they not be published publically.
	Pages 1 - 17	Entire List of Authorized Dealers	Our pricing and services are a proprietary strategy of AIS. These will be shared with internally and with our dealer community. They can be sent to end users upon request and appropriate information will be incorporated into our dedicated OMNIA Partners website. The answers and strategies discussed are unique to AIS and we request they not be published publically.
6	Appendix C, DOC # 3	Form 1295	Due to being a privately held company, we request to not publish this form publically.
6	Ownership Disclosure Form	Entire Form	Due to being a privately held company, we request to not publish this form publically.

ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)
Attorney General Form

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

1. I am duly authorized to execute this Contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company

Affordable Interior Systems, Inc. (AIS)

Contact



Signature

Bryan Poist

Printed Name

Chief Financial Officer

Position with Company

Address

25 Tucker Drive

Leominster, MA 01453

**Official
Authorizing
Proposal**



Signature

Bryan Poist

Printed Name

Chief Financial Officer

Position with Company

Phone

978.562.7500

Fax

978.562.0811

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. This process is known as acknowledging the certificate. The commission will post the acknowledged Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency. The posted acknowledged form does not contain the declaration of signature information provided by the business.

A certificate will stay in the pending state until it is acknowledged by the governmental agency. Only acknowledged certificates are posted to the commission's website.

Electronic Filing Application:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Frequently Asked Questions:

https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php

Changes to Form 1295: <https://www.ethics.state.tx.us/data/filinginfo/1295Changes.pdf>

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Affordable Interior Systems Inc
Leominster, MA United States

Certificate Number:
2019-566254

Date Filed:
12/03/2019

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Region 4 ESC

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

TXMAS-7-7110170
Contract Office Furniture

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Haworth Inc	Holland, MI United States	X	

5 Check only if there is NO Interested Party.

☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

Texas Government Code 2270 Verification Form

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification that the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, Bryan Poist, as an authorized representative of

Affordable Interior Systems, Inc. (AIS), a contractor engaged by

Insert Name of Company

Region 4 Education Service Center, 7145 West Tidwell Road, Houston, TX 77092, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>.

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.


Signature of Named Authorized Company Representative

12-5-19
Date

SPECIAL CONDITIONS

Awarded Offerors may need to respond to events and losses where products and services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and/or wind damage during a disaster or emergency situation. By submitting a proposal, the Offeror is accepted these Special Conditions required by the Federal Emergency Management Agency (FEMA).

Conflicts of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a FEMA award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 2 C.F.R. § 200.318(c)(1); See also Standard Form 424D, ¶ 7; Standard Form 424B, ¶ 3.

i. FEMA considers a "financial interest" to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from ownership of certain financial instruments or investments such as stock, bonds, or real estate, or from a salary, indebtedness, job offer, or similar interest that might be affected by the particular procurement.

ii. FEMA considers an "apparent" conflict of interest to exist where an actual conflict does not exist, but where a reasonable person with knowledge of the relevant facts would question the impartiality of the employee, officer, or agent participating in the procurement.

c. Gifts. The officers, employees, and agents of Region 4 ESC nor the Participating Public Agency ("NFE") must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, NFE's may set standards for situations in which the financial interest is de minimus, not substantial, or the gift is an unsolicited item of nominal value. 2 C.F.R. § 200.318(c)(1).

d. Violations. The NFE's written standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the NFE. 2 C.F.R. § 200.318(c)(1). For example, the penalty for a NFE's employee may be dismissal, and the penalty for a contractor might be the termination of the contract.

Contractor Integrity

A contractor must have a satisfactory record of integrity and business ethics. Contractors that are debarred or suspended as described in Chapter III, ¶ 6.d must be rejected and cannot receive contract awards at any level.

Public Policy

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:

- a. Equal opportunity and nondiscrimination laws
- b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV- 7
- c. Applicable prevailing wage laws, regulations, and executive orders

Affirmative Steps

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;

Bid Guarantee

For proposals that are to include construction/reconstruction/renovation and related services, bids must be accompanied by Certified or Cashier's Check or an approved Bid Bond in the amount of not less than five percent (5%) of the total bid. Surety shall provide a copy of the Power of Attorney authorizing the Executing Agent the authority to execute the bid bond documents and bind the Surety to the bid bond conditions. The bid bond shall have a corporate Surety that is licensed to conduct business in the state of the lead agency and authorized to underwrite bonds in the amount of the bid bond.

Prevailing Wage Requirements

When applicable, the awarded Contractor(s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

Alternative Pricing for Federal Funding

When applicable, such as when products and services are used in response to an emergency or disaster recovery situation in which federal funding may be used, pricing may not include cost plus a percentage of cost or pricing based on time and materials. If time and materials is necessary in an applicable federal funding situation, a ceiling price that the contract exceeds at its own risk will be needed. In addition, Offeror is subject to and must comply with all federal requirements applicable to the funding including, but not limited, the to the 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses.

Federal Requirements

If products and services are issued in response to an emergency or disaster recovery the items below, located in this Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses

1. Termination for Convenience:

The right to terminate this Contract for the convenience of Region 4 ESC is retained by Region 4 ESC. In the event of a termination for convenience by Region 4 ESC, Region 4 ESC shall, at least ten (10) calendar days in advance, deliver written notice of the termination for convenience to Contractor. Upon Contractor's receipt of such written notice, Contractor immediately shall cease the performance of the Work and shall take reasonable and appropriate action to secure and protect the Work then in place. Contractor shall then be paid by Region 4 ESC, in accordance with the terms and provisions of the Contract Documents, an amount not to exceed the actual labor costs incurred, the actual cost of all materials installed and the actual cost of all materials stored at the project site or away from the project site, as approved in writing by Region 4 ESC but not yet paid for and which cannot be returned, and actual, reasonable and documented demobilization costs, if any, paid by Contractor and approved by Region 4 ESC in connection with the Scope of Work in place which is completed as of the date of termination by Region 4 ESC and that is in conformance with the Contract Documents, less all amounts previously paid for the Work. No amount ever shall be owed or paid to Contractor for lost or anticipated profits on any part of the Scope of Work not performed or for consequential damages of any kind.

2. Equal Employment Opportunity:

Region 4 ESC highly encourages Contractors to implement Affirmative Action practices in their employment programs. This means Contractor should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, political belief or affiliation, age, disability or genetic information.

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

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the

Furniture, Installation, and Related Services

Solicitation Number 19-18

Addendum No. 1

contractor may request the United States to enter into such litigation to protect the interests of the United States.

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

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

4. Davis Bacon Act and Copeland Anti-Kickback Act.

- a. Applicability of Davis-Bacon Act. The Davis-Bacon Act only applies to the emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. **It does not apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.**
- b. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)). See 29 C.F.R. Part 200, Appendix II, ¶ D.
- c. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.
- d. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- e. In contracts subject to the Davis-Bacon Act, the contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the

compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

- f. The regulation at 29 C.F.R. § 5.5(a) does provide the required contract clause that applies to compliance with both the Davis-Bacon and Copeland Acts. However, as discussed in the previous subsection, the Davis-Bacon Act does not apply to Public Assistance recipients and subrecipients. In situations where the Davis-Bacon Act does not apply, neither does the Copeland "Anti-Kickback Act." However, for purposes of grant programs where both clauses do apply, FEMA requires the following contract clause:

"Compliance with the Copeland "Anti-Kickback" Act.

- (1) Contractor. The contractor shall comply with 18 U.S.C. § 874, 40U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- (2) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses
- (3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

5. Contract Work Hours and Safety Standards Act.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Where applicable (see 40 U.S.C. § 3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II, ¶ E.
- c. Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek.
- d. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or

articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- e. The regulation at 29 C.F.R. § 5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

"Compliance with the Contract Work Hours and Safety Standards Act.

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract 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 (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under 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 clause set forth in paragraph (1) of this section, 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 (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) 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 contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier

subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.”

6. Rights to Inventions Made Under a Contract or Agreement.

- a. Stafford Act Disaster Grants. This requirement **does not apply to the Public Assistance**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as

FEMA awards under these programs do not meet the definition of “funding agreement.”

b. If the FEMA award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II, ¶ F.

- c. The regulation at 37 C.F.R. § 401.2(a) currently defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

7. Clean Air Act and the Federal Water Pollution Control Act. Contracts of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶ G.

- a. The following provides a sample contract clause concerning compliance for contracts of amounts in excess of \$150,000:

“Clean Air Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal

government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA."

8. Debarment and Suspension.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Non-federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non procurement Debarment and Suspension).
- c. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, ¶ H; and *Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules): Supplement to the Public Assistance Procurement Disaster Assistance Team (PDAT) Field Manual* Chapter IV, ¶ 6.d, and Appendix C, ¶ 2 [hereinafter *PDAT Supplement*]. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by

agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530; *PDAT Supplement*, Chapter IV, ¶ 6.d and Appendix C, ¶ 2.

