



INVITATION TO BID NO: 10-X-2210893

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 999999  
PURCHASING DIVISION  
AGENCY REQ. NO. :  
T-NUMBER : T390  
DATE ISSUED : 10/01/09  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1426919  
BUYER NAME : JANNA WICKHAM

INVITATION TO BID

FOR: FURNITURE

BUYER PHONE NO. : (334) 242-4288-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 11/02/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 11/03/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

DAY OF

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP:

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 09/18/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

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PURPOSE:

TO ESTABLISH A SOURCE OF SUPPLY FOR THE PURCHASE OF FURNITURE ITEMS LISTED BY ALL STATE AND LOCAL GOVERNMENTAL AGENCIES OF ALABAMA (INCLUDING SCHOOLS). PURCHASES BY LOCAL GOVERNMENTAL AGENCIES AND SCHOOLS ARE OPTIONAL.

PRICING:

ALL DISCOUNTS IN THIS BID AND ANY RESULTING CONTRACTS WILL BE FROM THE MANUFACTURER'S STANDARD PUBLISHED SUGGESTED RETAIL PRICE LIST. DISCOUNTS OFF SPECIAL DEALER PRINTED CATALOGS ARE NOT ACCEPTABLE. ONLY STANDARD PUBLISHED SUGGESTED RETAIL PRICE LISTS FROM THE ORIGINAL MANUFACTURER WILL BE ACCEPTED FOR USE IN CONJUNCTION WITH ANY CONTRACT RESULTING FROM THIS BID.

MANUFACTURERS BIDDING DIRECT:

MANUFACTURERS BIDDING DIRECT AND RECEIVING AN AWARD MUST RECEIVE ALL PURCHASE ORDERS, HANDLE ALL BILLING AND RECEIVE ALL PAYMENTS RESULTING FROM CONTRACTS AWARDED FROM THIS BID. COMPENSATION FOR AN ASSISTING DEALER'S INVOLVEMENT IN OBTAINING, DELIVERING, AND/OR INSTALLING AN ORDER FROM ANY CONTRACT RESULTING FROM THIS BID WILL BE PROVIDED BY THE MANUFACTURER AND NOT THE ORDERING AGENCY.

CONTRACT VENDORS:

PURCHASE ORDERS ISSUED AGAINST ANY CONTRACT RESULTING FROM THIS BID MUST BE ISSUED DIRECTLY TO THE VENDOR AWARDED THE CONTRACT. IF A MANUFACTURER IS AWARDED A CONTRACT, HIS ASSISTING DEALERS ARE NOT AUTHORIZED UNDER THE TERMS AND CONDITIONS OF THIS CONTRACT TO ACCEPT PURCHASE ORDERS DIRECTLY.

DELIVERY TERMS:

"DOCK DELIVERY" MEANS UNLOADED ONTO THE ORDERING AGENCY'S DOCK OR DROP SHIPPED.  
"INSIDE DELIVERY" MEANS DELIVERED INSIDE THE OFFICE OF THE ORDERING AGENCY BUT DOES NOT INCLUDE UNPACKING, ASSEMBLY, OR INSTALLATION.  
"INSTALLATION" MEANS DELIVERED, FULLY ASSEMBLED AND SET IN PLACE, READY FOR USE, AS WELL AS REMOVAL OF DEBRIS.

VENDOR MAY BID ANY OR ALL DELIVERY TYPES. YOU ARE ENCOURAGED TO BID ONLY ON DELIVERY TYPES YOU INTEND TO UTILIZE. IF ALL THREE DELIVERY TYPES ARE NOT LISTED ON THE CONTRACT FOR YOUR COMPANY, IT IS BECAUSE YOU MAY HAVE INDICATED EARLIER THAT YOU DO NOT DESIRE TO BID ON THAT LINE ITEM.

IF THE PRODUCTS YOU ARE BIDDING REQUIRE PROFESSIONAL INSTALLATION, YOU MUST PROVIDE FOR INSTALLATION. ASSISTING DEALERS SHOULD NOT BILL THE END USER FOR INSTALLATION OF PRODUCTS SOLD ON THIS CONTRACT.

RETURN FREIGHT & STORAGE CHARGES:

THE VENDOR IS RESPONSIBLE FOR ANY STORAGE AND/OR RETURN FREIGHT CHARGES INCURRED BY THE STATE AS A RESULT OF VENDOR'S FAILURE TO CONFORM TO PRODUCT SPECIFICATIONS.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES.

NO ADDITIONAL CHARGES ARE ALLOWED (I.E. SMALL ORDER CHARGES, FUEL SURCHARGES).

