



Authorized Federal Supply Schedule Terms & Conditions

Enterprise Furniture Consultants Inc.

111 Water St
Suite 210
Baltimore, MD 21202
(410) 342-0630 (phone)
(410) 342-0631 (fax)
Email: brenick@enterprisefc.net
Website: www.enterprisefc.net

Federal Supply Schedule 71-1 Packaged Office Contract

Contract # GS-28F-0023U

Contract Period 05/06/2018 through 05/06/2023

**Fed ID #20-1900682
Cage Code 355N2
DUNS - 178806928**

**Minority, Disadvantaged, Service-Disabled Veteran-Owned,
HUBZone Small Business**

Customer Information

1a. Special Item Number: 71-1 Packaged Office Contract

1b. Services Rates:

Installation: GSA schedule rates for standard furniture installation services (normal business hours, no stair carry, no other trades in space, no removal of existing product, no storage) to range from 12% to a rate not to exceed 25% of the discounted net price to the customer, inclusive of the IFF.

Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage or GSA teaming projects. Additional charges may also apply for other extraordinary circumstances approved by the GSA Contracting Officer and will be negotiated on a project-by-project basis.

Minimum charge of \$150.00 per order applies.

Design: \$75 per hour.

Ancillary Services: \$79 per hour for Supervisor and \$65 per hour for Installer.

Site Preparation: \$79 per hour for Supervisor and \$65 per hour for Installer.

Storage & Warehousing: Number of skids x \$50 per skid per month.

Project Management: \$75 per hour.

Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage or GSA teaming projects. Additional charges may also apply for other extraordinary circumstances approved by the GSA Contracting Officer.

2. Enterprise Furniture Consultants, the contract holder will pay IFF fees for all the subcontractors included as part of this Packaged Office contract, unless noted under GSA Teaming Agreement.

3. Point of Production: Depends on manufacturer utilized on project.
4. Discounts from List Prices: Per individual manufactures negotiated GSA discounts.
5. Quantity Discounts: Per individual manufactures negotiated GSA quantity discounts.
6. Prompt Payment Terms: Per individual manufactures negotiated GSA prompt payment terms.
7. Government Purchase Cards: Contractor will accept government credit cards up to the agency's limit or the micro threshold amount of \$3,000 whichever is greater.
8. Foreign Items: Not Applicable
9. F.O.B. Point: Per manufacturers negotiated GSA F.O.B. Terms & Conditions.
10. Ordering Address: Same as Contractor
11. Ordering Procedures: Supplies and services, ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)
12. Payment Address: Same as Contractor
13. Warranty Provision: Per individual manufacturer's commercial warranty
14. The following discounts, terms and conditions from existing GSA contracts are incorporated herein.

**Contract Information**

Schedule 71 Furniture
Contract Number: GS-28F-0001V
Contract Period: October 1, 2008 – September 30, 2018

Allsteel Inc.
2210 Second Avenue
Muscatine, IA 52761-5257

Government Customer Support Information

Phone: 888-255-7833
Fax: 888-329-3123
www.allsteeloffice.com

General Information

Business Size	Large (Corporation)
DUNS No.	12-031-6711
Cage Code	01074
Tax ID No. (TIN)	36-0717079

Contract Terms and Conditions**1.a Special Item Numbers (SIN)**

SIN 71-1 Package Office

SIN 711-1 Furniture Systems and Workstations Clusters

SIN 711-2 Worksurfaces, Workstations, Computer Furniture and Accessories

SIN 711-3 Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories

SIN 711-8 Executive Office Furniture

SIN 711-9 Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories

SIN 711-11 Tables and Accessories

SIN 711-16 Upholstered Seating

SIN 711-18 Multipurpose Seating

SIN 711-19 Stacking Chairs and Dollies or Trucks Designed to Support Stacking Chairs

SIN 71-302 Training Room, Auditorium and Theater Furniture

SIN 711-91 Project Management

SIN 711-93 Reconfiguration and Relocation Services

SIN 711-94 Office Design/Layout Services

SIN 711-95 Office Furniture Installation Services

1.b. Lowest Priced Model

SIN 711-1 Master Key AMKF22 \$17

1.c. Hourly Rates

SIN 711-91 Project Management (MOT \$150,000)

Available at an hourly rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Services include management support for new furniture projects requiring design, installation, or reconfiguration of office furniture. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage. Additional charges may also apply for other extraordinary circumstances approved by the GSA Contracting Officer.

SIN 711-93 Reconfiguration and Relocation Services (MOT \$150,000)

Available at a rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Services include management support for new furniture projects requiring design, installation, or reconfiguration of office furniture. Agency must define the scope of services required, which will be negotiated with Special Representative (authorized dealer) on a project by project basis by the ordering activity involved. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and /or Prevailing Wage. Additional charges may also apply for other extraordinary circumstances approved by the GSA Contracting Officer.