- d. In general, an “excluded” party cannot receive a Federal grant award or a contract within the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any non-procurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipient.
- e. Specifically, a covered transaction includes the following contracts for goods or services:
 - (1) The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
 - (2) The contract requires the approval of FEMA, regardless of amount.
 - (3) The contract is for federally required audit services.
 - (4) A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of \$25,000.
- d. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified:

“Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal

Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

9. Byrd Anti-Lobbying Amendment.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ I; 44 C.F.R. Part 18; *PDAT Supplement*, Chapter IV, 6.c; Appendix C, ¶ 4.
- c. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See *PDAT Supplement*, Chapter IV, ¶ 6.c and Appendix C, ¶ 4.
- d. The following provides a Byrd Anti-Lobbying contract clause:

"Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

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

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

Furniture, Installation, and Related Services
Solicitation Number 19-18
Addendum No. 1

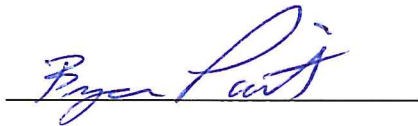
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Affordable Interior Systems, Inc. (AIS), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Bryan Poist, CFO

Name and Title of Contractor's Authorized Official

December 5, 2019

Date"

10. Procurement of Recovered Materials.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.322; PDAT Supplement, Chapter V, ¶ 7.
- c. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- d. The following provides the clause that a state agency or agency of a political subdivision of a state and its contractors can include in contracts meeting the above contract thresholds:

“(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA- designate items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.”

11. Additional FEMA Requirements.

- a. The Uniform Rules authorize FEMA to require additional provisions for non-Federal entity contracts. FEMA, pursuant to this authority, requires or recommends the following:
- b. Changes.

To be eligible for FEMA assistance under the non-Federal entity’s FEMA grant or cooperative

agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

c. Access to Records.

All non-Federal entities must place into their contracts a provision that all contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).

d. The following provides a contract clause regarding access to records:

“Access to Records. The following access to records requirements apply to this contract:

(1) The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.”

12. DHS Seal, Logo, and Flags.

- a. All non-Federal entities must place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. See DHS Standard Terms and Conditions, v 3.0, ¶ XXV (2013).
- b. The following provides a contract clause regarding DHS Seal, Logo, and Flags: “The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.”

13. Compliance with Federal Law, Regulations, and Executive Orders.

- a. All non-Federal entities must place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable federal law, regulations, executive orders, and FEMA policies, procedures, and directives.
- b. The following provides a contract clause regarding Compliance with Federal Law, Regulations, and Executive Orders: "This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives."

14. No Obligation by Federal Government.

- a. The non-Federal entity must include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- b. The following provides a contract clause regarding no obligation by the Federal Government: "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."

15. Program Fraud and False or Fraudulent Statements or Related Acts.

- a. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.
- b. The following provides a contract clause regarding Fraud and False or Fraudulent or Related Acts: "The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract."

Additional contract clauses per 2 C.F.R. § 200.325

For applicable construction/reconstruction/renovation and related services: A payment and performance bond are both required for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.

Offeror agrees to comply with all terms and conditions outlined in the Special Conditions section of this solicitation.

Offeror's Name:

Affordable Interior Systems, Inc. (AIS)

Address, City, State, and Zip Code:

25 Tucker Drive, Leominster, MA 01453

Phone Number: 978.562.7500 or 800.434.7400 Fax Number:

978.562.0811

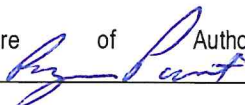
Printed Name and Title of Authorized

Representative: Bryan Poist, Chief Financial Officer (CFO)

Email Address:

bpoist@ais-inc.com

Signature of Authorized



Representative:

12-5-19 Date:

QUESTIONNAIRE

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

1. Diversity Programs

- Do you currently have a diversity program or any diversity partners that you do business with? ☒ Yes ☐ No
(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)

2. Diverse Vendor Certification Participation

Region 4 ESC encourages the use of under-utilized businesses (HUB), minority and women business enterprises (MWBE), and small and/or disadvantaged business enterprises (SBE) both as prime and subcontractors. Offerors shall indicate below whether or not they and/or any of their subcontractors (and if so which) hold certification in any of the classified areas and include proof of such certification with their response.

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE ☐ Yes ☒ No

List certifying agency: _____

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

Respondent certifies that this firm is a SBE or DBE ☐ Yes ☒ No

List certifying agency: _____

c. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is a HUB ☐ Yes ☒ No

List certifying agency: _____

d. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is a HUBZone ☐ Yes ☒ No

List certifying agency: _____

e. Other

Respondent certifies that this firm is a recognized diversity certificate holder ☐ Yes ☒ No

List certifying agency: _____

3. Has Offeror made and is Offeror committed to continuing to take all affirmative steps set forth in 2 CFR 200.321 as it relates to the scope of work outlined in this solicitation? ☒ Yes ☐ No



**Region 4 ESC
Solicitation 19-18
Furniture, Installation and Related Services**

Appendix C, Doc #6 Questionnaire

Diversity Statement

As a large business GSA contract holder, AIS is required to submit yearly small business subcontractor plans and reports to GSA. These plans and reports must be approved by GSA and the Small Business Administration (SBA). AIS makes a good faith effort to meet the established small business subcontracting goals while being cognizant of the overall cost to customers. Utilizing small businesses has the potential to reflect an increase in purchasing costs, resulting in inflated selling points. AIS' team of professionals will explore all small business opportunities that fall within our subcontracting plan while avoiding any extended impact on our customers.

AIS has numerous authorized dealers that hold minority status. Certificates for minority status can be provided by the authorized dealer. AIS can offer the following socio-economic set-aside solutions:

- Small Business
- Small Disadvantaged
- Woman Owned
- Woman Owned Small Business
- Veteran Owned Small Business
- Service-Disabled Veteran Owned Small Business
- HUBZone
- 8(a)
- And more

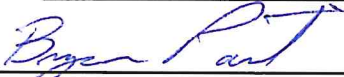
Set aside certifications can be supplied upon request.

RECEIPT OF ADDENDUM NO. 1 ACKNOWLEDGEMENT

Offeror shall acknowledge this addendum by signing below and include in their proposal response.

Company Name Affordable Interior Systems, Inc. (AIS)

Contact Person Bryan Poist, CFO

Signature 

Date 12-5-19

Crystal Wallace
Region 4 Education Service Center
Business Operations Specialist

Dealer Company Name	City	State
AMJ Campbell Vanlines (Edmonton)	Edmonton	AB
AMJ Office Interiors (Calgary)	Calgary	AB
Indoff (Edmonton)	Edmonton	AB
Office Concepts Incorporated (AB)	Calgary	AB
RGO Office Products	Edmonton	AB
Solutions Business Interiors	Edmonton	AB
Stor Office Furniture	Calgary	AB
AA-K Business Environments, Inc.	Anchorage	AK
Alabama Contract Sales, Inc.	Auburn	AL
A-Z Office Resource, Inc (AL1) DBA West Business Interiors	Madison	AL
B & L Associates, Inc	Montgomery	AL
Bruce Office Supply and Furniture	Birmingham	AL
Burgess Commercial Interiors	Birmingham	AL
Business Interiors (AL)	Birmingham	AL
Cox Commercial Interiors	Birmingham	AL
DeKalb Office (AL)	Birmingham	AL
Facilities Resource Group, Inc.	Spanish Fort	AL
Indoff (AL2)	Birmingham	AL
Indoff (AL5)	Birmingham	AL
Indoff (AL7)	Decatur	AL
Innerspace Architectural Interiors - North	Birmingham	AL
Innerspace Architectural Interiors - South	Mobile	AL
Interior Elements, LLC - Birmingham	Birmingham	AL
Klein Enterprises, LLC	Montgomery	AL
Kyle Office Solutions	Tuscaloosa	AL
Kyser OfficeWorks Inc.	Montgomery	AL
McAleer's Office Furniture	Mobile	AL
OEC (Mobile)	Mobile	AL
OFCworkscapes	Pelham	AL
Office Environments, Inc. (AL)	Birmingham	AL
Office Interiors By Osco Inc.	Decatur	AL
Printers & Stationers, Inc	Florence	AL
Red Rhino Office	Tuscaloosa	AL
Southeast Distribution Services, DBA Business Environment	Birmingham	AL
Spur Plantation, LLC	Montgomery	AL
Workspace Interiors LLC	Mobile	AL
Division 12 Consulting	Birmingham	AL
Burris, Inc.	Russellville	AR
Cousins Office Furniture	Rogers	AR
Indoff (AR4)	Bentonville	AR
Indoff (AR5)	Maumelle	AR
Innerplan Office Interiors	North Little Rock	AR
JMP Industries Inc. d/b/a Allied Corporate Furniture	Jonesboro	AR
LaHarpe's	Little Rock	AR
Norman Co.	Ft. Smith	AR
Southern Office Services, Inc	Little Rock	AR
Pettus Office Products (Little Rock)	Little Rock	AR
Arizona School Furnishings	Phoenix	AZ
Creative Office Solutions (AZ)	Phoenix	AZ
Elontec	Phoenix	AZ
Facilitec Inc. (AZ)	Phoenix	AZ
Faciliteq (AZ)	Tempe	AZ
FineWal Office Solutions	Phoenix	AZ
Furniture Resource & Design, LLC	Chandler	AZ
Interior Solutions of Arizona, LLC	Phoenix	AZ
JKaiser Workspaces, LLC	Tucson	AZ
Tucson Business Interiors, Inc.	Tucson	AZ
Brooks Corning Company, Ltd.	Vancouver	BC
Canada Chairlines Ltd	Vancouver	BC
Encore Office Interiors	Maple Ridge	BC
Heritage Office Furnishings	Vancouver	BC
M & E Business Furnishings	Port Coquitlam	BC
Westport Group	Vancouver	BC
2010 Office Furniture Inc	South El Monte	CA

