

Tab 1 – Master Agreement

General Terms and Conditions

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

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

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

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

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

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

◆ Payments

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

◆ Adding authorized distributors/dealers

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

◆ Pricing

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

◆ Warranty

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

◆ Safety

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

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

- Any protest review and action shall be considered final with no further formalities being considered.
- ◆ Force Majeure
 - If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
 - The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty
- ◆ Prevailing Wage
 - It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.
- ◆ Termination
 - Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.
- ◆ Open Records Policy
 - Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition,

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

- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Process

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

- ◆ Contract Administration
 - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
 - The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to five (5) additional one-year terms or any combination of time equally not more than 5 years.
 - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
 - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Price Increases
 - Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.
- ◆ Products and Services Additions
 - New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.
- ◆ Competitive Range
 - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
 - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities

- While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is \$150 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.
- ◆ Evaluation
 - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
 - A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.
- ◆ NCPA Administrative Agreement
 - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
 - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
 - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

◆ Past Performance

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

Evaluation Criteria

- ◆ Pricing (40 points)
 - Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
 - Product Delivery within participating entities specified parameters
 - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - Vendor's ability to perform towards above requirements and desired specifications.
 - Past Cooperative Program Performance
 - Quantity of line items available that are commonly purchased by the entity.
 - Quality of line items available compared to normal participating entity standards.

- ◆ References and Experience (15 points)
 - A minimum of ten (10) public sector references for product and/or services of similar scope dating within past 3 years
 - Respondent Reputation in marketplace
 - Past Experience working with public sector.
 - Exhibited understanding of cooperative purchasing

- ◆ Value Added Products/Services Description, (10 points)
 - Additional Products/Services related to the scope of RFP
 - Marketing and Training
 - Minority and Women Business Enterprise (MWBE) and (HUB) Participation
 - Customer Service

- ◆ Innovation (10 points)
 - Past Innovation, how it affected sales
 - Future Innovation in the pipeline

Signature Form

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

Prices are guaranteed: **120 days**

Company name	Ditto Sales, Inc. dba Versteel
Address	2332 Cathy Ln
City/State/Zip	Jasper/IN/47546
Telephone No.	800-876-2120
Fax No.	812-482-9318
Email address	contact@versteel.com
Printed name	Audra Hamlin
Position with company	Corporate Secretary
Authorized signature	

Tab 2 – NCPA Administration Agreement

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

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated September 1, 2022, referenced as Contract Number 07-127, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Furniture;

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

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

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

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

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

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

◆ General Terms and Conditions

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

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

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

◆ **Term of Agreement**

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

◆ **Fees and Reporting**

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

Entity Name	Zip Code	State	PO or Job #	Sale Amount

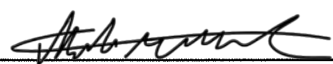
Total _____

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

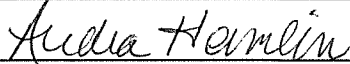
<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.
- ◆ General Provisions
 - This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
 - Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
 - If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
 - Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
 - This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
 - All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel
 Title: Director, Business Development
 Address: PO Box 701273
Houston, TX 77270
 Signature: 
 Date: September 1, 2022

Vendor: Versteel

Name: Audra Hamlin
 Title: Corporate Secretary
 Address: 2332 Cathy Lane
Jasper, Indiana 47546
 Signature: 
 Date: 7.20.22

Tab 3 – Vendor Questionnaire

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

◆ States Covered

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

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

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

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

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

◆ **Minority** **and Women**

Business Enterprise (MWBE) and (HUB) Participation

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

◆ **Residency**

- Responding Company's principal place of business is in the city of Jasper, State of IN

◆ **Felony Conviction Notice**

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

◆ **Distribution Channel**

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

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

◆ **Processing Information**

- Provide company contact information for the following:
 - **Sales Reports / Accounts Payable**

Contact Person: Pam Mathias
Title: Vice President of Sales
Company: Versteel
Address: 2332 Cathy Ln
City: Jasper State: IN Zip: 47546
Phone: 800-876-2120 Email: contractteam@versteel.com

- Purchase Orders

Contact Person: Josh Gunselman
Title: Director of Sales Operations
Company: Versteel
Address: 2332 Cathy Ln
City: Jasper State: IN Zip: 47546
Phone: 800-876-2120 Email: contact@versteel.com

- Sales and Marketing

Contact Person: Josh Gunselman
Title: Director of Sales Operations
Company: Versteel
Address: 2332 Cathy Ln
City: Jasper State: IN Zip: 47546
Phone: 800-876-2120 Email: contact@versteel.com

- ◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.
 Yes No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.
 Yes No

ACCOUNT	ADDRESS	CITY
3d Office Furniture & Design	575 Lexington Ave.	New York
4orm Studio	415 N. Sangamon Street	Chicago
5 Star Office Furniture	165 Dekalb Industrial Way	Decatur
A. Pomerantz & Company	123 S. Broad Street	Philadelphia
A.C. Desk Co.,Inc.	249 Elm Place	Mineola
A.J. Grack Business Interiors	3364 West 26th Street	Erie
A.Pomerantz & Co. Of Chicago	222 Merchandise Mart Plaza	Chicago
Aaa Business Supplies & Int.	325 Mendell Street	San Francisco
Aaa Office World	81 Spencer Street	Brooklyn
Aaski Technology	1 Industrial Way West	Eatontown
Ables-Land, Inc.	420-428 South Fannin	Tyler
Accent Commercial Furniture	3 Interstate Ave.	Albany
Accent Office Interiors, Inc.	2108-3 Gilliam Lane	Tallahassee
Action Business Furniture	3802 South Cedar Street	Tacoma
Adolph Interiors	1520 Wakarusa Drive	Lawrence
Advance Office Designs	366 Pearsall Avenue	Cedarhurst
Advanced Furn Solutions, Inc.	121 West Park Ave.	Dubois
Advanced Furn Svs Group	421 N. 7th Street	Philadelphia
Advanced Office Environmnt,Inc	160 Quaker Lane	Malvern
Advanced Sw Technologies Llc	1512 Technology Drive	Chesapeake
Advantage Office Solutions	65 Leggett Drive	Villa Rica
Advent Business Interiors	1318 U.S. Hwy 82 West	Leesburg
Aegis Business Solutions Llc	P.O. Box 19660	Lenexa
Afd Contract Furniture, Inc.	810 Seventh Ave.	New York
Affordable Business Interiors	4215 E. Broadway #100	Phoenix
Affordable Office Interiors	365 East North Ave.	Carol Stream
Afi Interior Planning & Design	15222 Cherbourg Ave.	Irvine
Agile Ofis Solutions Lp	7110 Old Katy Road	Houston
Ai Iv Llc (Magna Hospitality	Hgi Water St)	Irvine
Airea	23231-B Industrial Park Drive	Farmington Hills
Ais	4 Bonazzoll Avenue	Hudson
Alfred Williams & Co	Attn: Accounts Payable	Raleigh
Alfred Williams & Co.	505 South Cedar Street	Charlotte
Alfred Williams & Co.	8007 National Service Rd.	Colfax
Alianza Services Llc	411 Theodore Fremd Ave.	Rye
Alison Whittaker Design	20465 Saratoga Los Gatos Road	Saratoga
All Makes Office Equipment	2558 Farnam Street	Omaha
All Makes Office Equipment	3333 O Street	Lincoln
All Systems Go Office Furn.	2245 Enterprise Street	Escondido
Allan Shaivitz Associates	7010 Honeysuckle Trail	Lakewood Ranch
Alliance Corporate Services	1540 Nw 97th Ave.	Plantation
Allstate Office Interiors	10 Jefferson Plaza	Princeton
Alpha Design Group	Attn: Antigone Milton	Bethesda
Alpha Omega Shelving Inc.	800 Hope Hollow Road	Carnegie
Alternative Bus Furn, Inc	6533 Flying Cloud Drive	Eden Prairie
American Interiors, Inc.	302 South Byrne Road	Toledo

American Office	309 North Calvert Street	Baltimore
American Office	Equipment Co.,Inc.	Baltimore
American Pen And Panel	P.O. Box 36276	Rock Hill
Anderson Interiors	12 Plum Street	Verona
Ann'S Choice	Attn: Patty Petersen	Warminster
Antunovich Associates	224 West Huron Street	Chicago
Aoi	8801 South 137th Circle	Omaha
APG Office Furnishings	12075 N.W. Blvd	Cincinnati
Appalachian Workspace Solution	88 Valley Street	Winfield
Apt Design Studio	145 Vallecitos De Oro	San Marcos
Arbee Associates	9300 Gaither Road	Gaithersburg
Arbee Associates	1531 S. Washington Ave.	Piscataway
Architectural Systems Group	92 Veterans Drive	Holland
Arenson Office Furnishings,Inc	1115 Broadway, 6th Floor	New York
Argyle Office Solutions, Inc.	1158 W. Illinois Ave.	Palatine
Argyle Office Solutions,Inc.	1158 W. Illinois Ave.	Palatine
Arizona Furnishings	7885 N. Glen Harbor Blvd.	Glendale
Arrington Commercial Interiors	1724 Virginia Beach Blvd	Virginia Beach
Arthur P. O'Hara, Inc.	2801 Centre Circle Dr	Downers Grove
Artic Office Products	100 W. Fireweed Lane	Anchorage
Aspen Gold Llc	2121 N 150 E	Centerville
Assoc Office Systems Of La,Inc	Texaco Center	New Orleans
Associates Purchasing	10351 Santa Monica Blvd.	Los Angeles
Atlanta Office Liquidators	3522 Ashford Dunwoody Road Ne	Atlanta
Atlantic Corporate Interiors	7001 Muirkirk Meadows Drive	Beltsville
Atmosphere	733 56th Street	Sacramento
Atmosphere Commercial Interior	81 South Ninth Street	Minneapolis
Austin Business Furniture	9300 United Drive	Austin
Austin Johnson Interior Design	45 Shield	Irvine
Avail	1234 Penn Avenue	Hollsopple
Avail Business Systems, Inc.	P.O. Box 1030	Johnstown
Avanti Interior Design Inc	830 Meeting Street	West Columbia
Awe Corporate Interiors	1710 E. Indian School Road	Phoenix
Ayers Office Products Inc	140 Builders Parkway	Cornelia
B & M Construction, Inc.	P.O. Box 16044	Colorado Springs
B Design	9130 Harbor Hills Drive	Houston
Ba Designs Llc	4119 S.W. Southgate Drive	Topeka
Baker Office Products	P.O. Box 1920	Lubbock
Baker Street Office Furnishing	P.O. Box 10042	Ft. Wayne
Ball Office Products	2218 Tomlyn Street	Richmond
Barclay Dean Interiors	11100 N.E. 8th	Bellevue
Barefield & Co.	P.O. Box 649	Jackson
Barry Larson Nebraska	Furniture Mart	Omaha
Bartholomew Co.,Inc.	3324 Main Street	Hartford
Bauhaus Interiors Group, Inc.	1645 N. Stemmons Freeway	Dallas
Bauman Office Equipment, Inc.	824-828 Seventh Ave.	Beaver Falls
Baxter Consulting	1007 Pennsylvania Ave.	Havertown

Bbe Office Interiors	122 North Street	Pittsfield
Beaux-Arts Grp Of Florida,Inc	8507 Benjamin Road	Tampa
Beck Total Office Interiors	5300 Eagle Rock Ave. N.E.	Albuquerque
Bellia Office Furniture, Inc.	1055 N. Broad Street	Woodbury
Benhar Office Interiors	148 West 37th Street	New York
Benjamin Roberts, Ltd.	240 N. Prince Street	Lancaster
Benning Design Construction	960 Fulton Ave.	Sacramento
Best Ed Business	10936 N. Port Washington Rd	Mequon
BFI	10 Lanidex Center West	Parsippany
Bialek Corporation	30 West Gude Dr.	Rockville
Bkm Officworks	4780 Eastgate Mall	San Diego
Bkm Total Office Of Texas	9755 Clifford Drive Ste. 100	Dallas
Blankenship Associates Inc	980 Trinity Road	Raleigh
Blau Office	121 Newark Ave.	Jersey City
Blue Cord Design & Construction		Orlando
Blue Skies Interiors	910 S. Sierra Madre Street	Colorado Springs
Bmc, Inc.	320 East Gibson	Scranton
Bradley Bus Interiors, Inc.	2525 Lundman Drive	Hutchinson
Brenner Design Inc.	620 North Delaware	Indianapolis
Brentwood Assisted Living Llc	C/O Neil Locke & Associates	Dallas
Brocks Fire Protection	3529 West 3rd Street	Trainer
Brodwill, Llc	3900 Rose Hill Ave.	Cincinnati
Brooks Office Interiors Inc.	2222 Elm Street Ne	Minneapolis
Brothers Business Interiors	400 South 5th Street	Milwaukee
Broussard Group	1107 At&T Center Pkwy	San Antonio
Brown & Saenger	1409 "C" Avenue	Sioux Falls
Brown Interior Solutions	106 W. Castellano	El Paso
Brown Mannschreck Bus Systems	5901 N.E. Woodbine Road	St. Joseph
Brownstone Design Group Inc	97 W. Broad Street	Bethlehem
Buffalo Office Interiors, Inc.	1418 Niagara Street	Buffalo
Building Services	11925 W. Carmen Ave.	Milwaukee
Built For Dreams	3416 Joliet Ave.	Lubbock
Built For Dreams	3416 Joliet Ave.	Lubbock
Burckle Glidden	1401 Forum Way	West Palm Beach
Burke & Michael Inc.	833 Beech Avenue	Pittsburgh
Burkin Design, Inc.	214 West Friendly Ave.	Greensboro
Bus Int.By Staples-Kansas City	P.O. Box 102422	Columbia
Bus Int.By Staples-North Tx	P.O. Box 102422	Columbia
Bus Int.By Staples-St.Louis	P.O. Box 102422	Columbia
Bus Int.By Staples-Stamford	P.O. Box 102422	Columbia
Bus Interiors Of Idaho, Inc.	176 South Capitol Blvd.	Boise
Bus.Int. By Staples-Tampa	P.O. Box 102422	Columbia
Bushong Restaurant Equip.Co.	422 East Bacon Street	Dayton
Business Environments	7 Entin Road	Parsippany
Business Environments	5351 Wilshire Ave. N.E.	Albuquerque
Business Environments Div. Of	Business Furniture Specialists	Evansville
Business Furnishings	4102 Meghan Beeler Court	South Bend

Business Furnishings & Design	2575 Woodland Court	West Des Moines
Business Furniture LLC	8421 Bearing Dr	Indianapolis
Business Furniture Services	2993 Sandy Plains Road	Marietta
Business Furniture Solutions	3209 Greenfield Road Suite 1	Pearl
Business Furniture Systems	3709 East Platte Ave.	Colorado Springs
Business Furniture Warehouse	4060 Nw Urbandale Drive	Urbandale
Business Furniture, Inc.	133 Rahway Avenue	Elizabeth
Business Int.By Staples	Lacross	Columbia
Business Int.By Staples	Nashville	Columbia
Business Int.By Staples-	Chesapeake	Columbia
Business Int.By Staples-	Columbus	Columbia
Business Int.By Staples-	La Mirada	Columbia
Business Int.By Staples-	Milwaukee	Columbia
Business Int.By Staples-	Richmond	Columbia
Business Int.By Staples-	Springfield/Joplin	Columbia
Business Int.By Staples-Atl	P.O. Box 102422	Columbia
Business Int.By Staples-Auburn	P.O. Box 102422	Columbia
Business Int.By Staples-Aurora	P.O. Box 102422	Columbia
Business Int.By Staples-G	Greensboro	Columbia
Business Int.By Staples-Indy	P.O. Box 102422	Columbia
Business Int.By Staples-N.Y.	P.O. Box 102422	Columbia
Business Int.By Staples-Ne Oh	P.O. Box 102422	Columbia
Business Int.By Staples-Newark	P.O. Box 102422	Columbia
Business Int.By Staples-Nj	P.O. Box 102422	Columbia
Business Int.By Staples-Ocala/	Jacksonville	Columbia
Business Int.By Staples-Philly	P.O. Box 102422	Columbia
Business Int.By Staples-Reno	P.O. Box 102422	Columbia
Business Int.By Staples-Va	P.O. Box 102422	Columbia
Business Interiors	P.O. Box 55865	Birmingham
Business Interiors	233 West Gregory Street	Pensacola
Business Interiors	203 Perimeter Park Drive	Knoxville
Business Interiors	Attn: Accounts Payable	Irving
Business Interiors N.W.	1707 Dock Street	Tacoma
Business Interiors Of Texas	223 North Chaparral	Corpus Christi
Business Interiors, Inc.	146 Market Ridge Drive	Ridgeland
Business Office Interiors	1998 Ohio Street	Lisle
BPSI	1616 Bassett Avenue	El Paso
C. Neal Marwitz	1697 Barkston Court	Chamblee
C.F. Rutherford & Assoc, Inc.	55 John Street	New York
Caliber Office Furniture	8719 Airport Road, Ste A	Redding
Camp Contract Furnishings	775 Ainapo Street	Honolulu
Canfield Business Interiors	402 West Ninth Street	Sioux Falls
Carithers-Wallace Courteny,Llc	4343 N.E. Expressway	Atlanta
Carlyn & Company	746 Walker Road	Great Falls
Carole Wiedner Interiors	C/O Wiender & Mcauliffe	Chicago
Carolina Business Interiors	210 B Liberty Street	Winston-Salem
Carolina Business Interiors	4020 Yancey Road	Charlotte

Carolina Office Solutions, Llc	1301-A Westinghouse Blvd.	Charlotte
Carroll'S Discount Office Furn	5615 South Rice Ave.	Houston
Castner And Caster, Inc.	5210 Cortez Road West	Bradenton
Catalyst	P.O. Box 18258	Irvine
Catalyst Workplace Activation	1707 Dock Street	Tacoma
Cazador, Llc	13873 Park Center Road	Herndon
Cbi	625 Oberlin Road	Raleigh
Cbi Group	6111 Woodlake Center Drive	San Antonio
Cc Design	2740 Kinjac Drive	Marietta
Center Line Associates	88 Beal Parkway Nw	Fort Walton Beach
CFI	2129 Chestnut Street	Philadelphia
CG Concepts	2331 Fortune Dr.	Lexington
Champlin Architecture	424 East Fourth Street	Cincinnati
Chapman Office Supply	975 Cobb Place Blvd. N.W.	Kennesaw
Charlie'S Office Furniture	5 Highland Avenue	Queensbury
Chase Associates	Attn: Nola Chase	Salt Lake City
Chl Business Interiors, Llc	1627 I. Street, N.W. Suite 825	Washington
Choctaw Office Supply Llc	P.O. Box 6276	Choctaw
Christianson'S Bus Furn	2828 13th Avenue South	Fargo
Cimarron Office Furniture	3132 Dwight Road	Elk Grove
Cj & Associates, Inc.	16915 West Victor Road	New Berlin
Cmf Business Supplies	3622 Kennedy Road	South Plainfield
Coakley Brothers	400 South 5th Street	Milwaukee
Cofco	2200 North American Street	Philadelphia
Color Art	1325 N. Warson	St. Louis
Color-Art Office Interiors	1325 North Warson Road	St. Louis
Columbia Commercial Interiors	15927 Frederick Road	Lisbon
Commercial Concepts Furniture	3622 Noland Court	Independence
Commercial Design Services	508-C Capital Circle Se	Tallahassee
Commercial Design Services	5805 Barry Road	Tampa
Commercial Design Services	640 Douglas Ave.	Altamonte Springs
Commercial Environments Inc.	505 Carden Jennings Lane	Knoxville
Commercial Furnishings	570 Mulberry Street	Macon
Commercial Furniture	Consultants	Commerce Township
Commercial Furniture Concepts	671 East Beaumont Way	Draper
Commercial Furniture Interiors	1154 Route 22 West	Mountainside
Commercial Interiors Direct	1 South Corporate Drive	Riverdale
Commercial Office Environments	7301 Zionsville Road	Indianapolis
Comml Office Interiors, Inc.	2601 Fourth Avenue Suite 700	Seattle
Commonsense Office Furniture	820 W. Washington St.	Orlando
Commonwealth Business Interior	3447 Derry Street	Harrisburg
Comnet Communications	42348 Willeta Ave.	Quartz Hill
Compass Group Llc	7351 E. Kemper Road	Cincinnati
Compass Office Solutions, Llc	3320 Enterprise Way	Miramar
Complete Office Furniture	11521 E. Marginal Way South	Seattle
Complete Office Supply	7209 East 86th Street	Indianapolis
Computer Merchandise Corp.	765 Creative Drive	Lakeland