SIN 711-94 Office Design/Layout Services (MOT \$150,000)

Available at an hourly rate of \$65.00/hr and is inclusive of Industrial Funding Fee. Services include management support for new furniture projects requiring design, installation, or reconfiguration of office furniture. Billable design time and scope of services required will be negotiated with Special Representative (authorized dealer) on a project by project basis by the ordering activity involved. Additional charges may apply for: Weekends, Holidays and Overtime; Payment of Union Labor and/or Prevailing Wage. Additional charges may also apply for other extraordinary circumstances approved by the GSA Contracting Officer.

2. Maximum Order

\$200,000 Net for SIN's 711-18, 711-19, and 71-302
All orders shall be for one location

\$300,000 Net for SIN's 711-16
All orders shall be for one location

\$500,000 Net for SIN's 711-1, 711-2, 711-3, 711-8, 711-9, 711-11, and 711-16
All orders shall be for one location

\$5,000,000 Net for SIN 71-1
All orders shall be for one location

3. Minimum Order

\$100 Net per the Solicitation for all product and service SIN's.

4. Geographic Coverage

The 48 Contiguous States and Washington, DC (CONUS).

Shipments for AK, HA, GU, PR etc. are FOB point of embarkation within the Continental United States (CONUS). For "International" Use of Domestic Schedules: Activities shall provide forwarding instructions and/or TCN documentation and/or Instructions.

5. Points of Production

Muscatine, Muscatine County, Iowa
Wayland, Steuben County, New York

6. Discount Statement

Discount is applied to list prices.

Discounts from published list are provided in a GSA Schedule discount matrix at www.allsteeloffice.com.

Federal orders combined for discount shall be to the same destination and time of shipment, and shall be cross referenced to one another (unless otherwise detailed by Blanket Purchase Agreement).

7. Quantity Discounts

Discounts from published list are provided in a GSA Schedule discount matrix at www.allsteeloffice.com.

8. Payment Terms

Net 30 days from date of invoice.

9.a Government Credit Cards

Government credit cards are accepted above or below micropurchase levels.

Written confirmation and authorized signatures are required.

Activities may verbally provide card information, but products shall be confirmed in writing.

Use of credit cards shall be at time of order placement with cards charged at time of shipment or performance.

9.b Discount for Credit Card Use

None.

10 Foreign Items

None.

11.a Time of Delivery

60 days ARO. Orders conforming to routine commercial criteria may be accorded shorter lead times.

Orders which require delivery dates in excess of 30 days shall specify a "do not ship prior to...." instruction.

11.b.c.d Expedited Delivery

Standard terms apply for Everyday Advantage® Program. See current pricer for details at www.allsteeloffice.com.

The agency may negotiate with Allsteel Inc. for expedited delivery (shipments of less than 30 days) and may incur an additional charge. The agency is to contact Customer Support at 888-255-7833 for details.

12. F.O.B.

All orders FOB Destination CONUS (FAR 52.247-34). Refer to 4.

Installation available. Please obtain an installation quote from an authorized Allsteel Servicing Dealer. Refer to 19.

13. Ordering Address

Agencies send completed purchase orders or credit card orders to:

Allsteel Inc.
2210 Second Avenue
Muscatine, Iowa 52761-5257
Attn: Customer Support

Order should be made out to Allsteel Inc.

Alternatively, orders may be made out:

Allsteel Inc.

c/o Special Representative (authorized dealer) at Contractor's address

Please contact Allsteel Customer Support for EDI and/or Facsimile
Orders Acknowledgement processing

Allsteel Customer Support
Phone: 888-255-7833
Fax: 888-329-3123

14. Payment Address

Allsteel Inc.
13358 Collections Center Drive
Chicago, IL 60693

Or
E.F.T to: Acct #37562-76554, ABA # 111000012

15. Warranty

Allsteel's standard Lifetime Warranty applies.

16. Export Packaging Charges

Price Quoted Upon Request.

17. Credit Card Terms

Refer to 9.a and 9.b.

18. Rental, Maintenance, and Repair

Not applicable.

19. Installation

SIN 711 95 Office Furniture Installation (MOT \$150,000)
Installation percentage rate range starting at 14% with a not to exceed 30% of the net product price, per project inclusive of Industrial Funding Fee. Any increase in installation over 30% due to extraordinary circumstances would be reviewed and approved by the GSA Contracting Officer. The minimum charge of \$175.00 per order applies. Services include management support for new furniture projects requiring design, installation, or reconfiguration of office furniture.

20. Repair Parts

Refer to Allsteel Government Customer Support.

21. Service and Distribution

Visit the Allsteel Office Dealer Locator at www.allsteeloffice.com or refer to Allsteel Government Customer Support for an authorized servicing dealer near you:

Allsteel Government
Customer Support
Ph: 888-255-7833
Fax: 888-329-3123
Email: asicustomersupport@allsteeloffice.com

22. Participating Dealers

Allsteel Special Representatives (authorized dealers) perform furniture design, project management, and installation services as subcontractors to Allsteel.

