

SERIAL 04118 IGA FURNITURE, OFFICE, ASU TRI-UNIVERSITY CONTRACT # 080401

DATE OF LAST REVISION: January 23, 2009 CONTRACT END DATE: June 30, 2009

**CONTRACT PERIOD BEGINNING JUNE 17, 2004
ENDING JANUARY 31, 2007 DECEMBER 31, 2007 2008
JUNE 30, 2009**

TO: All Departments

FROM: Department of Materials Management

**SUBJECT: Contract for FURNITURE, OFFICE, ASU TRI-UNIVERSITY
CONTRACT # 080401**

Attached to this letter is a listing of vendors available to Maricopa County Agencies utilizing the **ASU TRI-UNIVERSITY CONTRACT # 080401**. The using agency and other interested parties may access and electronic version of this contract from the Materials Management Web site at:

http://www.maricopa.gov/materials/Awarded_Contracts/search.asp.

Please note: Price Agreement Purchase Orders (PG documents) may be generated using the information from this list. Use NIGP CODE 4250003.

All purchases of product(s) listed on the attached pages of this letter are to be obtained from the listed contractor(s).



TRI-UNIVERSITY FURNITURE CONTRACT, RFP 080401

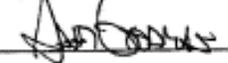
This is an agreement between the Arizona Board of Regents, for and on behalf of Arizona State University and Goodmans Interior Structures.

Arizona State University and Goodmans mutually agree that Goodmans shall provide good and services in accordance with the specifications and scope of work, and terms and conditions, of the Tri-University Furniture Contract RFP # 080401, and Goodmans' response thereto.

Both the University's RFP # 080401 and Goodmans' response thereto are incorporated, in total, into this Agreement. In the event of any discrepancies between this agreement, the University's RFP # 080401, and Goodmans' response thereto, this agreement and then Arizona State University's RFP # 080401 shall govern.

The term of the Agreement shall be from the date of award through December 31, 2006 with an option to renew for two (2) additional one (1) year terms.

Goodmans Interior Structures
1400 E. Indian School Road
Phoenix, AZ 85084



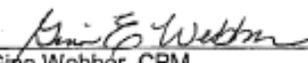
 Adam Goodmans, President

(Title)

3-17-04

(Date)

Arizona State University
PO Box 875212
Tempe, AZ 85287-5212



 Gina Webber, CPM
 Associate Director
 Purchasing & Business Services

04-20-04

(Date)

Re: RFP 000401

MAIN CAMPUS
ADMINISTRATION AND FINANCE
 Purchasing and Business Services
 PO BOX 875212, TEMPE, AZ 85287 5212
 (480) 965-5282 FAX: (480) 965-5688

ASU RFP 080401 TRI-UNIVERSITY FURNITURE CONTRACT

GOODMANS

Salesperson - Cindy Esparza, 802-263-0537

HERMAN MILLER PRODUCT LINES INCLUDED IN SECONDARY AWARD

DISCOUNT

Action Office 2	70.00%
OFS Endura	55.00%

PRODUCT LINES INCLUDED IN SECONDARY AWARD

Passage	54.00%
Ethospace	70.50%
Resolve	51.00%
Q Freestanding desks	66.50%
Meridian 5000 desks	54.00%
Aeron	52.00%
Caper	52.00%
Emu	52.00%
Cable floor	60.00%
V&M Wall	62.00%
Accent Collection	70.50%
Meridian filing & storage	54.00%
Baker hgt adj products	51.00%
ISE	53.00%
IDEA	60.00%
Sitmatic - Public & Auditorium	60.00%
HM - Co/Struc Systems	48.00%
HM - Casework	48.00%
HM - Carts	10.00%

Products that manufacturer has added to product family as "line extensions" are also covered by contract.



October 2, 2003

REQUEST FOR PROPOSAL
TRI-UNIVERSITY FURNITURE CONTRACT
RFP NO. 080401
DUE: 3:00 P.M., M.S.T., 11/05/03

Time and Date of Pre-Proposal Conference	9:00 A.M., M.S.T., 10/15/03
Deadline for Inquiries	3:00 P.M., M.S.T., 10/22/03
Time and Date Set for Closing	3:00 P.M., M.S.T., 11/05/03

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SECTION I.

REQUEST FOR PROPOSAL

RFP NO. 080401

Arizona State University is requesting sealed proposals from qualified firms or individuals for Tri-University Furniture Contract.

Proposals are to be addressed and delivered to the Receptionist area, Main Floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S Rural Road, (located on the east side of Rural Road between Apache Road & Broadway Road) Tempe, Arizona 85281-5212 on or before 3:00 P.M., M.S.T., 11/05/03 which time a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

Our overnight delivery address is:

Purchasing and Business Services
University Services Building
Arizona State University
1551 S. Rural Rd
Tempe, AZ 85281-5212

ARIZONA STATE UNIVERSITY

Elizabeth Chandler

Elizabeth Chandler
Buyer

EC/gh

SECTION II.

PURPOSE OF THE RFP

1. BACKGROUND INFORMATION

The three Arizona universities – Arizona State University, Northern Arizona University and University of Arizona – have utilized the Tri-University Furniture Contract since 1995. While each university handles procurements from the contract differently, our combined purpose is to provide cost-effective, high quality product in a timely manner to the university community.

During the two prior contract periods, the majority of the purchases have come from departmental funding. We expect that during the term of the next contract, all three of the universities will see a large percentage of the funding being processed through capital building projects. These projects will require diverse product solutions. The service focus of the contract will require that proposers provide a well-staffed, experienced project management team. We want to ensure that we have strategic partnerships with the successful proposers that will allow us to service the departmental purchases with a minimum of resources and also provide the procurement support needed for the capital building projects.

2. INTENT

The intent of this Request for Proposal (RFP) is to award term furniture agreement(s) to meet the majority of the office and classroom furniture needs of the three Arizona Universities. Procurements for new construction and/or major remodeling with a net value of \$250,000.00 or greater may, at the option of the individual participating University, be bid and purchased separately from this (these) award(s).

The current agreements are for systems furniture, case goods, both wood & metal, filing and shelving, tables, seating and computer support furniture. Contract service requirements include sales support, design service, receiving, installation, and warranty repair. The Universities are expanding the product offering for this proposal solicitation to include not only a premium panel system, but also other products within the successful manufacturers product line; hereafter referred to within this

document as the “Primary” product offering. The intent of the new contractual agreement for the Primary product award is to allow the campus customer to select systems furniture and/or a product of a similar design from one manufacturer’s product line. Furniture that will provide for a variety of usage, function and price considerations with like finishes, product design and style.

- **PRIMARY PRODUCT/SERVICE AWARD(S)**

This award will be made to Supplier(s) offering product from one manufacturer that will provide for the needs of a diverse group of campus customers by providing service requirements and quality products with similar design features, fabrics and paint finishes. The service requirements will include full support of the product from initial customer contact, through design, order entry, delivery, installation and warranty considerations.

- **PRIMARY BUDGET PRODUCT/SERVICE AWARD(S)**

This award will be made to Supplier(s) offering product from one manufacturer that will provide for the needs of a diverse group of campus customers by providing service requirements and quality products with similar design features, fabrics and paint finishes. The service requirements will include full support of the product from initial customer contact, through design, order entry, delivery, installation and warranty considerations.

- **ADDITIONAL FURNITURE**

There will be other furniture requirements by the Universities in addition to the Primary product award(s) as defined above. The Universities anticipate that an unknown but perhaps significant portion of their furniture purchases will be within this Additional Furniture Product Award group. These furniture products may require a minimum of Supplier support. The award for each of the furniture groups within the Additional Furniture Product Award will be awarded separately. Products to be included in this award group are budget shelving, budget seating, vertical files, computer support furnishings both moderate and budget priced, casegoods, both wood & metal executive level wood casegoods, classroom tables and classroom seating. The service requirements vary for each of the award groups.

- **SECONDARY AWARD**

Secondary Awards will be made only for those products where there may be a need to match existing furniture installations. The Universities currently have a significant investment in Herman Miller & Steelcase systems furniture. There will be requirements to match existing product for office expansion and or reconfiguration. Classroom seating has standardized with the Piretti chair by KI. Steelcase Criterion and United VT-16 chair are in hundreds of offices at the three Universities. A requirement to match existing is anticipated for these seating products. Secondary Awards will be made by manufacturer, i.e., Herman Miller, Steelcase, KI, United, to the successful Supplier.

Secondary agreements will not be awarded for products covered by a primary agreement award.

3. TERM

The base term for any agreement(s) resulting from this Request for Proposal shall be for three (3) years, commencing in January, 2004, or from date of actual award, whichever is later. However, the Universities may, upon mutual agreement by both parties to the agreement, elect to extend such agreement for two (2) additional one-(1) year term periods for a potential maximum term of five (5) years ending December 31, 2009. As an option, proposer is to address the effect on their proposal offer of an agreement term that would be for five (5) years commencing in January 2004, or from date of actual award, whichever is later, through a term period ending December 31, 2009. In either agreement term, the scope of the agreement shall include the following campuses; the University of Arizona, in Tucson, the University of Arizona South in Sierra Vista; Northern Arizona University in Flagstaff and multiples sites throughout Arizona; Arizona State University, in Tempe and Tucson, Arizona State University West in Phoenix, and Arizona State University East in Chandler.

All furniture delivered as per the contract is to be FOB Destination Freight Prepaid.

SECTION III.

INSTRUCTIONS TO PROPOSERS

1. You must address and deliver your proposal to the Receptionist area, Main Floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S Rural Road, Tempe, Arizona 85281-5212, on or before the time and date set for closing. The University Services Building is located on the east side of Rural Road between Apache Road & Broadway Road. Our overnight delivery address is Purchasing and Business Services, University Services Building, Arizona State University, 1551 S Rural Road, Tempe, Arizona 85281-5212. Proposals should be in a sealed envelope marked:

Name of Proposer
Title of Proposal
RFP Number
Date and Time Proposal is Due

No telephone, electronic or facsimile proposals will be considered. Proposals received after the time and date for closing will be returned to the proposer unopened.

2. Proposals should be submitted in an original and six (6) copies.
3. You may withdraw your proposal at any time prior to the time and date set for closing.
4. No department, school, or office at the University has the authority to solicit or receive official proposals other than Purchasing and Business Services. All solicitation is performed under the direct supervision of the Director of Purchasing and Business Services and in complete accordance with University policies and procedures.
5. The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.
6. Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Purchasing and Business Services will do scheduling of these oral presentations.

7. The award shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to the University based on the evaluation factors set forth in this Request for Proposal. Price, although a consideration, will not be the sole determining factor.

It must be agreed and understood that the Universities reserve the right to accept or to reject any substitute material or product which, in its sole opinion, does not meet the standard of quality established in reference in the product specifications and is not considered an acceptable alternate for the intended use and purpose. The burden of proof as to meeting the states requirements of these solicitation specifications shall be the responsibility of the submitting proposer. Any substitute product determined by the Universities as an acceptable alternate will receive award consideration.

8. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Director of Purchasing and Business Services concurs, this information will not be considered public information. The Director of Purchasing and Business Services is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary.
9. The University is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the successful Supplier(s) will make every effort to use SB & SDB in the performance of any contract resulting from this Request for Proposal. A report may be required at each annual anniversary date and at the completion of the contract indicating the extent of SB & SDB participation. A description of the proposer's expected efforts to solicit SB & SDB participation should be enclosed with your proposal.
10. Your proposal should be submitted in the format shown in Section X. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.
11. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The University also reserves the right to hold all proposals for a period of 60 days after the opening date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.
12. The successful Supplier(s) is expected to enter into a standard form of agreement approved by the Arizona Board of Regents. The Arizona State University contract terms and conditions are included in this Request for Proposal in Section IX. Mandatory terms are marked. Mandatory terms and conditions are intended to be incorporated into the agreement between the University and the successful Supplier(s). **Proposals that are contingent upon**

any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected. Optional terms and conditions address subjects that are important to the University. Proposers may suggest alternatives to these optional terms and conditions. **However, proposals that are contingent upon any changes to these optional terms and conditions will be at a competitive disadvantage in the proposal evaluation process.**

13. Unless specifically stated to the contrary, any manufacturer's names, trade names, brand names or catalog numbers used in the specifications of this Request for Proposal are for the purpose of describing and/or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict an offer by any proposer and is included in order to advise the potential proposer of the requirements for the University. Any offer, which proposes like quality, design or performance, will be considered.
14. May: Indicates something that is not mandatory but permissible/desirable.

Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the proposer fails to provide recommended information, the University may, at its sole option, ask the proposer to provide the information or evaluate the proposal without the information.
15. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.
16. All responses and accompanying documentation will become the property of the University at the time the proposals are opened.
17. The University of Arizona, Northern Arizona University, and Arizona State University are all state universities governed by the Arizona Board of Regents. **This is a Tri-University solicitation and the Board or any of the Universities may purchase goods and services from any agreement resulting from this solicitation.**
18. The University has entered into Cooperative Purchasing Agreements with The Maricopa County Community College District and with Maricopa County, in accordance with A.R.S. Sections 11-952 and 41-2632. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful Supplier(s), the Community College District and/or Maricopa County may access an Agreement resulting from a solicitation done by the University. If you **do not** want to grant such access to The Maricopa County Community College District

and or Maricopa County, **please so state** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any Agreement that may result from this Request for Proposal.

19. Arizona State University is also a member of the Strategic Alliance for Volume Expenditures (\$AVE) cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful contractor under this solicitation, a member of \$AVE may access an Agreement resulting from a solicitation done by the University. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any Agreement that may result from this Request for Proposal.
20. If you have informal questions about technical information or the purchasing process regarding this Request for Proposal, please contact:

Liz Chandler
Purchasing and Business Services
Tel: 480-965-0578
Fax: 480-965-0586

Note that the University will answer informal questions orally. The University makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. Proposers shall not rely on any verbal responses from the University. If you have formal questions about any part of this Request for Proposal, which could result in a material issue or a formal amendment to this Request for Proposal, submit your questions on a Proposer Inquiry Form from Section VIII of this Request for Proposal.

21. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the University of errors or omissions relating to this Request for Proposal must be directed, in writing or by facsimile, to:

Liz Chandler
Purchasing and Business Services
University Services Building
Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

Tel: 480-965-0578
Fax: 480-965-0586

Requests must be submitted on a copy of the Proposer Inquiry Form included in Section VIII of this Request for Proposal. All formal inquiries must be submitted at least ten (10) calendar days before the time and date set for closing this Request for Proposal. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

22. The University shall not reimburse any proposer the cost of responding to a Request for Proposal.
23. In accordance with an executive order titled "Air Pollution Emergency Proclamation" modified by the Governor of Arizona on July 16, 1996, the University formally requests that all products used in the performance of any contract that results from this solicitation be of low- or no-content of reactive organic compounds, to the maximum extent possible.
24. Arizona requires that we purchase ENERGY STAR® products or those certified by the Federal Energy Management Program as energy efficient in all categories available. If this solicitation is for a product in a category for which ENERGY STAR® or certified products are available, please submit evidence of the ENERGY STAR® status or certification for the products you are bidding. Please note that if you fail to submit this information but a competitor does, we will select your competitor's product as meeting specifications and deem your product as not meeting specifications. See HB 2324, chaptered as Chapter 114, 46th Legislature, 1st Regular Session, amending A.R.S. 34-451.
25. To the extent applicable to any agreement resulting from this solicitation, the contractor shall comply with the Standards for Privacy of Individually Identifiable Information under the Health Insurance Portability and Accountability Act of 1996 contained in 45 CFR Parts 160 and 164 (the "HIPAA Privacy Standards") as of the effective date of the HIPAA Privacy Standards on April 14, 2003 or as later determined. Contractor will use all security and privacy safeguards necessary to protect Protected Health Information (PHI), as defined by HIPAA, and shall

immediately report to University all improper use or disclosure of PHI of which it becomes aware. Contractor agrees to ensure that its agents and subcontractors agree to and abide by these requirements. Contractor agrees to indemnify the State of Arizona, the Arizona Board of Regents, Arizona State University and their regents, employees and agents against all harm or damage caused or contributed to by Contractor's breach of its obligations under this paragraph

26. The University believes that it can best maintain its reputation for treating suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Arizona Board of Regents procurement procedures, section 3-809, in particular section 3-809C. This paragraph does not include all of the provisions of the Regents procedures, but it does tell you what you have to do to initiate a protest. First, you have to be an "interested party." An "interested party" is an actual or prospective proposer whose direct economic interest may be affected by the issuance of a solicitation, the award of a contract, or by the failure to award a contract. Whether an actual prospective proposer or offeror has a *direct* economic interest will depend upon the circumstances in each case. At a minimum, the interest must be substantial and must be tangibly affected by the administrative action or proposed action concerned in the case. For instance, a proposer who is fourth in line for award does not have a sufficient economic interest to protest the proposed award of a contract to the low proposer. Second, you must submit the protest in a timely manner. In procurements inviting bids, protests based upon alleged errors, irregularities or, improprieties in a solicitation that are apparent before the bid opening shall be filed before the bid opening. In procurements requesting proposals, protests based upon alleged errors, irregularities or improprieties in a solicitation that are apparent before the closing date for receipt of initial proposals shall be filed before the closing date for receipt of initial proposals. Protests concerning improprieties that do not exist in the initial solicitation, but that are subsequently incorporated into the solicitation, shall be filed by the next closing date for receipt of proposals following the incorporation. In cases other than those just covered, protests shall be filed no later than ten days after a contract is awarded in connection with the procurement action. Failure to timely protest shall be deemed a waiver of all rights. Third, and finally, your protest shall be in writing and shall include the following information: (1) The name, address, telephone number, and fax number of the protestor; (2) The signature of the protestor or its representative; (3) Identification of the solicitation or contract number; (4) A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (5) The form of relief requested.

Protests should be directed to:

John F. Riley
Director of Purchasing and Business Services
Arizona State University
PO Box 875212
Tempe AZ 85287-5212
Fax: (480) 965-2234

Please note that as the University takes protests very seriously, we expect you to do so as well. Frivolous protests will not result in gain for your firm.

SECTION IV.

SCOPE OF WORK/SPECIFICATIONS

4.1 GENERAL REQUIREMENTS

- 4.1.1** The work consists in general, of supplying office and classroom furniture as required by the three Arizona Universities and other public institutions as required. The Supplier will be required to provide services associated with the supplying of furniture. These services include installation, design, training, and the provision of samples of contracted items.
- 4.1.2** The agreement will be performed under contract between the Arizona Board of Regents and the successful Supplier(s) and will be administered by Arizona State University.
- 4.1.3** The data, specifications and administrative requirements outlined herein shall be intended to serve only as a general guideline for the Request for Proposal. Proposer shall submit a fully detailed proposal, which shall adequately describe the advantages and benefits. Proposer is encouraged to provide any additional information that is not specifically identified in this Request for Proposal.

4.2 QUALITY ASSURANCES

- 4.2.1 FIRE PROTECTION** All furniture shall meet or exceed the BIFMA Flammability standard for Business, Institutional Markets F-1-1978 and Life Safety Code NFPA 101 Section 31 - 1.4 1988 Edition. All plastic laminate and wood veneer furniture shall meet or exceed the Port Authority of New York and New Jersey (1981) specifications governing the flammability of plastic laminate and wood veneer furniture.
- 4.2.2** All furniture shall meet applicable ANSI/BIFMA standards.
- 4.2.3 SUSTAINABILITY** The University's have made a commitment to "Green" and sustainability and are looking for LEED™ certification on several new buildings and renovations. Supplier shall state their commitment to sustainability and how they can assist the University's in their quest for certification and green buildings.

4.3 SUPPLIER QUALIFICATIONS Supplier shall demonstrate qualifications required for this project as follows:

- 4.3.1** Provide the name, address, and telephone number of Supplier, list of officers and principals, number of years in business (including business in Arizona) and number of personnel employed. Proposer shall describe their firm's growth for the past three (3) years.

- 4.3.2** The Proposer shall present evidence that the firm or its officers have been engaged for at least the past three (3) years in providing services as listed in this Request for Proposal. References must be included stating the name, position, telephone number, fax number, and if available, the E-Mail or Internet address of a contact person.
- 4.3.3** Proposer shall provide the last two (2) years of audited financial statements. Proposer shall describe any restructuring, mergers and/or downsizing that has occurred over the past three (3) years or is anticipated in the next two (2) years.
- 4.3.4** Proposer shall describe the material issues of any current patent or copyright lawsuits or legal actions against your firm including, but not limited to, parties of dispute, description of technology involved, equipment affected, jurisdiction, and date of legal complaint.
- 4.3.5** Provide a list of references for five-(5) university, institutional and/or commercial contracts of this size during the past five-(5) years. Include contact names and telephone numbers. The University shall also consider its own project experience with each Supplier as client references. The University reserves the right to contact additional references not provided by Proposer. Preference shall be given for those references which shall be most similar in profile and type requested.
- 4.3.6** State whether third services shall be used (warehousing, installation, etc.). State the functions to be subcontracted. Provide the name of subcontractor and include three (3) references for subcontractor for similar size contracts. Subcontractor shall be bound by terms and conditions of any contract resulting from this Request for Proposal. Supplier(s) shall be solely responsible for the performance of a resulting contract from this Request for Proposal. All University payments for goods and/or services shall be made directly to the successful Proposer.
- 4.3.7** Provide one representative/point of contact for each campus with a minimum of five (5) year's experience in sales, coordination and installation for large contract projects. In addition to the representative, provide a back-up person who is knowledgeable about the agreement and can follow through in situations where the representative is not available. Provide names and qualifications of representatives and back-up staff. This individual shall possess adequate knowledge and authority to resolve, directly or by designation, problems, disputes, dispute escalation, parts, service, payables, receivables, and delivery. Proposer's representative shall be available on-site (University) within one hour of the University's initial request.
- 4.3.8** The furniture installation superintendent shall have a minimum of two-(2) year's experience installing contract furniture. Supplier must have the ability to receive, inspect, deliver and install product at location.

4.3.9 Provide a design professional who can offer the Universities design service, to include color, fabric, laminate, finish choice, furniture layout, product catalog numbers, and pricing. Design services may be subcontracted at the sole discretion of the University.

4.4 GUARANTEES

4.4.1 All work performed and all materials and equipment furnished under the contract, excluding seating upholstery, shall be guaranteed against defects in materials and workmanship for a minimum period of ten (10) years from date of purchase or for the length of manufacturers' standard guarantee if longer than 10 years from the date of acceptance. Whenever, within the guarantee period, the Supplier is notified that any item of equipment, material and/or workmanship shall have proved defective or is not meeting the specification requirements, the Supplier shall immediately replace, repair or otherwise correct the defect or defects without cost to the owner and the original furniture guarantee shall be extended by an additional year. Supplier shall guarantee the product be non-obsolete for ten (10) years unless otherwise stated. All furniture shall be stamped or labeled with manufacturing date.

4.4.2 Proposals must include a statement from the manufacturer that indicates that the manufacturer will stand behind any agreement awarded as a result of this RFP. That, in the event the Supplier who wins the award is unable to meet the requirements of the agreement, for any reason, then the manufacturer shall ensure continuity of service, either themselves, or through another Supplier. Furthermore, the manufacturer shall review the technical proposal and include a statement that the technical proposal is accurate.

4.4.3 Seating – All upholstery shall have a minimum five (5) year warranty against defects in materials, workmanship and performance. Section 4.4.2 shall apply to all seating to include fabric.

4.5 CANCELLATIONS/RETURNS/MISTAKES

4.5.1 SUPPLIER MISTAKES Shipments by the Supplier of materials conflicting with the description and/or stock numbers on the University purchase order will be considered Supplier mistakes and will be subject to return without penalty or cost to the University. Any return necessitated by a manufacturer/Supplier mistake shall be at the Supplier's expense and no re-stocking fees, freight charges or other costs will be allowed.