Dealer Company Name	City	State
Affordable Office Furniture	Yuba City	CA
All Systems Go Furniture, Inc.	Escondido	CA
Alternative Workspace Solutions, LLC	Gilroy	CA
BBI Interiors	Costa Mesa	CA
Better Source Liquidators, LLC	Campbell	CA
Blaisdell's Business Products	Oakland	CA
CA Office Interiors	Cerritos	CA
Caliber Office Furniture, LLC	Redding	CA
CDS Office Interiors, LLC	Irvine	CA
CN School & Office Solutions, Inc.	Corona	CA
Contract Interior Consultants, Inc.	Santa Ana	CA
Contract Office Group	San Jose	CA
CORE Business Interiors	Fresno	CA
Corporate Design Group, Inc.	Roseville	CA
Corporate Furniture Solutions	San Jose	CA
Corporate Modular Services Inc.	Orange	CA
COV Workplace Interiors	Poway	CA
COV Workplace Interiors (Fullerton)	Fullerton	CA
Cov Workplace Interiors (San Leandro)	San Leandro	CA
Cultura	San Diego	CA
Durst Contract Interiors	Stockton	CA
Esplanade Office	Chico	CA
Executive Business Products (CA)	Fresno	CA
FMI Office Space Development, LLC	Commerce	CA
Gazor Group, Inc.	San Francisco	CA
General Business Projects dba CoDesign	San Francisco	CA
Global Concepts	Carmel Valley	CA
Hamel School Outfitters, Inc	Murrieta	CA
Hoovers Commercial Services, Inc. dba Be. Workplace Design	Concord	CA
Indoff (CA10)	Bakersfield	CA
Indoff (CA46)	Hanford	CA
Indoff (CA48)	Lake Elsinore	CA
Indoff (CA49)	Chula Vista	CA
Indoff (CA50)	Saratoga	CA
Indoff (CA51)	Benicia	CA
Indoff (CA52)	Santa Ana	CA
Indoff (CA53)	Campbell	CA
Indoff (CA54)	Martinez	CA
Indoff (CA6)	Orange	CA
Innovative Commercial Environments (ICE)	San Diego	CA
Innovative Office Solutions - Anaheim	Anaheim	CA
Inside Source, Inc.	San Carlos	CA
Integrated Office Interiors (CA1)	Watsonville	CA
Interior Office Systems, Inc. (Thousand Oaks) DBA Spear Enterprises	Thousand Oaks	CA
Interior Resources 2	Rancho Santa Margarita	CA
Interiors Incorporated	Santa Rosa	CA
KBM-Hogue	San Jose	CA
Key International, Inc. (CA)	Gardena	CA
Marsha Jurasin & Associates	Burlingame	CA
MCI Workplace Solutions Inc.	Hayward	CA
MG West (CA1)	San Francisco	CA
Northern Office Products And Office Furniture	El Centro	CA
NRS Inc.	Pomona	CA
Nuspace Corporate Interiors	Campbell	CA
Pacific Office Interiors (POI)	Agoura Hills	CA
Palace Business Solutions	Santa Cruz	CA
PeopleSpace (Irvine)	Irvine	CA
PeopleSpace (Los Angeles)	Los Angeles	CA
Poletti Associates, Inc.	Woodside	CA
Professional Modular Installations, LLC	Corona	CA
Seats and Stations	Roseville	CA
Shore Total Office	San Diego	CA
Sierra School Equipment	Bakersfield	CA
SLM Contract Furniture	San Diego	CA

Dealer Company Name	City	State
SourceOne Office Products	Santa Fe Springs	CA
Strategic Furniture Group dba Group Vivo	Torrance	CA
Systems Source, Inc	Newport Beach	CA
Tab Products (CA)	San Francisco	CA
The Office City	Redwood City	CA
Top Drawer Design	Mission Viejo	CA
Total Corporate Solutions	Torrance	CA
Total Office	Calexico	CA
Totalplan Business Interiors, Inc.	Riverside	CA
Unilav	Los Angeles	CA
Unisource Solutions (Hayward)	Hayward	CA
Unisource Solutions (Pico Rivera)	Pico Rivera	CA
Veterans Interiors Solutions	San Jose	CA
Western Contract Furnishers	Rancho Cordova	CA
Workspace Connexions	San Jose	CA
A&J Commercial Interiors	Windsor	CO
Affordable Moving	Centennial	CO
Blue Skies Furniture LLC	Colorado Springs	CO
Boulder Commercial Interiors	Boulder	CO
Broxton Design & Development, Inc.	Denver	CO
Canter	Lakewood	CO
Caribou Venture Group, LLC	Longmont	CO
Desks Incorporated	Denver	CO
Elontec (CO)	Centennial	CO
Government Contract Sales, Inc	Lakewood	CO
ICE3D	Greenwood Village	CO
Indoff (CO11)	Golden	CO
Indoff (CO12)	Littleton	CO
Indoff (CO13)	Boulder	CO
Indoff (CO14)	Denver	CO
Indoff (CO15)	Castle Rock	CO
Indoff (CO16)	Golden	CO
Interior Concepts	Denver	CO
Merchants Office Furniture	Denver	CO
Office Interiors Denver	Westminster	CO
Office Outfitters & Planners	Grand Junction	CO
OfficeScapes (CO1)	Denver	CO
OfficeScapes (CO2)	Colorado Springs	CO
OfficeScapes (CO3)	Fort Collins	CO
Pear Workplace Solutions	Denver	CO
Piedmont Office Suppliers (CO)	Aurora	CO
Q+E Design Source (CO)	Denver	CO
RMRM Inc. Business Environments	Colorado Springs	CO
SameDay Office Supply	Louisville	CO
Springhaus Design	Timnath	CO
Workplace Partners	Fort Collins	CO
Workspace Elements DBA Workspace Innovations	Fort Collins	CO
Arenson Office Furnishings (CT)	Stamford	CT
Corporate Office Specialists	West Hartford	CT
Creative Office Interiors	Hartford	CT
DeClercq Office Group (DOG)	Hamden	CT
Indoff (CT1)	Trumbull	CT
Insalco Corporation	Wallingford	CT
Jefferson Group, LLC	Stamford	CT
John Watts Associates	Hartford	CT
OFI (Newington)	Newington	CT
People Places and Spaces, LLC	West Hartford	CT
Red Thread (CT)	East Hartford	CT
Robert H. Lord Company	Manchester	CT
Strategic Spaces LLC (CT)	Trumbull	CT
Suburban Inc.	Middletown	CT
Trademark Corporate dba Adform	Manchester	CT
W.B. Mason (E. Windsor)	E. Windsor	CT
W.B. Mason (Hamden)	Hamden	CT

