

July 19, 2022

NCPA
National Cooperative Purchasing Alliance
P.O. Box 701273
Houston, TX 77270

Re: Competitive Solicitation – Region 14 Education Service Center for Furniture
RFP #24-22

Dear NCPA Team:

Arcadia Chair Company thanks you for the opportunity to submit our proposal, showcasing the Arcadia & Encore brands of Contract Furniture. Arcadia Chair Company has been in business for over 40 years and currently holds various state/local contracts, as well as NCPA's Contract since 2015.

In submitting RFP #24-22, Arcadia Chair Company agrees to adhere to the contract provisions, stated within the Competitive Solicitation – Region 14 Education Service Center for Furniture.

We look forward to a continued and long lasting relationship with NCPA.

Sincerely,
ARCADIA CHAIR COMPANY

Kimberlee Pichler - Girard

Kimberlee Pichler - Girard
Director of Corporate Operations
Email: kimp@arcadiacontract.com
Phone: 714-562-8200 ext. 276

cc: Chris Burgess, Executive Vice President
Pamela Angeles, Contract Management Administrator



ARCADIA CHAIR COMPANY

5692 Fresca Drive

La Palma, California 90623

**NCPA (National Cooperative Purchasing Alliance)
RFP Number: 24-22**

Submittal Deadline: July 21, 2022 (2:00 p.m. CST)

TABLE OF CONTENTS

Tab 1	Master Agreement - General Terms & Conditions <ul style="list-style-type: none">- Signed Signature Form Enclosed
Tab 2	NCPA Administration Agreement <ul style="list-style-type: none">- Signed Agreement Enclosed
Tab 3	Vendor Questionnaire <ul style="list-style-type: none">- Arcadia Chair Company's Vendor Questionnaire Answers Enclosed
Tab 4	Vendor Profile <ul style="list-style-type: none">- Arcadia Chair Company's Vendor Profile Answers Enclosed- Arcadia Chair Company's Environmental Practices Uploaded
Tab 5	Products & Services <ul style="list-style-type: none">- Arcadia Chair Company's Products & Services Answers Enclosed- Arcadia Chair Company's Product Warranties Uploaded
Tab 6	References <ul style="list-style-type: none">- Arcadia Chair Company's 10 Public Sector References Uploaded
Tab 7	Pricing <ul style="list-style-type: none">- Arcadia Brand February 1, 2022 NCPA Pricelist Uploaded- Encore Brand February 1, 2022 NCPA Pricelist Uploaded- Arcadia Chair Company's NCPA Contract Information Uploaded
Tab 8	Value Added Products & Services <ul style="list-style-type: none">- Arcadia Chair Company's Value Added Products & Services Answers Enclosed- Arcadia Chair Company's Authorized Dealer Listing Uploaded- Arcadia Chair Company's Space Solutions Snapshot Uploaded
Tab 9	Innovation <ul style="list-style-type: none">- Arcadia Chair Company's Innovation Answers Enclosed
Tab 10	Required Documents <ul style="list-style-type: none">- Signed Documents Enclosed For The Following:<ul style="list-style-type: none">*Federal Funds Certifications*Clean Air and Water Act & Debarment Notice*Contractors Requirements*Antitrust Certification Statements*Required Clauses for Federal Assistance by FTA*State Notice Addendum

Tab 1
Master Agreement
General Terms & Conditions

Tab 1 – Master Agreement

General Terms and Conditions

◆ Customer Support

- ▶ The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

◆ Disclosures

- ▶ Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
- ▶ The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

◆ Renewal of Contract

- ▶ Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to five (5) additional one-year terms or any combination of time equally not more than 5 years if agreed to by Region 14 ESC and the vendor.

◆ Funding Out Clause

- ▶ Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
- ▶ Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

◆ Shipments (if applicable)

- ▶ The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

◆ Tax Exempt Status

- ▶ Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- ▶ The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

◆ Adding authorized distributors/dealers

- ▶ Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
- ▶ Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
- ▶ Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
- ▶ All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

◆ Pricing

- ▶ All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
- ▶ All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- ▶ Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- ▶ Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- ▶ Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

◆ Safety

- ▶ Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

- ◆ Permits
 - ▶ Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.
- ◆ Indemnity
 - ▶ The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
 - ▶ The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
 - ▶ The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
- ◆ Certificates of Insurance
 - ▶ Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
- ◆ Legal Obligations
 - ▶ It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
- ◆ Protest
 - ▶ A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

- ▶ Any protest review and action shall be considered final with no further formalities being considered.

◆ 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 and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemics; 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

◆ Prevailing Wage

- ▶ It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Termination

- ▶ Either party 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.

◆ Open Records Policy

- ▶ Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition,

the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- ▶ The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are 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.

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration

- ▶ The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.

- ◆ Contract Term

- ▶ The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to five (5) additional one-year terms or any combination of time equally not more than 5 years.
- ▶ It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.

- ◆ Contract Waiver

- ▶ Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.

- ◆ Price Increases

- ▶ Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.

- ◆ Products and Services Additions

- ▶ New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.

- ◆ Competitive Range

- ▶ It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.

◆ Deviations and Exceptions

- ▶ Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.

◆ Estimated Quantities

- ▶ While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is \$150 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.

◆ Evaluation

- ▶ Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.

◆ Formation of Contract

- ▶ A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.

◆ NCPA Administrative Agreement

- ▶ The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.

◆ Clarifications / Discussions

- ▶ Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondents are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will

not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.

◆ Multiple Awards

- ▶ Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

◆ Past Performance

- ▶ Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria

- ◆ Pricing **(40 points)**
 - ▶ Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.
- ◆ Ability to Provide and Perform the Required Services for the Contract **(25 points)**
 - ▶ Product Delivery within participating entities specified parameters
 - ▶ Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - ▶ Vendor's ability to perform towards above requirements and desired specifications.
 - ▶ Past Cooperative Program Performance
 - ▶ Quantity of line items available that are commonly purchased by the entity.
 - ▶ Quality of line items available compared to normal participating entity standards.
- ◆ References and Experience **(15 points)**
 - ▶ A minimum of ten (10) public sector references for product and/or services of similar scope dating within past 3 years
 - ▶ Respondent Reputation in marketplace
 - ▶ Past Experience working with public sector.
 - ▶ Exhibited understanding of cooperative purchasing
- ◆ Value Added Products/Services Description, **(10 points)**
 - ▶ Additional Products/Services related to the scope of RFP
 - ▶ Marketing and Training
 - ▶ Minority and Women Business Enterprise (MWBE) and (HUB) Participation
 - ▶ Customer Service
- ◆ Innovation **(10 points)**
 - ▶ Past Innovation, how it affected sales
 - ▶ Future Innovation in the pipeline

Signature Form

The undersigned hereby proposes and 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. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company Name	<u>Arcadia Chair Company</u>
Address	<u>5692 Fresca Drive</u>
City/State/Zip	<u>La Palma, California 90623</u>
Telephone No.	<u>714-562-8200</u>
Fax No.	<u>N/A</u>
Email address	<u>kimp@arcadiacontract.com</u>
Printed name	<u>Kimberlee Picher - Girard</u>
Position with Company	<u>Director of Corporate Operations</u>
Authorized Signature	<u></u>

Tab 2
NCPA Administration Agreement

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of September 1, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and Arcadia Chair Company (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated September 1, 2022, referenced as Contract Number 07-78, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Furniture;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

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

◆ General Terms and Conditions

- ▶ The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- ▶ NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- ▶ Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- ▶ NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- ▶ With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- ▶ The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- ▶ This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- ▶ The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

- ▶ Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

- ▶ Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions


- ▶ This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- ▶ Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- ▶ If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- ▶ Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- ▶ This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- ▶ All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273
Houston, TX 77270

Signature: 

Date: September 1, 2022

Vendor: Arcadia Chair Company

Name: Kimberlee Pichler-Girard

Title: Director of Corporate Operations

Address: 5692 Fresca Drive
La Palma, California 90623

Signature: 

Date: July 19, 2022

Tab 3
Vendor Questionnaire

Tab 3 – Vendor Questionnaire

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

◆ States Covered

- ▶ Bidder must indicate any and all states where products and services can be offered.
- ▶ Please indicate the price co-efficient for each state if it varies.