Concept & Design	P.O. Box 160	Locust Valley
Concept 2 Design, Llc	233 Roberts Ave.	Horsham
Concertex	222 Merchandise Mart Plaza	Chicago
Connect People & Space	1755 Blake Street	Denver
Connecting Elements, Inc.	P.O. Box 11318	Columbia
Connors Contract Furniture	22 Whitelawn Ave.	Milton
Connors Contract Furniture	22 Whitelawn Ave.	Milton
Consilium Associates	2443 Nevada Avenue N.	Golden Valley
Consolidated Office Systems	144 W. Amerige Ave.	Fullerton
Contemporary Galleries	P.O Box 2829	Charleston
Continental Office	322 North Shore Drive	Pittsburgh
Continental Office Environment	2601 Silver Drive	Columbus
Continental Office Environment	322 N. Shore Drive #300	Pittsburgh
Contract Associates	800 20th Street N.W.	Albuquerque
Contract Bus Solutions, Inc	4994-L Indiana Ave.	Winston-Salem
Contract Business Interiors	3455 North Desert Drive	East Point
Contract Business Interiors	601 S. Concord Street	Knoxville
Contract Design Assoc, Inc.	402 E. Sprague Ave.	Spokane
Contract Design Group	6301 S. W. 9th Street	Topeka
Contract Furn Rents, L.L.C.	3129 Main Street	Kansas City
Contract Interior Services	3 Kent Road	Annapolis
Contract Interior Solutions	P.O. Box 78	Lakeood
Contract Resource Group Inc	811 E. Sprague Ave.	Spokane
Contract Resource Group, Inc.	7108 Old Katy Road	Houston
Contract Source	2 Corporation Center	Broadway Heights
Contrax Furnishings	690 Ne 23rd Avenue	Gainsville
Coordinated Resources, Inc.	130 Sutter Street	San Francisco
Copelin'S Office Center	425 W. Main	Norman
Corp Environment Solutions,Inc	1902 Parkwood Drive	Forest Hill
Corp Interior Systems, Inc.	3311 E. Broadway	Phoenix
Corp Interiors & Sales, Inc.	1329 Morganton Road	Fayetteville
Corporate Business Interiors	19000 Macarthur Blvd.	Irvine
Corporate Concepts, Inc.	500 Waters Edge, Suite 200	Lombard
Corporate Concepts, Inc.	2412 Main Street	Columbia
Corporate Design, Inc.	P.O. Box 97	Evansville
Corporate Environments	11111 West 6th Ave.	Lakewood
Corporate Environments	605 East Broad Street	Bethlehem
Corporate Environments Intl	841 Bishop Street	Honolulu
Corporate Facilities Of Lehigh Valley	1042 Hamilton Street	Allentown
Corporate Facilities, Inc.	2129 Chestnut Street	Philadelphia
Corporate Furniture Solutions	2059 Camden Ave. #303	San Jose
Corporate Interior Systems	3311 E. Broadway rd.	Phoenix
Corporate Interiors	Attn: Accounts Payable	New Castle
Corporate Interiors	1723 Commerce Avenue	St. Petersburg
Corporate Interiors	161 Washington Street	Conshohocken
Corporate Interiors, Inc.	11840 Westline Industrial Dr	Maryland Heights
Corporate Interiors, Inc.	P.O. Box 709	Frisco

Corporate Source Ltd	1505 Oak Lawn Ave.	Dallas
Corporate Spaces, Inc.	696 E. Colorado Blvd.	Pasadena
Cos Business Prod. & Interiors	1548 Riverside Drive	Chattanooga
Counter Design	2381 Cullen Ave.	Evansville
Cox Commercial Interiors	208 23rd Street, North	Birmingham
Creative Business Interiors	4020 Yancey Road	Charlotte
Creative Business Interiors	P.O. Box 1192	Kingston
Creative Business Interiors	1535 S. 101st Street	Mulwaukeee
Creative Interiors, Inc.	1030 Agua Fria Street	Santa Fe
Creative Library Concepts	P.O. Box 313	Manalapan
Creative Office Design, Inc.	2100 Roswell Road	Marietta
Creative Office Environments	11798 N. Lakeridge Parkway	Ashland
Creative Office Interiors	141 Elliott Street E.	Hartford
Creative Office Pavilion	1 Design Center Place	Boston
Creative Office Pavilion	15 Franklin Street	Portland
Creative Office Pavilion-R.I.	10 Mutual Place	Providence
Creative Office Solutions&More	222 Ne 25th Street	Miami
Creative Office Systems	39 State Street	Rochester
Crest Office Furniture	100 West 17th Street	Los Angeles
Crest Office Furniture	2840 N. Lima Street	Burbank
Crown Office Furniture	5556 S. Mingo Road	Tulsa
Cubicles.Com	29-28 41st Street	Long Island City
Curran Taylor, Inc.	300 Houston Square	Canonsburg
Custer Office Environment Inc	217 Grandville Avenue Sw	Grand Rapids
D. Quest Associates Llc	25 Chatham Court	Orchard Park
D.A.F. Office Networks, Inc.	6121 Jemola Runne	Cicero
D2p Llc	9855 Crosspoint Blvd.	Indianapolis
Daf Office Networks, Inc.	Attn: Dave Farabee	Cicero
Dallas Desk	15207 Midway Road	Addison
Dancker Sellew & Douglas	291 Evans Way	Somerville
Darden Architects, Inc.	6790 North West Avenue	Fresno
Daring By Design Inc	150 E Palmetto Pk. Rd	Boca Raton
Daubman Corporate Interiors	272 Titusville Road	Poughkeepsie
Davies Office Refurbishing, Inc	40 Loudonville Road	Albany
Dbi Business Interiors	912 E. Michigan Avenue	Lansing
Dc Interiors	6896a Alamo Downs Parkway	San Antonio
Dc2	1540 Marsh Street #110	San Luis Obispo
De Clercq Office Group	112 Rowayton Avenue	Rowayton
De Clercq Office Group	1227 Whitney Avenue	Hamden
Deckel & Money Penny	615 Marret Avenue	Louisville
Decorative Finishes	60 Hillmont Place	Danville
Dekalb Office	1320 Ridgeland Parkway	Alpharetta
Delaware School & Office Co.	P.O. Box 5046	Wilmington
DELVE INTERIORS LLC	7820 Thorndike Rd	Greensboro
Desert Business Interiors Llc	72162 Hwy 111	Rancho Mirage
Design Center, Inc.	6632 E. Broad Street	Douglasville
Design Central	152 South Fifth	Salina

Design Elements	101 East Cambridge Ave.	Greenwood
Design Integrity	1000 East Ave. North	Sarasota
Design Interactive Inc	3504 Lake Lynda Drive	Orlando
Design Link Llc	2437 Fortune Drive	Lexington
Designwise, Inc.	1793 Buerkle Circle	White Bear Lake
Desks, Inc.	225 W. Ohio Street	Chicago
Desks, Inc.	1152 Dormont Avenue	Pittsburgh
Dew-El, L.L.C.	10841 Paw Paw Drive	Holland
Digs	3524 Edwards Road	Cincinnati
Direct Office Solutions	700 Nw 57th Court	Ft. Lauderdale
Djg Services Llc	3050 Winding River Drive	St. Charles
Dki Office Furn & Supplies	5530 Jefferson Highway	Harahan
Douron, Inc.	30 New Plant Court	Owings Mills
Dpop!	711 Griswold Street	Detroit
DRB Business Interiors, Inc.	153 Regent St	Saratoga Springs
Dulce Feito-Daly, Llc	210 Heritage Court	Little Silver
Dundas Office Interiors	11613 W. Executive Drive	Boise
Dupler Office	330 W. Spring Street, Suite 150	Columbus
Dyvic Corporation Companies	Office Furniture Resources	Norcross
Eakes Office Plus	P.O. Box 2098	Grand Island
Eakes Office Plus Of Columbus	2911- 13th Street	Columbus
Eakes Office Plus Of Kearney	2401 Avenue A	Kearney
Eakes Office Solutions	110 North 35th Street	Lincoln
Eakes Office Solutions	839 West 2nd Street	Hastings
Ebl Interiors	1482 Rail Head Blvd.	Naples
Eclipse Brand Builders	5050 Research Court	Suwanee
Edgewater And Company	500 N. Capital Of Texas Hwy	Austin
Edson-Neil Incorporated	P.O. Box 270142	Flower Mound
Educational Furniture	620 East 18th Street	Muncie
Edwards & Hill Office Furn.	10810 Guilford Rd, Suite 101	Annapolis Junction
Elements Iv Interiors	3680 Wyse Road	Dayton
Em & N Marketing Inc.	Dbq Quality Office Environment	Genesco
Emmons Business Interiors, Llc	P.O. Box 206	Stevens Point
Empire Office	2 Oakwood Blvd	Hollywood
Empire Office Inc	105 Madison Avenue	New York
En4orm Office Interiors	3200 Bristol Street	Costa Mesa
Encompas	1512 Grand Blvd.	Kansas City
Enriching Spaces	1360 Kemper Meadow Dr.	Cincinnati
Enterprise Furn.Consultants	608 Folcroft Street	Baltimore
Environments	707 Se Belmont	Portland
Environments 4 Business, Llc	3421 Ridgewood Road	Akron
Environments At Work	300 A Street	Boston
Environments That Work	100 Illinois Street #260	St. Charles
Epcor	Accounts Payable	Phoenix
Ergospace Designs, Inc.	Stryker Lane, Building 4	Hillsborough
Ernie Morris Enterprises	2535 Ivy Street East	Cumming
Esplanade Home & Office Furn	1802 Esplanade	Chico

Ethosource Llc	180 Grace Blvd.	Morgantown
Evensonbest	641 Avenue Of The Americas	New York
Everything Division12 Inc.	1643 W. Carroll Ave.	Chicago
Everything Office, Inc.	19 West 36th Street	New York
Evolution Interiors	303 N. Northwest Hwy	Barrington
Executive Interiors	724 Lake Carolyn Parkway	Irving
Exelon Corp.	10 South Dearborn	Chicago
Exponent	149 Commonwealth Drive	Menlo Park
Exponent	149 Commonwealth Drive	Menlo Park
Facilitec	4501 East Mcdowell	Phoenix
Faciliteq	1255 W. Rio Salado Pkwy	Tempe
Facilities Resource Group, Inc	84 Caisson Trace	Spanish Fort
Facility Interiors Inc	1775 Saint James Place	Houston
Facility Interiors, Inc.	6801 Portwest Drive	Houston
Facility Interiors, Inc.	8606 Wall Street	Austin
Facility Outsource Inc	16 Isabella Drive	Londonderry
Facility Planners, Inc.	P.O. Box 128485	Nashville
Facility Services	518 Forest Hills Drive	Annapolis
Faulkner Design Group	3232 Mckinney Ave.	Dallas
Fdrhpo/Nci	120 Washington Street	Watertown
Feigus Office Furniture	Ideal Plaza	Howell
Fens Associates Llc	6485 Shiloh Road	Alpharetta
Fens Associates Llc	P.O. Box 186	Groveland
Fens Associates, Llc	P.O. Box 186	Groveland
Fern Leaf Contract Sales	P.O. Box 2126	Acton
Final Touch Interior, Inc.	610a East Battlefield Ave.	Springfield
Fire Fighter Sales & Service	791 Commonwealth Drive	Warrendale
Fireside Office Products	1713 E. Bismarck Expy	Bismarck
First Continental Library Equip	1627 South Emerson Street	Denver
First Tdt, Llc	C/O Benjamin West	Louisville
Fischer Furniture	17610 Pond View Place	Colorado Springs
Fist Installation	Furn Installation & Service T	Halethorpe
Fleischman Office Interiors	1215 Fourth Avenue Suite 1125	Seattle
Flood Brothers, Inc.	8343 Roswell Road	Atlanta
Florida Business Interiors	767 Stirling Center Place	Lake Mary
Fluid Interiors	100 N. 6th Street	Minneapolis
Fm Office Environments	42-10 215th Street	Bayside
Forma Studio	222 East 212th Street	Carson
Forrer Business Interiors Inc	555 West Estabrook Blvd	Milwaukee
Forward Space	1111 W 22nd St	Oak Brook
Forward Tilt	6710 E. Camelback Road	Scottsdale
Frank Cooney Co.,Inc.	1226 N. Michael Drive	Wood Dale
Frank Parsons/Tsrc, Inc.	1328 Charwood Road	Hanover
Franklin Delk Office Furnishng	1176 Franklin Road	Marietta
Franklin Interiors	2740 Smallman Street	Pittsburgh
Franklin Mcneal	5950 Shiloh Road, East	Alpharetta
Freedom Companies Inc	5008 Prospect Ave.	Kansas City

Freeman Forms & Supplies	800 Doug Davis Drive	Atlanta
Fuller Road Management Corp.	257 Fuller Road	Albany
Furn Marketing Group, Inc.	7110 Old Katy Road	Houston
Furn Solutions For The Workplc	9696 Ash Court	Cincinnati
Furniture Consultants	The Wynwood Building	Miami
Furniture Consultants	The Wynwood Building	Miami
Furniture Consultants	255 State Street, 8th Floor	Boston
Furniture Discount Warehouse	2320 Anton Road	Madisonville
Furniture Environments	6196 Sunset Crest Way	San Diego
Furniture For Business	2323 W Sam Houston Pkwy N	Houston
Furniture Marketing Group	421 Nw 10th Street	Oklahoma City
Furniture Marketing Group	6100 W. Plano Parkway	Plano
Furniture Marketing Group Inc.	3300 N Ih-35	Austin
Furniture Plus Design	700 Bishop Street	Honolulu
Furniture Solutions	9696 Ash Court	Cincinnati
Furniture Solutions Group	619 Severn Ave.	Annapolis
Furniture Solutions Now	1505 Oak Lawn Ave.	Dallas
Furniture Solutions, Inc.	P.O. Box 540891	Lake Worth
Furniture Soup, Inc.	170 Corporate Drive	Reading
Furniture Speak	P.O. Box 1040	Fairfax
Future 2000 Properties	165 Madison Ave. #501	New York
G & M Business Interiors	1099 W Lacadena Drive	Riverside
G.A. Blanco & Sons, Inc.	Route 71 At The Alford Line	Gt. Barrington
G.L. Seaman & Company	4201 International Pkwy	Carrollton
Galloway Office Supplies	10201 N.W. 21st Street	Miami
Gallun Snow Interior Design	1920 Market Street	Denver
Gateway Printing	315 South Closner	Edinburg
Gateway Printing	315 South Closner	Edinburg
Gazor Group, Inc.	624 Bush Street	San Francisco
Gbi Llc	320 Seven Springs Way	Brentwood
Gdot Design	10020 Aurora-Hudson Road	Streetsboro
Geisinger System Services	Accounts Payable	Danville
General Office Products	4521 Highway Seven	Minneapolis
Gianni Manufacturing	4615 West Roosevelt Road	Cicero
Gillespie Comml Furnishings	20 Corporate Circle	Albany
Givens Highland Farms Llc	200 Tabernacle Road	Black Mountain
Glidden Spina Interiors	201 Sixth Street	West Palm Beach
Godshall Commercial Interiors	Christina Desimore	Lancaster
Goldbelt Eagle	13900 Lincoln Park Drive	Herndon
Goodman'S	P.O. Box 13289	Phoenix
Goodman'S	P.O. Box 13289	Phoenix
Gos Office	310 E. Frontage Road	Greer
Gosiger, Inc.	108 Mcdonaugh Street	Dayton
Govsolutions, Inc.	511 Central Drive Suite 101	Virginia Beach
Graham Interiors	5565 Miami Road	Cincinnati
Grassroots Contract Interiors	P.O. Box 43	Buffalo
Gray Design Group	9 Sunnen Drive	St. Louis

Gregory Grier, Inc.	2326 Distribution Street	Charlotte
Grier Interiors	2326 Distribution Street	Charlotte
Grooms Office Systems, Inc.	1285 East Montclair	Springfield
Group3 Planners, Llc	32276 Edward Drive	Conifer
H2r Interiors, Inc.	P.O. Box 160 669	Boiling Springs
Haakenson Group	1027 Andover Park East	Tukwila
Hagemeyer North America Inc.	Caller Service 1819	Alpharetta
Hampton Office Products	248 Donohue Road	Greensburg
Hannaher'S Inc.	4324 20th Ave. S.W.	Fargo
Harris Office Furn Co.,Inc.	520 Kimball Ave, N.E.	Roanoke
Hawkins And Anderson	4880 Sadler Road	Glen Allen
Hd Supply	Wcc-Wc Headquarters	Orlando
Hd Supply Construction And	Industrial	Orlando
Healthcare Environments	Lifestyle Products Llc	Hickory
Henricksen	1101 W Thorndale Ave	Itasca
Henriksen/Butler Design Group	249 South 400 East	Salt Lake City
Hickory Business Furniture	P.O. Box 8	Hickory
Hmc	7190 Oakland Mills Road	Columbia
Hogue	7300 Folsom Blvd.	Sacramento
Hogue & Associates, Inc.	250 Montgomery Street	San Francisco
Hospitality Purchasing	Consultants	Highlands Ranch
Housing Works, Inc.	57 Willoughby Street	Brooklyn
Howington Office Products Llc	P.O. Box 3666	Pembroke
Hoyle Office Solutions	180 Glenn Bridge Road	Arden
Hst Interior Elements	680 Rundle Ave.	Nashville
Hudson Office Solutions	P.O. Box 482	Washington
Hudson Valley Office Furn, Inc	375-379 Main Mall	Poughkeepsie
Hummel's Office Plus	P.O. Box 351	Herkimer
Hunterdon Facility Planners	10 Johnson Drive	Raritan
Hvl Interiors	453 Cerrillos Road	Santa Fe
I D & A, Inc.	1700 South Fifth Street	Louisville
I.C.E. Team	7730 E. Belleview Ave.	Greenwood Village
Icc Business Products	3164 N. Shadeland Ave.	Indianapolis
Id Studio Interiors Llc	211 East Washington Street	Greenville
Ideal Office Solutions Llc	360 Merrimack Street	Lawrence
Illini Supply, Inc.	111 Illini Drive	Forsyth
IMA Corporate Interiors	6115 Peachtree Dunwoody Rd NE	Atlanta
Impact Interiors Group	13355 10th Ave. North	Plymouth
Impact Office Interiors	222 Meriwether Street	Griffin
Impact Office Products	6800 Distribution Drive	Beltsville
Independence Business Supply	4550 Hinckley Pkwy	Cleveland
Indoff	Po Box 46900	St. Louis
INDOFF	137 Marlin Drive East	Pittsburgh
Indoff Commercial Interiors	2516 Genesee Street	Utica
Infinium Interiors	930 Kaheka Street	Honolulu
Info-Com Business Products	2933 Foothill Blvd	La Cresceta
Innerspace Office Interiors	3901 Genesee Street	Buffalo