4.5.2 CANCELLATION Stock items are those products which the Supplier has either on the-shelf for a "quick ship" programs or is routinely produced without having customer orders in-hand. Standard items are those products routinely produced by the Supplier, on customer demand, and are part of their cataloged product line. This includes all colors/patterns normally available from the firm whether additional fees are charged for such colors/patterns or not. Custom items are

those products outside the Suppliers "standard" production. Such items are built specifically for the University and are of non-standard dimensions and/or non-standard materials and/or custom/C.O.M. finishes.

4.5.3 The university shall be able to cancel orders for stock or standard product without penalty provided cancellation occurs before commencement of production.

4.5.4 Each Supplier is required to state their cancellation and restocking policies under the following circumstances:

- a) Cancellation of stock product after production.
- b) Cancellation of stock product after shipment.
- c) Cancellation of standard product once production has started.
- d) Cancellation of standard product after shipment.
- e) Cancellation of custom items prior to commencing production.
- f) Cancellation of custom items once production has started.
- g) Cancellation of custom items after shipment

4.6 SPECIAL FURNITURE AGREEMENT PROVISIONS AND REQUIREMENTS

4.6.1 INSTALLATION Each of Universities shall have the option to determine whether installation of furniture product will be performed by the agreement Supplier or done in-house. Installation, when required, shall be completed within a reasonable time after product delivery. The Supplier shall be responsible for assuring the accuracy of all installations (i.e., adjoining work surfaces shall be level, adjoining panels of the same height shall be level, all product components shall be assembled properly, all ends shall abut), and for removing all debris caused by furniture installation to an appropriate recycle center. The Supplier is responsible for any and all damage occurring during Supplier installation and shall restore property that may be disturbed in the execution of any work to its former condition.

4.6.2 INVENTORY The Universities have an ongoing requirement for the material indicated in this proposal solicitation. It is an express condition of any award that Supplier shall maintain a reasonable stock of most common service parts at a local warehouse facility in Arizona (preferably in Phoenix or Tucson) for delivery to each of the Universities locations. Failure to maintain such a stock may result in agreement cancellation. Please state location and dollar value of service inventory stock currently available.

4.6.3 KEY PERSONNEL

4.6.3.1 It is essential that Supplier provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed at each university location under any resulting agreement. The Supplier must assign specific individuals to these key positions. Names and

titles of both inside and outside sales support staff must be provided. Once assigned to work under the agreement, key personnel shall not be removed or replaced without the prior written approval of the Universities. The Supplier may not reduce the scope of service to a University covered under this award without the expressed written approval of the Universities. The Supplier, as its option, may choose to use subcontractor(s) assistance. Subcontracting shall be approved by the Universities in accordance with the terms and conditions contained herein. For purpose of this solicitation, key personnel shall include sales staff, design staff, and installation staff.

4.6.3.2 The Supplier's designated point of contact shall be expected to participate in and contribute to a marketing program with a designated University representative. However, the representative shall not market products and/or services directly on campus without prior approval of the University. This restriction shall also apply to mailings and telephone communications.

4.6.4 LICENSES Supplier shall maintain in current status all Federal, State, and local licenses and permits that may be required for the business conducted by the Supplier and applicable for the work to be required under this agreement.

4.6.5 MAINTENANCE/SERVICE To assure that any ensuing Universities agreement will provide the necessary maintenance support required for the products delivered, each Supplier must have local maintenance facilities or have specific agreements in force with a third party to provide local maintenance. Each maintenance facility must be staffed by trained technicians and have sufficient parts' inventory in order to provide quality service. Proposer shall guarantee the University(s) a two (2) hour service response time, upon notification, for all services issues. Service for all designated statewide locations shall be within reasonable time guarantees, described by the Proposer, and acceptable to the University(s). The Universities may inspect the Supplier maintenance facilities to determine adequacy.

4.6.6 NEW PRODUCTS New products announced by manufacturers within the product group as selected for the Universities' agreement may be submitted by the successful Supplier(s) for addition to the existing agreement. In all cases, pricing shall be equivalent to the percentage of discount for each manufacturer brand or class or product originally offered and included on such Universities agreement.

4.6.7 ORDERING PROCESS

4.6.7.1 Upon award of an agreement by the Universities, each individual institution may procure the specific material and/or services awarded by the issuance of an individual purchase order document to the appropriate Supplier awardees. Each institutional purchase order will cite the Universities' agreement number. The award of the agreement shall be in full accordance with the Arizona Board of Regents (ABOR) Procurement Code and all transactions and procedures required by the ABOR Code for competitive bidding have been complied with.

An issued purchase order by the institution for the awarded material and/or services citing the correct Universities' agreement number is the only document required to order such material and/or services and for the awarded Supplier to deliver the specified material and/or services.

4.6.7.2 The Universities desire to place orders with the successful firm(s) under this solicitation via any electronic methods of ordering offered by the successful firm(s), and to make payment for these orders with a corporate purchasing card. Proposer shall explain how they will handle and follow up with on-line orders, orders using a corporate purchasing card or phone orders.

4.6.8 OTHER CONTRACTS Each of the participating Universities may undertake or award other agreements for additional FF&E or related work and the Supplier awarded a Universities furniture agreement shall fully cooperate with such other selected contractor(s) and Universities employees and carefully fit their own work with such other additional work. The Supplier shall not commit or permit any act, which will interfere with the performance of work by other contractor(s) or Universities employees.

4.6.9 PRODUCT DISCONTINUANCE The Universities may award contracts for particular furniture products and/or material as a direct result of this proposal solicitation. In the event that a product or material is discontinued by the manufacturer, the Universities at their sole discretion may allow the agreement Supplier to provide a substitute for the discontinued item. The Supplier shall request permission to substitute a new product or material and provide the following:

- a) A formal announcement from the manufacturer that the product or material has been discontinued.
- b) Documentation from the manufacturer that names the replacement or substituted product or material.
- c) Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required and remains within the same category defined by the original proposal solicitation.
- d) Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or material.
- e) Documentation confirming that the pricing for the replacement is the same as or less than the discontinued product or material.

4.6.10 SHIPPING FOB DESTINATION All pricing shall be F.O.B. destination freight prepaid to the Universities' locations (i.e., Tucson, Tempe, Phoenix, Chandler, Flagstaff, Yuma and Sierra Vista) etc.. A contract Supplier shall retain title and control of all furniture product and material until they are delivered and the individual Universities institution has accepted the product or material as specified on their issued purchase order document. All risk of transportation and all related charges shall be the responsibility of the Supplier. All claims for visible or concealed damage shall be filed by the Supplier. The Universities will notify

the Supplier promptly of any damaged goods and shall assist in arranging for inspection.

4.6.11 USAGE REPORT The agreement Supplier shall furnish the Universities a usage report semi-annually delineating the acquisition activity governed by the agreement. This usage report shall be issued to each of the Universities and participating Community Colleges. The format of this report shall be approved by the Universities and shall disclose the quantity and the dollar value of each agreement product or material by the individual Universities institution.

4.6.12 NON-OBSOLESCENCE OF ENGINEERING The Supplier shall include a written guarantee from the product manufacturer being offered that the basic panels and related components being used in the workstations shall be mechanically and esthetically compatible and available for reordering purposes for a minimum of ten (10) years for date award this RFP.

4.7 SERVICE REQUIREMENTS

4.7.1 RECEIVING OF PRODUCTS (IF REQUIRED) Whenever receiving services are required, the universities may require the Supplier either receive the goods as they are delivered to the site or receive the goods and deliver to the site in accordance with the following requirements:

4.7.1.1 Supplier shall provide transportation and handling for receiving, inspecting and transporting to project installation area.

4.7.1.2 Receive furniture, inspect, and file all claims at time of delivery. Follow up until missing or replacement items are received in good condition and installation is complete.

4.7.1.3 Signing off on delivery ticket by the university shall not indicate that product is approved and accepted. It only indicates receipt of product. Product is not approved and accepted until installed and punch list is completed.

4.7.1.4 Revise ship dates as acknowledgments and schedule updates are received. Once installation schedules have been finalized, acceptance of changes to the schedules is at the sole discretion of the university.

4.7.1.5 The Supplier shall be responsible for the acts and omissions of all the Supplier's employees and all subcontractors, their agents and employees and all other persons performing any of the work under a contract with the Supplier.

4.7.1.6 The Supplier shall at all times enforce strict discipline and good order among the Supplier's employees and shall not employ any unfit person or anyone not skilled in the task assigned.

4.7.1.7 Incompetent or incorrigible employees shall be dismissed from the project by the Supplier when so determined by the university, and such persons shall be prohibited from returning to the project without the written consent of the university.

4.7.1.8 PARKING PERMITS The Supplier is to obtain all parking permits and/or decals required while performing work on universities premises. A cost may be incurred by the Supplier to obtain said permits.

4.7.2 PRODUCT WAREHOUSING AND STORAGE (IF REQUIRED)

4.7.2.1 Supplier shall be responsible to make arrangements for the local warehousing of the materials prior to transport to the project.

4.7.2.2 Supplier shall establish off-site storage area to store items of the work until project site is available for installation.

4.7.2.3 Products shall be stored in a neat and orderly manner, whether on or off the site, to prevent damage thereto and to facilitate inspection and taking of inventories.

4.7.2.4 Unpacked products shall be stored on shelves or in bins, unless of such size and weight as to require storage at ground level.

4.7.2.5 Products stored at ground level shall be supported clear of ground on wood timbers.

4.7.2.6 Stored products shall be conspicuously tagged or marked for ready identification.

4.7.3 INSTALLATION The Universities shall require that the Supplier install the goods in accordance with the following requirements:

4.7.3.1 INSTALLATION/WAREHOUSING For some projects the universities will require installation services. On the larger projects these services will have to be coordinated with construction schedules. Include a detailed description of the installation services available. In the event of any unforeseen delay the Supplier will be required to receive and warehouse the product prior to installation. Proposals must include pricing schedules for receiving & installation services. This cost should be expressed as a percentage of the product cost. Warehousing may be required and must also be priced as a dollar rate per square foot of warehouse space per day.

4.7.3.2 All dimensions and other conditions in the field shall be measured and carefully checked, as applicable, to insure proper fit in the areas designated.

- 4.7.3.3** Furnish materials including all accessories and miscellaneous items as required for a complete installation.
- 4.7.3.4** In the event products are stolen, misplaced or damaged prior to their installation in the project, it will be the responsibility of the Supplier to replace, at Supplier's expense, those items which are missing. Products damaged shall be repaired or replaced as directed by the university.
- 4.7.3.5** The Supplier shall provide professional installation services based upon the specifications and the drawings. Installation shall conform to manufacturer's instructions.
- 4.7.3.6** The Supplier shall contact the university to establish times permitted for building access, use of elevator, and appropriate staging areas.
- 4.7.3.7** The Supplier shall notify the university in advance of the installation, of any obstacles or conditions which might reasonably impede the delivery or installation.
- 4.7.3.8** Install furnishings and accessories after other finishing operations, including painting, have been completed. Install furnishings to comply with drawings and final shop drawings in strict compliance with manufacturer's printed instructions. Position units level, plumb; & at proper location relative to adjoining units and related work. Adjust accessories to provide visually acceptable installation.
- a) Adjust components and accessories to provide a smoothly operating, visually acceptable installation.
 - b) Realign and level within 48 hours of being fully loaded (if required).
 - c) Immediately upon completion of installation of furnishings, clean components and surfaces.

4.7.4 PROTECTION OF PRODUCT AND UNIVERSITIES FACILITIES:

- 4.7.4.1** Provide all needed fasteners, anchors and fittings for installation of items, and cooperate with other contractors if any for the proper anchorage and installation of the work. Exercise particular care in engaging the work to previously installed and finished work, to avoid marring surfaces of work of others.
- 4.7.4.2** Provide hard surface coverings, such as hardboard, over carpet floors and other surfaces to protect from damage during furnishings installation.
- 4.7.4.3** Provide pads and protection for finished surfaces in elevator and remove such protection at completion of the work. Supplier is liable for any damage to the university facility or its contents, by the Supplier or Supplier's subcontractors.

4.7.4.4 Protect furnishings against damage during remainder of construction period. Advise owner of additional protection needed to ensure that furniture will be without damage or deterioration at time of substantial completion.

4.7.5 KEYS Supplier is responsible for providing any required deposit or information necessary to secure keys in accordance with the universities policy. If the owner furnishes keys to provide access to university-owned property, the Supplier shall assure that no such keys are duplicated, and shall return all such keys upon request of the owner or prior to receipt of final payment, whichever is earlier. If the Supplier fails to return all keys furnished to it, the Supplier shall be responsible for and shall pay all costs (including materials and labor or university personnel or others) associated with re-keying (removing of tumblers and insertion of new tumblers) of old locks which could be opened with keys furnished, and the parties agree that such cost may be deducted in full or in part from invoices to be paid under the terms of this agreement, with any balance due immediately.

4.7.6 PARKING The Supplier is responsible for verifying parking access and use of any University facilities with applicable authority.

4.7.7 TRASH REMOVAL Oversee cleaning and trash removal. Do not allow any trash accumulation on floors. Disposal of trash is the Supplier's responsibility and all recyclable material must be transported at the Supplier's expense to an appropriate recycle center. Installation services shall include a complete daily clean-up of the installation area. This shall include any cleaning required for newly installed products and removal of any boxes, crates, packing materials, and other combustible refuse from building and site daily. This shall also include clean up of floors and/or walls, which may have been soiled or littered during the installation. Supplier shall be responsible for any damage to the building or to other installed product which is a result of the performance of the work.

4.7.8 RECYCLE PROGRAM Supplier shall make a diligent attempt to cause applicable packaging to be recycled. Supplier is encouraged, as a convenience, to contact the university's recycling center to verify if university will accept any recyclable discards.

4.7.9 FINAL ACCEPTANCE

4.7.9.1 Upon completion of each area, the installation shall be inspected by representatives of the university and a "punch list" of unsatisfactory or missing items prepared. The Supplier shall be responsible for the correction of all items on punch list prior to final acceptance by the universities.

4.7.9.2 Updates of any changes in care and maintenance procedures shall be provided as published by the manufacturer.

4.7.9.3 All items shall be in working condition and completely assembled.

4.7.9.4 Provide demonstrations and bound, labeled instructions for all equipment and systems for which operating and maintenance data is required.

4.8 DESIGN SERVICES

4.8.1 Each Proposer's response must include provision for no charge design services for product and material proposed to be completed at the end users location using available technology. In addition, Supplier must include an option that provides for design services expressed as a percentage of the net product cost. Include a detailed description of the Supplier design services available. Universities request of design services shall include the necessary coordination with department or office end user to providing measuring, calculating, and to creating a full set of design blue prints. The Universities are to be allowed one (1) major revision in the block planning stage and one (1) major revision in the final drawing stage.

4.8.2 For the purpose of reconfiguration type projects, an hourly rate shall be applied for the payment of design services. The design fee shall include only actual time spent in re-designing of the workstation(s), time spent doing the CAD drawing(s), and any changes (one change in drawings included) made to the drawing(s) by the requesting end user. A complete breakdown of the design fee charges shall be included with the invoices submitted to the requesting University. Failure to submit detailed invoice for payment will require the Universities to withhold payment until clarifications are made. The Universities reserve the right to use non-contract design service for office reconfigurations.

4.8.3 SALES AND DESIGN PERSONNEL

4.8.3.1 It is essential that the Supplier provide an adequate staff of experienced sales and design personnel that are capable of and devoted to the successful accomplishment of the complete customer services to be provided under the Universities furniture agreement including departmental purchases and capital projects. The Supplier must assign specific individuals for each of the Universities to the sales and design positions. Once such personnel are assigned to work under the agreement, sales and design personnel shall not be removed or replaced without prior written approval of the Universities. Conversely, the Universities may request of the Supplier that sales and/or design personnel be replaced in their respective assignments if they continually fail to provide the level of customer services necessary in support of the furniture agreement.

4.8.3.2 The Supplier in their proposal response shall provide resumes for both design and sales personnel that are to be assigned to the furniture agreement. Design personnel assigned to the agreement shall have a related degree (preferably in Interior Design) and possess current design technology AUTOCAD skills. Sales personnel assigned to the agreement should have related interior design experience, knowledge of ADA requirements, and possess electronic

technology skills. Resumes shall include name of individual, education, experience, length of time with the company, and any other relevant information in support of their assignment to the agreement.

4.8.4 The following procedure shall be followed when completing design services within the scope of work of the ensuing agreement for any requesting University:

- a) University authorized personnel shall contact the Supplier with the request to design, supply and install systems furnishings.
- b) Supplier shall respond to the initial call within 48-hours with setting up a planning meeting with the requesting University and shall provide free consultation regarding the project.
- c) Based on the data provided by the requesting University, Supplier shall compile a tentative work schedule for the completion of the project that shall include a preliminary drawing(s) illustrating the design layout along with an estimated budget, delivery time and total process time for the project.
- d) Requesting University shall then revise, make corrections if applicable, and approve the tentative CAD drawing(s) and work schedule so that the Supplier can then start the final design work.

4.8.5 DESIGN SERVICE CONTRACTED Each individual University shall have the option to determine whether design services will be performed by the Supplier, by an independent third-party design company, or in-house.

4.9 MISCELLANEOUS SERVICES

4.9.1 DISPLAY SAMPLES Each of University locations (Arizona State University in Tempe, Northern Arizona University in Flagstaff, and The University of Arizona in Tucson) requires that each successful Supplier provide representative samples of all the furniture product awarded on the agreement. Such product samples are to be provided to each of the three designated locations at no cost to the Universities, to include delivery, installation, uninstall, removal, return and any relocation(s) if required. ASU has a product showroom on site, U of A will require a supplier managed showroom in close proximity to the university and NAU also has a product showroom on site.

4.9.2 CAMPUS VISITS Each successful Supplier will be required to make at least weekly (possibly daily for the primary award Supplier) campus visits and be available as may be necessary. Sales representatives shall be available by cell phone during normal Universities working hours. State a schedule for campus visits in the proposal. Indicate how such schedule may change depending on the size of the award.

4.9.3 TRAINING The Universities require that the following types of training be provided.

- 4.9.3.1** No-charge general training in the specification, features and applications for contracted product - systems and casegoods.
- 4.9.3.2** No-charge training in the correct adjustment and maintenance of each contract product - all products.
- 4.9.3.3** No-charge buyer training - The successful Supplier shall make available a minimum of sixteen (16) hours of instruction annually to the Universities for the sole purpose of acquainting up to six (6) persons with the furniture awards and the proper selection and ordering of same. Training to be at each University campus or designated site.
- 4.9.3.4** No-charge installation/repair training - The successful Supplier shall make available a minimum of eight (8) hours of instruction annually to the Universities for the express purpose of certifying up to eleven (11) persons with the methods and techniques of installation and repair. Supplier shall also provide at no charge any specialized tools. Training may be at each University campus or a designated site.
- 4.9.3.5** Provide a price schedule for any other training programs offered. In each case, state the location of the training program.
- 4.9.4** Each University and participating Community College shall be provided a complete set of manuals for the contracted product lines. The Universities shall be provided updates and safety bulletins as they are released. Additional product catalog and product literature shall be provided for distribution to departments interested in purchasing specific furniture items.
- 4.9.5** Each campus (A.S.U., A.S.U. West, The University of Arizona - Tucson, The University of Arizona South - Sierra Vista, Northern Arizona University) shall be provided two (2) complete sets of product literature for the contracted product lines. This literature shall be updated as new material is released.
- 4.9.6 QUICK SHIP PROGRAM** Discounts provided for all products in the Primary Award Group must be based on quick ship program. Provide a detailed description of the quick ship programs available for the proposed products. Include a list of the products and finishes that are available on the quick ship program. Indicate the lead time for these products from the time an order is placed with the Supplier until the time the goods will be received at the University receiving department. The Universities shall not be assessed an up-charge when ordering product from the Supplier's quick ship program.
- 4.9.7 FURNITURE LEAD TIMES** Include a list of the guaranteed lead times for the furniture proposed. The lead time shall be based on the time elapsed between placing the order with the Supplier and delivery of the goods at the University.
- 4.9.8 REPAIRS** Describe the provisions for on-site repair of damaged product, both under warranty and outside of the warranty period. Detail those common types of

repair that can be done on-site, and those that would require returning the product. Indicate whether your company has a program for reimbursing the Universities for performing warranty repairs. Include a price schedule for non-warranty repairs.

4.9.9 PARTS Include a parts list, with pricing, for each product line proposed.

4.9.10 TOOLS Furnish all tools required for the installation and adjustment of standard products.

4.9.11 PAYMENT The Universities are currently under contract with JP MorganChase for a corporate liability purchasing card program that includes both VISA and MasterCard. The Purchasing Card program is designed to delegate authority at the department level in an effort to eliminate small dollar value purchase orders and expedite payments. Proposer shall explain in detail how they will process purchasing card payments and handle credits, refunds or other adjustments.

4.9.12 E-COMMERCE The Universities require that the successful proposer implement some type of electronic commerce system. Vendor will be required to work with each campus to secure campus requirements and time frame for establishing on-line tools for e-business including, but not limited to: contract information, catalogs, ordering, tracking, expediting. Demonstrated experience should be included in proposal.

4.9.13 VALUE-ADDED SERVICES Proposer shall describe, in detail, other value-added services available to the University(s) but not necessarily addressed. Proposer may offer goods and/or services. The University(s) shall determine which value-added service options shall be most beneficial from both a cost and service standpoint, and may further negotiate these options to include or omit dependent on the needs of the University(s).

4.10 SPECIFIC UNIVERSITY REQUIREMENTS

4.10.1 ARIZONA STATE UNIVERSITY

ASU is undergoing tremendous growth. We have a large capital building program under way. Our use of the Tri-University furniture contract will be to cover both departmental purchases and capital building projects. We are requiring that the Supplier provide support for the departmental purchases via electronic access. We expect that departments will be able to select, purchase and track their own orders. ASU will utilize one (1) line of furniture as a standard. Departments will only be able to select their products from that line of furniture. They will be able to utilize the Additional Furniture as needed. Any additional Primary awards that are made as a result of this proposal will be used to furnish the capital projects if determined to meet the needs of the project. ASU has adopted a Visa Card from JP Morgan Chase Bank as its Purchasing Card. The

University is very interested in adopting electronic methods of ordering from Suppliers and in making associated payments with its Purchasing Card.

4.10.2 NORTHERN ARIZONA UNIVERSITY

NAU Purchasing Services shall assist University departments with the selection of contract products based on their requirements. If design service is required, the Supplier's representative will be requested by Purchasing Services to meet with the department. This is usually required only for systems furniture and related products and may include CAD drawings and a submitted quote to include installed pricing with a CAPS list.

NAU anticipates several new buildings over the next three-five years. If NAU decides to use the Supplier for larger projects, NAU expects close working relationships with architects and project managers including detailed quotes for design, product and installation.

Campus Supply currently stocks a number of contract products in inventory for quick departmental delivery. The products offered at Campus Supply will also be on display to enable departments to examine contract furniture products before purchase.

4.10.3 UNIVERSITY OF ARIZONA

The majority of furniture purchased at the University of Arizona are office seating, systems furniture & case goods. The Primary Award Vendor's representative will be required at the request of Purchasing to work with each end user to develop a furniture specification sheet and price quotes. This quote will contain model and catalog numbers, paint colors, laminate types, fabric selections, drawer configurations, price, etc. A copy shall be forwarded to the Purchasing Office. The buyer will review and determine if these items can be received through the University receiving dock or if an inside delivery and installation is required. If site delivery and installation are required, then an additional line shall be added to the purchase order to cover this service. If a product is required that is not available on this RFP, the Purchasing Department will solicit information and pricing through alternate Vendors. Any such purchases of \$35,000.00 or more and outside the contract will require a competitive sealed bid; any purchases under \$35,000.00 and outside the contract may be bid or purchased at the discretion of the Purchasing Department. The Purchasing Office will keep a library of furniture catalogs with paint & fabric samples as supplied by all the successful Vendors. These catalogs will be maintained in the furniture showroom at the University Services Annex Building, 5th floor. It will be the responsibility of all the successful Vendors to provide a sample of their contract product(s), which will be displayed and available for inspection by campus end users. Secondary Awards to match existing furnishings are to be processed as per the Primary Award procedure listed above.

