APPENDIX A

VENDOR CONTRACT AND SIGNATURE FORM

This Vendor Contract and Signature Form ("Contract") is made as of _____, by and between _____ ("Vendor") OFS Brands Holdings Inc. *and Region 4 Education Service Center ("Region 4 ESC") for the purchase of _____*

Furniture and Installation *("the products and services").*

RECITALS

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations will be incorporated into the final contract "Vendor Contract."

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

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with TCPN; and it being further understood that Region 4 ESC shall act as the Lead Public Agency with respect to all such purchase agreements.

WHEREAS, TCPN has the administrative and legal capacity to administer purchases on behalf of Region 4 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

ARTICLE 1- GENERAL TERMS AND CONDITIONS

1.1 TCPN shall be afforded all of the rights, privileges and indemnifications afforded to Region 4 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to TCPN, including, without limitation, Vendors obligation to provide insurance and other indemnifications to Lead Public Agency.

1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.

1.3 TCPN shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.

1.4 **Purchasing procedure**:

- Purchase orders are issued by participating governmental agencies to the awarded vendor indicating on the PO "**Per TCPN Contract # R_____**."
- Vendor delivers goods/services directly to the participating agency.
- Awarded vendor invoices the participating agency directly.
- Awarded vendor receives payment directly from the participating agency.
- Awarded vendor reports sales monthly to TCPN.

1.5 **Customer Support**: The vendor shall provide timely and accurate technical advice and sales support to Region 4 ESC staff, TCPN staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

ARTICLE 2- ANTICIPATED TERM OF AGREEMENT

2.1 Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC. Region 4 ESC will notify the vendor in writing if the contract is extended. Awarded vendor shall honor all administrative fees for any sales made based on the contact whether renewed or not.

2.2 Region 4 ESC shall review the contract prior to the renewal date and notify the current awarded vendor, no less than ninety (90) days of Region 4 ESC's intent renew the contract. Upon receipt of notice, awarded vendor must notify Region 4 ESC if it elects not to renew. Awarded vendor shall honor the administrative fee for any sales incurred throughout the life of the contract on any sales made based on a Region 4 ESC contract whether awarded a renewal or not. Region 4 ESC reserves the right to exercise each two-year extension annually.

ARTICLE 3- REPRESENTATIONS AND COVENANTS

3.1. **Scope**: This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members. Although contractors may restrict sales to certain public units (for example, state agencies or local government units), any contract that prohibits sales from being made to public school districts may not be considered. Sales without restriction to any Members are preferred. These types of contracts are commonly referred to as being "piggybackable".

3.2. **Compliance**: Cooperative Purchasing Agreements between TCPN and its Members have been established under state procurement law.

3.3. **Offeror's Promise**: Offeror agrees all prices, terms, warranties, and benefits granted by Offeror to Members through this contract are comparable to or better than the equivalent terms offered by Offeror to any present customer meeting the same qualifications or requirements.

ARTICLE 4- FORMATION OF CONTRACT

4.1. **Offeror Contract Documents**: Region 4 ESC will review proposed offeror contract documents. Vendor's contract document shall not become part of Region 4 ESC's contract with vendor unless and until an authorized representative of Region 4 ESC reviews and approves it.

4.2. **Form of Contract**: The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a firm submitting an offer requires Region 4 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

4.3. **Entire Agreement (Parol evidence)**: The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

4.4. **Assignment of Contract**: No assignment of contract may be made without the prior written approval of Region 4 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 4 ESC. Awarded vendor is required to notify Region 4 ESC when any material change in operations is made that may adversely affect members (i.e. bankruptcy, change of ownership, merger, etc.).

4.5. **Novation**: If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Region 4 ESC reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.

4.6. **Contract Alterations**: No alterations to the terms of this contract shall be valid or binding unless authorized and signed by a Region 4 ESC staff member.

4.7. **Order of Precedence**: In the event of a conflict in the provisions of the contract as accepted by Region 4 ESC, the following order of precedence shall prevail:

- Special terms and conditions
- General terms and conditions
- Specifications and scope of work
- Attachments and exhibits
- Documents referenced or included in the solicitation

4.8 **Supplemental Agreements**: The entity participating in the Region 4 ESC 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. Neither Region 4 ESC, TCPN, its agents, members and employees shall be made party to any claim for breach of such agreement.

4.9 **Adding authorized distributors/dealers**: Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. 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, unless otherwise approved by TCPN.

ARTICLE 5- TERMINATION OF CONTRACT

5.1. **Cancellation for Non-Performance or Contractor Deficiency:** Region 4 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

i. Providing material that does not meet the specifications of the contract;
ii. Providing work and/or material that was not awarded under the contract;
iii. Failing to adequately perform the services set forth in the scope of work and specifications;
iv. Failing to complete required work or furnish required materials within a reasonable amount of time;

v. Failing to make progress in performance of the contract and/or giving Region 4 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or
vi. Performing work or providing services under the contract prior to receiving a Region 4 ESC reviewed purchase order for such work.

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

5.2 **Termination for Cause**: If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract Region 4 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

5.3 **Delivery/Service Failures**: Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.

5.4 **Force Majeure**: If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

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

5.5 **Standard Cancellation**: 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. Vendor may be requested to provide additional items not already on contract at any time.

ARTICLE 6- LICENSES

6.1 **Duty to keep current license:** Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the

lawful provision of services under the contract. Region 4 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.

6.2 **Survival Clause:** All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

ARTICLE 7- DELIVERY PROVISIONS

7.1 **Delivery**: Vendor shall deliver said materials purchased on this contract to the Member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

7.2 **Inspection & Acceptance**: If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

ARTICLE 8- BILLING AND REPORTING

8.1 **Payments**: The entity using the contract will make payments directly to the awarded vendor. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

8.2 **Invoices**: The awarded vendor shall submit invoices to the participating entity clearly stating *"Per TCPN Contract".* The shipment tracking number or pertinent information for verification shall be made available upon request.

8.3 **Tax Exempt Status**: Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

8.4 **Reporting**: The awarded vendor shall electronically provide TCPN with a detailed monthly report showing the dollar volume of all sales under the contract for the previous month. Reports shall be sent via e-mail to TCPN offices at **reporting@tcpn.org**. Reports are due on the **fifteenth (15th)** day after the close of the previous month. 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 listed below:

- Vendor Name
- TCPN Contract Number
- Reporting Period/Year
- Entity Name
- Entity Address (Including Street, City, State & Zip)
- Entity Purchase Order Number (Individual Purchase Order Numbers)
- Purchase Order Date
- Gross Sale Amount
- Administrative Fee (Based on Gross Sale Amount)

ARTICLE 9- PRICING

9.1 **Best price guarantee**: The awarded vendor agrees to provide pricing to Region 4 ESC and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the duration of the contract. Pricing offered to Federal government buying consortiums for goods and services is exempt from this requirement. The awarded vendor, however, agrees to lower the cost of any product purchased through TCPN following a reduction in the manufacturer or publisher's direct cost.

9.2 **Price increase**: Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.

Awarded vendor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC if requested.

It is the awarded vendor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was accepted in the original contract.

9.3 **Additional Charges**: All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

9.4 **Price reduction and adjustment:** Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 4 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 4 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 4 ESC any published price reduction during the contract period.

9.5 **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 (Region 4 ESC or its Members). 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.

9.6 **Administrative Fees:** All pricing submitted to Region 4 ESC shall include the administrative fee to be remitted to TCPN by the awarded vendor.

The awarded vendor agrees to pay administrative fees to TCPN as calculated as follows: (Sales will be calculated for fiscal year of January 1st through December 31st and reset each year)

Annual Sales Through Contract	Administrative Fee
0 - $50,000,000	2%
$50,000,001 - $100,000,000	1.75%
$100,000,001 - $150,000,000	1.5%
$150,000,001 - $200,000,000	1.25%
$200,000,001 - $500,000,000	1%
$500,000,001 - $1,000,000,000	0.75%
$1,000,000,000+	0.5%

ARTICLE 10- PRICING AUDIT

10.1 **Audit rights:** Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Agreement. TCPN and Region 4 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 4 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC or TCPN.

ARTICLE 11- OFFEROR PRODUCT LINE REQUIREMENTS

11.1 **Current products**: Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.

11.2 **Discontinued products**: If a product or model is discontinued by the manufacturer, vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

11.3 **New products/Services**: New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.

11.4 **Options**: Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.

11.5 **Product line**: Offerors with a published catalog may submit the entire catalog. Region 4 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 4 ESC may reject any addition of equipment options without cause.

11.6 **Warranty conditions**: All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.

11.7 **Buy American requirement:** (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

ARTICLE 12- SITE REQUIREMENTS

12.1 **Cleanup**: Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

12.2 **Preparation**: Vendor shall not begin a project for which Member has not prepared the site, unless vendor does the preparation work at no cost, or until Member includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

12.3 **Registered sex offender restrictions**: For work to be performed at schools, vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Member's discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

12.4 **Safety measures**: Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

12.5 **Smoking**: Persons working under the contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

12.6 **Stored materials**: Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Member, it shall be the Vendor's responsibility to protect all materials and equipment. The Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.

ARTICLE 13- MISCELLANEOUS

13.1 **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."

13.2 **Disclosures**: Offeror 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.

Include a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in TCPN.

The Offeror 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.

13.3 **Indemnity**: The awarded vendor shall protect, indemnify, and hold harmless both Region 4 ESC and TCPN 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, including any supplemental agreements with members. Any litigation involving either Region 4 ESC or TCPN, its administrators and employees and agents will be in Harris County, Texas. Any litigation involving TCPN members shall be in the jurisdiction of the participating agency.

13.4 **Franchise Tax**: The Offeror hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

13.5 **Marketing**: Awarded vendor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this contract by awarded vendor must have prior approval from Region 4 ESC.

13.6 **Certificates of Insurance**: Certificates of insurance shall be delivered to the Region 4 ESC participant 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.

13.7 **Legal Obligations**: It is the Offeror'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.

13.8 **Open Records Policy**: Because Region 4 ESC contracts are awarded by 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 Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance to Region 4 ESC's Open Record Policy" form found at the beginning of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Offeror 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.

After completion of award, these documents will be available for public inspection.

[Remainder of Page Intentionally Left Blank-Signatures follow on Signature Form]

VENDOR CONTRACT 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 proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal 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: OFS Brands Holdings Inc

Address: 1204 East Sixth Street

City/State/Zip: Huntingburg, IN 47542

Telephone No.: 812 683 7462

Fax No.: 202 331 1715

Email address: srobinson@ofsbrands.com

Printed name: Steven M Robinson

Position with company: Director of Government Sales

Authorized signature: [signature]

Accepted by The Cooperative Purchasing Network:

Term of contract May 1, 2015 **to** April 30, 2018

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

[signature]
Region 4 ESC Authorized Board Member

2-24-2015
Date

Rita Drabek
Print Name

[signature]
Region 4 ESC Authorized Board Member

2-24-2015
Date

Faye B. Bryant
Print Name

TCPN Contract Number R142213

Appendix D:

GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Signature on Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

☒ We take no exceptions/deviations to the general terms and conditions

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

☐ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(*Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.*)

TCPN®
The Cooperative Purchasing Network

Vendor Orientation

Respondent companies must commit to attending a vendor orientation meeting at TCPN's offices should they be awarded a contract with Region 4 ESC through this RFP. Vendor orientation meetings are meant to establish a good relationship with awarded vendors and help to ensure compliance and effective administration over the life of the contract.

Respondents should indicate below what date they would like to have their vendor orientation and who the participants will be. TCPN highly recommends that the individuals who will handle contract management, reporting and accounting, and marketing all come to the vendor orientation.

Vendor orientations for this RFP will be held between **March 9, 2015** and **April 23, 2015.**

If awarded, our company will plan to attend vendor orientation on March 10, 11 or 12, 2015

Potential attendees will include:

Steven M Robinson- Director of Government Sales

James Reese- National Sales Manager

Martha Schwindt- Contracts Manager

Wes Harper- Technology/Education Market Manager

Signature: _____ Date: November 14, 2014

Appendix E:

QUESTIONNAIRE

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

1. **States Covered**

Offeror 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)

Note: FOB Destination applies in the 48 contiguous states. Alaska & Hawaii are FOB Origin.

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

☐ **Territories & Outlying Areas** (Selecting this box is equal to checking all boxes below)

- ☐ American Samoa
- ☐ Federated States of Micronesia
- ☐ Guam
- ☐ Midway Islands
- ☐ Northern Marina Islands
- ☐ Puerto Rico
- ☐ U.S. Virgin Islands

2. **Diversity Programs**

- Do you currently have a diversity program or any diversity partners that you do business with? ☒ Yes ☐ No
- If the answer is yes, do you plan to offer your program or partnership through through TCPN ☒ Yes ☐ No

(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)

- Will the products accessible through your diversity program or partnership be offered to TCPN members at the same pricing offered by your company?
  ☒Yes ☐No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

3. **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

It is the policy of some entities participating in TCPN to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. **Minority Women Business Enterprise**
Respondent certifies that this firm is an MWBE ☐Yes ☒No

List certifying agency: _____

b. **Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)**
Respondent certifies that this firm is a SBE or DBE ☐Yes ☒No

List certifying agency: _____

c. **Disabled Veterans Business Enterprise (DVBE)**
Respondent certifies that this firm is a DVBE ☐Yes ☒No

List certifying agency: _____

d. **Historically Underutilized Businesses (HUB)**
Respondent certifies that this firm is a HUB ☐Yes ☒No

List certifying agency: _____

e. **Historically Underutilized Business Zone Enterprise (HUBZone)**
Respondent certifies that this firm is a HUBZone ☐Yes ☒No

List certifying agency: _____

f**. Other**
Respondent certifies that this firm is a recognized diversity certificate holder ☐Yes ☒No
List certifying agency: _____

4. **Residency**

Responding Company's principal place of business is in the city of Huntingburg State of IN.

5. **Felony Conviction Notice**

Please check applicable box:

- ☐ A publicly 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 third box is checked a detailed explanation of the names and convictions must be attached.

6. **Processing Information**

Company contact for:

Contract Management

Contact Person: Martha Schwindt

Title: Contracts Manager

Company: OFS Brands Holdings Inc

Address: 1204 East Sixth Street

City: Huntingburg State: IN Zip: 47542

Phone: 812 683 7257 Fax: 812 683 7619

Email: mschwindt@ofsbrands.com

Billing & Reporting/Accounts Payable

Contact Person: same as above

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Marketing

Contact Person: Steven M Robinson - Sales, Marketing is Wes Harper

Title: Director of Government Sales Technology/ Education Market Manager

Company: OFS Brands Holdings Inc

Address: 1602 L Street NW, 5th Floor , Wes Harper- 15 Timothy Crossing Ct. North Augusta, SC 29860

City: Washington State: DC Zip: 20036

Phone: 812 683 7462 Fax: 202 331 1715 Wes Harper Cell: 706 267 7555

Email: srobinson@ofsbrands.com wesharper@ofsbrands.com

7. **Distribution Channel:** Which best describes your company's position in the distribution channel:

☒ Manufacturer direct ☐ Certified education/government reseller

☐ Authorized distributor ☐ Manufacturer marketing through reseller

☐ Value-added reseller ☐ Other _____

8. **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.
  ☒ Yes ☐ No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

- Pricing submitted includes the required administrative fee. ☒ Yes ☐ No

  (Fee calculated based on invoice price to customer)

- Additional discounts for purchase of a guaranteed quantity? ☒ Yes ☐ No

9. **Cooperatives**

List any other cooperative or state contracts currently held or in the process of securing

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume
See attachment			

[Remainder of Page Intentionally Left Blank]

2. **Diversity Programs**
OFS Brands relies on our dealer diversity partners to provide services. We plan to offer this partnership through TCPN. While OFS Brands manufactures the products, the dealers serve as our subcontractor to provide an array of services including installation, design, reconfiguration, asset inventory management, re-upholstery and storage.

Our dealer diversity partners nationally are all categorized as small businesses by the SBA. OFS Brands has 16 dealers that are certified as Texas Historically Underutilized Businesses (HUB). The certificates signed by Paul Gibson, Statewide HUB Program Manager are enclosed for each of the following dealers:

1. Business Interiors of Texas Inc.
2. Workplace Resource LLC
3. Texas Wilson Office Furniture
4. Nelson Interiors LLC
5. Broussard Basics LLC
6. Office Source LTD- Austin
7. Office Source LTD- San Antonio
8. Facility Interiors Inc.
9. Shelton- Keller Group Inc.
10. Total Office Solutions
11. G.L. Seaman & Company
12. Navajo Office Products LLC
13. Ables-Land Inc.
14. BKM Total Office of Texas LLC
15. Baker Office Products Inc.
16. Built for Dreams Inc. (listed at State web site as HUB, certificate not received)

Please note that the services accessible through our partnership will be offered to TCPN at the same pricing available from OFS Brands.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	1742153014200
File/Vendor Number:	021333
Approval Date:	06-AUG-2013
Scheduled Expiration Date:	06-AUG-2017

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BUSINESS INTERIORS OF TEXAS, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 09-AUG-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

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Texas Historically Underutilized Business (HUB) Certificate

Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1611545162300**
File/Vendor Number:	**054785**
Approval Date:	**14-AUG-2012**
Scheduled Expiration Date:	**14-AUG-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

WORKPLACE RESOURCE, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 05-SEP-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

S U S A N
C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority- and woman-owned businesses as HUBs and is designed to facilitate the participation of minority- and woman-owned businesses in state agency procurement opportunities. The CPA has established Memorandums of Agreement with other organizations that certify minority- and women-owned businesses that meet certification standards as defined by the CPA. The agreements allow for Texas-based minority- and women-owned businesses that are certified with one of our certification partners to become HUB certified through one convenient application process.

In accordance with the Memorandum of Agreement the CPA has established with the Southwest Minority Supplier Development Council (SMSDC), we are pleased to inform you that your company is now certified as a HUB. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to remain certified with the SMSDC, and they determine that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the SMSDC in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. Note: Any changes made to your company's information may require the SMSDC and/or the HUB Program to re-evaluate your company's eligibility. Failure to remain certified with the SMSDC, and/or failure to notify them of any changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free In Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1043755110300**
File/Vendor Number:	**34305**
Approval Date:	**01-AUG-2014**
Scheduled Expiration Date:	**01-AUG-2015**

In accordance with the Memorandum of Agreement between the
Southwest Minority Supplier Development Council (SMSDC)
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

TEXAS WILSON OFFICE FURNITURE

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 13-AUG-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the SMSDC's program, you must immediately (within 30 days of such changes) notify the SMSDC's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the SMSDC's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512-463-5872**.

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State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

NELSON INTERIORS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 15-JUL-2011, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number:	1721577305600
File/Vendor Number:	24045
Approval Date:	15-JUL-2011
Expiration Date:	15-JUL-2015

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BROUSSARD BASICS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 24-JUN-2011, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number:	1273320538400
File/Vendor Number:	47001
Approval Date:	20-JUN-2011
Expiration Date:	20-JUN-2015

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.* As part of the HUB Program's monitoring efforts, you will be sent a HUB Certification Eligibility Affidavit in approximately 24 months. Failure to complete and submit the HUB Certification Eligibility Affidavit, and/or failure to notify us of changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1742774683300**
File/Vendor Number:	**065146**
Approval Date:	**24-SEP-2012**
Scheduled Expiration Date:	**24-SEP-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

OFFICESOURCE, LTD.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 28-SEP-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

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We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.* As part of the HUB Program's monitoring efforts, you will be sent a HUB Certification Eligibility Affidavit in approximately 24 months. Failure to complete and submit the HUB Certification Eligibility Affidavit, and/or failure to notify us of changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1742774683301**
File/Vendor Number:	**65120**
Approval Date:	**27-APR-2011**
Scheduled Expiration Date:	**27-APR-2015**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

OFFICESOURCE, LTD.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 27-FEB-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

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SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. BOX 13186 • AUSTIN, TX 78711-3186

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In accordance with the Memorandum of Agreement the CPA has established with the Dallas/Fort Worth Minority Supplier Development Council (D/FWMSDC), we are pleased to inform you that your company is now certified as a HUB. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to remain certified with the D/FWMSDC, and they determine that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the D/FWMSDC in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. Note: Any changes made to your company's information may require the D/FWMSDC and/or the HUB Program to re-evaluate your company's eligibility. Failure to remain certified with the D/FWMSDC, and/or failure to notify them of any changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free In Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB

Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1752522490700**
File/Vendor Number:	**07512**
Approval Date:	**17-MAR-2014**
Scheduled Expiration Date:	**30-JUN-2015**

In accordance with the Memorandum of Agreement between the
Dallas/Fort Worth Minority Supplier Development Council (D/FWMSDC)
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

FACILITY INTERIORS INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 21-APR-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the D/FWMSDC's program, you must immediately (within 30 days of such changes) notify the D/FWMSDC's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the D/FWMSDC's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512-463-5872**.

Rev. 09/12

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1752617657700**
File/Vendor Number:	**064329**
Approval Date:	**05-JUN-2014**
Scheduled Expiration Date:	**05-JUN-2018**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

SHELTON-KELLER GROUP, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 06-JUN-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev. 09/12

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1202638567900**
File/Vendor Number:	**46626**
Approval Date:	**05-AUG-2011**
Scheduled Expiration Date:	**05-AUG-2015**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

TOTAL OFFICE SOLUTIONS

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 15-SEP-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512-463-5872**.

Rev. 09/12

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1263880125300**
File/Vendor Number:	**061076**
Approval Date:	**18-DEC-2013**
Scheduled Expiration Date:	**18-DEC-2017**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

G.L. SEAMAN & COMPANY

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 20-DEC-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev 09/12

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Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1270846524500**
File/Vendor Number:	**65069**
Approval Date:	**01-MAR-2012**
Scheduled Expiration Date:	**01-MAR-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

NAVAJO OFFICE PRODUCTS LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 21-MAY-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev. 09/12

State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

ABLES-LAND, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 27-APR-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number:	1751329452400
File/Vendor Number:	000716
Approval Date:	25-APR-2012
Expiration Date:	25-APR-2016

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

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We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.* As part of the HUB Program's monitoring efforts, you will be sent a HUB Certification Eligibility Affidavit in approximately 24 months. Failure to complete and submit the HUB Certification Eligibility Affidavit, and/or failure to notify us of changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1020549921200**
File/Vendor Number:	**011242**
Approval Date:	**06-NOV-2012**
Scheduled Expiration Date:	**06-NOV-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BKM TOTAL OFFICE OF TEXAS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 09-NOV-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BAKER OFFICE PRODUCTS, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 09-MAR-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number: 1264703889700
File/Vendor Number: 62962
Approval Date: 08-MAR-2012
Expiration Date: 08-MAR-2016

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

Related Links

- CMBL/HUB Directory Search Tips
- Register For CMBL - HUB
- HUB Mentor Protege Agreement Listing
- System for Award Management (EPLS)
- Debarred Vendors List

BUILT FOR DREAMS, INC.

CMBL/HUB Vendor Detail	
Vendor ID / Vendor Number	1264390936400 / 83894
Vendor Name	BUILT FOR DREAMS, INC.
Vendor Address	3416 JOLIET AVE LUBBOCK,TX 79413-2210 USA
County	LUBBOCK
Contact	Alisha L. Gregg
Phone/Fax	806-771-6806/806-687-9187
Email Address	algregg@builtfordreams.com
Website	http://www.BuiltForDreams.com
Business Description	Real Estate Buying and Selling, Design/Build Contracting, Commercial Furniture & Interior Design
Business Category	Building Construction, Including General Contractors And Operative Builders (02)
Small Business	Yes
CMBL Status	Active Bidder
	19-AUG-2015

Vendor Performance	Score	# of POs
Commodity Delivery	100.00	16
Commodity Performance	100.00	16
Service Delivery	*	0
Service Performance	*	0
Non-Scored Reports:	**Satisfactory**	**Unsatisfa**
Delegated, Exempt, and Blanket POs	0	0
Exceptional Performance Reports	0	

CMBL Expires	
HUB Status	Active Bidder (A - Approved; Active Texas certified HUB)
HUB Expires	30-SEP-2018
HUB Eligibility	WO (American Woman)
HUB Gender	F

Class Item	Commodity Description (bold for all items in class)
410	**FURNITURE: HEALTH CARE, HOSPITAL AND/OR DOCTOR'S OFFICE**
410-03	Beds and Mattresses, Hospital Specialized: Air Beds, Intensive Care, Orthopedic, Waterbeds, etc.
410-09	Cabinets, Narcotics
410-12	Carts: Dressing, Laboratory, Medication, Patient Tray, Resuscitation and Utility
410-15	Chairs and Modules, Blood Collecting
410-18	Chart Cabinets, Carts, and Holders
410-24	Cubicle Curtains and Privacy Screens
410-30	Examining Room Suites (Not Optical or Auditory)
410-33	Furniture, Health Care (Custom Made)
410-34	Furniture, Hospital (Not Specialized)
410-48	Nurses' Desks and Accessories
410-60	Operating and Examination Room Furniture: Instrument Tables and Stands, IV Stands, Stools, Work Tables, etc.