Find local Representatives on the dealer locator at www.allsteeloffice.com.

23. Preventative Maintenance

Not applicable.

24.a Special Attributes

Allsteel is an industry leader in our commitment to minimizing impact on the environment. Visit us at www.allsteeloffice.com/AllTogetherNow/ for up to date information on Allsteel's call to action for true environmental sustainability.

24.b 508 Compliance

Not applicable.

25. Data Universal Numbering System (DUNS)

DUNS No. 12-031-6711

26. System for Award Management (SAM) database

Allsteel Inc. is active and current in SAM.

27. Cancellation

Cancellation at no charge prior to production.

28. Restocking Charges

Restocking charges of 25% applicable for items cancelled after production begins. All returns must be pre-approved by Allsteel Government Customer Support.

Other Federal Identification Numbers

Tax ID No. (TIN) 36-0717079

Cage Code 01074

CEC 14882483C

NAICS No. 337127 Institutional Furniture Manufacturing
 337211 Wood Office Furniture Manufacturing
 337214 Office Furniture (Except Wood) Manufacturing
 337215 Showcase, Partition, Shelving, and Locker Manufacturing



Multiple Awards Schedule

FULL LIFETIME WARRANTY TERMS & CONDITIONS

Office & Education Furniture Schedule 71
Contract GS-27F-0015S

Effective through March 26, 2021

*Not all items found in the Price List are on Contract

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system.

GSA Advantage!
<http://www.gsadvantage.gov>

Business size: Large
CCR Info: Duns 147814735 Cage 15599
Tax ID: 42-1491474
NAICS: 337214 (metal products) and 337211 (wood products)
and 337215 (partitioning/shelving products)

1A) SPECIAL ITEM NUMBERS (SIN)

SIN 711-1	Furniture systems and workstation clusters (also systems accessories)
SIN 711-2	Worksurfaces, workstations, computer furniture, and accessories
SIN 711-3	Filing and storage cabinets, shelves, and accessories
SIN 711-8	Executive office furniture
SIN 711-9	Conference room furniture
SIN 711-11	Tables and accessories
SIN 711-16	Upholstered seating
SIN 711-17	Multiple seating
SIN 711-18	Multi-purpose seating
SIN 711-19	Stacking chairs and dollies or trucks designs to support stacking chairs
SIN 711-93	Reconfiguration and relocation services
SIN 711-94	Design/layout services
SIN 711-95	Office furniture installation services
SIN 71-302	Training room, auditorium, and theatre furniture

1B) SPECIAL ITEM NUMBERS (SIN)

SIN 711-1	HRVFSBW24	\$7.41
SIN 711-2	HLSPBL	\$33.97
SIN 711-3	HSTB2W1	\$25.19
SIN 711-8	H1801	\$71.46
SIN 711-11	HMAGANG	\$31.63
SIN 711-16	HDAC01	\$619.72
SIN 711-17	HFLC01	\$161.67
SIN 711-18	H5991	\$27.34
SIN 711-19	H4049	\$34.36
SIN 711-93	\$57.00 per hour	
SIN 711-94	\$57.00 per hour	
SIN 711-95	Office furniture installation percentage rate ranging from 13% to not-to-exceed 30% of the net product price, per project inclusive of IFF. Any increase in installation over 30% due to extraordinary circumstances will be reviewed and approved by the GSA Contracting Officer prior to order submission. Minimum charge of \$175.00 per order applies.	
SIN 71-302	HLSA-HRK	\$13.28

CONTRACT: GS-27F-0015S

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The HON Company
200 Oak Street, Muscatine, IA 52761
800.833.3964 | hon.com

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2) MAXIMUM ORDER

SIN 711-1	\$500,000
SIN 711-2	\$500,000
SIN 711-3	\$500,000
SIN 711-8	\$500,000
SIN 711-9	\$500,000
SIN 711-11	\$500,000
SIN 711-16	\$300,000
SIN 711-17	\$200,000
SIN 711-18	\$200,000
SIN 711-19	\$200,000
SIN 711-93	\$150,000
SIN 711-94	\$150,000
SIN 711-95	\$150,000
SIN 71-302	\$200,000

3) MINIMUM ORDER

Minimum order size is \$100.00 net.

4) GEOGRAPHIC COVERAGE

48 Contiguous States and Washington, DC (CONUS)

Shipments for AK, HI, GU, PR etc., are FOB POE (Point of Embarkation); CONUS. (Refer to participating representatives for consolidation or contact HON Government Customer Support for forwarding and/or containerization information.) For "International" Use of Domestic Schedules; activities shall provide forwarding instructions and/or TCN documentation and/or instructions.