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD,

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IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

THE STATE RESERVES THE RIGHT TO PRE-QUALIFY AND AWARD NEW VENDORS TO THIS CONTRACT ANNUALLY. ANY NEW CONTRACTS ADDED AFTER INITIAL CONTRACT AWARD FEBRUARY 2009, WILL BE SCHEDULED TO RUN COTERMINOUS WITH ORIGINAL AWARDS.

ANY NEW VENDORS WISHING TO PARTICIPATE IN THE SECOND, THIRD, FOURTH, OR FIFTH YEAR OF THIS CONTRACT MUST COMPLETE PRE-QUALIFICATION PROCESS WITH STATE PURCHASING NO LATER THAN AUGUST 31 EACH YEAR.

ANNUAL AGREEMENT:

THE PURCHASE ORDER CONSTITUTES A CONTRACT BETWEEN THE STATE OF ALABAMA AND THE VENDOR. THE VENDOR ACCEPTS THE CONTRACT AS WRITTEN AND WILL FULFILL ALL REQUIREMENTS FOR THE VALID PERIOD INDICATED.

CHANGES/MODIFICATIONS ARE ALLOWED ONLY BY A WRITTEN PURCHASE ORDER CHANGE THROUGH THE DIVISION OF PURCHASING.

INVOICE TO BE BILLED IN ARREARS, TO THE "BILL TO" ADDRESS.

ORDERING PROCESS:

PURCHASES FOR STATE AGENCIES WILL BE MADE BY CONTRACT RELEASE ORDERS SHOWING SPECIFIC SHIPPING INFORMATION. CITIES, COUNTIES, SCHOOL SYSTEMS AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE FOR ISSUING THEIR OWN PURCHASE ORDERS DIRECTLY TO THE VENDOR.

LATE OR INCOMPLETE SHIPMENTS:

ANY VENDOR WHO CONSISTENTLY SHIPS ORDERS LATE OR INCOMPLETE MAY BE CONSIDERED A NON-RESPONSIVE VENDOR. ANY BIDS SUBMITTED BY A NON-RESPONSIVE VENDOR MAY BE REJECTED.

QUANTITY:

THE EXACT QUANTITY OF EACH ITEM IS UNKNOWN. THE DIVISION OF PURCHASING DOES NOT GUARANTEE THE STATE WILL BUY ANY AMOUNT. ORDERS WILL BE PLACED BY AGENCIES AS NEEDED WITH COMPLETE SHIPPING INSTRUCTIONS.

AWARD:

THE STATE IS UNDER NO OBLIGATION TO MAKE A CONTRACT AWARD FOR ALL LINE ITEMS INCLUDED IN THIS I.T.B.

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NOTE TO ALL BIDDERS:

PLEASE PROVIDE THE NAMES AND NUMBERS FOR THE CONTACT PEOPLE WITHIN YOUR ORGANIZATION WHO WILL BE RESPONSIBLE FOR HANDLING CUSTOMER'S TELEPHONE CALLS, FAXES, E-MAILS, AND PURCHASE ORDERS RESULTING FROM ANY CONTRACT AWARD MADE FROM YOUR BID. PRINT OR TYPE THE INFORMATION IN THE SPACES BELOW.

NAME & POSITION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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WEBSITE CONNECTION:

IF YOU RECEIVE A CONTRACT AWARD, WOULD YOU LIKE TO HAVE YOUR WEBSITE LINKED TO THE STATE'S CONTRACT WEBSITE?

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IF SO, PLEASE LIST IT BELOW.

WEBSITE:

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THE CURRENT FURNITURE CONTRACT T390 BEGAN 02/07/09.  
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THE FURNITURE LINES INCLUDED IN THIS I.T.B. ARE ALL PRE-QUALIFIED.

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TIPS FOR VENDORS BIDDING ON THIS CONTRACT:

CAREFULLY READ ALL TERMS AND CONDITIONS OF THIS ITB. PAY SPECIAL ATTENTION TO DIRECTIONS ON PAGE 2 OF BID DOCUMENT.

MAKE SURE YOU HAVE INCLUDED THE ORIGINAL BID, SIGNED AND NOTARIZED AS WELL AS A COMPLETE DUPLICATE COPY. FAILURE TO INCLUDE A COMPLETE COPY WILL RESULT IN REJECTION OF YOUR BID.

YOUR PERCENT OFF BID MUST BE ENTERED IN THE "UNIT PRICE" COLUMN ON THE BID SHEET. ANY CHANGES, STRIKE-OUTS, ETC. IN BID MUST BE INITIALED BY THE PERSON WHO SIGNS THE BID.