Questionnaire

9. Listing of OFS Brands State and Coop Contracts

Cooperative / State Agency	Discount Offered	Expires	Annual Sales Volume
State of Georgia	OFS & First Office: 48.5% Del & Installed Carolina: 50% Del & Installed Loewenstein: 49.5% Del & Installed	1/31/15	4,361,052.00
State of Florida	OFS, First Office & Carolina: 60% Delivered Loewenstein: 56.1% Delivered STAKS & Eleven: 63% Delivered	3/1/16	1,650,343.00
State of Texas	OFS, First Office & Carolina Casegoods: 56.2% Delivered Seating: 56.7% Del Loewenstein: 56.2% Delivered	9/21/18	1,297,789.00
State of New York	OFS & First Office Casegoods: 56.2% Seating: 56.7% Carolina: 54.59% Loewenstein: 58.5%	12/1/18	1,071,936.00
State of North Carolina	OFS Casegoods: 53% First Office Casegoods: 52.5% Carolina Seating: 43%	3/31/15	782,736.00
State of Pennsylvania	48% Delivered	4/30/15	682,606.00
State of Alabama	45% Del & Installed	11/30/15	672,027.00
State of New Jersey	OFS & First Office: 43% Del & Installed Carolina: 40% Del & Installed Loewenstein: 39% Del & Installed	7/31/17	615,843.00

Questionnaire

9. Listing of OFS Brands State and Coop Contracts

State of Mississippi	OFS, First Office & Carolina: 45% Del & Installed Loewenstein: 41% Del & Installed	6/30/15	343,729.00
State of Kentucky	OFS & First Office Casegoods: 56.2% Delivered Seating: 56.7% Delivered	4/3/15	317,362.00
State of Connecticut	42% Del & Installed	6/30/15	26,062.00
State of South Carolina	50% Del & Installed	12/4/17	99,661.00
State of New Mexico	OFS, First Office & Carolina: 60% Delivered Loewenstein: 56.1% Delivered STAKS & Eleven: 63% Delivered	5/11/16	93,572.00
TIPS / TAPS	48% Del & Installed	10/25/15	145,246.00

1. **Company's official registered name:**
   OFS Brands Holdings Inc.

2. **Brief history of your company, including the year it was established.**
   OFS Brands is a family owned, community driven company providing socially responsible furniture and logistics solutions in office, healthcare, education, government and home office markets across the world.

   Established in 1937, OFS Brands has grown into a global leader while staying true to its local roots and core values of sustainability and craftsmanship. Our headquarters is located in Huntingburg, Indiana with facilities in Archdale, North Carolina and Leitchfield, Kentucky. We have a work force of 1,625 employees and 11 manufacturing facilities that comprise 2.8 million square feet.

   OFS Brands is the parent company for 4 product brands; OFS, First Office, Carolina and Loewenstein and our trucking company, Styline Logistics. Our proposal to Region 4 incorporates solutions from each of these brands.

3. **Company's Dun & Bradstreet (D&B) number:**
   006364434

4. **Corporate office location:**
   1204 East Sixth Street, Huntingburg, IN 47542

5. **List the total number of sales persons employed distribution center by your organization within the United States, broken down by market.**
   See attached numbers by city and state

6. **List the number and location of offices, or service centers for all states being offered in solicitation. Additionally, list the names of key contacts at each location with title, address, phone and e-mail address.**
   See the attached location of OFS Brands showrooms

7. **Provide the number of furniture dealers that your organization works with, broken down by State. If you are a retail based company, please provide your retail store locations, broken down by State.**
   See attached listing by state of OFS Brands dealers

8. **Describe how your organization will ensure agencies receive the Region 4 ESC contract pricing through your dealer network, or via retail stores.**
All purchase orders issued by agencies utilizing the TCPN Contract must first be reviewed by the OFS Contracts Dept. prior to being keyed into our order entry system by Customer Service. This applies to all dealer orders, retail orders and direct purchase orders. We also require the dealer to submit a copy of the customer purchase order. The OFS Contracts Dept. reviews pricing on a line item basis to verify conformance with the Region 4 Contract. In the event that pricing is not in accordance with the Contract, the Contracts Dept. will notify the public agency of the additional savings and inquire whether the agency will need to modify the purchase order.

9. **Detail any rebates, custom lists, or other incentive offers, that will be extended through the contract.**
OFS will offer a rebate of .25% for product sales in excess of $5 million during a 12 month period. The rebate does not apply to services. Volume discounts are also available at the purchase level.

10. **Describe how your company proposes to distribute the furniture, and related products, nationwide.**
OFS proposes to utilize our national network of small business dealers to actively promote the TCPN Contract.

    Our dealers must go through a certification process by attending a Government Ethics webinar conducted by our law firm, Crowell and Moring and by validating the eligibility of employees in the Dept. of Homeland Security E-Verify Program. Additional criteria include requiring the dealer principal to dedicate at least one sales person to the Government and Education vertical market that will pursue opportunities under the TCPN contract. The Government dealer sales person will be required to attend TCPN training upon award of the contract and will participate in the OFS annual dealer performance review. We will require the Government dealer representative to regularly engage with the TCPN Regional Program Manager in sales calls to public agencies.

    In addition to the sales responsibility, dealers will provide all services under the contract as the OFS subcontractor. Services include design, installation, reconfiguration, project management; asset management, re-upholstery and storage (see enclosed description of dealer services).

    Dealers must submit all orders to OFS Contracts for verification of contract pricing. Additional dealer functions include checking acknowledgements, coordinating delivery with the customer and performing installation services. A copy of the agency purchase order must accompany the dealer order. The customer has the option of issuing the order directly to OFS or placing the order with the local small business dealer.

11. **State your standard delivery time (in days) and any available options that an agency might have for expediting delivery.**
The standard lead time is 60 days after receipt of order and select items are available on 12 day quick delivery. Products available on the 12 day quick delivery program are annotated in the price lists.

12. **Please detail any restocking fees and the procedures required for returning products.**
OFS Brands will not accept returned merchandise without a signed Return Authorization (RA) issued by our customer service department.

All returned merchandise must be properly packaged and cartoned to prevent further damage. Carton must be clearly marked with identifying RA number so that proper credit can be issued.

OFS Brands will consider issuing RAs for the following reasons:

· Manufacturing defect (must be inspected by OFS Brands sales representative)

· OFS Brands order processing error

· Shipping error

· Duplicate shipments

· Mismarked cartons

All merchandise must be returned within thirty (30) days of the date of the RA to receive credit. Freight damage, signs of usage, missing parts, etc. will be adjusted on the amount of credit to be issued. The customer is responsible for all freight charges to return products.

13. **State the process for returning damaged goods.**
a. Inspect all cartons for damage and verify carton quantity. All shipments are delivered to the transportation company in good condition;

OFS Brands liability ceases at this time. Do not refuse merchandise damaged in transit. Instead enter a claim with the transportation company.

b. Record damages and/or shortages on the bill of lading and freight bill.
Do not accept the shipment until all shortages are noted on both the bill of lading and the freight bill. Sign only for the items you receive. If you give the delivering carrier a clear receipt for a shipment, the carrier is relieved of further responsibility.

Question 13 continued on next page

c. If concealed damage is found: Notify the delivering carrier at once and request an inspection. For shipments via Styline Logistics, notify your OFS Brands Customer Service Representative. This must be done within 15 calendar days of delivery. Without this inspection the transportation company will not entertain a claim for loss or damage. If the carrier will not perform this inspection, you should prepare an affidavit that you contacted the carrier, noting the time and date, and that the carrier failed to comply with your request. All shipping cartons and inner packing must be retained for carrier inspection. Do not move the damaged merchandise from the receiving location. It must also be retained for the inspection.

14. **Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:**

    a. Sales: Steve Robinson - (812) 683-7462, srobinson@ofsbrands.com

    b. Sales Support: Matt McCormick - (312) 480-8522, mmccormick@ofsbrands.com
    Richard Goodrum - (602) 290-3312, rgoodrum@ofsbrands.com

    c. Marketing: Wes Harper - (706) 267-7555, wesharper@ofsbrands.com

    d. Financial Reporting: Martha Schwindt - (812) 683-7257, mschwindt@ofsbrands.com

    e. Executive Support: James Reeese - (812) 683-7405, jreese@ofsbrands.com

15. **Define your standard terms of payment.**
    Payment terms are Net 30 days. We also accept Visa, Master Card and AMX.

16. **Who is your competition in the marketplace?**
    Our competition in the marketplace is Steelcase, Herman Miller, Knoll, Haworth, Kimball and Shelby Williams

17. **Overall annual sales for last three (3) years; 2011, 2012, 2013:**

    2011: $221,917,838

    2012: $212,107,489

    2013: $233,569,005

18. **Overall public sector sales, excluding Federal Government, for last three (3) years; 2011, 2012,2013:**

    2011: $15,164,682

    2012: $11,731,381

    2013: $12,488,152

19. What is your strategy to increase market share?

The OFS Brands strategy to increase market share is two-fold, with the introduction of award winning products and expanding our presence in the government sector by recruiting industry leading sales talent that excel in the education, state and local government markets through experience with a national buying agreement.

During our industry annual trade show in June, 2014-Neocon; OFS won awards for 9 new products from Contract Magazine and Interior Design Magazine. We introduced over 20 products at Neocon, more than any other company. Similarly, during Neocon 2013, we were the recipients of Best of Neocon awards for 3 other product introductions and 2 more new products were honored at the Best of Year Awards (BOY) in December, 2013. OFS Brands is nominated for 6 Best of Year Awards for new products at the upcoming New York ceremony in December, 2014. Additionally, First Office introduced an innovative line up of education furniture in 2013 that integrates technology for the student and reflects the new approaches to learning. Our commitment to increase market share was further demonstrated with the acquisition of 2 companies; Carolina and Loewenstein in 2008.

OFS recognizes the growth potential in the education, state and local government markets and has sought industry leading talent that has in depth experience with national buying agreements. Knoll is the leader in furniture sales to the Government. OFS recruited the Vice President of their Government Division, Steve Robinson, to lead this vertical market in January, 2014. Steve was responsible for securing Knoll's furniture contract with US Communities in 1997 and successor contracts in 2001, 2006 and 2012. Under Steve's leadership Knoll's US Communities annual sales grew to $58.6 Million, to be their largest furniture provider.

Additionally, OFS hired Matt McCormick, a 20 year Knoll Regional Manager as the Director of Sales for the East and Richard Goodrum, a 26 year Knoll Regional Manager as the Director of Sales for the West. Matt and Richard have in depth knowledge of the Government procurement process. They were participated in the launch of US Communities (USC) in 1997 and growth in their respective Regions over the next 15 plus years by having weekly engagement with the USC Program Managers. OFS also added 10 new sales representatives in 2014 to increase our market presence.

20. **What differentiates OFS Brands from competitors?**
OFS Brands offers unique custom capabilities to provide modular cabinetry and casework for our customers with Carolina Mile Marker. Additionally, OFS, through our division, Styline Logistics is the only furniture manufacturer that uses its own fleet of trucks and company employed drivers to deliver products to our customers.

The custom laminate, wood and Corian capabilities of Mile Marker modular cabinetry and casework enable us to provide athletic and student lockers, counter tops and cabinets for dormitory kitchen/break rooms.

The benefit is that Mile Marker is delivered in 6 weeks, unlike conventional mill work. Another advantage is that Mile Marker ships fully assembled, offering simple installation and components that can be easily moved and reconfigured. A full support team is available from specification through installation. The option rich solutions offered by Mile Marker allow each application to be customized for specific needs. While conventional contractor millwork is guaranteed for 1 year, Mile Marker comes with a limited lifetime warranty.

Our trucking company, Styline Logistics, has a fleet of 200 trucks and 250 trailers. Products are delivered on our trucks, regardless of order size. We are the only company in our industry that does not contract delivery of product to customers. The benefit is that clients receive goods free of freight damage. In 2013, we delivered 99.9 percent of our products without any damage. Additionally, our Customer Service Dept. contacts the customer a few prior to shipment and arranges a delivery appointment. Our trucks are equipped with GPS and our dispatch center in High Point, NC monitors their position throughout the day to ensure that the deliveries are made at the scheduled time.

21. **Describe the capabilities and functionality of OFS Brands' on-line catalog/ ordering website.**
All of the OFS Brands catalogs and price lists for all 4 brands, OFS, First Office, Carolina and Loewenstein, are available at our website: www.ofsbrands.com. We have established customized electronic catalogs with the corporate standards for several national accounts and are eager to build a custom site for TCPN users.

22. **Describe your company's Customer Service Department (hours of operation, number of service centers, etc.).**
Locations are in Huntingburg, IN and High Point, NC. The hours of operation are 8:00 AM to 5:00 PM EST, M-F.

23. Describe your company's ongoing quality control processes to ensure qualified in-house personnel, installers, and subcontractors.

The OFS Brands quality assurance program is a program designed to meet and exceed our customer's expectations. It is our goal that each user of our furniture should be proud of their newly purchased furniture for years to come. The high quality products that we manufacture will enhance the appearance of an office, while also allowing the user to maximize productivity and efficiency in the workplace. Quality is not just a department, nor is it just a theory. Quality is an overall business system that is practiced every day at OFS Brands. This quality business system includes the OFS Brands supply chain, starting with the external vendors and extending through the shipping of products. It also consists of specifications that control the incoming material; state of the art equipment to produce high quality parts; cleanliness of facilities; work instructions to outline correct process for the assembly, finish, and pack process; a design staff that sets specifications; an Engineering and Quality Department that communicates these set specifications to the production floor; and production standards which enforce compliance to these pre-set specifications. The driving factor of the OFS Brands quality business system is all OFS Brands personnel including both plant and office employees.

Each individual takes immense pride in his or her work, which is the reason we continue to be an industry leader in high quality furniture.

The following is more detailed documentation that explains and supports the Quality business systems of OFS Brands:

Raw Materials: Hardwood parts and veneered panels are manufactured by OFS Brands. By producing our own hardwood and veneer parts, we can control the quality of each component part. Hardwood parts are cleared of all defects such as knots or internal log deterioration. Furniture panels and surfaces consist of top grade veneers. Tops are filled prior to assembly to further clarify the true beauty of wood grains. This is evident with a finished unit showing beautiful wood grain clarity. All OFS Brands vendors conform to pre-set specifications. Parts that are supplied to OFS Brands for manufacturing, such as high pressure laminate, core material, and upholstery fabrics, are immediately inspected and evaluated when received at our facilities. This assures that our vendors conform to the specifications we set, not what the vendor sets. If defects are found, it is rejected and returned to the vendor. If it passes inspection, it is put into inventory for usage. It is important for all raw materials (whether internal or external) to be defect free. This will help ensure a high quality finished product. Also, it enables manufacturing facilities to operate with maximum efficiency ensuring each OFS Brands customer a quality product that is delivered on time.

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Assembly: Assembly processes used by OFS Brands guarantee long lasting and durable furniture. Wood screws and glue in joints help stabilize units for long term use. Further strength is added to structural joints by using 16-gauge steel angle brackets and wooden glue blocks. Several series feature a “lock miter” construction which allows the visible areas of the chassis to be unbroken by panels, making a smooth external appearance. Drawers feature the highest quality grade suspensions to ensure a strong but smooth and quiet operation. All OFS Brands suspensions feature a lifetime warranty.

Finish: OFS Brands uses one of the most detailed finish systems in the wood office furniture industry with advanced electronic equipment to monitor and control the process. As units enter the finish line in each plant, a SAP and NGR stain is applied to make the color uniform and is then checked for color acceptance. The SAP and NGR stains will provide consistency in the finish colors when veneer color tones vary. Then the unit goes through a wash coat process which seals and protects the SAP and NGR stains. Then the entire unit is hand sanded for smoothness and checked for color acceptance. A filler and wipe stain is then applied to fill the open grain in the veneer which will bring out and hi-light the finished grain patterns in the veneer. This is the last stage of color application, and the unit is checked for color acceptance. Next, the unit goes through a curing oven. Then, the Euroluxe sealer coat is applied, and color is checked. The unit cures through an oven for 10-15 minutes. The unit is then hand sanded again for smoothness and checked for color acceptance. The final step is the application of the Euroluxe top coat. The unit goes through the last curing oven for 30 minutes. When coming out of the last oven, color again is checked for final acceptance. The unit moves on to the trim line, runs through final inspection and the unit is then packed. Each unit is packaged with a specially designed carton which will allow for the easy moving of units. The inner packing consists of padded corner pads, cushioned flats, and a foam cover to protect the unit from scratches. In addition to the above mentioned Quality checks, OFS Brands also uses a weekly testing plan to assure color consistency from plant to plant.

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Customer Complaints: Customer complaints are measured in our internal management tool called My OFS Brands. A complaint will result in the filing of a FIR- Field Inspection Report. Although the FIR goes to the Customer Service Representative for resolution, the reports are also sent to the Plant Manager that was responsible for the production of the item. The Plant Manager is held accountable and must investigate what triggered the complaint and enter their findings into the data base. The FIR's are reviewed on a weekly basis by the Senior Vice President of Operations and all Plant Managers to monitor any specific trends and to verify that the customer has now been satisfied.

Shipping: Upon being packed, each unit is delivered to a finished goods warehouse. OFS Brands has a company owned transportation system, Styline Logistics. Freight is carried on our own tractors and trailers, and drivers are employed by OFS Brands. This allows us to control the handling of merchandise all the way to the delivering destination. Our personnel are responsible for moving the furniture within the shipping warehouse, staging the furniture for shipment and loading in our trailers. Our drivers transport, handle and deliver with care assuring that there is no damage to the furniture. Once units are loaded on our trailers, they are not unloaded until it reaches the delivering destination. Many other transportation systems such as LTL and pool truck carriers frequently pass through many terminals before reaching the final destination, resulting in an increased percent of damage. Common LTL and pool truck carriers average between 8 and 10% damage. OFS Brands has a freight damage rate of less than .1%. This helps in completing an installation on time negating unnecessary freight claims and the ordering of replacement furniture.

Installers and Subcontractors: OFS Installation Services routinely audits the work of our installers and subcontractors to verify that the products are installed to our standards. We offer regional training sessions to our dealer installation teams throughout the year. On large projects, an OFS Installation Services member will act as the crew chief to ensure a smooth installation.

24. **Describe and provide and product or service warranties offered by your organization.**
A copy of the 4 product brand warranties, OFS, First Office, Carolina and Loewenstein are enclosed. We are proposing our commercial warranties.

25. **Provide information regarding whether your firm, either presently or in the past, has been involved inany litigation, bankruptcy, or reorganization.**
OFS Brands is not involved in any current or past litigation, bankruptcy, or reorganization.

MARKETING/SALES

17. Detail how your organization plans to market this contract within the first ninety (90) days of the award date. This should include, but not be limited to:

a. A co-branded press release within first 30 days
b. Announcement of award through any applicable social media sites
c. Direct mail campaigns
d. Co-branded collateral pieces
e. Advertisement of contract in regional or national publications
f. Participation in trade shows
g. Dedicated TCPN and Region 4 ESC internet web-based homepage with:
i. TCPN and Region 4 ESC Logo
ii. Link to TCPN and Region 4 ESC website
iii. Summary of contract and services offered
iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials

Our marketing plan in the first 90 days consists of 7 action items:

a. OFS Brands, through its Public Relations Dept., will team with TCPN to develop and issue a co-branded press release within the 14 days. An announcement will also be made on Facebook and Twitter concurrently.

b. We will develop a series of co-branded one page fliers promoting the contract that will change on a quarterly basis. These fliers can be used in direct mail campaigns. The first flyer will be available 14 days after award for approval by Region 4 and TCPN. A direct mail campaign will take place within 30 days of flyer development.

c. OFS Brands will develop a 16 page product brochure highlighting items on the contract. It will contain the TCPN logo, contract number, benefits of using the contract. Print copies will be available no later than 60 days from award.

d. OFS Brands is happy to advertise the contract in regional or national publications. We would rely on TCPN to let us know which periodicals are most effective at reaching their members. A minimum of one advertisement in a national publication will take within 90 days from the award date.

e. We will have display space at the NIGP trade show in the TCPN aisle during August, 2015 in Kansas City. OFS Brands will participate in any other national or regional trade shows that the TCPN Regional Program Managers believe are

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successful.

f. OFS Brands will create a dedicated TCPN and Region 4 ESC internet web-based home page with the logos of the 2 organizations, a link to the web sites of TCPN and Region 4 ESC and a summary of the contract and services offered. Copies of the solicitation, any amendments, and the contract and marketing materials will also be posted to the homepage no later than 60 days after award. We will have the beta site for viewing by Region 4 and TCPN within 50 days award.

g. A dedicated Region 4/TCPN email address will be established within 14 days of award.

18. **Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded.**
OFS Brands has many public entities that have expressed interest in procuring our products, but these are agencies are unable to do so because of the lack of a piggy back agreement. We will develop a list of target customers categorized by the geography of the TCPN Regional Program Manager and create an action plan for each account. We will extend an invitation to the Regional Program Managers to participate in the sales calls to these accounts. We will take the 1 page flyer that outlines the contract benefits and a copy of the contract on these calls.

19. **Explain how your company plans to market this agreement to existing government customers.**
We are eager to market the agreement to our existing customers. The benefit to these customers is the savings associated with the contract. Additionally, many of our existing contracts have a limited offering and do not include the entire OFS Brands product portfolio. A second benefit to the public agency of using TCPN and Region 4 is the ability to procure all of the products under a single contract vehicle, while enjoying savings.

20. **Provide a detailed ninety (90) day plan describing how the contract will be implemented within your firm.**
The submission of the OFS Brands proposal to Region 4 has been the collective effort of sales, marketing and contracts. The benefit upon award is the buy-in and familiarity of these key internal functions. As an example, Marketing is already developing a draft flyer to launch in the first 14 days. Personnel from these key disciplines will participate in the kick off meeting in Houston during March. Following this session, a training session will be held during the week of March 23 with Customer Service and Order Entry. They will be trained by our Government

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Contract Manager on pricing compliance at the order level and that all orders must go through a pricing review by the Contracts Department prior to data entry. During the week of March 16, a joint meeting will be held with our IT and Marketing Department to commence the development of the dedicated home page. A separate meeting will be held during the same week with the Contracts Department to set up the monthly reporting requirements and IFF payment. A 3 way conference call will be orchestrated between OFS, our Public Relations firm and TCPN to develop the press release during the week of March16. Follow up meetings or conference calls will occur every other Friday with Marketing, Contracts and IT to ensure that the collateral material, web site, reporting and IFF are on track for the May 1 start date.

21. **Describe how you intend on train your national sales force on the Region 4 ESC agreements.**
Upon award of a contract, OFS Brands would like to meet with Region 4 and TCPN to develop the curriculum for the training webinar. The training webinar will be mandatory for the OFS Brands sales force and it will be offered at 3 different times during the month of April. We welcome the instruction of the TCPN Regional Program Managers in the webinars. The PowerPoint presentation will be posted at the company intranet site, My OFS Brands after the third session. Topics will include benefits of the contract, eligible agencies, print and web based marketing materials, review of the TCPN web site and OFS Brands dedicated TCPN site, best pricing guarantee, etc.

There will be quarterly mandatory webinar training modules throughout 2015 and 2016 on the TCPN Contract. Since vacations start in July, the second mandatory training webinar will be in June, 2105. These sessions will highlight TCPN sales success stories, sales tips, new collateral marketing materials and web based tools. Additionally, we will set up sales rep and dealers training at the local market level with the TCPN Regional Program Managers throughout the year.

22. **Provide a list of industry trade shows/conferences your company annually attends.**

- Neocon
- Neocon East
- BDNY
- Healthcare Design
- CoreNet

23. **Acknowledge that your organization agrees to provide its company logo(s) to Region 4 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.**
OFS Brands agrees to provide its logos to Region 4 ESC and permits reduction of such logos in marketing communications and logos.

24. **Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.**

$3 Million in year one

$15 Million in year two

$25 Million in year three

ADMINISTRATION

24. **Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).**

OFS Brands is extremely successful with our 15 state contracts. We participate in a small regional buying coop in Texas and Arkansas-TIPS/ TAPS Cooperative Purchasing System (The Interlocal Purchasing System). The implementation was very simple, requiring the posting of basic contact information, a link to the OFS Brands website at the TIPS/ TAPS home page and monthly reporting. There has been moderate success under the program with sales of $419,571 from 2011- 2013.

Contact Persons: David Mave at 903-243-4759 or Kim Thompson at 903-243-4789

25. **Describe the capacity of your company to report monthly sales through this agreement.**
OFS Brands has the capability to provide very detailed and customized monthly reporting. As an example, we provide extremely complex monthly reports to our Healthcare GPO, Novation, to capture their 3% IFF. Many of our other state contracts require either monthly or quarterly reporting with an IFF component and no 2 states use the same format.

26. **Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.**
    OFS Brands has the capacity to provide management reports including consolidated billing by location for each eligible agency.

27. **Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.**
As a first time supplier to Region 4, we are eager to learn from our experiences with the participating agencies and grow sales. We would be in a better position to offer feedback after 12 months of participation.

GREEN INITIATIVES

28. **Please provide your company's environmental policy and/or green initiative.**
    The OFS Brands Environmental Policy is attached. Also provided is a separate page titled "Environmental Attributes", highlighting the many standards that OFS Brands are tested to comply with such as GREENGUARD, level, etc.

VENDOR CERTIFICATIONS

29. **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. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.**
    Copies of the Historically Underutilized Business (HUB) Certificates for our Texas based dealers are provided.