5) POINTS OF PRODUCTION

Muscatine, IA, Cedartown, GA, Orleans, IN and Wayland, NY

6) DISCOUNT STATEMENT

Prices within the HON List Pricer are shown at list, not net. For HON GSA discount structure, reference discount matrix on hon.com. For questions, contact Government Customer Support or your local HON Sales Representative.

7) QUANTITY DISCOUNTS STATEMENT

Refer to discount matrix on hon.com.

8) PROMPT PAYMENT TERMS

For electronic invoices processed through a Federal payment system (for example, but not limited to WAWF, IPP, etc.) prompt payment terms of 2% 22 days Net 30 from date of shipment, for product only, shall apply. All other invoice sales shall be Net 30 days from date of shipment, including services. Prompt payment terms are not applicable on credit card orders.

9A) PROMPT PAYMENT TERMS

Government Credit Cards are accepted, above and below micro-purchase levels. Credit card information shall be supplied verbally at time of order. Credit cards will bill when product is shipped, see GSAR 552-232-80 (C).

9B) DISCOUNT FOR CREDIT CARD USE

None.

10) FOREIGN ITEMS

Products sold on GSA schedule meet TAA compliance requirements.

11A) TIME OF DELIVERY

60 days After Receipt of Order (ARO) or sooner. Orders conforming to routine commercial criteria may be accorded shorter lead times. Orders which require delivery dates in excess of 30 days shall specify a "do not ship prior to..." instruction.

11B) TIME OF DELIVERY

Expedited delivery is not available on this contract.

11C) OVERNIGHT AND 2-DAY DELIVERY

Overnight and 2-day delivery are not available on this contract.

11D) URGENT REQUIREMENTS

Available as I-FSS-140-B, contact HON Government Customer Support.

12) FOB

All orders FOB Destination: CONUS (FAR 52.247-34). All shipments for the Continental U.S. (48 Contiguous) will be FOB Destination, freight paid by HON to a single ship-to location per order. HON will determine the best method of shipment and delivery time frames. The purchaser is responsible for the equipment and manpower to off load the shipment. Destination address must be able to accept a 53ft trailer and must have a loading dock. Non-standard services (Enhanced Services) and order change fees for services requested outside of standard freight costs apply.

13A) ORDERING ADDRESS

Agencies send completed purchase orders made out to:

The HON Company
c/o Servicing Dealer
200 Oak Street
Muscatine, IA 52761

Phone: 800-466-8694
E-mail: hongsaoc@honcompany.com

13B) ORDERING PROCEDURES

Please refer to the "How to Place a Government Order" document. Please contact HON Government Customer Support or your HON servicing dealer for questions on how to submit an order.

HON Government Customer Support
Phone: 800-466-8694
Email: hongsaoc@honcompany.com

Cancellation:

No cancellation charge shall apply prior to acknowledgement. Cancellations must be approved by The HON Company and if accepted, may be subject to a cancellation fee of up to 45% net invoice per order amount. Cancellation fees are mutually exclusive to return/restock fees. Customers will not be charged a return/restock fee if the cancellation fee applies.

Restocking Policy:

All returns are subject to approval by The HON Company. If accepted, a maximum of 35% restocking fee, plus the cost of returning the product, is the responsibility of the Government agency. All returns must have a written authorization prior to returning any products. Return/restocking fees are mutually exclusive to cancellation fees. Customers will not be charged a cancellation fee if the return/restock fee applies.

14) PAYMENT ADDRESS (REMIT TO):

The HON Company
PO Box 404422
Atlanta, GA 30384-4422

15) WARRANTY

HON's standard Commercial Warranty at any time of order shall apply. For HON's Full Lifetime Warranty and *basyx* by HON Limited 5-Year Program, please refer to pages 8 and 9 within this document.

16) EXPORT PACKING CHARGES

N/A or Domestic Packing Standard. Special packaging and palletization requests carry additional charges. Please contact HON Government Customer Support for details.

17) CREDIT CARD TERMS

Refer to 9A and 9B.

18) RENTAL, MAINTENANCE, AND REPAIR

Not applicable.

19) INSTALLATION

Office furniture installation percentage rate ranging from 13% to not-to-exceed 30% of the net product price, per project inclusive of IFF. Any increase in installation over 30% due to extraordinary circumstances will be reviewed and approved by the GSA Contracting Officer prior to order submission. Minimum charge of \$175.00 per order applies.

20A) REPAIR PARTS

Please contact to HON Government Customer Support.

20B) OTHER SERVICES

Reconfiguration and design layout services are available, negotiated on a project-by-project basis by the ordering activity involved, at an hourly rate of \$57/hour. The rate shall be inclusive of IFF.

21) SERVICE AND DISTRIBUTION

Contact HON Government Customer Support for an authorized servicing dealer near you:

HON Government Customer Support
Phone: 800-466-8694
E-mail: hongsaoc@honcompany.com

22) PARTICIPATING DEALERS

Not applicable.