Innerspace Systems, Inc.	24307 Magic Mtn. Pkwy.	Valencia
Innerspace Arch Interiors	P.O. Box 1911	Birmingham
Innerspace Arch Interiors	139 Elgin Pkwy S.W.	Ft. Walton Beach
Innerspace Architectural Int.	139 S.E. Eglin Parkway	Ft Walton Beach
Innkeepers Supply Inc.	2209 Dortch Ave.	Nashville
Innkeepers Supply, Inc.	2110 Gladstone Ave.	Nashville
Innovative Bus Interiors, Inc.	8211 Mayor Lane	Silver Spring
Insalco Corporation	7 Capital Drive	Wallingford
Inside Source, Inc.	985 Industrial Road	San Carlos
Inside Space	5670 El Camino Real, Ste E	Carlsbad
Institutional Interiors, Inc.	2851 Van Huron Dr. Suite 100	Raleigh
Integrated Facilities Group	1214 E. 2nd Ave.	Wichita
Integrated Facility Systems	629 West Brevard Street	Tallahassee
Integrated Workspace Solutions	6 W. 12th Street	Cincinnati
Integrity Interior Solutions	22703 72nd Ave. S.	Kent
Intelligent Comm Environments	7720-E Bellview Ave.	Greenwood Vlg.
Intelligent Interiors, Inc.	16837 Addison Road	Addison
Inter Office	505 North Broadway	Fargo
Inter Sys Contract Group	612 North Main	Royal Oak
Intereum, Inc (Facility Systems)	9800 8th Avenue North	Plymouth
Interior Concepts	4601 Quebec Street #10	Denver
Interior Design Assoc, Inc.	1202 Rogers Street	Columbia
Interior Design Services, Inc.	209 Powell Place	Brentwood
Interior Designs By Michelle	11520 Huebner Road	San Antonio
Interior Environments	20700 Civic Center Drive	Southfield
Interior Images	1381 E. Garrison Blvd.	Gastonia
Interior Investments	550 Bond Street	Lincolnshire
Interior Investments	9 Sunnen Drive	St. Louis
Interior Landscapes, L.L.C.	2121 Central Street	Kansas City
Interior Resource Group	11095 Hidden Trail Drive	Owings Mills
Interior Resources	5151 Beltline Road	Dallas
Interior Resources Inc	489-20 Johnson Ave.	Bohemia
Interior Solutions	P.O. Box 3776	Salt Lake City
Interior Space Consultants	2120 Enclave Mill Drive	Dacula
Interior Systems, Inc.	P.O. Box 529	West End
Interior Workplace Solut,Inc	6765 Ambassador Drive	Allentown
Interior Workplace Solutns Llc	6765 Ambassador Drive	Allentown
Interiors Elements	2320 1st Avenue North	Birmingham
Interiors For Business	409 N. River Street	Batavia
Interiors For Business	113 N.W. 13th Street	Oklahoma City
Interiors In Motion	5815 Boca Raton	Dallas
Interiors Interface Inc	8665 West 125th Street	Savage
Interiors West, Llc	254 E 100 S	Salt Lake City
Interscapes, Inc.	1323 The Plaza	Charlotte
Interspace Limited	444 E Main Street	Lexington
Interstate Office Interiors	3932 East Kilgore Road	Kalamazoo
Intrascapes, Inc	P.O. Box 5387	Fort Wayne

Inunison Design	275 Market Street	Minneapolis
J. Goldschmidt & Associates	1045 Sansome Street	San Francisco
J. Gronske & Associates	P.O. Box 12	Basking Ridge
J. Tyler Services, Inc.	5920 Milwee	Houston
J.C. White	3501 Commerce Parkway	Miramar
J.C. White	7891 Central Industrial Dr.	Riviera Beach
J.P. Jay Associates, Inc.	1313 Roth Avenue	Allentown
Jacobs Facilities Inc.	501 North Broadway	St. Louis
Jamieson Design	4100 Laclede Ave.	St. Louis
Jan Burket Interior Design	1014 West 68th Terrace	Kansas City
Jarrettsville Furniture Inc.	3743 Federal Hill Road	Jarrettsville
Jc Office Consultants	1661 Us Highway 22 West	Bound Brook
Jean Sebben Associates, Llc	P.O. Box 6310	Colorado Springs
Jeannetta Design Associates	1905 Buford Dam Road	Buford
Jeff Cravotta Photography	118 E. Kingston Ave.	Charlotte
Jimenez Contract Svs, Inc.	1246 Silber Rd	Houston
Jmj Corp/Workplace Interiors	7910 West Broad Street	Richmond
John A. Marshall Co.	10930 Lackman Road	Lenexa
John A. Marshall Co.	1402 S Peoria St	Tulsa
John Miller & Associates	300 West 32nd	Charlotte
John Watts Associates Inc	121 Roberts Street	East Hartford
John Wooden Interiors Corp.	1371 Glenneyre Street	Laguna Beach
Jordy Carter, Inc.	1212 South Broadway	Denver
Jpl & Associates Llc	1520 Pelican Point Drive	Sarasota
Jsd Office Furniture Llc	P.O. Box 6286	Bridgewater
June'S Interiors, Inc.	Pmb 348	Wyckoff
Just The Right Stuff	103 Twin Oaks Drive	Syracuse
Kaiser Business Interiors Llc	33 S. Fifth Ave.	Tucson
Kansas Contract Design, Lc	723 North Gow	Wichita
Kay Davis Associates	P.O. Box 710862	Houston
Kayhan International Limited	1475 Woodfield Road Suite 104	Schaumburg
KBM-Hogue	320 South First Street	San Jose
Kctcs	Accounts Payable	Versailles
Kda Office Furniture Solutions	519 Hampton Way	Richmond
Kdi Design, Inc.	427 North Kirk Rd.	Geneva
Keaton Interiors Inc	4444 Spring Valley Road	Dallas
Keller Group	3041 65th Street, Suite 3	Sacramento
Kent Office Supply	948 Cherry Street	Kent
Kentwood Office Furniture	3063 Breton Road	Grand Rapids
Kerr Office Group	117 N. Main St.	Elizabethtown
Kershner Office Furniture	600 Clark Avenue	King Of Prussia
Key International, Inc.	317 Madison Ave, Ste. 807	New York
Key Office Interiors	One Design Center Place	Boston
Kimberly-Scott, Inc.	904 Broadway	Albany
King Business Interiors, Inc.	6155 Huntley Road	Columbus
Kirby Risk	1815 Sagamore Parkway N.	Lafayette
Kirk D. Thomas Design	9258 Ellerbe Road	Shreveport

Kirkpatrick & Associates	6608 Second Street N.W.	Albuquerque
KPC Architectural Products	2464 Fortune Dr	Lexington
Kyle Office Solutions	P.O. Box 1909	Tuscaloosa
Kzf, Inc.	700 Broadway Street	Cincinnati
L.A. Waters Furniture	8 West Main Street	Statesboro
Lafayette Materials Management	P.O. Box 6187	Lafayette
Lane Office Furniture, Inc.	256 West 8th Street	New York
Lauder'S Cubicle Connection	2500 S. Decker Lake Blvd.	Salt Lake City
Lawler-Wood Y-12	900 South Gay Street	Knoxville
Lba Ff & E Procurement	Services Llc	Englewood
Lda Architects	222 Third Street	Cambridge
Lee Company, Inc.	27 South 12th Street	Terre Haute
Lee Meier Interiors, Inc	24523 Detroit Road	Westlake
Legacy Designs, Inc.	P.O. Box 878	Broomfield
Legacy Group	820 Sw 34th Street	Renton
Lencore Acoustics Corp.	1 Crossways Park Dr. West	Woodbury
Lerdahl Business Interiors	P.O. Box 620586	Middleton
Lewis Alan Office Furn, Inc.	25 West 31st Street	New York
Lewis Baach Pllc	4100 Whiperling Lane	Annandale
Liberty Systems, Inc.	525 Boulevard	Kenilworth
Library Design Associates	1149 South Main Street	Plymouth
Library Design Associates	10046 Brewster Lane	Powell
Library Furniture	International	Northbrook
Library Inter Of Florida, Inc	10006 Cross Creek Blvd	Tampa
Library Inter Of Florida, Inc	20685 N.W. 26th Court	Boca Raton
Library Interiors Of Florida	1120 W. Minncola Avenue	Clermont
Library Interiors Of Florida	151 N. Nob Hill Road	Plantation
Library Interiors Of Florida	250 International Parkway	Heathrow
Library Source	2015 W. 96th Street	Shawnee Mission
Lifetouch Inc	11000 Viking Drive	Eden Prairie
Linc Hospitality	2632 East 6500 South	Ogden
Lincoln Office	205 Eastgate Drive	Washington
Lines Inc.	8224 Old Courthouse Road	Vienna
Link Interiors	P.O. Box 506	Morgantown
Lititz Office Products	30 Citation Lane	Lititz
Living Group Llc	Dbas Government Office Furn.	New York
Llv Office Concepts, Llc	29 Church Street	Saratoga Springs
Logistics Support Group	527 3rd Ave.	Albany
Lorenz & Associates	1753 E. Fir	Fresno
Loth	3574 E. Kemper Road	Cincinnati
Loth	3574 E. Kemper Road	Cincinnati
Loth	855 Grandview Ave.	Columbus
Loth	855 Grandview Avenue	Columbus
Louisiana Office Products	210 Edwards Ave.	Harahan
Lsa Management Inc	631 Junction Creek Drive	Wilmington
Lunapearl Studio Inc	4607 Lakeview Canyon Road	Westlake Village
M. Hanson & Co.,Inc.	1626-A N. Federal Highway	Ft. Lauderdale

Macro-Z-Technology Company	841 E. Washington Ave.	Santa Ana
Madden Business Interiors	352 Templeton Drive	Henderson
Magnolia Design Studios, Llc	3004 Oregon Knolls Dr. N.W.	Washington
Mahla Office Furniture	713 Penn Avenue	Pittsburgh
Malone Office Equipment	1345 13th Ave.	Columbus
Marietta Office Supply	223 Second Street	Marietta
Mark G. Anderson Consultants	730 Eleventh Street N.W.	Washington
Marsha Jurasin & Associates	405 Primrose Road	Burlingame
Marta	2424 Piedmont Road, N.E.	Atlanta
Martek Global Services	7920 Norfolk Ave.	Bethesda
Martin Public Llc Db	Key-Twelve.Com	Worthington
Marxmoda-Lansing Showroom	3135 Pine Tree Road	Lansing
Mason, Inc.	Po Box 9944	Savannah
MB Contract Furniture, Inc	1001 Galaxy Way, Suite 100	CONCORD
Mbi Systems, Inc.	507 Westlake Ave. North	Seattle
Mc Office Furniture Inc	215d Rutgers Street	Maplewood
Mccartney'S	P.O. Box 1714	Altoona
Mccoy-Rockford, Inc.	6869 Old Katy Road	Houston
Mcwater'S, Inc.	P.O. Box 2306	Columbia
Meadows Office Furniture Co.	71 West 23rd Street	New York
Melos, Inc.	2106 Aluminum Ave,	Hampton
Memphis Business Interiors	4539 Distriplex Dr. West	Memphis
Merchants Office Furniture	2261 N. Broadway	Denver
Meridian Leasing Corp.	9 Parkway North Blvd	Deerfield
Merkel Donohue	One Woodbury Blvd.	Rochester
Meteor Education	690 Ne 23rd Ave.	Gainsville
Metropolis Design Group	Laura J. Bishoff	Minneapolis
Metropolitan Contract Furn.	266 Bells Pond Road	Hudson
Mg Laser Inc	538 N. Euclid Ave.	Oak Park
Micamy Design Studio	2619 Rolac Road	Jacksonville
Michael E. Powers & Assoc.	918 W. Foothill Blvd.	Azusa
Mid-America Transplant Service	1110 Highlands Plaza Dr.East	St. Louis
Midcity Office Equipment, Inc.	The Tri-Main Building	Buffalo
Midwest Educational Furnishing	702 N. Maple St.	Prospect Heights
Midwest Office	987 South West Temple	Salt Lake City
Midwest Office Interiors	10330 Argonne Woods Drive	Woodridge
Miles Treaster & Associates	3480 Industrial Blvd.	West Sacramento
Millco Woodworking	1710 Railroad Place	Hall
Millennium Office Solutions	50 South Center Street	Orange
Miller'S Of Columbia, Inc.	Po Box 4690	Columbia
Millington Lockwood	3901 Genesee Street	Buffalo
Milton W. Bosley & Co.,Inc.	151 8th Ave. N.W.	Glen Burnie
Minc Interior Design	P.O. Box 1209	Fayetteville
Mitsch Design	200 S. Rangeline Road	Carmel
Mod Design	26677 W. Twelve Mile Road	Southfield
Modern Business Interiors	1023 Portwest Drive	St. Charles
Modern Office Interiors	1354 West Randall	Coopersville

ModularDesigns	144 Old Gray Station Road	Gray
MOI, Inc.	2923 Lord Baltimore Drive	Baltimore
Momentum Procurement Group	P.O. Box 877	Gladstone
Monarch Office Furniture	2202 113th Street #114	Grand Prairie
Montreasor Holdings Llc	Austin Supply	Auxtin
Moser Corporation	601 N. 13th Street	Rogers
Mount Lebanon Off Equip Co,Inc	1817 Banksville Road	Pittsburgh
Munson Bus Interiors, Inc.	2307 River Road	Louisville
Munther Design	12580 Hall Shop Road	Fulton
My Office Etc.	671 Academy Court	Windsor
N. Wasserstrom & Sons	2300 Lockbourne Road	Columbus
N.I. Systems, Inc.	38 Milburn Street	Bronxville
Nadap	355 Lexington Ave.	New York
Napier Joseph Mcnamara Ltd	200 Lexington Ave.	New York
National Office Suppliers	121 Southland Drive	Lexington
National Office Systems, Inc.	120 East 42nd Street	Savannah
National Project Group	100 Springdale Road	Cherry Hill
Navajo Office Products, Inc.	1200 S. Taylor Street	Amarillo
Nbs	2595 Bellingham	Troy
Neil Locke & Associates	8100 Lomo Alto	Dallas
Nelson Interiors	4848 Research	San Antonio
Nelson Interiors Office Furn	4848 Research Drive	San Antonio
Neutral Posture	3904 N. Texas Ave.	Bryan
New Concept Offices	15650 Vineyard Blvd	Morgan Hill
New Day Office Products	7025 Harbourview Blvd.	Suffolk
New Horizons Office Interiors	3241 Cross Bill Road	Louisville
New Mexico School Products Co.	3020 Princeton Dr. N.E.	Albuquerque
Next Generation Interiors	86-C East Blackwell Street	Dover
Nfl Officeworks	2870 Plant Atkinson Road	Smyrna
Nickerson Corporation	P.O. Box 5751	Bay Shore
Nmg Medical Planners, Inc.	Attn: Ana Danas	Sugar Land
Nomaco Inc	501 Innovative Way	Zebulon
Norby'S Work Perks	P.O. Box 12066	Grand Forks
Norris Design Llc	751 Foxridge Lane	Caryville
North Sound Interiors	15100 Woodinville Redmond Rd.	Woodinville
Northern Bus Products, Inc.	2326 West Superior Street	Duluth
Northrop Grumman	Attn: John Walker	Colorado Springs
Now Interiors	10901 Justin Knoll Road	Oakton
Obayashi Design Group, Inc.	1314 S. King St., Ste 850	Honolulu
Obc Office Bargain Center	854 S. Andrews Ave.	Pompano Beach
Ofc Group Inc	7704 Rocky Mountain Lane	Mckinney
Office Basics, Inc.	One Whittendale Drive	Moorestown
Office Basics, Inc.	P.O. Box 2230	Boothwyn
Office Centre Corp.	285 Lee Ave.	Brooklyn
Office Concepts, Inc.	1142 N. North Branch Street	Chicago
Office Co-Ordinators, Inc.	326 E. Main Street	Chattanooga
Office Depot	P.O. Box 982212	El Paso

Office Depot/Eastman'S	3366 E. Willow Street	Signal Hill
Office Elements, Inc.	2810 Center Port Circle	Pompano Beach
Office Enviornments Inc	237 Sw 7th Terrace	Gainesville
Office Environ Internatl	2700 South Quincy Street	Arlington
Office Environment Company	623 S. Americana Blvd	Boise
Office Environments	1070 Tunnel Road	Asheville
Office Environments	Crossroads Distribution Center	Charlotte
Office Environments	Crossroads Distribution Center	Charlotte
Office Environments & Services	1524 San Marco Blvd.	Jacksonville
Office Environments, Inc.	1827 1st Ave. N.	Birmingham
Office Environments, Inc.	1500 Grundy'S Lane	Bristol
Office Environments, Inc.	4550 Williston Road	Williston
Office Eqp Co Of Staten Island	2366 Forest Ave.	Staten Island
Office Furn Solutions, Inc.	4300 Hewes Avenue	Gulfport
Office Furniture & Design	11866 Metro Parkway	Ft. Myers
Office Furniture Concepts	230 Space Park South Dr.	Nashville
Office Furniture Depot, Inc.	2440 Us Hwy 98 N	Lakeland
Office Furniture Group	18400 Von Karman	Irvine
Office Furniture Now	113 Industrial Blvd	Austin
Office Furniture Outfitters	1817 Grand Avenue	Knoxville
Office Furniture Outlet	Of Georgia	Woodstock
Office Furniture Outlet	519 N. Franklin	York
Office Furniture Solutions	1751 W. Copans Road	Pompano Beach
Office Furniture Source	2920 E. Kemper Road	Cincinnati
Office Furniture Source Llc	4545 Spring Valley Road	Farmers Branch
Office Furniture Systems, Llc	5 Gaskell Avenue	Trenton
Office Furniture Warehouse	100 Graham Street	Mckees Rocks
Office Furniture Warehouse	1900 Stuart Street	Chattanooga
Office Furniture Works	901 28th Street North	Birmingham
Office Ineriors, Llc	614 W. Sheridan Avenue	Oklahoma City
Office Interiors	260 Peachtree Street	Atlanta
Office Interiors, Llc	312 West Hefner Road	Oklahoma City
Office One	7525 Granger Road	Valley View
Office Pavilion	11613 West Executive Drive	Boise
Office Pavilion - Houston	10030 Bent Oak Drive	Houston
Office Pavilion-Contract Furn	Of Hawaii	Honolulu
Office Products Plus Inc	208 Park Court	Ridgeland
Office Relief	516 McCormick Street	San Leandro
Office Resources	6 Central Row	Hartford
Office Resources	16 York Street	Portland
Office Resources	1000 Elm Street	Manchester
Office Resources	1501 Broadway	New York
Office Resources, Inc.	530 Corvette Drive	Bowling Green
Office Resources, Inc.	P.O. Box 1689	Louisville
Office Resources, Inc.	374 Congress Street	Boston
Office Revolution	2610 Lake Cook Rd	Riverwoods
Office Scapes	45 Pine Street	Rockaway