OFS Brands Sales Reps by Location

Number of Reps	Business City	State
1	Birmingham	AL
1	North Little Rock	AR
2	Scottsdale	AZ
2	Tempe	AZ
2	Mission Viejo	CA
2	Sacremento	CA
3	Santa Monica	CA
3	San Francisco	CA
4	Denver	CO
4	Washington	DC
3	Miami	FL
1	Jacksonville	FL
4	Dania	FL
1	Agusta	GA
3	Atlanta	GA
1	Honolulu	HI
1	Des Monies	IA
4	Chicago	IL
1	Spingfield	IL
2	Huntingburg	IN
2	Overland Park	KS
1	New Orleans	LA
4	Boston	MA
1	Mason	MI
1	Minneapolis	MN
2	High Point	NC
1	Charlotte	NC
1	Newark	NJ
1	Las Vegas	NV
4	Manhattan	NY
1	Buffalo	NY
3	Ballston Spa	NY
3	Columbus	OH
2	Portland	OR
3	Philidelphia	PA
4	Pittsburgh	PA
1	Columbia	SC
1	Austin	TX
3	Houston	TX
1	Collierville	TN
2	Nashville	TN
4	Dallas	TX
1	Virginia Beach	VA
4	Seattle	WA
2	Green Bay	WI
98	Total	

ATLANTA SHOWROOM
1362 Collier Road NW
Atlanta, GA 30318
404.231.4347 / atlantashowroom@ofsbrands.com
Attn: Scott Hall

CHICAGO SHOWROOM
222 Merchandise Mart Plaza, Suite #1132
Chicago, IL 60654
312.222.9377 / chicagoshowroom@ofsbrands.com
Attn: Amanda Tribo

DALLAS SHOWROOM
International on Turtle Creek
150 Turtle Creek Boulevard, Suite #207
Dallas, TX 75207
214.571.0366 / dallasshowroom@ofsbrands.com
Attn: Ashley Pyle

NEW YORK SHOWROOM
1250 Broadway, Suite #3501
New York, NY 10001
212.337.9676 / nyshowroom@ofsbrands.com
Attn: Folasade Ogun

SANTA MONICA SHOWROOM
3130 Wilshire Boulevard, Suite #150
Santa Monica, CA 90403
310.453.0212 / lashowroom@ofsbrands.com
Attn: Kelly Bone

WASHINGTON DC SHOWROOM
1602 L Street NW, 5th Floor
Washington, DC 20036
202.331.1063 / dcshowroom@ofsbrands.com
Attn: Jamie Mason

OFS Brands Authorized Dealers - Solicitation 14-22

Dealer Name	Dealer Address	Dealer City	Dealer State	Dealer Zip
COMPETITIVE EDGE OFC SYSTEMS INC	*1731 RALPHS WAY STE 1	JUNEAU	AK	99801
ALABAMA CONTRACT SALES INC	*P O BOX 3490	AUBURN	AL	36831
INNERSPAICE ARCHITECTURAL INTERIOR	*P O BOX 1911	BIRMINGHAM	AL	35201
OFFICE ENVIRONMENTS INC	*1827 1ST AVE N STE 101	BIRMINGHAM	AL	35203
EVO BUSINESS ENVIRONMENTS	*415 N MCKINLEY STE 710	LITTLE ROCK	AR	72205
INNERPLAN OFFICE INTERIORS	*7001 INNERPLAN DR	NORTH LITTLE ROCK	AR	72113
INNOVATIVE BUSINESS FURNITURE INC	*3837 ELM SPGS RD STE B	SPRINGDALE	AR	72762
LA HARPES OFFICE FURNITURE INC	*P O BOX 3817	LITTLE ROCK	AR	72203
CORPORATE INTERIOR SYSTEMS INC	*3311 E BROADWAY STE A	PHOENIX	AZ	85040
	*3311 EAST BROADWAY ROAD SUITE A	PHOENIX	AZ	85040
FACILITEC-PHOENIX	*4501 E MCDOWELL RD	PHOENIX	AZ	85008
FORWARD TILT	*6710 E CAMELBACK RD STE 200	SCOTTSDALE	AZ	85251
G-2 OFC FURN MARKET-PHOENIX	*1400 E INDIAN SCHOOL RD	PHOENIX	AZ	85014
GOODMANS - TUCSON	*3925 N BUSINESS CTR DR	TUCSON	AZ	85705
GOODMANS INC	*1400 E INDIAN SCHOOL RD	PHOENIX	AZ	85014
GOODMANS INC-ALBUQUERQUE	*1400 E INDIAN SCHOOL RD	PHOENIX	AZ	85014
GOODMANS INTERIOR STRUCTURES	*1400 E INDIAN SCHOOL RD	PHOENIX	AZ	85014
TUCSON BUSINESS INTERIORS INC	*305 S EUCLID AVE #107	TUCSON	AZ	85719
WORKSPACES LLC-PHOENIX	*7720 N 16TH ST STE 375	PHOENIX	AZ	85020
CHAMBERS DESIGN COMPANY	*4757 W SPRUCE AVE STE #114	FRESNO	CA	93722
CONTRACT OFFICE GROUP	*1731 TECHNOLOGY DR STE 100	SAN JOSE	CA	95110
COORDINATED RESOURCES-SAN FRANCISCO	*130 SUTTER ST 3RD FL	SAN FRANCISCO	CA	94104
CORE BUSINESS INTERIORS	*7910 N INGRAM STE 102	FRESNO	CA	93711
DELTA OFC SYSTEMS&FURNISHINGS INC	*940 N YOSEMITE ST	STOCKTON	CA	95203
DURST CONTRACT INTERIORS	*3008 CHEROKEE RD	STOCKTON	CA	95205
FACILITY DESIGNS	*7511 N PALM BLUFFS AVE STE 101	FRESNO	CA	93711-6096
G/M BUSINESS INTERIORS-RIVERSIDE	*1099 W LA CADENA DR	RIVERSIDE	CA	92501
G/M BUSINESS INTERIORS-SAN DIEGO	*1099 W LA CADENA DR	RIVERSIDE	CA	92501
HOGUE & ASSOCIATES	*250 MONTGOMERY ST STE 1500	SAN FRANCISCO	CA	94104
INTERIOR MOTIONS	*1485 PK AVE STE 102	EMERYVILLE	CA	94608
JULES SELTZER & ASSOCIATES	*8833 BEVERLY BLVD	LOS ANGELES	CA	90048
M3 LLC	*1414 FAIR OAKS AVE STE 3	SOUTH PASADENA	CA	91030
MG WEST/BUSINESS INTERIORS GROUP-CA	*P O BOX 7231	SAN FRANCISCO	CA	94120
MICHAELS OFFICE FURNISHINGS/NORTHERN INT	*5138 CATERPILLAR RD	REDDING	CA	96002
MILES TREASTER & ASSOCIATES	*3480 INDUSTRIAL BLVD	WEST SACRAMENTO	CA	95691
	*3480 INDUSTRIAL BLVD STE 100	WEST SACRAMENTO	CA	95691
MODULAR SYSTEMS SPECIALISTS INC	*1631 WALTER ST	VENTURA	CA	93003
OFFICE SEKKEI-SAN MATEO	*1810 GATEWAY DR STE 120	SAN MATEO	CA	94404
PIVOT INTERIORS INC-IRVINE	*2211 MICHELSON DR STE 350	IRVINE	CA	92612
PIVOT INTERIORS INC-LA MIRADA	*16651 KNOTT AVE	LA MIRADA	CA	90638
PIVOT INTERIORS INC-LOS ANGELES	*6420 WILSHIRE BLVD #1250	LOS ANGELES	CA	90048

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PIVOT INTERIORS INC-PLEASANTON	*4733 CHABOT DR STE 201	PLEASANTON	CA	94588
PIVOT INTERIORS INC-SAN FRANCISCO	*333 BUSH ST STE 1480	SAN FRANCISCO	CA	94104
PIVOT INTERIORS INC-SAN JOSE	*2740 ZANKER RD #100	SAN JOSE	CA	95134
SAN DIEGO OFFICE INTERIORS	*3706 RUFFIN RD	SAN DIEGO	CA	92123
SEAL FURNITURE & SYSTEMS INC	*6720 TOP GUN ST	SAN DIEGO	CA	92121
SHERIDAN GROUP	*2045 PONTIUS AVE	LOS ANGELES	CA	90025
	*2045 PONTIUS AVENUE	LOS ANGELES	CA	90025
SMART OFFICE INTERIORS INC	*18 ANACAPA ST	SANTA BARBARA	CA	93101
TRI-COUNTY OFC FURN INC-SANTA BARBARA	*230 SANTA BARBARA ST	SANTA BARBARA	CA	93101
TROPE GROUP INC	*2349 CIRCADIAN WAY	SANTA ROSA	CA	95407
UNISOURCE SOLUTIONS INC-HAYWARD	*8350 REX RD	PICO RIVERA	CA	90660
	*8350 REX ROAD	PICO RIVERA	CA	90660
UNISOURCE SOLUTIONS INC-PICO RIVERA	*8350 REX RD	PICO RIVERA	CA	90660
WESTERN CONTRACT FURNISHERS	*11455 FOLSOM BLVD	RANCHO CORDOVA	CA	95742
WESTERN CONTRACT INTERIORS	*298 JACKSON ST	SAN JOSE	CA	95112
WESTERN OFFICE INTERIORS INC - LOS ANGELES	*500 CITADEL DR STE 250	LOS ANGELES	CA	90040
WESTERN OFFICE INTERIORS INC-SEATTLE	*500 CITADEL DR STE 250	LOS ANGELES	CA	90040
ZZ_CALIFORNIA COMMERCIAL INTERIORS LLC	*1717 N SEABRIGHT AVE STE 1	SANTA CRUZ	CA	95062
BAKERS AT WORK OFFICE FURNITURE	*545 THOMPSON DR	CAMBRIDGE	CANADA	N1T 2K7
BROOKS CORNING COMPANY	*1038 HOMER ST	VANCOUVER	CANADA	V6B 2W9
BUSINESS INTERIORS INC (ONTARIO)	*285 WATLINE AVENUE	MISSISSAUGA	CANADA	L4Z 1P3
CONTEMPORARY OFFICE INTERIORS LTD	*2206 PORTLAND ST SE	CALGARY	CANADA	T2G 4M6
			CANADA	M3N 1W5
INNERSPACES BUSINESS FURNISHINGS INC	*10260 106TH ST	EDMONTON	CANADA	T5J 1H7
TOR - THE OFFICE RESOURCE	*355 KINGSWAY	VANCOUVER	CANADA	V5T 3J7
WORKPLACE RESOURCE-TORONTO	*462 WELLINGTON ST W STE 300	TORONTO	CANADA	M5V 1E3
ZZ_DUMANSKI OFFICE INTERIORS-ONTARIO LIMITED	*71 BLACK ROAD UNIT 5	SAULT STE MARIE	CANADA	P6B 0A3
ZZ_ELEMENT INTEGRATED WORKPLACE SOLUTIONS	*140 4411-6 ST SE	CALGARY	CANADA	T2G 4E8
	*140, 4411-6 ST SE	CALGARY	CANADA	T2G 4E8
			CN	M3N 1W5
			CN	N2V 2B8
WORKPLACE RESOURCE-VANCOUVER	*1035 W PENDER ST STE 100	VANCOUVER	CN	V6E 2M6
WORKSPACE GROUP INC	*248 BRIDGELAND AVENUE	TORONTO	CN	M6A 1Z4
INTELLIGENT COMMERCIAL ENVIRONMENTS	*7730 E BELLEVIEW AVE SUITE AG-3	GREENWOOD VILLAGE	CO	80111
	*7730 E BELLEVIEW STE AG-3	GREENWOOD VILLAGE	CO	80111
PEAR COMMERCIAL INTERIORS INC	*1515 ARAPAHOE ST SUITE 100 TOWER 1	DENVER	CO	80202
	*1515 ARAPAHOE ST TOWER 1 SUITE 100	DENVER	CO	80202
	*1515 ARAPAHOE ST TOWER 1 STE 100	DENVER	CO	80202
WORKPLACE RESOURCE - COLORADO SPRINGS	*13 S TEJON ST STE 400	COLORADO SPRINGS	CO	80903
WORKPLACE RESOURCE-DENVER	*1899 WYNKOOP STE 550	DENVER	CO	80202
DECLERCQ OFFICE GROUP-ROWAYTON	*112 ROWAYTON AVENUE	ROWAYTON	CT	06853
JOHN WATTS ASSOCIATES	*121 ROBERTS ST STE A	EAST HARTFORD	CT	06108
OFFICE FURNITURE INC	*28 GARFIELD ST	NEWINGTON	CT	06111
STAMFORD OFFICE FURNITURE	*328 SELLECK ST	STAMFORD	CT	06902
FAHRENHEIT LLC	*1054 31ST ST NW STE 140	WASHINGTON	DC	20007
BRENNANS OFFICE INTERIORS INC	*650 CENTERPOINT BLVD	NEW CASTLE	DE	19720
ACCENT OFFICE INTERIORS INC	*2108-3 GILLIAM LN	TALLAHASSEE	FL	32308
	*2108-3 GILLIAM ROAD	TALLAHASSEE	FL	32308
CORPORATE DESIGN CHOICE INC	*11001 NW 33RD ST	DORAL	FL	33172
FLORIDA BUSINESS INTERIORS INC	*767 STIRLING CTR PL	LAKE MARY	FL	32746
GULF COAST OFFICE PRODUCTS INC	*6020 ENTERPRISE DR	PENSACOLA	FL	32505

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INNERSPAICE ARCHITECTURAL INTERIORS LLC	*139 SE EGLIN PKWY	FORT WALTON BEACH	FL	32548
J C WHITE ARCHITECTURAL INT PRODUCTS	*3501 COMMERCE PKWY	MIRAMAR	FL	33025
OFFICE CONCEPTS & FURN DESIGN-FL	*118 A NW 8TH AVE	GAINESVILLE	FL	32601
OFFICE ENVIRONMENTS & SERVICES INC	*1524 SAN MARCO BLVD	JACKSONVILLE	FL	32207
	*1524 SAN MARCO BOULEVARD	JACKSONVILLE	FL	32207-2923
OFFICE FURN WHSE-POMPANO BEACH	*2099 W ATLANTIC BLVD	POMPANO BEACH	FL	33069
WORKSCAPES INC-FL	*8999 WESTERN WAY #106 BLDG 100	JACKSONVILLE	FL	32256
ZZ_DOCS INC-TALLAHASSEE	*3360 RAYMOND DIEHL BUS LN	TALLAHASSEE	FL	32308
ZZ_OFFICE IMAGE INC-FL	*PO BOX 771137	NAPLES	FL	34107-1137
ZZ_WORKPLACE RESOURCE-JACKSONVILLE	*8999 WESTERN WAY STE 106 BLDG 100	JACKSONVILLE	FL	32256
ZZ_WORKPLACE RESOURCE-TAMPA	*8999 WESTERN WAY STE 106	JACKSONVILLE	FL	32256
CONTRACT FURNITURE CONSULTANTS SP ACCT	*PO BOX 250068	ATLANTA	GA	30325
CORPORATE STUDIO INC	*20 8TH ST	AUGUSTA	GA	30901
CWC FURNITURE	*4343 NE EXPY	ATLANTA	GA	30340
CWC SOLUTIONS LLC	*PO BOX 942144	ATLANTA	GA	31141
HERMAN MILLER FOR HEALTHCARE	*PO BOX 923836	NORCROSS	GA	30092
NATIONAL OFFICE SYSTEMS INC	*120 E 42ND ST	SAVANNAH	GA	31401
OFFICE IMAGES INC - ROSWELL	*1515 HOLCOMB WOODS PARKWAY	ROSWELL	GA	30076
	*1515 HOLCOMB WOODS PKY	ROSWELL	GA	30076
CORPORATE ENVIRONMENTS INTERNATIONAL	*841 BISHOP ST STE 1188	HONOLULU	HI	96813
O P/CONTRACT FURNISHERS/HAWAII	*KUKUI PLAZA 50 S BERETANIA ST STE C-208B	HONOLULU	HI	96813
O P/PIGOTT INC-DES MOINES	*3815 INGERSOLL AVE	DES MOINES	IA	50312
OFFICE CONCEPTS LTD-WATERLOO	*319 BROADWAY ST BOX 808	WATERLOO	IA	50704
BUSINESS INTERIORS OF IDAHO INC	*176 S CAPITOL BLVD	BOISE	ID	83702
CORPORATE CONCEPTS - IL	*500 WATERS EDGE STE 200 OAK CREEK CENTER	LOMBARD	IL	60148
DESKS INC - CHICAGO	*225 W OHIO ST STE 500	CHICAGO	IL	60654
HENRICKSEN & COMPANY - NYC	*1101 W THORNDALE	ITASCA	IL	60143
HENRICKSEN & COMPANY INC	*1101 W THORNDALE	ITASCA	IL	60143
ILLINI BANK	*111 ILLINI DR	FORSYTH	IL	62535
ILLINI SUPPLY INC	*111 ILLINI DR	FORSYTH	IL	62535
INSIGHT CHICAGO	*1111 W 22ND ST STE 230	OAK BROOK	IL	60523
INTERIOR INVESTMENTS LLC-IL	*550 BOND ST	LINCOLNSHIRE	IL	60069-4206
KAYHAN INTERNATIONAL LIMITED	*1475 E WOODFIELD RD STE 104	SCHAUMBURG	IL	60173
OFFICE SEKKEI AMERICA INC	*2775 ALGONQUIN RD #260	ROLLING MEADOWS	IL	60008
OFFICE SPECIALISTS INC	*143 E FERRIS ST	GALESBURG	IL	61401-0070
	*143 E FERRIS STREET	GALESBURG	IL	61401-0070
RESOURCE ONE	*321 E ADAMS	SPRINGFIELD	IL	62701
RIDDERS BUSINESS SUPPLY COMPANY	*632 MAINE ST	QUINCY	IL	62301
THOMAS INTERIOR SYSTEMS INC	*476 BRIGHTON DR	BLOOMINGDALE	IL	60108-3100
	*476 BRIGHTON DRIVE	BLOOMINGDALE	IL	60108-3100
WIDMER INC-PEORIA	*8415 N ALLEN RD	PEORIA	IL	61615
WILEY OFC FURNITURE-SPRINGFIELD	*301 E LAUREL ST	SPRINGFIELD	IL	62703
ZZ_STILES OFFICE SOLUTIONS	*601 W INDUSTRIAL PARK RD	CARBONDALE	IL	62901
BEDFORD OFFICE SUPPLY INC	*1634 I ST	BEDFORD	IN	47421
COMMERCIAL OFFICE ENVIRONMENTS INC	*7301 ZIONSVILLE RD	INDIANAPOLIS	IN	46268
HDW COMMERCIAL INTERIORS	*2274 W 93RD AVE	MERRILLVILLE	IN	46410
KRAMER & LEONARD OFC PRODUCTS	*312 ROBERTS RD	CHESTERTON	IN	46304
	*312 ROBERTS ROAD	CHESTERTON	IN	46304
MISCELLANEOUS-GSA	*OFS- PO BOX 100	HUNTINGBURG	IN	47542
OFFICEWORKS-FISHERS	*12000 EXIT 5 PKWY	FISHERS	IN	46037
ONE ELEVEN DESIGN	*203 E BERRY ST STE 704	FORT WAYNE	IN	46802

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RJE BUSINESS INTERIORS LLC	*621 E OHIO ST	INDIANAPOLIS	IN	46202
	*621 EAST OHIO ST	INDIANAPOLIS	IN	46202
RJE BUSINESS INTERIORS LLC-OH	*621 E OHIO ST	INDIANAPOLIS	IN	46202
THIEMANN OFFICE PRODUCTS INC	*PO BOX 9448	TERRE HAUTE	IN	47808
ZZ_JACK LAURIE FLOORS LLC	*1828 S ANTHONY BLVD	FORT WAYNE	IN	46803
JOHN A MARSHALL CO/OFFICE PAVILION	*10930 LACKMAN RD	LENEXA	KS	66219-1232
	*10930 LACKMAN ROAD	LENEXA	KS	66219-1232
SPACES INC-KS	*14950 W 86TH ST	LENEXA	KS	66215
HOWARD D HAPPY COMPANY	*1393 ST RT 45N	MAYFIELD	KY	42066
ID&A INC-LEXINGTON	*1700 S 5TH ST	LOUISVILLE	KY	40208
	*1700 SOUTH 5TH STREET	LOUISVILLE	KY	40208
ID&A INC-LOUISVILLE	*1700 S 5TH ST	LOUISVILLE	KY	40208
ID&A INC-NASHVILLE	*1700 S 5TH ST	LOUISVILLE	KY	40208
ZZ_HAPPYS OF MADISONVILLE INC	*62 SOUTH MAIN STREET	MADISONVILLE	KY	42431
ARNOLD & ASSOCIATES INTERIORS INC	*3707 GOVERNMENT ST	BATON ROUGE	LA	70806-5723
ASSOCIATED OFC SYSTEMS OF LA INC	*400 POYDRAS ST STE 1700 TEXACO BLDG	NEW ORLEANS	LA	70130
INNOVATIVE INTELLIGENT DESIGN INC	*227 JEFFERSON ST	LAFAYETTE	LA	70501
CREATIVE OFC PAVILION - NYC	*1 DESIGN CTR PL STE 734	BOSTON	MA	02210
CREATIVE OFC PAVILION-MA	*1 DESIGN CTR PL STE 734	BOSTON	MA	02210
CREATIVE OFC PAVILION-WORCESTER	*14 E WORCESTER ST	WORCESTER	MA	01604
LEXINGTON GROUP	*380 UNION ST	WEST SPRINGFIELD	MA	01089
OFFICE RESOURCES-MA	*374 CONGRESS ST	BOSTON	MA	02210
PEABODY OFFICE FURNITURE CORP-DC	*234 CONGRESS ST	BOSTON	MA	02110
PEABODY OFFICE FURNITURE CORP-MA	*234 CONGRESS ST	BOSTON	MA	02110
AMERICAN OFFICE / BALTIMORE - 01	*309 N CALVERT ST	BALTIMORE	MD	21202
AMERICAN OFFICE / CHANTILLY - 03	*309 N CALVERT ST	BALTIMORE	MD	21202
AMERICAN OFFICE / CHARLOTTESVILLE - 09	*309 N CALVERT ST	BALTIMORE	MD	21202
AMERICAN OFFICE / GAITHERSBURG - 02	*309 N CALVERT ST	BALTIMORE	MD	21202
AMERICAN OFFICE / NORFOLK - 08	*309 N CALVERT ST	BALTIMORE	MD	21202
AMERICAN OFFICE / RICHMOND - 07	*309 N CALVERT ST	BALTIMORE	MD	21202
AMERICAN OFFICE / WASHINGTON DC - 04	*309 N CALVERT ST	BALTIMORE	MD	21202
BIALEK ENVIRONMENTS	*530 GAITHER RD STE 300	ROCKVILLE	MD	20850-1167
MOI INC-MARYLAND	*2923 LORD BALTIMORE DR	BALTIMORE	MD	21244
MOI INC-VIRGINIA	*2923 LORD BALTIMORE DR	BALTIMORE	MD	21244
PRICE MODERN - BALTIMORE	*2604 SISSON ST	BALTIMORE	MD	21211
PRICE MODERN OF WASHINGTON	*2604 SISSON ST	BALTIMORE	MD	21211
ZZ_VERTEX BUSINESS INTERIORS-MD	*2923-A LORD BALTIMORE DR	BALTIMORE	MD	21244
CREATIVE OFC PAVILION-MAINE	*141 MIDDLE ST	PORTLAND	ME	04101
HERMAN MILLER MEXICO S A DEV CV	*ALFONSO REYES NO 5 HIPODROMO CONDESA	CUAUHTEMOC	MEXICO, DF	CP 06170
AIREA	*23231-B INDUSTRIAL PARK DR	FARMINGTON HILLS	MI	48335
FACILITY MATRIX GROUP	*555 FRIENDLY DR	PONTIAC	MI	48341
	*555 FRIENDLY ST	PONTIAC	MI	48341
INTERIOR SYSTEMS CONTRACT GROUP	*612 N MAIN	ROYAL OAK	MI	48067
INTERPHASE INC-GR	*3036 EASTERN AVE SE	GRAND RAPIDS	MI	49508
SPACE INC-MI	*3142 VANTAGE POINT DRIVE	MIDLAND	MI	48640
	*3142 VANTAGE PT DR	MIDLAND	MI	48640
WORKSQUARED	*4633 PATTERSON SE STE A	GRAND RAPIDS	MI	49512
ZZ_WORKPLACE CONTRACT DESIGN LLC	*1630 STONE ST STE A	PORT HURON	MI	48060
ZZ_WORKSQUARED - EASTERN MI/NOVI	*4633 PATTERSON SE STE A	GRAND RAPIDS	MI	49512
	*4633 PATTERSON SE SUITE A	GRAND RAPIDS	MI	49512
COMMERCIAL FURNITURE SERVICES INC	*4301 HIGHWAY 7	SAINT LOUIS PARK	MN	55416-5803