23) PREVENTATIVE MAINTENANCE

Not applicable.

24A) ENVIRONMENTAL ATTRIBUTES

The HON Company uses the Indoor Advantage™ program from SCS Global Services, along with an independent third-party air quality testing laboratory, to ensure that products meet increasingly lower emission requirements for indoor air quality. The Indoor Advantage™ program evaluates the emission of chemical compounds into the air and certifies to two levels of conformance:

Indoor Advantage™ certifies conformance with ANSI/BIFMA M7.1/X7.1 methodology and testing protocol for Low-Emitting Furniture & Seating. Indoor Advantage™ certification also meets the requirements for LEED 2009 and LEED v4.

Indoor Advantage™ Gold certifies additional conformance with California 01350 Special Environmental Requirements and Collaborative for High Performance Schools.

More than 72% of The HON Company's product lines have been certified by the Indoor Advantage™ program.

On the level®

level, the BIFMA e3 sustainability standard, was developed in response to the increasing demand for proof that manufacturers are living up to their environmental claims. level certification is based on four sustainability attributes: Materials; Energy and Atmosphere; Human and Ecosystem Health; and Social Responsibility.

The HON Company has 72 product lines that have achieved level 2 certification.

Published Environmental Statements are available upon request.

24B) 508 COMPLIANCE

Not applicable.

25) DUNS NUMBER

DUNS 147814735

26) NOTIFICATION REGARDING REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATA BASE

DUNS 147814735

Cage: 15599

Other designators:

TIN: 42-1491474

CEC: 14882483C

SIC: 2522 (metal products), 2521 (wood products)

NAICS: 337214 (metal products), 337211 (wood products), 337215 (partition/shelving products)

CONTRACT: GS-27F-0015S

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How to Place a Government Order Under a HON Held Contract



To locate your nearest HON Authorized Servicing Dealer, please contact our Government Customer Support Team at **800-466-8694**.

What to include on your purchase order:

1. Applicable HON contract number.
2. Complete shipping information including city, state, and zip code.
3. Contact information for the person who can answer order questions (fabric selection, pricing questions, etc.), including contact name, phone and email address.
4. Contact information for the person who will receive the shipment, including contact name, phone and email address.

*Depending upon the terms and conditions of the applicable HON contract, purchase orders may be issued to The HON Company c/o Servicing Dealer or directly to the Authorized Servicing Dealer. Our Authorized Servicing Dealer will provide guidance on how to issue your purchase order at time of quote.

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HON GOVERNMENT CREDIT CARD ORDER INFORMATION

- A Government Agency Purchase Order must be submitted for all orders with Net 30 day terms
- Cardholder signature required for credit card order
- Credit card orders bill when shipped. See GSAR 552.232-80 (C)
- Email completed order form to hongsaoc@honcompany.com

AGENCY P.O.# _____

Credit Card Billing Address _____

Bill-to Phone # _____

Bill-to FAX # or Email _____

CREDIT CARD INFORMATION:

HON will contact you for your credit card information. Please provide your phone number and the best time to call.

Name _____

Phone Number _____

Best time to call _____

Total order amount _____

Cardholder Signature _____

Printed Cardholder Name _____

CONTRACT # _____

Ship-to Address _____

Traffic Contact Phone # _____

Traffic Contact Name _____

SPECIAL INSTRUCTIONS/REQUESTS/MARK FOR:

Servicing Dealer _____

Contact _____

Phone # _____

Account # _____

QTY	MODEL	COLOR	TAG	LIST \$	DISC %	UNIT \$
TOTAL \$						

____ See Attached Quote ____ # Pages to Follow

The HON Company Government Customer Service

Phone 800-466-8694 | Fax 800-833-3902 | E-mail: hongsaoc@honcompany.com

CONTRACT: GS-27F-0015S

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FULL LIFETIME WARRANTY

Your HON Full Lifetime Warranty

Every time you purchase a HON product, you're making an investment in your future. We're proud to play a part in that future, and you can trust us to do our best for as long as you need us.

The HON Full Lifetime Warranty is our assurance to you that the HON desks, workstations, seating, tables, or storage you purchase will be free from defective material or workmanship for the life of the product. In the unlikely event that any HON product or component covered by the HON Full Lifetime Warranty should fail under normal workplace use as a result of defective material or workmanship, HON promises to repair it. If we are unable to repair it, we will replace it with comparable product, or if preferred, we will refund the purchase price.

What's covered by the HON Full Lifetime Warranty?

Your HON Full Lifetime Warranty applies to product manufactured after January 1, 2011. All HON product lines, materials, and components are covered by your HON Full Lifetime Warranty except for the items described below.

The specific product lines, materials, and components listed below are covered under HON's Full 12-Year, Full 10-Year, and Full 5-Year Warranties (from date of purchase).