☒ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

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

☒ **All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

Note: Arcadia and Encore product offerings are available to all US Territories and Outlying Areas referenced below. Freight however is only to Point of Embarkation.

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women**

Business Enterprise (MWBE) and (HUB) Participation

- ▶ It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
 - **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE ☐
 - **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB ☐

◆ **Residency**

- ▶ Responding Company's principal place of business is in the city of La Palma, state of California

◆ **Felony Conviction Notice**

- ▶ Please Check Applicable Box;
 - ☐ A publically held corporation; therefore, this reporting requirement is not applicable.
 - ☒ **Is not owned or operated by anyone who has been convicted of a felony.**
 - ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony
- ▶ If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- ▶ Which best describes your company's position in the distribution channel:

<input type="checkbox"/> Manufacturer Direct	<input type="checkbox"/> Certified education/government reseller
<input type="checkbox"/> Authorized Distributor	<input checked="" type="checkbox"/> Manufacturer marketing through reseller
<input type="checkbox"/> Value-added reseller	<input type="checkbox"/> Other: _____

◆ Processing Information

► Provide company contact information for the following:

■ Sales Reports / Accounts Payable

Contact Person: Pamela Angeles

Title: Contract Management Administrator

Company: Arcadia Chair Company

Address: 5692 Fresca Drive

City: La Palma State: California Zip: 90623

Email: pam@arcadiacontract.com

Phone: 714-562-8200 ext. 253

■ Purchase Orders

Contact Person: Pamela Angeles

Title: Contract Management Administrator

Company: Arcadia Chair Company

Address: 5692 Fresca Drive

City: La Palma State: California Zip: 90623

Email: pam@arcadiacontract.com

Phone: 714-562-8200 ext. 253

■ Sales and Marketing

Contact Person: Helen Kim

Title: Vice President of Marketing

Company: Arcadia Chair Company

Address: 5692 Fresca Drive

City: La Palma State: California Zip: 90623

Email: helenk@arcadiacontract.com

Phone: 714-562-8200 ext. 242

◆ Pricing Information

- ▶ In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

☒ Yes ☐ No
- ▶ Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

☒ Yes ☐ No

Tab 4
Vendor Profile

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company’s official registered name.
Arcadia Chair Company
- ◆ Brief history of your company, including the year it was established.
Family owned and operated company.
Arcadia was established in 1979 & Encore in 1999.
Arcadia Chair Company’s 200,000 + square foot (combined facilities), located in La Palma, CA currently employs 325 + employees.
 *45% of employees have been with the company for 10 or more years.
 *10% of employees are 20+ year veterans.
National Sales Representation: 90 + Reps, over 26 Rep Groups in all 50 states. Most Rep Groups have been with Arcadia Chair Company 10 years or more.
- ◆ Company’s Dun & Bradstreet (D&B) number.
07-021-5009
- ◆ Company’s organizational chart of those individuals that would be involved in the contract.

President & CEO	Casey Journigan	caseyj@arcadiacontract.com
Exec. Vice President & CFO	Chris Burgess	chrisb@arcadiacontract.com
Dir. of Corporate Operations	Kimberlee Pichler – Girard	kimp@arcadiacontract.com
Contract Management Admin.	Pamela Angeles	pam@arcadiacontract.com
- ◆ Corporate office location.
 - ▶ List the number of sales and services offices for states being bid in solicitation.
One office located at 5692 Fresca Drive, La Palma, California 90623
 - ▶ List the names of key contacts at each with title, address, phone and e-mail address.
Phone Number: 714-562-8200

Exec. Vice President & CFO	Chris Burgess (x201)	chrisb@arcadiacontract.com
Dir. of Corporate Operations	Kimberlee Pichler – Girard (x276)	kimp@arcadiacontract.com
Contract Management Admin.	Pamela Angeles (x253)	pam@arcadiacontract.com
- ◆ Define your standard terms of payment.
Standard payment terms: Net 30
- ◆ Who is your competition in the marketplace?
Arcadia Chair Company’s marketplace competition tends to be manufacturers that compete in the Commercial, Higher Education, Healthcare & Hospitality markets.
Competitors (include but not limited to): Krug, Carolina, Davis, KI, Allermuir & Keilhauer

- ◆ What differentiates your company from competitors?

Arcadia and Encore customers lean towards our product offerings, when a high design look at a value-driven price (without diminish quality) is the requirement.

One of our largest differentiators is the fact that we are a predominately wood manufacturer, manufacturing in Southern California. This provides us with the ability to oversee “specials & modifications”, which many of our customers look to Arcadia & Encore for.

- ◆ Describe how your company will market this contract if awarded.

Arcadia Chair Company will market the NCPA Contract through our current national sales representation, consisting of 90+ sales reps/over 26 rep groups (covering all 50 states as well as some international). Sales reps will host presentation meetings and demonstration of products to furniture dealers and purchasing facility teams as needed. Also, our sales reps work very closely with A&D firms to assist in the specification of Arcadia and Encore products.

- ◆ Describe how you intend to introduce NCPA to your company.

Arcadia Chair Company has held an NCPA Contract since 2015. Our sales reps, project managers and customer service support teams are well versed with NCPA.

Also, Arcadia Chair Company has many (end user) customers that are familiar with our partnership with NCPA. We have built a strong relationship with these customers and continue to receive repeat orders from them.

- ◆ Describe your firm's capabilities and functionality of your on-line catalog/ordering website. Arcadia Chair Company has and will continue to promote the NCPA Contract on our Arcadia & Encore websites.

www.arcadiacontract.com

www.encoreseating.com

We will continue to maintain the user friendly links, on Arcadia's & Encore's websites showcasing approved products, as well as informative information related to the contract. The details of our approved NCPA Contract webpage include (but not limited to), NCPA terms and conditions, Arcadia and Encore products available on contract and (List) pricing.

- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

Arcadia Chair Company's Customer Service Department maintains hours from 7:00 a.m. – 5:00 p.m. (Pacific Standard Time). Our dedicated Customer Service Representatives are assigned specific territories, and their office hours are scheduled around the territory's time zone.

- ◆ Green Initiatives (if applicable)

- ▶ As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, and ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

Reference Arcadia Chair Company's Environmental Practices that have been uploaded.

- ◆ Anti-Discrimination Policy (if applicable)

- ▶ Describe your organizations' anti-discrimination policy.

Arcadia Chair Company's Anti-Discrimination Policy

It is the policy of Arcadia Chair Company not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy includes, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.