IT IS NOT NECESSARY TO TURN IN THE ENTIRE ITB. FOR EASE OF EVALUATION AND TABULATION, YOU MAY TURN IN ONLY THE FRONT PAGE(PAGE WITH SIGNATURES) DEALER CERTIFICATION IF REQUIRED, AND LIST OF ASSISTING DEALERS IF APPLICABLE, AND THE PAGES OF THE ITB THAT YOU ARE BIDDING. IT WILL NOT BE NECESSARY TO TURN IN CATALOGS OR PRICE SHEETS WITH YOUR BID DOCUMENTS.

AWARDED VENDORS MUST PROVIDE A COMPLETE CATALOG (HARD BINDER) WITH PRICE LIST TO STATE PURCHASING NO LATER THAN 02/06/2010. PRICE LIST MUST STAND FOR A MINIMUM OF 12 MONTHS. YOU MAY PROVIDE PRICE LISTS ON CD IN WORD, EXCELL, OR PDF FORMAT. YOU MUST PROVIDE A POCKET ATTACHED TO THE INSIDE OF THE CATALOG TO SECURELY CONTAIN THE CD. IF YOU CHOOSE TO SHIP THIS FIRST CATALOG, IT MUST COME FULLY ASSEMBLED. CATALOGS RECEIVED REQUIRING ASSEMBLY WILL BE PROPERLY DISPOSED OF.

VENDORS BIDDING ADDITIONAL VOLUME DISCOUNTS AS WELL AS MFRS ADDED ON AFTER 1ST YEAR WILL FIND THAT THEIR VOLUME DISCOUNT LINES OR THEIR NEW MFR LINES MAY NOT BE GROUPED WITH ORIGINAL BID AND WILL FALL IN AT THE END OF THE CONTRACT ON THE WEBSITE. CHANGES IN COMPANY NAME OR FEDERAL TAX ID NUMBER WILL ALSO CAUSE YOUR LINES TO FALL OUT OF ORDER. THIS IS DUE TO RESTRICTIONS WITHIN OUR SYSTEM AND CANNOT BE HELPED. TO HELP LOCATE YOUR LINES ON THE WEBSITE YOU CAN USE THE "CONTROL F" FEATURE.

MANUFACTURERS PROCESSING ORDERS AWARDED FROM THIS CONTRACT SHOULD CHECK DESCRIPTION PAGES ON PURCHASE ORDER FOR ALTERNATE SHIPPING ADDRESS OR FOR ASSISTING DEALER INFORMATION. ORDERS OFTEN SHOULD BE SHIPPED DIRECTLY TO ASSISTING DEALER FOR INSTALLATION.

ATTENTION DEALERS: THIS CERTIFICATE IS TO BE COMPLETED AND RETURNED WITH YOUR BID. ONE SIGNED COPY OF THIS PAGE (WITH ORIGINAL SIGNATURES) IS REQUIRED FROM EACH MANUFACTURER WHOSE PRODUCTS YOU ARE BIDDING ON BEHALF OF THE MANUFACTURER.

\*\*\*\*\* MANUFACTURER'S DEALER CERTIFICATION \*\*\*\*\*

THIS CERTIFIES THAT \_\_\_\_\_(BIDDER'S NAME)

IS A AN AUTHORIZED DEALER, LOCATED IN THE STATE OF ALABAMA, FOR

\_\_\_\_\_/\_\_\_\_\_(MANUFACTURER/BRAND NAME).

NOTE: THIS MUST BE EXECUTED BY THE MANUFACTURER. DEALERS OR OTHER PARTIES ARE NOT AUTHORIZED TO SIGN THIS CERTIFICATION ON BEHALF OF THE MANUFACTURER. FAILURE TO INCLUDE A PROPERLY COMPLETED COPY OF THIS FORM (WITH ORIGINAL SIGNATURES) WITH YOUR BID WILL RESULT IN THE REJECTION OF YOUR BID FOR THAT MANUFACTURERS LINE ITEMS.

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THIS CERTIFICATION INDICATES THE MANUFACTURER'S AGREEMENT FOR THE AUTHORIZED DEALER TO ADMINISTER THE MANUFACTURER'S CONTRACT ON BEHALF OF THE MANUFACTURER, BUT WILL NOT AUTHORIZE THE BIDDER TO CREATE OR IMPOSE ANY OBLIGATIONS OR LIABILITY ON YOU, THE MANUFACTURER.