HON's Full 12-Year Warranty

- Electrical components (LED task lights, lamps and ballasts are not covered)
- Seating *ilira*®-stretch
- Seating controls
- Pneumatic cylinders
- Wood seating
- Accessories
- Laminate surfaces
- Veneer surfaces

HON's Full 10-Year Warranty

- Soothe™ Patient Recliner Mechanism

HON's Full 5-Year Warranty

- All LED task lights
- Panel and seating textiles
- Electric Height-Adjustable Table Bases (Including Memory Control)
- Soothe Patient Recliner Central Lock Mechanism
- Soothe Patient Recliner Pivoting Arm

These warranties apply to HON products sold within the United States of America, U.S. Territories, and Canada, as well as U.S. Military and Federal Agency purchases (regardless of location).

Is anything not covered?

There are a few exclusions to the HON Full Lifetime Warranty and to the 12, 10 and 5-year warranties. These exclusions are:

- All *basyx* by HON® products (these products are covered under a separate *basyx* by HON warranty)
- Color-fastness or matching of colors, woodgrains, or textures occurring in wood, leather, or other materials that naturally exhibit inherent color variations
- Customer's own materials (COM) selected by and used at the request of the user
- Modifications or attachments to the product that are not approved by The HON Company and product failures resulting from such modifications or attachments
- Product normal wear and tear, which are to be expected over the course of ownership
- Products that were not installed, used or maintained in accordance with product instructions and warnings
- Products used for rental purposes
- Damage caused by cleaning chemicals
- Dye transfer caused by external contaminants (including clothing and accessory dyes such as those used on denim jeans) may migrate to lighter colors. This phenomenon is increased by humidity and temperature and is irreversible.

Warranty requests or questions?

Your HON Dealer is our mutual partner in supporting your warranty requests. To obtain service under this warranty, please contact your HON dealer. If you are not sure who your dealer is, please call HON Customer Support at 800.833.3964.

THAT'S YOUR HON FULL LIFETIME WARRANTY AS AN OWNER OF HON PRODUCT, THE WARRANTY EXPLAINED HERE IS YOUR SOLE AND EXCLUSIVE REMEDY. THERE ARE SOME EXCEPTIONS IF YOU PURCHASED THE PRODUCT FOR HOME OR PERSONAL USE WHICH ARE EXPLAINED BELOW. TO THE EXTENT ALLOWED BY LAW, THE HON COMPANY MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE HON COMPANY WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

A word about purchases for home or personal use

Please note, this section only applies if you purchased your HON product for your home or for your own personal or family use. HON's warranties give you specific legal rights and you may have other rights, which vary from state to state. As a consumer purchaser, the complete exclusion of implied warranties noted in the above paragraph does not apply to you, however, to the extent allowed by applicable state law, the implied warranties are limited to the applicable term of the warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you.



LIMITED 5-YEAR WARRANTY

The HON Company promises to repair or replace any basyx by HON product or component that is found to be defective in material or workmanship within five (5) years from the date of original purchase so long as you, the original purchaser, still owns it. This is your sole and exclusive remedy. This warranty is subject to the provisions below. It applies to product manufactured after January 1, 2013.

Limitations:

- Upholstery on chairs is warranted for two years from date of purchase
- Damage caused by the carrier in-transit is handled under separate terms

Exclusions:

This warranty does not apply and no other warranty applies to:

- Normal wear and tear, which are to be expected over the course of ownership
- Modifications or attachments to the product that are not approved by The HON Company
- Products that were not installed, used, or maintained in accordance with product instructions and warnings
- Products used for rental purposes

Seating Usage:

Normal commercial use for seating is identified as the equivalent of a single shift, forty- (40) hour workweek. To the extent that a seating product is used in a manner exceeding this, the applicable warranty period will be reduced in a pro-rata manner.

A word about color variations, fabrics and finishes:

The HON Company does not warrant the color-fastness or matching of colors, grains, or textures of covering materials.

Customer's Own Material (COM)

Not available on basyx by HON product.

TO THE EXTENT ALLOWED BY LAW, THE HON COMPANY MAKES NO OTHER WARRANTY, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE HON COMPANY WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.

Notice to purchasers for home or personal use:

Federal law does not permit the exclusion of certain implied warranties for consumer products. Therefore, if you are purchasing this product for home or personal use, the exclusion of implied warranties noted in the above paragraph does not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

This warranty applies only to products sold within the United States of America and the Commonwealth of Canada.