Chris Burgess, Executive Vice President, has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing all affirmative action goals and initiatives.

Arcadia Chair Company has and will continue to comply with state regulations and federal laws relating to the equal employment opportunities and affirmative action. Arcadia Chair Company will also continue to work cooperatively with government and community organizations to ensure equal employment and advancement opportunities.

◆ Vendor Certifications (if applicable)

- ▶ Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications.

Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

N/A Arcadia Chair Company does not hold any current licenses, registrations or certifications issued by federal, state and/or local agencies

Tab 5
Products & Services

Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

- ◆ Warranty

Reference the Arcadia & Encore Warranty Policies that have been uploaded.

- ▶ Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- ▶ Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- ▶ Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ The following is a list of suggested (but not limited to) Furniture categories. List all categories along with manufacturer that you are responding with:

▶ <u>Ancillary Furniture Products</u>	<u>Arcadia Brand</u>
▶ Audio / Visual Furniture	
▶ Auditoriums and Theaters	
▶ <u>Cafeteria</u>	<u>Arcadia & Encore Brands</u>
▶ Classroom / Educational / Dormitory	
▶ <u>Conference or Breakroom / Training</u>	<u>Arcadia & Encore Brands</u>
▶ <u>Healthcare / Medical / Therapy Practices</u>	<u>Arcadia & Encore Brands</u>
▶ Highmark	
▶ Lactation Rooms and Furniture Pods	
▶ Library	
▶ Lighting	
▶ <u>Lounge / Reception</u>	<u>Arcadia & Encore Brands</u>
▶ Office	
▶ Outdoor	
▶ Science Lab	
▶ <u>Seating / Chairs</u>	<u>Arcadia & Encore Brands</u>
▶ <u>Tables / Meeting Conference Room</u>	<u>Arcadia & Encore Brands</u>
▶ Work Stations	

Tab 8

Value Added Products & Services

Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

Arcadia Chair Company, through its Authorized dealers, can provide design, space planning, delivery, installation and a host of other services that an agency may request or desire.

Reference Arcadia Chair Company's Authorized Dealer List document that has been uploaded.

Over the past 40 years Arcadia Chair Company has been known and recognized in the Contract Furniture industry for high quality seating (guest, lounge, stools & benches) and tables (occasional & meeting), as well as its ability to manufacture specials/customizations when requested, at a value driven price-point.

Over the past 5 – 10 years, Arcadia Chair Company's product offerings have evolved immensely with introductions into Privacy/Space Division and Furnishing Accessories (which include: divider screens, easels on casters and carts). These latest product offerings have been very successful, for Arcadia Chair Company, in today's market place at a value driven price-point.

Reference Arcadia Chair Company's Space Solutions Snapshot document that has been uploaded.

Also reference Arcadia's and Encore's websites to view all product offerings.

www.arcadiacontract.com

www.encoreseating.com

Tab 9
Innovation

Tab 9 – Innovation

- ◆ Please provide details of your most recent innovation and how it affected sales in the public sector.

- New categories

Arcadia Chair Company (Arcadia Brand)

- Flirt Series – Divider & Privacy Screens

Transform open spaces again and again with Flirt screens, a light-scale companion to the multitasking family of tables, seating and training accessories. Serving as both a room divider and a means for creating private nooks for individual focus, screens are offered in both mobile and stationary styles and nest together when not in use to provide even further convenience.

- Flirt M.A.T.E. Series – Easels

Flirt M.A.T.E. easels are a helpful tool to collaborate, listen and learn. Whether meetings are planned for impromptu, include many attendees or only a few, Flirt M.A.T.E adapts to needs at any given moment.

- Worksmith Series - Easels

Comprised of objects that are in absolute service to the task, WorkSmith also includes mobile markerboards and tackboards that are offered in both landscape and portrait styles, providing the ideal backdrop for brainstorming and presenting visual concepts, dividing spaces and more.

The new categories listed above have been good companions to the already well established product series with strong sales.

- New fabrics and finishes

Arcadia Chair Company isn't in the process of adding new fabrics or finishes at this time.

- New ergonomics

Arcadia Chair Company isn't in the process of adding new ergonomics at this time.

- New safety features

Arcadia Chair Company isn't in the process of adding new safety features at this time.

- New performance enhancement

1. Arcadia Chair Company is in the early stages of enhancing meeting table sub-tops within both Arcadia & Encore brands. Currently sub-tops are constructed from engineered Russian plywood, which have incurred tremendous price increases over the past few years. Future meeting table sub-tops will be constructed from MDF (medium density fiberboard) which will lower costs as well as maintain the structure of the tables, just as the current engineered Russian plywood.
2. Arcadia Chair Company is also in the early stages of changing a number of our seating solutions from the use of wood interior structure to metal interior structure. This changes will increase the unit's recyclability content for a friendlier environmental solution.

Tab 9 – Innovation (continued)

- Other

3. Arcadia Chair Company is in the process of re-evaluating our current shipping methods. Also due to tremendous price increases in this facet of our industry, we are looking at the following options:

- Ship more products KD (knocked down).
- Manufacture furniture in a lighter manner while still maintaining the sound structure that Arcadia and Encore products are recognized for.

- ◆ Please outline your timeline for future innovation.

- New categories

The Flirt Divider & Privacy Screens, Flirt M.A.T.E. Easels and Worksmith Easels are currently available and can be viewed at Arcadia's website: www.arcadiacontract.com

- New fabrics and finishes

N/A

- New ergonomics

N/A

- New safety features

N/A

- New performance enhancement

Arcadia Chair Company's timeline for the above referenced performance enhancements is first to second quarter of 2023.

- Other

N/A

Tab 10
Required Documents

10 – Required Documents

- ◆ Federal Funds Certifications

Arcadia Chair Company's signed document enclosed.

- ◆ Clean Air and Water Act & Debarment Notice

Arcadia Chair Company's signed document enclosed.

- ◆ Contractors Requirements

Arcadia Chair Company's signed document enclosed.

- ◆ Antitrust Certification Statements

Arcadia Chair Company's signed document enclosed.

- ◆ Required Clauses for Federal Assistance by FTA

Arcadia Chair Company has reviewed and agrees to the Required Clauses for Federal Assistance by FTA document enclosed.

*** Kimberlee Pichler - Girard ***

- ◆ State Notice Addendum

Arcadia Chair Company has reviewed the links provided below and agrees to the addendum.

*** Kimberlee Pichler - Girard ***

[http://www.usa.gov/Agencies/State and Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml)

<https://www.usa.gov/local-governments>

Federal Funds Certifications

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a 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 \$250,000, 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 and Offeror 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.

(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 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

(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 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, 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 (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). 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. 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. 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 (29 CFR 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 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 the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, 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 (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, 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 work week. 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.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient 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 recipient or subrecipient must comply with the requirements of 37 CFR 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 the awarding agency.

- Pursuant to Federal Rule (F) 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 agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(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

(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 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

(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:

- 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.
- 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.
- 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 all subrecipients shall certify and disclose accordingly.

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 § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 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.

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).

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. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial 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. This right of access will last only as long as the records are retained.

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.