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	*4301 HWY 7	SAINT LOUIS PARK	MN	55416
FLUID INTERIORS INC	*100 N 6TH ST SUITE 100A	MINNEAPOLIS	MN	55403
INTEREUM INC	*845 BERKSHIRE LN N	PLYMOUTH	MN	55441
NORTHERN BUSINESS PRODUCTS INC	*2326 W SUPERIOR ST	DULUTH	MN	55806
PARAMETERS LTD	*800 HENNEPIN AVE STE 500	MINNEAPOLIS	MN	55403
ENCOMPAS CORPORATION	*1512 GRAND BLVD	KANSAS CITY	MO	64108
GROOMS OFFICE SYSTEMS INC	*1285 E MONTCLAIR	SPRINGFIELD	MO	65804
INTERIOR INVESTMENTS-MO	*9 SUNNEN DR STE 100	SAINT LOUIS	MO	63143
PETERSON GROUP	*938 S HWY DR	FENTON	MO	63026-2040
PROFESSIONAL OFFICE ENVIRONMENTS INC	*222 MILLWELL DR	MARYLAND HEIGHTS	MO	63043
TRIAD BUSINESS PRODUCTS INC	*630 SOUTH BISHOP P O BOX 127	ROLLA	MO	65402
	*P O BOX 127 630 SOUTH BISHOP	ROLLA	MO	65402
BUSINESS INTERIORS - JACKSON	*146 MARKET RDG DR	RIDGELAND	MS	39157
COMMERCIAL BUSINESS INTERIORS	*6927 US HIGHWAY 49 NORTH	HATTIESBURG	MS	39402
OFFICE INNOVATIONS-RIDGELAND	*834 WILSON DR STE C-2	RIDGELAND	MS	39157
	*834 WILSON DR STE C-2	RIDGELAND	MS	39157
SULLIVANS OFFICE SUPPLY INC-MS	*P O BOX 1007	STARKVILLE	MS	39760-1007
WEATHERALLS INC	*215 COMMERCE STREET P O DRAWER 87	TUPELO	MS	38802
	*P O DRAWER 87	TUPELO	MS	38802
ZZ_OFFICE FURNITURE SOLUTIONS INC	*4300 HEWES AVE	GULFPORT	MS	39507
360 OFFICE SOLUTIONS	*PO BOX 30598	BILLINGS	MT	59107
DUNDAS OFC INTERIORS INC-HELENA	*3388 HWY 12 E	HELENA	MT	59601
ALFRED WILLIAMS & CO-CHARLOTTE	*410 S SALISBURY ST STE 200	RALEIGH	NC	27601
	*410 S SALISBURY STE STE 200	RALEIGH	NC	27601
ALFRED WILLIAMS & CO-COLFAX	*410 S SALISBURY ST STE 200	CHARLOTTE	NC	28289-6075
		RALEIGH	NC	27601
ALFRED WILLIAMS & CO-COLUMBIA	*410 S SALISBURY ST STE 200	RALEIGH	NC	27601
ALFRED WILLIAMS & CO-GREENSBORO	*410 S SALISBURY ST STE 200	CHARLOTTE	NC	28289-6075
ALFRED WILLIAMS & CO-GREENVILLE	*410 S SALISBURY ST STE 200	RALEIGH	NC	27601
ALFRED WILLIAMS & CO-NASHVILLE	*410 S SALISBURY ST STE 200	RALEIGH	NC	27601
ALFRED WILLIAMS & CO-RALEIGH	*410 S SALISBURY ST STE 200	RALEIGH	NC	27601
CAROLINA BUSINESS INTERIORS-CLOTTE	*4020 YANCY RD	CHARLOTTE	NC	28217
CAROLINA BUSINESS INTERIORS-CSTON	*4020 YANCEY RD	CHARLOTTE	NC	28217
CAROLINA BUSINESS INTERIORS-FLORIDA	*4020 YANCY RD	CHARLOTTE	NC	28217
CORPORATE INTERIORS & SALES INC	*1329 MORGANTON RD	FAYETTEVILLE	NC	28305
	*1329 MORGANTON ROAD	FAYETTEVILLE	NC	28305
PBI INC	*123 SWEETEN CREEK RD STE A	ASHEVILLE	NC	28803
PMC COMMERCIAL INTERIORS	*ATTN ACCTS PAYABLE 3000 PERIMETER PK DR	MORRISVILLE	NC	27560
ZZ_BUMBARGERS INC	*1425 2ND ST NE	HICKORY	NC	28601
ZZ_NETCENTER SUPPLY	*3247 39TH ST SW	FARGO	ND	58104
AOI FURNITURE SERVICES-OMAHA	*8801 S 137TH CIR	OMAHA	NE	68138
ZZ_PERKINS OFFICE SOLUTIONS	*ATTN: HEIDI MCNALLY 435 NORFOLK AVE	NORFOLK	NE	68701
OFFICE INTERIORS LIMITED	*85 WASHINGTON ST	DOVER	NH	03820
BELLIA OFFICE FURNITURE	*ATTN ACCOUNTING 1047 N BROAD ST	WOODBURY	NJ	08096
	*ATTN: ACCOUNTING 1047 N BROAD ST	WOODBURY	NJ	08096
BFI-NEW YORK	*133 RAHWAY AVE	ELIZABETH	NJ	07202
BFI-PARSIPPANY NJ	*133 RAHWAY AVE	ELIZABETH	NJ	07202
CFI-COMMERCIAL FURNITURE INTERIORS	*1154 RTE 22 W	MOUNTAINSIDE	NJ	07092
WB WOOD - NJ	*175 MORRISTOWN RD ATTN ERIC BETZ	BASKING RIDGE	NJ	07920
	*175 MORRISTOWN RD STE 200 ATTN ERIC BETZ	BASKING RIDGE	NJ	07920
WB WOOD NY	*175 MORRISTOWN RD	BASKING RIDGE	NJ	07920

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WINDSOR WORKSPACES	*71 WINDSOR DR	PINE BROOK	NJ	07058
ZZ_ OFFICE INTERIORS INC	*330 FRANKLIN TPKE	MAHWAH	NJ	07430
ZZ_OFFICESCAPES INC-NJ	*45 PINE ST STE 8	ROCKAWAY	NJ	07866
ZZ_PROLOG OFFICE INTERIORS INC	*330 FRANKLIN TURNPIKE	MAHWAH	NJ	07430
CONTRACT ASSOCIATES INC	*800 20TH ST NW	ALBUQUERQUE	NM	87104
	*800 20TH STREET NW	ALBUQUERQUE	NM	87104
MADDEN BUSINESS INTERIORS	*352 TEMPLETON DR	HENDERSON	NV	89074
A C DESK COMPANY INC	*249 ELM PL	MINEOLA	NY	11501
ACCENT COMMERCIAL FURNITURE INC	*3 INTERSTATE AVE	ALBANY	NY	12205
ARENSON OFFICE FURNISHINGS-NJ	*1115 BROADWAY 6TH FL	NEW YORK	NY	10010
	*1115 BROADWAY 6TH FLOOR	NEW YORK	NY	10010
ARENSON OFFICE FURNISHINGS-NY	*1115 BROADWAY 6TH FL	NEW YORK	NY	10010
ARENSON OFFICE FURNISHINGS-STAMFORD	*1115 BROADWAY 6TH FLOOR	NEW YORK	NY	10010
BELL YORKTOWN INC	*333 ADAMS ST	BEDFORD HILLS	NY	10507
	*333 ADAMS STREET	BEDFORD HILLS	NY	10507
BENHAR OFFICE INTERIORS LLC	*148 W 37TH ST 12TH FL	NEW YORK	NY	10018
BUFFALO OFFICE INTERIORS INC	*1418 NIAGARA ST	BUFFALO	NY	14213
CF RUTHERFORD & ASSOC INC	*75 MAIDEN LANE SUITE 907	NEW YORK	NY	10038
DRB BUSINESS INTERIORS	*153 REGENT ST	SARATOGA SPRINGS	NY	12866
EVENSONBEST LLC-DC	*641 AVE OF THE AMERICAS 6TH FL STE 600	NEW YORK	NY	10011
	*641 AVE OF THE AMERICAS 6TH FLOOR STE 600	NEW YORK	NY	10011
EVENSONBEST LLC-NY	*641 AVE OF AMERICAS 6TH FL STE 600	NEW YORK	NY	10011
GRASSROOTS CONTRACT INTERIORS	*255 GREAT ARROW AVE	BUFFALO	NY	14207
HURBSON WORKPLACE FSHGS-SYRACUSE	*103 TWIN OAKS DR	SYRACUSE	NY	13206
HURBSON WORKPLACE FURNISHINGS	*103 TWIN OAKS DR	SYRACUSE	NY	13206-1315
JUST THE RIGHT STUFF	*103 TWIN OAKS DR	SYRACUSE	NY	13206
LANE OFFICE FURNITURE INC	*205 LEXINGTON AVE 12TH FL	NEW YORK	NY	10016
LJ DUFFY INC	*150 W 30TH ST 4TH FL	NEW YORK	NY	10001
MEADOWS OFFICE FURNITURE CO-NJ	*71 W 23RD ST	NEW YORK	NY	10010
MEADOWS OFFICE FURNITURE CO-NY	*71 W 23RD ST	NEW YORK	NY	10010
MEADOWS OFFICE FURNITURE CO-ROCHESTER	*400 PACKETTS LANDING	FAIRPORT	NY	14450
MILLINGTON LOCKWOOD BUSINESS INTERIORS	*3901 GENESEE ST STE 800	BUFFALO	NY	14225-1310
OFFICE FURNITURE HEAVEN	*22 W 19TH ST 4TH FL	NEW YORK	NY	10011
	*545 8TH AVE STE 620	NEW YORK	NY	10018
OFFICES LIMITED INC	*76 9TH AVE RM 313	NEW YORK	NY	10011
	*76 NINTH AVENUE ROOM 313	NEW YORK	NY	10011
SEDGWICK BUSINESS INT LLC-SYRACUSE	*100 W COURT ST	SYRACUSE	NY	13204
	*100 W COURT STREET	SYRACUSE	NY	13204
SEDGWICK BUSINESS INTERIORS LLC	*176 ANDERSON AVE	ROCHESTER	NY	14607
STANDARD COMMERCIAL INTERIORS	*DIV OF MMR ENTERPRISES INC 107 CHAMPLAIN ST	ALBANY	NY	12204
STATE UNIVERSITY OF NY AT BINGHAMTON	*P O BOX 6000 ACCOUNTS PAYABLE	BINGHAMTON	NY	13902
THE TELCAR GROUP	*25 ANDREA RD	HOLBROOK	NY	11741
WEEKS LERMAN GROUP LLC	*58-38 PAGE PLACE	MASPETH	NY	11378
ZZ_ALBANY OFFICE INTERIORS INC	*39 KREY BLVD	RENSSELAER	NY	12144
ZZ_MEADOWS OFFICE FURNITURE CO-CT	*71 W 23RD ST	NEW YORK	NY	10010
AMERICAN INTERIORS INC	*302 S BYRNE BLDG 100	TOLEDO	OH	43615
	*302 S BYRNE RD	TOLEDO	OH	43615
APG OFFICE FURNISHINGS INC-CINCINNATI	*12075 NORTHWEST BLVD STE 100	CINCINNATI	OH	45246-1228
APG OFFICE FURNISHINGS INC-CLEVELAND	*12075 NORTHWEST BLVD STE 100	CINCINNATI	OH	45246
APG OFFICE FURNISHINGS INC-MEMPHIS	*12075 NORTHWEST BLVD STE 100	CINCINNATI	OH	45246
APG OFFICE FURNISHINGS-AKRON	*12075 NORTHWEST BLVD STE 100	CINCINNATI	OH	45246

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BRODWILL	*3900 ROSE HILL AVE STE C	CINCINNATI	OH	45229
CONTINENTAL OFFICE ENVIRONMENTS-OH	*P O BOX 29908	COLUMBUS	OH	43229
ENRICHING SPACES	*1360 KEMPER MEADOW DR	CINCINNATI	OH	45240
KING BUSINESS INTERIORS INC	*6155 HUNTLEY RD STE D	COLUMBUS	OH	43229
	*6155 HUNTLEY ROAD	COLUMBUS	OH	43229
S ROSE INC	*1213 PROSPECT AVE	CLEVELAND	OH	44115
SUPPLY POST	*11365 DEERFIELD RD	CINCINNATI	OH	45242
ZZ_RCF GROUP	*13427 MADISON AVE	CLEVELAND	OH	44107
	*13427 MADISON AVENUE	CLEVELAND	OH	44107
JOHN A MARSHALL-OKLAHOMA CITY	*1402 S PEORIA AVE STE 140	TULSA	OK	74120
JOHN A MARSHALL-TULSA	*1402 S PEORIA AVE STE 140	TULSA	OK	74120
SPACES INC-OK	*2801 COLTRANE PL STE 1	EDMOND	OK	73034
ZZ_WORKPLACE RESOURCE-LITTLE ROCK	*1402 S PEORIA AVE STE 140	TULSA	OK	74120
ENVIRONMENTS NW	*707 SE BELMONT	PORTLAND	OR	97214
INTERIOR OFFICE CONCEPTS	*2009 COMMERCE DR	MEDFORD	OR	97504
OFFICE FURNITURE CONCEPTS - OR	*106 NW 2ND ST	CORVALLIS	OR	97330
OFFICE WORLD INC	*115 CLEVELAND ST	EUGENE	OR	97402
PACIFIC OFFICE FURNISHINGS	*421 SW 2ND AVE	PORTLAND	OR	97204
WORKPLACE RESOURCE OF OR-PORTLAND	*700 NE MULTNOMAH STE 100	PORTLAND	OR	97232
WORKPLACE RESOURCE OR-PORTLAND	*700 NE MULTNOMAH STE 100	PORTLAND	OR	97232
A J GRACK BUSINESS INTERIORS	*3364 W 26TH ST PO BOX 8171	ERIE	PA	16506
ADVANCED OFFICE ENVIRONMENTS INC	*160 QUAKER LANE-MALVERN BUSINESS PARK	MALVERN	PA	19355
BMC OFFICE FURNITURE	*320 E GIBSON ST	SCRANTON	PA	18509-3098
	*320 EAST GIBSON STREET	SCRANTON	PA	18509-3098
COMMONWEALTH OF PENNSYLVANIA	*COMMONWEALTH OF PENNSYLVANIA-PO INVOICE PO BOX 69180	HARRISBURG	PA	17106
CONTINENTAL OFFICE ENVIRON-HOMESTEAD	*700 E WATERFRONT DR STE 107	HOMESTEAD	PA	15120
CORPORATE FACILITIES INC-PHILADELPHIA	*2129 CHESTNUT ST	PHILADELPHIA	PA	19103
EASLEY & RIVERS INC	*207 TOWNSEND DR	MONROEVILLE	PA	15146
O P SPECTRUM-HERMAN MILLER	*1003 W 9TH AVE	KING OF PRUSSIA	PA	19406
ONE POINT DBA CORP ENV	*605 E BROAD ST	BETHLEHEM	PA	18018
SUPPLY SOURCE INC-HARRISBURG	*415 W 3RD ST	WILLIAMSPORT	PA	17701
SUPPLY SOURCE INC-W PA	*415 W 3RD ST	WILLIAMSPORT	PA	17701
	*415 W 3RD STREET	WILLIAMSPORT	PA	17701
TRANSAMERICAN OFFICE FURN CO	*3800 MAIN ST	PHILADELPHIA	PA	19127
TRANSAMERICAN OFFICE FURN CO-READING	*3800 MAIN ST	PHILADELPHIA	PA	19127-2194
WORKSCAPE INC	*1900 LOWE ST	PITTSBURGH	PA	15220
ZZ_CORPORATE FACILITIES INC-NJ	*2129 CHESTNUT ST	PHILADELPHIA	PA	19103
ZZ_SUPPLY SOURCE INC-STATE COLLEGE	*415 W 3RD ST	WILLIAMSPORT	PA	17701
ZZ_SUPPLY SOURCE INC-WILLIAMSPORT	*415 W 3RD ST	WILLIAMSPORT	PA	17701-0553
CREATIVE OFC PAVILION-RHODE ISLAND	*10 MUTUAL PL	PROVIDENCE	RI	02906
SHEEHANS OFFICE INTERIORS	*524 PARK AVENUE P O BOX 629	PORTSMOUTH	RI	02871
CAROLINA BUSINESS INTERIORS-GREENVILLE	*205 E BROAD ST	GREENVILLE	SC	29601
MILLERS OF COLUMBIA	*PO BOX 4690	COLUMBIA	SC	29240
BROWN & SAENGER BUSINESS INTERIORS	*P O BOX 84040	SIOUX FALLS	SD	57118-4040
CONTRACT BUSINESS INTERIORS - KNOXVILLE	*128 S GAY ST	KNOXVILLE	TN	37902
OFFICE FURNITURE OUTFITTERS LLC	*1727 GRAND AVE	KNOXVILLE	TN	37916
OFFICESCAPES INC-TN	*8390 WOLF LAKE DR STE 101	BARTLETT	TN	38133
SPACES GROUP LLC	*9245 POPLAR AVE STE 8 #147	GERMANTOWN	TN	38138
ABLES-LAND INC	*PO BOX 7933	TYLER	TX	75711
BAKER OFFICE PRODUCTS INC	1301 13TH ST	LUBBOCK	TX	79401
BKM TOTAL OFFICE OF TEXAS LLC	9755 CLIFFORD DR STE 100	DALLAS	TX	75220

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BROUSSARD GROUP	*3559 BELGIUM LN	SAN ANTONIO	TX	78219
BUILT FOR DREAMS INC	*3416 JOLIET AVE	LUBBOCK	TX	79413
BUSINESS INTERIORS OF TEXAS	223 N CHAPARRAL ST	CORPUS CHRISTIE	TX	78401
BUSINESS PRODUCTS & SERVICES INC	*1616 BASSETT AVE	EL PASO	TX	79901
DEBNER & COMPANY	*8020 KATY FWY	HOUSTON	TX	77024
FAILITY INTERIORS INC	8701 WALL ST BLDG 9	AUSTIN	TX	78754
FURNITURE MARKETING GROUP-AUSTIN	*3300 N IH-35 STE 145	AUSTIN	TX	78705
FURNITURE MARKETING GROUP-HOUSTON	*6801 PORTWEST DR STE 100	HOUSTON	TX	77024
FURNITURE MARKETING GROUP-PLANO	*6100 W PLANO PKWY STE 1400	PLANO	TX	75093-8203
G.L. SEAMAN & COMPANY	4201 INTERNATIONAL PKWY	CARROLLTON	TX	75007
INTELLIGENT INTERIORS INC	*16837 ADDISON RD STE 500	ADDISON	TX	75001
	*16837 ADDISON ROAD STE 500	ADDISON	TX	75001
J TYLER	*5920 MILWEE	HOUSTON	TX	77092
KAY DAVIS ASSOCIATES LLC	2216 WHEELER AVE	HOUSTON	TX	77004
NAVAJO OFFICE PRODUCTS LLC	1201 S. TAYLOR ST	AMARILLO	TX	79101
NELSON INTERIORS LLC	1914 GRANDSTAND DR	SAN ANTONIO	TX	78238
OFFICE PAVILION-HOUSTON	*10030 BENT OAK DR	HOUSTON	TX	77040
OFFICESOURCE LTD	507 PRESSLER ST STE 1000	AUSTIN	TX	78703
OFFICESOURCE LTD	1133 BROADWAY ST	SAN ANTONIO	TX	78215
OFFICEWISE FURNITURE & SUPPLY	*PO BOX 2688	AMARILLO	TX	79105
SHELTON-KELLER GROUP	6301 E STASSNEY LA BLDG 9-100	AUSTIN	TX	78744
TEXAS WILSON OFFICE FURNITURE	6812 FAIRGROUNDS PKY	SAN ANTONIO	TX	78238
THE OFIS	*7110 OLD KATY RD STE 200	HOUSTON	TX	77024
THE SPENCER COMPANY	*150 TURTLE CREEK BLVD STE 205	DALLAS	TX	75207
TOTAL OFFICE SOLUTION	1601 N LEE AVE	ODESSA	TX	79761
VALLEY DESIGNS INC	*311 E TYLER AVE	HARLINGEN	TX	78550
WORKPLACE RESOURCE GROUP	*2941 TRADE CENTER DR STE 120	CARROLLTON	TX	75007
	*2941 TRADE CTR DR #120	CARROLLTON	TX	75007
WORKPLACE RESOURCE LLC-AUSTIN	*4400 NE LOOP 410 STE 130	SAN ANTONIO	TX	78218
	*4400 NE LOOP 410 STE 130	SAN ANTONIO	TX	78218
WORKPLACE RESOURCE LLC-SAN ANTONIO	*4400 NE LOOP 410 STE 130	SAN ANTONIO	TX	78218
CCG HOWELL INC	*358 S RIO GRANDE	SALT LAKE CITY	UT	84101
HENRIKSEN/BUTLER DESIGN GROUP LLC	*249 S 400 E	SALT LAKE CITY	UT	84111
HENRIKSEN/BUTLER NEVADA LLC	*249 S 400 E	SALT LAKE CITY	UT	84111
HARRIS OFFICE FURNITURE CO INC	*520 KIMBALL AVE NE	ROANOKE	VA	24016
	*520 KIMBALL AVENUE NE	ROANOKE	VA	24016
JMJ CORPORATION	*7910 W BROAD ST	RICHMOND	VA	23294
	*7910 WEST BROAD STREET	RICHMOND	VA	23294
MODERN ENVIRONMENTS	*370 CLEVELAND PL STE 101	VIRGINIA BEACH	VA	23462
ZZ_JMJ CORPORATION	*7910 W BROAD ST	RICHMOND	VA	23294
BUSINESS INT NORTHWEST (BINW) - SEATTLE	*10848 E MARGINAL WAY S	SEATTLE	WA	98168
BUSINESS INT NORTHWEST (BINW)-TACOMA	*1707 DOCK ST	TACOMA	WA	98402
BUSINESS INT NW (BINW) OF AK	*1707 DOCK ST	TACOMA	WA	98402
CHANDLER BUSINESS INTERIORS INC	*144 EASTMONT AVE	EAST WENATCHEE	WA	98802
COMMERCIAL OFFICE INTERIORS-WA	*2601 4TH AVE STE 700	SEATTLE	WA	98121
CONTRACT DESIGN ASSOC INC-SPOKANE	*402 E SPRAGUE AVE	SPOKANE	WA	99202
MBI-SEATTLE	*P O BOX 84986	SEATTLE	WA	98124-6286
NOVA CONTRACT INTERIORS	*4504 W SKYLINE DRIVE	SPOKANE	WA	99208
ZZ_FACILITEC-WASHINGTON	*3600 136TH PLACE SE BLDG 4	BELLEVUE	WA	98006
ZZ_HAAKENSON GROUP	*130 ANDOVER PK E # 301	TUKWILA	WA	98188
BUILDING SERVICE INC	*W222 N360 CHEANEY RD	WAUKESHA	WI	53186-1697

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	*W222 N630 CHEANEY RD	WAUKESHA	WI	53186-1697
CREATIVE BUSINESS INTERIORS-W ALLIS	*11217 W BECHER ST	MILWAUKEE	WI	53214
	*1535 S 101ST ST	MILWAUKEE	WI	53214
INTERIOR INVESTMENTS OF MADISON LLC	*4001 FELLAND RD STE M	MADISON	WI	53718
	*4001 FELLAND ROAD STE M	MADISON	WI	53718
INTERIOR INVESTMENTS-MILWAUKEE	*756 N MILWAUKEE ST STE 100	MILWAUKEE	WI	53202
M&M OFFICE INTERIORS	*W233 N2833 ROUNDY CIR W STE 100	PEWAUKEE	WI	53072
	*W233 N2833 ROUNDY CIR W STE 100	PEWAUKEE	WI	53072
NORDON BUSINESS ENVIRONMENTS	*3300 E WINSLOW AVE	APPLETON	WI	54911
PARAGON BUSINESS FURNITURE GRP	*8720 MONTCLAIR DR	MIDDLETON	WI	53562
SAMUELS GROUP ENVIRONMENTS	*311 FINANCIAL WAY STE 300	WAUSAU	WI	54401
SYSTEMS FURNITURE INC	*125 S BROADWAY	DE PERE	WI	54115
ZZ_SPIN BUSINESS GROUP LLC	*7575 BOMBARDIER CT STE 200	WAUSAU	WI	54401
CONTEMPORARY GALLERIES-CHARLESTON	*P O BOX 2829	CHARLESTON	WV	25330

The following information on the OFS Brands organization is a summary of the policies that we have implemented and the activities we are practicing. This information should be used to provide insight into our organization's Sustainability Plan and how we can consistently produce furniture products to meet the requirements and environmental demands of our customer base as well as our own continuous improvement efforts.

OFS BRANDS' DFE VALUES

OFS Brands' goal is to improve the environmental performance of our products through the utilization of a Design for the Environment (DfE) approach in all product quality and design. We have accomplished this by incorporating the standard use of recycled materials, recycled content, and renewable materials when available. Environmentally certified materials, water management and energy efficiency are also part of our Research and Development processes.