To obtain service under this warranty:

Your basyx by HON Dealer is our mutual partner in supporting your warranty requests. By following the procedures outlined below, you can be assured of the best level of service. Please note: Consent of The HON Company must be obtained before any warranty work is performed. To obtain consent, please take the following steps:

1. Contact the Dealer from whom the product was purchased within 30 days of discovery of the defect. Be prepared to affirm that you are the original purchaser of the product and to provide the serial number(s) from the product in question.
2. Your Dealer will gather all pertinent information regarding the claim, inspect the product, and contact a HON Company customer service representative. (Please allow a reasonable amount of time for inspection and review.)
3. If The HON Company affirms that the product in question is eligible under the conditions of the warranty as stated above, the customer service representative or another representative of the Company will determine whether to provide replacement parts, authorize repairs, or replace the product.



Office & Education Furniture

GSA CONTRACT GS-27F-0015S

HON Government Customer Support

Phone: 800-466-8694

Fax: 800-833-3902

E-mail: hongsateam@honcompany.com

TAX ID: 42-1491474

DUNS: 147814735

Cage Code: 15599

Showroom Locations:

Muscatine, IA

200 Oak Street
Muscatine, IA 52761
Phone: 563-272-7100

Chicago, IL

222 Merchandize Mart, Suite 1130
Chicago, IL 60654
Phone: 312-467-0725

Washington, D.C.

1101 Connecticut Ave., Suite 300
Washington, D.C. 20036
Phone: 202-223-1411

New York, NY

162 Fifth Ave., 5th Floor
New York, NY 10010
Phone: 212-242-8903

CONTRACT: GS-27F-0015S

HON and basyx are registered trademarks of HNI Technologies, under license to The HON Company. GSA Advantage is a registered mark with the U.S. Patent and Trademark Office. Iira-stretch is a registered trademark of H.R. Rathgeber GmbH & Co. KG. level is a registered trademark of BIFMA International. Indoor Advantage is a trademark of Scientific Certifications Systems.



The HON Company
200 Oak Street, Muscatine, IA 52761
800.833.3964 | hon.com

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Contract Number: GS-28F-0003V
Cage Code: 69600
Tax ID: 38-1864337
Duns: 04-368-3515

1. Special Item Numbers

- 71-1, Packaged Office
- 711-1, Furniture Systems
- 711-1, Demountable Walls
- 711-2, Freestanding
- 711-3, Filing & Storage Cabinets,
Mobile Carts, Dollies, Racks
and Accessories
- 711-8, Executive Office Furniture
- 711-11, Tables
- 711-17, Multiple Seating
- 711-18, Seating
- 711-19, Guest Chairs
- 711-20, Display & Communication
Boards, Wall Stations and
Accessories
- 711-91, Project Management
(\$65.00/hr.) up to \$150,000.00
net. Project Management in
excess of \$150,000.00 net
will be negotiated on a case-
by-case basis.
- 711-93, Reconfiguration (\$40.00/hr.)
up to \$150,000.00
net. Reconfiguration in excess
of \$150,000.00 net will be
negotiated on a case-by-case
basis.
- 711-94, Design and Layout Services
(\$50.00/hr.) up to \$150,000.00 net.
Design in excess of
\$150,000.00 net will be negotiated
on a case-by-case basis.
- 711-95, Installation Services
(\$50.00/hr.) up to \$150,000.00
net. Installation in excess of
\$150,000.00 net will be negotiated
on a case-by-case basis.
- 711-99, Raised Floor and Feek

2. Maximum Order Level \$500,000
 Net per SIN Number. Orders above
 \$500,000 Net are subject to the
 schedule requote procedure, but it is
 not mandatory. Any orders of this size
 are negotiated between agency and
 Trendway.

3. Minimum Orders \$100.00 list.

4. Geographic Coverage All states
 and District of Columbia.

5. Point of Production Holland,
 Michigan, Ottawa County.

6. Pricing Prices shown herein are
 list.

7. Quantity Discounts (From List Price) Quantity discount is determined
 after receipt of proper purchase order
 at Trendway's manufacturing address.
 Purchase order required delivery date
 must reflect period of time from
 issuance to receipt of proper purchase
 order at Trendway's manufacturing
 address -Holland, MI.

**Contact Trendway Corporation's
 Customer Care for Discounts At
 800-893-8115**

**8. Prompt Payment Terms - Terms
 Apply to Product Only** 2% 20 days,
 net 30 days. Reconfiguration,
 installation, design, and miscellaneous
 services at net 30 days.

**9a. Government Commercial Credit
 Card**
 Applicable.

**9b. Government Commercial Credit
 Card Payment Discount**
 Not applicable.

10. Foreign Items None.

11a. Standard Delivery Receipt
 of standard order 30-45 days.

11b. Expedited Delivery Contact
 Customer Care if expedited delivery is
 required.

11c. Overnight and 2-day Delivery
 The Schedule Customer may contact
 Trendway's Customer Care for
 Overnight and 2-day delivery charges
 on existing orders. Freight will be billed
 at actual cost.