4.11 SPECIFICATIONS FOR PRIMARY PRODUCT AWARD GROUP

Any deviations from specifications must be clearly identified. Failure to do so may result in rejection of the proposal or cancellation of award.

4.11.1 SYSTEMS FURNITURE

- a. Compliance with ANSI/BIFMA X5.6-2003 for all panels, components, wiring & lighting.
- b. The Entire System shall be U.L. approved.
- c. The complete system shall be of one (1) product manufacturer.
- d. Panel Types
 - i. fabric covered acoustical panel
 - ii. glazed panel
 - iii. door panel
 - iv. pass through panel
 - v. tackable acoustical panel
- e. Panel Size – fabric covered shall be available in six panel heights ranging from 32” to 75” and at least six (6) panel widths ranging from 20” to 45”. Panels shall be a minimum of 2 ¼” thick.
- f. Configuration of Panels – Panels shall be fully interchangeable between various sizes and heights and shall be capable of being arranged in a variety of configurations having two, three and four panels radiating from a single source
- g. Attachment to Walls – Panels shall have provisions for attachment to permanent walls when required.
- h. Panels shall have 1” incremental hanging capability for worksurfaces, bins and shelves inherent in the panel frame for the full height of the panel.
- i. Cover Material – Fabric covered panels shall be covered on front and back. The fabric shall be of a woven texture; colors shall be available in muted tones (preferably grays, beige etc.)
- j. Installation/Reconfiguration – Panel systems shall be capable of being moved and reinstalled easily without the use of highly specialized tools.
- k. Cleaning – All surfaces of the system shall resist stain and be easily cleaned
- l. Modification – The system shall be capable of adding electrification components in the field at some future time with a minimum of panel modification.
- m. Finish Detail – The system shall be void of sharp-edged components
- n. Core Construction – Core construction shall allow panel to be rigid and capable of supporting loaded components. Core construction shall not allow for flexing or torquing of panel. Panel system strength should be strong without the use of floor supported products (peds, end panels, lateral files, etc.). Counterbalance of system components should not be required.
- o. Sound Resistance – Acoustical panels shall have a minimum of .80 NCR sound classification as tested in accordance with ASTM, C-423-90a and a minimum STC of 20 as tested in accordance with ASTM, e-413-87 (1994) shall be available within the product line. Tackable acoustical panels shall have a minimum of .65NRC sound classification as tested in accordance with the above standards.
- p. Fire Resistance – All panels shall have Class A fire rating as tested in

accordance with ASTM, E84-96a.

- q. Connectors – Panel connectors shall be re-usable where necessary to connect adjacent panels to form the panel structure. Panel connectors shall be made of strong materials. The system shall have simple rigid connections.
- r. Edges & Fillers – All panel edges not joined to another panel shall be provided with a finished end cap. Corner fillers shall be used at all junctions between panels.
- s. Trim – All vertical trim shall be of metal frame and painted. Vertical side frames shall have concealed painted inserts slotted up to 1 ½” centers to maximize vertical utilization of components. The panel top shall be trimmed with a vinyl; steel, wood or fabric-covered extrusion cap and shall match the system color scheme.
- t. Levelers – A minimum of two (2) panel supported levelers shall be used to provide a rigid panel system and shall have the capability to level panels on an uneven floor. Levelers shall support the weight of the system. Levelers shall have a minimum vertical adjustment of ½”.
- u. Raceways – Raceways shall be at the top and the bottom of panels. Raceways shall be either integral or capable of being integrated into panels. Cabling within the raceway shall be concealed at all junctions between panels. Raceways shall make provisions for distribution of electrical wiring to run adjacent to data and telephone cabling. Electrical wiring shall be mechanically isolated if not shielded or in conduit.
- v. Electrical Requirements – The minimum electrical requirement shall be for a 4-circuit 8-wire system. Panels with raceways that are 24” or wider, shall have a minimum of two (2) receptacles per side and have space available for an additional port for installation of data and telephone receptacles. Electrical systems offered shall be 102v, 20 amp circuits capable of transitioning through multiple panel intersections. All receptacles whether simplex or duplex, shall support a minimum of 15 amps electrical load.
- w. Power Poles – Power poles shall be available and shall be capable of attaching to the top or the end of a panel. Or to a connecting junction and integrating with the panel electrical system.
- x. Required Components
 - i. Task Lighting - Fluorescent type, U.L listed and conforms to the National Electric Code
 - ii. Work Surfaces – Shall be either steel or particle board covered with laminate. Particle board to have backer sheet underside. Minimum thickness to be 1 ¼” thick. All exposed edges shall be finished to match the worksurface or have a vinyl edge band
 - iii. Work surfaces to be cantilever or floor supported
 - iv. Cord Cutouts or Grommets shall be available on all worksurfaces
 - v. Storage – Drawers required to include file drawers, box drawers, pencil drawers, pedestals, and flipper door storage cabinets.
 - vi. Security – All storage with the exception of the pencil drawer shall have the capability of being locked

4.11.2 STAND ALONE SYSTEMS FURNITURE

- a. Height Adjustment – Adjustable worksurfaces from 24 ½” to 32” height

- b. Edge Detail – Bullnose or sloped edge
- c. Cable Routing – Cable management system integral to the product
- d. Privacy – Privacy screens and modesty panels required
- e. Worksurfaces – Rectangular and curvilinear required
- f. Storage – Pedestal storage to include box and file drawers with mobile option
- g. Storage – Lateral Files
- h. Storage – Vertical Cabinets stand alone & over desk storage open or closed (desk mounted)
- i. Worksurface – Laminate covered particle board or steel core
- j. Counter Tops – Transaction Worksurfaces
- k. Spanner Tables – Worksurfaces to connect workstations
- l. Jetty Tables/Peninsula Tables
- m. Cord Cutouts or Grommets shall be available on all worksurfaces
- n. Levelers – Leveling glides required on all support legs with minimum ½” adjustment
- o. Column mounted Shelves and Screens
- p. Multiple screen heights for privacy
- q. Multiple worksurface offerings for corner and straight units.
- r. Desk Size – Minimum requirement depth desk unit 24” to 30”
- s. Desk Size – Minimum requirement width desk 24” to 78”
- t. Corner Unit Size
- u. Storage Towers

4.11.3 OPEN OFFICE FURNITURE

- a. Height Adjustment – Adjustable worksurfaces from 24 ½” to 32” height
- b. Edge Detail – Bullnose or sloped edge
- c. Cable Routing – Cable management system integral to the product
- d. Privacy – Privacy screens and modesty panels required
- e. Worksurfaces – Rectangular and curvilinear required
- f. Storage – Pedestal storage to include box and file drawers with mobile option
- g. Storage – Vertical Cabinets stand alone & over desk storage open or closed (desk mounted)
- h. Worksurface – Laminate covered particle board or steel core
- i. Cord Cutouts or Grommets shall be available on all worksurfaces
- j. Levelers – Leveling glides required on all support legs with minimum ½” adjustment
- k. Size – Minimum requirement depth desk unit 24” to 36”
- l. Size – Minimum requirement width desk 30” to 72”

4.11.4 WOOD CASEGOODS

- a. Units Available
 - i. Desk
 - ii. Return
 - iii. Credenza
 - iv. Bridge
 - v. Bullet table
 - vi. Lateral file
 - vii. Bookcase

- viii. Service module
- b. Specifications
 - i. Full height back panel and pedestals
 - ii. Wood drawer interior
 - iii. One hanging file folder frame per drawer
 - iv. Leveling glides
 - v. Pencil tray

4.11.5 EXECUTIVE SEATING

- a. Swivel tilt
- b. Five arm base with casters
- c. Pneumatic height adjustment
- d. Variable backstop
- e. Adjustable seat and back tilt
- f. Height adjustable back
- g. Width & height adjustable arms

4.11.6 ERGONOMIC SEATING

- a. Available with high and mid back
- b. Available in Plus and Small size frames
- c. Soft and hard wheel casters
- d. Adjustable seat depth
- e. Back adjustment vertically
- f. Arm adjustment horizontally and vertically
- g. Seat back tilt forward and backward
- h. Seat pan tilt forward and backward
- i. Pneumatic height adjustment
- j. Swivel tilt
- k. Soft arm caps
- l. Five arm base w/dual wheel casters

4.11.7 SIDE SEATING

- a. Sled base
- b. Upholstered seat and back
- c. Plastic arm caps
- d. Frame colors available
- e. Chrome frame available
- f. Standard back height

4.11.8 CONFERENCE SEATING

- a. Five arm base with casters
- b. Pneumatic height adjustment
- c. Tilt lock
- d. Vinyl arm caps

4.11.9 LATERAL FILES

- a. Metal Construction

- b. Available Front to back or side to side drawer configuration
- c. Locking
- d. Available Multiple widths (30",36" & 42")
- e. Available in multiple heights (26 1/4" to 62 3/4")(minimum)
- f. Leveling glides
- g. Laminate top option
- h. Safety interlock to open one (1) drawer at a time
- i. Counter weights (if required)

4.11.10 VERTICAL FILES

- a. Hanging file folder frames not required
- b. 27" front to back filing
- c. Aluminum drawer pulls
- d. Legal size available
- e. Lockout allowing one drawer access only
- f. Thumb latch to keep drawers in closed position

4.11.11 BOOKCASES

- a. Metal Construction
- b. Available Multiple widths (30",36" & 42")
- c. Available in multiple heights (41 1/4" to 62 3/4")(minimum)
- d. Adjustable shelves
- e. Laminate top option

4.11.12 STORAGE CABINETS

- a. Metal construction
- b. Adjustable shelves
- c. Locking
- d. Available in multiple heights 38 7/8" to 62 3/4" (minimum)
- e. Available in Multiple widths
- f. Available in 18" depth (minimum)

4.11.13 TABLES

- a. Round Top diameters (30" to 42")(minimum)
- b. Square Top dimensions (30"X30") to (35"X35") (minimum)
- c. Rectangular Top dimensions (30"X60") to (30"X70")(minimum)
- d. Laminate Top
- e. Leveling Glides
- f. Chrome Base Option

4.12 SPECIFICATIONS FOR BUDGET PRIMARY PRODUCT AWARD GROUP

4.12.1 All product must be from one manufacturer's line.

4.12.2 Products to be included are:

- a. Systems furniture
- b. Freestanding furniture
- c. Wood casegoods
- d. Executive Seating
- e. Task Seating
- f. Side Chair
- g. Lateral Files
- h. Vertical Files
- i. Bookcases
- j. Storage Cabinets
- k. Tables

4.13 ADDITIONAL PRODUCT AWARD

4.13.1 SEATING

4.13.1.1 HIGH PERFORMANCE TASK CHAIR

- a. Adjustable seat angle
- b. Adjustable back angle
- c. Adjustable seat depth
- d. Adjustable back height
- e. Pneumatic height adjustment
- f. Swivel tilt
- g. Height and width adjustable arms
- h. Soft arm caps
- i. Fully upholstered back panel
- j. Available with high and mid back
- k. Available in Plus and Small size frames
- l. Five arm base w/dual wheel casters
- m. Soft and hard wheel casters

4.13.1.2 TASK CHAIR

- a. Swivel seat
- b. Pneumatic height adjustment
- c. Back height adjustment
- d. Five arm base w/dual wheel casters
- e. Soft and hard wheel casters
- f. Available with and without arms
- g. Soft arm caps

4.13.1.3 SIDE CHAIR

- a. Cantilevered sled base
- b. Available with and without arms
- c. Soft arm caps
- d. Upholstered back panel

4.13.1.4 STACK CHAIR

- a. Available with sled base and 4 legs
- b. Stainless steel glide option
- c. Available with and without arms
- d. Available in polypropylene and upholstery
- e. Stacking capability
- f. Ganging capability
- g. Tablet arm option

4.13.2 MODERATE COMPUTER SUPPORT FURNITURE

- a. Segregated raceways for power & communications

- b. Hinged door to power raceway
- c. Power feed available through any leg
- d. Table leveling
- e. Wheel chair access height 32" available
- f. Multiple height dividers & privacy screens
- g. Power-up access port for power & data at the worksurface
- h. Meet or exceed the requirements of ANSI/BIFMA X5.5-1989 Testing for Desk
- i. Products for static and dynamic load applications and life cycle testing
- j. Shapes required: rectangular, trapezoid, half-round, quarter-round
- k. Minimum top depth shall be 18"
- l. Tops shall be 1-1/4" thick
- m. Tops shall have a primary surface minimum of .040 high-pressure plastic laminate securely bonded. Laminate to be applied over 1-1/8" 45-50# medium density particleboard.
- n. Underside of top to be a .020-.050" thick Phenolic backing sheet.
- o. Tops shall have vinyl T-molding with a minimum of 5/16" thickness
- p. Molding shall be trimmed flush on the top and bottom of the table.
- q. "X", "T" and "TT" base shall be constructed of minimum 1-3/4", 13 gauge steel or 2", 14 gauge steel
- r. Bases shall be one piece-welded construction. Welds shall not be visible.
- s. Bases shall have adjustable glides. Glides shall have a minimum adjustment of 7/8".
- t. Bases and/or legs to be attached securely to top and weighted to prevent tipping
- u. Bases shall have factory applied epoxy, baked enamel or integral finish capable of resisting scuffs from heavy wear based on color retention and durability
- v. Tables with chrome base finish complying with minimum standards for application of chrome buffing.
- w. Grommets shall have a permanent ring attached to the top if cover is removed.
- x. Grommets shall be a minimum of 2" diameter.
- y. Modesty panel, when required, shall extend 9–12" below the worksurface, running the full length of the top
- z. Modesty panel shall be rigid and durable enough to withstand students abuse
- aa. Modesty panel shall be attached near the outer edge of the front of the table top to allow adequate legroom
- bb. Modesty panel shall have a vinyl T-molding and be compatible in appearance with the table top
- cc. Capable of applying any current brand of laminate
- dd. Provide easily recessible desktop electric and data port for use on freestanding or fixed tables
- ee. Provide shielded path between data and electric from floor to desktop port
- ff. Data and electric port shall have a minimum of 2 electrical outlets and 2 data ports
- gg. Available with manual and/or pneumatic and electric height adjustable options.

4.13.3 BUDGET COMPUTER SUPPORT FURNITURE

- a. Paint Finish Powder Coat
- b. Construction Table Frame & Legs
 - i. Table frame 16 Ga.

- ii. Frame to run the length & width of the table
- iii. Frame to attach with #8 wood screws on 12" centers
- iv. Table legs are tubing a minimum of 1 1/2"
- v. Table leg wall a minimum of 16Ga.
- vi. Solid welded corners
- vii. Levelers provided all legs
- viii. Tube ends are finished with caps
- ix. Table top 1" fused melamine w/PVC edge
- c. Wire management channel (UL approved)
- d. CPU holder
- e. Modesty panel
- f. Wire grommet
- g. Available in 26" or 29" height
- h. Optional features
 - i. Height adjustability
 - ii. Locking casters
 - iii. Hutch with one top and one adjustable shelf w/back panel

4.13.4 CLASSROOM TABLES

- a. Meet or exceed the requirements of ANSI/BIFMA X5.5-1989 Testing for Desk Products for static and dynamic load applications and life cycle testing
- b. Shapes required: rectangular, trapezoid, half-round, quarter-round
- c. Minimum top depth shall be 18"
- d. Tops shall be 1-1/4" thick
- e. Tops shall have a primary surface minimum of .040 high-pressure plastic laminate securely bonded. Laminate to be applied over 1-1/8" 45-50# medium density particleboard. Underside of top to be a .020-.050" thick Phenolic backing sheet.
- f. Tops shall have vinyl T-molding with a minimum of 5/16" thickness
- g. Molding shall be trimmed flush on the top and bottom of the table.
- h. "X", "T" and "TT" base shall be constructed of minimum 1-3/4", 13 gauge steel or 2", 14 gauge steel
- i. Bases shall be one piece-welded construction. Welds shall not be visible.
- j. Bases shall have adjustable glides. Glides shall have a minimum adjustment of 7/8".
- k. Bases and/or legs to be attached securely to top and weighted to prevent tipping
- l. Bases shall have factory applied epoxy, baked enamel or integral finish capable of resisting scuffs from heavy wear based on color retention and durability.
- m. Tables with chrome base finish to comply with minimum standards for application of chrome buffing.
- n. Grommets shall have a permanent ring permanently attached to the top if cover is removed.
- o. Grommets shall be a minimum of 2" diameter.
- p. Modesty panel, when required, shall extend 9-12" below the worksurface, running the full length of the top
- q. Modesty panel shall be rigid and durable enough to withstand students abuse
- r. Modesty panel shall be attached near the outer edge of the front of the table top to allow adequate legroom

- s. Modesty panel shall have a vinyl T-molding and be compatible in appearance with the table top
- t. Capable of applying any current brand of laminate
- u. Provide easily recessible desktop electric and data port for use on freestanding or fixed tables.
- v. Provide shielded path between data and electric from floor to desktop port
- w. Data and electric port shall have a minimum of 2 electrical outlets and 2 data ports

4.13.5 FLEX BACK CLASSROOM SEATING

- a. Sled base w/glides
- b. Four leg base
- c. Flex back mechanism to allow articulating back angle
- d. Available upholstered
- e. Available polypropylene
- f. Available w/arms
- g. Available w/o arms
- h. Available with tablet arm folding right or left hand
- i. Ganging

4.14 SECONDARY AWARD

4.14.1 Steelcase Series 9000, Context, Ellipse, First Files, 730 Series bookcases & storage cabinets, 8500 and 8600 Series tables and Leap and Criterion seating

4.14.2 Herman Miller Action Office III

4.14.3 OFS Endura Series Wood Casegoods

4.14.4 Falcon Mats II tables and Verona seating

4.14.5 United seating

4.14.6 KI Piretti seating

SECTION V.

PROPOSER QUALIFICATIONS

SECTION VI.

EVALUATION CRITERIA

Proposals will be evaluated on the following criteria, listed in order of their relative priority with most important listed first:

- 1) Level and quality of service
 - a. Ability to service the three universities
 - b. Ability to provide service for capital projects
 - c. Ability to provide service for departmental purchases
 - d. Demonstrated experience with complex, higher education contracts
- 2) Articulated commitment to relationship, proposed strategic alliance
- 3) Demonstrated capability for e-procurement, ability of the firm to accept electronic methods of ordering
- 4) Quality of Product
 - a. Adherence to specifications
 - b. Breadth of line, availability of scientific/lab furniture
- 5) Price, discount structure
- 6) Capability to accept University procurement card for payment.

SECTION VII.

PRE-PROPOSAL CONFERENCE

No pre-proposal conference will be held.

A pre-proposal conference will be held at October 22, 2003 at 10:00 A.M. in University Services Building, 1551 S. Rural, Room 2105, Tempe, AZ

The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the University's intention and desires, and/or to give prospective Suppliers an opportunity to review the site of the work. Any doubt as to the requirements of this Request for Proposal, or any apparent omission or discrepancy should be presented to the University representative at this conference. The University representative will then determine the appropriate action. If necessary, the University representative will issue a written amendment to the Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal.

You do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this solicitation, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

SECTION IX.

TERMS & CONDITIONS

Notice to proposer: Terms and conditions where the "M" is checked are mandatory terms and conditions. Those where the "O" are checked are optional terms and conditions. Those where the "NA" is checked are not applicable to this solicitation. Proposers who suggest changes to mandatory terms and conditions are likely to be deemed nonresponsive. Proposers may suggest alternatives to optional terms and conditions, but should note that these changes may place their proposal at a competitive disadvantage to proposals that do not suggest alternatives to these optional terms and conditions.

1. M O NA **(PROPOSER) TO PACKAGE GOODS.** (Proposer) will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked with the following: (a) (Proposer)'s name and address; (b) University department's name, address and purchase order number; (c) Container number and total number of containers, e.g. box 1 of 4 boxes and (d) the number of the container bearing the packing slip. (Proposer) shall bear cost of packaging unless specifically otherwise provided.
2. M O NA **SHIPMENT UNDER RESERVATION PROHIBITED.** (Proposer) is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as a tender of the goods.
3. M O NA **TITLE AND RISK OF LOSS.** The title and risk of loss of the goods shall not pass to the University until the University actually receives the goods at the point or points of delivery.
4. M O NA **PAYMENT.** Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes relating to time and manner of submission of claims. The University's obligation is payable only and solely from funds appropriated for the purpose of this Agreement. The payment terms for this Agreement are Net 30 days. An invoice shall be submitted directly to the University's Payables and Reimbursements Department, unless otherwise directed. Any delays in payment are usually attributable to one of the following: failure of the Supplier to submit an invoice to Payables and Reimbursements, dissatisfaction of the requesting department with the order delivered by the Supplier, and a variance of the dollar amounts on the purchase order, the receiver, and the invoice. The interest rate on overdue payments is eighteen (18) percent APR. Such interest will begin accruing on the thirty-first (31st) day after the latest date of: the date of a valid purchase order, the date a correct Supplier invoice is received at Payables and Reimbursements, and the date of delivery of an order that is satisfactory to the requesting department. Any claims for interest must be substantiated by copies of documents that show the date of

the valid purchase order, the date a correct invoice was delivered to Payables and Reimbursements, and the date an order was delivered to the requesting department. The University may adjust the interest period, or deny the interest claim, based upon their documentation that there was no valid purchase order, that an incorrect invoice was submitted, that the order delivered was not satisfactory, or that the dates of any event were other than as claimed.

5. M O NA **RIGHT OF INSPECTION.** The University shall have the right to inspect the goods at delivery before accepting them.
6. M O NA **REMEDIES AND APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. The University and (proposer) shall have all remedies afforded each by said law.
7. M O NA **NO REPLACEMENT OF DEFECTIVE TENDER.** Every tender of goods must fully comply with all provisions of this Agreement as to time of delivery, quantity, quality, and the like. If a tender is made which does not fully conform, this shall constitute a breach and (proposer) shall not have the right to substitute a conforming tender.
8. M O NA **FORCE MAJEURE.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this Agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.
9. M O NA **ANTI-KICKBACK.** In compliance with FAR 52.203-7, the University has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operations and direct business relationships.
10. M O NA **GRATUITIES.** The University may, by written notice to the (proposer), cancel this Agreement if it is found by the University that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the (proposer), or any agent or representative of the (proposer), to any officer or employee of the State of Arizona with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract. In the event this Agreement is canceled by University pursuant to this provision, the University shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by (proposer) in providing such gratuities.
11. M O NA **WARRANTIES.** In addition to any implied warranties, (proposer) warrants that the goods furnished will conform to the specifications, drawings, and descriptions listed herein, and to the sample or samples, if any,

furnished by the (proposer). In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.

12. M O NA **MODIFICATIONS.** This Agreement can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.
13. M O NA **ASSIGNMENT-DELEGATION.** No right or interest in this Agreement shall be assigned, or any obligation delegated, by (proposer) without the written permission of the University. Any attempted assignment or delegation by (proposer) shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
14. M O NA **INTERPRETATION-PAROL EVIDENCE.** This writing is intended by the parties as a final expression of their Agreement and is intended also as a complete and exclusive statement of the terms of their Agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Agreement. Acceptance or acquiescence in a course of performance rendered under this Agreement shall not be relevant to determine the meaning of this Agreement even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this Agreement, the definition contained in the Code is to control.
15. M O NA **NON-DISCRIMINATION.** (Proposer) shall operate as an equal opportunity employer and shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation or national origin, or because he or she has a physical or mental disability or because he or she is a disabled veteran or a veteran of the Vietnam era, or other eligible veterans, including, without limitation, with respect to 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. (Proposer) shall conform to all state and federal laws, executive orders and rules and regulations relating thereto.
16. M O NA **EQUAL OPPORTUNITY CLAUSE.** The Provisions of Section 202 of Executive Order 11246.41 C.F.R. §60-1.4.41 C.F.R. §60-250.4 and 41 C.F.R. §60-741.4 are incorporated herein by reference and shall be applicable to this Agreement unless this Agreement is exempted under the rules, regulations or orders of the Secretary of Labor.
17. M O NA **TERMINATION FOR DEFAULT.** In the event that the (proposer) shall fail to maintain or keep in force any of the terms and conditions of this Agreement, the University may notify the (proposer) in writing of such failure and demand that the same be remedied within 10 days. Should the

(proposer) fail to remedy the same within said period, the University shall then have the right to terminate this Agreement.