OFS Brands collaborates with industry designers to develop innovative furniture that exceeds the functionality requirements of the user while minimizing the amount of materials required for production. This design element greatly reduces the amount of material required to produce a traditional single user workstation, while also incorporating some of the core principles of green building design

At OFS Brands, we value our ability to guarantee sustainability through the implementation of ongoing sustainability education and training with all associates. The USGBC LEED® standards are closely followed when building facilities and performing any renovations. We also strive to continuously observe the industry and government sustainability programs, and continue to contribute to these with resources and corporate leadership.

Through the Research and Development processes and product design phases, Design for the Environment Protocol (DfE) is applied at all levels and has been adapted not only to the design of our products, but to our manufacturing processes as well.

Reductions in waste are quickly realized during our manufacturing processes. Through the use of our optimizing software, we are able to create the best possible yields on a job-to-job basis, while cutting our raw board material. This initial process in the manufacturing of our furniture created yields of approximately 74% for all cut board material during 2013. We also utilize off-fall from our board cutting processes to produce minor parts/components as well as pallets used to transport materials throughout our multiple manufacturing facilities. This DfE approach to our processes creates gained efficiencies and promotes a culture that enables all employees to participate in continuous improvement and waste reduction innovations.

Our CIS lean manufacturing program allows us to practice lean manufacturing initiatives as an important resource when promoting innovation, by continuously working with our supply chain partners to initiate strategies and incentives in product design for sustainability.

The OFS Brands DfE approach to Research & Development of product design:

• Design and quality control enable our products to endure several years and possess a 12 year warranty.

• Recyclable materials such as wood, metal, aluminum, and glass are all used to manufacture our products.

• 100% post-industrial waste is used by our suppliers to manufacture all MDF and particleboard.

• Low VOC is a feature standard feature throughout our product portfolio.

• Water-based glues used on our seating products contain low VOC.

• 100% recyclable fabrics are offered for upholstery materials.

• Refinishing and reupholstering can lengthen the life of several products.

• 100% recyclable materials are used in our packaging, many of which incorporate a high level of recycled content.

• Utilization of all environmental principles to ensure water and energy efficiency is encouraged and monitored through our product design and incorporated into our manufacturing processes.

• Contract agreements with our external supply partners incorporate environmental guidelines.

• To ensure our suppliers are able to meet and exceed environmental guidelines, their performance is evaluated quarterly.

OFS Brands has initiated research into Chemicals of Concern avoidance within our furniture products. Following the Living Building Challenge's determination of hazardous or toxic chemicals, along with the BIFMA e3 Sustainability Standard's Chemicals of Concern listing and evaluation processes, we have begun working with our supply chain partners to identify potential toxics within the material makeup of certain products. It is the intention of OFS Brands to identify these chemicals, report on any inclusion into our products and work to replace potential hazards with safer alternatives.

RE-LAMPING

OFS Brands has re-lamped multiple manufacturing facilities, a total of 8 in all, with more energy efficient lighting. Preliminary data show annual reductions for two of the facilities totaling approximately 362.6 metric tons of CO_2 and 583,033 kwh of electricity. Total savings over the next 10 years are estimated at just under $1 million. Calculations for the remaining facilities are still being completed.

RECYCLING

OFS Brands has an established recycling and reuse program. This program was created several years ago to divert as much solid waste from landfill disposal as possible, with an ultimate goal of 100% solid waste diversion. Our progress is monitored continuously, and through our recycling efforts in 2013 the following costs and emissions have been avoided:

2976 tons of wood waste used as fuel and 7,369 wooden pallets. Using average pallet size figures of 48" x 40" x 6" and an average weight of 40.5 lbs. per pallet, we estimate approximately 150 tons were recycled during 2013. These pallets were either reused, refurbished, or converted into wood fuel pellets.

Landfill cost avoided through wood reuse and recycling, at $28.35/ton = $88,622.10

This does not include the cost of purchasing alternate fuel (natural gas) or for logistics to transport to landfill.

Recycling:

Metal, plastic, paper, cardboard, thin film, and banding in 2013:

Received for recycling $35,759.48

Recycled pounds 832,990

Recycled tons 416.50

Disposal cost per ton $28.35

Avoided cost $11,807.78

Received plus avoided $47,567.26

*Plus $88,622.10 of avoided costs for wood = $136,189.36.

Excluding the amount of wood combusted and used as a bio-fuel for our boilers, the recycling of all other materials indicates an emission reduction of approximately 1132 metric tons of CO_2 equivalent based off of the U.S. EPA's Waste Reduction Model (2013). This reduction is figured against the alternative landfill disposal method.

E-Waste is sent to a local company who provides a certification of responsible recycling. Total E-Waste recycled in 2013 was 12,050 lbs. The recycling of this electronic equipment results in the equivalent of 114.1 metric tons of CO2 emissions reduced.

Through our 2013 recycling efforts, OFS Brands avoided a total of 1,246.1 metric tons of CO2e emissions.

In addition to the above recorded amounts, recycling units at facilities reclaim dirty solvent from the finish line and gun cleaning operations so that it can be used again for reducing the amount of virgin solvent purchased. These recycling units are also used to reclaim unused commercial products, so the solvent portion can be used to clean finished products and equipment. This is a great example of reusing a material that would have otherwise been disposed of.

FSC COC CERTIFICATION

The demand for certified forest products has grown significantly in recent years. OFS Brands' goal to act as a responsible steward of the environment encouraged us to pursue our FSC Chain of Custody (COC) certification back in 2007. This enabled us to procure and process wood fiber based materials that are certified under the most recognized global certification standard for responsibly harvested and/or recovered wood material. This provides our customers (Dealer, A&D community and end-users) the added reassurance that they have purchased furniture that meets the strict requirements of the FSC COC Standard.

BIFMA LEVEL CERTIFICATION

OFS Brands offers level certification on its entire product portfolio, containing over 170 different product lines within all four brands. These products are both Level 1 and Level 2 certified and at the beginning of June, 2014, the majority of all OFS Brands products moved to Level 2 certified status under the BIFMA e3 Sustainability Standard.

The BIFMA e3 Sustainability Standard, which provides the foundation for level certification, is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. The e3 Sustainability Standard was created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture in the marketplace. Taking into account a company's social actions, energy usage, material selection, and human and ecosystem health impacts; level addresses how a product has been examined by an independent third party certifier and its respective numeric marking indicates what threshold of certification it has achieved.

Creating products that can achieve the level certification has required OFS Brands to closely work with our supply chain and rethink the design and engineering of the products that we produce, and the processes that we use to produce them. Sourcing materials from suppliers that can provide environmental attributes of the components that we purchase, developing best practices in production and waste management, benchmarking energy usage and participating in and building upon existing philanthropic initiatives are key activities that OFS Brands has incorporated into its sustainable development plans. This has not only enabled our products to achieve the requirements of level certification, but has provided the foundation for future sustainable growth throughout our organization.

EUROLUXE™ AND GREENGUARD CERTIFICATION

In 2008, OFS Brands worked with European and American scientists to develop the unique properties of the patented Euroluxe™ finish. The Euroluxe™ finish is applied with a premium patented spray process that requires nanotechnology to precisely regulate the timing and mixture of the sensitive materials. This new finish improved upon the existing finish and also allowed OFS Brands products to meet indoor air quality standards set by LEED® and BIFMA. This also allowed all of OFS Brands products within wood casegoods, conference and seating to achieve GREENGUARD Indoor Air Quality Certification by the GREENGUARD Environmental Institute. Seating products are also certified under the GREENGUARD Gold standard, previously Children and Schools standard.

STYLINE LOGISTICS AND SMARTWAY CERTIFICATION

Styline Logistics, an OFS Brands™ company, was the first company in our industry to join as an EPA SmartWay Transport Partner. Styline Logistics was also the first logistics company in the State of Indiana to employ a mandatory no idling policy campus wide. Through these commitments Styline Logistics has been able to reduce diesel fuel consumption by over 300,000 gallons annually. The following criteria must be met to qualify for the EPA's SmartWay Program:

- Significant, measurable air quality and/or greenhouse gas improvements while maintaining or improving current levels of other emissions and/or pollutants.
- A proven mechanism to quantify benefits.
- A verifiable reporting mechanism.
- A written partnership-type agreement.
- An education requirement that connects the brand with its environmental benefits.

We have well trained loading teams utilizing hand trucks and specialized furniture handling equipment. A fleet of air-ride trailers and experienced company delivery drivers contribute to providing damage-free delivery services to our customers. All of our efforts are reflected in an industry leading 99.987% damage-free delivery performance for our customers. This high percentage of damage-free deliveries is an underlying, yet vital, part of our sustainability focused development. Through product replacement avoidance, we are able to drastically reduce the labor and materials required to reproduce and transport replacement products, which also results in energy savings and avoided emissions.

COOL SPRINGS EDUCATION CENTER

Cool Springs Education Center is an innovative corporate educational agrarian campus developed by OFS Brands. The property is a multipurpose facility that includes several building structures, a man-made reservoir, marina, hiking trails, and other various features. Cool Springs is utilized for the education of our customers on the company's environmental heritage and policies, environmental preservation of the site, and customer recreation. OFS Brands also employs Cool Springs as an opportunity to promote education for the local community and student learning activities.

- Educate customers on the value of specifying wood based products and specifying certified components through explanation of carbon loads and forest management.
- Show that carbon emissions can be reduced over 100 times by specifying wood based materials instead of non-renewable core materials.
- Provide examples of how carbon can be absorbed, stored, and utilized from managed forestland to improve air quality and provide a sustainable resource for the future.
- Cool Springs utilizes 530 acres of OFS Brands managed property. 411 acres of the property is FSC Forest Management certified forestland, and is enrolled in the Indiana Classified Forest and Wildlands Program.

The property is home to our Cool Springs Nature Trail, our Education Center that is LEED®-NC Silver Certified, and multiple outdoor activity centers. The Nature Trail is a ½ mile guided tour explaining forest management in the central hardwoods region, and how sustainability is achieved through

selective harvesting and timber stand improvement. Along the Nature Trail, customers are invited to plant a hardwood tree and be a part of the long legacy of environmental heritage promoted by OFS Brands and its founders.

OFS Brands was happy to grant two plots of land for the newest additions to the woodlands of Cool Springs. Two research tree plantings were completed by the Hardwood Tree Improvement and Regeneration Center (HTIRC), a collaborative regional research, development and technology transfer effort between industry, university, private, state and federal entities to advance the science of hardwood tree improvement, genomics, physiology, protection, and utilization.

The Education Center is LEED®-NC Silver Certified. It houses our heritage room, gathering spaces for educational groups and demonstrations, as well as the maintenance headquarters for the property. The activity centers provide a variety of outdoor activities to allow guests to gain a closer feel for the hardwood forest and how we can utilize its benefits. Some activities that can be done include nature hikes, mountain biking, canoeing, and battery powered boat rides.

Events at Cool Springs beyond OFS Brands customers:

• Sept 2011 - FSC COC meeting: Informational meeting to explain and recruit loggers and primary producers (sawmills) into the FSC program.

• Oct. 2011 - Hosted Boy Scout troop for fall camp out and badge work session

• Nov. 2011 - Hosted the Indiana Forest and Woodland Owners Association during their annual meeting for landowner chain saw training, to allow forest owners to better manage their properties.

• March 2012 - Hosted the Indiana Tree Farm committee annual meeting to recognize tree farmers in Indiana, and to allow those interested in forest management to see the efforts currently taking place at Cool Springs, as well as to promote education to the public on the benefits of wood.

• April 2012 - Hosted Boy Scout council cross over event

• May 2012 - Hosted A Kid's Place daycare for a ½ day of outdoor education and experience. Children between the ages of 4-12 were guided through the Nature Trail where they were introduced to the many benefits we gain from the forest, and how we as people can affect the woodland. After the completion of the trail they were involved in the assembly of a human tree factory to demonstrate the parts and functions of a tree.

• Sept 2012 - Hosted a fundraiser for local Young Life groups, and were able to help in raising over $12,000 to benefit the youth that the group serves.

OFS BRANDS' FOREST ACHIEVEMENTS

• OFS Brands Forest Stewardship Award - An annual award sponsored by OFS Brands and presented by the Dubois County Soil and Water Conservation District to a local landowner that practices and promotes proper forest management and stewardship.

• June 2011 - Helped in the planning, coordination, and hosting of a "Stump to Product" forestry tour, in conjunction with the local SWCD and Indiana Project Learning Tree. The tour was designed to inform educators and the general public about forest management and the steps involved along the journey of a tree becoming a finished product.

• June 2011 - Filming within the OFS Brands manufacturing plants in conjunction with the development of a PBS Indiana Expeditions film, "Forests At Work" to promote Indiana's forestry.

• April 2012 - U.S. Forest Service planted grafted butternut trees to develop a seed orchard, in an attempt to produce seed that may conserve the butternut species and possibly produce seed resistant to butternut canker. OFS Brands also provides routine maintenance of the site through mowing and watering.

CARBON

OFS Brands privately owns and manages nearly 8,000 acres of land in our surrounding region with approximately 7,100 acres of that land being forestland. This forestland is FSC certified, and also certified under the American Tree Farm Program. Using data provided by the U.S. EPA it is estimated that 384,910 metric tons of CO2 are held within our managed forests. It is also estimated that 7,698 metric tons of CO2 are sequestered annually within this acreage.

In 2013 OFS Brands' operations emitted approximately 25,411 metric tons of CO2 through its electricity and natural gas usage. This usage includes all facilities within the organization that are either directly or indirectly linked to the production of our products. This includes, but is not limited to, all manufacturing, maintenance, warehousing and administration facilities.

The amount of CO2 that our managed forests sequester annually is approximately 30% of what was emitted in 2013.

EuroLuxe™ with SilverBan™
The patented Euroluxe™ finish is chemically re-engineered Urethane clear coat that preserves the depth and clarity of OFS Brands finishes and achieves GREENGUARD Indoor Air Quality Certification®.
Silverban™ technology utilizes silver ions infused into the Euroluxe™ wood finish for anti-microbial protection on all exposed wood surfaces.

All OFS Brands products have achieved **GREENGUARD** Certification from UL Environment, an independent organizalton that works to promote global sustainability, environmental health, and safety.

Representative samples of products that have achieved GREENGUARD Certification have been tested and certified to meet some of the world's most rigorous, third-party chemical emissions standards—helping reduce indoor air pollution and the risk of chemical exposure while aiding in the creation of healthier indoor environments.

level is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. It has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment.
Taking into account a company's social actions, energy usage, material selection and human and ecosystem health impacts, level addresses how a product is sustainable from multiple perspectives.
With level, customers can make informed choices about commercial furniture that exceed single attribute ecocertifications. The level brand identifies that a product has been vetted by an independent third party certifier and its numeric marking 1, 2, or 3 indicates what threshold of certification it has achieved.
Manufacturers – big and small – now have a methodology to present the environmental characteristics in a clear, easily understood manner with a vernacular that gives end users the ability to make an "apples to apples" comparison.

Scientific Certification Systems **(SCS)** is a global leader in independent certification and verification of environmental, sustainability, stewardship, food quality, food safety and food purity claims.
For more than 25 years, SCS has developed internationally recognized standards and certification programs in pursuit of the highest level of environmental performance and social accountability. OFS Brands has utilized SCS as our third party certifier for both our FSC-COC and BIFMA level certifications.

The **FSC®** standards (Forest Stewardship Council) represent the world's strongest system for guiding forest management toward sustainable outcomes. us.fsc.org
FSC certified products are manufactured with material that comes from managed forests that are traceable from the time the logs are cut to the time the final project is installed and are recorded by way of a COC or chain of custody claim on all invoices.
The demand for certified forest products has grown significantly in recent years. OFS Brands' goal to act as a responsible steward of the environment encouraged us to pursue our FSC Chain of Custody (COC) certification which would provide our customers (Dealer, A&D Community and End-users) the added reassurance they've done their part to be earth friendly in their product purchase and enable them to substantiate the LEED (Leadership in Energy and Environmental Design) Materials & Resources Credit 7 for certified wood, in which the intent is to encourage environmentally responsible forest management.
FSC certification is optional on many, but not all, OFS Brands' product lines. Please contact OFS Brands Customer Service for information in regards to which of our product ines are available as FSC certified, andwhat the necessary procedures are for ordering FSC certified products from OFS Brands.

OFS Brands' company-owned transportation company, Styline Logistics, is **SmartWay**-certified. SmartWay is one of U.S Environmental Protection Agency (EPA's) clean air programs that uses voluntary, rather than regulatory methods, to achieve air quality benefits. SmartWay's focus is in the transportation sector, and encompasses products and services associated with fuel-consuming engines.

The **"Premium Indiana Forest Products"** brand tells everyone that there is an abundant, sustainable supply of the finest Indiana hardwoods to meet consumer demand. It also tells them that Indiana's forests are wellmanaged, legally-harvested and environmentally responsible. The logo is reflective of the wood itself. Indiana hardwoods display a depth that defies imagination.

At OFS Brands, we realize the importance of Education and the impact it has on the local and global economy. Research has shown that a student's ability to learn is directly related to the environment he or she is learning in. This means our donations and furniture can play a huge part.

A KID'S PLACE - FREE PRESCHOOL

We recently partnered with A Kid's Place in Huntingburg, IN on their new preschool program. They received an early childhood matching grant from the State of Indiana, to partially fund a free preschool program for eligible families (living at 100% poverty or greater). In order to receive the grant, A Kid's Place was required to raise matching funds and create community partnerships. This program will provide free preschool to 10 children in our local community. Our involvement was to create a progressive learning space for the children attending this program. We were also able to donate all furnishings for the new space. The preschool program will officially launch the second week of August, 2014.

CAVOZOS JUNIOR HIGH - COFFEE SHOP CLASSROOM

In Lubbock, Texas, Cavozos Junior High School wanted to create a Coffee Shop Classroom (A versatile space that has a variety of seating and table groupings. Students can choose where and how they want to work each day.) and lacked the funds. OFS Brands was able to donate the furnishings for this space and provide these students with a progressive learning environment.

DALLAS, TEXAS - FURNITURE FOR KIDS EVENT

In Dallas, OFS Brands hosts the Furniture for Kids Event each year. This event benefits the Vogel Alcove, a school for homeless children. In 2013, we raised over $100,000 for this program and also donated all of the school furnishings.

Steven M Robinson
Director of Government Sales

OFS Brands, Inc.
January, 2014 – Present
Director of Government Sales
- Responsible for sales to Federal, State, local Governments and Public Higher Education
- Lead national sales force and dealer network for vertical market to achieve double digit annual sales growth
- Hold quarterly training webinars with sales force and dealers
- Serve as primary negotiator for a future national buying cooperative, GSA Contract and State Contracts in Alabama, Florida, Georgia, New Mexico, New Jersey, New York, Pennsylvania, South Carolina, and Texas
- Ensure that OFS Government Contracts include all recent product introductions
- Established OFS Government Ethics Policy and Compliance Program
- Collaborate with marketing and contracts in the development of the Government website and vertical market material
- Work with Finance and Contracts to ensure pricing compliance on Government contracts

Knoll, Inc.
January, 1988 – December, 2013
Vice President Government Division
- Established US Communities Contract with Fairfax County, VA in 1997 and secured several succeeding contracts, including current term of January 1, 2013 through December, 2016.
- Created dedicated Knoll- US Communities National Program Manager position
- Grew US Communities annual sales from $2 Mil in 2002 to $56.3 Mil in 2007
- Established corporate and pricing commitment and lead conversion of Public Agencies to US Communities
- Held mandatory US Communities sales representative and dealer training in Los Angeles, Chicago and Washington, DC in December, 2011
- Worked with US Communities Advisory Board to promote contract to other Public Agencies in their locale
- Participated with US Communities in rollout and training for New York and New Jersey
- First furniture vendor to sign onto US Communities marketplace
- Participated in numerous US Communities Customer Summits during 2013 including Fairfax, Dallas, Houston, San Diego and Phoenix
- Worked with US Communities Marketing to participate in quarterly campaigns
- Held weekly communication with US Communities Program Managers on strategic accounts and participated in quarterly reviews with US Communities Supplier Manager

Matt McCormick
Northeastern Regional Sales Manager

OFS Brands, Inc.
November 2012 – Present
Northeastern Regional Sales Manager
- Responsible for the day to day operations of the sales and distribution team in the Northeastern territory comprised of New England, NY, PA, DE, MD, VA and Illinois.
- Responsible for managing pricing and quoting
- Development and implementation of distribution programs and activities
- Manage the allocation of resources across the sales team including management of (3) major showrooms
- Manage the internal sales support team in the NE region including 3 showroom managers and in-house specification team.
- Facilitate and expedite customer service response on client issues – direct line of communication with senior leadership in operations, manufacturing, production and logistics
- Support in product development, modifications, customs and specials. Pull resources to solve client needs.

Desks Inc
October 2009 – November 2012
Vice President of Sales and Operations
- Responsible for managing the day to day operations of the sales team, CAD and design services team, Project Managers, Account Managers.
- Responsible to support all client satisfaction and supporting the allocation of resources to deliver the best customer service possible.
- Train and educate the sales and services team on all major partner products and services to maximize our effectiveness in delivery top quality solutions
- Support the corporate mission of offering the top value solution for our customers
- Development of all corporate marketing tools including the introduction of our new website and project management process chart, a 27 stage process guaranteed to deliver a complete, on-time and on budget furniture solution.

Knoll
July 1989 – October 2009
Southwestern Regional Sales Manager/ Chicago Sales Manager
- Responsible for the day to day management of the sales force and management of the relationship with our dealer partners
- Support the allocation of resources to deliver on client commitments.
- Manage service team to help exceed client expectations and deliver on quality and solutions

Projects Experience:

- Georgetown University
- National Education Association
- George Washington University
- American University
- DePaul - green room
- Center for NanoScience and Engineering
- Syracuse University
- Buffalo State College
- St Mary College
- State University of New York - Oswego
- Skidmore College
- Siena College
- University of Massachusetts Lowell
- East Somerville High School
- Bentley College
- Northeastern University
- Buffalo State University
- Salve Regina
- University of Massachusetts-Amherst
- Harvard University
- Amherst College
- Worcester Academy
- Rutgers - New Brunswick
- West Chester University
- University of Wilmington
- Trenton College of NJ
- Kean University Green Lane Building Seating
- State University of New York - BUFFALO
- New Jersey Institute of Technology
- Hudson County School of Technology
- Eastern CT State University
- The Gunnery School
- Naugatuck High School
- University of New Haven
- University at Buffalo
- Nazareth College
- University of Rochester
- Barnard College
- Guggenheim- Indianapolis
- Kennebunk Valley Community College
- Lehigh University
- Penn State University - Harrisburg

Richard Goodrum
Western Regional Sales Manager

OFS Brands, Inc.
March 2013 - Present
Western Regional Sales Manager
- Responsible for day to day operations of the sales and distribution team in the Western territory comprised of California, Oregon, Washington, Hawaii, Alaska, Montana, Nevada, Arizona, Utah, New Mexico, Colorado, and Wyoming
- Responsible for managing quoting and pricing
- Development and implementation of distribution programs and activities
- Manage the allocation of resources across the sales team including showrooms in Santa Monica, San Francisco, Denver, Portland, and Seattle
- Manage the internal sales support team in the Western Region
- Facilitate and expedite customer service response in client issues, direct line of communication with senior leadership in operations, manufacturing, production, and logistics
- Support product development, modifications, customs, and specials

Knoll, Inc
February 1989 - March 2013
San Francisco, Northern California, Hawaii Regional Manager
Southwestern Regional Manager - Arizona, Colorado, Wyoming, Utah, New Mexico, West Texas
Houston Sales Representative

Projects Experience
- Arizona State University
- University of Arizona
- Northern Arizona University
- University of Wyoming
- University of Texas - El Paso
- New Mexico State University
- University of New Mexico
- Mesa Community College
- Glendale Community College
- Gateway Community College
- Chandler Gilbert Community College
- University of Denver
- Paradise Community College
- Phoenix Community College
- Scottsdale Community College
- Rio Salado Community College
- South Mountain Community College
- University of Phoenix
- University of Nevada
- Santa Fe Community College
- New Mexico Community College

Martha Schwindt
Government Contract Administrator & GSA Account Manager

OFS Brands, Inc.
July 2003 – Present
Government Contract Administrator & GSA Account Manager

- Responsible for the compliance of all Federal, State, and Group Purchasing contracts, and for the maintenance of records pertaining to the contracts.
- Point of contact for all internal staff and outside sales personnel for matters relating to contract terms and conditions.
- Tracking and reporting of contract sales, including reporting of sales and payment of Industrial Funding Fees to GSA. Establishing and monitoring reports for sales and payment of Administrative Fees for State contracts including Alabama, Florida, Georgia, New Mexico, New Jersey, New York, South Carolina, and Texas.
- Monitoring Federal Government bid sites and preparing and submitting responses to the bids.
- Submitting responses electronically to State Purchasing organizations for new and renewal contracts.
- Developing website for contract information and maintaining updates on the site.
- Providing price quotes and product specification assistance to government customers.
- Assisting Customer Service Account Managers and Order Entry staff in correct processing of contract orders and management of service issues.
- Assisting Accounts Receivables Dept. in resolution of billing issues.