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

Offeror: Arcadia Chair Company

Address: 5692 Fresca Drive

City, State, Zip: La Palma, California 90623

Authorized Signature: 

Print Name: Kimberlee Pichler - Girard

Date: July 19, 2022

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor	<u>Arcadia Chair Company</u>
Print Name	<u>Kimberlee Pichler - Girard</u>
Address:	<u>5692 Fresca Drive</u>
City, State, Zip:	<u>La Palma, California 90623</u>
Authorized Signature:	<u></u>
Date:	<u>July 19, 2022</u>

Contractor Requirements

Contractor Certification Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized Signature:



Date:

July 19, 2022

Antitrust Certification Statements (Tex. Government Code § 2155.005)

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 bid, 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 bid, 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 bid 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 name	<u>Arcadia Chair Company</u>
Address	<u>5692 Fresca Drive</u>
City/State/Zip	<u>La Palma, California 90623</u>
Telephone No.	<u>714-562-8200</u>
Fax No.	<u>N/A</u>
Email address	<u>kimp@arcadiacontract.com</u>
Printed name	<u>Kimberlee Pichler - Girard</u>
Position with company	<u>Director of Corporate Operations</u>
Authorized Signature	<u></u>

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. 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. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
 - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC)

implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.

3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8th, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the

State Notice Addendum

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

[http://www.usa.gov/Agencies/State and Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml)

<https://www.usa.gov/local-governments>

ENVIRONMENTAL PRACTICES

As a matter of corporate philosophy, Arcadia and Encore are committed to intelligent environmental policies and practices. Standard recycling procedures and ecologically sensible policies and practices have been implemented throughout all aspects of our operations, as well as facilities, and as it relates to new product development and project management. Furthermore, we insist on a similar operational philosophy from our vendor-partners.

In accordance with our ongoing efforts to develop and manufacture products that positively contribute to healthy environments, we have completed testing for Indoor Air Quality certification across several product categories, achieving SCS Indoor Advantage Gold (highest certification available for Indoor Air Quality) for the majority of our products.



With SCS Indoor Advantage Gold certification, we not only meet the criteria of BIFMA M-7.1 and X-7.1 (low-emitting office furniture systems and seating) but also the LEED-Commercial Interiors EQ 4.5 credit for Indoor Air Quality of office furniture.

We will continue to strive towards certification for all our products, in addition to making sustainable improvements in all areas of business. A representative example of other in-force measures we employ to support intelligent environmental policies include:

- Ensure product life-cycle longevity and non-obsolescence via the design, engineering, and manufacturing processes and subsequent product refurbishment and re-use potential.
- Design products, and/or re-engineer existing products, to maximize the use and or re-use of recycled and/or recyclable components and sub-parts.
- Utilize raw materials (such as wood products) only from renewable, sustainable sources.
- Design and implement optimized manufacturing efficiencies so as to reduce scrap waste throughout production sequences.
- Minimize the generation, emission or discharge of waste and harmful or regulated substances and pollutants from manufacturing operations commensurate with current government codes, laws and/or industry regulations.
- Specify, and utilize engineered pre-cut foam, which eliminates virtually all on-site scrap foam waste.
- Increase the use of recyclable materials as appropriate for all general office, marketing, manufacturing, and shipping applications.

- Eliminate use of any non-recyclable packaging materials as well as utilize alternative shipping methods such as 'blanket wrapped delivery'.
- Utilize remnant 'COM' materials previously destined to landfills as interior spring-to-foam barrier cloth on upholstered goods.
- Contract for the external reuse of scrap woodchip materials and sawdust which are recycled and used for the following: soil enhancement in nurseries, MDF particle board manufacturing and fueling co-generation factories which simultaneously generate both electricity and useful heat.
- Contract for the external use of scrap leather cutting remnants.
- Minimize the generation of, recycle, and/or ensure the proper disposal of all office generated waste materials.
- Donate outdated product marketing and collateral materials to college and university design programs for educational purposes.

We engage all our employees in these processes and encourage new ideas at every turn. Together, we remain committed to protecting the environment and will continue to pursue effective means for securing a brighter, and healthier future, for all.

PRODUCT WARRANTY

Arcadia provides a lifetime warranty for all seating and table products to be free from defects in material and workmanship on structural frame components. All other materials fall under the applicable warranty periods listed in the table below. Customer's Own Materials (COM/COL) are not included in this warranty. Please consult with upholstery material suppliers for performance criteria of individual selections.

10-year warranty	Foam Exposed Wood Components Tables Tablets
4-year warranty	Casters
2-year warranty	Stool Footrings
1-year warranty (or the extent the manufacturer will warrant further, whichever is lesser)	Fabrics (excluding COM) Electrical/Data Units

This warranty does not include damages from normal wear and tear. Normal wear and tear is defined as single shift service (eight (8) hours per day), five (5) days per week). Arcadia assumes no responsibility for repairs to products sustaining damages resulting from user modification, attachments to a product, misuse, abuse, alteration or negligent use of the product.

The warranty provisions set forth above are expressly in lieu of all other warranties, express, statutory or implied in fact or by law, and all remedies against. There are no implied warranties of merchantability or fitness for a particular purpose made by Arcadia in connection with the sale or use of any such article of furniture.

If a defect in material or workmanship has occurred, Arcadia reserves the right to determine if the problem has occurred under normal use. The defective product will be repaired or replaced at the option of Arcadia, free of charge to the customer. Field labor and service(s) are not covered under this warranty.



Warranty

Encore provides a lifetime warranty for all seating products to be free from defects in material and workmanship on structural frame components. All other materials fall under the applicable warranty periods listed in the table below. The company will repair or replace, at its option, without charge to the original purchaser only, defective products or parts that fail during normal use (normal use is defined as eight (8) hour days, five (5) days per week) throughout the applicable warranty period. Field labor and service(s) are not covered under this warranty.

Lifetime Warranty	Frame Components Adjustable Arms and Arm Pads Mechanisms Gas Cylinders
10 Year Warranty	Foam Exposed Wood Components Tables Tablets
4 Year Warranty	Mesh and Knit Materials Casters
2 Year Warranty	Stool Footrings
1 Year Warranty	Fabric/Vinyl (excluding COM, COV and COL) Electrical Units

COM, COV and COL are also not covered by this warranty. Normal wear and tear is the responsibility of the specifier. Please consult with upholstery material suppliers for performance criteria of individual materials.

Due to the inherent stretch properties of certain woven and/or vinyl upholstery materials, Encore cannot be held responsible for wrinkles or “puddling” that can occur in some materials.

If product fails under normal use within the warranty period, please send description of the pertinent part, together with proof of purchase of the product to:

Arcadia Chair Company
5692 Fresca Drive
La Palma, CA 90623

Email: clientservices@encoreseating.com
Fax: 714.562.8202

The foregoing warranty excludes any damage or defects caused by abuse of this product or its use for a purpose other than what the product is intended. Encore Seating does not assume responsibility for unauthorized repairs to chairs or tables that sustain damage resulting from user modification, improper assembly, attachments to product, misuse, alteration or negligent use of the product.