MANUFACTURER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

TITLE/DATE: \_\_\_\_\_

TELEPHONE/FAX: \_\_\_\_\_

\*\*\* NOTE TO MANUFACTURERS \*\*\*

IF YOU ARE BIDDING DIRECT, WE REQUEST THAT YOU PROVIDE A LIST OF YOUR ASSISTING DEALERS WITH YOUR BID. ASSISTING DEALERS MUST BE LOCATED IN THE STATE OF ALABAMA. THE LIST SHOULD INCLUDE EACH DEALER'S NAME, STREET AND E-MAIL ADDRESSES, AND TELEPHONE AND FAX NUMBERS. TO ADD OR DELETE A DEALER, YOUR REQUEST MUST BE SUBMITTED TO STATE PURCHASING ON MANUFACTURER'S LETTERHEAD AND SIGNED BY AN OFFICER OF THE COMPANY. PLEASE ADDRESS YOUR CORRESPONDENCE TO THE ATTENTION OF THE T390 CONTRACT ADMINISTRATOR, JANNA WICKHAM - FAX: 334/242-4419. JANNA.WICKHAM@PURCHASING.ALABAMA.GOV

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\* CLARIFICATION ON PRICE CHANGE DATES:  
PRICE CHANGES CANNOT GO INTO EFFECT UNTIL FEB 7TH AND MUST REMAIN IN EFFECT UNTIL AT LEAST FEB 6TH THE FOLLOWING YEAR.

T390 CONTRACT REQUIREMENTS FOR MANUFACTURERS

1. ALL CONTRACT ITEMS, WITH THE EXCEPTION OF UPHOLSTERY AND GAS LIFTS, MUST HAVE A MINIMUM TEN (10) YEAR FACTORY WARRANTY.
2. PRODUCT AND MANUFACTURER INFORMATION, INCLUDING THE NAMES OF BOTH YOUR IN-HOUSE AND OUTSIDE REPRESENTATIVES AND THEIR RESPECTIVE TELEPHONE/FAX NUMBERS & EMAIL ADDRESS MUST BE PROVIDED TO ADMINISTRATOR , JANNA WICKHAM, AND KEPT CURRENT.
3. A LIST OF YOUR AUTHORIZED ASSISTING DEALERS, INCLUDING THEIR ADDRESSES, PHONE AND FAX NUMBERS AND E-MAIL ADDRESSES SHOULD BE SUBMITTED ALONG WITH YOUR BID. YOU WILL BE RESPONSIBLE THROUGHOUT THE LIFE OF THIS CONTRACT TO KEEP THIS INFORMATION CURRENT WITH STATE PURCHASING.
4. ONE COMPLETE MASTER CATALOG WITH CURRENT PRICING MUST BE MAINTAINED IN STATE PURCHASING. PLEASE SUBMIT ONLY HARD BINDERS THAT WILL STAND NEATLY ON SHELVES IN PURCHASING LIBRARY. IF YOU CHOOSE TO UPDATE PRICING WITH CD, YOU MUST INSERT IN A SECURE POCKET IN THE BINDER TO HOLD THE CD PRICER. MANUFACTURER'S REPRESENTATIVE WILL BE RESPONSIBLE FOR UPDATING BINDERS.
5. DESCRIPTIVE LITERATURE, FABRIC/FINISH SAMPLES, PRICERS, AND ASSISTANCE MUST BE PROVIDED PROMPTLY TO END-USERS AT NO CHARGE.
6. ONLY THE MANUFACTURER'S COMMERCIAL DATED LIST PRICER WILL BE USED IN CONJUNCTION WITH THIS CONTRACT. WITH THE EXCEPTION OF PRICE DECREASES, EACH PRICER MUST BE VALID FOR A MINIMUM OF ONE (1) YEAR.