Office Services	1042 Lynes Ave.	Savannah
Office Specialists, Inc.	143 E. Ferris Street	Galesburg
Office Works	12000 Exit Five Parkway	Fishers
Office Works, Inc.	20 Terry Avenue	Burlington
Office Works, Llc	318 Nancy Lynn Lane	Knoxville
Offices Limited, Inc.	76 Ninth Avenue, Suite 313	New York
Officescapes	2506 Zeppelin Road	Colorado Springs
Officescapes	9900 East 51st Street	Denver
Officescapes - Ft. Collins	4950 S. College	Ft. Collins
Officesource Ltd.	1133 Broadway Street	San Antonio
Officewerks Of Rochester	10 Mt. Read Blvd.	Rochester
Officeworks	79 Madison Ave.	New York
Offix Llc	924 Marcon Blvd.	Allentown
Ofi Contract Interiors	28 Garfield Street	Newington
Ohio Desk Company	1122 Prospect Avenue	Cleveland
Olpin Group	3520 E. Enterprise Drive	Anaheim
Om Workspace	15265 Alton Parkway	Irvine
Om Workspace	455 Eisenhower Lane South	Lombard
Om Workspace	Accounts Payable	Ottawa
Omnifics, Inc.	5845 Richmond Highway	Alexandria
One Eleven Design	203 East Berry Street	Fort Wayne
One Workplace L. Ferrari	2500 De La Cruz Blvd	Santa Clara
Only Libraries	420 Springfield Pike	Cincinnati
Opensquare	126 South Sheridan	Spokane
Orau	P.O. Box 117	Oak Ridge
O'Reilly Office	300 Spruce Street	Columbus
OReilly Office, LLC	300 Spruce St	Columbus
Osterman Cron	10830 Millington Court	Cincinnati
Outback Office, Inc.	4160 S. Sans Souci Ct.	Evergreen
Oval Office Supply	609 A Lofstrand Lane	Rockville
P.E.M. Co.	5335 Progress Blvd.	Bethel Park
Pacific Office Designs, Inc.	425 Clyde Avenue	Mountain View
Pacific Western Llc	94-155 Leowaena Street	Waipahu
Pactive Llc	P.O. Box 5040	Lake Forest
Panageries	929 Rutherford Road	Greenville
Paradigm Office Interiors	1881 Wilt Road	Fallbrook
Paramount	10 Johnson Drive	Raritan
Parron Hall Office Interiors	7700 Ronson Road	San Diego
Parties By Pat Inc	90 Edgewater Drive	Coral Gables
Peabody Office Furniture	234 Congress Street	Boston
Pear Commercial Interiors	1515 Arapahoe Street	Denver
Pemco	5335 Progress Blvd.	Bethel Park
Pencare Specialty Interiors	P.O. Box 245	Warrens ville
Peninsula Business Interiors	325 South Main Street	Salinas
Penny L. Porter Inter Design	8201 Ridgpointe Drive	Burr Ridge
Perdue Office Interiors	5 West Forsyth Street	Jacksonville
Perfection Equipment Co.,Inc.	135 Harold Andrews Road	Siler City

Perkins Eastman	115 Fifth Avenue	New York
Peto Contract Associates	11799 Gray Way	Broomfield
Petter Business Systems	P.O. Box 1120	Paducah
Pgal C/O Queen Chevis	3131 Briarpark Drive	Houston
Phelan'S Interiors	Accounts Payable	Cedar Rapids
Phillips Office Systems	P.O. Box 61020	Harrisburg
Phoenix Interior Solutions	4645 S. 35th Street	Phoenix
Piedmont Office Suppliers	3206 Rehobeth Church Road	Greensboro
Pigott Inc./Office Pavilion	Attn: Accounting Dept.	Des Moines
Pivot Interiors	2740 Zanker Road, Suite 100	San Jose
Pivot Interiors, Inc.	6420 Wilshire Blvd.	Los Angeles
Pod Office	636 Chenery Street	San Francisco
Poletti Associates, Inc.	1590 Canada Lane	Woodside
Premier Office Solutions, Inc.	601 Davisville Road	Willow Grove
Prentice	472 Franklin Street	Buffalo
Prevolv	2635 University Avenue West	St. Paul
Price Modern Of Carolina	3000 Perimeter Park	Morrisville
Price Modern, Inc. (Baltimore)	2604 Sisson Street	Baltimore
Procurement Management Llc	510 S. Wilmington Street	Raleigh
Productive Business Interiors	126 W. Columbia Street Suite 4	Ft. Wayne
Professional Bus Interiors	123 Sweeten Creek Road	Asheville
Property Of Herald Office,Inc.	P.O. Box 1288	Dillon
Prospace, Inc.	50 Heinz Street	Delta
Pssi Stadium Llc	900 Art Rooney Ave.	Pittsburgh
Pure Office Environments Llc	5445 Triangle Parkway	Peachtree Corners
Purgistics	6704 Whitestone Road	Woodlawn
Quality Office Solutions	341 East E Street	Casper
Quatrefoil Associates	29 C Street	Laurel
R. George & Associates, Inc.	P.O. Box 2854	Deland
Rackitt Benckiser	1 Phillips Parkway	Montvale
Rague Studio	3548 Quimby Street	San Diego
Rague Studio	3548 Quimby Street	San Diego
Raleigh Design Associates	14460 New Falls Of Neuse Road	Raleigh
Ray Hess Business	Interiors, Inc.	New York
RCF Group	6454 Centre Park Drive	West Chester
re DISTRICT	2107 Wilson Boulevard	Arlington
Real Integrated Systems, Inc.	75 Cascade Blvd.	Milford
Red Door Spas	222 S. Mill Ave.	Tempe
Red Thread	22 Boston Wharf Road	Boston
Red Thread	293 Boston Post Rd W	Marlborough
Redefine Home Design	3720 Song Sparrow Drive	Wake Forest
Re-District	2107 Wilson Blvd.	Arlington
Rees Office Products Inc.	301 W. Lexington Ave.	Winchester
Refurbished Office Furniture	1212 N. 39th Street	Tampa
Rensselaer Polytechnic Inst	110 8th Street	Troy
Rensselaer Polytechnic Inst.	P.O. Box 4199	Scranton
Resource & Design Inc.	747 Front Street	San Francisco

Resource Inc.	1900 Chicago Ave. South	Minneapolis
Resources Of Kansas City Inc	1534 Burlington Ave. North	Kansas City
Rework By Roe	905 S. Menard Ave.	Chicago
Ri Group	238 Oak Tree Road	Tappan
Richard Menna Designs, Ltd.	400 N. Wells, Suite 308	Chicago
Rightsize Facility Performance	5000 W. Roosevelt Road	Chicago
Rio Rancho Public Schools	500 Laser Road Ne	Rio Rancho
Rite-Way Distributing	429 N. County Road 325 W.	Danville
River Valley Transit	1500 West Third Street	Williamsport
River'S Edge Design	6629 Old U.S. 421 Hwy	East Bend
Riviera Llc	641 Lexington Ave.	New York
Rj Bates & Associates Inc	5517 Airport Freeway	Haltom City
Rje Business Interiors	301 W. Jefferson Blvd	Fort Wayne
RJE Business Interiors	621 E. Ohio Street	Indianapolis
Rje Business Interiors	623 Broadway St.	Cincinnati
Rmrm Business Environments	14 Inverness Drive East	Englewood
Robert H. Lord Company	220 Chapel Road	Manchester
Rochester Office Interiors	80 Barker Road	Pittsford
Rockford Business Interiors	211 East Riverside Dr	Austin
Rowland Design, Inc.	701 East New York Street	Indianapolis
Royal Business Interiors	1208 East Market Street	York
Royer/Schutts	200 Bailey Ave, Suite 300	Ft. Worth
Russell Ventures	322 Northpoint Pkwy	Acworth
RWA Office Design Solutions	1901 Dry Creek Road	Campbell
S & T Office Products	1000 Kristen Court	St. Paul
S. Rose, Inc.	1213 Prospect Ave.	Cleveland
S.L. Pemberton, Inc.	414 Jackson Street	San Francisco
Salem Office Products	4604 Salem Avenue	Dayton
Sally A. Levitt Interior	Resources	Potomac
Sam Clar Office Furniture	1221 Diamond Way	Concord
Samco Business Supplies, Inc.	3612 W. Truman Blvd	Jefferson City
Saxton Bradley, Inc.	801 SW 16th Street	Renton
Saxton, Inc.	600 3rd Street Se	Cedar Rapids
Scheffer'S Office Furn And	Business Machines	Sikeston
School Equipment Inc.	7800 Phoenix Ne	Albuquerque
Schroeder Solutions	1920 South Calhoun Road	New Berlin
Schwerdt Contract Interior,Inc	2231 S.W. Wanamaker Road	Topeka
Scott Rice Company	7501 N. Broadway	Oklahoma City
Scott Rice Office Work	14720 West 105th Street	Lenexa
Seaats	566 West Lake Street	Chicago
Seagate Office Products	1044 Hamilton Drive	Holland
Sedgwick Business Interiors	176 Anderson Avenue	Rochester
Sedgwick Bus Intsyracuse, LLC	100 W. Court Street	Syracuse
Senetics	430 Sumner Street	Honolulu
Senger Design Group	523 South Cascade Ave.	Colorado Springs
Senior By Design	3973 W. Vickory Street	Fort Worth
Servicemark	1221 6th Ave.	Seattle

Sharp School Services, Inc.	6400 Lincolnway	Hobart
Sheehan'S Office Inter,Inc	524 Park Ave.	Portsmouth
Shelby Distributions Inc	29a Butterfield Trail Blvd.	El Paso
Shelton-Keller Group	6301 E. Stassney Lane	Austin
Sheppard'S Business	Interiors	Omaha
Sheridan Group	2045 Pontius Avenue	Los Angeles
Shore Total Office	9530 Cabot Drive	San Diego
Sierra Office Systems & Prod.	9950 Horn Road	Sacramento
Sifford Contract Interiors	1939 E. Phelps	Springfield
Signature Graphics	608 S. 9th Street	Noblesville
Sisler Johnston Int. Design	5570 Florida Mining Blvd. S.	Jacksonville
Sixthriver Purchasing	1601 S. Mopac Expressway	Austin
SK Ballard Contract Interiors	4616 Papermill Drive	Knoxville
Skutchi Designs Inc.	171 Gardner Lacy Road	Myrtle Beach
Smart Business Interiors	P.O. Box 875	Columbia
Smc Corporation Of America	Attn: Paul Gonzalez	Austin
Smc Corporation Of America	Attn: Paul Gonzalez	Austin
Smith Contract	604 William Street	Fredericksburg
Sonus Interiors Inc.	6325 Sandburg Road	Golden Valley
Source Interiors	420 Kingsgate Court	Simpsonville
Source Office & Technology	413 Desmet Drive	Cheyenne
Source One Furniture	100 Springdale Road	Cherry Hill
Southern Office Design Llc	1025 Montgomery Highway	Vestavia Hills
Southland Construction Mgmt	3942 Valley Avenue	Pleasanton
Space, Inc.	3142 Vantage Point Drive	Midland
Spaces Group Llc	7760 Trinity Road	Cordova
Spaces, Inc.	14950 West 86th Street	Lenexa
Specialized Marketing Ltd	138 West Street	Annapolis
Specialized Storage Systems	30 Sherwood Lane	Fairfield
Spectrum	1003 W. Ninth Ave.	King Of Prussia
Spectrum	1122 Longford Road	Phoenixville
Spellman Brady & Company	8251 Maryland Ave.	St. Louis
Spencer Company	150 Turtle Creek	Dallas
Ssa	1165 E. Route 66	Glendora
Stamford Office Furniture	328 Selleck Street	Stamford
Standard Commercial Interiors	1275 Broadway	Albany
Step Up, Inc. Corp. Interiors	4400 Friendship Drive Unit A	Matthews
Stephens Office Systems	300-308 Foster Ave.	Charlotte
Strahm	4334 Ardmore Ave.	Fort Wayne
Strahm Building Solutions	4334 Ardmore Ave.	Fort Wayne
Strategic Hospitality Group	9841 E. Bell Road	Scottsdale
Strategic Workspaces Llc	40 Broad Street	Boston
Strong Project, Inc.	123 Richmond Street	El Segundo
Studio 109 Designs Llc	109 Zeta Drive	Pittsburgh
Studio 4 Design Solutions Llc	200 High Rise Drive	Louisville
Studio 71 Office Furnishings	8859 La Terrazza Place	Jacksonville
Studio M Inc.	306 East Oak Ave.	Tampa

Suite Spaces, Llc	15229 Edgewood Drive	Baxter
Sullivan'S Office Supply	P.O. Box 1007	Starkville
Sullivan'S Office Supply, Inc.	219 Center Street	Massena
Summit Install Group	P.O. Box 245	Warrensville
Suny At Stonybrook	Procurement Office	Stony Brook
Suny New Paltz	Accounts Payable	New Paltz
Superior Business Products	3108 Carman Road	Schenectady
Superior Installation	3740 Prospect Ave.	Riviera Beach
Superior Office Interiors	225 Wilkinson Street	Syracuse
SupplySource Office Interiors	415 W Third Street	Williamsport
Sustainable Office Solutions	900 Old Liverpool Road	Liverpool
Synergy Business Environments	111 10th Avenue South Suite 30	Nashville
Systems Design	234 East Main Street	Lexington
Systems Furniture Gallery Inc	4425 Brookfield Corp. Drive	Chantilly
Systems Source	530 B Street	San Diego
Systems Source	Attn: Accounts Payable	Irvine
Systems Source Inc.	6701 Center Drive West	Los Angeles
T & O Associates	DbA Frl	Westbury
T.D.M. Enterprise	P.O. Box 352	San Leandro
T2 Office Furnishings Llc	P.O. Box 11502	Chandler
Talu Llc	13873 Park Center Road	Herndon
Tangram	9200 Sorensen Avenue	Santa Fe Springs
Tanner Furniture	7813 Derry Street	Harrisburg
Tap Office Furniture Co., Inc.	140 Willingham Drive	Bolingbroke
Teammates Commercial Interiors	320 S. Teller Street	Lakewood
Tech Valley Office Interiors	30 Kraft Avenue	Albany
Technical Furn Resource, Inc.	700 Lavaca Street Suite 1400	Austin
Telcar Corporate Interiors	25 Andrea Road	Holbrook
Temple Square Interiors	796 N. Main Street	Akron
Tesoro Companies Inc	19100 Ridgewood Parkway	San Antonio
Texas Wilson Office Furniture	6812 Fairgrounds Pkwy	San Antonio
The Art Of Space Llc	11140 Korman Drive	Potomac
The Atlantic Group Ct, Llc	501 Merritt 7	Norwalk
The Atlantic Group La, Llc	1888 Century Park East	Los Angeles
The Birch Group	934 Burch Drive	Brielle
The Bradley Company	5164 Sinclair Road	Columbus
The Center For Performing Arts	355 City Center Drive	Carmel
The Demo Group, Llc	2015 Silver Bell Road	Eagan
The Furniture Guide	3341 Delta Ave.	Minnetonka
The Furniture Network	10512 Fairway Ridge Rd	Charlotte
The Golden Ruler, Inc.	800 Broadway	Hannibal
The Kane Company	6500 Kane Way	Elkridge
The Office Place, Inc.	301-C Greystone Blvd.	Columbia
The Office Products Dealer	2612 South 1030 West	Salt Lake City
The Primus Group, Inc.	6980 W. 153rd Street	Overland Park
The Retreat	1221 Wayzata Blvd. E.	Wayzata
The Ron Clark Adademy	1749 Brewer Blvd. S.W.	Atlanta

The Wells Group	2323 W. Sam Houston Parkway	Houston
Theiss Interior Design	740 N. Plankinton Ave.	Milwaukee
Thomas Interior Systems	476 Brighton Drive	Bloomington
Thomas M. Amato Co.,Inc.	51-02 21st Street	Long Island City
Thrifty Office Furniture	1023 S. Miami Blvd.	Durham
Thw Design	2100 Riveredge Parkway	Atlanta
Thw Design	2100 Riveredge Parkway	Atlanta
Times Herald Printing &	Office Products	Forest City
Today'S Classroom	6551 Middlebranch Ave. Ne	Canton
Today'S Systems Corp.	142 Montgomery Ave.	Bala Cynwyd
Tom Sexton & Associates, Inc.	65 Cummings Drive	Walton
Top Office Products, Inc.	124 South Main Street	Sheridan
Top Office Supply	P.O. Box 3348	Longview
Top To Bottom Interiors	415c Orchard Plaza	Altoona
Total Corporate Solutions	20335 S. Western Ave.	Torrance
Total Office Solutions	931 South Tejon Street	Colorado Springs
Total Office Solutions	4301 Emerson Street	Jacksonville
Total Office Solutions	3615 Franklin Ave.	Waco
Totalplan, Inc.	5645 Mission Blvd.	Riverside
Trade Products Corporation	12124 Popes Head Road	Fairfax
Trader Joe'S Company	800 S. Shamrock Ave.	Monrovia
Training Resources Group Inc	4401 Wilson Blvd.	Arlington
Transact	4600 East Washington St.	Phoenix
Transamerican Office-Reading	1800 North 12th Street	Reading
Trendwell, Inc.	16 East 40th Street	New York
Tres Bruce Media LlC	1609 Westbridge Court	Raleigh
Trg, Inc.	4301 Wilson Blvd. #400	Arlington
Tri-County Office Furniture	230 Santa Barbara Street	Santa Barbara
Triplett Office Essentials	3553 109th Street	Des Moines
Tri-State Office Furn, Inc.	2707 West Carson Street	Pittsburgh
Tryco Inc	6736 Old Mclean Village Dr.	McLean
Tucson Business Interiors	305 S. Euclid	Tucson
Turning Point	Attn: Jim Buege Jr.	Lakeland
Turning Point Collection LlC	P.O. Box 4451	Greenville
Turnkey Project Services LlC	3200 High River Road	Ft. Worth
Tylander'S Office Solutions	535 Twenty Fourth Street	West Palm Beach
Uncle Sam'S Glass Door	21 Industrial Drive	Smithfield
Union Office Interiors	226 Andover Street	Wilmington
Unisource Solutions	Accounts Payable	Pico Rivera
Unispace	1031 Research Road	Columbus
Unispace	902 Elliott Ave. West	Seattle
United Corporate Furnishings	1780 North Market Blvd.	Sacramento
United Interiors	21201 Oxnard Street	Woodland Hills
Up Commons, LlC	C/O Sixthriver Purchasing	Austin
Upmc Lsc	8000 Cranberry Springs Dr.	Cranberry Twp
Utah Office Solutions	780 N. 1200 W.	Orem
V4 Design	350 Hilton Road	Myrtle Beach