K - 12	
<u>Birmingham Public Schools</u> Lori McCracken, Purchasing Coordinator Beverly Hills, MI 248-203-3000 Years Serviced: 4 Guest and Lounge Seating Annual Sales Volume: \$25,000	<u>Independent School District 625</u> Rhonda Petschen, Contract Purchasing St Paul, MN 651-744-7754 Years Serviced: 2 Lounge Seating Annual Sales Volume: \$10,000
Higher Education	
<u>James Madison University</u> Theresa Wuenschel, Buyer Specialist Harrisonburg, VA 540-568-7209 Years Serviced: 9 Bench and Lounge Seating Annual Sales Volume: \$32,000	<u>Austin Community College District</u> Ashley Jacobs, Assistant III, Administrative Austin, TX 512-223-2563 Years Serviced: 2 Meeting Tables, Guest and Lounge Seating Annual Sales Volume: \$18,000
City	
<u>Port of Portland</u> Timolin Abron, Contracts and Procurement Mgr. Portland, OR 503-415-6278 Years Serviced: 2 Guest Seating, Lounge Seating & Occasional Tables Annual Sales Volume: \$37,000	<u>City of Northglenn</u> Heather Geyer, City Manager Northglenn, CO 303-450-8709 Years Serviced: 1 Bench Seating and Occasional Tables Annual Sales Volume: \$12,000
<u>Electric Power Board of Chattanooga</u> Bobby Hutcherson, Assistant VP-Tech. Operations Chattanooga, TN 423-648-1372 Years Serviced: 2 Lounge Seating and Occasional Tables Annual Sales Volume: \$15,000	
County	
<u>Bexar County</u> Paul Elizondo Tower, County Auditor San Antonio, TX 210-212-7742 Years Serviced: 3 Bench and Lounge Seating Annual Sales Volume: \$14,000	<u>Dakota County</u> Sara Glasby, Contract Specialist Hastings, MN 651-437-3191 Years Serviced: 1 Conference/Executive Seating Annual Sales Volume: \$22,000
Non-Profit	
<u>Convoy of Hope</u> Victoria Gorham, Purchasing Director Springfield, MO 417-823-8998 Years Serviced: 2 Lounge and Guest Seating Annual Sales Volume: \$10,000	<u>Bridge Meadows Housing</u> Renee Moseley, Associate Director Portland, OR 503-953-1100 Years Serviced: 1 Lounge Seating Annual Sales Volume: \$9,000

NCPA CONTRACT

Contractor

Arcadia Chair Company
5692 Fresca Drive
La Palma,, CA 90623
Tel: (714) 562-8200

Website Addresses

www.arcadiacontract.com
www.encoreseating.com

Information for Ordering Activities

- Email purchase orders to: orders@arcadiacontract.com
- Geographic Coverage (Delivery Area): Continental United States
- Point of Production: La Palma, California
- Discounts:
 - Arcadia Brand
NCPA Pricelist dated February 1, 2022
Please note these are List Prices (discounts not deducted)
Please apply the NCPA discount of 49.5%
 - Encore Brand
NCPA Pricelist dated February 1, 2022
Please note these are List Prices (discounts not deducted)
Please apply the NCPA discount of 55.5%
- Payment Terms: Net 30 Days (when billed to NCPA Authorized Agency only).
- Delivery Terms: 60 – 90 days after receipt of order.
- F.O.B. Point: Destination (for shipments within the 48 Contiguous United States). Shipments outside the 48 contiguous United States: to the point of embarkation (only).
- Ordering & Payment Address:
Arcadia Chair Company
5692 Fresca Drive
La Palma, CA 90623
- Warranty: See Master Price List for complete details.
- Cancellation Policy: No cancellation charge prior to production. After production, actual cost incurred will be billed to the NCPA approved agency.

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS

DEALER NAME	ADDRESS	WEBSITE	TELEPHONE #
AK			
CAPITAL OFFICE SYSTEMS	1120 E. 35TH AVE., ANCHORAGE, AK, 99508	www.capital-office.com	907-777-1500
AZ			
CORE	698 E. WETMORE RD, SUITE 410, TUCSON, AZ, 85705	www.corefurniture.net	520-999-3470
CA			
BKM OFFICE ENVIRONMENTS	816 VIA ALONDRA, CAMARILLO, CA, 93012	www.bkmoe.com	877-256-1256
G/M BUSINESS INTERIORS	1099 W. LA CADENA DRIVE, RIVERSIDE, CA, 92501	www.gmbi.net	800-686-6583
ONE WORKPLACE	2500 DE LA CRUZ BLVD., SANTA CLARA, CA, 95050	www.oneworkplace.com	669-800-2500
PACIFIC OFFICE INTERIORS	5304 DERRY AVE., SUITE U, AGOURA HILLS, CA, 91301-6013	www.pacificofficeinteriors.com	818-735-0333
PEOPLESPLACE	17800 MITCHELL NORTH, IRVINE, CA, 92614	www.peoplespace.net	949-724-9444
RESOURCE & DESIGN, INC	350 BRANNAN ST, FL 1, SAN FRANCISCO, CA, 94107	www.rdi-sf.com	415-777-0202
TANGRAM	9200 SORENSEN AVE., SANTA FE SPRINGS, CA, 90670	www.tangraminteriors.com	562-365-5000
CO			
ELEMENTS	2501 BLAKE STREET, DENVER, CO, 80205	www.workplaceelements.com	303-471-4334
INTERIOR ENVIRONMENTS	1331 19TH ST, DENVER, CO, 80202	www.ieoffices.com	303-292-0437
PEAR WORKPLACE SOLUTIONS	1515 ARAPAHOE STREET, TOWER 1, SUITE 100, DENVER, CO, 80202	www.pearwork.com	303-824-2000
WORKSPACE INTERIORS by OFFICE DEPOT	P.O. BOX 982212, EL PASO, TX, 79998	www.officedepot.com	800-463-3768
WORKING SPACES, INC. DENVER	1212 SOUTH BROADWAY, #100 DENVER, CO 80210	www.wspaces.com	303-744-6106
FL			
J.C. WHITE ARCHITECTURAL INTERIOR PRODUCTS	3501 COMMERCE PARKWAY, MIRAMAR, FL, 33025	www.jcwhite.com	954-499-6677
OEC BUSINESS INTERIORS	1601 NW 80TH BOULEVARD, GAINESVILLE, FL, 32606	www.oec-fl.com	352-332-1192
HI			
INFINIUM INTERIORS	850 MILILANI STREET, 2ND FLOOR, HONOLULU, HI, 96813	www.infinium-interiors.com	808-777-5490
IA			
PIGOTT, INC.	3815 INGERSOLL AVENUE, DES MOINES, IA, 50312	www.pigottnet.com	515-279-8879
SAXTON INC	600 3RD STREET, STUDIO 300, CEDAR RAPIDS, IA, 52401-2010	www.saxtoninc.com	515-244-6116
ID			
BUSINESS INTERIORS OF IDAHO	176 S. CAPITOL BLVD., BOISE, ID, 83702	www.biispaces.com	208-384-5050
IL			
HENRICKSEN & CO.	1101 WEST THORNDALE AVENUE, ITASCA, IL, 60143	www.henricksen.com	630-250-9090
INTERIORS FOR BUSINESS, INC.	409 N. RIVER ST., BATAVIA, IL, 60510	www.interiorsforbusiness.com	630-761-1070
INTERIOR INVESTMENTS, L.L.C.	550 BOND ST., LINCOLNSHIRE, IL, 60069	www.interiorinvestments.com	847-325-1000
RESOURCE ONE	321 E ADAMS, SPRINGFIELD, IL, 62701	www.resourceoneoffice.com	217-753-5742
WIDMER INTERIORS	8415 N. ALLEN ROAD, PEORIA, IL, 61615	www.widmerinteriors.com	309-693-9300
IN			
BUSINESS FURNITURE LLC	8421 BEARING DRIVE, SUITE 200 EAST, INDIANAPOLIS, IN, 46268	www.businessfurniture.net	317-216-1600
COMMERCIAL OFFICE ENVIRONMENTS	7301 ZIONSVILLE ROAD, INDIANAPOLIS, IN, 46268	www.coeindy.com	317-876-9200
OFFICE WORKS	12000 EXIT FIVE PARKWAY, FISHERS, IN, 46037-7940	www.officeworks.net	317-577-3510
RJE BUSINESS INTERIORS	621 EAST OHIO STREET, INDIANAPOLIS, IN, 46202	www.rjebusinessinteriors.com	317-293-4051
KS			
FREEDOM INTERIORS	4000 WASHINGTON STREET, KANSAS CITY, MO, 64111	www.fre3dom.net	816-265-1110
JOHN A. MARSHALL CO.	10930 LACKMAN RD., LENEXA, KS, 66219	www.jamarshall.com	913-599-4700
SCOTT RICE OFFICE WORKS	14720 WEST 105TH ST., LENEXA, KS, 66215	www.scottrice.com	913-888-7600