Dealer Company Name	City	State
W.B. Mason (Norwalk)	Norwalk	CT
W.B. Mason (Old Lyme)	Old Lyme	CT
Workspace Consulting Group	Stamford	CT
EvensonBest, LLC (DC)	Washington	DC
MOI (VA1)	Washington	DC
Peabody Office Furniture (DC)	Washington	DC
Price Modern of DC (MD3)	Washington	DC
The Forum	Washington	DC
W.B. Mason (DE)	Newark	DE
Haworth NOLA	Mexico City	DF
Planeacion, Ambientacion Y Proyectos, S.A. de C.V. - Mexico City	Mexico City	DF
Moduloffice	Santo Domingo	DN
Muebles Omar, S.A.	Santo Domingo	DR
A to Z Furnishings	Pensacola	FL
Accent Office Interiors	Tallahassee	FL
Advanced Furniture Solutions	Jacksonville	FL
All American Office Furniture	Fort Myers	FL
Apricot Office Furniture	Miami Gardens	FL
B & B Furniture Concepts	Melbourne	FL
Boca Office Furniture, LLC.	Boca Raton	FL
Business Interior Group, Inc	DeBary	FL
Business Office Systems (Lake Mary)	Lake Mary	FL
Business Resource, Inc.	Sarasota	FL
Center Line Associates, LLC	Fort Walton Beach	FL
Central Florida Office Supply	Gainesville	FL
CK Office Designs	Coral Springs	FL
Commercial Design Services, Inc. (Jacksonville)	Jacksonville	FL
Commercial Design Services, Inc. (Orlando)	Altamonte Springs	FL
Commercial Design Services, Inc. (Tallahassee)	Tallahassee	FL
Commercial Design Services, Inc. (Tampa)	Tampa	FL
Commercial Works (FL)	Orlando	FL
Contract Furniture Options LLC	Jacksonville	FL
Corporate Design Choice, Inc.	Miami	FL
Empire Office (FL)	Hollywood	FL
Empire Office (FL2)	Tampa	FL
Empire Office (FL3)	Orlando	FL
Ernie Morris Enterprises, Inc.	Bushnell	FL
Florida Business Interiors - Tampa	Tampa	FL
Florida Office Interiors	Jacksonville	FL
Global Commercial Furnishings, Inc.	Wellington	FL
HiTouch Business Services - Jacksonville	Jacksonville	FL
HiTouch Business Services - Tampa	Tampa	FL
Indoff (FL11)	Pembroke Pines	FL
Interior Contract Services, Inc.	Orlando	FL
Interior Fusion - Jacksonville	Jacksonville	FL
Interior Fusion LLC	St Petersburg	FL
JC White Architectural - Miramar	Miramar	FL
M Hanson and Company, Inc.	Fort Lauderdale	FL
Modular Office Environments, Inc	Oakland Park	FL
New Studio, LLC	Boca Raton	FL
OEC (Pensacola)	Pensacola	FL
Office Dimensions, Inc.	Miami	FL
Office Environments & Services (OE&S)	Jacksonville	FL
Office Environments, Inc. (FL2)	Pensacola	FL
Office Furniture & Design Concepts	Ft Myers	FL
Office Furniture Solutions of Florida, LLC	Pompano Beach	FL
Office Liquidation Inc.	Orlando	FL
Office ReWorks, Inc.	Pompano Beach	FL
Office Worx, Inc.	Oldsmar	FL
OfficeFurniture4Sale	Hialeah	FL
Perdue Office Interiors	Jacksonville	FL
Pradere Manufacturing	Hialeah Gardens	FL
RKR & Associates, LLC	Ocala	FL
Suddath Office Solutions	Jacksonville	FL

Dealer Company Name	City	State
The CI Group	Jacksonville	FL
The CI Group - Boca Raton	Boca Raton	FL
W.B. Mason (FL)	Orlando	FL
Workspace2/Integrated Furniture Solutions	Palm Harbor	FL
Wrk Lab, Inc.	Doral	FL
5 Star Office Furniture, Inc	Avondale Estates	GA
Atlanta Business Products Inc.	Atlanta	GA
Atlanta Office Center	Atlanta	GA
Atlanta Office Furniture	Norcross	GA
Atlanta Office Liquidators Inc.	Atlanta	GA
Barth Associates	Kennesaw	GA
Best Office Solutions	Waynesboro	GA
Business Environments (GA)	Atlanta	GA
Business Transition 360	Dacula	GA
Carrollton Office Equipment Company, Inc.	Carrollton	GA
Cessi Ergonomics	Atlanta	GA
Classic Office Interiors	Norcross	GA
Consultants & Builders, Inc	Duluth	GA
Contract Business Interiors, Inc.	East Point	GA
Creative Office Design, Inc (GA)	Dunwoody	GA
CWC, LLC	Atlanta	GA
Design Management Associates, Inc.	Kennesaw	GA
Diversified Resource Group	Norcross	GA
Envision Office Solutions	Milton	GA
Fens Associates (GA)	Alpharetta	GA
Franklin McNeal, Ltd.	Atlanta	GA
Indoff (GA5)	Oxford	GA
Indoff (GA6)	Fayetteville	GA
Indoff (GA7)	Macon	GA
Indoff (GA8)	Woodstock	GA
Johnson's Office Solutions, Inc.	Hazlehurst	GA
Loy's Office Supply	LaGrange	GA
Malone Office Environments	Columbus	GA
Mason, Inc.	Thunderbolt	GA
McGarity's Business Products	Gainesville	GA
Metro Commercial Furniture	Dallas	GA
Modern Business Systems, Inc. (GA)	Augusta	GA
MOFCO-LLC	Atlanta	GA
Nowak Office Solutions	Canton	GA
Office Furniture Resources	Norcross	GA
Office Images, Inc	Roswell	GA
Office Interiors (GA)	Atlanta	GA
Panel Systems Unlimited	Tucker	GA
Pure Office Environments	Peachtree Corners	GA
R3 Office Solutions	Lawrenceville	GA
Sheffield Office Products	Duluth	GA
Source America	Douglasville	GA
TurnerBoone Contract	Atlanta	GA
Weinberger's Business Interiors	Augusta	GA
OnPointe Atlanta, LLC	Suwanee	GA
Infinium Interiors, Inc.	Honolulu	HI
Office Furniture Solutions (HI)	Aiea	HI
The Systemcenter, Inc.	Honolulu	HI
Beirman Furniture	Urbandale	IA
Indoff (IA9)	Altoona	IA
Saxton	Des Moines	IA
Triplett Office Essentials Corporation	Des Moines	IA
Business Interiors of Idaho	Boise	ID
Complete Office (ID)	Boise	ID
Idaho Correctional Industries	Boise	ID
Office Environment Co.	Boise	ID
Workspace Concepts	Nampa	ID
Affordable Office Interiors - Roselle	Roselle	IL
APEX Design Build	Rosemont	IL

Dealer Company Name	City	State
Applied Ergonomics	Skokie	IL
Axios Office Solutions Inc.	Mokena	IL
Business Office Systems - Carol Stream	Carol Stream	IL
Business Office Systems - Chicago	Chicago	IL
Everything Division 12, Inc	Chicago	IL
Forward Space	Chicago	IL
Illini Supply, Inc.	Forsyth	IL
Indoff (IL2)	Carmel	IL
Indoff (IL3)	Chicago	IL
Indoff (IL5)	Alhambra	IL
Indoff (IL6)	Chatham	IL
Kayhan International	Schaumburg	IL
Kentwood Office Furniture (IL)	Lombard	IL
Key Interior Design	Lombard	IL
Louer Facility Planning, Inc.	Collinsville	IL
Office Revolution, LLC	Bannockburn	IL
Rightsize Facility Performance	Chicago	IL
SEAATS	Chicago	IL
Terrace Interiors Inc	Lisle	IL
Advanced Office Logistics	Indianapolis	IN
Baker Street Office Furnishings	Ft. Wayne	IN
Business Furniture Specialists, Inc. (dba Business Environments)	Evansville	IN
Business Furniture, LLC (Indianapolis)	Indianapolis	IN
Commercial Office Environments	Indianapolis	IN
Commercial Works (IN)	Indianapolis	IN
Complete Office Supply	Indianapolis	IN
Corporate Design, Inc.	Evansville	IN
d2p	Indianapolis	IN
ESP Business Furnishings	Indianapolis	IN
Indoff (IN5)	Mitchell	IN
Indoff (IN6)	Layfayette	IN
Indoff (IN7)	Chesterton	IN
iSpace Office Interiors	Indianapolis	IN
Jack Laurie Business Furniture	Fort Wayne	IN
Kentwood Office Furniture - Indianapolis	Indianapolis	IN
Office Installation Services, Inc.	Indianapolis	IN
Premier Furnishing Solutions	Newburgh	IN
RJE BUSINESS INTERIORS	Indianapolis	IN
Benson Method, LLC	Overland Park	KS
Indoff (KS7)	Girard	KS
Key Office Products (KS)	Dodge City	KS
Pure Workplace Solutions	Prairie Village	KS
Quality Interiors Group	Overland Park	KS
United Office Products	Olathe	KS
Commercial Works (KY1)	Louisville	KY
Hosea Project Movers	Covington	KY
KDA Office Furniture Solutions	Lexington	KY
Luckett & Farley Procurement, LLC	Louisville	KY
Office Resources Inc.	Louisville	KY
The RCF Group (KY)	Louisville	KY
Associated Office Systems (AOS)	NEW ORLEANS	LA
B & B Enterprises of Lafayette, LLC	Lafayette	LA
Frost-Barber, Inc.	Baton Rouge	LA
GBP Direct	Kenner	LA
General Office Supply (LaFayette)	LaFayette	LA
KV Workspace, LLC	Mandeville	LA
Lake Charles Office Supply	Lake Charles	LA
Modern Market	New Orleans	LA
MyOfficeProducts (LA)	Harahan	LA
Pettus Office Products (Bossier City)	Bossier City	LA
Pettus Office Products (Monroe)	Monroe	LA
Sayes Office Supply	Alexandria	LA
B2B Holdings, Inc. d/b/a Alpha Office Furniture	Uxbridge	MA
BBE Office Interiors	Pittsfield	MA