18. M O NA **NO WAIVER.** No waiver by University of any breach of the provisions of this Agreement by the (proposer) shall in any way be construed to be a waiver of any future breach or bar the University's right to insist on strict performance of the provisions of the Agreement.
19. M O NA **TERMINATION.** The University may by written notice, stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. University shall pay the (proposer) as full compensation for performance until such termination: (1) the unit or pro rata order price for the delivered and accepted portion; and (2) a reasonable amount, not otherwise recoverable from other sources by the (proposer) as approved by the University, with respect to the undelivered or unacceptable portion of this order, provided compensation hereunder shall in no event exceed the total order price.
20. M O NA **CANCELLATION OF STATE CONTRACT.** In accordance with A.R.S. 38-511 this Agreement may be canceled without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the University is, at anytime while the Agreement or any extension of the Agreement is in effect, an employee of any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.
21. M O NA **LABOR DISPUTES.** The (proposer) shall give prompt notice to the University of any actual or potential labor dispute which delays or may delay performance under this Agreement.
22. M O NA **CONTRACT CLAIMS AND CONTROVERSIES.** All contract claims and controversies arising under this Agreement shall be resolved pursuant to the Arizona Board of Regents procurement procedures, section 3-809, in particular section 3-809C.
23. M O NA **CANCELLATION FOR LACK OF FUNDING.** This Agreement may be canceled without any further obligation on the part of the Arizona Board of Regents and Arizona State University in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. The (proposer) shall be notified in writing of such non-appropriation at the earliest opportunity.
24. M O NA **ASSIGNMENT OF ANTI-TRUST OVERCHARGE CLAIMS.** The parties recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the ultimate purchaser; therefore, the (proposer) hereby assigns to the Arizona Board of Regents for and on behalf of the University any and all claims for such overcharges.

25. M O NA **INSPECTION AND AUDIT.** All books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, Arizona State University or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Agreement. Such records shall be produced at Arizona State University, or such other location as designated by Arizona State University, upon reasonable notice to the (proposer).
26. M O NA **INSOLVENCY.** The University shall have the right to terminate this Agreement at any time in the event (proposer) files a petition in bankruptcy, or is adjudicated bankrupt; or if a petition in bankruptcy is filed against (proposer) and not discharged within thirty (30) days; or if (proposer) becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for (proposer) or its business.
27. M O NA **ADVERTISING.** (Proposer) agrees that it will not use Arizona State University or any of its names or trademarks in any (proposer) advertising.
28. M O NA **INSURANCE REQUIREMENTS.** Without limiting any liabilities or any other obligation of the Contractor, the Contractor shall purchase and maintain (and cause its subcontractors to purchase and maintain), in a company or companies lawfully authorized to do business in the State of Arizona, and rated at least A VII in the current A.M. Best's, the minimum insurance coverage below:
- A. **Commercial General Liability**, with minimum limits of \$1,000,000 per occurrence, and an unimpaired products and completed operations aggregate limit and general aggregate minimum limit of \$2,000,000. Coverage shall be at least as broad as the Insurance Service Office, Inc. Form CG00010196, issued on an Occurrence basis, and endorsed to add the State of Arizona, its departments, agencies, boards and commissions as an Additional Insured with reference to this contract. The policy shall include coverage for:
- Bodily Injury;
 - Broad Form Property Damage (including completed operations);**(THIS AMOUNT IS PART OF THE \$1,000,000)**
 - Independent Contractors Coverage;
 - Personal Injury;
 - Blanket Contractual Liability;
 - Products and Completed Operations, and this coverage shall extend for one year past acceptance, cancellation or termination of the services or work defined in this contract; and
 - Fire Legal Liability.

B. **Business Automobile Liability**, with minimum limits of \$1,000,000 per occurrence combined single limit, with Insurance Service Office Inc. Declarations to include Symbol One (Any Auto) applicable to claims arising from bodily injury, death or property damage arising out of the ownership, maintenance or use of any auto. The policy shall be endorsed to add the State of Arizona, its departments, agencies, boards and commissions as an Additional Insured with reference to this contract

C. **Workers Compensation and Employers Liability** insurance as required by the State of Arizona Workers Compensation statutes, as follows:

Workers Compensation (Coverage A):	Statutory Arizona benefits
Employers Liability (Coverage B):	\$500,000 each accident
	\$500,000 each employee/disease
	\$1,000,000 policy limit/disease

Policy shall include endorsement for All State coverage for state of hire.

D. **Professional Liability Insurance** with minimum limits of \$1,000,000 (Each Claim and/or Each Wrongful Act and/or Each Loss) and an unimpaired aggregate limit of \$1,000,000 with respect to this contract. Retroactive Liability Date (if applicable to Claims-Made coverage) shall be the same as the effective date of this contract. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract and, at the discretion of the State of Arizona, its departments, agencies, boards and commissions, shall include one of the following types of Professional Liability policies (if applicable to the scope of work):

- Directors and Officers
- Errors and Omissions
- Medical Malpractice
- Druggists Professional
- Architects/Engineers Professional
- Lawyers Professional
- Teachers Professional
- Accountants Professional
- Social Workers Professional
- Other (Specify profession from Scope of Work)

The State of Arizona, its departments, agencies, boards and commissions shall be named as an Additional Insured as their interests may appear.

The policy shall contain an Extended Claim Reporting Provision of not less than one year following termination of the policy.

- E. The State of Arizona, its departments, agencies, boards and commissions reserves the right to request and receive certified copies of all policies and endorsements within ten calendar days of contract signature.
- F. Certificates of Insurance acceptable to the State of Arizona, its departments, agencies, boards and commissions shall be issued and delivered prior to the commencement of the work defined in this contract, and shall identify this contract and include certified copies of endorsements naming the State of Arizona, its departments, agencies, boards and commissions as Additional Insured for liability coverages. The certificates, insurance policies and endorsements required by this paragraph shall contain a provision that coverages afforded will not be cancelled until at least 50 days prior written notice has been given to the State of Arizona, its departments, agencies, boards and commissions. All coverages, conditions, limits and endorsements shall remain in full force and effect as required in this contract.
- G. Failure on the part of the Contractor to meet these requirements shall constitute a material breach of contract, upon which the State of Arizona, its departments, agencies, boards and commissions may immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the State of Arizona, its departments, agencies, boards and commissions shall be repaid by the Contractor upon demand, or the State of Arizona, its departments, agencies, boards and commissions may offset the cost of the premiums against any monies due to the contractor. Costs for coverages broader than those required or for limits in excess of those required shall not be charged to the State of Arizona, its departments, agencies, boards and commissions. Contractor and its insurer(s) providing the required coverages shall waive their rights of recovery against the State of Arizona, its departments, agencies, boards, commissions, employees and officers.

29. M O NA **PERFORMANCE AND PAYMENT BONDS.** The (proposer) shall provide and pay for performance and payment bonds. Bonds shall cover the faithful performance (100%) of this Agreement and the payment of all obligations (100%) rising thereunder, in such form as the University may prescribe and with approved sureties. The successful proposer shall deliver the required bonds to the University not later than the date of executing this Agreement. The (proposer) shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power. Surety shall be a company licensed to do business in the State of Arizona and shall be acceptable to the University. The bond amount shall be increased to include any change order added to this Agreement to one hundred percent (100%) of the total value amount of each change order. This term may be utilized on a project basis.

30. M O NA **SALES AND USE TAX.** The (proposer) agrees to comply with and to require all of his subcontractors to comply with all the provisions of applicable state sales excise tax law and compensation use tax law and all amendments to same. The (proposer) further agrees to indemnify and save harmless the University, of and from any and all claims and demands made against it by virtue of the failure of the (proposer) or any subcontractor to comply with the provisions of any or all said laws and amendments. The University is not exempt from state sales excise tax and compensation use tax, except for equipment purchased for research or development under the provisions of Arizona House Bill 2560, effective January 1, 1993. Any equipment ordered as tax exempt shall be invoiced separately from taxable systems, even if purchased on the same purchase order from the University.
31. M O NA **INDEMNIFICATION.** The parties to this contract agree that the State of Arizona, its departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its departments, agencies, boards and commissions shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.
32. M O NA **PERSONNEL.** Employees of the (proposer) assigned to the project and identified by name in the proposal shall remain dedicated to this project. Personnel changes shall be permitted only with prior notification and approval of the University.
33. M O NA **LIQUIDATED DAMAGES.** The University and the (proposer) agree that in the event that the (proposer) fails to perform under this Agreement, the University will be damaged. The extent of the damage is very difficult to calculate. Therefore, the (proposer) agrees to pay the University liquidated damages if the agreed upon delivery and installation dates are not met. This term may be utilized on a project basis.
34. M O NA **INSTALLMENT PAYMENT AGREEMENT.** The University is precluded from entering into an installment payment agreement unless such agreement can be canceled for non-allocation of funds at the end of any fiscal year, at no penalty to the University. If funds are not allocated for this Agreement for periodic payment in any future annual fiscal period, following the University's formal request for funds, the University is not obligated to pay the net remainder of agreed to consecutive periodic payments remaining unpaid beyond the end of the then current fiscal year. The University agrees to notify the (proposer) of such non-allocation at the earliest possible time. No penalty shall accrue to the University in the event this provision shall be exercised. This provision shall not be construed so as to permit the University to terminate this Agreement in order to acquire similar equipment from another party.

35. M O NA **PRICE ADJUSTMENT.** Product pricing shall not increase for the first year of the term of the agreement. Price changes will only be considered at the end of one Agreement period and the beginning of another. Price increases shall be requested, in writing, at least sixty (60) days in advance of each anniversary of the agreement. Price change requests must include documentation of the reason for requesting the increase, i.e., evidence of increased costs to the (proposer). The University will not approve price increases that will merely increase the gross profitability of the (proposer) at the expense of the University. Price change requests shall be a factor in the Agreement extension review process. The University shall determine whether the requested price increase or an alternate option is in the best interest of the University. Similarly, (proposer) agrees that price increases shall not exceed five (5) percent per year. In the event that a dispute arises over pricing, which cannot be resolved prior to the start of the following contract year, that shall be grounds for terminating the agreement. All orders placed prior to the effective date of a price increase shall be processed at the lower price.
36. M O NA **PARKING.** The (proposer) shall obtain all parking permits and/or decals required while performing work on University premises. The (proposer) should contact the Parking and Transit Department, Administration Division at 965-6407.
37. M O NA **FURNISH AND INSTALL.** The items in this proposal will be provided on a proposer furnish and install basis. The successful proposer shall have complete responsibility for the items or system until it is in place and working. Any special installation preparation and requirements must be submitted to the University. All transportation and coordination arrangements will be the responsibility of the successful proposer. Delivery of equipment will be coordinated so that items will be delivered direct to the installation site. This will minimize risk of damage and avoid double handling.

SECTION X.

FORM OF PROPOSAL

Your proposal should include the following information in the order specified. If the proposer fails to provide any of the following information, with the exception of the mandatory proposal certification, the University may, at its' sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

1. A mandatory proposal certification and Supplier Information Form as per Section XII
2. Record of addenda
3. Management Summary
4. Supplier Qualifications
5. Service Proposal
6. Price Proposal
7. Technical Proposal
8. Exceptions to Terms and Conditions
9. Comments

SECTION XI.

PRICING SCHEDULE

**PRIMARY AWARD GROUP
SYSTEMS FURNITURE
PRICING EXERCISE A**

Supplier Name: _____

Pre-approved systems furniture products are Steelcase 9000 Series, Herman Miller Action Office II & Haworth Places. Minimum requirement for the purpose of pricing individual workstations is a 3-circuit 8-wire system. Fabric is to be lowest price grade offered by manufacturer.

Supplier shall enter list prices from current published price sheets for individual workstations & furniture items.

Product Offered: _____

	QTY	U/M	UNIT PRICE	EXTENDED PRICE
1. Panel, electrified, tackable, fabric covered, acoustical, minimum 45" W X minimum 65" H	5	ea.	\$ _____	\$ _____

Fabric Offered: _____

Model Number: _____

2. Panel, electrified, tackable, fabric covered, acoustical, minimum 30"W X minimum 65"H	1	ea.	\$ _____	\$ _____
--	---	-----	----------	----------

Fabric Offered: _____

Model Number: _____

3. Panel, electrified, tackable, 2 ea. \$ _____ \$ _____
fabric covered, acoustical
minimum 20"W
X minimum 65" H

Fabric Offered: _____

Model Number: _____

4. Panel, tackable, fabric 1 ea. \$ _____ \$ _____
covered, acoustical
minimum 30"W
X 65"H

Fabric Offered: _____

Model Number: _____

5. Panel, tackable, fabric 1 ea. \$ _____ \$ _____
covered, acoustical
minimum 20"W
X minimum 65"H

Fabric Offered: _____

Model Number: _____

6. Worksurface, 2 grommets, 1 ea. \$ _____ \$ _____
approximately 90"W X 30"D
(2 – 45"W x 30"D is acceptable)

Model Number: _____

7. Worksurface, 2 grommets, 1 ea. \$ _____ \$ _____
approximately 90"W X 20"D
(2 – 45"W x 20"D is acceptable)

Model Number: _____

8. Worksurface, 1 grommet, 1 ea. \$ _____ \$ _____
approximately 45"W X 25"D

Model Number: _____

9. Pedestal, suspended with two (2) box drawers and one (1) file drawer with compressor, with lock. 1 ea. \$ _____ \$ _____

Model Number: _____

10. Lateral file, 30W hanging frames 1 ea. \$ _____ \$ _____

Model Number: _____

11. Drawer, Pencil, Steel, approximately 2"H X 15"W X 18"D 1 ea. \$ _____ \$ _____

Model Number: _____

12. Receptacle, Duplex 4 ea. \$ _____ \$ _____

Model Number: _____

13. Base Power-In 1 ea. \$ _____ \$ _____

Model Number: _____

14. Overhead storage bin locking, 45"W 1 ea. \$ _____ \$ _____

Model Number: _____

15. Overhead shelf, full height shelves 45"W 1 ea. \$ _____ \$ _____

Model Number: _____

16. Task lighting, mounted underneath bin and shelf 2 ea. \$ _____ \$ _____

Model Number: _____

17. Fully articulating keyboard tray, single platform, 28"W 1 ea. \$ _____ \$ _____

Model Number: _____

18. Additional product as needed to configure workstation per drawing

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____
Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Total List Price Workstation A \$ _____

Discount off list price _____ %

Total Net Price \$ _____

Design Fees \$ _____

Installation Fees \$ _____

Total Cost for Pricing Exercise A \$ _____

**PRIMARY AWARD GROUP
FREESTANDING FURNITURE
PRICING EXERCISE B**

Supplier Name: _____

Pre-approved systems furniture products are Steelcase Context Series, Herman Miller Passage & Haworth Race. Fabric is to be lowest price grade offered by manufacturer.

FREESTANDING FURNITURE

Product Offered _____

1. Extended Corner Core Unit, 1 ea. \$ _____ \$ _____
with appropriate RH floor support, approximately 24" X 24" X 48" X 72", worksurface shall be minimum 1 1/4" thick with vinyl edge, set at approximately 28 1/2" with cable tray located below surface to accommodate cord and cable routing

Model Number: _____

2. Core Unit, straight, with LH floor support, approximately 24"D X 36" W, worksurface shall be min. 1 1/4" thick with vinyl edge set at approximately 28 1/2" with cable tray located below surface to accommodate cord and cable routing

Model Number: _____

3. Screen Core mounted, straight, 1 ea. \$ _____ \$ _____
approximately 36" W X 20" D, fabric covered and tackable both sides

Model Number: _____

4. Screen core mounted, corner, LH, 1 ea. \$ _____ \$ _____
approximately 48" W X 20" D, fabric covered and tackable both sides

Model Number: _____

4. Screen core mounted, corner, RH, 1 ea. \$ _____ \$ _____
approximately 72" W X 20" D, fabric
covered and tackable both sides

Model Number: _____

5. Cabinet, overhead, double door, 1 ea. \$ _____ \$ _____
lockable, column supports
minimum 72" W

Model Number: _____

6. Pedestal, free standing 1 ea. \$ _____ \$ _____
2 box/1 file drawer,
rod pull, lockable, 24" D

Model Number: _____

7. Tower, storage, set A LH, Lock, 1 ea. \$ _____ \$ _____
minimum 30"W X 24"D X 65"H
with: (3) file tabs, (1) adjustable shelf
and coat rod

Model Number: _____

8. Light shelf, 32 Watt, lamp, 1 ea. \$ _____ \$ _____
9' cord

Model Number: _____

9. Additional product needed to configure workstation per drawing

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Item: _____ ea. \$ _____ \$ _____

Model Number: _____

Total List Price Workstation B \$ _____

Discount off list price _____ %

Total Net Price \$ _____

Design Fees \$ _____

Installation Fees \$ _____

Total Cost for Pricing Exercise B \$ _____

**PRIMARY AWARD GROUP
MISCELLANEOUS FURNITURE
PRICING EXERCISE C**

Supplier Name: _____

WOOD CASEGOODS

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. Desk 60"W x 30"D x 29"H Full height double pedestal Model Number: _____	\$ _____	% _____	\$ _____
2. Desk 60"W x 30"D x 29"H Full height single pedestal Model Number: _____	\$ _____	% _____	\$ _____
3. Return 45"W x 25" D x 29"H Full height single pedestal Model Number: _____	\$ _____	% _____	\$ _____
4. Credenza 72"W x 25"D x 29"H Full height double pedestal with kneespace Model Number: _____	\$ _____	% _____	\$ _____
5. Bullet Table 72"W x 36"D x 29"H Freestanding Model Number: _____	\$ _____	% _____	\$ _____
6. Lateral File 3 Drawer 36"W x 24"D x 42"H Model Number: _____	\$ _____	% _____	\$ _____

7. Bookcase 3 Shelf \$ _____ % _____ \$ _____
36"H x 17"D x 72"W

Model Number: _____

EXECUTIVE SEATING

Product Offered _____
LIST PRICE % DISCOUNT EXTENDED PRICE

Executive chair with arms, \$ _____ % _____ \$ _____
swivel tilt, five arm base with
casters, pneumatic height adjustment,
variable backstop, adjustable seat
and back tilt, width & height adjustable
arms, lowest fabric grade

Model number: _____

ERGONOMIC SEATING

Product Offered _____
LIST PRICE % DISCOUNT EXTENDED PRICE

Ergonomic chair with arms, \$ _____ % _____ \$ _____
swivel tilt, five arm base with
casters, pneumatic height adjustment,
variable backstop, adjustable seat
and back tilt, adjustable back height,
height & width adjustable arms,
lowest fabric grade

Model number: _____

SIDE SEATING

Product Offered	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. Sled base side chair with arms	\$ _____	% _____	\$ _____
Model number:	_____		
2. Sled base side chair without arms	\$ _____	% _____	\$ _____
Model number:	_____		

CONFERENCE SEATING

Product Offered	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. Mid-back chair w/arms	\$ _____	% _____	\$ _____
Model number:	_____		
2. High-back chair w/arms	\$ _____	% _____	\$ _____
Model number:	_____		

LATERAL FILES

1. Five drawer 42"W file, lock and hanging file folder frames, counter weight (if necessary)	\$ _____	% _____	\$ _____
Model Number:	_____		
2. Three drawer 42"W file, lock and hanging file folder frames, counter weight (if necessary)	\$ _____	% _____	\$ _____
Model Number:	_____		

3. Two drawer 36"W file, lock and hanging file folder frames, counter weight (if necessary) \$ _____ % _____ \$ _____

Model Number: _____

VERTICAL FILES

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED LIST
--	------------	------------	---------------

1. 5 Drawer w/lock letter size \$ _____ % _____ \$ _____

Model Number: _____

2. 4 Drawer w/lock letter size \$ _____ % _____ \$ _____

Model Number: _____

3. 3 Drawer w/lock letter size \$ _____ % _____ \$ _____

Model Number: _____

BOOKCASES

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED LIST
--	------------	------------	---------------

1. Five shelf, 36"W bookcase, with four adjustable shelves, minimum height 62 3/4" \$ _____ % _____ \$ _____

Model Number: _____

2. Three shelf, 36"W bookcase, with two adjustable shelves, minimum height 38 7/8" \$ _____ % _____ \$ _____

Model Number: _____

3. Two shelf, 36"W bookcase, with one adjustable shelf, minimum height 28 1/2" \$ _____ % _____ \$ _____

Model Number: _____

CABINETS

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED LIST
1. Three adjustable shelves, minimum 62 3/4"H X 42"W X 18" D with two doors & lock	\$ _____	% _____	\$ _____

Model Number: _____

2. Two adjustable shelves, minimum 50 3/4"H X 42"W X 18" D with two doors & lock	\$ _____	% _____	\$ _____
--	----------	---------	----------

Model Number: _____

3. One adjustable shelf, minimum 38 7/8"H X 42"W X 18" D with two doors & lock	\$ _____	% _____	\$ _____
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Model Number: _____

TABLES

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED LIST
1. 36" round table with "X" base, painted base, laminate top and vinyl edge	\$ _____	% _____	\$ _____

Model Number: _____

2. 48" round table with "X" base, painted base, laminate top and vinyl edge \$ _____ % _____ \$ _____

Model Number: _____

3. 30" X 60" table with "T" base, painted base, laminate top and vinyl edge \$ _____ % _____ \$ _____

Model Number: _____

4. 42" X 108" oval conference table, painted base, laminate top and vinyl edge \$ _____ % _____ \$ _____

Model Number: _____

DELIVERY AND INSTALLATION

Please provide any applicable design, delivery and installation charges for products listed under Pricing Exercise C.

**PRIMARY AWARD GROUP
PRICING EXERCISE D**

Supplier Name: _____

At ASU, we have a working furniture showroom. We have samples of primary award systems furniture, executive wood line, lateral files, tables and seating. End-users come to the showroom to view the sample pieces, try out seating and select finishes. There are 2 full-time employees in this space.

In this exercise, we would like you to provide a layout using products from the primary award group that will meet the needs of the two employees while maximizing the products that are on display. There is a copy machine and three carpet display racks, 20”d x 30”w, that must remain. No products may be taller than 64”. Existing panels are Knoll Dividends and may not be changed due to building requirements.

See drawing, Primary Award Group, Pricing Exercise D, cubicle 2160.

**ADDITIONAL PRODUCTS AWARD GROUP
SEATING PRICING EXERCISE**

Supplier shall enter list prices from current published price sheets.

Supplier Name: _____

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. High performance task chair, adj. seat angle, adj. back height & angle, sliding seat, with height & width adj. arms	\$ _____	% _____	\$ _____

Model number: _____

2. Task chair, with arms	\$ _____	% _____	\$ _____
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Model number: _____

3. Sled base side chair with arms	\$ _____	% _____	\$ _____
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Model number: _____

4. Polypropylene stack chair, sled base without arms	\$ _____	% _____	\$ _____
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Model number: _____

DELIVERY AND INSTALLATION

Please provide any applicable design, delivery and installation charges for above listed products.

**ADDITIONAL PRODUCTS AWARD GROUP
 MODERATE COMPUTER SUPPORT FURNITURE PRICING EXERCISE**

Supplier Name: _____

Supplier shall enter list prices from current published price sheets.

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. 30"W X 36"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
2. 30"W X 48"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
3. 30"W X 60"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
4. 30"W X 72"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
5. 30"W X 60"D, manual or pneumatic height adjustable Model number: _____	\$ _____	% _____	\$ _____
6. 30"W X 60"D, electrical height adjustable Model number: _____	\$ _____	% _____	\$ _____

DELIVERY AND INSTALLATION

Please provide any applicable design, delivery and installation charges for above listed products.

**ADDITIONAL PRODUCTS AWARD GROUP
BUDGET COMPUTER SUPPORT FURNITURE PRICING EXERCISE**

Supplier Name: _____

Supplier shall enter list prices from current published price sheets.