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

DEALER NAME	ADDRESS	WEBSITE	TELEPHONE #
KY			
BUSINESS ENVIRONMENTS	5611 E. MORGAN AVE, EVANSVILLE, IN, 47715	www.businessenvironmentsevv.com	812-474-4260
ID&A, INC.	1700 SOUTH FIFTH STREET, LOUISVILLE, KY, 40208	www.id-a.com	502-562-9259
KDA OFFICE FURNITURE SOLUTIONS	1161 RED MILE ROAD, LEXINGTON, KY, 40504	www.kdaoofficefurniture.com	859-317-8131
KPC ARCHITECTURAL PRODUCTS	2464 FORTUNE DRIVE, SUITE 150, LEXINGTON, KY, 40509	www.kpcarch.com	859-269-3646
MUNSON BUSINESS INTERIORS	2307 RIVER ROAD, SUITE 100, LOUISVILLE, KY, 40206	www.mbifurniture.com	502-589-1236
LA			
DKI OFFICE SOLUTIONS	5530 JEFFERSON HIGHWAY, HARAHAN, LA, 70123	www.dkiofficesolutions.com	504-734-8424
MD			
MOI, INC.	1801 PORTER STREET, SUITE 100, BALTIMORE, MD, 21230	www.moi.com	410-265-5600
PRICE MODERN LLC	2604 SISSON STREET, BALTIMORE, MD, 21211-3189	www.pricemodern.com	410-366-5500
MI			
CUSTER OFFICE ENVIRONMENTS	217 GRANDVILLE AVE. SW, SUITE 100, GRAND RAPIDS, MI, 49503	www.custerinc.com	616-458-6322
INTERIOR ENVIRONMENTS, LLC	48700 GRAND RIVER AVE., NOVI, MI, 48374	www.ieoffices.com	248-213-3010
ISCG	612 NORTH MAIN ST., ROYAL OAK, MI, 48067	www.iscginc.com	248-399-1600
KENTWOOD OFFICE FURNITURE LLC	3063 BRETON ROAD, GRAND RAPIDS, MI, 49512	www.kentwood.com	616-957-2320
MARXMODA, INC.	751 GRISWOLD STREET, DETROIT, MI, 48226	www.marxmoda.com	855-242-9292
MICHIGAN OFFICE ENVIRONMENTS	177 PORTAGE ROAD, KALAMAZOO, MI, 49007	www.moe1.com	269-343-0630
NBS COMMERCIAL INTERIORS	2595 BELLINGHAM, TROY, MI, 48083	www.yournbs.com	248-823-5400
PARTNR HAUS	2139 COLE STREET, BIRMINGHAM, MI, 48009	www.partnrhaus.com	248-792-9537
MN			
ALTERNATIVE BUSINESS FURNITURE	6533 FLYING CLOUD DR., #800, EDEN PRAIRIE, MN, 55344	www.altbusfurn.com	952-937-7688
ATMOSPHERE COMMERCIAL INTERIORS	81 SOUTH 9TH STREET, STE 350, MINNEAPOLIS, MN, 55402	www.atmosphereci.com	612-343-0868
FLUID INTERIORS	100 N. 6TH STREET, SUITE 100A, MINNEAPOLIS, MN, 55403	www.fluidinteriors.com	612-746-8700
GENERAL OFFICE PRODUCTS CO	4521 HIGHWAY SEVEN, MINNEAPOLIS, MN, 55416-4098	www.gopco.com	952-925-7500
INTEREUM, INC.	9800 8TH AVENUE NORTH, PLYMOUTH, MN, 55441-6403	www.intereum.com	763-417-3300
MO			
CI SELECT	11840 WESTLINE INDUS. DR. #100, MARYLAND HEIGHTS, MO, 63146	www.ciselect.com	314-909-1990
GROOMS OFFICE SYSTEMS, INC	1285 EAST MONTCLAIR, SPRINGFIELD, MO, 65804	www.groomsinc.com	417-883-4646
INSIDE THE LINES	100 E TEXAS AVE, COLUMBIA, MO, 65202	www.insidethelines.net	573-234-0778
MODERN BUSINESS INTERIORS	1023 PORTWEST DRIVE, ST. CHARLES, MO, 63303	www.mbioffice.com	636-946-2500
SCHEFFER'S OFFICE FURNITURE	1558 STATE HIGHWAY H, SIKESTON, MO, 63801	www.scheffersoffice.com	573-472-2422
NC			
ALL AMERICAN OFFICE SOLUTIONS LLC	1111 IRELAND DR, FAYETTEVILLE, NC, 28304	www.allamericaninteriorsolutionsllc.com	919-534-1279
ND			
CHRISTIANSON'S BUSINESS FURNITURE	2828 13TH AVENUE SOUTH, FARGO, ND, 58103	www.cbfplus.com	701-293-3944
NE			
ALL MAKES OFFICE EQUIPMENT CO.	2558 FARNAM STREET, OMAHA, NE, 68131	www.allmakes.com	402-477-7131
OFFICE INTERIORS & DESIGN	1401 DAHLBERG DR, SUITE A, LINCOLN, NE, 68512	www.oidinc.com	402-484-7500
NJ			
ARBEE ASSOCIATES	1531 SOUTH WASHINGTON AVE, PISCATAWAY, NJ 08854	www.arbee.net	732-424-3900
BFI	133 RAHWAY AVENUE, ELIZABETH, NJ, 07202-6019	www.bfionline.com	908-355-3400
COMMERCIAL FURNITURE INTERIORS	1154 ROUTE 22 WEST, MOUNTAINSIDE, NJ 07092	www.cfioffice.com	908-518-1670