OFS Brands, Inc.
April 1993 – July 2003
National Accounts Coordinator & Customer Service Account Rep

- Obtaining installation quotes and coordinating deliveries with local installers on behalf of contract Endusers.
- Pre-editing purchase orders to ensure correct pricing and product specifications.
- Compiling sales reports to be provided to Endusers on quarterly, semi-annual or annual basis.
- Tracking of orders to ensure delivery commitments and working with the company's Logistics Dept. to resolve late shipments.
- Managing warranty claims for repairs and replacements.
- Point of contact for product and service information, and resolving product and service issues.

Kimball International
September 1985 – January 1993
National Accounts Administrator

- Maintaining the records for all national purchasing agreements.
- Tracking sales and compiling sales reports to be provided to the Endusers as well as to internal sales staff.
- Distributing information to outside sales teams relevant to agreement terms and conditions.
- Initiating renewals, price increases, and other related changes to existing agreements.
- Point of contact for all inquiries regarding agreements held by the company.
- Assisting Customer Service and Project Management staff to ensure they adhered to the terms of agreements.

James Reese
National Sales Manager

OFS Brands, Inc.
December 2007 – Present
National Sales Manager
- Responsible for all global sales activities for OFS Brands.
- Manage all sales activities including budgets and SG&A
- Collaborate with marketing and product development on new initiatives
- Oversee all vertical market managers
- Maintain high level relationships with dealers, clients and national accounts

OFS Brands, Inc.
March 2006 - December 2007
Regional Sales Manager
- Responsible for the sales activity in the central region
- Conducted weekly calls and quarterly reviews with independent and direct sales force
- Conducted quarterly reviews with all distribution partners
- Implemented programs to utilize all GPO and cooperative buying group relationships
- Responsible for expense budgets for the central region
- Exceeded goal for all brands
- Implemented two national account programs that are still active today

Allseating
April 2004 - December 2005
Regional Sales Manager
- Responsible for the sales activity in the central region
- Conducted weekly calls and quarterly reviews with independent and direct sales force
- Conducted quarterly reviews with all distribution partners
- Implemented programs to utilize all GPO and cooperative buying group relationships
- Responsible for expense budgets for the central region

James Reese & Associates
March 1994 - December 2003
Sales Representative
- Conducted B2B sales activity as a multi-line independent sales representative
- Maintained relationships with several contract manufactures in the Kentucky territory
- Developed a distribution network in Kentucky for several manufacturers
- Achieved stated sales goals
- Worked with GPO's, GSA and the Kentucky state contract

Wes Harper
Technology/Education Market Manager

OFS Brands, Inc.
December 2013 - Present
Technology/Education Market Manager
- Responsible for the Education marketing platform and market strategy.
- Identifying product gaps and opportunities.
- Conducting competitive product analysis.
- Developing the Education brochure and story behind our full facility approach.
- Assisting reps, dealers and designers with bid responses, quotes and orders.
- Creating and delivering sales presentations for education opportunities.
- Managing all new product launches.
- Setting inventory levels to maintain competitive lead times.
- Adjusting inventory levels based on product demand.
- Training internal employees and reps on all education products and our market approach.
- Understanding how education is changing and the challenges today's educators are facing. Creating designs/solutions that help address these challenges.

OFS Brands
October 2011 - November 2013
Education Sales Rep - GA
- Working with Higher Ed accounts to create custom solutions based on their needs.
- Responsible for creating detailed presentations and quotes.
- Working with customers to rethink the traditional classroom and library.
- Developing collaborative layouts that supported interaction and individual work.
- Presenting the classroom of the future to multiple Universities and K-12 schools.
- Understanding how education is changing and the challenges today's educators are facing. Creating designs that help address these challenges.
- Customers included:
  Georgia Southern University
  Savannah Technical College
  Medical College of GA
  Valdosta State University
  Ogeechee Technical College
  Augusta State University
  Okeefonokee Technical College
  Wiregrass Technical College
  Armstrong Atlantic University

Warranty, Terms and Conditions

OFS casegoods and conference products are guaranteed to be free from defects in design, material, and workmanship, given normal use and proper care, for 12 years of single-shift service with the exceptions noted below. OFS will repair or replace, at our discretion without charge to the original purchaser, any product or part thereof which fails as the result of such a defect during the warranty period. OFS assumes no responsibility for repairs to products that result from user modifications, attachments to a product, misuse, abuse, alteration, or negligent use. Except as stated above, OFS makes no expressed or implied warranties as to any product, and, in particular, makes no warranty of merchantability or of fitness for any particular purpose. OFS shall not be liable for consequential or incidental damages arising from any product defect.

All components not listed below — 12 years
All drawer glide suspensions — lifetime
All locking mechanisms — lifetime
All door hinges — 12 years
Door latches — 12 years
Drawer pulls — 12 years
Casters/pneumatic lifts — 2 years
Projection Screens — 2 years

This warranty does not cover:
- Damage caused by a transportation company.
- Natural variations in color, grain, or texture of wood and other covering materials over which OFS has no control.
- Damage created by loading file drawers with anything other than hanging files.
- Freight or other shipping charges on returned product or parts, labor and service.

ordering information
All orders should be placed with:
OFS
1204 East 6th St.
P.O. Box 100
Huntingburg, IN 47542
800-521-5381 Fax 812-683-7256
order_entry@ofsbrands.com

A customer drawing or sketch of the planned configuration in modular applications will facilitate order processing.

prices
All prices herein are list prices including delivery to one destination, effective with the date printed on the cover and supersede all other published price lists. US List Prices are domestic prices only for shipment within the Continental United States. Prices are subject to change without notice, unless quoted in writing. Possession of the price list does not constitute authority to sell or offer for sale OFS products.

acknowledgments
Orders are acknowledged upon receipt of credit approval. Your acknowledgment is a detailed description of items, prices, shipping information, and shipping date. Please read your acknowledgment closely and notify OFS immediately of any discrepancies. OFS is not responsible for errors on orders placed by phone without written confirmation.

availability
OFS is committed to the fastest possible delivery of all products. Items on the OFS Arrival Day 12 program will be delivered on or before 12 business days from date of credit approved order. OFS Arrival Day 12 items that deliver in 12 business days are indicated by a 12 symbol following the model number. Statutory holidays and scheduled factory vacations may add to acknowledged lead times of Arrival Day 12 orders. Available factory capacity for Arrival Day 12 is filled by orders received on a "first come, first serve" basis. If the normal Arrival Day 12 lead time is not available for your orders because available capacity has been filled, you will be immediately advised. Arrival Day 12 orders must be "clean" when received in order to be considered officially received on a given day, and lead times will be acknowledged from the date orders are determined to be "clean." Changes to Arrival Day 12 orders are not allowed under any circumstances.

Items ordered for delivery under OFS's Arrival Day 12 program must be clearly designated on customer's purchase order by placing the letters AR in front of the model number.

Example: **AR**-5-7236FDPB2-MCC-DM-BB-FS-FS-G1

On purchase orders that contain items for both Arrival Day 12 and standard lead times, please clearly mark order to ship and backorder. If ship and backorder is not specified, these orders will be shipped complete at standard lead times. All other items are available within our normal manufacturing schedule. For information on stock availability, call our ***customer service hotline 800-521-5381.***

Note: Planned shipping dates may be delayed due to fires, strikes, natural disasters, or other causes beyond our control.

quantity orders
Contact your OFS Customer Service Representative to verify inventory and production schedules to ensure requested shipment date prior to placing large quantity orders.

delivery and freight charges
All shipments are F.O.B. point of shipment, freight prepaid and allowed, excluding fuel surcharges. Shipments outside of the Continental United States are freight prepaid and allowed to port of exit. OFS reserves the right to select the most appropriate carrier and routing on all shipments; however, we will try to accommodate requests for your preferred carrier. OFS reserves the right to implement a fuel surcharge. **Orders of less than $1500 net** will be assessed a handling charge of $100 net per order. Any charges arising from failure to receive a shipment, rerouting while in transit, or carrier storage charges are not included in prices shown. Orders requiring special services are subject to an additional charge.
These services include:
- Reconsignment from original destination to new destination - $35 plus $3.00 per mile net
- Refused/Returned Freight
  - Freight refused at destination and returned to OFS - Double Freight
  - Freight refused at time of delivery; returned to OFS to deliver at a later date - Triple Freight
- Detention Fees (after 2 hours of waiting) - $85 net per hour
- Weekend delivery available Friday after 3:00 p.m. through Sunday night, or Holiday - $600 net per truck
- Customer Pickup
  - Customer Request for 3rd party to pick up freight at OFS terminal - $125 net
- Change of Tags/Address/Phone #'s on Shipments - $35 net

WARRANTY, TERMS AND CONDITIONS

Warranty:
First Office casegoods products are guaranteed to be free from defects in design, material, and workmanship, given normal use and proper care, for 12 years of single-shift service from date of purchase as shown on your original receipt or other proof of purchase with the exceptions noted below. First Office will repair or replace, at our discretion without charge to the original purchaser, any product or part thereof which fails as the result of such a defect during the warranty period. Freight or other shipping charges on returned product or part must be prepaid by the purchaser. Labor and service not covered under warranty. First Office assumes no responsibility for repairs to products that result from user modifications, attachments to a product, misuse, abuse, alteration, or negligent use. Except as stated above, First Office makes no expressed or implied warranties as to any product, and, in particular, makes no warranty of merchantability or of fitness for any particular purpose. First Office shall not be liable for consequential or incidental damages arising from any product defect.

All components not listed below – 12 years
All drawer glide suspensions – lifetime
All locking mechanisms – lifetime
All door hinges – 12 years
Door latches – 12 years
Drawer pulls – 12 years
Casters and pneumatic lifts – 2 years
Projection Screen – 2 years

This warranty does not cover:
- Damage caused by a transportation company.
- Natural variations in color, grain, or texture of wood and other covering materials over which First Office has no control.
- Damage caused by loading file drawers with anything other than hanging files.
- Freight or other shipping charges on returned product or parts, labor and service.

Ordering information:
All orders should be placed with:
First Office
1204 East 6th Street
Huntingburg, IN 47542
P800.983.4415
F812.683.7256
orderentry@firstoffice.com

A customer drawing or sketch of the planned configuration in modular applications will facilitate order processing.

Prices:
All prices herein are list prices including delivery to one destination, effective with the date printed on the cover and supersede all other published price lists. US List Prices are domestic prices only for shipment within the Continental United States. Prices are subject to change without notice, unless quoted in writing. Possession of the price list does not constitute authority to sell or offer for sale First Office products.

Acknowledgments:
Orders are acknowledged upon receipt of credit approval. Your acknowledgement is a detailed description of items, prices, shipping information, and shipping date. Please read your acknowledgment closely and notify First Office immediately of any discrepancies. First Office is not responsible for errors on orders placed by phone without written confirmation.

Availability:
First Office is committed to the fastest possible shipment of all products. Throughout this price list you will find some items denoted with the following symbol. GO items marked with this symbol are a part of the First Office GO program and deliver on or before 12 business days subject to inventory levels and credit approval.

Example: **GO**-4-7236FDPB-LC2-EX-BB-G1

First Office GO items are available in select finishes, hardware and edge options. When ordering GO items, be sure to designate these items with a GO in front of the model number. Quantities on our GO program are limited to a maximum of 10 suites per order. All other items are available within our normal manufacturing schedule. For information on stock availability, call our customer service hotline 800.983.4415.
Note: Planned shipping dates may be delayed due to fires, strikes, natural disasters, or other causes beyond our control.

Quantity Orders:
Contact your First Office customer service representative to verify inventory and production schedules to ensure requested shipment date prior to placing large quantity orders.

Delivery and Freight Charges:
All shipments are F.O.B. point of shipment, freight prepaid and allowed, excluding fuel surcharges. Shipments outside of the Continental United States are freight prepaid and allowed to port of exit. First Office reserves the right to select the most appropriate carrier and routing on all shipments; however, we will try to accommodate requests for your preferred carrier. First Office reserves the right to implement a fuel surcharge. **Orders of less than $1,500 net** will be assessed a handling charge of $100 net per order. Any charges arising from failure to receive a shipment, rerouting while in transit, or carrier storage charges are not included in prices shown. Orders requiring special services are subject to an additional charge.
These services include:
- Reconsignment from original destination to new destination - $35 plus $3.00 per mile net
- Refused/Returned Freight
  - Freight refused at destination and returned to First Office - Double Freight
  - Freight refused at time of delivery; returned to First Office to deliver at a later date - Triple Freight
- Detention Fees (after 2 hours of waiting) - $85 net per hour
- Weekend delivery available Friday after 3:00 p.m. through Sunday night, or Holiday - $600 net per truck
- Customer Pickup
  - Customer Request for 3rd party to pick up freight at First Office terminal - $125 net
- Change of Tags/Address/Phone #'s on Shipments- $35 net

Cancellation / Order Changes:
All orders accepted by First Office are considered firm and binding and are not subject to cancellation.

Warehouse Storage Charges:
If a shipment is held beyond fourteen (14) calendar days after the order is ready for shipment at your request, a 0.067% per day (2% per month) storage charge will be assessed. The effective date will be fourteen (14) calendar days after the order is ready for shipment, as long as this date is after the acknowledged ship date. Further, the prices applied to the order will be those prices in effect at the time of shipment.

Extended Production / Ship Dates:
Orders placed with First Office with extended lead times as requested by you will be subject to price in effect at time of shipment.

Damaged Merchandise and Freight Claims:
1. Inspect all cartons for damage and verify carton quantity. All shipments are delivered to the transportation company in good condition; First Office's liability ceases at this time. Do not refuse merchandise damaged in transit. Instead enter a claim with the transportation company.

2. Record damages and/or shortages on the bill of lading and freight bill. Do not accept the shipment until all shortages are noted on both the bill of lading and the freight bill. Sign only for the items you receive. If you give the delivering carrier a clear receipt for a shipment, the carrier is relieved of further responsibility.

3. If concealed damage is found: Notify the delivering carrier at once and request an inspection. For shipments via Styline Logistics, notify your First Office customer service representative. This must be done within 15 calendar days of delivery. Without this inspection the transportation company will not entertain a claim for loss or damage. If the carrier will not perform this inspection, you should prepare an affidavit that you contacted the carrier, noting the time and date, and that the carrier failed to comply with your request. All shipping cartons and inner packing must be retained for carrier inspection. Do not move the damaged merchandise from the receiving location. It must also be retained for the inspection.

Return of Merchandise:
First Office will not accept returned merchandise without a signed Return Authorization (RA) issued by our customer service department. All returned merchandise must be properly packaged and cartoned to prevent further damage. Carton must be clearly marked with identifying RA number so that proper credit can be issued. We will consider issuing RAs for the following reasons:

- Manufacturing defect (must be inspected by First Office sales representative)
- First Office order processing error
- Shipping error
- Duplicate shipments
- Mismarked cartons

All merchandise must be returned within thirty (30) days of the date of the RA to receive credit. Freight damage, signs of usage, missing parts, etc. will be adjusted on the amount of credit to be issued.

Repair Charges:
Reimbursement from First Office for repairs must have prior approval.

TERMS AND CONDITIONS

LIMITED LIFETIME WARRANTY

Carolina warrants products it manufactures against defects of material and workmanship under normal use and service for the life of the product to the original purchaser. This warranty shall not apply to any products which have been subjected to misuse, accidents, abuse, abnormal usage, negligence, improper maintenance, damaged in transportation or whose original construction has been altered by someone other than Carolina or its authorized agents. No unauthorized person, agent or dealer may give further warranties on behalf of Carolina.

(Please note: Because of natural variations on materials over which Carolina has no control, this warranty does not extend to color, grain or texture of wood, laminate, leather or upholstery cover.)

Normal aging and wear of fabrics, filling materials, laminates and finishes are exempted from this warranty.

Carolina shall not be responsible for any expenses incurred by purchaser to repair or replace any product unless Carolina gave prior express written consent agreeing to reimburse purchaser.

In the event any product has to be returned to the factory for verification of a complaint, it must be pre-authorized by the factory and shipped prepaid along with written information containing the name of the original purchaser, original invoice number, and a copy of the original purchase order.

As purchaser's sole and exclusive remedy under this warranty, Carolina, at its option, will repair or replace the damaged product or parts that meet the terms and conditions of this warranty at no charge to the original owner of record, and will pay the freight charges provided Carolina has previously authorized the replacement or return.

Except as stated above, Carolina makes no other expressed warranties and disclaims all implied warranties as to any product, including warranty of merchantability and fitness for any particular purpose. Carolina shall not be liable for any consequential or incidental damages. This warranty is applicable only to those parts actually manufactured by Carolina.

All drawer glide suspensions — **lifetime**
All locking mechanisms — **lifetime**
All door hinges — **12 years**
Door Latches — **12 years**
Drawer Pulls — **12 years**

On product furnished by Carolina, but with components or equipment manufactured by others, including, but not limited to, foam, mechanisms, casters and textiles, the written warranty, if any, of the manufacturer is assigned to the purchaser.

ORDERING INFORMATION

All orders should be placed with:
Carolina — an OFS Brands™ company
PO Box 4398
Archdale, NC 27263
800.763.0212 or 336.431.9400
Fax 336.884.7209
oenc@carolinabuisnessfurniture.com

ALL ORDERS MUST INCLUDE

- Your company name, address, telephone, and fax number
- Contact person
- Authorized signature
- Purchase order number
- Sold to address
- Ship to address
- Order date
- Requested ship date
- Complete style number (including all prefix and suffix numbers)
- Quantity
- Wood and/or laminate finish (refer to pages 5 and 6 for a complete list of Carolina standard wood finishes)
- Correct Net Dealer Pricing
- Any special instructions

Please check your order carefully before mailing or faxing to order entry to make sure that all ordering information is included on the purchase order.

PRICING

All prices herein are list prices including delivery to one destination, effective with the date printed on the cover and supersede all other published price lists. US List Prices are domestic prices only for shipment within the Continental United States. Prices are subject to change without notice, unless quoted in writing. Possession of the price list does not constitute authority to sell or offer for sale Carolina products.

ACKNOWLEDGEMENTS

You will receive a factory acknowledgement of your order by fax. Please check all factory acknowledgements to confirm your original purchase order. Once an order is acknowledged to you, the factory will be responsible for shipping exactly the items acknowledged at the prices acknowledged. No adjustments can be made to an order once it has been placed into production without penalty (see Cancellations).

Carolina reserves the right to alter products for improved construction and method of manufacturing. Dimensions may differ from printed specifications since materials may vary slightly.

Due to monetary fluctuations and changing material costs, Carolina reserves the right to change pricing without notification. All orders are subject to prices prevailing at time of order and shipment within standard lead times.

QUANTITY ORDERS

Contact your Carolina Customer Service Representative to verify inventory and production schedules to ensure requested shipment date prior to placing large quantity orders.

DELIVERY AND FREIGHT CHARGES

All shipments are F.O.B. point of shipment, freight prepaid and allowed, excluding fuel surcharges. Shipments outside of the Continental United States are freight prepaid and allowed to port of exit. Carolina reserves the right to select the most appropriate carrier and routing on all shipments; however, we will try to accommodate requests for your preferred carrier. Carolina reserves the right to implement a fuel surcharge. **Orders of less than $1500 net** will be assessed a handling charge of $100 net per order (this will be waived for items shipped via UPS). Any charges arising from failure to receive a shipment, rerouting while in transit, or carrier storage charges are not included in prices shown. Orders requiring special services are subject to an additional charge. These services include:

- Reconsignment from original destination to new destination - $35 plus $3.00 per mile net
- Refused/Returned Freight
  - Freight refused at destination and returned to Carolina - Double Freight
  - Freight refused at time of delivery; returned to Carolina to deliver at a later date - Triple Freight
  - Detention Fees (after 2 hours of waiting) - $85 net per hour
  - Weekend delivery available Friday after 3:00 p.m. through Sunday night, or Holiday - $600 net per truck
- Customer Pickup
  - Customer Request for 3rd party to pick up freight at Carolina terminal - $125 net
- Change of Tags/Address/Phone #'s on Shipments - $35 net

CANCELLATIONS AND ORDER CHANGES

Acknowledged orders are considered firm and binding and are not subject to change or cancellation.

WAREHOUSE STORAGE CHARGES

If a shipment is held beyond fourteen (14) calendar days after the order is ready for shipment at your request, a 0.067% per day (2% per month) storage charge will be assessed. The effective date will be fourteen (14) calendar days after the order is ready for shipment, as long as this date is after the acknowledged ship date. Further, the prices applied to the order will be those prices in effect at the time of shipment.

EXTENDED PRODUCTION AND SHIP DATES

Orders placed with Carolina with extended lead times as requested by you will be subject to price in effect at time of shipment.

WARRANTY:
Loewenstein products are guaranteed to be free from defects in design, material, and workmanship, given normal use and proper care, for 5 years of single-shift service from date of purchase as shown on your original receipt or other proof of purchase with the exceptions noted below. Loewenstein will repair or replace, at our discretion without charge to the original purchaser, any product or part thereof which fails as the result of such a defect during the warranty period. Freight or other shipping charges on returned product or part must be prepaid by the purchaser. Labor and service not covered under warranty. Loewenstein assumes no responsibility for repairs to products that result from user modifications, attachments to a product, misuse, abuse, alteration, or negligent use. Except as stated above, Loewenstein makes no expressed or implied warranties as to any product, and, in particular, makes no warranty of merchantability or of fitness for any particular purpose.
Loewenstein shall not be liable for consequential or incidental damages arising from any product defect.

Foam padding — 2 years

Pneumatic Cylinders & Control mechanisms — 2 years

Casters — 2 years

This warranty does not cover:
· Damage caused by a transportation company.
· Natural variations in color, grain, or texture of wood and other covering materials over which loewenstein has no control.
· Freight or other shipping charges on returned product or parts, labor and service.

ORDERING INFORMATION:
All orders should be placed with:
Loewenstein:
1204 East 6th Street, Huntingburg, IN 47542
P 800.327.2548 F 812.683.7256
order_entry@ofsbrands.com

PRICES:
All prices herein are list prices including delivery to one destination, effective with the date printed on the cover and supersede all other published price lists. US list Prices are domestic prices only for shipment within the Continental United States. Prices are subject to change without notice, unless quoted in writing. Possession of the price list does not constitute authority to sell or offer for sale Loewenstein products.

ACKNOWLEDGEMENTS:
Orders are acknowledged upon receipt of credit approval. Your acknowledgement is a detailed description of items, prices, shipping information, and shipping date. Please read your acknowledgment closely and notify loewenstein immediately of any discrepancies. Loewenstein is not responsible for errors on orders placed by phone without written confirmation.

LOEWENSTEIN QUICKSHIP PROGRAM:
Many Loewenstein products are available on a "quickship" basis. Contact your Loewenstein Sales Representative or Customer Service for availability, terms and conditions.

QUANTITY ORDERS:
Contact your Loewenstein customer service representative to verify inventory and production schedules to ensure requested shipment date prior to placing large quantity orders.

CANCELLATION / ORDER CHANGES:
All orders accepted by Loewenstein are considered firm and binding and are not subject to cancellation.

WAREHOUSE STORAGE CHARGES:
If a shipment is held beyond fourteen (14) calendar days after the order is ready for shipment at your request, a 0.067% per day (2% per month) storage charge will be assessed. The effective date will be fourteen (14) calendar days after the order is ready for shipment, as long as this date is after the acknowledged ship date. Further, the prices applied to the order will be those prices in effect at the time of shipment.

EXTENDED PRODUCTION / SHIP DATES:
Orders placed with loewenstein with extended lead times as requested by you will be subject to price in effect at time of shipment.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	1742153014200
File/Vendor Number:	021333
Approval Date:	06-AUG-2013
Scheduled Expiration Date:	06-AUG-2017

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BUSINESS INTERIORS OF TEXAS, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 09-AUG-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev. 09/12

Texas Historically Underutilized Business (HUB) Certificate

Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1611545162300**
File/Vendor Number:	**054785**
Approval Date:	**14-AUG-2012**
Scheduled Expiration Date:	**14-AUG-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

WORKPLACE RESOURCE, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 05-SEP-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

S U S A N
C O M B S

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority- and woman-owned businesses as HUBs and is designed to facilitate the participation of minority- and woman-owned businesses in state agency procurement opportunities. The CPA has established Memorandums of Agreement with other organizations that certify minority- and women-owned businesses that meet certification standards as defined by the CPA. The agreements allow for Texas-based minority- and women-owned businesses that are certified with one of our certification partners to become HUB certified through one convenient application process.

In accordance with the Memorandum of Agreement the CPA has established with the Southwest Minority Supplier Development Council (SMSDC), we are pleased to inform you that your company is now certified as a HUB. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to remain certified with the SMSDC, and they determine that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the SMSDC in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. Note: Any changes made to your company's information may require the SMSDC and/or the HUB Program to re-evaluate your company's eligibility. Failure to remain certified with the SMSDC, and/or failure to notify them of any changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free In Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1043755110300**
File/Vendor Number:	**34305**
Approval Date:	**01-AUG-2014**
Scheduled Expiration Date:	**01-AUG-2015**

In accordance with the Memorandum of Agreement between the
Southwest Minority Supplier Development Council (SMSDC)
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

TEXAS WILSON OFFICE FURNITURE

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 13-AUG-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the SMSDC's program, you must immediately (within 30 days of such changes) notify the SMSDC's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the SMSDC's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512-463-5872**.