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. 30"W X 36"D X 29"H	\$ _____	% _____	\$ _____
Model number: _____			
2. 30"W X 48"D X 29"H	\$ _____	% _____	\$ _____
Model number: _____			
3. 30"W X 60"D X 29"H	\$ _____	% _____	\$ _____
Model number: _____			
4. 30"W X 72"D X 29"H	\$ _____	% _____	\$ _____
Model number: _____			

DELIVERY AND INSTALLATION

Please provide any applicable design, delivery and installation charges for above listed products.

**ADDITIONAL PRODUCTS AWARD GROUP
CLASSROOM TABLES PRICING EXERCISE**

Supplier Name: _____

Supplier shall enter list prices from current published price sheets.

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. 18"W X 60"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
2. 18"W X 72"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
3. 30"W X 60"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
4. 30"W X 72"D X 29"H Model number: _____	\$ _____	% _____	\$ _____
5. 30"W X 60"D, electrical height adjustable Model number: _____	\$ _____	% _____	\$ _____

DELIVERY AND INSTALLATION

Please provide any applicable design, delivery and installation charges for above listed products.

**ADDITIONAL PRODUCTS AWARD GROUP
FLEX BACK CLASSROOM SEATING PRICING EXERCISE**

Supplier Name: _____

Supplier shall enter list prices from current published price sheets.

Product Offered _____

	LIST PRICE	% DISCOUNT	EXTENDED PRICE
1. Chair w/o arms polypropylene base & back, sled base w/metal glides Model number: _____	\$ _____	% _____	\$ _____
2. Chair with arms polypropylene base & back, sled base w/metal glides Model number: _____	\$ _____	% _____	\$ _____
3. Chair w/o arms, upholstered, lowest fabric grade, sled base w/metal glides Model number: _____	\$ _____	% _____	\$ _____
4. Chair w/tablet arm polypropylene base & back, sled base w/metal glides Model Number: _____	\$ _____	% _____	\$ _____

DELIVERY AND INSTALLATION

Please provide any applicable design, delivery and installation charges for above listed products.

**SECONDARY PRODUCTS AWARD GROUP
PRICING EXERCISE**

Supplier Name: _____

Steelcase Series 9000, Context, Ellipse, First Files, 730 Series bookcases & storage cabinets, 8500 and 8600 Series tables and Leap and Criterion seating

4.14.7 Herman Miller Action Office III

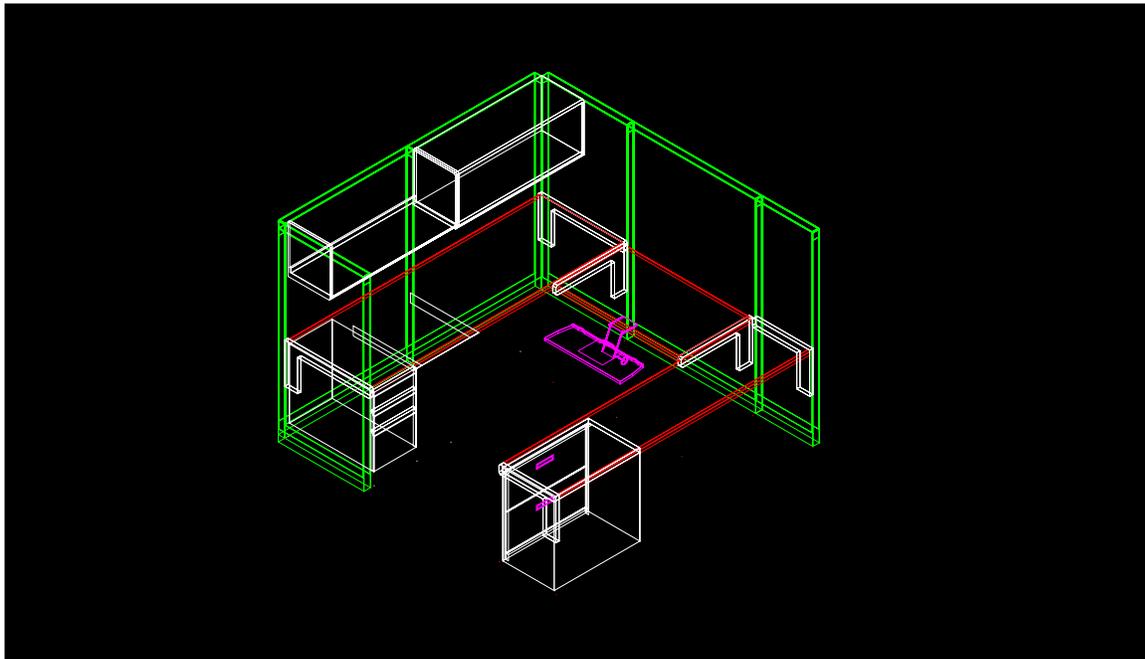
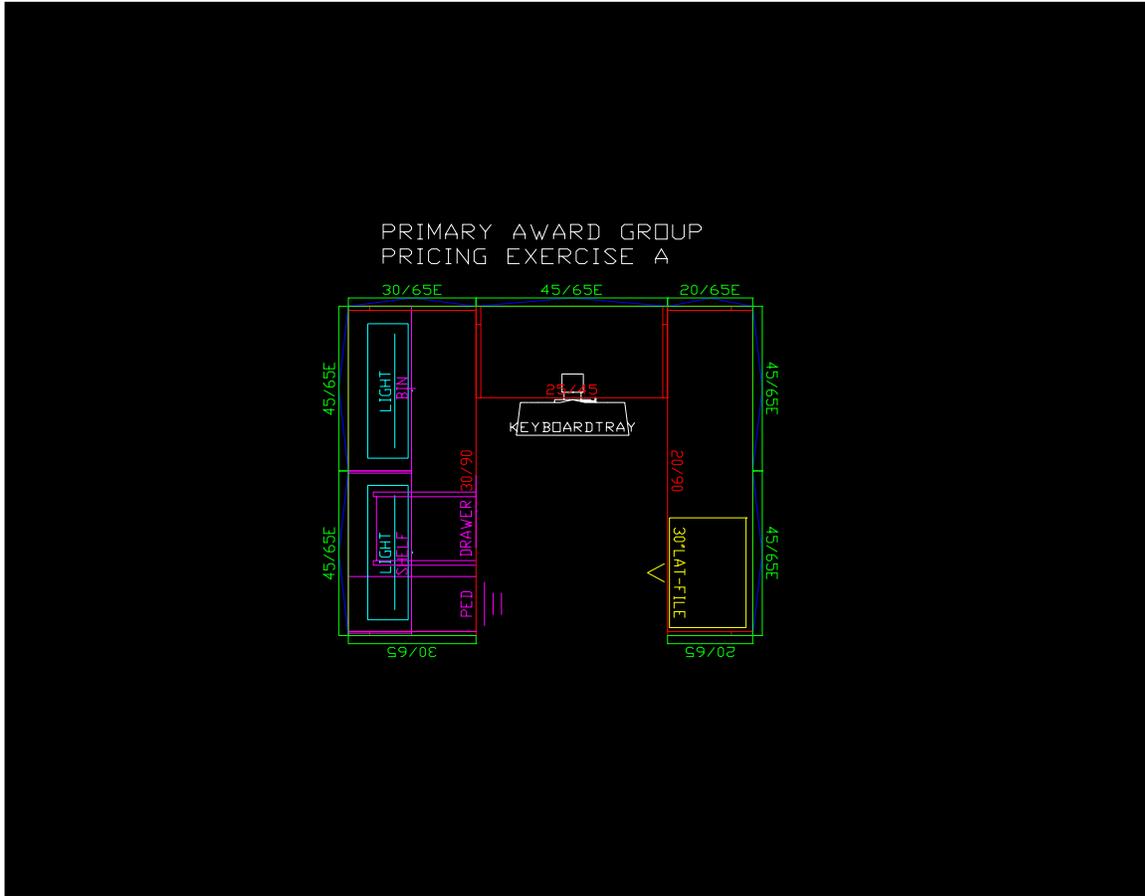
4.14.8 OFS Endura Series Wood Casegoods

4.14.9 Falcon Mats II tables and Verona seating

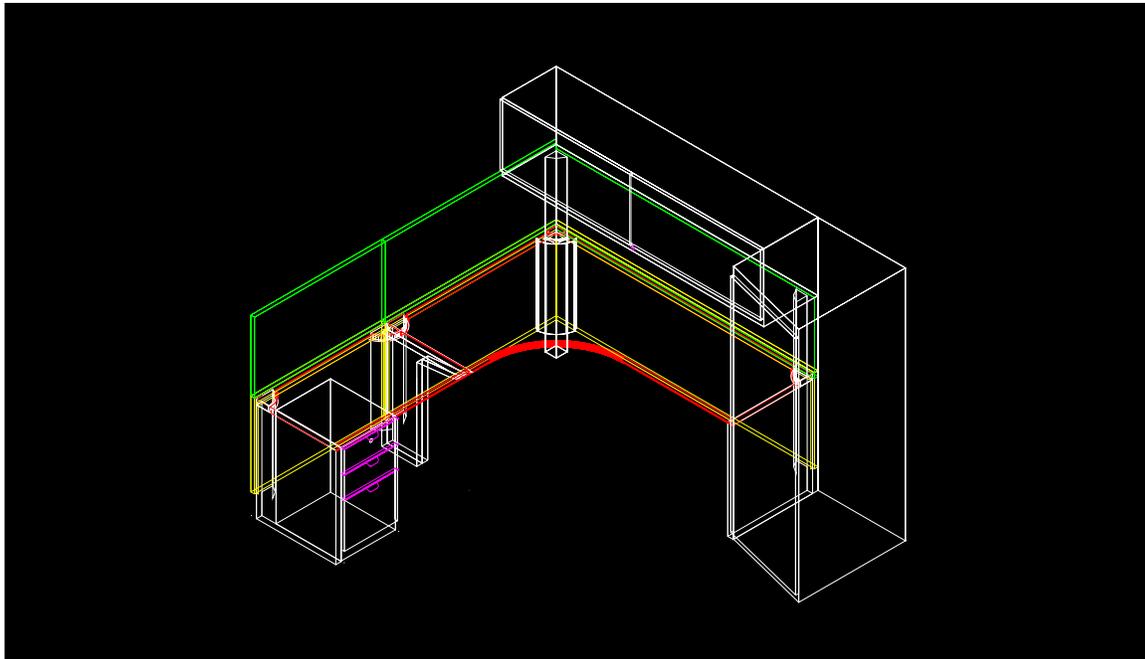
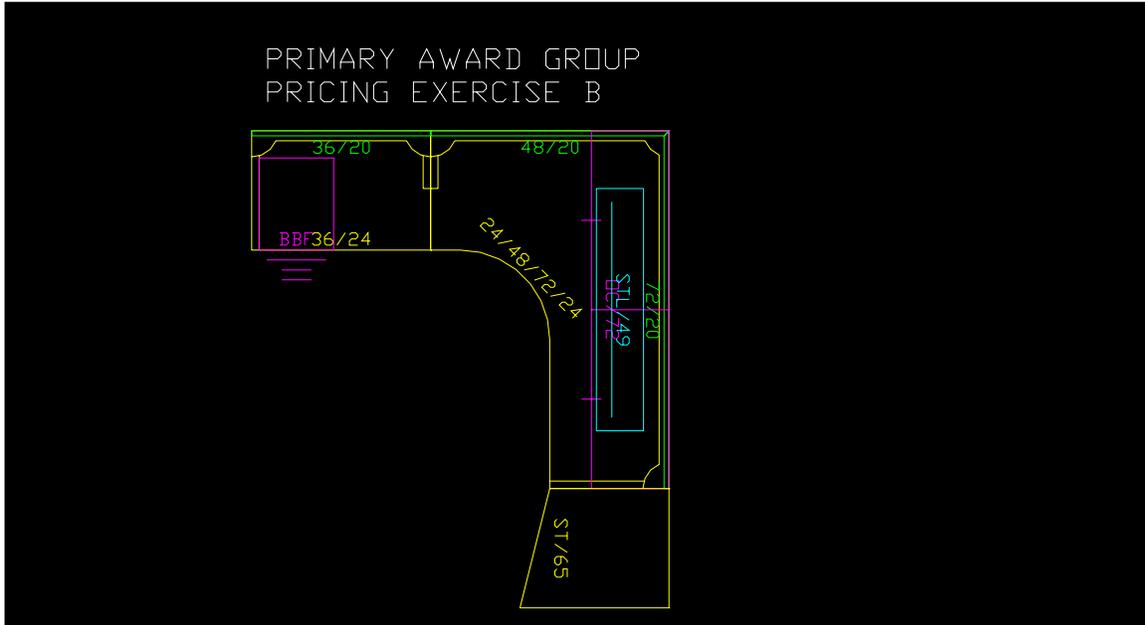
4.14.10 United seating

4.14.11 KI Piretti seating

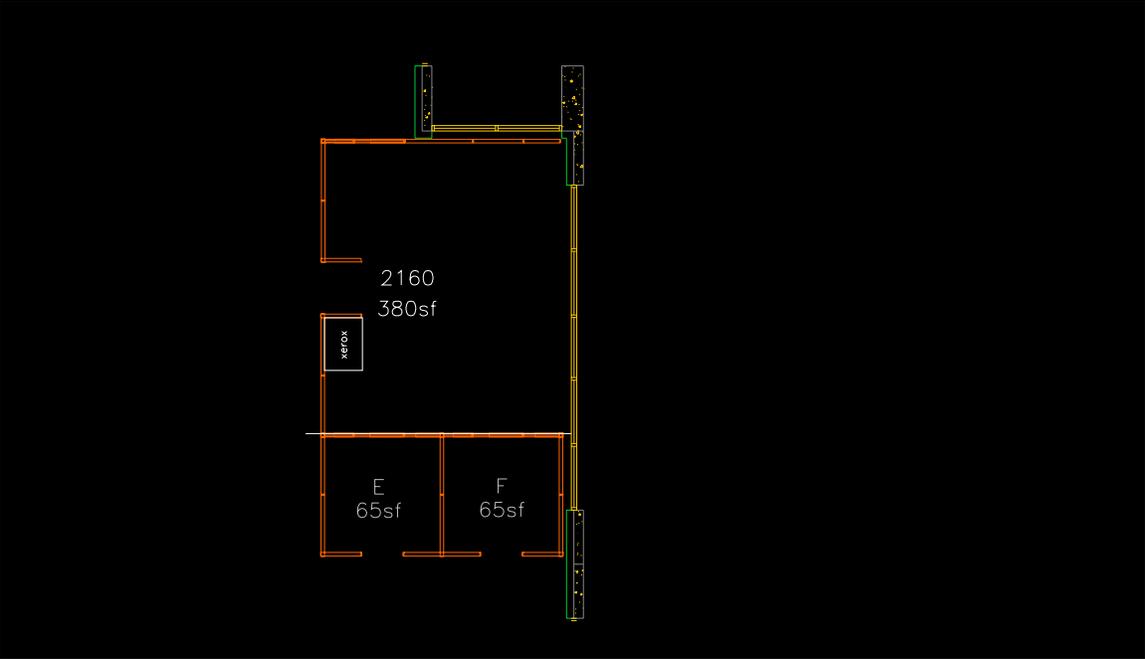
PRIMARY AWARD – PRICING EXERCISE A



PRIMARY AWARD – PRICING EXERCISE B



PRIMARY AWARD – PRICING EXERCISE D



SECTION XII.

PROPOSAL CERTIFICATION

(date)

Purchasing and Business Services
Arizona State University
Tempe, AZ 85287-5212

The undersigned certifies that to the best of his/her knowledge: (check one)

- () There is no officer or employee of Arizona State University who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.
- () The names of any and all public officers or employees of Arizona State University who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal No. 080401 for Tri-University Furniture Contract and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

(firm)

(address)

(signature required)

(phone no.)

(print name)

(fax no.)

(title)

(fed. tax id no.)

SUPPLIER INFORMATION FORM (Must Be Returned With Your Submission)

NOTE: THE FOLLOWING REQUESTED INFORMATION MUST BE INCLUDED WITH YOUR SUBMISSION. FAILURE TO PROVIDE THIS INFORMATION MAY DEEM YOUR SUBMISSION NON-RESPONSIVE.

Name of Organization:		
Federal Employee Identification Number:		
Contact Person:		
Contact Phone:	Fax:	
Email:		
Address: Street/PO Box:		
City, State, Zip:		

Primary Business Type (Select One Only):

- | | | |
|---|---|---|
| <input type="checkbox"/> Authorized Distributor | <input type="checkbox"/> Factory Representative | <input type="checkbox"/> Service Firm |
| <input type="checkbox"/> Broker | <input type="checkbox"/> Jobber/Wholesaler | <input type="checkbox"/> Surplus Dealer |
| <input type="checkbox"/> Construction Firm | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Health Care Provider |
| <input type="checkbox"/> Consulting Firm | <input type="checkbox"/> Retailer | <input type="checkbox"/> Other |

Small/Minority Business Ownership (Select One Only):

- | | |
|--|---|
| <input type="checkbox"/> Non-Small/Non-Minority/Non-Disabled | <input type="checkbox"/> Small Business/Disabled Owner |
| <input type="checkbox"/> Small Business (Per ARS §41-1001.14) | <input type="checkbox"/> Minority Woman Owned Business |
| <input type="checkbox"/> Minority Owned Business (Per 15 CFR §1400.1(a)) | <input type="checkbox"/> Disabled-Minority Owned Business |
| <input type="checkbox"/> Woman Owned Business | <input type="checkbox"/> Disabled-Woman Owned Business |
| <input type="checkbox"/> Owned By Disabled Individual (Per ARS §41-1492.5) | <input type="checkbox"/> Small Business/Minority-Woman Owned |
| <input type="checkbox"/> Small Business/Minority Owned | <input type="checkbox"/> Small Business/Disabled-Minority Owned |
| <input type="checkbox"/> Small Business/Woman Owned | <input type="checkbox"/> Small Business/Disabled-Minority-Woman Owned |

APPLICANT CERTIFICATION:

I CERTIFY THAT:

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information requested herein;
2. To the best of my knowledge the elements of information provided herein are accurate and true as of this date; and
3. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment in accordance with ARS §Title 41 Chapter 9, Article 4 and Executive Order No. 99-4 dated February 8, 1999.

Printed or Typed Name	Title
Signature	Date

DIRECTIONS TO USB VISITOR PARKING

Purchasing and Business Services is in the University Services Building, (1551 S. Rural Road, Tempe AZ, 85287) located on the east side of Rural between Broadway Ave and Apache Boulevard. Visitors may park in the USB Lot 45, located directly behind the building, using the Pay by Space machine, which has a cost of \$1.00 per hour or any portion thereof. The meter will be located near the main entry to USB, to allow visitors to park their vehicles and easily access the machine on their way into the building.

All visitors to USB are to obtain a [visitor's badge](#) from the USB Reception Desk to wear while in the building, please check in at the USB Reception Desk. The receptionist will call to have you escorted to your meeting.

JUN 15 '04 11:57AM ASU FURNISHINGS

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TRI-UNIVERSITY FURNITURE CONTRACT, RFP 080401

This is an agreement between the Arizona Board of Regents, for and on behalf of Arizona State University and Walsh Brothers Office Environments.

Arizona State University and Walsh Brothers mutually agree that Walsh Brothers shall provide good and services in accordance with the specifications and scope of work, and terms and conditions, of the Tri-University Furniture Contract RFP # 080401, and Walsh Brother's response thereto.

Both the University's RFP # 080401 and Walsh Brother's response thereto are incorporated, in total, into this Agreement. In the event of any discrepancies between this agreement, the University's RFP # 080401, and Walsh Brother's response thereto, this agreement and then Arizona State University's RFP # 080401 shall govern.

The term of the Agreement shall be from the date of award through December 31, 2006 with an option to renew for two (2) additional one (1) year terms.

Walsh Brothers Office Environments
1636 N. Central Avenue
Phoenix, AZ 85004

Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

Thomas J. Walsh
Walsh Bros

 (Title) *President*

Gina E. Webber

 Gina Webber, CPM
 Associate Director
 Purchasing & Business Services

3/19/04

 (Date)

04-20-04

 (Date)

file: RFP 080401

MAIN CAMPUS
ADMINISTRATION AND FINANCE
 Purchasing and Business Services
 PO Box 875212, TEMPE, AZ 85287-5212
 (480) 965-5282 FAX: (480) 965-5688

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ASU RFP 080401 TRI-UNIVERSITY FURNITURE CONTRACT**WALSH BROTHERS**

Salesperson - Stephanie Yocum, 602-417-1277

**STEELCASE PRODUCT LINES INCLUDED IN PRIMARY AWARD
DISCOUNT**

Series 9000	67.50%
Answer	68.00%
Context	68.50%
Avenir	69.00%
Garland wood furniture	55.00%
Leap seating	58.50%
Criterion seating	68.50%
Player seating	61.00%
Rally seating	68.50%
800 Series lateral files	65.50%
800 Series vertical files	65.50%
900 Series files?	
Universal bookcases	66.00%
Universal storage cabinets	66.00%
8500 Series tables	65.50%
Ellipse	59.50%
First Files	60.00%
730 storage cabinets	61.00%
Brayton	50.50%
Metro	50.50%
Vecta	50.50%
Wernol	50.50%
Details IQ	49.25%
Details Sit to Stand	49.00%
Details standard product	53.50%

***All Steelcase product lines are included in award. Discounts shown are for most popular items. Contact Walsh Brothers for discounts on items not listed. Additional discounting is available for projects over \$250,000.

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ASU RFP 080401 TRI-UNIVERSITY FURNITURE CONTRACT**WALSH BROTHERS**

Salesperson - Stephanie Yocum, 602-417-1277

ADDITIONAL PRIMARY AWARDS

	DISCOUNT STANDARD	DISCOUNT QUICK SHIP
Universal Worksurfaces	62.00%	59.00%
Activity	53.00%	50.00%
Sensor seating	63.00%	60.00%
Drive seating	63.00%	60.00%
Parade seating	60.00%	57.00%
Max-Stacker	60.00%	57.00%
Kick	57.00%	N/A
Wood products	50.50%	47.50%
Pathways	47.00%	42.00%
Turnstone	57.00%	54.00%
Steel P&P Manual (other than specified)	57.00%	54.00%

ADDITIONAL PRODUCT AWARDS

	DISCOUNT
Falcon Mats 2	56.30%
United seating	61.5%-63%

ADDITIONAL PRODUCTS AVAILABLE ON CONTRACT

These are not required-use items but may be purchased from contract if needed.