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

DEALER NAME	ADDRESS	WEBSITE	TELEPHONE #
NJ (CONTINUED)			
PARAMOUNT FACILITY MANAGEMENT SOLUTIONS	72 READINGTON RD, BRANCBURG, NJ 08876	www.paramountfms.com	908-393-9990
NM			
WORKSPACE DYNAMICS, INC.	4711 LOMAS BLVD. NE, ALBUQUERQUE, NM, 87110-6233	www.wsdnm.com	505-254-2000
NV			
HENRIKSEN/BUTLER	249 SOUTH 400 EAST, SALT LAKE CITY, UT, 84111	www.hbdg.com	801-363-5881
RENO BUSINESS INTERIORS	427 RIDGE STREET, SUITE #D, RENO, NV, 89501	www.renobusinessinteriors.com	775-786-2700
NY			
EMPIRE OFFICE, INC.	654 MADISON AVE, 14TH FL NEW YORK, NY 10065	www.empireoffice.com	212-607-5500
OH			
AMERICAN INTERIORS, INC.	302 SOUTH BYRNE ROAD, BUILDING 100, TOLEDO, OH, 43615	www.aminteriors.com	419-535-1808
CONTINENTAL OFFICE ENVIRONMENTS	5061 FREEWAY DRIVE E., COLUMBUS, OH, 43229	www.continentaloffice.com	614-262-5010
CONTRACT SOURCE, INC.	2 CORPORATION CENTER, BROADVIEW HEIGHTS, OH, 44147	www.contractsource.com	216-351-7575
FURNITURE SOLUTIONS FOR THE WORKPLACE LLC	1340 CLAY STREET, CINCINNATI, OH, 45202	www.furnitureolutionsinc.net	513-891-2010
JS INTERIOR INNOVATIONS	7087 WEST BLVD, SUITE #10, BOARDMAN, OH, 44512	www.jsinteriorinnovations.com	330-758-4277
OK			
FACILITY INTERIORS INC	421 NW 10TH ST, OKLAHOMA CITY, OK 73103	www.facilityinteriors.com	405-772-1730
L & M OFFICE FURNITURE	12424 E 55th St, TULSA, OK, 74146	www.l-mofficefurn.com	918-664-1010
WORKSPACE RESOURCE, INC.	404 BOULDER AVENUE, TULSA, OK, 74103	www.workspace-resource.com	918-582-2404
OR			
ENVIRONMENTS	2055 NW SAVIER ST, SUITE 175, PORTLAND, OR, 97209	www.environmentsnw.com	503-236-3600
HYPHN	620 NE 19TH AVE, PORTLAND, OR, 97232	www.hyphn.com	503-226-4151
PACIFIC WRO	825 NE MULTNOMAH ST., STE 270, PORTLAND, OR, 97232	www.pacificwro.com	503-238-1590
PA			
PHILLIPS WORKPLACE INTERIORS, INC.	6345 FLANK DRIVE, SUITE 1200, HARRISBURG, PA, 17112	www.phillipsatwork.com	844-228-2600
SUPPLY SOURCE, INC.	415 WEST THIRD ST., WILLIAMSPORT, PA, 17701	www.supplysourceinc.com	570-327-1500
SC			
BUSINESS INTERIORS BY STAPLES	P.O. BOX 102422, COLUMBIA, SC, 29224	www.stores.staples.com	866-387-9873
MCWATERS-COLUMBIA	1104 SHOP ROAD, COLUMBIA, SC, 29201-4743	www.mcwaters.com	803-256-8303
YOUNG OFFICE ENVIRONMENTS	1280 RIDGE ROAD, GREENVILLE, SC, 29607-4626	www.youngoffice.com	864-281-9500
TN			
SPACES GROUP LLC	7760 TRINITY ROAD, SUITE 106, CORDOVA, TN, 38018	www.spacesgrp.com	901-348-4600
SYNERGY BUSINESS ENVIRONMENTS	800 6TH AVENUE SOUTH, SUITE 200, NASHVILLE, TN, 37203	www.synergybe.com	615-383-6799
TX			
ALLSTAR BUSINESS CONCEPTS	1420 AVE Q, LUBBOCK, TX, 79401	www.allstarbusinessconcepts.com	806-747-1166
BLUE BOX	111 WEST LOUISIANA STREET, MCKINNEY, TX, 75069	www.bybluebox.com	972-445-9955
BUSINESS INTERIORS	28 CONCORD, SUITE C, EL PASO, TX, 79906	www.businessinteriors-ep.com	915-591-9393
COASTAL OFFICE SOLUTIONS	1514 NORTH BEN JORDAN STREET, VICTORIA, TX, 77901	www.coastaltx.com	361-578-5392
CORE OFFICE INTERIORS	7108 OLD KATY RD., SUITE 150, HOUSTON, TX, 77024	www.coreoi.com	713-803-0100
DEBNER+COMPANY	6930 PORTWEST DR, HOUSTON, TX, 77024	www.debner.com	713-782-1300
FACILITIES RESOURCE, INC	1641 SCOTTSDALE DRIVE, CEDAR PARK, TX, 78641	www.facilitiesresourceinc.com	512-371-1232
GATEWAY PRINTING	14803 BULVERDE, SAN ANTONIO, TX, 78247	www.gatewayp.com	210-650-3995
GL SEAMAN & COMPANY	4201 INTERNATIONAL PKWY, CARROLLTON, TX, 75007	www.glsc.com	214-764-6400