Dealer Company Name	City	State
Broadway Office Interiors	Springfield	MA
Chuck Marshall	Boston	MA
Environments at Work	Boston	MA
Facility Management Consultants	Boston	MA
Fens Associates (MA)	Groveland	MA
Ideal Office Solutions	Methuen	MA
J&J Moving Installing and Storage Inc.	Seekonk	MA
Key Office Interiors	Boston	MA
Legacy Office Solutions	Milford	MA
Lexington Group	West Springfield	MA
National Premier Partner (Corporate)	Newton	MA
Office Concepts, Inc. (MA)	Beverly	MA
Office Resources (MA)	Boston	MA
Peabody Office Furniture	Boston	MA
Red Thread	Boston	MA
Red Thread (MA2)	Marlborough	MA
Resources for Office Interiors	Sudbury	MA
ROI Industries	Fitchburg	MA
Strategic Space	Boston	MA
Tactical Office Solutions (MA)	Haverhill	MA
The M1 Project	Boston	MA
W.B. Mason (Greenfield)	Greenfield	MA
W.B. Mason (Hyannis)	Hyannis	MA
W.B. Mason (Worcester)	Worcester	MA
W.B. Mason Co., Inc (Woburn)	Woburn	MA
W.B. Mason Co., Inc. (Boston)	Boston	MA
W.B. Mason Co., Inc. (Brockton)	Brockton	MA
W.B. Mason Co., Inc. (Framingham)	Framingham	MA
Wayfair - Online Furniture	Boston	MA
Wayfair - Projects	Boston	MA
Workplace Resource	Worcester	MA
Office Outlets LLC	Arnold	MD
Anthony Allan Office Furnishings	Winnipeg	MB
American Design Associates	Baltimore	MD
Business Interiors & Design, Inc.	Damascus	MD
Contract Furniture Options, Inc. (MD)	Bethesda	MD
Contract Interior Services, Inc.	Annapolis	MD
Dancker, Sellow & Douglas (Baltimore)	Baltimore	MD
Dancker, Sellow & Douglas (Capitol Heights)	Capitol Heights	MD
Enterprise Furniture Consultants - EFC	Baltimore	MD
Glover Furniture & Design Group, Inc	Towson	MD
HiTouch Business Services - Maryland	Annapolis Junction	MD
Impact Office	Beltsville	MD
Interior Resource Group, Inc.	Owings Mills	MD
Lewis Stevenson Office Solutions (MD)	Nottingham	MD
Mark Downs 2.0, Inc.	Cockeysville	MD
Martek Global Services, Inc.	Bethesda	MD
MOI (MD1)	Baltimore	MD
National Harbor Interiors	National Harbor	MD
Price Modern of Washington (MD2)	Lanham	MD
Price Modern, LLC	Baltimore	MD
W.B. Mason (MD)	Columbia	MD
Washington Office Interiors, LLC	Silver Spring	MD
wurkSPACE	Baltimore	MD
Maine Business Furniture, Inc.	Westbrook	ME
Office Resources (ME)	Portland	ME
Red Thread (ME)	Westbrook	ME
Tab Office Systems, Inc (ME1)	Saco	ME
W.B. Mason (ME1)	Portland	ME
Affordance Office Environments	Warren	MI
AIREA Inc.	Southfield	MI
DBI Business Interiors, Inc.	Lansing	MI
Indoff (MI3)	Grand Rapids	MI
Interphase Interiors	Grand Rapids	MI

Dealer Company Name	City	State
ISCG	Royal Oak	MI
Jones Office Interiors	Ann Arbor	MI
Kentwood Office Furniture LLC	Grand Rapids	MI
Metro Office Environments, Inc.	Warren	MI
Michigan Office Environments	Kalamazoo	MI
Office Express	Troy	MI
Rightsize Facility Performance (MI)	Southfield	MI
SBD Commercial Interiors	Grass Lake	MI
SPACE, Inc.	Midland	MI
SpaceCare Interiors	Berkeley	MI
Standard Office Supply (MI)	Port Huron	MI
The Office Connection	Farmington Hills	MI
The Office Supply Guys	Madison Heights	MI
UP Office Furnishings, Inc	Iron Mountain	MI
Wolverine Office Interiors	Ann Arbor	MI
Form and Function	Bay City	MI
Kelly Hansen Interiors DBA Mid-Michigan Commercial Interiors	Howell	MI
Pinnacle Design	Saginaw	MI
The Office Shop	Aitkin	MN
Great Journey West, LLC	Saint Charles	MO
Indoff (KS8)	Kansas City	MO
Indoff (MO9)	Maryland Heights	MO
The Maurer Group LLC, dba Interior Planning Associates	Saint Louis	MO
Alternative Business Furniture, Inc.	Eden Prairie	MN
Brooks Office Interiors, Inc.	Minneapolis	MN
Fluid Interiors	Minneapolis	MN
General Office Products Co.	Minneapolis	MN
Ideal Commercial Interiors	New Hope	MN
iSpace	Minneapolis	MN
Northern Business Products	St. Cloud	MN
Spectrum Interiors	Burnsville	MN
Tuohy Furniture	Chatfield	MN
Turner Office Resources	Shoreview	MN
Affinity Office Furniture	Columbia	MO
Color Art Office Interiors, Inc.	St. Louis	MO
Commercial Interior Services of St Louis	Saint Peters	MO
Contract Furnishings (MO)	Kansas City	MO
encompas	Kansas City	MO
Indoff (GA9)	St. Louis	MO
Indoff (MO10)	Springfield	MO
Indoff (MO8)	Springfield	MO
Interior Dimension, Inc.	Nixa	MO
NewSpace Business Interiors	St. Louis	MO
Olson Office LLC	Independence	MO
Professional Office Environments	Maryland Heights	MO
Trilogie LLC	Kansas City	MO
Business Interiors (MS)	Ridgeland	MS
Commercial Business Interiors	Hattiesburg	MS
Gulf Copy Systems	Gulfport	MS
Indoff (MS1)	Jackson	MS
Interior Elements, LLC	Ridgeland	MS
Kimbrell Office Supply Co., Inc.	Natchez	MS
OEC (Gulfport)	Gulfport	MS
Office Furniture Solutions (MS)	Gulfport	MS
Sullivan's Office Supply (MS)	Starkville	MS
Whittington Office Furniture	Tupelo	MS
360 Office Solutions	Billings	MT
Office Solutions & Services	Missoula	MT
Western Office Equipment	Great Falls	MT
All American Office Solutions	Raleigh	NC
Bumbarger's, Inc	Hickory	NC
Business Furniture Solutions (NC)	Greensboro	NC
Carolina Office Exchange	Raleigh	NC
Commercial Works (NC1)	Charlotte	NC