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- 7. CONTRACT PRICING MUST INCLUDE ALL FREIGHT CHARGES. EVERY CONTRACT SHIPMENT WILL BE F.O.B. DESTINATION, WITH NO ADDED CHARGES OF ANY TYPE. I.E. NO ADDITIONAL FREIGHT CHARGES, FUEL SURCHARGES, OR SMALL ORDER CHARGES.
  - 8. MANUFACTURER MUST PARTICIPATE IN ANNUAL CONTRACT PRODUCTS SHOW.
  - 9. T390 IS A MANUFACTURER'S CONTRACT. MANUFACTURER'S ARE ENCOURAGED TO HOLD THIER OWN CONTRACT. WHEN A MANUFACTURER HOLDS HIS OWN CONTRACT, THE PURCHASE ORDERS WILL BE ADDRESSED TO HIM, THE RESULTING INVOICE WILL BE PAYABLE TO HIM AND THE PAYMENTS WILL BE MAILED TO HIM. STATE PURCHASING WILL NOT BE INVOLVED IN ARRANGEMENTS BETWEEN YOU AND YOUR INSTALLING DEALERS. IF YOU ARE A DEALER WISHING TO BID AND ADMINISTER A MANUFACTURER'S LINES, YOU MUST HAVE THE MANUFACTURER SIGN THE ATTACHED DEALER'S CERTIFICATION.
  - 10. AWARDED VENDORS ARE EXPECTED TO PROVIDE A CONTRACT USAGE/SALES REPORT AT THE END OF EVERY CALENDAR YEAR. REPORT SHOULD SHOW SALES DIVIDED BETWEEN STATE AND NON-STATE (CITIES, COUNTIES, SCHOOL SYSTEMS, ETC.) ENTITIES. SEND TO THE ATTENTION OF JANNA WICKHAM, CONTRACT ADMINISTRATOR.
- \*\* PLEASE DO NOT MAIL REPLACEMENT/UPDATED CATALOGS AND PRICERS TO STATE PURCHASING. IT IS THE RESPONSIBILITY OF THE MANUFACTURER'S REPRESENTATIVE OR DEALERS TO KEEP THIS INFORMATION UPDATED IN PURCHASING'S LIBRARY. PURCHASING STAFF CANNOT ASSUME THIS RESPONSIBILITY.

\*\*\*\*\*

IF AT ANY POINT DURING THE DURATION OF THIS CONTRACT, A STAND ALONE CONTRACT IS AWARDED FOR GROUPS OF PRODUCTS CURRENTLY ON T390, (IE. HIGH DENSITY SHELVING, METAL SHELVING, SYTEMS FURNITURE, RAISED FLOORING), THESE PRODUCTS WILL NO LONGER BE AVAILABLE FROM THIS CONTRACT.

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LINE NO	DESCRIPTION / BRAND NAME	RECYCLE / ENERGY	QUANTITY	UNIT	% OFF LIST PRICE	VOLUME DISCOUNT	VOLUME DISCOUNT	VOLUME DISCOUNT	DELIVERY LEADTIME
00002	COMMODITY CODE: 425-00-091692 FURNITURE, ADI CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00003	COMMODITY CODE: 425-00-091691 FURNITURE, ADI CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00004	COMMODITY CODE: 425-00-091693 FURNITURE, ADI CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00005	COMMODITY CODE: 425-00-091663 FURNITURE, NATIONAL SCHOOL LINES @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00006	COMMODITY CODE: 425-00-091664 FURNITURE, NATIONAL SCHOOL LINES CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00007	COMMODITY CODE: 425-00-091665 FURNITURE, NATIONAL SCHOOL LINES CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---

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00008	COMMODITY CODE: 425-00-091670 FURNITURE, BOSS CHAIR/NORSTAR CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00009	COMMODITY CODE: 425-00-091671 FURNITURE, BOSS CHAIR/NORSTAR CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00010	COMMODITY CODE: 425-00-091672 FURNITURE, BOSS CHAIR/NORSTAR CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00011	COMMODITY CODE: 425-00-091697 FURNITURE, CHAIRWORKS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00012	COMMODITY CODE: 425-00-091698 FURNITURE, CHAIRWORKS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00013	COMMODITY CODE: 425-00-091699 FURNITURE, CHAIRWORKS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00014	COMMODITY CODE: 425-00-084875 FURNITURE, CHERRYMAN CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00015	COMMODITY CODE: 425-00-084876 FURNITURE, CHERRYMAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY".	---	1	EA	---	---	---	---	---

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00016	COMMODITY CODE: 425-00-084877 FURNITURE, CHERRYMAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	-----	-----	-----	-----	-----
00017	COMMODITY CODE: 425-00-091714 FURNITURE, CLARIDGE CONTRACT INCLUDES LCS MARKER BOARDS @ PERCENT OFF MFR LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00018	COMMODITY CODE: 425-00-091715 FURNITURE, CLARIDGE CONTRACT INCLUDES LCS MARKER BOARDS @ PERCENT OFF MFR LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	-----	-----	-----	-----	-----
00019	COMMODITY CODE: 425-00-091674 FURNITURE, HOWE CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00020	COMMODITY CODE: 425-00-091675 FURNITURE, HOWE CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00021	COMMODITY CODE: 425-00-091676 FURNITURE, HOWE CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	-----	-----	-----	-----	-----
00022	COMMODITY CODE: 425-00-091609 FURNITURE, COMPATICO CONTRACT AT PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	-----	-----	-----	-----	-----