Rev. 09/12

State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

NELSON INTERIORS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 15-JUL-2011, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number:	1721577305600
File/Vendor Number:	24045
Approval Date:	15-JUL-2011
Expiration Date:	15-JUL-2015

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BROUSSARD BASICS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 24-JUN-2011, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number:	1273320538400
File/Vendor Number:	47001
Approval Date:	20-JUN-2011
Expiration Date:	20-JUN-2015

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.* As part of the HUB Program's monitoring efforts, you will be sent a HUB Certification Eligibility Affidavit in approximately 24 months. Failure to complete and submit the HUB Certification Eligibility Affidavit, and/or failure to notify us of changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1742774683300**
File/Vendor Number:	**065146**
Approval Date:	**24-SEP-2012**
Scheduled Expiration Date:	**24-SEP-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

OFFICESOURCE, LTD.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 28-SEP-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.* As part of the HUB Program's monitoring efforts, you will be sent a HUB Certification Eligibility Affidavit in approximately 24 months. Failure to complete and submit the HUB Certification Eligibility Affidavit, and/or failure to notify us of changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1742774683301**
File/Vendor Number:	**65120**
Approval Date:	**27-APR-2011**
Scheduled Expiration Date:	**27-APR-2015**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

OFFICESOURCE, LTD.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 27-FEB-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev. 09/12

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. BOX 13186 • AUSTIN, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority- and woman-owned businesses as HUBs and is designed to facilitate the participation of minority- and woman-owned businesses in state agency procurement opportunities. The CPA has established Memorandums of Agreement with other organizations that certify minority- and women-owned businesses that meet certification standards as defined by the CPA. The agreements allow for Texas-based minority- and women-owned businesses that are certified with one of our certification partners to become HUB certified through one convenient application process.

In accordance with the Memorandum of Agreement the CPA has established with the Dallas/Fort Worth Minority Supplier Development Council (D/FWMSDC), we are pleased to inform you that your company is now certified as a HUB. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to remain certified with the D/FWMSDC, and they determine that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the D/FWMSDC in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. Note: Any changes made to your company's information may require the D/FWMSDC and/or the HUB Program to re-evaluate your company's eligibility. Failure to remain certified with the D/FWMSDC, and/or failure to notify them of any changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free In Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB

Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1752522490700**
File/Vendor Number:	**07512**
Approval Date:	**17-MAR-2014**
Scheduled Expiration Date:	**30-JUN-2015**

In accordance with the Memorandum of Agreement between the
Dallas/Fort Worth Minority Supplier Development Council (D/FWMSDC)
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

FACILITY INTERIORS INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 21-APR-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the D/FWMSDC's program, you must immediately (within 30 days of such changes) notify the D/FWMSDC's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the D/FWMSDC's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512-463-5872**.

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Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1752617657700**
File/Vendor Number:	**064329**
Approval Date:	**05-JUN-2014**
Scheduled Expiration Date:	**05-JUN-2018**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

SHELTON-KELLER GROUP, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 06-JUN-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev. 09/12

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1202638567900**
File/Vendor Number:	**46626**
Approval Date:	**05-AUG-2011**
Scheduled Expiration Date:	**05-AUG-2015**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

TOTAL OFFICE SOLUTIONS

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 15-SEP-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512-463-5872**.

Rev. 09/12

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

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Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1263880125300**
File/Vendor Number:	**061076**
Approval Date:	**18-DEC-2013**
Scheduled Expiration Date:	**18-DEC-2017**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

G.L. SEAMAN & COMPANY

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 20-DEC-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev 09/12

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

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We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1270846524500**
File/Vendor Number:	**65069**
Approval Date:	**01-MAR-2012**
Scheduled Expiration Date:	**01-MAR-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

NAVAJO OFFICE PRODUCTS LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 21-MAY-2013, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

Rev. 09/12

State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

ABLES-LAND, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 27-APR-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number:	1751329452400
File/Vendor Number:	000716
Approval Date:	25-APR-2012
Expiration Date:	25-APR-2016

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

SUSAN COMBS

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13186 • Austin, TX 78711-3186

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We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at http://www.window.state.tx.us/procurement//cmbl/hubonly.html. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.* As part of the HUB Program's monitoring efforts, you will be sent a HUB Certification Eligibility Affidavit in approximately 24 months. Failure to complete and submit the HUB Certification Eligibility Affidavit, and/or failure to notify us of changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at (512) 463-5872 or toll-free in Texas at (888) 863-5881.

Texas Historically Underutilized Business (HUB) Certificate

HUB
Statewide Historically Underutilized Business Program

Certificate/VID Number:	**1020549921200**
File/Vendor Number:	**011242**
Approval Date:	**06-NOV-2012**
Scheduled Expiration Date:	**06-NOV-2016**

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BKM TOTAL OFFICE OF TEXAS, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 09-NOV-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (**http://www.window.state.tx.us/procurement/cmbl/cmblhub.html**) or by contacting the HUB Program at **1-888-863-5881** or **512- 463-5872**.

State of Texas

Historically Underutilized Business Certification and Compliance Program

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

BAKER OFFICE PRODUCTS, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB.

This certificate, printed 09-MAR-2012, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Certificate/VID Number: 1264703889700
File/Vendor Number: 62962
Approval Date: 08-MAR-2012
Expiration Date: 08-MAR-2016

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (http://www.window.state.tx.us/procurement//cmbl/hubonly.html) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

Related Links

- CMBL/HUB Directory Search Tips
- Register For CMBL - HUB
- HUB Mentor Protege Agreement Listing
- System for Award Management (EPLS)
- Debarred Vendors List

BUILT FOR DREAMS, INC.

CMBL/HUB Vendor Detail	
Vendor ID / Vendor Number	1264390936400 / 83894
Vendor Name	BUILT FOR DREAMS, INC.
Vendor Address	3416 JOLIET AVE LUBBOCK,TX 79413-2210 USA
County	LUBBOCK
Contact	Alisha L. Gregg
Phone/Fax	806-771-6806/806-687-9187
Email Address	algregg@builtfordreams.com
Website	http://www.BuiltForDreams.com
Business Description	Real Estate Buying and Selling, Design/Build Contracting, Commercial Furniture & Interior Design
Business Category	Building Construction, Including General Contractors And Operative Builders (02)
Small Business	Yes
CMBL Status	Active Bidder
	19-AUG-2015

Vendor Performance	Score	# of POs
Commodity Delivery	100.00	16
Commodity Performance	100.00	16
Service Delivery	*	0
Service Performance	*	0
Non-Scored Reports:	**Satisfactory**	**Unsatisfa**
Delegated, Exempt, and Blanket POs	0	0
Exceptional Performance Reports	0	

CMBL Expires	
HUB Status	Active Bidder (A - Approved; Active Texas certified HUB)
HUB Expires	30-SEP-2018
HUB Eligibility	WO (American Woman)
HUB Gender	F

Class Item	Commodity Description (bold for all items in class)
410	**FURNITURE: HEALTH CARE, HOSPITAL AND/OR DOCTOR'S OFFICE**
410-03	Beds and Mattresses, Hospital Specialized: Air Beds, Intensive Care, Orthopedic, Waterbeds, etc.
410-09	Cabinets, Narcotics
410-12	Carts: Dressing, Laboratory, Medication, Patient Tray, Resuscitation and Utility
410-15	Chairs and Modules, Blood Collecting
410-18	Chart Cabinets, Carts, and Holders
410-24	Cubicle Curtains and Privacy Screens
410-30	Examining Room Suites (Not Optical or Auditory)
410-33	Furniture, Health Care (Custom Made)
410-34	Furniture, Hospital (Not Specialized)
410-48	Nurses' Desks and Accessories
410-60	Operating and Examination Room Furniture: Instrument Tables and Stands, IV Stands, Stools, Work Tables, etc.

Appendix I:

EVALUATION QUESTIONNAIRE/SELF CHECKLIST

Products/Pricing (40 Points)

1. Are all products and services being proposed listed under APPENDIX B on a corresponding electronic device? [X] Yes [ ] No

2. Is there a price list for all available products/services on a corresponding electronic device?
   [X] Yes [ ] No

3. Did you provide the warranty information that is offered by your company?
   [X] Yes [ ] No

4. Will customers be able to verify they received the contract price?
   [X] Yes [ ] No

   Please explain how they would verify the contract price. All orders are sent to the Contracts Dept for price verification prior to being keyed by Order Entry

5. What payment methods do you accept?
   A. Purchase Card (AMX, VISA, MC) B. check and electronic payment

Performance Capability (30 Points)

1. Did you indicate which states you can deliver to under APPENDIX E, Question 1?
   [X] Yes [ ] No

2. What is the capability of your company to respond to emergency orders?
   Please explain what actions you would take. OFS offers a 12 day delivered quick ship program, called GO in the 48 contiguous states. Quick ship products are annotated in the price lists

3. Please provide your company's average fill rate over the last three fiscal years.
   1) 98-99% 2) 98-99% 3) 98-99%

4. Please provide your company's average on time delivery rate over the last fiscal year.
   99%

5. Does your company agree to the following statement on shipping charges *"All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing."* ? [X] Yes [ ] No

   If not please explain. FOB Destination is offered in the 48 contiguous states only

6. What is your company's return and restocking policy? Are there any applicable fees?
   Please provide a brief description and example. All returns require prior authorization is required. A restocking fee of 25% of net and freight charges to return the item apply.

7. What is your company's history of meeting shipping and delivery timelines?
   During the last 3 years, we shipped 98 to 99% on time. Since we own our own trucking fleet, delivery is 99.4% on time

8. Will your company be able to meet the one year warranty guarantee as stated on page 16 under pricing? [X] Yes [ ] No

   If not, please explain.

9. Did you provide your company's information regarding your customer service department as per APPENDIX F, Question 15? ☐XYes ☐ No

10. What is your company's current invoicing process? OFS or its authorized dealer invoices the customer upon product shipment . Services are invoiced upon completion.

11. Did you indicate how your company will implement the contract as per APPENDIX F, Question 20? ☒Yes ☐No

12. Did you provide your Dun & Bradstreet number? ☒Yes ☐No

13. Did you provide information on your website and on-line ordering capacities as per APPENDIX F, Question 14? ☒Yes ☐No

Qualification and Experience (20 points) Please see attachment for expanded answers to certain questions

1. What is your company's reputation in the marketplace?
   See attachment
2. What is the reputation of your products and/or services in the marketplace?
   See attachment
3. Does your company have past experience with Region 4 ESC and/or TCPN members? If so, please list them and their contact information (Up to five).
   See attachment
4. Did you list your key employees and their qualifications as per APPENDIX F, Question 6?
   ☒Yes ☐No

5. Did you provide the locations and sales persons who will work on the contract as per APPENDIX F, Question 6 & 7? ☒Yes ☐No

6. What past experience does your company have working in the government sector?
   See attachment
7. Did you provide information on working with cooperative purchasing programs as per APPENDIX F, Question 24? ☒Yes ☐No

8. Did you provide information on any litigation, bankruptcy, reorganization, etc. as per APPENDIX F, Question 16? ☒Yes ☐No

9. Did you submit at least 10 customer references relating to the products and services within this RFP, with an equal representation coming from K12, Higher Education and City/County/non-profits entities as per APPENDIX F? ☒Yes ☐No
   16 references were submitted
10. Did you list and submit all applicable MWBE, HUB, DVBE, small and disadvantaged business certifications that your company holds? ☐Yes ☒No
    OFS is a large business
11. Did you list and submit all applicable M/WBE, HUB, DVBE, small and disadvantaged business and other diverse certifications that your company holds? ☒Yes ☐No
    HUB certificates were provided for our TX based participating dealers

Value Add (10 Points)

1. Did you submit a marketing plan as per APPENDIX F, Question 17?
   ☒Yes ☐No
2. Did you provide a national sales training plan as per APPENDIX F, Question 21?
   ☒Yes ☐No

1. **Reputation in the Marketplace**
   OFS Brands has undergone a major transformation from 500 employees and a supplier of wood case goods in 2007 to 1,625 employees in 2014, providing a full range of products for the multigenerational workforce, constantly evolving technology and today's education spaces.

   OFS Brands is committed to meeting the needs of its customers with environmental accountability. It is the pursuit of OFS Brands to create healthier future generations through continuous improvement in air quality controls, ongoing waste reduction processes, expanded use of sustainable and recycled materials in manufacturing and giving back to our community.

2. **Reputation of Products and Services**
   OFS Brands has a reputation of delivering sustainable products with rates of 99.4% on time and 99.1% damage free. OFS Brands through our 4 product brands; OFS, First Office, Carolina and Lowenstein provides turnkey solutions and one stop shopping for cafeteria, case goods, classroom and library, ergonomic solutions, lounge/reception, science lab, seating, conference room and technology support furniture and workstations. OFS product introductions in 2013 and 2014 have captured more design awards than any other company in our industry.

3. **OFS Brands has past experience with several TCPN members including:**
   a. Western Kentucky University: Tiffany Hayes - 270-745-2127
   b. University of Kentucky: Shareese Malone - 859-257-5911 ext. 253
   c. Kentucky Community Technical College: Eric Shaffer - 859-256-3363
   d. New Jersey Institute of Technology: Sharyn Serrafin - 973-596-5279
   e. UCSF: Edward Sorrento - 415-241-5080

6. **Past Experience in Government Sector**
   OFS Brands has been a long time contractor to several states and currently holds 16 contracts in GA, FL, SC, TX, NY, NC, PA, AL, NJ, MS, KY, CT, SC, NM, WI and AR.

   We also participate in the TIP/ TAPS Cooperative Purchasing System. OFS Brands is a very active participant in the Federal market and has held a GSA Schedule Contract since 1998 and the Navy FISC BPA since 2006. In 2010, the US Army awarded its largest contract ever for wood case goods to OFS Brands to accommodate relocating war fighters and civilians under BRAC.

In 2012-2013, OFS Brands recognized the opportunity to grow sales in the Government space. They recruited 3 members of the Knoll management team that had tremendous success with local Government and education utilizing the US Communities Contract (USC). They are Steve Robinson, Matt McCormick and Richard Goodrum. Knoll is considered the industry leader in Government sales and is the top furniture supplier under USC.

The Region 4 ESC Team has the following experience. Their resumes provide detailed information on public agencies served.

Steve Robinson - Director of Government Sales
Steve has over 36 years of experience in Government Sales and Contracts. Most recently, he served as Vice President- Government Division for Knoll Inc. from 1988 to 2013. Steve started the US Communities program for Knoll in 1997 and ran the program for 16 years. He secured new US Contracts in 2001, 2006 and 2012 and grew US Communities sales to $58.6 Mil. Steve directed a Government team of 23 representatives and 6 Government Managers at Knoll. He worked extensively with Peter Foley when he was the USC Program Manager for the West Coast. Peter, Steve and the Knoll Government Team regularly met with public agencies and significantly grew sales together. Steve also participated in USC customer seminars and trade fairs with Chris Penny as the National Sales Director for Office Depot. He also participated in every US Communities quarterly review.

Martha Schwindt - Government Contract Administrator
Martha is responsible for contract management and compliance at OFS Brands for all public sector contracts, including 16 states. She has been with OFS Brands for 11 years in this capacity. Martha is responsible for all contractual matters with public agencies and provides monthly sales reporting and remittance of the Industrial Funding Fee.

Richard Goodrum - Western Regional Sales Manager
Richard served as a Regional Manager for Knoll in the San Francisco and Phoenix Regions. He had 24 years of experience with Knoll selling to local Governments and higher education. Richard participated in the launch of the USC Contract in 1997 and subsequent contract awards. He established Knoll as the furniture standard in 23 universities, several counties and municipalities using the USC contract vehicle.

Matt McCormick- Northeastern Regional Sales Manager
Matt served as a Regional Manager for Knoll in the Phoenix and Chicago Regions. He had 20 years of experience with Knoll selling to local Governments and higher education. Matt also participated in the launch of the US Contract in 1997 and subsequent contract awards. He established Knoll as the furniture standard in 41 universities, several counties and cities using the USC Contract.

Steven M Robinson
Director of Government Sales

OFS Brands, Inc.
January, 2014 – Present
Director of Government Sales
- Responsible for sales to Federal, State, local Governments and Public Higher Education
- Lead national sales force and dealer network for vertical market to achieve double digit annual sales growth
- Hold quarterly training webinars with sales force and dealers
- Serve as primary negotiator for a future national buying cooperative, GSA Contract and State Contracts in Alabama, Florida, Georgia, New Mexico, New Jersey, New York, Pennsylvania, South Carolina, and Texas
- Ensure that OFS Government Contracts include all recent product introductions
- Established OFS Government Ethics Policy and Compliance Program
- Collaborate with marketing and contracts in the development of the Government website and vertical market material
- Work with Finance and Contracts to ensure pricing compliance on Government contracts

Knoll, Inc.
January, 1988 – December, 2013
Vice President Government Division
- Established US Communities Contract with Fairfax County, VA in 1997 and secured several succeeding contracts, including current term of January 1, 2013 through December, 2016.
- Created dedicated Knoll- US Communities National Program Manager position
- Grew US Communities annual sales from $2 Mil in 2002 to $56.3 Mil in 2007
- Established corporate and pricing commitment and lead conversion of Public Agencies to US Communities
- Held mandatory US Communities sales representative and dealer training in Los Angeles, Chicago and Washington, DC in December, 2011
- Worked with US Communities Advisory Board to promote contract to other Public Agencies in their locale
- Participated with US Communities in rollout and training for New York and New Jersey
- First furniture vendor to sign onto US Communities marketplace
- Participated in numerous US Communities Customer Summits during 2013 including Fairfax, Dallas, Houston, San Diego and Phoenix
- Worked with US Communities Marketing to participate in quarterly campaigns
- Held weekly communication with US Communities Program Managers on strategic accounts and participated in quarterly reviews with US Communities Supplier Manager

Matt McCormick
Northeastern Regional Sales Manager

OFS Brands, Inc.
November 2012 – Present
Northeastern Regional Sales Manager
- Responsible for the day to day operations of the sales and distribution team in the Northeastern territory comprised of New England, NY, PA, DE, MD, VA and Illinois.
- Responsible for managing pricing and quoting
- Development and implementation of distribution programs and activities
- Manage the allocation of resources across the sales team including management of (3) major showrooms
- Manage the internal sales support team in the NE region including 3 showroom managers and in-house specification team.
- Facilitate and expedite customer service response on client issues – direct line of communication with senior leadership in operations, manufacturing, production and logistics
- Support in product development, modifications, customs and specials. Pull resources to solve client needs.

Desks Inc
October 2009 – November 2012
Vice President of Sales and Operations
- Responsible for managing the day to day operations of the sales team, CAD and design services team, Project Managers, Account Managers.
- Responsible to support all client satisfaction and supporting the allocation of resources to deliver the best customer service possible.
- Train and educate the sales and services team on all major partner products and services to maximize our effectiveness in delivery top quality solutions
- Support the corporate mission of offering the top value solution for our customers
- Development of all corporate marketing tools including the introduction of our new website and project management process chart, a 27 stage process guaranteed to deliver a complete, on-time and on budget furniture solution.

Knoll
July 1989 – October 2009
Southwestern Regional Sales Manager/ Chicago Sales Manager
- Responsible for the day to day management of the sales force and management of the relationship with our dealer partners
- Support the allocation of resources to deliver on client commitments.
- Manage service team to help exceed client expectations and deliver on quality and solutions

Projects Experience:

- Georgetown University
- National Education Association
- George Washington University
- American University
- DePaul - green room
- Center for NanoScience and Engineering
- Syracuse University
- Buffalo State College
- St Mary College
- State University of New York - Oswego
- Skidmore College
- Siena College
- University of Massachusetts Lowell
- East Somerville High School
- Bentley College
- Northeastern University
- Buffalo State University
- Salve Regina
- University of Massachusetts-Amherst
- Harvard University
- Amherst College
- Worcester Academy
- Rutgers - New Brunswick
- West Chester University
- University of Wilmington
- Trenton College of NJ
- Kean University Green Lane Building Seating
- State University of New York - BUFFALO
- New Jersey Institute of Technology
- Hudson County School of Technology
- Eastern CT State University
- The Gunnery School
- Naugatuck High School
- University of New Haven
- University at Buffalo
- Nazareth College
- University of Rochester
- Barnard College
- Guggenheim- Indianapolis
- Kennebunk Valley Community College
- Lehigh University
- Penn State University - Harrisburg

Richard Goodrum
Western Regional Sales Manager

OFS Brands, Inc.
March 2013 - Present
Western Regional Sales Manager
- Responsible for day to day operations of the sales and distribution team in the Western territory comprised of California, Oregon, Washington, Hawaii, Alaska, Montana, Nevada, Arizona, Utah, New Mexico, Colorado, and Wyoming
- Responsible for managing quoting and pricing
- Development and implementation of distribution programs and activities
- Manage the allocation of resources across the sales team including showrooms in Santa Monica, San Francisco, Denver, Portland, and Seattle
- Manage the internal sales support team in the Western Region
- Facilitate and expedite customer service response in client issues, direct line of communication with senior leadership in operations, manufacturing, production, and logistics
- Support product development, modifications, customs, and specials

Knoll, Inc
February 1989 - March 2013
San Francisco, Northern California, Hawaii Regional Manager
Southwestern Regional Manager - Arizona, Colorado, Wyoming, Utah, New Mexico, West Texas
Houston Sales Representative

Projects Experience
- Arizona State University
- University of Arizona
- Northern Arizona University
- University of Wyoming
- University of Texas - El Paso
- New Mexico State University
- University of New Mexico
- Mesa Community College
- Glendale Community College
- Gateway Community College
- Chandler Gilbert Community College
- University of Denver
- Paradise Community College
- Phoenix Community College
- Scottsdale Community College
- Rio Salado Community College
- South Mountain Community College
- University of Phoenix
- University of Nevada
- Santa Fe Community College
- New Mexico Community College

Martha Schwindt
Government Contract Administrator & GSA Account Manager

OFS Brands, Inc.
July 2003 – Present
Government Contract Administrator & GSA Account Manager

- Responsible for the compliance of all Federal, State, and Group Purchasing contracts, and for the maintenance of records pertaining to the contracts.
- Point of contact for all internal staff and outside sales personnel for matters relating to contract terms and conditions.
- Tracking and reporting of contract sales, including reporting of sales and payment of Industrial Funding Fees to GSA. Establishing and monitoring reports for sales and payment of Administrative Fees for State contracts including Alabama, Florida, Georgia, New Mexico, New Jersey, New York, South Carolina, and Texas.
- Monitoring Federal Government bid sites and preparing and submitting responses to the bids.
- Submitting responses electronically to State Purchasing organizations for new and renewal contracts.
- Developing website for contract information and maintaining updates on the site.
- Providing price quotes and product specification assistance to government customers.
- Assisting Customer Service Account Managers and Order Entry staff in correct processing of contract orders and management of service issues.
- Assisting Accounts Receivables Dept. in resolution of billing issues.

OFS Brands, Inc.
April 1993 – July 2003
National Accounts Coordinator & Customer Service Account Rep

- Obtaining installation quotes and coordinating deliveries with local installers on behalf of contract Endusers.
- Pre-editing purchase orders to ensure correct pricing and product specifications.
- Compiling sales reports to be provided to Endusers on quarterly, semi-annual or annual basis.
- Tracking of orders to ensure delivery commitments and working with the company's Logistics Dept. to resolve late shipments.
- Managing warranty claims for repairs and replacements.
- Point of contact for product and service information, and resolving product and service issues.

Kimball International
September 1985 – January 1993
National Accounts Administrator

- Maintaining the records for all national purchasing agreements.
- Tracking sales and compiling sales reports to be provided to the Endusers as well as to internal sales staff.
- Distributing information to outside sales teams relevant to agreement terms and conditions.
- Initiating renewals, price increases, and other related changes to existing agreements.
- Point of contact for all inquiries regarding agreements held by the company.
- Assisting Customer Service and Project Management staff to ensure they adhered to the terms of agreements.

James Reese
National Sales Manager

OFS Brands, Inc.
December 2007 – Present
National Sales Manager
- Responsible for all global sales activities for OFS Brands.
- Manage all sales activities including budgets and SG&A
- Collaborate with marketing and product development on new initiatives
- Oversee all vertical market managers
- Maintain high level relationships with dealers, clients and national accounts

OFS Brands, Inc.
March 2006 - December 2007
Regional Sales Manager
- Responsible for the sales activity in the central region
- Conducted weekly calls and quarterly reviews with independent and direct sales force
- Conducted quarterly reviews with all distribution partners
- Implemented programs to utilize all GPO and cooperative buying group relationships
- Responsible for expense budgets for the central region
- Exceeded goal for all brands
- Implemented two national account programs that are still active today

Allseating
April 2004 - December 2005
Regional Sales Manager
- Responsible for the sales activity in the central region
- Conducted weekly calls and quarterly reviews with independent and direct sales force
- Conducted quarterly reviews with all distribution partners
- Implemented programs to utilize all GPO and cooperative buying group relationships
- Responsible for expense budgets for the central region

James Reese & Associates
March 1994 - December 2003
Sales Representative
- Conducted B2B sales activity as a multi-line independent sales representative
- Maintained relationships with several contract manufactures in the Kentucky territory
- Developed a distribution network in Kentucky for several manufacturers
- Achieved stated sales goals
- Worked with GPO's, GSA and the Kentucky state contract

Wes Harper
Technology/Education Market Manager

OFS Brands, Inc.
December 2013 - Present
Technology/Education Market Manager
- Responsible for the Education marketing platform and market strategy.
- Identifying product gaps and opportunities.
- Conducting competitive product analysis.
- Developing the Education brochure and story behind our full facility approach.
- Assisting reps, dealers and designers with bid responses, quotes and orders.
- Creating and delivering sales presentations for education opportunities.
- Managing all new product launches.
- Setting inventory levels to maintain competitive lead times.
- Adjusting inventory levels based on product demand.
- Training internal employees and reps on all education products and our market approach.
- Understanding how education is changing and the challenges today's educators are facing. Creating designs/solutions that help address these challenges.