Dealer Company Name	City	State
Commercial Works (NC2)	Morrisville	NC
Connecting Elements, Inc.	Charlotte	NC
Contract Business Solutions, Inc	Winston Salem	NC
Corporate Interiors & Sales, Inc.	Fayetteville	NC
Edge Office	Raleigh	NC
FSI Inc. (NC)	Charlotte	NC
FSI Office	Charlotte	NC
Furniture Solutions Plus / Piedmont Facilities Services	Winston Salem	NC
HICAPS Inc.	Greensboro	NC
Indoff (NC12)	Greensboro	NC
Indoff (NC14)	Charlotte	NC
Indoff (NC19)	Sneads Ferry	NC
Indoff (NC20)	Charlotte	NC
Indoff (NC21)	Greensboro	NC
Indoff (NC4)	Wilmington	NC
Indoff (NC8)	Raleigh	NC
Indoff (NC9)	Zebulon	NC
Indoff Western NC	Chandler	NC
Institutional Interiors Inc. (Raleigh)	Raleigh	NC
J. Morgan Design Associates, Inc.	Greenville	NC
Lake Norman Office Furniture	Huntersville	NC
National Contract Furniture	Raleigh	NC
Office Furniture Concepts, Inc.	Wilkesboro	NC
Office Interior Systems, LLC	Chapel Hill	NC
Piedmont Office Supplies (NC)	Greensboro	NC
PMC Commercial Interiors (Charlotte)	Charlotte	NC
PMC Commercial Interiors (Morrisville)	Morrisville	NC
Professional Business Interiors	Asheville	NC
RE Workspaces (Rivers Edge NC)	Winston-Salem	NC
Stephens Office Systems, Inc.	Charlotte	NC
ValueBiz	Charlotte	NC
Veteran Office Design	Charlotte	NC
Christianson's Business Furniture Plus	Fargo	ND
Hannahers	Fargo	ND
Rough Rider Industries / State of North Dakota	Bismarck	ND
Bold Office Solutions	Omaha	NE
Indoff (NE2)	Omaha	NE
Indoff (NE5)	Omaha	NE
Pay-LESS Office Products	Omaha	NE
Sheppards Business Interiors (Omaha)	Omaha	NE
Provision Workspaces	Salem	NH
Interior Innovations	Syracuse	NY
Tech Valley Office Interiors	New York	NY
Element	Portsmouth	NH
Joe's Discount Office Furniture	Salem	NH
Office Interiors Ltd	Dover	NH
Office Resources (NH1)	Manchester	NH
Office Resources (NH2)	Portsmouth	NH
Red Thread (NH2)	Manchester	NH
Re-Source Office Furniture	Salem	NH
W.B. Mason (NH)	Manchester	NH
Allstate Office Interiors, Inc.	Robbinsville	NJ
ARD Facilities Management Group LLC DBA Paramount	Branchburg	NJ
Arenson Office Furnishings (NJ)	Woodbridge	NJ
Bellia Office Furniture	Woodbury	NJ
Commercial Furniture Interiors, Inc.	Mountainside	NJ
Complete Furniture Solutions	Tinton	NJ
County Business Systems	Pennington	NJ
Dancker, Sellev & Douglas (NJ1)	Somerville	NJ
Design Alternatives	Scotch Plains	NJ
Focus Interior Products LLC	Berkeley Heights	NJ
Furniture Consultants (NJ)	Morristown	NJ
FurniturePlan, Inc	Cream Ridge	NJ
Glenwood Office Furniture (NJ2)	Hillside	NJ

Dealer Company Name	City	State
HiTouch Business Services (NJ)	SADDLE BROOK	NJ
JC Office Consultants	Somerville	NJ
Jey Furniture LLC	Lakewood	NJ
K Offices	Manalapan	NJ
KAD Associates	Woodbridge	NJ
Lisa Fairclough Enterprises	Newton	NJ
M C Office Furniture, Inc	Maplewood	NJ
M2 Enterprises	Mine Hill	NJ
Millennium Office Solutions	Orange	NJ
Next Generation Interiors	Dover	NJ
Next Office Furniture	KENILWORTH	NJ
Nickerson Corporation (NJ)	Union Beach	NJ
NJ Office Furniture Depot	Monroe	NJ
Palazzo Interiors	Titusville	NJ
PTI Office Furniture	Ridgefield	NJ
W.B. Mason (NJ1)	Secaucus	NJ
W.B. Mason (NJ2)	Egg Harbor Township	NJ
W.B. Mason (NJ3)	Cranbury	NJ
W.B. Mason (PA1)	Bellmawr	NJ
W.S. Goff Company Inc.	Mays Landing	NJ
WB Wood (NJ)	Basking Ridge	NJ
Workspaces	Escobedo	NL
Albuquerque Office Systems, LLC	Albuquerque	NM
Business Environments (NM)	Albuquerque	NM
Contract Associates Inc.	Albuquerque	NM
Indoff (NM2)	Albuquerque	NM
Tema Contemporary Furniture	Albuquerque	NM
Atlantic Business Interiors	Dartmouth	NS
Ergoworks	Dartmouth	NS
Office Interiors (Nova Scotia)	Dartmouth	NS
Faciliteq Business Interiors	Las Vegas	NV
FUSCH COMMERCIAL INTERIORS & DESIGN	Las Vegas	NV
Marrcor inc.	Las Vegas	NV
Nevada Business Furniture	Las Vegas	NV
Office Suppliers, Inc.	Las Vegas	NV
A.C. Desk Co., Inc.	Mineola	NY
ADA Business Supplies	Brooklyn	NY
Adirondack Tool Co Inc, dba Commercial Sales	Plattsburgh	NY
AFD Contract Furniture Inc.	New York	NY
Alianza Services LLC	Nyack	NY
Alliance Transfer	Brooklyn	NY
AMC Transfer, Inc.	Oceanside	NY
Arenson Office Furnishings (NY1)	New York City	NY
Bell Yorktown, Inc.	Bedford Hills	NY
Benhar Office Interiors	New York	NY
BFI (NY2)	New York	NY
Broadway Office Furniture (NYC)	New York	NY
Buffalo Office Interiors	Buffalo	NY
Charlie's Office Furniture, Inc.	Queensbury	NY
Complete Office Furniture	Brooklyn	NY
Contract Furniture Services Inc.	Rochester	NY
Contract Interior Solutions, LLC.	Lakewood	NY
COOLEY GROUP INC	Rochester	NY
Corporate Office Furniture (New York)	Bohemia	NY
Cubicles.com	Long Island City	NY
D.A.F. Office Networks Inc.	Cicero	NY
DRB Business Interiors	Saratoga Springs	NY
Eaton Office Supply	Amherst	NY
ELLIOTT INTERIORS LLC	Goshen	NY
Empire Office Furniture	New York	NY
EvensonBest, LLC (NY1)	New York	NY
Facilities Equipment and Service, Inc.	Pittsford	NY
Facilities Exchange	New York City	NY
Fern Office Supplies	Monsey	NY

Dealer Company Name	City	State
FM Office Express Inc (NYC)	Bayside	NY
FM Office Products	Rochester	NY
Government Office Furniture	New York	NY
Grassroots Contract Interiors LLC	Buffalo	NY
HiTouch Business Services (NY)	New York	NY
Hudson Valley Office Furniture, Inc.	Poughkeepsie	NY
Hummel's Office Plus	Mohawk	NY
Indoff (NY15)	New York Mills	NY
Indoff (NY18)	Staten Island	NY
Interior Solutions of WNY LLC	Buffalo	NY
Just the Right Stuff, Inc	Syracuse	NY
Kimberly Scott Inc	Albany	NY
L.P.S. Office Interiors	Framingdale	NY
Lane Office Furniture	New York	NY
LB's Furniture Solutions, LLC	Spencerport	NY
Lewis Stevenson Office Solutions (NY)	New York	NY
Lincoln Office Systems, Inc. (NY)	Brooklyn	NY
LLV Office Concepts, LLC	Saratoga Springs	NY
Meadows Office Furniture (NY1)	New York	NY
Millington Lockwood Business Interiors	BUFFALO	NY
MJP Environments, Inc.	Massapequa	NY
Nathan Office Interiors LLC	Slingerlands	NY
Nickerson Corporation (NY)	Rochester	NY
Office Environment Consulting, Inc.	Oneida	NY
Office Furniture Direct (NY)	Farmingdale	NY
Office Furniture Heaven	New York	NY
OFFICE FURNITURE INC.	Westbury	NY
Office Resources (NY)	New York	NY
Peck's Office Plus	Brooklyn	NY
Prentice Office Env/ Office Furniture Ctr	Tonawanda	NY
Pucci Carpet & Furniture Inc.	Fredonia	NY
Ray Hess Business Interiors	New York	NY
Renotech Interiors	Tappan	NY
Right Price Companies, Inc.	Syracuse	NY
Rochester Office Interiors	Pittsford	NY
School Furniture and Interiors, LLC	Rochester	NY
Sedgwick Business Interiors	Syracuse	NY
Seely Conover's Office Centre, Inc.	Amsterdam	NY
Smart Space, LLC.	New York	NY
Standard Commercial Interiors	Albany	NY
Stevens Office Interiors	Syracuse	NY
Studio Office Solutions LLC	New York	NY
Sustainable Office Solutions, LLC	Liverpool	NY
Syracuse Office Environments	Syracuse	NY
The Furnished Office	New York	NY
The Irishmen on the Hudson	Rockville Center	NY
The Office Furniture Warehouse	Islandia	NY
The Syracuse Business Center Inc.	Syracuse	NY
The Telcar Group	Holbrook	NY
Tower Furniture Sales	Lawrence	NY
Tri State Office Interiors	New York	NY
Turf Office Supplies	Brooklyn	NY
Upstate Office Furniture	Johnson City	NY
VRD Contracting Inc	Holbrook	NY
W.B. Mason (Buffalo)	Buffalo	NY
W.B. Mason (NY1)	New York	NY
W.B. Mason (NY2)	Albany	NY
W.B. Mason (NY3)	Hauppauge	NY
W.B. Mason (NY4)	Syracuse	NY
W.B. Mason (NY5)	Newburgh	NY
W.B. Mason (NY6)	The Bronx	NY
Waldner's Business Environments (Farmingdale)	Farmingdale	NY
Waldner's Business Environments (NYC)	New York	NY
WB Wood (NY2)	New York	NY