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

DEALER NAME	ADDRESS	WEBSITE	TELEPHONE #
TX (CONTINUED)			
HBI OFFICE SOLUTIONS, INC.	308 HWY 75 NORTH, SUITE B, HUNTSVILLE, TX, 77320	www.hbi-inc.com	936-295-4592
INTELLIGENT INTERIORS, INC.	16837 ADDISON ROAD, SUITE 500, ADDISON, TX, 75001	www.intelligentinteriors.net	972-716-9979
J. TYLER SERVICES, INC.	5920 MILWEE, HOUSTON, TX, 77092	www.jtyler.com	713-468-2166
LAVACA COUNTY OFFICE SUPPLY, S TX SCHOOL FURNITURE	107 NORTH MAIN, HALLETTSVILLE, TX, 77964	www.texaslibrary.com	361-798-4364
THE LUCK COMPANY	P.O BOX 7768, HOUSTON, TX, 77270-7768	www.theluckcompany.com	713-527-0708
MCCOY ROCKFORD BUSINESS INT	6869 OLD KATY ROAD, HOUSTON, TX, 77024	www.mccoy-rockford.com	512-442-0703
MCKINNEY OFFICE SUPPLY	PO BOX 845, MCKINNEY, TX, 75069	www.mckinneyofficesupply.com	972-562-5020
NELSON INTERIORS, LLC	1914 GRANDSTAND DR, SAN ANTONIO, TX, 78238	www.nelsonworldwide.com	210-684-2624
OFFICESOURCE, LTD.	1133 BROADWAY, SAN ANTONIO, TX, 78215	www.officesourceltd.com	210-212-7742
OFFICEWISE FURNITURE & SPLY.	1200 S. TAYLOR STREET, AMARILLO, TX, 79101	www.officewiseco.com	806-331-1658
PERRY OFFICE PLUS	1401 NORTH 3RD ST, TEMPLE, TX, 76501	www.perryop.com	254-778-4755
ROYER & SCHUTTS COMMERCIAL INTERIORS	3100 WEST 7TH STREET, SUITE 200, FORT WORTH, TX, 76107	www.royer-furn.com	817-332-5424
SHELTON-KELLER GROUP	6301 E. STASSNEY LANE, BLDG. 9-100, AUSTIN, TX, 78744-3069	www.skgtxas.com	512-481-1500
TANGRAM INTERIORS	9755 CLIFFORD DRIVE, #100, DALLAS, TX, 75220	www.tangraminteriors.com	562-365-5000
TEXAS WILSON OFFICE FURNITURE & SVCS	6812 FAIRGROUNDS PKWY., SAN ANTONIO, TX, 78238	www.texaswilson.com	210-647-8800
WELLS & KIMICH, INC.	5530 BRYSTONE DR, HOUSTON, TX, 77041	www.wellskimich.com	713-856-9900
WILSON OFFICE INTERIORS	5051 PULASKI STREET, DALLAS, TX, 75247	www.wilsonoi.com	972-488-4100
WORKPLACE RESOURCE, LLC dba ALFRED WILLIAMS & CO	4400 NE LOOP 410, SUITE 130, SAN ANTONIO, TX, 78218	www.alfredwilliams.com	512-472-7300
WORKPLACE RESOURCE GROUP	2639 E. ROSEMEADE PKWY, CARROLLTON, TX, 75007	www.wrgtxas.com	972-446-9100
WORKPLACE SOLUTIONS	1505 HI LINE DRIVE, SUITE 100, DALLAS, TX, 75207	www.wseap.com	737-443-7350
WORKSPACE SOLUTIONS, INC.	3660 THOUSAND OAKS DR., SUITE 220, SAN ANTONIO, TX, 78247	www.officefurnituredealersanantonio.com	210-366-4414
VA			
AMERICAN OFFICE EQUIP. CO.	309 NORTH CALVERT STREET, BALTIMORE, MD, 21202	www.americanoffice.com	410-539-7529
BARROWS	3801 BLUE RIDGE DR. SW, ROANOKE, VA, 24018	www.barrowsinc.com	540-362-5700
COMMONWEALTH SCHOOL EQUIPMENT, INC	21403 HULL STREET ROAD, MOSELEY, VA, 23120	www.commonwealthschoolequipment.com	804-739-4575
CREATIVE OFFICE ENVIRONMENTS	11798 N. LAKERIDGE PARKWAY, ASHLAND, VA, 23005	www.creative-va.com	804-329-0400
DIVERSIFIED EDUCATIONAL SYSTEMS, INC.	205 EAST WASHINGTON ST, MIDDLEBURG, VA, 20118	www.des.com	540-687-7060
IMAGE BUSINESS INTERIORS	4525 COLUMBUS STREET, SUITE 101, VIRGINIA BEACH, VA, 23462	www.imagebusinessinteriors.com	757-962-9810
INTERIORS BY GUERNSEY	45070 OLD OX ROAD, DULLES, VA, 20166	www.buyguernsey.com	703-631-3375
JMJ WORKPLACE INTERIORS	7910 WEST BROAD STREET, HENRICO, VA, 23294	www.jmjcorporation.com	804-270-7400
MOI, INC.	1801 PORTER STREET, SUITE 100, BALTIMORE, MD, 21230	www.moi.com	410-265-5600
NEW DAY OFFICE PRODUCTS & FURNISHINGS, INC.	1000 BOWEN PARKWAY, SUITE B, SUFFOLK, VA, 23435	www.newdayoffice.com	757-398-0718
PC&A BUSINESS ENVIRONMENTS	7420 CENTRAL BUSINESS PARK DR. STE 4, NORFOLK, VA, 23513	www.pcanda.com	757-623-7760
SPECIALIZED MARKETING, LTD.	23 WEST STREET, ANNAPOLIS, MD, 21401	www.smlofficefurniture.com	410-267-0545
THE SUPPLY ROOM	14140 NORTH WASHINGTON HWY, ASHLAND, VA, 23005	www.thesupplyroom.com	800-849-7239
WA			
FREEFORM BY CONTRACT RESOURCE GROUP	715 E. SPRAGUE, STE 40, SPOKANE, WA, 99202	www.freeforminteriors.com	509-458-0411
LEGACY GROUP	1600 SW 43RD STREET, SUITE #100, RENTON, WA, 98057	www.thelegacygroupinc.com	206-217-0310
RE-JUICED STUDIO, LLC	PO BOX 1794, EDMONDS, WA, 98020	www.re-juiced.com	425-673-2670
WORKPOINTE, INC.	9877 40TH AVE. S., SEATTLE, WA, 98118-5602	www.wkpointe.com	206-763-4030
WI			
ELB US INC.	415 BOULDER COURT, SUITE 500, PLEASANTON, CA, 94566	www.elbglobal.com	925-400-6175

NCPA CONTRACT

ARCADIA CHAIR COMPANY - AUTHORIZED DEALERS (CONTINUED)

DEALER NAME	ADDRESS	WEBSITE	TELEPHONE #
WI (CONTINUED)			
EMMONS BUSINESS INTERIORS	N115 W18500 EDISON DR, GERMANTOWN, WI, 53022	www.ebiweb.com	262-255-5500
SAMUELS GROUP: ENVIRONMENTS	311 FINANCIAL WAY, SUITE 300, WAUSAU, WI, 54401	www.samuelsgroup.net	715-842-2222

SPACE SOLUTIONS SNAPSHOT



- Arm and armless lounge units available individually or in modular configurations with corner units and connecting tables.
- Arms offered in 4½" and 8" widths and are positionable at seat ends or atop connecting tables.
- Accompanying occasional tables also available.



- Collection includes public and private seating models – with and without canopy.
- Stand-alone, wall-mount and single units available in addition to select back-to-back models.
- Optional accessories include cantilever table, shelf, storage cubby, power units and overhead LED light fixture.



- Full family of lounge seating, guest chairs, benches and tables.
- Wood legs offered in all standard and custom finishes on ash.
- Benches available in 22", 30" and 36" square or 48" and 60" rectangular sizes.
- Meeting and occasional tables offered in round, square and rectangular shapes, in various sizes.



- Mid and high back models available with wire rod and swivel base options.
- 4-prong swivel base manufactured in aluminum, with auto-return as standard.
- Wire rod base manufactured in 1/2" diameter steel and comes standard with glides.
- Wire rod and swivel bases available in standard and premium finish selections.

SPACE SOLUTIONS SNAPSHOT

POPOVER BY ENCORE



- 20" and 24" sizes available.
- Leather pull/strap offered in four standard colors.
- Pull/strap also available in COL (Customer's Own Leather).
- Each unit comes standard with glides.

STRING GAMES BY ENCORE



- Available in 29" and 42" heights, in various lengths.
- Width options include: 24", 30" and 36".
- Offered in wood veneer, laminate and solid surface.
- Removable panels for wire management accessibility.

TOOtheLOUNGE



- Available in 36", 41", 60" and 72" widths, with 49" H upholstered back panel.
- Two-seat booth model also available and features table, cubby and two power units as standard.
- Additional upholstered privacy panels available in 31" and 50" widths as well as a booth option for creating more enclosed spaces.

VISOR BY ENCORE



- Lounge and love seat models available in Public and Private options.
- Swivel base is finished in stainless steel and features 360-degree turning radius with self-return.
- Optional tablet features 360-degree turning radius and is available on all Public seating units.
- Non-skid glides available for hard surface floors.