Falcon	56.30%
Community	44.00%
Wieland	51.00%
Howe	56.30%
Johnson	58.30%
Epic	56.30%
Egan Visual	49.00%
Nova	47-52%
American Seating	54-57%
Kewanee	53.00%
Magnuson	40-45%
Datum	52-54%
Abco	50-57%

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TRI-UNIVERSITY RFP 080401**PRIMARY AWARD GROUP PRICING FORM****TIER 1: \$1 - \$250,000 Sell (\$1 to \$750,000 List)****WALSH BROS OFFICE ENVIRONMENTS**

(Service rates are shown as a percentage of sell)

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
9000	67.50%	0.33%	2.00%	8.00%	n/a	4.00%
AVENIR	69.00%	0.33%	2.00%	10.00%	n/a	4.00%
CONTEXT	66.50%	0.33%	2.00%	7.00%	n/a	3.50%
ELLIPSE	64.00%	0.33%	2.00%	6.00%	n/a	2.50%
ANSWER	66.00%	0.33%	2.00%	8.00%	n/a	4.00%
CRITERION	68.50%	0.33%	2.00%	n/a	5.00%	n/a
PLAYER	61.00%	0.33%	2.00%	n/a	4.00%	n/a
ALLY	61.00%	0.33%	2.00%	n/a	4.00%	n/a
800/900 FILES	65.50%	0.33%	2.00%	n/a	4.60%	n/a
UNIV. WORK. SURF.	67.00%	0.33%	2.00%	8.00%	n/a	4.00%
UNIV. BINS/SHELVES	66.00%	0.33%	2.00%	8.00%	n/a	4.00%
UNIVERSAL STORAGE	66.00%	0.33%	2.00%	n/a	5.00%	4.00%
8500 TABLES	65.50%	0.33%	2.00%	n/a	6.50%	n/a
LEAP	58.50%	0.33%	2.00%	n/a	3.80%	n/a
RALLY	68.50%	0.33%	2.00%	n/a	5.00%	n/a
PROTÉGÉ	65.50%	0.33%	2.00%	n/a	5.00%	n/a
VALENCIA	68.50%	0.33%	2.00%	7.00%	n/a	3.00%
GARLAND WOOD	55.00%	0.33%	2.00%	n/a	4.00%	n/a
Balance of Steelcase Wood Price and Product Manual	60.50%	0.33%	2.00%	n/a	4.00%	n/a
730 Storage Cabinet	61.00%	0.33%	2.00%	n/a	5.00%	n/a
Sensor	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Drive	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Parade	60.00%	0.33%	2.00%	n/a	5.00%	n/a

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Tier 1 - \$1 to \$250,000 Sell (\$1 to \$750,000 List)

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
Max-Stacker	60.00%	0.33%	2.00%	n/a	5.00%	n/a
Cachet	50.00%	0.33%	2.00%	n/a	5.00%	n/a
Jersey	58.00%	0.33%	2.00%	n/a	5.00%	n/a
Activity Tables	47.00%	0.33%	2.00%	n/a	6.50%	n/a
Balance of Steelcase Steel Price & Product Manual	57.00%	0.33%	2.00%	n/a	5.00%	n/a
100/200 First File	60.00%	0.33%	2.00%	n/a	5.00%	n/a
Kick 1-70K List	58.00%	0.33%	2.00%	11.00%	n/a	5.00%
Kick 70-140K List	58.00%	0.33%	2.00%	11.00%	n/a	5.00%
Kick 140-750K List	58.00%	0.33%	2.00%	11.00%	n/a	5.00%
Balance of Turnstone Price and Product Manual	58.00%	0.33%	2.00%	n/a	4.00%	n/a
Brayton	50.50%	0.33%	2.00%	n/a	4.00%	n/a
Metro	50.50%	0.33%	2.00%	n/a	4.00%	n/a
Vecta	50.50%	0.33%	2.00%	n/a	4.00%	n/a
Werndl	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Details Standard	53.50%	0.33%	2.00%	6.00%	n/a	n/a
Details IQ Products	49.25%	0.33%	2.00%	10.00%	n/a	n/a
Details Sit to Stand	49.00%	0.33%	2.00%	8.00%	n/a	n/a
Polyvision Technology Products	45.00%	0.33%	2.00%	By Quote	n/a	2.00%
Pathways Post & Beam	47.00%	0.33%	2.00%	By Quote	n/a	4.00%
Falcon MATS I & II	56.30%	0.33%	2.00%	6.00%	n/a	n/a
Falcon MATS III	By Quote	0.33%	2.00%	By Quote	2.00%	4.00%
United 90's	61.50%	0.33%	2.00%	n/a	6.00%	n/a
United VT Seating	61.50%	0.33%	2.00%	n/a	6.00%	n/a
United Synergy	59.50%	0.33%	2.00%	n/a	6.00%	n/a
United 4800 Stacker	61.50%	0.33%	2.00%	n/a	6.00%	n/a
United S, Troubador, Altura	61.00%	0.33%	2.00%	n/a	6.00%	n/a
United SAVVY, Brylee	63.00%	0.33%	2.00%	n/a	6.00%	n/a
Balance of United Seating	57.00%	0.33%	2.00%	n/a	6.00%	n/a
WorkRite	48.00%	0.33%	2.00%	6.00%	n/a	n/a

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Tier 1: \$1 - \$250,000 Sell
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TRI-UNIVERSITY RFP 080401**PRIMARY AWARD GROUP PRICING FORM****TIER 2: \$250,001 to \$500,000 SELL (\$750,000 - \$1,500,000 List)****WALSH BROS OFFICE ENVIRONMENTS****(Service rates are shown as a percentage of sell)**

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
9000	71.50%	0.33%	2.00%	7.00%	n/a	3.50%
AVENIR	69.00%	0.33%	2.00%	10.00%	n/a	4.00%
CONTEXT	71.00%	0.33%	2.00%	6.00%	n/a	3.00%
ELLIPSE	66.00%	0.33%	2.00%	6.00%	n/a	2.50%
ANSWER	70.00%	0.33%	2.00%	8.00%	n/a	4.00%
CRITERION	70.00%	0.33%	2.00%	n/a	5.00%	n/a
PLAYER	62.50%	0.33%	2.00%	n/a	4.00%	n/a
ALLY	62.50%	0.33%	2.00%	n/a	4.00%	n/a
800/900 FILES	67.00%	0.33%	2.00%	n/a	4.60%	n/a
UNIV. WORK. SURF.	70.00%	0.33%	2.00%	7.00%	n/a	3.50%
UNIV. BINS/SHELVES	70.00%	0.33%	2.00%	7.00%	n/a	3.50%
UNIVERSAL STORAGE	70.00%	0.33%	2.00%	n/a	5.00%	4.00%
8500 TABLES	67.00%	0.33%	2.00%	n/a	6.50%	n/a
LEAP	59.50%	0.33%	2.00%	n/a	3.60%	n/a
RALLY	70.00%	0.33%	2.00%	n/a	5.00%	n/a
PROTÉGÉ	67.00%	0.33%	2.00%	n/a	5.00%	n/a
VALENCIA	72.00%	0.33%	2.00%	7.00%	n/a	3.00%
GARLAND WOOD	56.50%	0.33%	2.00%	n/a	4.00%	n/a
Balance of Steelcase Wood Price and Product Manual	66.60%	0.33%	2.00%	n/a	4.00%	n/a
730 Storage Cabinet	61.00%	0.33%	2.00%	n/a	5.00%	n/a
Sensor	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Drive	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Parade	60.00%	0.33%	2.00%	n/a	5.00%	n/a

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Tier 2: \$250,001 to \$500,000 Sell
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Tier 2 - \$250,001 to \$500,000 Sell (\$750,000 to \$1,500,000 List)

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
Cachet	50.00%	0.33%	2.00%	n/a	5.00%	n/a
Jersey	58.00%	0.33%	2.00%	n/a	5.00%	n/a
Activity Tables	47.00%	0.33%	2.00%	n/a	6.50%	n/a
Balance of Steelcase Steel Price & Product Manual	57.00%	0.33%	2.00%	n/a	5.00%	n/a
100/200 First File	60.00%	0.33%	2.00%	n/a	5.00%	n/a
Kick 1-70K List	58.00%	0.33%	2.00%	11.00%	n/a	5.00%
Kick 70-140K List	58.00%	0.33%	2.00%	11.00%	n/a	5.00%
Kick 140-750K List	58.00%	0.33%	2.00%	11.00%	n/a	5.00%
Balance of Turnstone Price and Product Manual	58.00%	0.33%	2.00%	n/a	4.00%	n/a
Brayton	50.50%	0.33%	2.00%	n/a	4.00%	n/a
Metro	50.50%	0.33%	2.00%	n/a	4.00%	n/a
Vecta	50.50%	0.33%	2.00%	n/a	4.00%	n/a
Werndl	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Details Standard	53.50%	0.33%	2.00%	8.00%	n/a	n/a
Details IQ Products	49.25%	0.33%	2.00%	10.00%	n/a	n/a
Details Sit to Stand	49.00%	0.33%	2.00%	8.00%	n/a	n/a
Polyvision Technology Products	45.00%	0.33%	2.00%	By Quote	n/a	2.00%
Pathways Post & Beam	47.00%	0.33%	2.00%	By Quote	n/a	4.00%
Falcon MATS I & II	56.30%	0.33%	2.00%	6.00%	n/a	n/a
Falcon MATS III	By Quote	0.33%	2.00%	By Quote	2.00%	4.00%
United 90's	61.50%	0.33%	2.00%	n/a	6.00%	n/a
United VT Seating	61.50%	0.33%	2.00%	n/a	6.00%	n/a
United Synergy	59.50%	0.33%	2.00%	n/a	6.00%	n/a
United 4800 Stacker	61.50%	0.33%	2.00%	n/a	6.00%	n/a
United S, Troubador, Altura	61.00%	0.33%	2.00%	n/a	6.00%	n/a
United SAVVY, Brylee	63.00%	0.33%	2.00%	n/a	6.00%	n/a
Balance of United Seating	57.00%	0.33%	2.00%	n/a	6.00%	n/a
WorkRite	48.00%	0.33%	2.00%	6.00%	n/a	n/a

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Tier 2: \$250,001 to \$500,000 Sell
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TRI-UNIVERSITY RFP 080401

PRIMARY AWARD GROUP PRICING FORM

TIER 3: \$500,001 and ABOVE SELL PRICE (Over \$1,500,000 List)

WALSH BROS OFFICE ENVIRONMENTS

PROJECT PRICING IS NEGOTIABLE OVER \$500,000

Steelcase and Walsh Bros agree that any price increases in product pricing, shall not exceed five (5) percent per year, based on the weighted average increase on actual purchases by the three universities, over the preceding twelve (12) month period. This commitment includes all Steelcase and Turnstone brands.

TRI-UNIVERSITY RFP 080401
ADDITIONAL PRODUCT AWARD GROUP PRICING FORM
WALSH BROS OFFICE ENVIRONMENTS
 (SERVICE RATES ARE SHOWN AS A PERCENTAGE OF SELL)

	A	B	C	D	E
MANUFACTURER / PRODUCT	Sell Discount Off List	Install	Delivery	Design	Freight
FALCON - Price & Prodct Manual(P&PM)	56.30%	n/a	6.00%	n/a	LANDED
COMMUNITY	44.00%	n/a	3.00%	n/a	LANDED
WIELAND	51.00%	n/a	4.00%	n/a	LANDED
HOWE (P&PM)	56.30%	n/a	6.00%	n/a	LANDED
JOHNSON (P&PM)	56.30%	n/a	6.00%	n/a	LANDED
EPIC (P&PM)	56.30%	n/a	6.00%	n/a	LANDED
EGAN VISUAL	49.00%	Wall Mount (\$35/Hr)	8.00%	n/a	LANDED
NOVA					
PURSUITS 35/30	52.00%	5.00%	n/a	n/a	LANDED
PROGRESSIONS 90/91/92	52.00%	5.00%	n/a	n/a	LANDED
NOTATION 45/40	52.00%	5.00%	n/a	n/a	LANDED
DESTINY	52.00%	5.00%	n/a	n/a	LANDED
RETROFIT KIT	52.00%	5.00%	n/a	n/a	LANDED
LEARNING SOLUTIONS 80/85/88					
UNDER \$16K LIST	47.00%	5.00%	n/a	n/a	LANDED
OVER \$15K LIST	52.00%	5.00%	n/a	n/a	LANDED
LEARNING SOLUTIONS 45/40	52.00%	5.00%	n/a	n/a	LANDED
AMERICAN SEATING:					
OFFICE PRODUCTS	57.00%	n/a	6.00%	n/a	LANDED
ARCHITECTUAL PRODUCTS:					
ARCH: \$1 - \$61,000 LIST	54.00%	By Quote	n/a	2.00%	LANDED
ARCH: \$61,000 & ABOVE LIST	57.50%	By Quote	n/a	2.00%	LANDED
KEWANEE					
TECHNICAL PRODUCTS:					
STURDILITE, EVOLUTION, LANS	53.00%	8.50%	n/a	2.00%	FOB FACTORY
MAGNUSON					
\$1 - \$5,000 LIST	40.00%	\$35/Hr	n/a	n/a	FOB FACTORY
\$5,001 - \$20,000 LIST	42.00%	\$35/Hr	n/a	n/a	FOB FACTORY
\$20,0001 - \$50,000 LIST	45.00%	\$35/Hr	n/a	n/a	FOB FACTORY
DATUM					
\$1 - \$75,000 LIST	52.00%	15.00%	n/a	n/a	LANDED
\$75,001 - 175,000 LIST	54.00%	12.00%	n/a	n/a	LANDED
ABCO					
\$1 - \$3,500 LIST	50.00%	n/a	6.00%	n/a	LANDED
\$3,501 - Above LIST	57.00%	n/a	7.00%	n/a	LANDED

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Tri-University RFP 080401**WALSH BROS. OFFICE ENVIRONMENTS
FACILITY SERVICES DIVISION
FABRIC PROTECTION & CFR CLEANING PRICE LIST**

November 3, 2003

<u>PRODUCTS</u>	<u>Fabric Protection</u>	<u>CFR Cleaning</u>
Exec. Swivel arm chair (high/low back)	\$15.04	\$13.10
Ergonomic, operators or side chair	11.26	10.77
Secretarial or task chair	9.39	8.43
3-seat sofa	42.20	36.08
2-seat sofa	32.81	26.70
Club chair	20.65	18.74
Sectional or settee (per section)	18.78	18.74
Panel systems (fabric both sides)		
<u>Panel width</u>	<u>Panel height</u>	
0-30"	0-53"	9.39
40-60"	0-53"	12.66
0-36"	61-80"	15.00
40-60"	61-80"	17.34
		7.50
		9.84
		11.25
		13.11

Please note: On-site conditions, \$52.50 minimum setup fee (minimum order). Water and electricity availability. Some stains may not totally be removable, e.g., ink/coffee. Jobs outside of the valley, call for pricing.

Walsh Bros. Tri-University labor rates are as follows:

A. Service	\$34.65
B. Installation	\$31.20
C. Wood Service/Repair	\$36.00

Snap Tracker: Asset management services are available at \$4.25 per piece being introduced into inventory and \$3.40 per piece going out. Storage is also available at \$0.64 per square foot per month.

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Tri-University RFP 080401**WALSH BROS. OFFICE ENVIRONMENTS
FACILITY SERVICES DIVISION
ON-SITE ELECTROSTATIC REFINISHING**

November 3, 2003

<u>ITEMS</u>	<u>EXTERIOR ONLY</u>	<u>INT/EXT</u> Add 40% Up charge
<u>Desks</u>		
Single pedestal desk 45,60,70 & 75" long	\$56.95	
Double pedestal desk 45,60,70, & 75" long	59.62	
Double pedestal desk w/ext.	70.38	
<u>Executive & Secretarial Returns</u>		
Return without pedestal	21.50	
Return with pedestal	27.37	
<u>Credenzas</u>		
Credenza with 1 or 2 peds	51.85	
<u>Lateral & Vertical Files</u>		
2 dr. vertical file	35.19	
3 dr. vertical file	43.98	
4 dr. vertical file	50.83	
5 dr. vertical file	60.60	
2 dr. lateral file	46.92	
3 dr. lateral file	53.76	
4 dr. lateral file	71.35	
5 dr. lateral file	74.29	
6 dr. lateral file	76.25	
Pull-out reference shelves are included in the unit price.		
<u>Fire Files</u>		
2 dr. fire file vertical	42.03	
3 dr. fire file vertical	46.92	
4 dr. fire file vertical	52.78	
5 dr. fire file vertical	63.53	
2 dr. fire file lateral	48.87	
3 dr. fire file lateral	56.69	
4 dr. fire file lateral	78.20	
5 dr. fire file lateral	88.95	

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On-Site Electrostatic Refinishing

<u>ITEMS</u>	<u>EXTERIOR ONLY</u>	<u>INT/EXT</u> Add 40% up charge
<u>Storage Cabinets</u>		
Large storage cabine	\$92.86	
Small storage cabine	61.58	
<u>Bookcases</u>		
Bookcase 2 shelf	45.94	
Bookcase 3 shelf	57.67	
Bookcase 4 shelf	59.62	
<u>Systems Components</u>		
Pedestals mobile	30.30	
Open serv. modules	63.53	
Closed serv. module:	77.22	
Task light	29.32	
End panel	21.50	
Center drawers	16.61	
Keyboard trays	27.37	
Paper flow back	20.78	
Paper flow tray (each	8.80	
Power poles	16.61	
<u>Miscellaneous Items</u>		
Metal table	34.21	
Folding table	11.73	
Side chair	17.60	
Waste baskets-metal	10.75	
Desk organizers	9.77	
Typing stand	26.39	

Please note: custom color match \$52.50 setup fee. To refinish with more than one color, \$52.50 each color change.
Minimum order at job site of \$157.50 (unless dropped off and picked up).
Pick up and delivery will be an additional charge.
Inspection of job site required by Facility Service Division.
Pricing does not include any body work or repairs.
Jobs outside of the valley, call for pricing.
\$35.00 minimum in shop work.

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P.14



ARIZONA STATE UNIVERSITY

TRI-UNIVERSITY FURNITURE CONTRACT, RFP 080401

This is an agreement between the Arizona Board of Regents, for and on behalf of Arizona State University and Emerling's Office Interiors.

Arizona State University and Emerling's Office Interiors mutually agree that Emerling's Office Interiors shall provide good and services in accordance with the specifications and scope of work, and terms and conditions, of the Tri-University Furniture Contract RFP # 080401, and Emerling's Office Interiors' response thereto.

Both the University's RFP # 080401 and Emerling's Office Interiors' response thereto are incorporated, in total, into this Agreement. In the event of any discrepancies between this agreement, the University's RFP # 080401, and Emerling's Office Interiors' response thereto, this agreement and then Arizona State University's RFP # 080401 shall govern.

The term of the Agreement shall be from the date of award through December 31, 2006 with an option to renew for two (2) additional one (1) year terms.

Emerling's Office Interiors
3508 N. 7th Street
Phoenix, AZ 85014

Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

President

Gina Webber, CPM
Associate Director
Purchasing & Business Services

(Title)

3-1A-04
(Date)

04-20-04
(Date)

file: RFP 080401

MAIN CAMPUS

ADMINISTRATION AND FINANCE
Purchasing and Business Services

PO BOX 875212, TEMPE, AZ 85287-5212
(480) 965-5282 FAX: (480) 965-5688

JUN 15 '04 12:01PM ASU FURNISHINGS

P.15

ASU RFP 080401 TRI-UNIVERSITY FURNITURE CONTRACT

**EMERLING'S OFFICE INTERIORS
ADDITIONAL PRODUCT AWARDS**

	DISCOUNT
Sit-on-It	57.75%
Versteel Performance Tables	53.75%
Versteel Chela Chair	53.75%



ARIZONA STATE UNIVERSITY

TRI-UNIVERSITY FURNITURE CONTRACT, RFP 080401

This is an agreement between the Arizona Board of Regents, for and on behalf of Arizona State University and Goodmans Interior Structures.

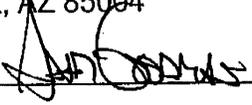
Arizona State University and Goodmans mutually agree that Goodmans shall provide good and services in accordance with the specifications and scope of work, and terms and conditions, of the Tri-University Furniture Contract RFP # 080401, and Goodmans' response thereto.

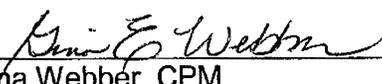
Both the University's RFP # 080401 and Goodmans' response thereto are incorporated, in total, into this Agreement. In the event of any discrepancies between this agreement, the University's RFP # 080401, and Goodmans' response thereto, this agreement and then Arizona State University's RFP # 080401 shall govern.

The term of the Agreement shall be from the date of award through December 31, 2006 with an option to renew for two (2) additional one (1) year terms.

Goodmans Interior Structures
1400 E. Indian School Road
Phoenix, AZ 85004

Arizona State University
PO Box 875212
Tempe, AZ 85287-5212





ADAM GOODMAN, PRESIDENT

Gina Webber, CPM
Associate Director
Purchasing & Business Services

(Title)

3-17-04

04-20-04

(Date)

(Date)

file: RFP 080401

ASU RFP 080401 TRI-UNIVERSITY FURNITURE CONTRACT**GOODMANS**

Salesperson - Cindy Esparza, 602-263-0537

HERMAN MILLER PRODUCT LINES INCLUDED IN SECONDARY AWARD

	DISCOUNT
Action Office 2	70.00%
OFS Endura	55.00%

PRODUCT LINES INCLUDED IN SECONDARY AWARD

Passage	54.00%
Ethospace	70.50%
Resolve	51.00%
Q Freestanding desks	66.50%
Meridian 5000 desks	54.00%
Aeron	52.00%
Caper	52.00%
Emu	52.00%
Cable floor	60.00%
V&M Wall	62.00%
Accent Collection	70.50%
Meridian filing & storage	54.00%
Baker hgt adj products	51.00%
ISE	53.00%
IDEA	60.00%
Sitmatic - Public & Auditorium	60.00%
HM - Co/Struc Systems	48.00%
HM - Casework	48.00%
HM - Carts	10.00%

Products that manufacturer has added to product family as "line extensions" are also covered by contract.



ARIZONA STATE UNIVERSITY

Purchasing and Business Services
PO Box 875212 ^ Tempe, Arizona ^ 85287-5212

December 27, 2007

AMENDMENT TO AGREEMENT FOR RFP 080401

The Agreement entered into as of the 1st Day of January, 2005 and between Arizona Board of Regents for and on behalf of Arizona State University ("University" herein), and Corporate Express Inc., is amended to reflect the changes as described herein.

Price Increase:

The UNIVERSITY agrees to pay Corporate Express Inc. the contract adjustments requested for January 1, 2008 through December 31st, 2008.

The amended contract terms shall commence on 01/01/08 and will end on 12/31/08.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date indicated below.

Arizona Board of Regents
For and behalf of
Arizona State University

Corporate Express Inc.
2655 W Georgia
Phoenix, AZ 85017

By: [Signature]
John F. Riley
Executive Director
Purchasing and Business Services

By: [Signature]
Jan Walters SCOTT GILLIES
Account Manager VICE PRESIDENT OF FURNITURE

Date: 2-4-08

Date: 1/8/08

February 27, 2007

Rod Serling
Independent Dealer
Anywhere, USA

Dear Valued Customer:

The HON Company is working hard to remain your valued source for office furniture. We appreciate your business, and will always find ways to continue to provide you with the highest quality products and services.

As part of that effort, we regularly review our pricing structure in relation to a number of changes in the industry. Transportation and raw material prices continue to apply significant cost pressure. To offset these increases, a price adjustment is necessary.

Effective July 1, 2007, we will be taking a price increase for both HON and basyx branded products. The adjustments will vary by product but will average 3.7%.

To qualify for the current pricing, please have your orders placed with The HON Company by 4:00 p.m. CST, June 29, 2007. All orders received after that time will be assigned the new pricing that goes into effect July 1. Orders with a customer-specified shipment date after July 27 will also be assigned the new prices.

We will continue to challenge ourselves to find ways to improve our efficiencies and provide you with the best total value in the industry. Please contact your Territory Manager with any questions concerning the upcoming price changes.

Sincerely,



Don Mead
Vice President, Product Marketing and Development
The HON Company



Corporate Express Inc
Arizona Divison 300
2655 W Georgia
Phoenix, Arizona 85017

Telephone
602 336-9128
Fax
602246-4891
e-mail
jan.walters@cexp.com
Website
CorporateExpress.com

February 1, 2008

Elizabeth Chandler
Senior Buyer
Arizona State University
USB #260
Tempe, Arizona 8287

Re: Tri-U/Corporate Express-HON Furniture Contract

Dear Liz:

Attached is the notification Corporate Express received from the HON Company regarding their price increase effective July 1, 2007.

Due to these increases, we respectfully request approval to transition from the October 2006 price guide to the current HON July 2007 price guide for all Tri-U contract purchases beginning on January 1, 2008.

Sincerely,

Jan Walters
Account Manager

COVERAGE CHANGE ENDORSEMENT

Insurance for this coverage part provided by:
ZURICH AMERICAN INSURANCE COMPANY

This endorsement changes the policy. Please read it carefully.

COMMERCIAL GENERAL LIAB. COVERAGE PART

BLANKET ADDITIONAL INSUREDS

AS RESPECTS ALL COVERAGES UNDER THE POLICY, AND NOT
WITHSTANDING ANYTHING HEREIN TO THE CONTRARY, COVERAGE FOR
ADDITIONAL INSUREDS WHERE REQUIRED BY CONTRACT IS HEREBY
GRANTED IF SAID CONTRACT WAS EXECUTED PRIOR TO LOSS BUT SUCH
COVERAGE IS APPLICABLE ONLY WITH RESPECT TO LIABILITY
ARISING OUT OF OPERATIONS BY OR ON BEHALF OF THE NAMED
INSURED.