Valuebiz	604 Pressley Road	Charlotte
Verhalen, Inc.	500 Pilgrim Way	Green Bay
Vertex Business Interiors	14712 Sinclair Circle	Tustin
Vertex Office Solutions	1275 Valley Quail Lane	Auburn
Veteran Office Design	3216 Chaucer Drive	Charlotte
Veterans Healthcare Supply	Solutions Inc	Jacksonville
Victorallen & Co.Llc	705 Jackson Road	Anderson
Village Office Supply	600 Apgar Drive	Somerset
Vision Business Products	Granville Associates, Inc.	Carnegie
Vision Business Products	8540 Cender Bed Road	Lorton
Visionary Office Furniture	11014 19th Ave. S.E.	Everett
Vivere Interior Design	162a Spring Street	Charleston
W.B. Mason	P.O. Box 111	Brockton
W.B. Mason	1819 Jfk Blvd	Philadelphia
W.B. Wood	Attn: Eric Betz	Basking Ridge
W.B. Wood	225 Park Avenue South	New York
W.B. Wood Co.,Inc.	100 Fifth Avenue	New York
W.G. Pitts Company	7807 Baymeadows Road East	Jacksonville
W.M. Putnam Company	1625 Commerce Parkway	Bloomington
W.S. Goff Company, Inc.	5104 Oakwood Boulevard	Mays Landing
Waldner'S Co.,Inc.	125 Route 110	Farmingdale
Warehouse Direct	2001 S. Mount Prospect Rd	Des Plaines
Washington Office Interiors	12354 Carroll Ave.	Rockville
Washington Workplace	2300 South 9th Street	Arlington
Way Office	691 Division St.	DuBois
Wb Wood Integrated Interiors	890 Mountain Ave.	New Providence
Weatherall'S Inc.	P.O. Drawer 87	Tupelo
Weeks-Lerman Group, Llc	58-38 Page Place	Maspeth
Weinberger'S Furniture	3137 Washington Road	Augusta
Wenaha Group	125 SE Court Avenue STE A	Pendleton
Westmoreland Contract Furn.	1572 Woodward Drive Extension	Greensburg
We've Got Your Back	1275 S. Winchester Blvd.	San Jose
Widmer Office Prod&Interiors	8415 N Allen Road	Peoria
Wiley Office Equipment Co.	301 E. Laurel Street	Springfield
Wilkes-Barre Area Ctc	P.O. Box 1699	Wilkes-Barre
William J. Harden li	303 Oak Hill School Road	Townsend
William P. Peterson & Assoc.	925 Executive Park Drive	Salt Lake City
Williams Interior Designs	2168 Citygate Drive	Columbus
Wilson Office Interiors	641 W. Mockingbird Lane	Dallas
Wise Office Supply	P.O. Box 748	Troy
Wojciechowski Construction	5804 West Lake Road	Vermilion
Work Squared	46855 Magellan Dr.	Novi
Workflow Interiors	460 Totten Pond Road	Waltham
Working Spaces	11624 Page Service Drive	St. Louis
Working Spaces	1114 Andover Park West	Tukwila
Workplace Elements	2501 Blake Street	Denver
Workplace Interiors Llc	400 Packetts Landing	Fairport

Workplace Logic	P.O. Box 110577	Tacoma
Workplace Partner Llc	509 San Juan Drive	Fort Collins
Workplace Partners	1118 N.E. Frontage Road	Fort Collins
Workplace Resource	3300 Corporate Avenue	Weston
Workplace Resource	162 Prescott Street	Worcester
Workplace Resource	4400 NE Loop 410, Ste 130	San Antonio
Workplace Resource	Op Corporate Furnishings	Austin
Workplace Resource Of Colorado	1899 Wynkoop Street Ste 550	Denver
Workplace Resource-Dallas	2941 Trade Center Drive	Carrollton
Workplace Solutions	2651 North Harwood	Dallas
Workplace Solutions	507 Pressler Street	Austin
Workscape Llc	1970 N. Cleveland Massillon Rd	Bath
Workscape, Inc.	1900 Lowe Street	Pittsburgh
Workscapes	1395 Sw 22nd Street	Miami
Workscapes South, Llc	632 S Federal Highway	Ft Lauderdale
Workscapes, Inc.	9302 Florida Palm Drive	Tampa
Workspace Development LLC dba OpenSquar	5601 6th Ave. South	Seattle
Workspace Dynamics, Inc	4711 Lomas Blvd NE	Albuquerque
Workspace Elements	DbA Elements	Denver
Workspace Elements	3003 Highland Drive	Salt Lake City
Workspace Innovations An	Elements Partner	Denver
Workspace Interiors Llc	3720 Scenic Drive	Mobile
Workspace Ohio Llc	DbA: Dupler Office	Columbus
Workspace Resource, Inc.	404 South Boulder Ave.	Tulsa
Workspace Solutions	919 Coliseum Blvd. North	Fort Wayne
Workspace Solutions	4783 Harlansburg Road	Slippery Rock
Workspace Solutions, Inc.	1901 Shipman Dr.	San Antonio
Workspace Technology	81 Broad Street	Phillipsburg
Workspace, Inc.	309 Locust Street	Des Moines
Workspace2	1874 Lago Vista Blvd.	Palm Harbor
WorkSpaces NYC LLC	511 W 25th Street, Suite 801	New York City
Workspaces, Llc	7720 N. 16th Street	Phoenix
Worksquared, Inc.	4633 Patterson, Se	Grand Rapids
Wyda Goldberg Interior Design	5708 Eaglemount Circle	Lithia
Wyndham Corporate Interiors	208 Providence Road	Brooklyn
Wyoming Office Products & Int.	P.O. Box 1201	Casper
Xotive Facility Solutions, Inc	3211 Albermarle Avenue	Drexel Hill
Yba Business Interiors	P.O. Box 36	Newton
Young Office Environments	1280 Ridge Road	Greenville
Your Office, Inc.	6193 Rock Island Road	Tamarac
Yuletide Office Supply Inc	1245 Sycamore View	Memphis
Z1 Solutions Inc	4851 Preserve Parkway N.	Greenwood Village
Zoom, Inc.	1 Laurel Leaf Court	Potomac

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company’s official registered name. Ditto Sales dba Versteel
- ◆ Brief history of your company, including the year it was established. See Attached
- ◆ Company’s Dun & Bradstreet (D&B) number. 080957079
- ◆ Company’s organizational chart of those individuals that would be involved in the contract.
See Attached
- ◆ Corporate office location.
 - List the number of sales and services offices for states being bid in solicitation.
 - List the names of key contacts at each with title, address, phone and e-mail address.See Attached
- ◆ Define your standard terms of payment.
10% Net 30 Days
- ◆ Who is your competition in the marketplace?
Herman Miller/Knoll/Haworth/Steelcase, Teknion
- ◆ Provide Annual Sales for last 3 years broken out into the following categories: See Attached
 - Cities / Counties
 - K-12
 - Higher Education
 - Other government agencies or nonprofit organizations
- ◆ Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.
 - \$_____ in year one
 - \$_____ in year two
 - \$_____ in year three

See Attached
- ◆ What differentiates your company from competitors?
Versteel differentiates itself with high design, Made in America craftsmen ship with American Made steel, and with quicker than standard lead times, combined with full custom capabilities.
- ◆ Describe how your company will market this contract if awarded. See attached Marketing Plan
- ◆ Describe how you intend to introduce NCPA to your company. See attached Marketing Plan
- ◆ Describe your firm’s capabilities and functionality of your on-line catalog / ordering website.
Online ordering capability does not currently exist pending further market review by Versteel Marketing
- ◆ Describe your company’s Customer Service Department (hours of operation, number of service centers, etc.)
Mon-Fri: 8-5pm EST
Single Corporate Service Center location

- ◆ Green Initiatives (if applicable)
 - As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.
See Attached
- ◆ Anti-Discrimination Policy (if applicable)
 - Describe your organizations' anti-discrimination policy. See attached
- ◆ Vendor Certifications (if applicable) Not applicable
 - Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

VP of Sales – Pam Mathias

Director of Sales Operations – Josh Gunselman

Contract Consultants – Jamie Northrop, Brittany Thomas

Contract Administrator – Whitney Strange

Sales Coordinators – Karla Mattingly, Autumn Miller, Chynna Howe, Shannon Wilson, Vicki Englert

Order Entry – Bridgette Morrison

Master Rep List (Erik)

AFS Brands (011)

SO Coord: Whitney Strange

Terr: Middle East & North Africa, Panama

Zip Codes:

Website:

Additional Lines: Masland Contract, AGATI Furniture, Arcadia, Encore, Atlas

****Hussein Haidar**

Director of Marketing

1606 Pheasant Lane
Southlake, TX 76092

PH 972.550.0055

Mobile 972.679.2171

*Skype:*Hussein.m.haidar

Email hussein.haidar@afsbrands.com

Master Rep List (Erik)

Aligned (039)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA, CAState & NVState/Whitney Strange

Terr: Northern/Central California, Northern Nevada (Reno)

Zip Codes: 89310-89888 (Nevada), 93201-93292 & 93600-96999 (California)

Website:

Additional Lines:

****Mark McGregor, Principal**

Territories:

1900 S. Norfolk Street
Suite 350

San Mateo, CA 94403

PH

Mobile 650.867.0995

Fax

Email mark@alignedreps.com

****Gavin McGregor, Principal**

Territories:

586 8th Street

Montara, CA 94037

PH

Mobile 650.291.8403

Fax

Email gavin@alignedreps.com

Master Rep List (Pam)

Allyn Rae Group (032)

SO Coord: Commercial/Whitney Strange
Contract Administrator: GSA & FLState/Whitney Strange
Terr: Florida
Zip Codes: 32000-34999

Website: www.allynraegroup.com

Additional Lines: Bendheim Glass, Boss Design, Clear Design, David Edward, Frasch, Stance Healthcare, Takeform Sinage, Windfall Lumber

****Maureen Allyn, Principal**

Corporate Office

(Where Commission Checks and other Business Documents should be sent)

South East Coast Florida Territory

807 Par Circle

Delray Beach, FL 33445

PH 800.572.3980

Mobile 248.470.9513

Email mallyn@allynraegroup.com

info@allynraegroup.com

(Where Commission Statements and Reports should be sent)

****Jennifer Rae, Principal**

West Coast Florida Territory

5701 N. Central Ave.

Tampa, FL 33604

PH

Mobile 727.415.3959

Email jrae@allynraegroup.com

Debra Burke, Associate

1520 NW 68th Terr

Gainesville, FL 32605

PH 800.572.3989

Mobile 561.660.1141

Email dburke@allynraegroup.com

Diane Pelletier, Associate

845 NW 21st Way

Delray Beach, FL 33445

PH 800.572.9061

Mobile

Email info@allynraegroup.com

Master Rep List (Erik)

Altitude Resource Group (070)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA & State/Whitney Strange

Terr: Colorado, Wyoming, Utah

Zip Codes: 79800-83199, 84000-84999, 87000-88999

Website: www.AltitudeResourceGroup.com

Additional Lines: Artopex, 2/90 Sign Systems, Created Hardwood Ltd., Ghent, Intensa, Nook, Oasis Berco, Office Master, Integra, AMQ, Palmeri, Richelleu Ergo, Stance Healthcare, Vivid Board, Waddell

****Richard Weiss/President**

2735 W. 111th Loop

Westminster, CO 80234

PH 303.465.4453

Mobile 303.949.4270

Email Richard@ARGreps.com

Tom Lowenthal/Manufacturer Representative

2735 W. 111th Loop

Westminster, CO 80234

PH 303.465.4453

Mobile 812.219.2473

Email Tom@ARGreps.com

Whitney Newell

2735 W. 111th Loop

Westminster, CO 80234

PH 303.465.4453

Mobile 303.465.4452

Email Lisa@ARGreps.com

Master Rep List (Pam)

BAM Associates, LLC (078)

SO Coord : Commercial/Vicki Englert

Contract Administrator: GSA, PAState & NJState/Whitney Strange

Terr: Eastern Pennsylvania, South New Jersey, Delaware

Zip Codes: 17000-17999, 18000-18999, 19000-19999, 07700-07799, 08000-08799

Website: www.bamassoc.com

Additional Line: Fri'ant, La-Z-Boy, Stylex, Thomas Hontz Associates, Three h, Fullbright Glassboards,
Chief Monitor Mounts, Trinity Furniture

****Jerry Benn**, Principal
245 West Lafayette Street

Norristown PA 19401

PH 610.279.2600
Mobile 215.740.8833
Fa x 610.279.2539
Email jerrybenn@bamassoc.com

****Chuck Amos**/VP of Sales
2319 Upper Barness Road

Warrington PA 18976

PH
Mobile 215.429.0923
Fax 610.279.2539
Email chuckamos@bamassoc.com

****Caleb Tollen**, Partner/Sales
245 W. Lafayette Street

Norristown, PA 19401

PH 610.279.2600
Mobile 215.475.2304
Fax
Email calebtollen@bamassoc.com

Vicki Kern, Quotes
245 West Lafayette Street

Norristown, PA 19401

PH 610.279.2600
Mobile
Fax 610.279.2539
Email vickikern@bamassoc.com

Deb Benn, Office Support Staff
245 West Lafayette Street

Norristown, PA 19401

PH 610.279.2600
Mobile
Fax 610.279.2539
Email deb@bamassoc.com

Arianne Elinich, Office Support Staff

245 W. Lafayette Street

Norristown, PA 19401

PH 610.279.2600

Mobile 267.884.1165

Fax

Email arianne@bamassoc.com

Chris Gemske, Director of Sales Support

245 W. Lafayette Street

Norristown, PA 19401

PH 610.279.2600

Mobile

Fax

Email chrisgemske@bamassoc.com

Stephanie Nickliss

245 W. Lafayette Street

Norristown, PA 19401

PH 610.279.2600

Mobile

Fax

Email stephnickliss@bamassoc.com

Master Rep List (Erik)

Blue Sky Contract Furniture (035)

SO Coord: Commercial/Chynna Howe

Contract Administrator: GSA & State/Whitney Strange

Terr: Arizona, Southern Nevada, New Mexico & El Paso TX

Zip Codes: 85000-86599, 88900-89199

Website: www.blueskyphx.com

Additional Lines: All Seating, Cumberland, Egan Visual, Jasper Group, Luum Textiles, Stance Healthcare

****Laura Carlson, Principal**

6554 S. Legend Court
Gilbert, AZ 85298

PH

Mobile 602.832.6356

Fax

Email laura@blueskyphx.com

Brian Bromber

1760 West Flamingo Drive
Chandler, AZ 85286

PH

Mobile 480.662.7642

Fax

Email brian@blueskyphx.com

Brieanna Green

Email brieanna@blueskyphx.com

Master Rep List (Erik)

Commercial Connections Assoc. (036)

SO Coord: Autumn Miller
Terr: Michigan
Zip Codes:

Website:

Additional Lines: All Seating, Created Hardwoods, HAT Contract, Innovative, People Signs, Table Logix

****Paul Naida**

6161 Wilson Rd
Ann Arbor, MI 48108

PH
Mobile 734.250.0119
Fax

Email pnaida@me.com

Larger Samples:
Wolverine Commercial Furnishings
3755 Varsity Drive
Ann Arbor, MI 48108
Attn: Chris Arcure
734.368.1262

Master Rep List (Erik)

Cooper & Company (038)

SO Coord: Commercial/Chynna Howe
Contract Administrator: GSA & TXMAS/Whitney Strange
Terr: Northern Texas (Dallas), Arkansas, Oklahoma
Zip Codes: 71500-76999, 79000-79799

Website: www.cooper-co.net

Additional Lines: Lencore, Mercury Notifications, Rhinoware, Flexxform

****Todd Cooper, President**

7323 Gaston Ave., Suite 124-241

Dallas, TX 75214

PH
Mobile 214.207.0924
Fax
Email tcooper@cooper-co.net

Kyle Cooper, Partner

7323 Gaston Ave., Suite 124-241

Dallas, TX 75214

PH
Mobile 214.566.1269
Fax
Email kcooper@cooper-co.net

**Whitney Jones, RID, Well AP
Business Development**

7323 Gaston Ave., Suite 124-241

Dallas, TX 75214

PH
Mobile 972.489.0176
Fax
Email wjones@cooper-co.net

Shelby Hurst, Customer Care

7323 Gaston Ave., Suite 124-241

Dallas, TX 75214

PH
Mobile 214.207.0924
Fax
Email shurst@cooper-co.net

Master Rep List (Erik)

ditty.rehkamp (087)

SO Coord: Commercial/Chynna Howe

Contract Administrator: GSA & State/Whitney Strange

Terr: Minnesota, North Dakota, South Dakota, Iowa

Zip Codes: 50000-52999, 55000-58999, 54000-54099, 54700-54899

Website:

Additional Lines: Cape Contract, Davis, ESI, KFI Studios, Krug, Nemschoff, Lazar, Northland,
Luum Textiles, Hekman Contract, Springboard

****Peg Ditty**

3650 Annapolis Lane N
Suite 135
Plymouth, MN 55447

PH 952.939.4000

Mobile 612.532.0658

Fax 952.939.4005

Email pditty@dittyrehkamp.com

****Martha Rehkamp**

3650 Annapolis Lane N
Suite 135
Plymouth, MN 55447

PH 952.939.4000

Mobile 612.801.7186

Fax 952.939.4005

Email mrehkamp@dittyrehkamp.com

Taylor Hoesley

3650 Annapolis Lane N
Suite 135
Plymouth, MN 55447

PH 952.939.4000

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Fax 952.939.4005

Email thoesley@dittyrehkamp.com

Jamie Swanson

3650 Annapolis Lane N
Suite 135
Plymouth, MN 55447

PH 952.939.4000

Mobile

Fax 952.939.4005

Email jswanson@dittyrehkamp.com

Heather Seals

3650 Annapolis Lane N
Suite 135
Plymouth, MN 55447

PH 952.939.4000

Mobile

Fax 952.939.4005

Email hseals@dittyrehkamp.com

Master Rep List (Erik)

Empresas Gonzalez Alvarez (104)

SO Coord: Whitney Strange
Terr: Puerto Rica, Caribbean
Zip Codes:

Website:

Additional Lines: RA Products, Boss Chair, Koncept Light, Nightingale, Zuo Modern, Friant, Deflecto

****Carlos Gonzalez**
G23 15 St. Fairview
San Juan, PR 00926

PH 787.370.1999
Mobile
Fax
Email ega_40@yahoo.com

Master Rep List (Erik)