Dealer Company Name	City	State
Weeks Lerman	Maspeth	NY
Workplace Interiors	Fairport	NY
Workstation Consultants LLC	Albany	NY
Y Y Distributors	Monroe	NY
American Interiors	Cleveland	OH
American Interiors, Inc.	Toledo	OH
Business Furniture, LLC (Dayton)	Dayton	OH
Clair David Interiors	Toledo	OH
Commercial Works (OH1)	Columbus	OH
Commercial Works (OH3)	Cincinnati	OH
Corporate Interior Concepts	Columbus	OH
ELEMENTS IV INTERIORS	Dayton	OH
Friends Business Source (Findlay)	Findlay	OH
GWS FFE, LLC	West Chester	OH
Incognition, LLC. dba WeDoInstallation.com	Vandalia	OH
Indoff (OH15)	Youngstown	OH
Indoff (OH16)	Wilmington	OH
Indoff (OH17)	Lebanon	OH
Indoff (OH19)	Cleveland	OH
Indoff (OH5)	Hubbard	OH
Innovative Office Solutions, Inc. (OH)	Maria Stein	OH
King Business Interiors	Columbus	OH
Martin Public, LLC dba Kay-Twelve.com	Columbus	OH
My Office Design	Dayton	OH
OstermanCron Inc	Cincinnati	OH
RSFI Office Furniture	Worthington	OH
Temple Square Interiors	Akron	OH
The Bradley Company	Columbus	OH
The City Desk Company	Cleveland	OH
The RCF Group (OH1)	Cleveland	OH
The RCF Group (OH2)	West Chester	OH
Unisan LLC	Columbus	OH
W.B. Mason (OH)	Cleveland	OH
Wegman Company	Cincinnati	OH
Workspace, LLC (Cleveland)	Cleveland	OH
Indoff (OH18)	Wooster	OH
Furniture Marketing Group - Oklahoma	Oklahoma City	OK
Indoff (OK4)	Cleveland	OK
Interiors for Business	Oklahoma City	OK
Interiors for Business	Tulsa	OK
L & M Office Furniture	Tulsa	OK
Merrifield Office Supply	Enid	OK
Pinnacle Design Group, LLC	Norman	OK
Workspace Resource, Inc.	Tulsa	OK
Advanced Business Interiors (ONT1)	Ottawa	ON
AMJ Campbell Office Interiors	Mississauga	ON
atWork Office Interiors	Cambridge	ON
Blair's Atwork Office Furniture	Vaughan	ON
Brigholme Interiors Group	Markham	ON
Celia Roberts & Associates Inc.	Oakville	ON
CTI Working Environments	Mississauga	ON
Drechsel Business Interiors	Toronto	ON
Fluidconcepts	Mississauga	ON
IN2Space Interior Solutions	London	ON
POI Business Interiors	Markham	ON
Sensyst - The Business Interiors Group, Inc.	Mississauga	ON
Streamline Resource Group	London	ON
Wayne Berwick Office Furnishings	Kitchener	ON
Workplace Design Inc.	Ancaster	ON
ABCO Group	Toronto	ON
Alliance Interiors, Inc.	Jackson's Point	ON
Creative Office Designs (Ontario)	Newmarket	ON
Footprint Business Interiors	MISSISSAUGA	ON
Integral Business Interiors Inc.	Brampton	ON

Dealer Company Name	City	State
TCB Office Furniture and Supplies	Peterborough	ON
Towercor International	Mississauga	ON
Verticalspaces Inc	Toronto	ON
verto360	London	ON
Harris WorkSystems, Inc.	Tigard	OR
Indoff (OR1)	Creswell	OR
Interior Office Concepts	Medford	OR
NW Office Interiors	Milwaukie	OR
Office Interior Concepts	Portland	OR
Office Space Planners, Inc.	Portland	OR
Onesource Office Interiors, inc.	Portland	OR
PeopleSpace (Portland)	Portland	OR
Rose City Office Furnishings	Portland	OR
Total Office Interiors (OR)	Salem	OR
King Office Designs	Albany	OR
Richmark Enterprises, LLC	West Linn	OR
SK Consulting	Portland	OR
A. Pomerantz & Company	Philadelphia	PA
Advanced Office Environments, Inc.	Malvern	PA
Anderson Interiors	Verona	PA
Bauman Office Equipment Inc.	Beaver Falls	PA
Benjamin Roberts, LTD	Lancaster	PA
Burke & Michael, Inc.	Pittsburgh	PA
Commerce Office Furniture	Norristown	PA
Corporate Environments, A One Point Company	Bethlehem	PA
Delaney Brothers	Cranberry Township	PA
Easley & Rivers, Inc.	MONROEVILLE	PA
Educational Furniture Solutions	Norristown	PA
Ethosource, LLC	Morgantown	PA
Facility Works	Lemoyne	PA
Formcraft Interiors	Folcroft	PA
Indoff (PA3)	Pittsburgh	PA
Indoff (PA5)	Pittsburgh	PA
Indoff (PA9)	Harrisburg	PA
Kershner Office Furniture	King of Prussia	PA
McCartney's Inc.	Altoona	PA
Natural Office Furniture, LLC	Pittsburgh	PA
Nolt's Discount Office Furniture	Ephrata	PA
Office Environments, Inc. (PA)	Bristol	PA
Office Furniture Source	Feasterville	PA
Pulman Interiors	Scranton	PA
Sanner Office Supply	Erie	PA
Storage Concepts, Inc.	Ambler	PA
Suppliesource, Inc. (PA1)	Williamsport	PA
Tanner Furniture	Harrisburg	PA
Target Office Products	Pittsburgh	PA
The Phillips Group	Harrisburg	PA
Today's Home Inc/TH Trade	Pittsburgh	PA
Today's Systems	Bala Cynwyd	PA
Top To Bottom Interiors, Inc	Altoona	PA
Total Office Interiors (PA)	Montgomeryville	PA
TransAmerican Office Furniture, Inc	Philadelphia	PA
Tri-State Office Furniture, Inc	McKees Rocks	PA
W.B. Mason (Erie)	Pittsburgh	PA
W.B. Mason (Oaks)	Phoenixville	PA
W.B. Mason (PA2)	Philadelphia	PA
W.B. Mason (PA3)	Allentown	PA
W.B. Mason (PA4)	York	PA
W.B. Mason (PA5)	North Versailles	PA
W.B. Mason (Pittsburgh/Export)	N. Versailles	PA
Westmoreland Telephone Company (WTC) dba/ Westmoreland Contract Furniture (V	Greensburg	PA
Workspace, Inc	Pittsburgh	PA
WorkSpace Solutions, Inc. (PA)	Pittsburgh	PA
Caribbean Office Design	Ponce	PR

Dealer Company Name	City	State
Contract Design Group, LLC	Hato Rey	PR
Distribuidora Blanco	Bayamon	PR
Innovative Office Solutions	Guaynabo	PR
Krone Contract Furniture	San Juan	PR
LF@Office Interiors	San Juan	PR
Multidesk	Aguada	PR
Office Design Solutions	Rio Grande	PR
Office Space Contractors	Caguas	PR
Systronics	Tres Monjitas Hato Rey	PR
Esteves Trading & Logistics Group, Inc. dba Office One	San Juan	PR
Ofi-Start	San Juan	PR
Bureau Extra Technique (B.E.T.) Inc	Lachine	QC
GROUPE AMEUBLEMENT FOCUS INC.	Boucherville	QC
Creative Office Environments (RI)	East Providence	RI
Office Direct	Warwick	RI
Office Furniture Solutions (RI)	Tiverton	RI
Pannello Systems	Portsmouth	RI
Sheehans	Portsmouth	RI
W.B. Mason Co., Inc. (Cranston)	Cranston	RI
American Pen & Panel, Inc.	Rock Hill	SC
Indoff (SC5)	Oak Island	SC
Indoff (SC7)	Lancaster	SC
Indoff (SC9)	Fair Play	SC
Marketplace Interiors, LLC	Mount Pleasant	SC
PMC Commercial Interiors (Greenville)	Greenville	SC
Wilcox Office Mart (Florence)	Florence	SC
Wilcox Office Mart of Charleston	N. Charleston	SC
Canfield Business Interiors	Sioux Falls	SD
Office Peeps Inc	Watertown	SD
HBI Office Plus	Regina	SK
Indoff (SC10)	Seneca	SC
Spaces Interior Design	North Sioux City	SD
A & W Office Supply & Design, Inc.	Knoxville	TN
A-Z Office Resource, Inc (TN1) - DBA West Business Interiors	Columbia	TN
Commercial Environments, Inc.	Knoxville	TN
COS Business Products & Interiors (Chatanooga)	Chattanooga	TN
GBI	Brentwood	TN
Genesis Interiors	Sevierville	TN
Highbar Trading Co.	Memphis	TN
HiTouch Business Services (TN)	LaVergne	TN
HST Interior Elements	Nashville	TN
ID+A	Brentwood	TN
Indoff (TN2)	Tullahoma	TN
Indoff (TN7)	Jackson	TN
Indoff (TN8)	Columbia	TN
Inner Design Purchasing LLC	Brentwood	TN
Lucas Business Solutions, Inc.	Cordova	TN
Nashville Office Interiors - Nashville	Nashville	TN
Office Furniture & Related Services, Inc.	Nashville	TN
Office Furniture Concepts- Nashville	Nashville	TN
Office Images - Nashville	Nashville	TN
Office Resources, Inc. (ORI) - Nashville	Nashville	TN
Office Scapes, Inc (TN)	Bartlett	TN
OfficeWorks LLC	Knoxville	TN
Spaces Group	Cordova	TN
Synergy Business Environments - Nashville	Nashville	TN
WorkPlace Furniture	Memphis	TN
Workspace Interiors (TN)	Knoxville	TN
180 Office Solutions	Roundrock	TX
1st Class Solutions	Lubbock	TX
Bauhaus	Dallas	TX
Built For Dreams, Inc.	Lubbock	TX
Business Concepts LLC	Round Rock	TX
Business Interiors (TX)	Irving	TX