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LINE NO	DESCRIPTION / BRAND NAME	RECYCLE /ENERGY	QUANTITY	UNIT	% OFF LIST PRICE	VOLUME DISCOUNT	VOLUME DISCOUNT	VOLUME DISCOUNT	DELIVERY LEADTIME
00024	COMMODITY CODE: 425-00-091623 FURNITURE, CONCORD PRODUCTS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00025	COMMODITY CODE: 425-00-091624 FURNITURE, CONCORD PRODUCTS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00026	COMMODITY CODE: 425-00-091625 FURNITURE, CONCORD PRODUCTS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00027	COMMODITY CODE: 425-00-091683 FURNITURE, DIRECT LINE CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00028	COMMODITY CODE: 425-00-091684 FURNITURE, DIRECT LINE CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	---	---	---	---	---
00029	COMMODITY CODE: 425-00-082184 FURNITURE, DIVERSIFIED WOODCRAFTS CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00030	COMMODITY CODE: 425-00-082185 FURNITURE, DIVERSIFIED WOODCRAFTS CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY".	---	1	EA	---	---	---	---	---
00031	COMMODITY CODE: 425-00-091042 FURNITURE, DIVERSIFIED WOODCRAFTS CONTRACT @ PERCENT OF MANUFACTURER'S LIST PRICE.	---	1	EA	---	---	---	---	---

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	PRICE INCLUDES "INSTALLATION."								
00032	COMMODITY CODE: 425-00-091716 FURNITURE, EGAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00033	COMMODITY CODE: 425-00-091717 FURNITURE, EGAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00034	COMMODITY CODE: 425-00-091718 FURNITURE, EGAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	_____	_____	_____	_____	_____
00035	COMMODITY CODE: 425-00-091626 FURNITURE, EKITTA CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY." (NOT TO INCLUDE PLANTERS)	---	1	EA	_____	_____	_____	_____	_____
00036	COMMODITY CODE: 425-00-091627 FURNITURE, EKITTA CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY." (NOT TO INCLUDE PLANTERS)	---	1	EA	_____	_____	_____	_____	_____
00037	COMMODITY CODE: 425-00-091628 FURNITURE, EKITTA CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION." (NOT TO INCLUDE PLANTERS)	---	1	EA	_____	_____	_____	_____	_____
00038	COMMODITY CODE: 425-00-091677 FURNITURE, ERGOSTAR/HYER CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	_____	_____	_____	_____	_____

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00039	COMMODITY CODE: 425-00-091678 FURNITURE, ERGOSTAR/HYER CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00040	COMMODITY CODE: 425-00-091679 FURNITURE, ERGOSTAR/HYER CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00041	COMMODITY CODE: 425-00-082240 FURNITURE, FLEETWOOD CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00042	COMMODITY CODE: 425-00-082241 FURNITURE, FLEETWOOD CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY".	---	1	EA	---	---	---	---	---
00043	COMMODITY CODE: 425-00-082242 FURNITURE, FLEETWOOD CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	---	---	---	---	---
00044	COMMODITY CODE: 425-00-091610 FURNITURE, GREAT OPENINGS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00045	COMMODITY CODE: 425-00-091611 FURNITURE, GREAT OPENINGS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00046	COMMODITY CODE: 425-00-091612 FURNITURE, GREAT OPENINGS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE.	---	1	EA	---	---	---	---	---

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	PRICE INCLUDES "INSTALLATION."								
00047	COMMODITY CODE: 425-00-076056 FURNITURE, HASKELL CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	_____	_____	_____	_____	_____
00048	COMMODITY CODE: 425-00-076057 FURNITURE, HASKELL CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY".	---	1	EA	_____	_____	_____	_____	_____
00049	COMMODITY CODE: 425-00-076058 FURNITURE, HASKELL CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	_____	_____	_____	_____	_____
00050	COMMODITY CODE: 425-00-091685 FURNITURE, HEKMAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00051	COMMODITY CODE: 425-00-091686 FURNITURE, HEKMAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00052	COMMODITY CODE: 425-00-091687 FURNITURE, HEKMAN CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	_____	_____	_____	_____	_____
00053	COMMODITY CODE: 425-00-091654 FURNITURE, HI5 CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00054	COMMODITY CODE: 425-00-091655 FURNITURE, HI5 CONTRACT @ PERCENT OFF	---	1	EA	_____	_____	_____	_____	_____