Fine Lines (030)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA & State/Whitney Strange

Terr: Southern California; Santa Barbara, San Diego, San Luis Obispo, Ventura, Riverside, Los Angeles, San Bernardino, Kern, Orange, Imperial

Zip Codes: 90000-93199 & 93293-93599

Website: www.finelinesrep.com

Additional Lines: Stinson, Stylex, MG Magnuson Group, DELLAROBIA

Mary Vilotti, Sales Support

1320 Ridgeview Drive

Ukiah, CA 95482

PH 949.274.1099

Mobile

Email mary@finelinesrep.com

**Carol Martino

3300 Clay Street

Newport Beach, CA 92663

PH

Mobile 714.746.8696

Email cmartino@finelinesrep.com

Jeff Baker

196 Yale Lane

Seal Beach, CA 90740

PH

Mobile 562.360.4422

Email jeff@finelinesrep.com

Michelle Wiss

24372 Cavalini Place

Valencia, CA 91355

PH

Mobile 310.713.7958

Email michelle@finelinesrep.com

**Ship Product to Parron Hall

Attn: Jim Burns

7700 Ronson Rd.

Ste. 100

San Diego, CA 92111

Tag: For Mary Dampier

**For Furniture Samples, they have warehouse partner with:

Pro Furniture Installs

Attn: Marc Fischer, Sidemark: Fine Lines

7242 Garden Grove Blvd

Westminster, CA 92683

714.206.4482

Master Rep List (Pam)

Quest Associates, Inc. (103)

SO Coord: Commercial/Vicki Englert

Contract Administrator: GSA & State/Whitney Strange

Terr: Upstate New York

Zip Codes: 12000-14999

Website:

Additional Lines: SitOnIt Seating, IDEON Design, Loftwall, Lencore, IOF Furniture, Symetry

****Dave Iacono Buffalo/Rochester Area**

359 Quaker Road

East Aurora, NY 14052

PH 315.253.0497

Mobile 716.983.1821

Fax 315.255.1266

Email dbiacono@outlook.com

Jack Shellard Albany/Syracuse Area

48 Pinewood Avenue

Saratoga Springs, NY 12866

PH

Mobile 518.858.7450

Fax 315.255.1266

Email jack@questassociates.org

Master Rep List (Pam)

J.M.C. Associates (068)

SO Coord: Commercial/Josh Gunselman

Contract Administrator: GSA, State, TXMAS/Whitney Strange

Terr: Southern Texas (Austin/Houston), Southern Louisiana (New Orleans)

Zip Codes: 70000-71499, 77000-78899

Website:

Additional Lines: Davis Furniture, Decca Contract, Interstuhl, Level 4 Design, Light Corp,
Loft Wall, Peter Pepper, Watson, Six Inch, Series Seating

Miriam Jones

(Austin, San Antonio, Houston, LRGV Texas)

206 South Heideke Street (new)

Seguin TX 78155

PH 830.401.4697

Mobile 512.587.2298

Fax

Email miriam@jmcassociates.com

For Product Delivery

Workplace Resource

Hold for: Miriam Campbell

JMC Assoc.

4400 NE Loop 410 #130

San Antonio, TX 78218

Brad Jones

(Austin, San Antonio, LRGV Texas)

206 South Heideke Street (new)

Seguin TX 78155

PH 830.401.4697

Mobile 210.417.0392

Fax

Email brad@jmcassociates.com

Master Rep List (Erik)

Karras Associates (051)

SO Coord: Commercial/Autumn Miller
Contract Administrator: GSA & ILState/Whitney Strange
Terr: Illinois
Zip Codes: 60000-62999

Website: www.karrasassociates.com

Additional Lines: Egan Visual, Gianni, Indiana Furniture, Chief, Interstuhl, Segis, Uhuru

Sally Tyszko/Showroom, Literature Contact

222 Merchandise Mart Plaza Ste. 10-151

Chicago IL 60654

PH 312.321.9377

Mobile

Fax 312.321.9731

Email sally@karrasassociates.com

***Ship all mass mailings of New brochures, etc. to Chicago location!!*

Kim Cooper

Cooper Contract

Territories: Peoria & SO Illinois

#9 Oakland Drive

Riverton IL 62561

PH 217.306.1624

Mobile 217.306.1624

Fax 217.629.9413

Email kim@coopercontract.com

**Tom Karras

Territories: Chicago & Suburbs

222 Merchandise Mart Plaza Ste. 10-151

Chicago IL 60654

PH 312.494.0094

Mobile 773.318.1344

Fax 312.321.9731

Email tom@karrasassociates.com

Michelle Ellis

Cooper Contract

Territories: Peoria & SO Illinois

26726 Logan Road

Emden, IL 62635

PH

Mobile 309-262-5331

Fax 217.629.9413

Email coopercontract2@gmail.com

Master Rep List (Erik) Kayser-Wesner, LLC (042)

SO Coord: Commercial/Autumn Miller
Contract Administrator: GSA & State/Whitney Strange
Terr: Washington, Oregon, Idaho, Montana, Alaska
Zip Codes: 59000-59999, 83200-83899, 97000-99999

Website: www.kwnorthwest.com

Additional Lines: Takeform, Davis, Martin Brattrud, Peter Pepper, Krug, Memo,
Skyline Design, Watson, Three H, Green Furniture Concept, Sossego

****Kevin Kayser (Principal)**

Territories: Oregon, Alaska, Southern Idaho, Eastern Montana

1133 SE Pershing

Portland, OR 97202

PH 503.235.0776

Mobile 503.753.3073

Fax

Email Kevin@kayserwesner.com

Heather Stripe - Sales

1133 SE Pershing

Portland, OR 97202

PH 503.710.7515

Mobile

Fax

Email Heather@Kayserwesner.com

Tricia Bennett - Office

1133 SE Pershing

Portland, OR 97202

PH 503.235.0776

Mobile

Fax

Email Tricia@Kayserwesner.com

****Furniture Samples ship to:**

Kayser Wesner

%OFS

7726 NE 33rd Drive

Portland, OR 97211

503-236-7895 Call to Schedule Delivery

****Andrew Wesner – Sales**

Territories: Washington

Showroom/Office

1631 15th Ave. W

Ste. 202

Seattle, WA 98119

PH 206.729.7800

Mobile 206.683.1169

Fax

Email Andrew@Kayserwesner.com

Lynn Nelson – Sales

Showroom/Office

1631 15th Ave. W
Ste. 202

Seattle, WA 98119

PH 206.729.7800

Mobile 206.853.6634

Fax

Email Lynn@Kayserwesner.com

Kitty Gibson – Office

Showroom/Office

1631 15th Ave. W
Ste. 202

Seattle, WA 98119

PH 206.729.7800

Mobile

Fax

Email Kitty@Kayserwesner.com

****For regular mail and small packages for the Seattle office, please ship to:**

117 E. Louisa St. PMB #217

Seattle, WA 98102

****For items that come in on truck, ship to:**

Workpointe Warehouse

9877 40th Ave. S

Seattle, WA 98188

Crystal Hooker – Sales

Territories: Eastern Washington (Spokane Region), Northern Idaho, Western Montana

1715 W. College

Spokane, WA 99201

PH 509.217.2475

Mobile

Fax

Email Crystal@Kayserwesner.com

Master Rep List (Erik)

Kirsten Sales Agencies (015)

SO Coord: Commercial/Whitney Strange
Terr: Toronto, ON
Zip Codes:

Website: www.kirstensales.com

Additional Lines: Davis, ECA, Nucraft, Stance Healthcare, Three H

Ralf Kirsten

84 Gray Park Drive

Bolton, ON L7E 2N5
Canada

PH
Mobile 416.203.0724
Fax
Email ralf@kirstensales.com

Kim Kirsten

84 Gray Park Drive

Bolton, ON L7E 2N5
Canada

PH
Mobile 416.453.0127
Fax
Email kim@kirstensales.com

Stuart Morawski

34 – 107 Westra Drive

Guelph, ON N1K 0A5
Canada

PH
Mobile 416-312-4678
Fax
Email stuart@kirstensales.com

Sample Furniture to Installer:
Talisman Moving Services
5270 Creekbank Road
Mississauga, ON L4W 1N4
Canada
Attn: Ed Hodge

Master Rep List (Pam)

KMA & Associates (096)

SO Coord: Commercial/ Vicki Englert
Contract Administrator: GSA & State/Whitney Strange
Terr: Western Pennsylvania, West Virginia
Zip Codes: 15000-16999, 17700-17799, 25000-26999

Website: www.kma-associates.com

Additional Lines: Benchmark Design Group, Egan, OFS Brands, Carolina, Office Specialty, SitOnIt Seating, IDEON Lounge, LOFTwall, Inscape Walls, Symetry

****Todd Irwin, Sales**

3501 Butler Street

Pittsburgh PA 15201

PH 412.681.9350
Mobile 412.760.0766
Fax 412.681.9351
Email tirwin@kma-associates.com

Dena Knox, Sales Support

3501 Butler Street

Pittsburgh PA 15201

PH 412.681.9350
Mobile
Fax 412.681.9351
Email dknox@kma-associates.com

Alicia Condie, Sales

3501 Butler Street

Pittsburgh PA 15201

PH 412.681.9350
Mobile 412.862.9390
Fax 412.681.9351
Email acondie@kma-associates.com

Emily Mocilan, Sales

3501 Butler Street

Pittsburgh, PA 15201

PH 412.681.9350
Mobile
Fax 412.681.9351
Email emocilan@kma-associates.com

Susan Cardone/Literature Dept.

3501 Butler Street

Pittsburgh, PA 15201

PH 412.681.9350
Mobile
Fax 412.681.9351
Email scardone@kma-associates.com

Jason Fedorek, Sales Support

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Pittsburgh, PA 15201

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Mobile
Fax 412.681.9351
Email jfedorek@kma-associates.com

Master Rep List (Erik)

Lehman and Associates (037)

SO Coord: Commercial/Autumn Miller

Contract Administrator: GSA/Whitney Strange

Terr: Wisconsin

Zip Codes: 53000-53999, 54100-45699, 54900-54999

Website: www.lehmanandassociats.com

Matt Lehman

1945 Kane Lane

Green Bay, WI 54311

PH 920.621.7746

Mobil e

Fax

Email matt@lehmanandassociates.com

Master Rep List (Erik)

MT Square Design Services (024)

SO Coord: Whitney Strange
Terr: British Columbia
Zip Codes:

Website: www.mtsquareinteriors.com

Additional Lines: Camira Fabrics, Sit on It, IDEON, BUM Contract, Grand Rapids Chair Co., Symmetry

Nicole Sturhahn
5473 Maple Crescent

PH 604.366.7998

Delta, BC V4K 1G3
Canada

Mobile
Fax
Email nicole@mtsquareinteriors.com

**Send all literature, finish samples, etc. here

****For Product Delivery**
Christopher's Furniture Installation
c/o MT Square Interiors
Unit 200, 2050 Hartley Avenue
Coquitlam, BC V3K 6W5
Canada
P: 604.720.3039
E: dispatch@christopherfurniture.ca

**Business cards and website contact information
should remain :
101-1001 Broadway W. Box 172
Vancouver, BC V8H 4E4
Canada

Master Rep List (Pam)

Pringle-Ward Associates (031)

SO Coord: Commercial/Vicki Englert

Contract Administrator: GSA & State/Whitney Strange

Terr: New York City, North New Jersey

Zip Codes: 07000-07699, 07800-07999, 08800-08999, 10000-11999

Website: www.pringleward.com

Additional Lines: Jasper Group/JSI Community, Hickory Contract, Florida Seating, Mergeworks, Tenjam, Trendway, Segis,

Cara Lamendola/Operations Mgr.

200 Lexington Avenue

Ste. 1116

New York, NY 10016

PH 646.983.1185

Mobile 201.446.8770

Fax

Email clamendola@pringleward.com

**Home*

124 Jefferson Avenue

River Edge, NJ 07661

***Ship all mass mailings of New brochures, etc. to New York, NY location!!*

****Susan Goldschrafe/Principal**

New York/New Jersey

200 Lexington Avenue

Ste. 1116

New York, NY 10016

PH 646.983.1185

Mobile 201.220.3524

Fax

Email susan@pringleward.com

**Home*

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Gabriella Segerra/Showroom Mgr.

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PH 646.983.1185

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Fax

Email gabriella@pringleward.com

Yaneiry E. Mayard

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Ste. 1116

New York, NY 10016

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Mobile 917.232.9900

Email Yaneiry@pringleward.com

Kathlene Dobbins

200 Lexington Avenue

Ste. 1116

New York, NY 10016

PH 646.983.1185

Mobile 201.551.8658

Email Kathleen@pringleward.com

Master Rep List (Pam)

PT Sales, Inc. (025)

SO Coord: Commercial/Karla Mattingly
Contract Administrator: GSA & State/Whitney Strange
Terr: Maryland, Washington DC, Virginia
Zip Codes: 20000-24699

Website: www.ptsalesinc.com

Additional Lines: Arcadia, Encore, Fluid Concepts, Friant, Fullbright Glass, Lumicor, Sixinch, Green Furniture Concept, Nienkamper, RAVA Design, Scandinavian Spaces, Segis

****Richard Benn**

11828 Coakley Circle

Rockville MD 20852

PH 301.468.1331
Mobile 301.908.0980
Fax 301.294.1334

Email rbenn@ptsalesinc.com

***Ship all mass mailings of New brochures, etc. to Rockville location!!*

Sunny Hobbs/Sales

11828 Coakley Circle

Rockville MD 20852

PH
Mobile 804-654-1333
Fax

Email SunnyH@ptsalesinc.com

Karen Mangold/Sales (Annapolis & Baltimore Terr.)

11828 Coakley Circle

Rockville, MD 20852

PH 804.654.1333
Mobile 443.827.3137
Fax 301.294.1334

Email KarenM@ptsalesinc.com

Mindy Benn/Inside Support

11828 Coakley Circle

Rockville, MD 20852

PH 301.468.1331
Mobile
Fax 301.294.1334

Email mbenn@ptsalesinc.com

Home address: 14508 Cartwright Way
North Potomac, MD 20878

Tendekai David Makoni/Cust. Service

11828 Coakley Circle

Rockville, MD 20852

PH 301.468.1331
Fax 301.294.1334

Email cust-serv@ptsalesinc.com

Master Rep List (Pam)

RepSource (080)

SO Coord: Commercial/Chynna Howe

Contract Administrator: GSA & State/Whitney Strange

Terr: Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, Vermont

Zip Codes: 01000-06999

Website: www.repsourcecontract.com

Additional Lines: Keilhauer, HBF, HBF Textiles, IoA Healthcare, IoA Healthcare/Allora Line, Luna Textiles, ALUR Walls by MAI, Brentano, Halcon, Sossego,

Chris Bentley/Sales

27-43 Wormwood Street
STE. 180
Boston MA 02210

PH 617.443.0099

Mobile 617.905.6371

Fax 617.443.0091

Email chrisbentley@repsourcecontract.com

****Donna Bovi**

27-43 Wormwood Street
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Boston MA 02210

PH 617.443.0099

Mobile 617.759.3029

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Marie Sherman/Office Manager, Literature Contact

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****Jennifer Needham/Sales**

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Mobile 617.308.1702

Fax 617.443.0091

Email jenniferneedham@repsourcecontract.com

****Erin Davidow/Sales**

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Trumbull, CT 06611

PH 617.443.0099

Mobile 440.724.6043

Fax

Email erindavidow@repsourcecontract.com

Kayla Metheny/Sales

43 Wormwood Street
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Fax 617.443.0091

Email kaylametheny@repsourcecontract.com

Camilla Pirete/Marketing-Sales Asst

43 Wormwood Street
STE.180
Boston MA 02210

PH 617.443.0099

Mobile

Fax 617.443.0091

Email camillapirete@repsourcecontract.com

Master Rep List (Pam)

Scott Miller Associates (047)

SO Coord: Commercial/Autumn Miller
Contract Administrator: GSA & NCState/Whitney Strange
Terr: North Carolina and South Carolina, Bermuda
Zip Codes: 27000-29999

Website:

Additional Lines: Dauphin--Valo, Davis, Peter Pepper, VIA Seating, OFGO, BBF, Stance Healthcare,

Scott Miller

725 S. Cedar Street
Charlotte, NC 28202

PH 704.621.3791
Mobile 704.488.6623

Email smafurn@aol.com

***Ship all mass mailings of New brochures, etc. to Charlotte location!!*

Richard Crutchfield

102 Mary Wil Court
Greensboro NC 27455

PH 336.317.5599
Mobile 336.317.5599

Email rcrutchfield06@gmail.com

For Product delivery:
Same address
HOLD FOR DOCK PICKUP
**Ship via Estes

Mike Robinson

506 Doncaster Drive
Irmo, SC 29063

PH 803.600.2529
Mobile 803.600.2529

Email smamike1@bellsouth.net

Lori Wren/Literature Contact

725 S. Cedar Street
Charlotte, NC 28202

PH 704.621.3791
Mobile 980.254.6531

Email lwren.sma@gmail.com

Mindy Moorman, Sales/Client Development Mgr.

725 S. Cedar Street
Charlotte, NC 28202

PH 704.621.3791
Mobile 765.617.3577

Email mindy.sma@gmail.com

Haley Bryant

725 S. Cedar Street

Charlotte, NC 28202

PH 704.621.3791

Mobile 704.600.5282

Email haleyb.sma@gmail.com

Master Rep List (Pam)

Stemle & Associates (094)

SO Coord: Commercial/Karla Mattingly
Contract Administrator: GSA & State/Karla Mattingly
Terr: Indiana, Kentucky, Ohio, Tennessee
Zip Codes:

Website: www.stemle.com

Additional Lines: Amcase, Eurotech, knu' Contract/La Z Boy Contract,
Paul Brayton Designs, Phoenix Safe International, LLC, Stance|Healthcare, Via Seating,
RaspberryMed, OFGO, Innovative/Hat Contract, Homecrest, Pineapple Contract

****Justin Wendholt***

551 Schuetter Road

Jasper, IN 47546

Territory Covered: Southern Indiana

PH 812.482.1096

Mobile 812.630.9508

Fax 812.482.1237

Email justin@stemle.com

***Schedule all mass mailings of New brochures, etc. for pick-up from Stemle Jasper Location!!*

Robin Brawner
3991 Haverford Place

Avon, OH 44011

Territory Covered: Central and Northern Ohio

PH

Mobile 216-559-6937

Fax

Email robin.brawner@stemle.com

Gerald Shannon

5828 Bayberry Dr.

Cincinnati, OH 45242

Territory Covered: Northern Indiana, Columbus OH

PH

Mobile 513.227.7550

Email gerald.shannon@stemle.com

Mitzi Rouse

7721 Pocanno Road

Knoxville, TN 37919

PH

Mobile 865.660.9490

Fax

Email mitzi.rouse@stemle.com

Territory Covered: Southeastern KY, Eastern Tennessee

Tonya Sander, Office Manager

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096
Mobile 865.660.9490
Fax

Email tonya.sander@stemle.com

Kelly Hochgesang, Sales Admin.