Dealer Company Name	City	State
Clark, Duncan & Morris, Inc.	Houston	TX
Coastal Office Solutions	Victoria	TX
Contract Associates of El Paso	El Paso	TX
Core Business Solutions	Pharr	TX
Corporate Outfitters, LTD	Houston	TX
Creative Office Furniture, Inc.	Houston	TX
Culture Based Interiors (Austin)	Austin	TX
Culture Based Interiors (San Antonio)	San Antonio	TX
DC Interiors - Rio Grande Valley	McAllen	TX
DC Interiors (TX)	San Antonio	TX
Debner + Company	Houston	TX
Embrace Office Interiors	Houston	TX
Facility Interiors, Inc.	Carrollton	TX
Furniture Marketing Group - Austin	Austin	TX
Furniture Marketing Group - Houston	Houston	TX
Furniture Marketing Group - Plano	Plano	TX
Furniture Solutions	Dallas	TX
HBI Office Solutions, Inc.	Huntsville	TX
III Office Resource Group	Carrollton	TX
Indoff (TX16)	Austin	TX
Indoff (TX24)	Fort Worth	TX
Indoff (TX26)	Houston	TX
Indoff (TX27)	Lewisville	TX
Indoff (TX29)	Tyler	TX
Indoff (TX30)	El Paso	TX
Indoff (TX31)	El Paso	TX
Indoff (TX32)	Fort Worth	TX
Indoff (TX33)	Lewisville	TX
Kay Davis Associates	Houston	TX
Lindsey Office Furniture	Houston	TX
Manning's	Beaumont	TX
Move Solutions	Dallas	TX
Office Boy Inc.	Dallas	TX
Office Furniture Concepts - Texas	Temple	TX
Office Furniture Connection (TX)	Houston	TX
Office Furniture Interiors, Inc.	San Antonio	TX
Office Furniture Source (TX)	Farmers Branch	TX
Office Interiors Group (OIG)	Grapevine	TX
Royer & Schutts	Ft Worth	TX
S.L.I. Design, Inc.	Houston	TX
SHELBY DISTRIBUTIONS Inc.	El Paso	TX
Spencer + Company	Dallas	TX
Systems Office Furniture, Inc.	College Station	TX
Tascosa Office Machines	Amarillo	TX
The Exceptional Home Center	McAllen	TX
The Luck Company	Houston	TX
The Wells Group, Inc.	Houston	TX
Turnkey Project Services	Fort Worth	TX
Vanguard Environments, Inc.	Houston	TX
Wilson Office Supply	Wichita Falls	TX
Wittigs Office Interiors (Corpus Christi)	Corpus Christi	TX
Wittigs Office Interiors (Houston)	Houston	TX
Wittigs Office Interiors (San Antonio II)	San Antonio	TX
Workspace Designs	Round Rock	TX
WorkSpace Resource (TX)	Conroe	TX
WRG, LLC dba Workplace Resource Group	Carrollton	TX
CCG, LLC	Salt Lake City	UT
Interior Solutions (UT)	Salt Lake City	UT
The Office Products	Salt Lake City	UT
Utah Office Solutions/Bluefin Design	Orem	UT
Amerisys	Chantilly	VA
Atrium Facilities & Interiors	Vienna	VA
Creative	Ashland	VA
DC Interiors (VA)	Casias	VA

Dealer Company Name	City	State
Design Business Furniture, Inc.	Woodbridge	VA
DK Workspaces, LLC	Richmond	VA
FurnitureSpeak, Inc.	Fairfax	VA
Indoff (VA7)	Richmond	VA
Indoff (VA8)	Portsmouth	VA
JMJ Corporation	Henrico	VA
Miller's Supplies at Work	Lorton	VA
Modern Environments	Virginia Beach	VA
MOI (VA2)	Richmond	VA
MOI (VA3)	Virginia Beach	VA
New Day Office Products and Furnishings	Suffolk	VA
NxVet, LLC	Woodridge	VA
Office Environments International	Arlington	VA
Pilato, Counts, and Arrington (PC & A)	Norfolk	VA
reDistrict	Alexandria	VA
SCS Integrated Support Solutions, LLC (VA)	Manassas	VA
Smith Contract	Fredericksburg	VA
Sumner Furniture	Sterling	VA
Tactical Office Solutions	Hampton	VA
Vision Business Products	Newington	VA
W.B. Mason (VA)	Winchester	VA
Washington Group Solutions	Falls Church	VA
Washington Workplace	Arlington	VA
Workplace Solutions, Inc.	Virginia Beach	VA
OSV Group Inc.	Fountain	VC
Office Armor (NOAH)	Virginia Beach	VA
Exterus Business Furniture	Shelburne	VT
Office Environments (VT)	South Burlington	VT
W.B. Mason (VT)	South Burlington	VT
W.B. Mason (VT2)	Lyndonville	VT
APEX Facility Resources Inc.	Kent	WA
BAM Office Interiors	Vancouver	WA
BRAG Investments Inc dba Saxton Bradley	Kent	WA
Brutzman's Office Solutions	Richland	WA
Complete Office (WA)	Seattle	WA
Contract Resource Group, Inc (WA)	Spokane	WA
Davis Furniture & Equipment inc.	Spokane	WA
Ducky's Office Furniture	Seattle	WA
Global Commercial Furnishings, Inc.	Spokane	WA
Great Spaces	Coeur d' Alene	WA
HLW Workspace Solutions inc	Gig Harbor	WA
Indoff (WA3)	Tacoma	WA
Indoff (WA4)	Bonney	WA
Integrity Interior Solutions, LLC	Kent	WA
Keeney's Office Supply	Redmond	WA
Legacy Group	Renton	WA
MRG dba Workpointe	Seattle	WA
Northwest Modular Systems Furniture	Tukwila	WA
Open Plan LLC	Leavenworth	WA
OpenSquare	Seattle	WA
Peoplespace (WA)	Seattle	WA
Re-Juiced Studio LLC	Edmonds	WA
RW Sales Office Furniture	Vancouver	WA
Sound Office Solutions	Kirkland	WA
The Creative Office	Olympia	WA
Total Office Concepts, Inc (WA)	Walla Walla	WA
Trico Office Interiors	Bellingham	WA
Working Spaces Pacific, Inc. (WA)	Kirkland	WA
Omega Commercial Interiors	Morgantown	WV
Affordable Office Interiors - Madison	Madison	WI
Brothers Business Interiors	Milwaukee	WI
CJ & Associates, Inc.	New Berlin	WI
Indoff (WI4)	Onalaska	WI
M & M Office Interiors - Middleton	Middleton	WI

Dealer Company Name	City	State
M & M Office Interiors, Inc.	Pewaukee	WI
Nordon Business Environments	Appleton	WI
Office Enterprises, Inc.	Weston	WI
RCS Commercial Interiors	Milwaukee	WI
School Specialty (TX)	Greenville	WI
Schroeder Solutions	New Berlin	WI
Spin Business Group	Wausau	WI
Capitol Business Interiors (WV1)	Charleston	WV
Indoff (WV1)	Wheeling	WV
Indoff (WY4)	Cheyenne	WY
Wyoming Office Products & Interiors	Casper	WY