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	MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."								
00055	COMMODITY CODE: 425-00-091656 FURNITURE, HI5 CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00056	COMMODITY CODE: 425-00-091702 FURNITURE, JASPER LIBRARY CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00057	COMMODITY CODE: 425-00-091703 FURNITURE, JASPER LIBRARY CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00058	COMMODITY CODE: 425-00-091704 FURNITURE, JASPER LIBRARY CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDE "INSTALLATION."	---	1	EA	---	---	---	---	---
00059	COMMODITY CODE: 425-00-091660 FURNITURE, KEILHAUER CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00060	COMMODITY CODE: 425-00-091661 FURNITURE, KEILHAUER CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00061	COMMODITY CODE: 425-00-091662 FURNITURE, KEILHAUER CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---

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00062	COMMODITY CODE: 425-00-086812 FURNITURE, LOGIFLEX CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00063	COMMODITY CODE: 425-00-086814 FURNITURE, LOGIFLEX CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	---	---	---	---	---
00064	COMMODITY CODE: 425-00-091614 FURNITURE, LYON WORKSPACE PRODUCTS @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00065	COMMODITY CODE: 425-00-091615 FURNITURE, LYON WORKSPACE PRODUCTS @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00066	COMMODITY CODE: 425-00-091616 FURNITURE, LYON WORKSPACE PRODUCTS @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00067	COMMODITY CODE: 425-00-091673 FURNITURE, MEDI MODULE/H L COSHATT CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00068	COMMODITY CODE: 425-00-082218 FURNITURE, MILLER AT WORK CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00069	COMMODITY CODE: 425-00-086803 FURNITURE, MILLER AT WORK CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE.	---	1	EA	---	---	---	---	---

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	PRICE INCLUDES "INSIDE DELIVERY".								
00070	COMMODITY CODE: 425-00-086804 FURNITURE, MILLER AT WORK CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	_____	_____	_____	_____	_____
00071	COMMODITY CODE: 425-00-091617 FURNITURE, MONTEL CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	_____	_____	_____	_____	_____
00072	COMMODITY CODE: 425-00-091638 FURNITURE, NORDPLAN USA CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	_____	_____	_____	_____	_____
00073	COMMODITY CODE: 425-00-091651 FURNITURE, NOVODAI CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00074	COMMODITY CODE: 425-00-091652 FURNITURE, NOVODAI CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00075	COMMODITY CODE: 425-00-091653 FURNITURE, NOVODAI CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	_____	_____	_____	_____	_____
00076	COMMODITY CODE: 425-00-082219 FURNITURE, OFFICE CHAIRS INC (OCI) CONTRACT @ PERCENT OFF MFR LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00077	COMMODITY CODE: 425-00-087022 FURNITURE, OFFICE CHAIRS INC (OCI)	---	1	EA	_____	_____	_____	_____	_____

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	CONTRACT @ PERCENT OFF MFR LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY".								
00078	COMMODITY CODE: 425-00-087023 FURNITURE, OFFICE CHAIRS INC (OCI) CONTRACT @ PERCENT OFF MFR LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	---	---	---	---	---
00080	COMMODITY CODE: 425-00-091711 FURNITURE, ROBERTSON CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00081	COMMODITY CODE: 425-00-091712 FURNITURE, ROBERTSON CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00082	COMMODITY CODE: 425-00-091713 FURNITURE, ROBERTSON CONTRACT @ PERCENT OFF MANUFACTURER'S LIS PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00083	COMMODITY CODE: 425-00-091666 FURNITURE, SHAIN SOLUTIONS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00084	COMMODITY CODE: 425-00-091667 FURNITURE, SHAIN SOLUTIONS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00085	COMMODITY CODE: 425-00-091668 FURNITURE, SHAIN SOLUTIONS CONTRAT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---

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LINE NO	DESCRIPTION / BRAND NAME	RECYCLE /ENERGY	QUANTITY	UNIT	% OFF LIST PRICE	VOLUME DISCOUNT	VOLUME DISCOUNT	VOLUME DISCOUNT	DELIVERY LEADTIME
00086	COMMODITY CODE: 425-00-091657 FURNITURE, SITTRIS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00087	COMMODITY CODE: 425-00-091658 FURNITURE, SITTRIS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00088	COMMODITY CODE: 425-00-091659 FURNITURE, SITTRIS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	-----	-----	-----	-----	-----
00089	COMMODITY CODE: 425-00-091708 FURNITURE, SOUTHCO CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00090	COMMODITY CODE: 425-00-091709 FURNITURE, SOUTHCO CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00091	COMMODITY CODE: 425-00-091710 FURNITURE, SOUTHCO CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	-----	-----	-----	-----	-----
00092	COMMODITY CODE: 425-00-091688 FURNITURE, THE BOLD COMPANIES CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	-----	-----	-----	-----	-----
00093	COMMODITY CODE: 425-00-091689 FURNITURE, THE BOLD COMPANIES CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	-----	-----	-----	-----	-----