ASU
ARIZONA STATE UNIVERSITY
 Purchasing and Business Services
 PO Box 875212 • Tempe, Arizona • 85287-5212

December 27, 2007

**AMENDMENT
 TO
 AGREEMENT FOR RFP 080401**

The Agreement entered into as of the 1st Day of January, 2005 and between Arizona Board of Regents for and on behalf of Arizona State University ("University" herein), and Goodmans Interior Structures, is amended to reflect the changes as described herein.

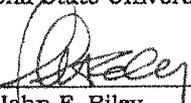
New Contract Term :

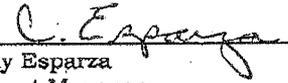
The amended contract terms shall commence on 01/01/08 and will end on 12/31/08.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date indicated below.

Arizona Board of Regents
For and behalf of
Arizona State University

Goodmans Interior Structures
1400 E Indian School
Phoenix, AZ 85014

By: 
John F. Riley
Executive Director
Purchasing and Business Services

By: 
Cindy Esparza
Account Manager

Date: 1-25-08

Date: 1/21/08

ASU RFP 080401 TRI-UNIVERSITY FURNITURE CONTRACT

GOODMANS

Salesperson - Cindy Esparza, 602-512-0537

HERMAN MILLER PRODUCT LINES INCLUDED IN SECONDARY AWARD DISCOUNT

Action Office 2	70.00%
OFS Endura	55.00%

PRODUCT LINES INCLUDED IN SECONDARY AWARD

Passage	54.00%
Ethospace	70.50%
Resolve	51.00%
Q Freestanding desks	66.50%
Meridian 5000 desks	54.00%
Aeron	52.00%
Caper	52.00%
Emu	52.00%
Cable floor	60.00%
V&M Wall	62.00%
Accent Collection	70.50%
Meridian filing & storage	54.00%
Baker hgt adj products	51.00%
ISE	53.00%
IDEA	60.00%
Sitmatic - Public & Auditorium	60.00%
HM - Co/Struc Systems	48.00%
HM - Casework	48.00%
HM - Carts	10.00%

Products that manufacturer has added to product family as "line extensions" are also covered by contract.

ASU
ARIZONA STATE UNIVERSITY
 Purchasing and Business Services
 PO Box 875212 ▲ Tempe, Arizona ▲ 85287-5212

December 27, 2007

**AMENDMENT
 TO
 AGREEMENT FOR RFP 080401**

The Agreement entered into as of the 1st Day of January, 2005 and between Arizona Board of Regents for and on behalf of Arizona State University ("University" herein), and Walsh Brothers Office Environments, is amended to reflect the changes as described herein.

Price Increase:

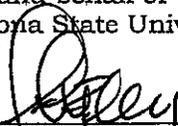
The UNIVERSITY agrees to pay Walsh Brothers Office Environments the contract adjustments requested for January 1, 2008 through December 31st, 2008.

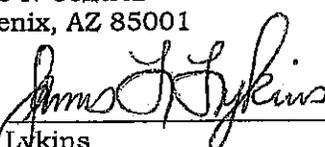
The amended contract terms shall commence on 01/01/08 and will end on 12/31/08.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date indicated below.

Arizona Board of Regents
 For and behalf of
 Arizona State University

Walsh Brothers Office Environments
 1636 N Central
 Phoenix, AZ 85001

By: 
 John F. Riley
 Executive Director
 Purchasing and Business Services

By: 
 Jim Lykins
 Director of Sales

Date: 12-28-07

Date: DECEMBER 28, 2007

ABCO

OFFICE FURNITURE
A Jami Company

P.O. Box 2790 • 4121 Rushton Street • Florence, AL 35630
☎ 1.256.767.4100 • 1.800.336.0070 • FAX 1.800.992.2261

October 9, 2007

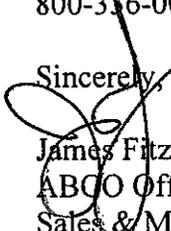
Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz,

ABCO Office Furniture is committed and looks forward to another great year working with Walsh Bros. Office Environments on the Tri-University Contract. We do have a price increase since last year due to the increase cost in manufacturing furniture. That pricer is labeled as ABCO Price List, March 1, 2007. This pricer will be used for 2008. This contract uses ABCO Standard freight program which is \$5,000 list received prepaid freight and anything less than that get a flat \$80 freight charge. If you have any questions feel free to contact me at 1-800-336-0070 ext. 270 or our Representative Brett Smith at 602-908-2898.

Sincerely,


James Fitzpatrick
ABCO Office Furniture
Sales & Marketing Program Manager

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave.
Phoenix, AZ 85204



October 16, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Ms. Chandler:

American Seating will have a price increase of 3.5% over 2007 pricing that will go into effect January 1, 2008 for the Tri-University contract. The price list in effect is dated February 2006. The adjusted price increase percentage is 7.12% from the 2006 price list when the 2007 and 2008 price increase are combined.

There are no fuel sur-charges in effect at this time. Freight charges for January 1, 2008 – December 31, 2008 are included in the price if over \$2000.00 list, if under \$2000.00 list; there will be a 10% of list charge applied.

Respectfully submitted,

Laura Perry
Manufacturer's Representative

602-264-7477 Office
602-421-9150 Cell
laura_d_perry@msn.com

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Avenue
Phoenix, AZ 85204

American Seating Company
38 Vista Drive
Edgewood, NM 87015
Phone 505-710-6061
Fax 775-367-2815
Email garywiles2002@yahoo.com



Commercial Furniture Group

Falcon
Howe
Thonet

Global Solutions. Endless Possibilities.

Mark Milliken
Vice President of Sales

October 24, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz,

Commercial Furniture Group d.b.a. Falcon, Howe, & Thonet will be pleased to continue with the purchasing agreement with Arizona State University under the original terms of our agreement with the following price books currently active with our company. This price structure and price lists will be valid for entire calendar year 2008.

The price list numbers and/or dates to be used with appropriate brand are listed below for 2008:

Falcon: Price List Number 12.1+3%
Howe: Price List Number 11.4 + 10%
Thonet: Price List Number 12.1 +5%

If there are any questions or any further clarification on items listed above please do not hesitate to contact me directly or our local representative Kelly Calcaterra. We look forward to continuing our relationship and providing the quality furnishings you have come accustomed to under the same brand names.

Sincerely,

Mark P. Milliken
Vice President of Sales

cc: Kelly Calcaterra – Contract Furnishings by Calcaterra

October 23, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Post Office Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008

Manufacturer: Computer Comforts Hide-Away Tables

As the representative of the manufacturer Computer Comforts and the Hide-Away Tables for the TriUniversity colleges, I am pleased to continue with the purchasing agreement under the original terms of the agreement with the following price changes. This pricing will be valid for entire calendar year 2008.

Price Increase 4% over 2007 pricing of each Hide-Away table size offered:

30x36	\$ 2,250.00
30x42	\$ 2,325.00
30x48	\$ 2,375.00
30x72	\$ 3,700.00

If you have any questions on this pricing, please feel free to contact me.

Regards,



Kelly W Calcaterra
Contract Furnishings by Calcaterra



October 5, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz,

Please be advised that Datum Filing Systems' Commercial Price Book Version 1.2 dated January 1, 2006 will be applied to all Tri-University Contract orders for the period January 1, 2008 through December 31, 2008.

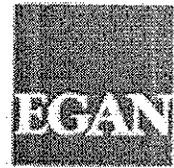
In addition, actual freight charges and fuel surcharges in effect at the time of shipment will be invoiced at our cost.

We trust this meets with your requirements, should you have any questions please feel free to contact us.

Yours truly,


Thomas Potter, President
Datum Filing Systems, Inc.

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave
Phoenix, AZ 85204



October 17, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

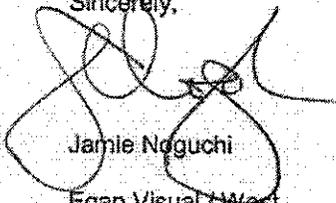
Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz,

Please review the details of our current proposal. Egan Visual / West Inc. will honor our current January 2007 price list for the Tri-University Furniture Contract from January 1, 2008 through December 31, 2008.

All standard terms and conditions are applicable. Pricing include prepaid freight within the 48 contiguous states with a minimum order of \$850 list for products that are not able to ship via UPS as recognized in this price list.

Sincerely,



Jamie Noguchi

Egan Visual / West
6085 Rickenbacker Rd.
Commerce, CA
90040
Tel: 800 826-1778
Fax: (800) 726-1314
Email: jnoguchi@egan.com

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave.
Phoenix, AZ 85004

Nancy Burger
Burger & Associates
1801 E. Cactus Wren Drive, Suite A
Phoenix, AZ
85020



220 Circle Drive North
Piscataway, NJ 08854

October 17, 2007

Walsh Bros. Office Furniture
Attn: Jim Lykins
1636 N. Central Avenue
Phoenix, AZ 85004

Re: Tri University Contract 080401; 1/1/2008 – 12/31/2008

Dear Mr. Lykins:

Humanscale Corporation will not increase its list price of products covered under the above referenced Contract through 12/31/2008. Any price increase requested after the first calendar year of the contract will be in writing, sixty (60) days in advance of the anniversary of the agreement.

Price on Humanscale Price Lists dated January, 2007 will be valid from 1/1/2008 through 12/31/2008. There are no fuel surcharges. A Small Order Handling Fee of \$35.00 per chair will be charged on chair orders of five (5) or less chairs.

If you have any questions I can be reached at 732-537-2944 x1153 or at tdonnelly@humanscale.com.

Thank you,

A handwritten signature in cursive script that reads "Theresa Donnelly".

Theresa Donnelly
Contract Compliance Manager



WORKING
FOR
YOU

October 24, 2007

Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave
Phoenix, AZ 85204

RE: RFP #080401 Tri-University Furniture Contract
KI Contract Pricing: 01/01/08-12/31/08

Dear Jim:

With this letter KI goes on record as maintaining list pricing and discounting for the abovementioned term without factory increase.

All KI and KI/AGI branded product pricelists in effect as of January 1, 2008 shall remain in effect for the entire calendar year ending December 31, 2008.

List prices include freight to Walsh Bros warehouse, but not delivery and installation (excludes Classroom Furniture, 360° Classroom Furniture, Archive, Crossroads and Uniframe which are freight excluded). A 1% fuel surcharge will be added to all orders.

On or about November 1, 2007 KI will announce a price increase for 2008. Increases will not be across the board, but will be product specific. KI will advise with a minimum of thirty (30) days advance notice of the exact adjustments. Please contact me with any questions. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Mark Matusow". The signature is written in a cursive, flowing style.

Mark Matusow
District Manager
MM/tim

cc: Dan Lynn

krug

HEADQUARTERS

421 Manitou Drive
Kitchener, ON
N2C 1L5

t. 888.578.5784
f. 519.748.5177

www.krug.ca
solutions@krug.ca

October 9th, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
P.O. Box 875212
Tempe, AZ 85287-5212

RE: R.F.P. #080401 Tri-University Furniture Contract.
Contract Adjustments for January 1st, 2008 to December 31st, 2008 c/o Walsh Brothers Office
Environments Award.

Dear Ms. Chandler,

We wish to advise you that Krug Inc. will be having a price increase of 5% effective May 1, 2008.

The cost of raw materials and supplies has continued to escalate particularly the cost of steel, hardwood cherry, maple, and oak, as well as packaging. Energy and transportation costs have also increased significantly during the past year.

Krug utilizes the most advanced manufacturing technology available, and this enables us to keep our price increases to a minimum, while producing very high quality products.

We very much appreciate the opportunity to supply ASU, through Walsh Brothers, with our high quality products and hereby request a contract modification effective May 1st, 2008, to reflect our commercial price increase of 5%.

If you have any questions, or concerns, please feel free to contact me at:

Tel: (800) 265-2796

Fax: (800) 265-2798

Email: mboehmer@krug.ca

Sincerely,
Krug Inc.



Mike Boehmer
Director of Sales



MAGNUSON GROUP • 1400 INTERNATIONALE PARKWAY • WOODRIDGE, IL 60517-4942

September 24, 2007

Ms. Liz Chandler
Arizona State University
Purchasing and Business Services
Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 - December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz,

Please be advised that Walsh Bros. is an authorized dealer for Magnuson Group Inc. in Arizona, and is authorized by Magnuson Group Inc. to accept purchase orders from members of TRI-U from any contract resulting from the above referenced solicitation.

The Magnuson Group price list dated July 1, 2007 (Burnt Orange Cover) is in effect for orders placed from January 1, 2008 through December 31, 2008. Freight is FOB Factory (Woodridge, IL 60517) and can be quoted.

Lead times average approximately 1-3 weeks on domestic Magnuson Group products and 6-10 weeks on foreign products (i.e. Vilagrassa items) if they are not in stock. Non-stock foreign products may require 50% non-refundable deposit at order placement.

This authorization is good from today September 24, 2007 through December 31, 2008.

Please feel free to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads 'Todd Serrano'.

Todd Serrano
Director, Contract Sales
Magnuson Group Inc.

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave
Phoenix, AZ
85204

NATIONAL

Furniture with Personality®

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

October 15, 2007

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz,

The National office furniture price book, effective April 16, 2007 is the most current.

Pricing for 2008 has not been released at this time, however, we are holding list prices for your account through April 16, 2008. If we implement a price increase before that time it will not impact Arizona State University. Additionally, after April 1, 2008 any price increase will not exceed 5%.

We appreciate your business and we look forward to continuing to support your business needs in 2008.

Sincerely,



Laura Olderog
District Manager
National
laura.olderog@kimball.com
602-295-6930 cell

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave
Phoenix, AZ
85204



NOVA®

The Natural Solution™

October 25, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

Subject: RFP#080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008- December 31, 2008
c/o Walsh Bros. Office Environments award

Dear Ms. Chandler:

Nova Solutions, Inc will hold pricing for the above-mentioned contract thru December 31, 2008.

Nova Solutions, Inc current price book is "The Right Solutions" dated May 2007. This price list will be in effect for the period of January 1, 2008 – December 31, 2008. The prices in this book are freight included. Any order under \$5000 list will incur a \$100 handling fee.

Sincerely,

Kim Ashton, Government Sales Manager
Nova Solutions, Inc, Effingham, IL 62401
800-730-6682 ext. 246

cc: Jim Lykins, Contract Administrator RFP#080401
Walsh Bros. 1636 N Central Ave, Phoenix, AZ 85004
Robert Wolk

Nova Solutions, Inc.

421 West Industrial Ave. • P.O. Box 725 • Effingham, Illinois 62401
Phone: 217-342-7070 or 800-730-6682 • Fax: 217-342-7006 or 800-940-6682
E-Mail: novasolutionsinc.com • Website: www.novasolutionsinc.com

SAUDER®

October 5, 2007

Arizona State University
Purchasing and Business Services
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

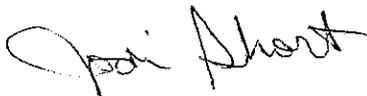
Dear Liz,

Per the terms of above-mentioned contract, Sauder Manufacturing Co. would like to request a price increase as per our current Sauder Education price list Vol. 071.

This price includes FOB Destination freight on orders weighing over 200 lbs. For orders under 200 lbs., a minimum freight charge of \$150 will be assessed.

Please call Jim Lykins 602-373-1403 (cell) at Walsh Bros. Office Environments with any questions.

Sincerely,



Jodi Short
Education Administrator

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave
Phoenix, AZ 85204

October 8, 2007

Purchasing and Business Services
Elizabeth Chandler
Arizona State University
PO Box 875212
Tempe Arizona, 85287-5212

Subject: RFP #080401 Tri-University Furniture Contract
Contract Adjustments for January 1, 2008 – December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz:

In compliance with the minimum 60 days notification period and after analyzing costs and market conditions, Steelcase Inc. including Turnstone will adjust product list prices from Price List 162 to current Price List 166 dated July 17, 2007 effective January 1, 2008 and will hold it through December 31 2008.

All other Steelcase Companies (including the Steelcase Design Partnership Companies of Vecta, Metro, Brayton, Details and Polyvision; Architectural Products, Nurture, Lab Furniture, Designtex) will always be at current price list at time of order entry.

Cost increases due to various macro economic factors include:

- 2006 wage data shows labor up 3.5% and Healthcare benefit cost up 12.3%
- Producer Price Index (PPI) for Industrial Commodities rose 2.0% from March 2006 to February 2007
- Continued global GDP growth continue to pressure costs

Steelcase has been able to off set some of the pressure through continual focus on reducing cost. We have implemented lean initiatives in manufacturing and in the office. For example, in May 2007 we completed the transition in North America to reduce manufacturing space from 13 million square feet to around 5 million. In addition, we continue to aggressively pursue opportunities to source production in lower cost areas, both in and outside of the United States. These efforts have allowed us to pass on a smaller amount of the cost pressure that we are receiving from our suppliers.

The weighted average from Price List 162 to Price List 164 would have been 3.1% and from Price List 164 to the current Price List 166 is 3%, for a combined adjustment of 6.1% in the last two years.

In Price List 166, pricing for Answer, our number one selling system, was held flat or even decreased in some applications.

We appreciate your business and look forward to continuing to serve your needs.

If you have questions about the price adjustment or how it will be implemented, please call me at any time.

Sincerely

A handwritten signature in black ink, appearing to read 'Timothy Quinn', with a stylized flourish at the end.

Timothy Quinn
Area Sales Manager-Steelcase

WORKRITE®

ERGONOMICS

10/23/07
Arizona State University
Attn: Liz Chandler
Box 875212
Tempe, AZ 85287-5212

Subject: RFP #080401 Tri-University Contract
Contract Adjustments for January 1, 2008-December 31, 2008
C/O Walsh Bros. Office Environments award

Dear Liz,

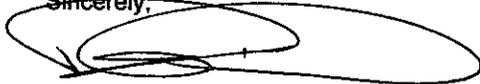
There will be no price increase for the 2008 year.

Please use the pricing from the 2007 15th edition pricing catalog (silver cover).

Free shipping is offered on all ergonomic keyboard trays, monitor arms, and accessories. Table orders less than \$7000.00 list will include an 8% up charge for shipping. Shipping is free for table orders which are greater than \$7000.00 list.

Please call Jim Lykins 602-373-1403 (cell) with any questions.

Sincerely,



Dale White
Territory Sales Manager
WorkRite Ergonomics
dwhite@workriteergo.com
Mobile: 858-880-8531
Fax: 858-483-1362

CC: Jim Lykins
Contract Administrator RFP#080401
Walsh Bros. Office Environments
1636 N. Central Ave.
Phoenix, AZ 85004

TRI-UNIVERSITY RFP 080401

PRIMARY AWARD GROUP PRICING FORM

TIER 1: \$1 - \$250,000 Sell (\$1 to \$750,000 List)

WALSH BROS OFFICE ENVIRONMENTS

(Service rates are shown as a percentage of sell)

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
9000	67.50%	0.33%	2.00%	8.00%	n/a	4.00%
AVENIR	69.00%	0.33%	2.00%	10.00%	n/a	4.00%
CONTEXT	66.50%	0.33%	2.00%	7.00%	n/a	3.50%
ELLIPSE	64.00%	0.33%	2.00%	6.00%	n/a	2.50%
ANSWER	66.00%	0.33%	2.00%	8.00%	n/a	4.00%
MONTAGE	61.00%	0.33%	2.00%	10.00%	n/a	4.00%
CRITERION	68.50%	0.33%	2.00%	n/a	5.00%	n/a
PLAYER	61.00%	0.33%	2.00%	n/a	4.00%	n/a
ALLY	61.00%	0.33%	2.00%	n/a	4.00%	n/a
800/900 Combination, Lateral & Overfiles	65.50%	0.33%	2.00%	n/a	4.60%	4.00%
UNIV. WORK. SURF.	67.00%	0.33%	2.00%	8.00%	n/a	4.00%
UNIV. BINS/SHELVES	66.00%	0.33%	2.00%	8.00%	n/a	4.00%
UNIVERSAL STORAGE	66.00%	0.33%	2.00%	n/a	5.00%	4.00%
8500 TABLES	65.50%	0.33%	2.00%	n/a	6.50%	n/a
LEAP	58.50%	0.33%	2.00%	n/a	3.60%	n/a
THINK	53.00%	0.33%	2.00%	n/a	3.60%	n/a
MOVE	53.00%	0.33%	2.00%	n/a	3.60%	n/a
AMIA	53.00%	0.33%	2.00%	n/a	3.60%	n/a
RALLY	68.50%	0.33%	2.00%	n/a	5.00%	n/a
PROTÉGÉ	65.50%	0.33%	2.00%	n/a	5.00%	n/a
VALENCIA	68.50%	0.33%	2.00%	7.00%	n/a	3.00%
GARLAND WOOD	55.00%	0.33%	2.00%	n/a	4.00%	n/a
Balance of Steelcase Wood Price and Product Manual	50.50%	0.33%	2.00%	n/a	4.00%	n/a
Sensor	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Drive	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Parade	60.00%	0.33%	2.00%	n/a	5.00%	n/a

Tier 1 - \$1 to \$250,000 Sell (\$1 to \$750,000 List)

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
Max-Stacker	60.00%	0.33%	2.00%	n/a	5.00%	n/a
Cachet	50.00%	0.33%	2.00%	n/a	5.00%	n/a
Jersey	58.00%	0.33%	2.00%	n/a	5.00%	n/a
Balance of Steelcase Steel Price & Product Manual	57.00%	0.33%	2.00%	n/a	5.00%	n/a
Steelcase Parts	37.50%	0.33%	2.00%	\$40/HR	n/a	n/a
Turnstone Price and Product Manual including KICK	58.00%	0.33%	2.00%	11.00%	4.00%	5.00%
Brayton	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Metro	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Vecta	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Werndl	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Details Standard, IQ, Sit to Stand, Series 3,5, & 7	53.50%	0.33%	2.00%	6.00%	n/a	2.00%
Details Confidante Speech Privacy	45.00%	0.33%	n/a	By Quote	n/a	4.00%
Polyvision Technology Products STATIC & INTERACTIVE	49.00%	0.33%	2.00%	By Quote	n/a	2.00%
Pathways Post & Beam	47.00%	0.33%	2.00%	By Quote	n/a	4.00%
Pathways Privacy Wall	By Quote	0.33%	2.00%	By Quote	n/a	4.00%
Laboratory Solutions	49.00%	0.33%	2.00%	By Quote	n/a	5.00%
Falcon MATS I & II	56.30%	0.33%	2.00%	6.00%	n/a	n/a
Falcon MATS III	By Quote	0.33%	2.00%	By Quote	2.00%	4.00%
WorkRite	48.00%	0.33%	2.00%	6.00%	Orders less than \$7000 list incur 8% freight	n/a

PRIMARY AWARD GROUP PRICING FORM

TIER 2: \$250,001 to \$500,000 SELL (\$750,000 - \$1,500,000 List)

WALSH BROS OFFICE ENVIRONMENTS

(Service rates are shown as a percentage of sell)