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096
Mobile
Fax

Email corporateoffice@stemle.com

Grace Stemle, A/P & A/R

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096
Mobile
Fax

Email grace.stemle@stemle.com

Leslie Kiesling/Inside Sales Support

551 Schuetter Road

Jasper, IN 47546

PH 812.482.1096
Mobile
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Email leslie.kiesling@stemle.com

Deb Wirtz

29498 Hartley Road

Salem, OH 44460

PH
Mobile 330.501.7263
Fax

Email deb.wirtz@stemle.com

*Territory Covered: Eastern Ohio
Ashtabula, Trumbull, Columbiana, Jefferson, Belmont & Monroe*

Jenny Hardison

10713 Old Pond Drive

Montgomery, OH 45249

PH
Mobile 615.512.9688
Fax

Email jenny.hardison@stemle.com

Territory Covered: Southern OH, Lexington, KY Metro

Jenny Fisher

205 Black Thorn Lane
Gallatin, TN 37066

PH
Mobile 615.710.0425

Email jenny.fisher@stemle.com

Territory Covered: Central & Western TN, Bowling Green

Master Rep List (Pam)
Southeast Contract Sales
Georgia/Alabama/Mississippi (093)

SO Coord: Commercial/Karla Mattingly
Contract Administrator: GSA & State/Karla Mattingly
Terr: Georgia and Alabama
Zip Codes: 30002-39902, 35000-36999

Website: www.secontract.com

Additional Lines: 9 to 5 Seating, Appenx, Bold Furniture, Feek, Krug, Trendway, Hekman Contract

Bryan Durkis, Principal
Georgia/Alabama
2135 Defoor Hills Road, Ste. E

Atlanta, GA 30318

PH
Mobile 678.516.5766
Fax
Email bryan@secontract.com

Bill Milton
Birmingham/Alabama
2513 Chandabrook Circle

Pelham, AL 35124

PH
Mobile 205.908.1574
Fax
Email bill@secontract.com

Todd Krutz, Principal
Georgia
2135 Defoor Hills Road, Ste. E

Atlanta, GA 30318

PH
Mobile 404.396.2981
Fax
Email todd@secontract.com

Betsey Pope
Sales/Marketing
2135 Defoor Hills Road, Ste. E

Richmond, VA 30318

PH
Mobile 804.543.9600
Fax
Email betsey@secontract.com

Master Rep List (Pam)

STEVE MATURO+ASSOCIATES, Inc. (055)

SO Coord: Commercial/Karla Mattingly

Contract Administrator: GSA & State/Karla Mattingly

Terr: Kansas, Missouri, Nebraska

Zip Codes: 63000-63999, 64000-64999, 65000-65299, 65300-65399, 65400-65899 66000-69999

Website:

Additional Lines: Anzea Textiles, Division 12, Halcon, HBF/HBF Textiles, Keilhauer, Memo Furniture, Muraflex, Woodtech

****Steve Maturo**

3017 Main Street

Kansas City, MO 64108

PH 816.531.7661

Mobile 816.210.4424

Fax 816.531.2011

Email steve.maturo@maturo.com

Peggy Hopkins

3017 Main Street

Kansas City, MO 64108

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Mobile 913.484.7070

Fax

Email peggy.hopkins@maturo.com

Ginger Cusumano

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Kansas City, MO 64108

PH 816.531.7661

Mobile

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Email ginger@museousa.com

Lynn Klein, Admin. Assistant

3017 Main Street

Kansas City, MO 64108

PH 816.531.7661

Mobile

Fax

Email lynn@maturo.com

*For large Rep samples/product, ship to **New** warehouse location:

MUSEO or SMA

c/o Dean's Downtown Underground

1501 W. 31st Street

Suite 575

Kansas City, MO 64108

Must call first for deliveries: 816.531.3537

Hours 9am – 4pm

NCPA Marketing Plan - Versteel

Marketing Plan Introduction

Versteel Inc is a primary manufacturer of Tables, Seating and related furnishings with production facilities located in Jasper Indiana. Its company size is Small - employing approximately 190 and generating annual sales of approximately \$34,000,000. Products manufactured in Indiana are US Domestic End Products..

As a manufacturer of products in various Seating and Tables Product classifications, Versteel has achieved a position of strength commercially both nationally and internationally. Versteel is highly recognized for its notable design, quality and engineering by its commercial customers and by the commercial Architectural and Design community frequently responsible for planning and design of public facilities

Drawing from its full spectrum of commercial experiences, Versteel is well positioned to become a primary supply partner for members of NCPA. Primary historic markets served commercially by Versteel include:

Higher Education – Public and Private Colleges and Universities

Municipal Government – Private and Public Library Systems, Public and Private K-12 Schools and Systems, Municipal and County Healthcare Institutions Municipal Highway/Transit/Transportation Systems,

Healthcare – Public and Private Healthcare providers and institutions

State Government – State Government Complexes, State Run Hospitals and Healthcare Institutions

Federal Government – Executive Agencies, US Embassies, Military Installations, Federal Buildings, Veterans Hospitals

In viewing this opportunity as a potential supply partner with NCPA Members, Versteel projects a dynamic and progressive opportunity for new business development. Based on its experience in NCPA related market areas (see above) a 3 year projection for growth includes annual sales as follows:

Year 1 \$2,104,451

Year 2 \$2,420,119

Year 3 \$2,783,137

Versteel will utilize existing company Sales Representatives and Designated Dealer operations located in All Statesto develop and support business with NCPA members on a **Manufacturer Direct** and a **Manufacturer represented by Designated Dealers** basis. The network of Dealers designated under Versteel's Marketing plan are well versed in NCPA Member needs and are geographically located to provided extensive local sales coverage and support to NCPA members **See attached Authorized Dealers List**



Marketing Plan - Strategic Accounts Plan

NCPA College and Univ Accounts –

Utilizing company sales representatives and designated Dealers, Versteel will establish a targeted account list in All States to provide comprehensive NCPA program presentations and direct sales efforts.

This concentrated area of sales focus will include the complete spectrum of NCPA College and University membership including all University System members, as well as all Private Colleges and Universities operating with the framework of each geographic state.

Preliminary market research by Versteel will identify Campus Master Plans for currently funded Capital Improvements and Major Renovations.

“Top of list” College and University accounts to be targeted will be those NCPA members whose campus facilities networks include major Health and Medical Center facilities.

In addition to these Health/Medical Centers comprehensive sales and marketing energy will be focused with each targeted account in the following NCPA Member organizations:

- Campus Purchasing/Procurement
- Campus Facilities Design Departments
- Residential Life

Included within this area of focus will be Architectural Firms retained by NCPA Colleges and Universities for design work associated with Capital Improvements and Major municipal renovations

NCPA Municipal and Local Government Accounts - Versteel will establish a specific list of targeted accounts in All States to provide comprehensive NCPA program presentations and direct sales efforts. These accounts will include:

- Private and Public Library Systems,
- Public and Private K-12 Schools and Systems,
- Municipal and Local Government Healthcare Institutions
- Municipal and Local Government Administrative Agencies

Preliminary market research by Versteel will identify a Top 20 Accounts in each NCPA geographic state based on currently funded Capital Improvements and Major Renovations.

Accounts identified within this plan will be approached directly on an End User basis thru the Facilities and Space Planning operations and local procurement offices. Versteel will also seek out Architectural and Design Consultants that are retained by these Municipal and Local Government entities



Marketing Plan - Product Mix

The NCPA offer by Versteel is a complete catalog offer including all products offered commercially by Versteel. At a top level this catalog offer includes:

- Office and WorkTables
- Training Tables
- Conference Tables and Furnishings
- Guest Seating
- Stacking Chairs
- Lounge Furniture
- Collaborative Workplace Furnishings

A catalog summary is enclosed as a PDF with brief visual reference to the detailed offering within each category. That summary is provided only for the purposes of considering this offer. A comprehensive catalog of product offered would be provided to all NCPA members via website link.

Versteel has provided an Environmental Plan as an attachment with this bid. With regard to this Marketing Plan Versteel intends to market the complete mix of Environmental and Sustainable design characteristics of its products with NCPA Member.

Significant company effort is placed in Product Development by Versteel to introduce products commercially that have the most favorable (or least detrimental) impact on the environment. For the purposes of this ongoing Marketing Plan, Versteel will proactively present NCPA members with Industry Certifications that include:

- Greenguard Certifications
- BIFMA Levels Certifications

Marketing Plan – NCPA Pricing/Best Value Proposition

The NCPA pricing and discounts offered represent a Best Value Proposition for NCPA and its members. Versteel Basic Discounting for Dock and Inside Delivery reflects the most aggressive commercial discounting used nationally and under similar aggregated volume contract opportunities. Further, Versteel is providing Tiered Discounting in response to larger order volume circumstances.



2332 Cathy Lane, Jasper, IN 47546
800-876-2120 ph, 812-482-9318 fax

Versteel NCPA Plan – Company Implementation

Sales Planning and Educational Seminars – Sept/Oct 2022

Versteel NCPA Program Webinar – w Internal Sales Coordinator/Versteel Mgt

Versteel NCPA Program Webinar – w Sales Reps

Schedule of NCPA Dealer work sessions – Select States/Dealers

Review of Planned Sales Launch

Sales Budget and Projected Sales Goals – Sept 2022

NCPA Dedicated Website - URL Update Sept 2022

Field Sales Implementation – Oct New Contract Launch

Partner Showcase Introduction (Planned)

Sales Calls w Higher Education per Strategic Accounts Plan – Select States

Sales Calls w Municipal and Local Government per Strategic Accounts Plan
- Select States/Municipalities

Versteel E Blast Oct 2022

Quarterly Sales Review with Authorized Dealers – Dec 2022 (ongoing)



Non-Discrimination

Equal Opportunity Employer

This Equal Employment Opportunity Policy reaffirms the policy and commitment of Versteel (Ditto Sales, Inc.) to providing equal employment opportunities for all employees and job applicants. The Company endorses and will follow our EEO Policy in implementing all employment practices, policies, and procedures.

Versteel (Ditto Sales, Inc.) will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, gender, sexual preference or orientation, ancestry, marital status, age (except where sex or age is a bona-fide occupational qualification, as defined by law), or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), genetic information (including family medical history), unfavorable discharge from military service or other category as defined by state or local law. The Company will make employment decisions so as to further the principle of equal employment opportunity. The Company will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. The Company also will ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoffs, discipline, terminations, Company-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, gender, sexual preference or orientation, age, ancestry, marital status, national origin, genetic information (including family medical history), veteran status or disability.

All employees are expected to comply with our Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.

Versteel (Ditto Sales, Inc.) is committed to non-discrimination in the consideration of employment and the employment terms and conditions of all Company applicants and employees. No applicant or employee will be discriminated against or treated unfairly because of race, color, religion, gender, sexual preference or orientation, age, ancestry, marital status, national origin, genetic information (including family history), veteran status or disability.

Any person who is aware of any alleged violation of this policy should report such concerns to the Director of Human Resources as soon as possible. The Company will thoroughly investigate and promptly resolve all complaints in strict compliance with all applicable laws. Any employee violating this policy or retaliating in any way against complainants under the policy will be subject to discipline, up to and including termination of employment.

Environmental Product Summary : Wordplay®

Wordplay is Versteel’s sleek and mobile version of a modern lectern. Even though the structure is remarkably sturdy, the locking casters on the Wordplay make it easily portable. The steel base is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Presentation Products
Designer(s):	Zoey Chu
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	31.1%
Pre-Consumer Recycled Content:	17.8%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Entourage™ Wallboard

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage wall board is available with laminate, veneer or 3form® doors. The glue used in the MDF core is a low VOC (volatival organic compound), water based glue that contains no added urea formaldehyde. 3form is made from a minimum of 40% recycled resin. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Auxiliary Products
Designer(s):	David R. Gutsell
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	10.7%
Pre-Consumer Recycled Content:	74.4%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Equip™

The Equip line offers a range of accessory products to coordinate with your Versteel tables and seating. Equip is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Auxiliary Products
Designer(s):	David R. Gutsell
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	12.9%
Pre-Consumer Recycled Content:	64.4%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Entourage™ Lectern

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage lectern is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue containing no added urea formaldehyde. The shield is 3form®, which is made from a minimum of 40% recycled resin. The steelframe is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Auxiliary Products
Designer(s):	David R. Gutzell
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	18.7%
Pre-Consumer Recycled Content:	42.3%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Entourage™ Cart

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage cart is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Auxiliary Products
Designer(s):	David R. Gutzell
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	26.4%
Pre-Consumer Recycled Content:	32.8%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Entourage™ Cabinet

The Entourage line offers a range of accessory products to coordinate with your Versteel tables and seating. The Entourage cabinet is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The doors are also available in 3form®, which is made from a minimum of 40% pre-consumer recycled resin. The steel frame is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Auxiliary Products
Designer(s):	David R. Gutzsell
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	11.1%
Pre-Consumer Recycled Content:	63.9%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Wavelink®

Wavelink can tackle even the toughest of table configuration needs with its multitude of top shapes. The glue used in the MDF core is aor low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The base is available in 33 powder coat colors, which contain no VOCs.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	6.2%
Pre-Consumer Recycled Content:	75.2%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Vela®

Vela’s unique base style and optional mesh wire manager are made from powder coated steel. Each are offered in 33 standard finishes, which contain no VOCs (volatile organic compounds). Numerous top shapes and sizes are available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	5.9%
Pre-Consumer Recycled Content:	78.3%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Uno²

Uno² offers a contemporary look by incorporating concealed wire management in the table’s clean lines and rectilinear shape. The fixed, tilt, and folding bases are available in 33 standard powder coat finishes, which contain no VOCs. The tops are available in laminate or veneer with an MDF core containing water-based glue and no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	6.4%
Pre-Consumer Recycled Content:	75%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Ty®

Ty comes in both fixed and tilt-nest versions made of steel and offered in 27 standard powder coat finishes, which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	6.1%
Pre-Consumer Recycled Content:	71.8%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : TOD®

TOD is a multi-task training table with an arced base and perforated modesty panel made of steel and offered in 27 standard powder coat finishes, which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	14.5%
Pre-Consumer Recycled Content:	61.1%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Tier®

Tier tables are a complete built-in solution for your classroom or lecture hall. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	5.8%
Pre-Consumer Recycled Content:	72%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : TIM®

TIM's tilt-nest-fold base with built-in adjustable height system is made of steel and available in 33 standard powder coat colors, which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	12.1%
Pre-Consumer Recycled Content:	69.3%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Rover®

Rover is a family of sizes and options depending on your work space requirements. The top surface has 1000's of standard laminates or 11 different veneer options to choose from with an interior MDF core containing no added urea formaldehyde. The water based glue in the MDF core is also low VOC (volatile organic compound). The steel base is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Tables
Designer(s):	Zoey Chu
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	5.8%
Pre-Consumer Recycled Content:	74.3%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Platform

The Platform base is a timeless design of powder coated steel with a combination of structural integrity and stunning aesthetics. It is offered in 33 standard finishes, which contain no VOCs (volatile organic compounds). Various top sizes are available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	7.1%
Pre-Consumer Recycled Content:	47.1%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Performance™

Performance tables are the work horses of the Versteel table line, designed and engineered for intensive use. A multitude of top shapes and sizes is available in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The steel base is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	4%
Pre-Consumer Recycled Content:	76.2%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary

Versteel Parsons Tables

COMPONENTS

Tops, Bases and Supports:

The laminate tops, bases and supports that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

The metal brackets have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Parsons Tables are packaged using cardboard packaging that is 100% recyclable, although crating is usually required as well.

Recycled Content Summary: Parsons Table

Product: Parsons 36x72x36

Component Materials	Weight (lbs)	% Post Consumer Recycled Content	% Post Industrial Recycled Content	Net PC %	Net PI %	% Recyclable	Recyclable (lbs)
Metal							
Steel	8	57.5%	32.5%	1.3%	0.7%	100.0%	8.0
Wood							
Particleboard	352	3.0%	80.0%	2.9%	78.2%	0.0%	-
TOTALS:	360		TOTAL RC:	4%	79%		8.0
GRAND TOTAL RC:				83%	Recyclable %		2%

Potential LEED Credits

LEED Credit	Description	Potential Points	Notes
MR4.1	Recycled Content 10%	1	
MR4.2	Recycled Content 20%	1	
MR5.1	Local Manufacturing	1	If within 500 miles of Jasper, IN
EQ4.5	Low Emitting Materials	1	Laminate Elements Tables are Greenguard Certified
MR6	Rapidly Renewable Materials	1	If specified
MR7	FSC Certified Wood	1	If specified

Disclaimer:

The data used for our estimates is correct to the best of our knowledge. The calculations are based on information that was provided to us from the various manufacturers and/or distributors of the raw materials used to produce our products. The calculations were performed conservatively to avoid overestimating recycled content percentages. The actual recycled content of any product will vary along with the manufacturing processes employed in the production of the raw materials.

Environmental Product Summary : Paces®

Paces tables, which were inspired by the human form, become the focal point of any room. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds). The top is available in laminate or veneer. The glue used in the MDF core is a low VOC, water based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Design Maximization by Roberto Lucci
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	9.3%
Pre-Consumer Recycled Content:	61.5%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : ODIS®

ODIS is an individual stacking table with a powder coated steel frame and a seamless laminate or wood surface that rolls over the edge to form a modesty panel. 100% of the waste materials from plywood production are recycled. The frame is offered in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds).

Product Category:	Tables, Personal Workstations
Designer(s):	Michael Shields
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	20.9%
Pre-Consumer Recycled Content:	52.1%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary

Versteel Eliga Tables

COMPONENTS

Bases:

Eliga table bases are made from steel. The steel we use to produce our table bases comes primarily from Manufacturers who employ the Electric Arc Furnace process for producing steel. The EAF process produces steel with a total recycled material content that is typically around **95%**. These bases are 100% recyclable.

Tops:

The laminate tops that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Eliga Tables are packaged in cardboard packaging that is 100% recyclable.

Recycled Content Summary: Eliga Tables

Product: EGE5 4896SREFX

Component Materials	Weight (lbs)	% Post Consumer Recycled Content	% Post Industrial Recycled Content	Net PC %	Net PI %	% Recyclable	Recyclable (lbs)
Metal							
Steel	122	57.5%	32.5%	29.0%	16.4%	100.0%	122.0
Wood							
Particleboard	120	3.0%	80.0%	1.5%	39.7%	0.0%	-
TOTALS:	242		TOTAL RC:	30%	56%		122.0
GRAND TOTAL RC:				87%	Recyclable %		50%

Potential LEED Credits

LEED Credit	Description	Potential Points	Notes
MR4.1	Recycled Content 10%	1	
MR4.2	Recycled Content 20%	1	
MR5.1	Local Manufacturing	1	If within 500 miles of Jasper, IN
EQ4.5	Low Emitting Materials	1	Brattice Tables are Greenguard Certified
MR6	Rapidly Renewable Materials	1	If specified
MR7	FSC Certified Wood	1	If specified

Disclaimer:

The data used for our estimates is correct to the best of our knowledge. The calculations are based on information that was provided to us from the various manufacturers and/or distributors of the raw materials used to produce our products. The calculations were performed conservatively to avoid overestimating recycled content percentages. The actual recycled content of any product will vary along with the manufacturing processes employed in the production of the raw materials.