OFS Brands
October 2011 - November 2013
Education Sales Rep - GA
- Working with Higher Ed accounts to create custom solutions based on their needs.
- Responsible for creating detailed presentations and quotes.
- Working with customers to rethink the traditional classroom and library.
- Developing collaborative layouts that supported interaction and individual work.
- Presenting the classroom of the future to multiple Universities and K-12 schools.
- Understanding how education is changing and the challenges today's educators are facing. Creating designs that help address these challenges.
- Customers included:
  Georgia Southern University
  Savannah Technical College
  Medical College of GA
  Valdosta State University
  Ogeechee Technical College
  Augusta State University
  Okeefonokee Technical College
  Wiregrass Technical College
  Armstrong Atlantic University

Appendix B:

PRODUCT / SERVICES SPECIFICATIONS

It is the intention of Region 4 ESC to establish an annual contract with highly qualified Vendor(s) for **Furniture and Installation** on a national basis**.** Vendor(s) shall, at the request of Region 4 ESC and/or TCPN members, provide these covered products and associated services under the terms of this RFP and the CONTRACT TERMS AND CONDITIONS.

The scope of this RFP shall include but not limited to the following categories. Respondents do not have to offer every category in order to be considered for award.

OFS Brands is pleased to submit products and electronic price lists under our 4 brands; OFS, First Office, Carolina and Loewenstein for the following Categories:

- Category A – Audio/Visual Furniture :First Office is offered
- Category B – Cafeteria :Loewenstein is offered
- Category C – Casegoods: OFS and First Office are offered
- Category D – Classroom & Library : OFS and First Office are offered
- Category E - Dormitory : No Bid
- Category F – Ergonomic Solutions : OFS and First Office are offered
- Category G – Filing Storage: No Bid
- Category H – Lounge/Reception: OFS, First Office Carolina and Loewenstein are offered
- Category I – Related Products and Support Services
  Mile Marker Lockers, Custom Modular Cabinetry and Case Work. Services offered are installation, design, reconfiguation, project management, asset management, reupholstery and storage
- Category J – Science Lab: Carolina Mile Marker is offered
- Category K – Seating / Chairs : OFS, First Office , Carolina and Loewenstein are offered
- Category L –Tables/Meeting Conference Room : OFS, First Office and First Office Eleven Collaborative are offered
- Category M – Technology Support Furniture: OFS and First Office are offered
- Category N - Workstation : OFS Eleven Workspace and First Office Stax are offered

Respondents are strongly encouraged to submit their entire catalogue and turn-key solutions within the scope of this RFP. Region 4 ESC reserves the right to reject parts of offerings that it deems to fall outside the scope of the RFP.

Respondents shall be able to offer Region 4 and TCPN members the best options available to meet their needs and shall be familiar with the resources available to provide the product/services at the best possible cost.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalogue numbers listed in a specification are descriptive, not restrictive. With the Customer's prior approval, the Vendor(s) may provide any product that meets or exceeds the applicable specifications. The Vendor(s) shall demonstrate comparability to the Customer's satisfaction. The Customer will decide at their sole discretion whether a product is acceptable as an equivalent.

The Respondent warrants that all products under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Respondent has the primary responsibility to submit product specific warranty as required and accepted by industry standards.

Respondents shall provide a clear and detailed description of shipping and delivery terms if different than that described in Article 7; 7.1

Dealers/Resellers

If Respondent is a dealer or re-seller a Manufacturer's Dealer Certificate (Exhibit A) verifying their authorization to offer product line must be included in their response. Failure to include may result in a non-award.

Manufacturers

A complete list of authorized dealers/resellers must be included in your proposal. Failure to include may result in a non-award. It shall be the responsibility of the manufacturer to ensure this list is current and to advise Region 4/TCPN of any additions and/or deletions to this list.

Product/Price Updates

New products/services may be added during the term of the contract upon written request providing it is within the original scope of this RFP. All requests are subject to review and approval by Region 4 ESC and/or TCPN. At no time is the Supplier allowed to unilaterally change products or pricing.

Successful bidder shall be responsible for notifying TCPN of all obsolete and discontinued products in writing and in a timely manner.

Returns

The vendor will honor all standard return policies. No restocking fees may be charged to Region 4 or TCPN members if an item is returned due to damage, incorrect product shipped or Vendor customer service order entry error. Restocking fees for all other reasons shall be capped at 10% of the value of the items that require restocking.

OFS Brands is pleased to offer the following menu of services under Solicitation 14-22. All services will be provided by the OFS Brands authorized small business dealer in the marketplace:

- Design: We provide advanced furniture planning, LEED planning, graphic visualizations, knowledge workshops, typical development and furniture finding/ specification
- Professional Installation Services: Installation of education desks, seating ,tables, filing, cafeteria and lounge furniture
- Reconfiguration: We inventory, re-design and reinstall your product to maximize your investment
- Project Management: Our project managers attend weekly construction meetings, coordinate installation with other trades and provide our clients with the critical paths using Microsoft Project software
- Asset Inventory Management: We manage your inventory from our dealer's warehouse or from the public agency warehouse using web based software
- Re-Upholstery: We can make your chairs and lounge seating look new again. We help you select new material and pick up, re-upholster and re-deliver your "like new" furniture
- Storage: Many times there are delays in construction or renovation that result in the need to store your furniture purchase. The furniture will be stored in the secure warehouse of your local dealer

ENRICHED LEARNING ENVIRONMENTS

OFS BRANDS

OFS BRANDS: WORKING AS ONE

The learning styles of today's students are redefining education spaces. Our brands work together to create comfortable and flexible environments that support multiple ways to teach, share and learn. At OFS Brands, we treat every space as a learning space.

OFS + FIRST OFFICE + CAROLINA + LOEWENSTEIN

THE NEW EDUCATIONAL ENVIRONMENT

Technology, collaboration and generational character are transforming education. Research has shown that 25% of a student's success is related directly to the environment in which they are learning. Today's educators and designers are creating more "learner centered" models that revolve around teamwork, problem solving and group discussion. Learning can happen anywhere, so each space has to be flexible as well as provide students with access to power and technology. All of our brands work together to create engaging, flexible spaces that better support today's working, learning and teaching styles.

CLASSROOMS
High-function rooms that quickly adapt to change and provide students with a place to learn, share and connect.

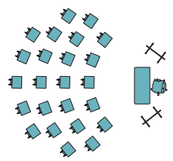
TEACHER STATIONS
Supportive furniture that allows for a mobile and flexible learning environment.

COLLABORATIVE SPACES
Open areas where students can come together organically and choose how they want to work.

CAFETERIAS
Dynamic spaces where students can interact, dine or study.

MEDIA CENTERS/LIBRARIES
Social spaces where students study and access information.

ADMINISTRATIVE AREAS
Versatile workspaces that foster communication and productivity.



A fluid, open space allows everyone to be seen and heard. Furniture is mobile with seamless support for all learning tools, including technology.

CLASSROOMS

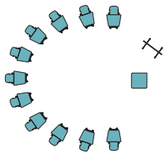
New approaches to learning are transforming the classroom. Today's students are social learners, equipped with unlimited access to information and digital media. Research shows that the learning environment should combine work, learning, living and play. Incorporating these elements creates a stimulating environment that promotes learning and allows students to discover and explore their passions.

Scoot by First Office

Intermix Whiteboard by First Office

Applause by First Office

Applause by First Office



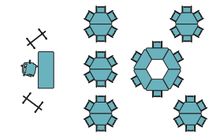
Flexible spaces encourage an engaging, interactive learning environment. Mobile desks and chairs allow the classroom to be quickly reconfigured with ease and minimal disruption.

Share by First Office

Share by First Office

Shift Swivel by First Office

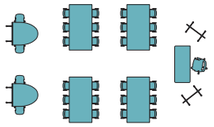
Small group settings create an environment that is centered around learning and sharing. A mix of chairs and tables in a variety of shapes and sizes can be arranged to accommodate any group.



Knack by First Office

Knack by First Office

Applause by First Office



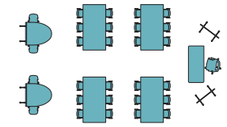
Easy access to power and data make students more likely to engage in the learning experience and eliminates downtime.

Act by First Office

Intermix Huddle Table by First Office

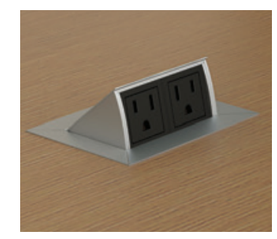
Intermix Huddle Table by First Office

Separate meeting spaces within the classroom are equipped with power and data to support interaction and small group breakout sessions.

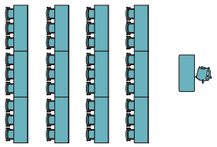


Shift Stack by First Office

Media Bullet by First Office



Media Bullet by First Office



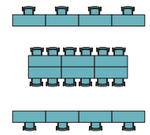
Auditoriums can be designed for quick modification, with mobile seating that allows students to form small groups when needed.

Flexxy Guest by OFS

Flexxy Guest by OFS

Sebree by OFS

With tables equipped for technology, digital content can be shared with the group or accessed individually by students.



Flexxy Guest by OFS

Flexxy Guest by OFS

Applause by First Office

TEACHER STATIONS

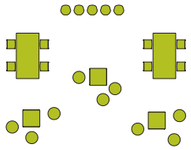
The Layer Teacher Station unlocks instructors from a single teaching style. By supporting multiple postures and mobility, instructors can transition seamlessly to whatever style suits their needs and captures their students' attention.

Layer Lectern by First Office

Flexxy Swivel by OFS

Layer Teacher Station by First Office

Layer Teacher Station by First Office



Collaborative spaces encourage thought and interaction. Writeable surfaces, multiple seating options and easy access to power and data promote better communication.

COLLABORATIVE SPACES

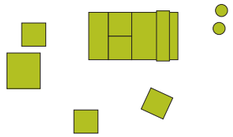
Learning can—and does—happen anywhere. Creating natural spaces for interaction throughout campus is an effective way to support that process. Providing a variety of settings within an open area gives students the freedom to choose the environment that best serves their needs.

Oasis by First Office

Caprice by Loewenstein

Tiffany by Loewenstein

Boost by First Office



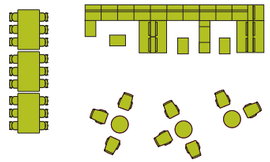
Innovative designs allow students to select their own modes of interaction. Furniture provides the structure to keep groups connected and engaged.

The Edge by First Office

The Edge by First Office

The Edge by First Office

A diverse mix of gathering spots can support any group, from small to large and structured to casual.



Madrid by OFS

Madrid by OFS

Tangent by Loewenstein

A combination of lounge seating and tables creates a diverse environment where students are comfortable dining, studying, or working together.

CAFETERIAS

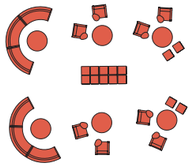
No longer just a place to eat, many cafeterias have become multi-purpose environments where students can also socialize or gather for studying or community events. To support all of these uses, cafeterias should be flexible, promote interaction, and offer a variety of seating options.

Range by First Office

Range by First Office

Applause by First Office

Enclave by Carolina



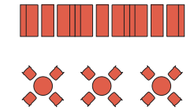
Modifiable groupings allow spaces to transform quickly and easily to fit a variety of student needs.

Basil by Carolina

Basket by Carolina

Qubz by Carolina

Booths provide groups with a more private meeting or dining space while mobile tables and chairs can be rearranged to easily accommodate groups of all sizes.



Tiffany by Loewenstein

Tiffany by Loewenstein

Retrospect by Carolina

An open space with areas for large and small groups, encourages interaction and quickly adapts to change.

LIBRARIES

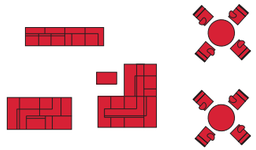
Libraries have become the focal point for student activity. Students visit them to access printed and digital information, meet with groups and study. It is important for these spaces to be flexible and provide students with unlimited access to power and technology. The library should encourage interaction and give students the freedom to choose how they want to work and learn.

Juga by Loewenstein

Juga by Loewenstein

Re: by OFS

Eleven by OFS



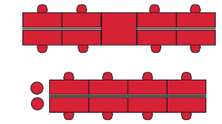
A comfortable, casual space reinforces collaboration and allows working, learning and socializing to become one.

Tangent by Loewenstein

Tangent by Loewenstein

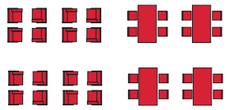
Fiat by OFS

Versatile spaces promote interaction while also allowing for an individual learning experience.



Re: by OFS

Caprice by Loewenstein



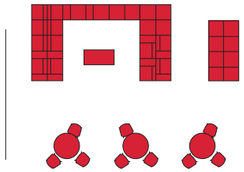
Natural light, color and comfortable seating can all contribute to stimulating educational spaces.

Focal Point by OFS

Riff Impulse G2 by OFS

Modello by Loewenstein

Integrated power throughout the space encourages the use of technology, interaction and supports hands-on learning.



Collier by Loewenstein

Bända by Loewenstein

Bända by Loewenstein

Versatile workspaces provide flexibility and foster communication. Open office arrangements paired with private meeting spaces can create an innovative environment that supports the needs of staff.

ADMINISTRATIVE AREAS

Administrators and educators can also benefit from flexible spaces that support teamwork and technology. Rethinking administrative areas can improve staff communication and interaction, leading to improved support services for students.

Staks by First Office

Agile by First Office

Sleek by First Office

All of our products are tested by accredited laboratories to meet or exceed ANSI/BIFMA test standards for safety, durability, and structural adequacy. This includes the ANSI/BIFMA X6.1 test for educational seating products, the ANSI/BIFMA X5.1 test for general purpose office chairs, the ANSI/BIFMA X5.4 test for lounges and public seating, the ANSI/BIFMA X5.5 test for desks and tables, and the ANSI/BIFMA X5.9 test for storage units. These tests are intended to give an estimated minimum product life of ten years. For more information, please visit www.ofsbrands.com.

Appendix G:

VALUE ADD

Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract for participating agencies.

OFS Brands is pleased to offer 2 additional products and a menu of expanded services providing a turn-key solution to public agencies.

The products are from our Carolina Mile Marker line:
- Customized Modular Cabinetry and Casework
- Athletic and Student lockers

- The custom wood, laminate and Corian capabilities of Mile Marker modular cabinetry and casework enable us to provide countertops and cabinets for a number of applications including dormitory kitchen/ breakrooms. Mile Marker can also be used to build shelving, book cases and reception desks. The option rich solutions offered by Mile Marker allow each application to be customized for specific needs. Unlike millwork, Mile Marker ships fully assembled, offering simple installation. Components can be easily moved and reconfigured, should needs change. Mile Marker components are engineered to disassemble and reattach.While conventional contractor millwork is guaranteed for 1 year, Mile Marker comes with a limited lifetime warranty. Another benefit is delivery in 6 weeks. A full support team is available from specification through installation. A chart is enclosed that outlines the benefits of Mile Marker versus traditional millwork.

Mile Marker lockers are available in wood or laminate and can be customized for athletics or general student use. Mile Marker lockers were the choice of the National Football League's Buffalo Bills for their remodeled locker room at Ralph Wilson Stadium during the summer of 2014. Please see the enclosed flyer and Mile Marker locker price list that illustrate some our custom locker capabilities.

In addition to installation, OFS Brands, through our dealer network, is pleased to offer an extensive menu of services to Region 4. These services include design, reconfiguation, project management, asset management, reupholstery and storage. Please see the enclosed description of dealer services and separate page of hourly rates.

OFS Brands is pleased to deliver products to our customers damage-free, through our company owned transportation company, Styline Logistics. The drivers are employees of OFS Brands. We have a fleet of 200 trucks and 250 trailers. Products are delivered on our trucks, regardless of order size. We are the only company in the industry that does not contract delivery of product to customers. All our trucks are GPS equipped and their location is monitored throughout the day by our dispatch center in High Point, NC to ensure that arrival is at the scheduled customer appointment time.

OFS Brands/Styline Logistics have a freight damage rate of less than .1%. This helps in completing an installation on time, negating unnecessary freight claims and ordering replacement furniture.

Styline Logistics is SmartWay certified and represents one of the sustainable initiatives of OFS Brands. SmartWay is one of the U.S. Environmental Protection Agency (EPA) clean air programs that uses voluntary, rather than regulatory methods to achieve air quality benefits. Smart Way's focus is in the transportation sector and encompasses products and services associated with fuel consuming engines.

Last and most important is the safety our products, especially in the education setting. All OFS Brands seating products are GREENGUARD Gold Certified, from UL Environment, formerly known as GREENGUARD for Children and Schools. GREENGUARD Gold (versus standard GREENGUARD) is the most rigorous chemical emission standard and helps reduce indoor air pollution and the risk of chemical exposure. Additionally, OFS Brands is one of the first manufacturers whose products have been tested to comply with the the new ANSI/BIFMA X6.1 Educational Seating Test Standard, ensuring safety for the students.

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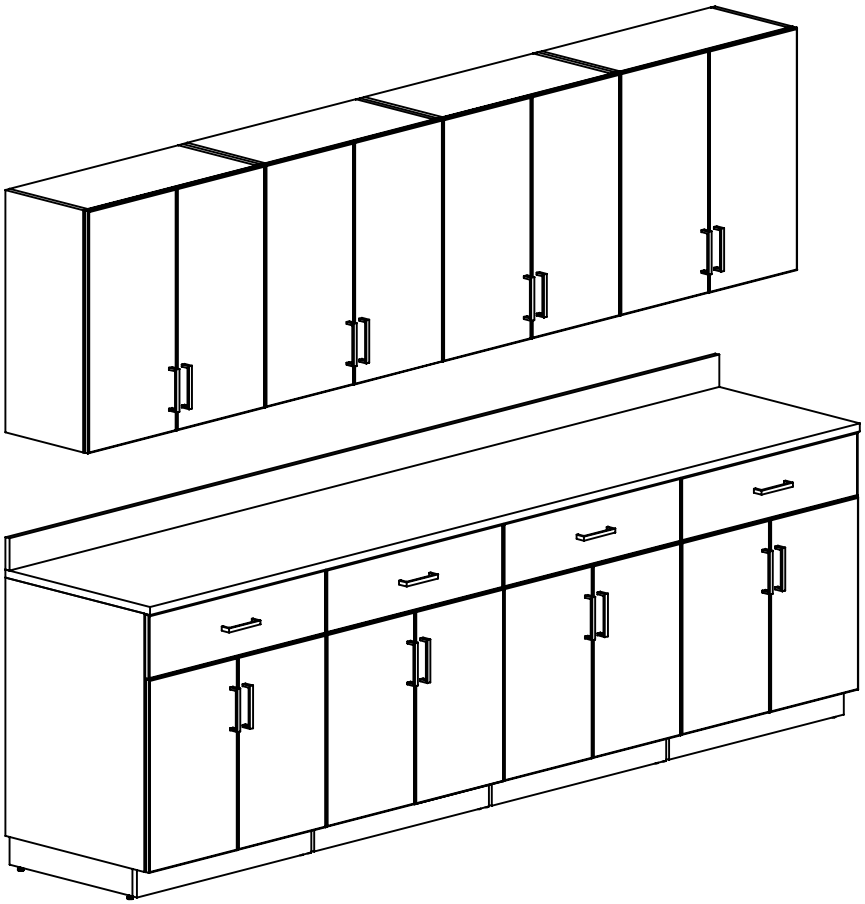
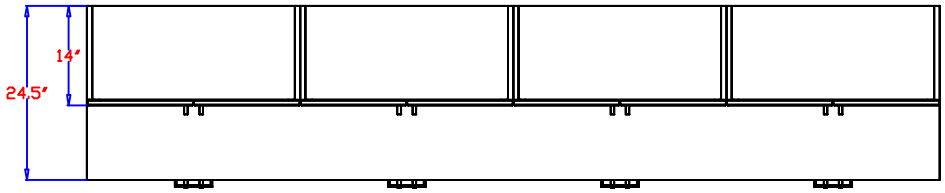
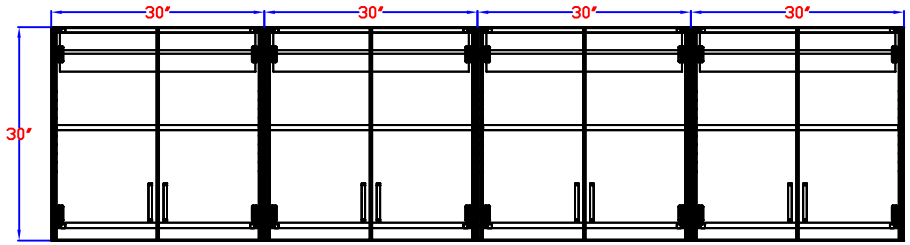
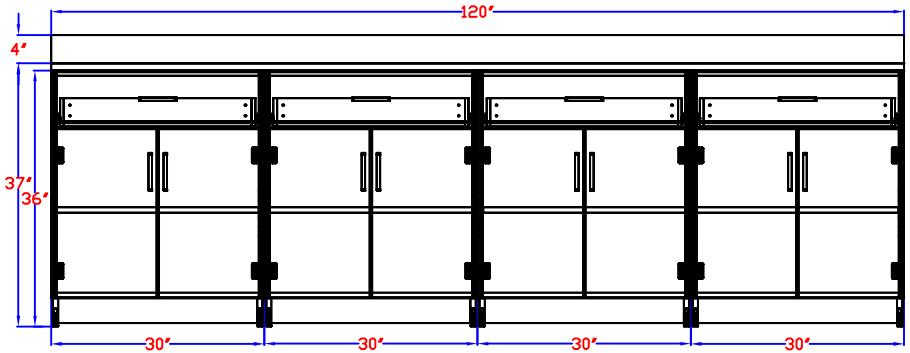
MILE MARKER CUSTOM MODULAR CABINETRY AND CASE WORK









$469 LINEAR FT	- BASE CABINETS - (4) 30"W x 24.25"D x 36"H ADJUSTABLE SHELF NO LOCKS
$288 LINEAR FT	- UPPER CABINETS - (4) 30"W x 14"D x 30"H ADJUSTABLE SHELF NO LOCKS
$72 LINEAR FT	- HPL TOP - (1) 120"W x 24.5"D x 5"H
$286 LINEAR FT	- GRADE 1 SOLID SURFACE TOP - (1) 120"W x 24.5"D x 5"H

carolina

OFS Brands is pleased to offer the following menu of services under Solicitation 14-22. All services will be provided by the OFS Brands authorized small business dealer in the marketplace:

- Design: We provide advanced furniture planning, LEED planning, graphic visualizations, knowledge workshops, typical development and furniture finding/ specification
- Professional Installation Services: Installation of education desks, seating ,tables, filing, cafeteria and lounge furniture
- Reconfiguration: We inventory, re-design and reinstall your product to maximize your investment
- Project Management: Our project managers attend weekly construction meetings, coordinate installation with other trades and provide our clients with the critical paths using Microsoft Project software
- Asset Inventory Management: We manage your inventory from our dealer's warehouse or from the public agency warehouse using web based software
- Re-Upholstery: We can make your chairs and lounge seating look new again. We help you select new material and pick up, re-upholster and re-deliver your "like new" furniture
- Storage: Many times there are delays in construction or renovation that result in the need to store your furniture purchase. The furniture will be stored in the secure warehouse of your local dealer

OVERVIEW

Styline Logistics creates integrated logistics solutions tailored to meet individual customer's unique transportation needs.

- Largest Fleet in the Contract Furniture Industry
- More than 170 Tractors
- More than 350 Trailers
- Company Owned Fleet
- Late Model Tractors
- On-Board GPS
- Uniformed Drivers

SERVICES

- LTL Furniture Pick-Up and Delivery
- Nationwide Coverage in 48 States
- Home Delivery Service Available
- Warehousing and Distribution
- Order Fulfillment
- Project Management
- Truckload Services
- Installation Services
- Transportation Brokerage
- Free Delivery Notifications

DAMAGE AVOIDANCE

- Specialized Handling for Various Types of Furniture
- Well-Trained Loading Teams
- Utilizing Special Furniture Handling Equipment
- Fleet of Air-Ride Trailers
- Experienced Company Delivery Drivers
- Industry leading 99.98% Damage-Free Delivery Performance

ORDER TRACKING

- Tracking Shipments From Pick-Up to Delivery
- Real-Time Updates Utilizing Data from GPS Equipped Trucks
- Pick-Up Date
- Current Shipment Status
- ETA
- Delivery Address
- Confirmed Delivery Date and Time
- Last Name and First Initial of Receiver