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
9000	71.50%	0.33%	2.00%	7.00%	n/a	3.50%
AVENIR	69.00%	0.33%	2.00%	10.00%	n/a	4.00%
CONTEXT	71.00%	0.33%	2.00%	6.00%	n/a	3.00%
ELLIPSE	66.00%	0.33%	2.00%	6.00%	n/a	2.50%
ANSWER	70.00%	0.33%	2.00%	8.00%	n/a	4.00%
MONTAGE	62.00%	0.33%	2.00%	10.00%	n/a	4.00%
CRITERION	70.00%	0.33%	2.00%	n/a	5.00%	n/a
PLAYER	62.50%	0.33%	2.00%	n/a	4.00%	n/a
ALLY	62.50%	0.33%	2.00%	n/a	4.00%	n/a
800/900, COMBINATION, LATERAL & OVERFILES	67.00%	0.33%	2.00%	n/a	4.60%	3.50%
UNIV. WORK. SURF.	70.00%	0.33%	2.00%	7.00%	n/a	3.50%
UNIV. BINS/SHELVES	70.00%	0.33%	2.00%	7.00%	n/a	3.50%
UNIVERSAL STORAGE	70.00%	0.33%	2.00%	n/a	5.00%	4.00%
8500 TABLES	67.00%	0.33%	2.00%	n/a	6.50%	n/a
LEAP	59.50%	0.33%	2.00%	n/a	3.60%	n/a
THINK	55.00%	0.33%	2.00%	n/a	3.60%	n/a
MOVE	55.00%	0.33%	2.00%	n/a	3.60%	n/a
AMIA	55.00%	0.33%	2.00%	n/a	3.60%	n/a
RALLY	70.00%	0.33%	2.00%	n/a	5.00%	n/a
PROTÉGÉ	67.00%	0.33%	2.00%	n/a	5.00%	n/a
VALENCIA	72.00%	0.33%	2.00%	7.00%	n/a	3.00%
GARLAND WOOD	56.50%	0.33%	2.00%	n/a	4.00%	n/a
Balance of Steelcase Wood Price and Product Manual	56.50%	0.33%	2.00%	n/a	4.00%	n/a
Sensor	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Drive	63.00%	0.33%	2.00%	n/a	5.00%	n/a
Parade	60.00%	0.33%	2.00%	n/a	5.00%	n/a

Tier 2 - \$250,001 to \$500,000 Sell (\$750,000 to \$1,500,000 List)

STEELCASE PRODUCT	Sell Discount Off List	Receiving	Whse	Install	Delivery	Design
Max-Stacker	60.00%	0.33%	2.00%	n/a	5.00%	n/a
Cachet	50.00%	0.33%	2.00%	n/a	5.00%	n/a
Jersey	58.00%	0.33%	2.00%	n/a	5.00%	n/a
Balance of Steelcase Steel Price & Product Manual	57.00%	0.33%	2.00%	n/a	5.00%	n/a
Steelcase Parts	37.50%	0.33%	2.00%	\$40/HR	n/a	n/a
Turnstone Price and Product Manual Including KICK	58.00%	0.33%	2.00%	11.00%	4.00%	5.00%
Brayton	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Metro	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Vecta	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Werndl	50.50%	0.33%	2.00%	n/a	4.00%	2.00%
Details Standard, IQ, Sit to Stand, Series 3,5, & 7	53.50%	0.33%	2.00%	6.00%	n/a	2.00%
Details Confidate Speech Privacy	47.00%	0.33%	na	By Quote	n/a	4.00%
Polyvision Technology Products Static & Interactive	49.00%	0.33%	2.00%	By Quote	n/a	2.00%
Pathways Post & Beam	47.00%	0.33%	2.00%	By Quote	n/a	4.00%
Pathways Privacy Wall	By Quote	0.33%	2.00%	By Quote	n/a	4.00%
Laboratory Solutions	51.00%	0.33%	2.00%	By Quote	n/a	5.00%
Falcon MATS I & II	56.30%	0.33%	2.00%	6.00%	n/a	n/a
Falcon MATS III	By Quote	0.33%	2.00%	By Quote	2.00%	4.00%
WorkRite	48.00%	0.33%	2.00%	6.00%	Orders less than \$7000 list incur 8% freight	n/a

Revised: 1/1/2008

Tier 2: \$250,001 to \$500,000 Sell

TRI-UNIVERSITY RFP 080401

PRIMARY AWARD GROUP PRICING FORM

TIER 3: \$500,001 and ABOVE SELL PRICE (Over \$1,500,000 List)

WALSH BROS OFFICE ENVIRONMENTS

PROJECT PRICING IS NEGOTIABLE OVER \$500,000

Steelcase and Walsh Bros agree that any price increases in product pricing, shall not exceed five (5) percent per year, based on the weighted average increase on actual purchases by the three universities, over the preceding twelve (12) month period. This commitment includes all Steelcase and Turnstone brands.

ADDITIONAL PRODUCT AWARD GROUP PRICING FORM

WALSH BROS OFFICE ENVIRONMENTS

(SERVICE RATES ARE SHOWN AS A PERCENTAGE OF SELL)

	A	B	C	D	E
MANUFACTURER / PRODUCT	Sell Discount Off List	Install	Delivery	Design	Freight
<u>FALCON - Price & Prodct Manual(P&PM)</u>	56.30%	n/a	6.00%	n/a	LANDED over \$2700, under \$2700 list incurs \$80 min freight
<u>HOWE (P&PM)</u>	56.30%	n/a	6.00%	n/a	LANDED over \$2700, under \$2700 list incurs \$80 min freight
<u>THONET (P&PM)</u>	56.30%	n/a	6.00%	n/a	LANDED over \$2700, under \$2700 list incurs \$80 min freight
<u>COMPUTER COMFORTS (Formerly Falcon Convertible Table)</u>	By Quote	n/a	8.00%	2.00%	FOB Factory
<u>SAUDER EDUCATION (FORMERLY WIELAND)</u>	51.00%	n/a	4.00%	n/a	LANDED OVER 200 LBS. Min Freight \$150 If below
<u>EGAN VISUAL</u>	49.00%	Wall Mount (\$40/HR)	8.00%	n/a	LANDED OVER \$850 LIST, UNDER \$850 FOB FACTORY
<u>NOVA</u>					
PURSUITS 35/30	52.00%	5.00%	n/a	n/a	Landed over \$5000 List.
PROGRESSIONS 90/91/92	52.00%	5.00%	n/a	n/a	
NOTATION 45/40	52.00%	5.00%	n/a	n/a	Under \$5000 List incurs \$100 Handling Fee
DESTINY	52.00%	5.00%	n/a	n/a	
RETROFIT KIT	52.00%	5.00%	n/a	n/a	
LEARNING SOLUTIONS 80/85/88					
UNDER \$15K LIST	47.00%	5.00%	n/a	n/a	
OVER \$15K LIST	52.00%	5.00%	n/a	n/a	
LEARNING SOLUTIONS 45/40	52.00%	5.00%	n/a	n/a	
<u>AMERICAN SEATING:</u>					
OFFICE PRODUCTS	57.00%	n/a	6.00%	n/a	Orders less than \$2000 list incur 10% freight
ARCHITECTUAL PRODUCTS:					
ARCH: \$1 - \$61,000 LIST	54.00%	By Quote	n/a	2.00%	
ARCH: \$61,000 & ABOVE LIST	57.50%	By Quote	n/a	2.00%	

	A	B	C	D	E
MANUFACTURER / PRODUCT	Sell Discount Off List	Install	Delivery	Design	Freight
KEWAUNEE SCIENTIFIC TECHNICAL PRODUCTS: STURDILITE, EVOLUTION, LANS	53.00%	8.50%	n/a	2.00%	FOB FACTORY
MAGNUSON \$1 - \$5,000 LIST	40.00%	\$40/HR	n/a	n/a	FOB FACTORY
\$5,001 - Over	42.00%	\$40/HR	n/a	n/a	FOB FACTORY
DATUM \$1 - \$75,000 LIST	52.00%	15.00%	n/a	n/a	FOB FACTORY
\$75,001 - 175,000 LIST	54.00%	12.00%	n/a	n/a	
ABCO \$1 - \$3,500 LIST	50.00%	n/a	6.00%	n/a	Orders Less than \$5000
\$3,501 - Above LIST	57.00%	n/a	7.00%	n/a	List Incur \$80
NATIONAL OFFICE FURN. (P&PM)	56.00%	n/a	5.33%	n/a	LANDED
KRUG (P&PM)	53.00%	n/a	4.33%	n/a	LANDED
KI Pirretti Rapture	55.00%	n/a	\$12.00/EA	n/a	1% FUEL SURCHARGE
Pirretti Torsion	55.00%	n/a	\$12.00/EA	n/a	
Pirretti Collection	55.00%	n/a	\$12.00/EA	n/a	
Pirretti 2000	55.00%	n/a	\$12.00/EA	n/a	
Portico Tables	57.00%	n/a	\$25.00/EA	n/a	
Humanscale Seating	TBD	n/a	6.33%	n/a	\$35.00/Chair for orders less than 6 chairs.
ERGO Products	0.55	9.33%	n/a	n/a	\$5.00 for orders under \$100

Revised: 1/1/2008

Additional Products

Tri-University RFP 080401

WALSH BROS. OFFICE ENVIRONMENTS FACILITY SERVICES DIVISION FABRIC PROTECTION & CFR CLEANING PRICE LIST

January 1, 2008

<u>PRODUCTS</u>	<u>Fabric Protection</u>	<u>CFR Cleaning</u>
Exec. Swivel arm chair (high/low back)	\$15.04	\$15.00
Ergonomic, operators or side chair	\$11.26	\$12.00
Secretarial or task chair	\$9.39	\$12.00
3-seat sofa	\$42.20	\$120.00
2-seat sofa	\$32.81	\$80.00
Club chair	\$20.65	\$40.00
Sectional or settee (per section)	\$18.78	\$25.00
Panel systems (fabric both sides)		
<u>Panel width</u>	<u>Panel height</u>	
0-30"	0-53"	\$9.39
40-60"	0-53"	\$12.66
0-36"	61-80"	\$15.00
40-60"	61-80"	\$17.34

Please note: On-site conditions, \$57.00 minimum setup fee (minimum order). Water and electricity availability. Some stains may not totally be removable, e.g., ink/coffee. Jobs outside of the valley, call for pricing.

Walsh Bros. Tri-University labor rates are as follows:

A. Service Technician	\$40.00/HR
B. Installation Furniture	\$40.00/HR
C. Wood Service/Repair Technician	\$44.00/HR
D. Project Coordinator/Manager	\$50.00/HR
E. Designer	\$50.00/HR

Snap Tracker: Asset management services are available at \$5.00 per piece being introduced into inventory and \$5.00 per piece going out. Storage is also available at \$0.75 per square foot per month.

Tri-University RFP 080401

**WALSH BROS. OFFICE ENVIRONMENTS
FACILITY SERVICES DIVISION
ON-SITE ELECTROSTATIC REFINISHING**

January 1, 2008

ITEMS

EXTERIOR ONLY

INT/EXT

At present Walsh Bros. is not providing on site electrostatic refinishing.

WOOD TOUCH UP & REFINISHING

Effective: 1/1/2008

Walsh Bros. finishing process is designed to enhance the natural beauty of the wood.

However, due to variations in grain, texture, age and the effect that ultraviolet rays have had on the finish, we can not guarantee an exact match every time.

In the case of metal finishing, due to lighting and pigments and existing base color, an exact match may not be obtainable. However, our match will always be as close as possible.

We thank you for your understanding.

Services Pricing

Effective 1/1/2008

In House Hourly Rate for Service is	\$40.00
In Field Mechanical Hourly Rate is	\$40.00
In Field Wood Tech Hourly Rate is	\$44.00
Installation Furniture Hourly Rate is	\$40.00

Definitions of Services

The following is provided to enable you to understand and communicate specific levels of service provided by the Walsh Bros. Furniture Service Department.

Cosmetic Touch-up - Consists of cleaning, polishing and adding color to minor scratches or surface imperfections. This does not include the repair of major scratches or gouges requiring fill and touch-up or repair of structural damage. The process is, in effect, a clean and polish.

Major Touch-up- Consists of cleaning and repair of major scratches or gouges requiring fill and touch-up to restore appearance and color to as close a like new appearance possible without a complete refinish. Included is the repair of minor structural damage.

Refinishing- is the complete removal of the old finish and color from the top, restoration of the case, repair of all surface defects, a complete sanding and new application of finish and color. Included is the repair of minor structural damage. The process is designed to return the item to as near new condition as possible. Limiting factors to the success of the process and the item's age, physical abuse, or any bleaching of the base material that may have occurred from exposure or prior refinishing. The process does not include installation of any surface material, e.g., veneer or plastic laminate.

Only those items which have been completely refinished will be warranted.

WOOD

Effective: 1/1/2008

- > Add 5% of total for Hazardous Waste Disposal fee.
- > No re-veneering.
- > No laminate replacement.
- > Prices subject to change due to style of furniture.
- > Does not include any mechanical parts (locks, keys, suspension, etc.).
- > Refinishing price reflects refinishing of top only and restoration of case, (lower)
- > Refer to Definitions of Touch-up vs. Refinish on previous page.
- > Refinishing price may vary depending on color and condition of furniture.
- > Lead time for scheduling ranges from 5 to 10 days. Please check with the Service Department prior to commitment.
- > Any custom work, contact Shop Supervisor or Service Manager for quote.

NOTE: 40% ADDED FOR CLOSED GRAIN FINISHES

WOOD *			
	COSMETIC TOUCH UP	MAJOR TOUCH UP	REFINISH
Credenza	\$135.00	\$225.00	Quoted
Desk w/Double pedestal	\$135.00	\$225.00	Quoted
Desk w/Return	\$135.00	\$225.00	Quoted
Side Chair	\$45.00	\$90.00	Quoted
Bookcase, 3 Shelf	\$90.00	\$157.50	Quoted
Conf. Table, 8'-14' (TOP ONLY)	\$157.50	\$225.00	Quoted
Round Table, 42" (TOP ONLY)	\$90.00	\$157.50	Quoted
White Board, 4x4	\$90.00	\$135.00	Quoted

Refinishing note:

Removing of all existing finishes is completed by hand.

All Stains are custom made in house.

All refinishing is done by hand.

Final spraying is applied in a controlled, filtered Automotive Paint Booth.

PAINTING/SHOP PAINTING

- > Add 5% of total for Hazardous Waste Disposal fee.
- > Lead time for scheduling ranges from 4 to 10 days. Please check with the Service Manager or CSR prior to commitment.
- > Any body work/dent repair will be charged \$45.00 minimum per hour.

Service Pricing

Effective 1/1/08

> To paint interior of item, add 40%

PAINTING (METAL)			
DESK		STORAGE CABINETS	
Single Ped	\$135.00	Small	\$75.00
Double Ped	\$170.00	Large	\$150.00
Double Ped w/overhang top	\$180.00	BOOKCASE	
RETURN		2 Shelf	\$90.00
Return, with no pedestal	\$45.00	3 Shelf	\$100.00
Return, with pedestal	\$90.00	4 Shelf	\$110.00
FILES		CREDENZA	
Vertical, 2 dwr.	\$50.00	Credenza, with 1 or 2 pedestals	\$170.00
Vertical, 3 dwr.	\$75.00	SYSTEMS COMPONENTS	
Vertical, 4 dwr.	\$100.00	Pedestal	\$45.00
Vertical, 5 dwr.	\$125.00	Task light	\$45.00
Lateral, 2 dwr.	\$66.00	End panel	\$45.00
Lateral, 3 dwr.	\$99.00	Center drawer	\$45.00
Lateral, 4 dwr.	\$124.00	Keyboard	\$45.00
Lateral, 5 dwr.	\$157.00	Paper Flow back/mounting brackets	\$45.00
Lateral, 6 dwr.	\$190.00	Paper flow tray	\$22.50
FIRE FILES		Table, Metal	\$67.50
Vertical, 2 dwr.	\$50.00	Binder Bin, 30" to 46"	\$67.50
Vertical, 3 dwr.	\$75.00	Binder Bin, 60" & up	\$90.00
Vertical, 4 dwr.	\$100.00	Shelf, 30" to 46"	\$45.00
Vertical, 5 dwr.	\$125.00	Shelf, 60" & up	\$67.50
Lateral, 2 dwr.	\$66.00	Cantilever, 20" to 35"	\$45.00
Lateral, 3 dwr.	\$99.00	Wall Channels or Attaching Bracket	\$25.00
Lateral, 4 dwr.	\$124.00		
Lateral, 5 dwr.	\$157.00		

PHOENIX --- OUT OF TOWN TRIP CHARGES
Effective 01/01/2008

LOCATION	ROUND TRIP MILES	TRUCK RATE	TRUCK COST	M/H (ONE MAN)	MAN RATE	MAN COST	TL COST, ONE MAN	TL COST, TWO MAN	TL COST, THREE MEN
CAMP VERDE	190	X 0.45	= 85.50	+	4.0	X 24.00	= 96.00	= 277.50	373.50
CASA GRANDE	90	X 0.45	= 40.50	+	2.0	X 24.00	= 48.00	= 136.50	184.5
CHINLE	652	X 0.45	= 293.40	+	14.5	X 24.00	= 348.00	= 989.40	1337.4
COOLIDGE	100	X 0.45	= 45.00	+	2.0	X 24.00	= 48.00	= 141.00	149.00
COTTONWOOD	215	X 0.45	= 96.75	+	4.5	X 24.00	= 108.00	= 312.75	420.75
FLAGSTAFF	300	X 0.45	= 135.00	+	6.0	X 24.00	= 144.00	= 423.00	567.00
FLORENCE	120	X 0.45	= 54.00	+	2.5	X 24.00	= 60.00	= 174.00	234.00
GALLUP, NM	650	X 0.45	= 292.50	+	14.5	X 24.00	= 348.00	= 988.50	1336.50
GILA BEND	140	X 0.45	= 63.00	+	3.0	X 24.00	= 72.00	= 207.00	279.00
GLOBE - MIAMI	170	X 0.45	= 76.50	+	3.5	X 24.00	= 84.00	= 244.50	328.50
HOLBROOK	460	X 0.45	= 207.00	+	10.0	X 24.00	= 240.00	= 687.00	927.00
KINGMAN	370	X 0.45	= 166.50	+	7.5	X 24.00	= 180.00	= 526.50	706.50
LAKE HAVASU CITY	410	X 0.45	= 184.50	+	8.0	X 24.00	= 192.00	= 568.50	760.50
LAS VEGAS, NV	580	X 0.45	= 261.00	+	11.6	X 24.00	= 278.40	= 817.80	1096.20
PAGE	572	X 0.45	= 257.40	+	12.0	X 24.00	= 288.00	= 833.00	1121.00
PARKER	340	X 0.45	= 153.00	+	7.0	X 24.00	= 168.00	= 489.00	657.00
PAYSON	160	X 0.45	= 72.00	+	3.0	X 24.00	= 72.00	= 216.00	288.00
PRESCOTT	200	X 0.45	= 90.00	+	4.0	X 24.00	= 96.00	= 282.00	378.00
PRESCOTT VALLEY	180	X 0.45	= 81.00	+	3.5	X 24.00	= 84.00	= 249.00	333.00
SAFFORD	325	X 0.45	= 146.25	+	6.5	X 24.00	= 156.00	= 457.25	613.25
SEDONA	240	X 0.45	= 108.00	+	5.0	X 24.00	= 120.00	= 348.00	468.00
SHOW LOW	350	X 0.45	= 157.50	+	7.0	X 24.00	= 168.00	= 493.50	661.50
SPRINGERVILLE	440	X 0.45	= 198.00	+	9.0	X 24.00	= 216.00	= 630.00	846.00
SUPERIOR	125	X 0.45	= 56.25	+	2.5	X 24.00	= 60.00	= 176.25	236.20
TUCSON	225	X 0.45	= 101.25	+	4.0	X 24.00	= 96.00	= 293.25	389.25
WICKENBERG	120	X 0.45	= 54.00	+	2.5	X 24.00	= 60.00	= 174.00	234.00
WILLIAMS	352	X 0.45	= 158.40	+	8.0	X 24.00	= 192.00	= 542.40	734.40
WINSLOW	408	X 0.45	= 183.60	+	9.0	X 24.00	= 216.00	= 615.60	831.60
YUMA	370	X 0.45	= 166.50	+	7.5	X 24.00	= 180.00	= 526.50	706.50

PER DIEM CHARGE: IS ADDED TO THE ESTIMATE OR QUOTE @ \$30.00 PER DAY, PER MAN, AFTER THE FIRST DAY

LODGING CHARGE: IS ADDED TO THE ESTIMATE OR QUOTE @ \$85.00 PER DAY, 2 MEN TO A ROOM

NOTE: THE MAN HOUR RATE SHOWN ABOVE IS A REDUCED RATE APPLYING TO TRAVEL TIME ONLY. PLUS TRUCK COST TO DETERMINE ACTUAL COST BILLABLE



ARIZONA STATE UNIVERSITY

Purchasing and Business Services
PO Box 875212 • Tempe, Arizona • 85287-5212

September 26, 2008

AMENDMENT 2
TO
AGREEMENT FOR RFP 080401

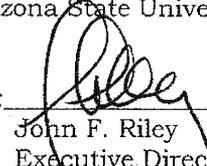
The Agreement entered into as of the 1st Day of January, 2005 and between Arizona Board of Regents for and on behalf of Arizona State University ("University" herein), and @ theOffice, is amended to reflect the changes as described herein.

Term Increase:

- ✓ The UNIVERSITY requests a contract extension from December 31, 2008 to June 30, 2009.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date indicated below.

Arizona Board of Regents
For and behalf of
Arizona State University

By: 
John F. Riley
Executive Director
Purchasing and Business Services

@theOffice.
15444 N. 76th Street
Scottsdale, AZ 85260

By: 
Dawn Jones

Date: 11-17-08

Date: 10/13/2008



ARIZONA STATE UNIVERSITY

Purchasing and Business Services
PO Box 875212 * Tempe, Arizona * 85287-5212

September 26, 2008

**AMENDMENT 2
TO
AGREEMENT FOR RFP 080401**

The Agreement entered into as of the 1st Day of January, 2005 and between Arizona Board of Regents for and on behalf of Arizona State University ("University" herein), and Corporate Express Inc., is amended to reflect the changes as described herein.

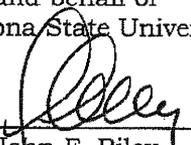
Term Increase:

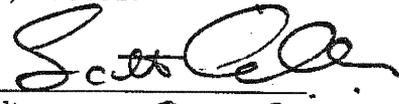
✓ The UNIVERSITY requests a contract extension from December 31, 2008 to June 30, 2009

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date indicated below.

Arizona Board of Regents
For and behalf of
Arizona State University

Corporate Express Inc.
2655 W Georgia
Phoenix, AZ 85017

By: 
John F. Riley
Executive Director
Purchasing and Business Services

By: 
~~Jan Walters~~ **SCOTT GILLIES**
~~Account Manager~~ **VP OF FURNITURE**

Date: 11-17-08

Date: 10-8-08

ASU
ARIZONA STATE UNIVERSITY
Purchasing and Business Services
PO Box 875212 • Tempe, Arizona • 85287-5212

September 25, 2008

**AMENDMENT 2
TO
AGREEMENT FOR RFP 080401**

The Agreement entered into as of the 1st Day of January, 2005 and between Arizona Board of Regents for and on behalf of Arizona State University ("University" herein), and Walsh Bros Office Environments, is amended to reflect the changes as described herein.

Price Increase:

The UNIVERSITY agrees to pay Walsh Bros Office Environments the fuel and material increase adjustment of 1.25% on Steelcase's published list price from September 1, 2008 through December 31st, 2008.

Term Increase:

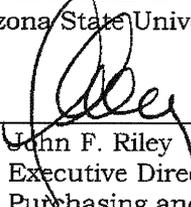
↙ The UNIVERSITY requests a contract term extension from December 31, 2008 to June 30, 2009.

All other terms and conditions shall remain the same.

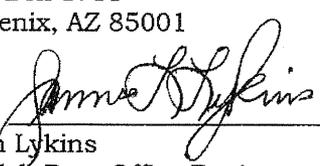
The individual signing below on behalf of Walsh Bros Office Environments represents and warrants that he/she is duly authorized to execute and deliver this agreement on behalf of Walsh Bros Office Environments and that this agreement is binding upon Walsh Bros Office Environment. in accordance with its terms. Wherefore, the parties have executed this agreement on the date set forth above.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date indicated below.

Arizona Board of Regents
For and behalf of
Arizona State University

By: 
John F. Riley
Executive Director
Purchasing and Business Services

Walsh Bros Office Environments
PO Box 1711
Phoenix, AZ 85001

By: 
Jim Lykins
Walsh Bros Office Environments

Date: 11-17-08

Date: October 9, 2008