Environmental Product Summary : Elements®

Elements Conference tables are available with three base styles made from steel and aluminum and an assortment of top shapes in laminate or veneer. The glue used in the MDF core is a low VOC (volatile organic compound), water-based glue that contains no added urea formaldehyde. The base is available in 33 powder coat finishes, which contain no VOCs.

Product Category:	Tables
Designer(s):	David R. Gutgsell
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	10.7%
Pre-Consumer Recycled Content:	72.8%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+	Yes*
Certified BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary Versteel Deci Tables

COMPONENTS

Bases:

Deci table bases are made from steel. The steel we use to produce our table bases comes primarily from Manufacturers who employ the Electric Arc Furnace process for producing steel. The EAF process produces steel with a total recycled material content that is typically around **95%**. These bases are 100% recyclable.

Tops:

The laminate tops that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Deci Tables are packaged in cardboard packaging that is 100% recyclable.

Recycled Content Summary: Deci Tables

Product: (DED1 30RDFX

Component Materials	Weight (lbs)	% Post Consumer Recycled Content	% Post Industrial Recycled Content	Net PC %	Net PI %	% Recyclable	Recyclable (lbs)
Metal							
Steel	34.4	57.5%	32.5%	36.6%	20.7%	100.0%	34.4
Wood							
Particleboard	19.6	3.0%	80.0%	1.1%	29.0%	100.0%	19.6
TOTALS:	54		TOTAL RC:	37.7%	49.7%		54.0
GRAND TOTAL RC:				87.5%	Recyclable %	100%	

Potential LEED Credits

LEED Credit	Description	Potential Points	Notes
MR4.1	Recycled Content 10%	1	
MR4.2	Recycled Content 20%	1	
MR5.1	Local Manufacturing	1	If within 500 miles of Jasper, IN
EQ4.5	Low Emitting Materials	1	Deci Tables are Greenguard Certified
MR6	Rapidly Renewable Materials	1	If specified
MR7	FSC Certified Wood	1	If specified

Disclaimer:

The data used for our estimates is correct to the best of our knowledge. The calculations are based on information that was provided to us from the various manufacturers and/or distributors of the raw materials used to produce our products. The calculations were performed conservatively to avoid overestimating recycled content percentages. The actual recycled content of any product will vary along with the manufacturing processes employed in the production of the raw materials.

Environmental Product Summary : Brattice®

The Brattice base is a timeless design of powder coated steel with a combination of structural integrity and stunning aesthetics. It is offered in 33 standard finishes, which contain no VOCs (volatile organic compounds). Various top shapes and sizes are available in laminate or veneer. The glue used in the MDF core is a low VOC, water-based glue that contains no added urea formaldehyde.

Product Category:	Tables
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	10.6%
Pre-Consumer Recycled Content:	68.5%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes
CARB II Compliant:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes*
ETL Environmental VOC+ Certified	Yes*
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Chela®

Chela seating unites a steel frame with a molded shell of resilient, flexible, polypropylene resin. Polypropylene is one of the most eco-friendly plastics. It's 100% recyclable and can be recycled numerous times without any loss in strength. Chela's frame is available in 33 powder coat choices, which contain no VOCs (volatile organic compounds).

Product Category:	Seating
Designer(s):	Roberto Lucci & Paolo Orlandini
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	29%
Pre-Consumer Recycled Content:	18.4%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	No
BIFMA level™:	level™ 2

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Companion®

Companion is a stacking chair with steel tube construction for strength and contoured seats and backs for comfort. Wood parts are made from molded plywood; upholstered components (seat pads and/or backrest pads) are made from molded plywood with recyclable foam. The frame is available in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds).

Product Category:	Seating
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	10.4%
Pre-Consumer Recycled Content:	38.0%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+	No
Certified BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary

Versteel Elly Seating

COMPONENTS

Frames:

Elly frames are constructed of engineered plywood and are 100% recyclable..

Upholstered Components:

Elly Seating upholstered components (seat pads and/or backrest pads) are made from polypropylene pad liners, with recyclable foam and textile materials.

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Elly Seating components are packaged in cardboard packaging that is 100% recyclable.

Recycled Content Summary: Elly Single Seat with Arms

Product: | Elly EY3237AB

Component Materials	Weight (lbs)	% Post Consumer Recycled Content	% Post Industrial Recycled Content	Net PC %	Net PI %	% Recyclable	Recyclable (lbs)
Metal legs							
Steel	14	57.5%	32.5%	14.1%	8.0%	100.0%	14.0
Frame							
Plywood	26	0.0%	0.0%	0.0%	0.0%	100.0%	26.0
Upholst.							
Foam, Fabric	17	0.0%	0.0%	0.0%	0.0%	100.0%	17.0
TOTALS:	57		TOTAL RC:	14%	8%		57.0
GRAND TOTAL RC:					22%		

Potential LEED Credits

LEED Credit	Description	Potential Points	Notes
MR4.1	Recycled Content 10%	1	
MR4.2	Recycled Content 20%	1	
MR5.1	Local Manufacturing	1	If within 500 miles of Jasper, IN
EQ4.5	Low Emitting Materials	1	
MR6	Rapidly Renewable Materials	1	If specified
MR7	FSC Certified Wood	1	If specified

Disclaimer:

The data used for our estimates is correct to the best of our knowledge. The calculations are based on information that was provided to us from the various manufacturers and/or distributors of the raw materials used to produce our products. The calculations were performed conservatively to avoid overestimating recycled content percentages. The actual recycled content of any product will vary along with the manufacturing processes employed in the production of the raw materials.

Environmental Product Summary

Versteel Elly Tables

COMPONENTS

Legs:

Elements table bases are made from steel. The steel we use to produce our table bases comes primarily from Manufacturers who employ the Electric Arc Furnace process for producing steel. The EAF process produces steel with a total recycled material content that is typically around **95%**. These bases are 100% recyclable.

Tops:

The laminate tops that we manufacture contain particleboard core that comes primarily from particleboard mills that are SCS certified for a minimum of 60% recycled and recovered content, and several of the mills are certified for 100% R&R content. In addition, we can produce tops with alternative environmentally-friendly materials, including low and no urea formaldehyde particleboards

Finishes:

Most metal components have a powder-coat finish that contains no Volatile Organic Compounds, and has no effect on the ability to recycle the product.

Packaging:

Elly Tables are packaged using cardboard packaging that is 100% recyclable, although crating is usually required as well.

Recycled Content Summary: Elly Tables

Product: | EY2460REFX

Component Materials	Weight (lbs)	% Post Consumer Recycled Content	% Post Industrial Recycled Content	Net PC %	Net PI %	% Recyclable	Recyclable (lbs)
Metal							
Steel	16.8	57.5%	32.5%	16.5%	9.3%	100.0%	16.8
Wood							
Particleboard	41.875	3.0%	80.0%	2.1%	57.1%	0.0%	-
TOTALS:	58.675		TOTAL RC:	19%	66%		16.8
GRAND TOTOTAL RC:				85%	Recyclable %		29%

Potential LEED Credits

LEED Credit	Description	Potential Points	Notes
MR4.1	Recycled Content 10%	1	
MR4.2	Recycled Content 20%	1	
MR5.1	Local Manufacturing	1	If within 500 miles of Jasper, IN
EQ4.5	Low Emitting Materials	1	
MR6	Rapidly Renewable Materials	1	If specified
MR7	FSC Certified Wood	1	If specified

Disclaimer:

The data used for our estimates is correct to the best of our knowledge. The calculations are based on information that was provided to us from the various manufacturers and/or distributors of the raw materials used to produce our products. The calculations were performed conservatively to avoid overestimating recycled content percentages. The actual recycled content of any product will vary along with the manufacturing processes employed in the production of the raw materials.

Environmental Product Summary : Immix®

Immix is a modular bench system in which straight sections and curves combine for unlimited configurations and spans. The steel frame is offered in 33 standard powder coat colors, which contain no VOCs (volatile organic compounds).

Product Category:	Seating
Designer(s):	Roberto Lucci & Paolo Orlandini
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	21.5%
Pre-Consumer Recycled Content:	43.8%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	No
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Kompis®

Kompis chairs are built tough for durability and strength, but are designed with style and flexible use in mind. Wood parts are made from molded plywood; upholstered components (seat pads and/or backrest pads) are made from molded plywood with recyclable foam. The frame is available in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds).

Product Category:	Seating
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	21.6%
Pre-Consumer Recycled Content:	44%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	No
BIFMA level™:	level™ 2

*Excludes wood options



www.Versteel.com

Environmental Product Summary : Quanta®

Quanta chairs have a sleek design with clean and streamlined features. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds).

Product Category:	Seating
Designer(s):	Design Maximization by Roberto Lucci
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	14.8%
Pre-Consumer Recycled Content:	35.1%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	No
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Quanta® HD

Quanta HD chairs have a sleek design with clean and streamlined features. The sturdy steel base is available in 33 standard powder coat colors which contain no VOCs (volatile organic compounds).

Product Category:	Seating
Designer(s):	Design Maximization by Roberto Lucci
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	14.8%
Pre-Consumer Recycled Content:	35.1%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	No
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Socius®

Socius chairs are built for durability and strength but are designed with style and flexible use in mind. It's 100% recyclable and can be recycled numerous times without any loss in strength. SIMON's aluminum and steel frame is available in 27 powder coat choices, which contain no VOCs (volatile organic compounds.)

Product Category:	Seating
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	14.2%
Pre-Consumer Recycled Content:	55.1%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	No
BIFMA level™:	level™ 2

*Excludes wood options



Environmental Product Summary : Zuri™

Zuri is a stacking chair designed to fit a broad range of users and environments. The frame is available in 33 standard powder coat finishes, which contain no VOCs (volatile organic compounds). The two-sided seating shell is durable and meant to make the most of the natural resources used in its production. The molded plywood is available in laminate or veneer.

Product Category:	Seating
Designer(s):	Versteel Design Team
Location of Manufacture:	Jasper, Indiana

Environmental Characteristics

Post-Consumer Recycled Content	9.7%
Pre-Consumer Recycled Content:	47%
Recyclable:	95%
Reusable:	Yes
ANSI/BIFMA X7.1-2007:	Yes

Environmental Certifications

ETL Environmental VOC Certified	Yes
ETL Environmental VOC+ Certified	No
BIFMA level™:	level™ 2

*Excludes wood options



Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
- ◆ Warranty See attached Versteel Warranty
 - Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
 - Products See Versteel All Seating, All Tables, and Power and Data Price Lists w Tab 7
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
 - Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ The following is a list of suggested (but not limited to) Furniture categories. List all categories along with manufacturer that you are responding with:

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

All product areas as highlighted

Lifetime Warranty

All table and seating products manufactured by Versteel are guaranteed by a Lifetime Warranty against defects in materials and workmanship from the date of purchase. Products manufactured/adapted for use in a Pavilion or Pop-Up setting are covered under a three (3) year warranty against defects in materials and workmanship from date of purchase.

Electrical items manufactured by Versteel are guaranteed against defect for a period of five (5) years from date of purchase.

Electrical items not manufactured by Versteel are covered by the manufacturers under their specified warranty.

Consumables such as gas cylinders, casters and glides are covered for a period of one (1) year. Adjustable height bases with crank and counterbalanced components, are covered under a two (2) year warranty. Versteel will not cover labor costs associated with replacing the casters or glides.

Wood veneer is warranted for a period of ten (10) years. Natural variations in grain, color or texture of wood should not be construed as defects under this warranty.

Versteel will replace or repair (at our discretion) without cost to our customers any item manufactured by Versteel found to be defective as a result of defective material or workmanship and is still owned by the original purchaser. We will not, however, repair any item which is not properly installed, abused, or subject to any use other than that which was originally intended. Warranty does not cover normal wear and tear of the product, which is expected over the course of ownership. Any repairs by the customer must receive specific written authorization from Versteel before being executed on location to receive proper reimbursement for associated costs. In no event shall liability under this warranty exceed the original purchase price.

Pavilion and Pop-Up products must be covered and out of direct sunlight. Use location must be a minimum of 100 miles from saltwater.

Warranty on plastic laminates, Corian®, KrystalCast® and upholstery is not covered by Versteel but is covered by laminate, Corian®, KrystalCast® and textile manufacturers under their specified warranty only. All foams, fabrics and vinyls are prone to stretch and loosen over time through normal use. This natural effect, called puddling, is covered for a period of one (1) year from the date of purchase.

There are no other warranties expressed or implied.

VERSTEEL

*Revised 3/15/22

Shipping

Normal delivery is on a dock-to-dock basis, F.O.B. Versteel's factory in Jasper, Indiana. Special requests such as inside delivery, "call before," etc. should be noted on the customer's purchase order and are subject to additional charges. See freight program on page 917 for shipping charges.

Tables are shipped disassembled unless Assembled Folding Table option is selected; tops and base(s) ship simultaneously. ODIS, TIM and tilt-fold tables are shipped assembled. TIM fixed tables are cartoned separately.

Orders shipping outside of the contiguous 48 United States will have shipping quoted as a separate item.

FOB ORIGIN, FREIGHT PREPAID

Versteel
2332 Cathy Lane
Jasper, IN 47546

Shipping Damage Claims or Shortages

Legal title of merchandise passes to the buyer upon acceptance of the carrier. All cartons must be carefully inspected upon delivery. Visibly damaged product should not be accepted from the carrier until the damage is noted on delivery receipt. Versteel will not accept responsibility if the delivery receipt is signed as "clear". Retain any damaged goods and take photos for claim filing purposes. Details of visible damage should be noted on the delivery receipt. Shortages must be noted on the bill of lading prior to accepting the shipment.

Concealed Damage

If concealed damage is discovered, the receiver must notify the freight carrier within 5 business days from receipt of the product(s). For claim consideration the receiver must request an inspection of the damaged goods by the carrier. All damaged product and packaging should be retained and photos taken for claim filing use. Inspections must occur at the original delivery point to be considered for claim submittal. Reports of concealed damage after five business days will not be considered.

Partial Shipments

Versteel makes every attempt to ship orders complete and on schedule. However, we reserve the right to make partial shipments as product is ready, in an effort to get your order to you as quickly as possible. Invoices covering these shipments are to be paid as they become due.

Returns

No return merchandise will be accepted without Versteel's written consent and shipping instructions. Unauthorized returns will not be accepted.

Terms

Terms are 1%, 10 days, net 30 days from date of invoice.

Force Majeure

Versteel shall be excused from the duty to render timely performance of any obligation hereunder if such inability to perform is caused directly or indirectly by act of God, flood, war, riot, fire, accident, explosion, strikes or labor trouble, act of government, delay or default by a subcontractor or supplier of materials or services, transportation difficulty or delay, the existence of any circumstance making performance commercially impracticable or any other cause beyond Versteel's reasonable control. Buyer's obligation to make any payment due and owing to Versteel shall not be excused for any reason whatsoever.

Oversized Shipping Fee

Orders received for items or tops greater than 94" in length will receive a \$200* net oversized shipping fee per order. Fee not applied to orders with multi-piece tops where each section is less than 94" in length.

Tab 8 – Value Added Products and Services

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

The Versteel Design Team and Customization

Working with award winning industrial designers from around the world, the Versteel Design Team is charged with the execution and implementation of these product visions. As specialists in powder coating and metal fabrication, Versteel Design Team continues to fine-tune the art of furniture fabrication

One of the hallmarks of the Versteel Brand is that value added brought to all customers by its ability to adapt the designs of all existing products into those additional design elements associated with customers work. The Versteel portfolio of product designs also lends itself to customization as a result of the agility of Versteel Design and Engineering personnel.

Custom products created for Versteel customers number in the hundreds if not thousands over time and have been developed in all major Seating and Tables collections. NCPA customers will have these capabilities at their finger tip during the course of developing projects with Versteel.

Tab 9 – Innovation

- ◆ Please provide details of your most recent innovation and how it affected sales in the public sector.
 - New categories
 - New fabrics and finishes
 - New ergonomics
 - New safety features
 - New performance enhancement
 - Other
- ◆ Please outline your timeline for future innovation.
 - New categories
 - New fabrics and finishes
 - New ergonomics
 - New safety features
 - New performance enhancement
 - Other

See Attached

Innovation is the foundation of Versteel's value add to the Contract Furniture Market.

Throughout COVID19, the nimbleness and custom capabilities led us to be some of the first to market to bring new products like our Healthy Spaces line of products aimed at reducing transmission and division (Screens and Shields), to offering options to take traditional spaces outside with the likes of our Pop-up and Pavilion Products. This quick transition resulted in in Versteel providing dozens of public entities with the products necessary to combat this national emergency.

As individual workspaces take the forefront, our latest product, Darby, spawns from a custom request that resulted in the development of a personal workstation with height adjustment. This also has seen numerous uses in the public sector since its launch with hundreds going to a federal location.

Future innovation is always on-going. In the next year, Versteel will release products that lean into shared spaces by offering additional ancillary products that complement our current offering, a new line of gathering tables, and a line of products that address the need for softer finishes and adds additional seating elements to our robust line. These additions will enhance the portfolio of goods available to the NCPA members and help make Versteel a one stop shop for their Contract furniture needs.

VERSTEEL

Tab 10 – Required Documents

- ◆ Federal Funds Certifications
- ◆ Clean Air and Water Act & Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

Federal Funds Certifications

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

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

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

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

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

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

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

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

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

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

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

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants,

Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

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

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

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

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

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

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

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in

compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

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

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

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

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

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

CERTIFICATION OF ACCESS TO RECORDS

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

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

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

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

Offeror: Ditto Sales, Inc. dba Versteel

Address: 2332 Cathy Ln

City, State, Zip: Jasper, IN, 47546

Authorized Signature: Audra Hamlin

Date: 7.20.22

Clean Air and Water Act & Debarment Notice

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

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

Potential Vendor	Ditto Sales, Inc. dba Versteel
Print Name	Audra Hamlin
Address	2332 Cathy Ln
City, State, Zip	Jasper, IN, 47546
Authorized signature	<i>Audra Hamlin</i>
Date	7.20.22

Contractor Requirements

Contractor Certification Contractor's Employment Eligibility

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

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

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

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

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

Fingerprint & Background Checks

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

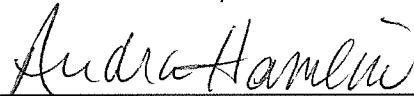
The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

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

Business Operations in Sudan, Iran

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

Authorized signature



Date



Antitrust Certification Statements (Tex. Government Code § 2155.005)

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

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

Company name	Ditto Sales, Inc. dba Versteel
Address	2332 Cathy Ln
City/State/Zip	Jasper/IN/47546
Telephone No.	800-876-2120
Fax No.	812-482-9318
Email address	contact@versteel.com
Printed name	Audra Hamlin
Position with company	Corporate Secretary
Authorized signature	

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

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

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

CIVIL RIGHTS / TITLE VI REQUIREMENTS

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

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

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

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

DISADVANTAGED BUSINESS PARTICIPATION

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

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all

applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) **DBE Program.** In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

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

FEDERAL CHANGES

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

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

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

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

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

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

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

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

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

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

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

State Notice Addendum

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

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

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

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