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LINE NO	DESCRIPTION / BRAND NAME	RECYCLE / ENERGY	QUANTITY	UNIT	% OFF LIST PRICE	VOLUME DISCOUNT	VOLUME DISCOUNT	VOLUME DISCOUNT	DELIVERY LEADTIME
00094	COMMODITY CODE: 425-00-091690 FURNITURE, THE BOLD COMPANIES CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00095	COMMODITY CODE: 425-00-091694 FURNITURE, TMC CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00096	COMMODITY CODE: 425-00-091695 FURNITURE, TMC CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00097	COMMODITY CODE: 425-00-091696 FURNITURE, TMC CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00098	COMMODITY CODE: 425-00-076100 FURNITURE, TUOHY CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00099	COMMODITY CODE: 425-00-091063 FURNITURE, TUOHY CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00100	COMMODITY CODE: 425-00-091064 FURNITURE, TUOHY CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00101	COMMODITY CODE: 425-00-091620 FURNITURE, UNIVERSITY LOFT CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE.	---	1	EA	---	---	---	---	---

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LINE NO	DESCRIPTION / BRAND NAME	RECYCLE / ENERGY	QUANTITY	UNIT	% OFF LIST PRICE	VOLUME DISCOUNT	VOLUME DISCOUNT	VOLUME DISCOUNT	DELIVERY LEADTIME
	PRICE INCLUDES "DOCK DELIVERY."								
00102	COMMODITY CODE: 425-00-091621 FURNITURE, UNIVERSITY LOFT CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00103	COMMODITY CODE: 425-00-091622 FURNITURE, UNIVERSITY LOFT CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	_____	_____	_____	_____	_____
00104	COMMODITY CODE: 425-00-069016 FURNITURE, VERSA TABLE CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	_____	_____	_____	_____	_____
00105	COMMODITY CODE: 425-00-069654 FURNITURE, VERSA TABLES @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY".	---	1	EA	_____	_____	_____	_____	_____
00106	COMMODITY CODE: 425-00-091072 FURNITURE, VERSA TABLES @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	_____	_____	_____	_____	_____
00107	COMMODITY CODE: 425-00-091680 FURNITURE, WISCONSIN BENCH CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00108	COMMODITY CODE: 425-00-091681 FURNITURE, WISCONSIN BENCH CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	_____	_____	_____	_____	_____
00109	COMMODITY CODE: 425-00-091682 FURNITURE, WISCONSIN BENCH CONTRACT @	---	1	EA	_____	_____	_____	_____	_____

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	PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."								
00110	COMMODITY CODE: 425-00-091619 FURNITURE, SPACEFILE CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "FULL INSTALLATION."	---	1	EA	---	---	---	---	---
00111	COMMODITY CODE: 425-00-091053 FURNITURE, SAFCO CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00112	COMMODITY CODE: 425-00-091054 FURNITURE, SAFCO CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00113	COMMODITY CODE: 425-00-091055 FURNITURE, SAFCO CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---
00114	COMMODITY CODE: 425-00-091700 FURNITURE, SURFACEWORKS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00115	COMMODITY CODE: 425-00-091706 FURNITURE, SURFACEWORKS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00116	COMMODITY CODE: 425-00-091701 FURNITURE, SURFACEWORKS CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---

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00117	COMMODITY CODE: 425-00-087232 FURNITURE, HUMANSIZE CONTRACT, STACKING CHAIRS @ PERCENT OFF MFR LIST PRICE. PRICE INCLUDES "DOCK DELIVER."	---	1	EA	---	---	---	---	---
00118	COMMODITY CODE: 425-00-087216 FURNITURE, ROYAL SEATING CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY".	---	1	EA	---	---	---	---	---
00119	COMMODITY CODE: 425-00-084935 FURNITURE, ROYAL SEATING CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY".	---	1	EA	---	---	---	---	---
00120	COMMODITY CODE: 425-00-084936 FURNITURE, ROYAL SEATING CONTRACT AT % OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION".	---	1	EA	---	---	---	---	---
00121	COMMODITY CODE: 425-00-091723 FURNITURE, AMTAB CONTACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "DOCK DELIVERY."	---	1	EA	---	---	---	---	---
00122	COMMODITY CODE: 425-00-091724 FURNITURE, AMTAB CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSIDE DELIVERY."	---	1	EA	---	---	---	---	---
00123	COMMODITY CODE: 425-00-091725 FURNITURE, AMTAB CONTRACT @ PERCENT OFF MANUFACTURER'S LIST PRICE. PRICE INCLUDES "INSTALLATION."	---	1	EA	---	---	---	---	---

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