11d. Urgent Requirements When the
 Federal Supply Schedule contract
 delivery period does not meet the bona
 fide urgent delivery requirements of an
 ordering agency, agencies are
 encouraged, if time permits, to contact
 the Contractor for the purpose of
 obtaining accelerated delivery. The
 Contractor shall reply to the inquiry
 within 3 workdays after receipt.
 (Telephonic replies shall be confirmed
 by the Contractor in writing.) If the
 contractor offers an accelerated
 delivery time acceptable to the
 ordering agency, any order(s) placed
 pursuant to the agreed upon
 accelerated delivery time frame shall
 be delivered within this shorter delivery
 time in accordance with all other terms
 and conditions of the contract.

12. F.O.B. Destination - Within 48
 contiguous states and District of
 Columbia.

13. Ordering Address
 Trendway Corporation
 P.O. Box 9016
 Holland, MI 49422-9016
 or
 Trendway Corporation
 C/O Authorized Dealer
 P.O. Box 9016
 Holland, MI 49422-9016

14. Payment Address
 Trendway Corporation
 P.O. Box 9016
 Holland, Michigan 49422-9016

15. Export Packaging Charges
 Not applicable.

**16. Government Commercial Credit
 Card Terms** Prompt payment terms
 do not apply. Accepted on orders up to
 \$25,000 government purchase price.

**17. Terms and Conditions of Rental,
 Maintenance and Repair**
 Not applicable.

**18. Terms and Conditions of
 Installation** All installation services will
 be negotiated between the
 government ordering agency and the
 Trendway Corporation and/or
 authorized Trendway Representative.
 Installation must be separately listed
 and invoiced, as special item 711-95.
 Terms are net 30 days.

**19. Terms and Conditions of Repair
 Parts** Not applicable.

**20. List of Service and Distribution
 Points** Trendway Corporation -
 Holland, Michigan.

21. List of Participating Dealers
 Contact your local Trendway Sales
 Representative (back of price book) for
 authorized dealer in your area.

22. Preventive Maintenance
 Not applicable.

1. Prices Prices shown in this price list are F.O.B. destination, freight prepaid, in the contiguous United States. Pricing for shipments outside the contiguous United States will be based on the port of departure. Freight will be prepaid to port of departure. List prices include coverage of prepaid standard, Trendway-specified freight cost. However your invoice will add a fuel contribution cost charge of 0.33% of list applied to all orders.

2. Order Placement Trendway Corporation requires all orders to be submitted in writing, or electric transfer to assure completeness and avoid errors and duplications. To expedite your order call Customer Care direct at 1-800-893-8115, or Fax 1-800-893-8121. Minimum order must be \$100.00 list.

3. Confirmation Upon receiving an order, Trendway Corporation will send an acknowledgement with exact pricing information and scheduled shipping date to dealer. Acknowledgements should be checked carefully by Dealer to ensure that order is correct. Order will be processed as acknowledged.

4. Taxes Prices listed do not include any federal, state, local or other taxes. Purchaser agrees to pay or reimburse any such taxes which Trendway Corporation, Trendway Corporation subcontractors or suppliers are required to pay.

5. Storage When shipment is delayed by the Buyer, Trendway reserves the right to place the goods in storage at customer's risk and cost. Trendway charges 1/4 of 1% list price per week to cover storage. All terms and conditions of the sale, including but not limited to invoicing and payment, will continue as Buyer-specified destination; except that title remains with Trendway and that Trendway reserves the right to modify payment terms to assure recovery of any additional cost incurred.

6. Transportation All orders shipped to any destination within the 48 contiguous states will be F.O.B. destination. Trendway will determine the method and agency of transportation to be used.

Customer directed or expedited shipments (Air Freight, Federal Express, etc.) will be prepaid and billed at actual cost.

The customer or authorized representative is responsible for noting any freight damage or shortage on the freight bill of lading at time of delivery and must notify Trendway within five (5) days of delivery day of any such damage or shortage. Assistance in a concealed damage claim on an F.O.B. Destination shipment will be provided by Trendway only if the product has been immediately unpacked and both the carrier and Trendway have been promptly notified of resultant damage so the proper inspection can be made.

Furniture Systems and Work Station Cluster products will be shipped in cartons unless otherwise specified by customer or determined unnecessary by Trendway, in which event, customer will be notified.

Truckload deliveries that are requested to deliver on weekends, Holidays or after 5:00 pm on Friday's will have an additional charge of \$450 per truck.

Shipping Note: Trendway strives to minimize packaging to help the environment and to make installations faster and cleaner.

Trendway ships products using various packaging methods based upon the product type and shipping method (full truck vs. LTL), all of which are designed to provide protection for the product while minimizing packaging materials.

Trendway tests packaging designs to ensure their effectiveness.

7. Product Usage and Compliances Buyer assumes full responsibility for the application of Trendway's product to Buyer's use, and compliance with Trendway installation and maintenance instructions and reasonable load restrictions. Compliance to local code restrictions regarding fire, electrical and building codes are the responsibility of the customer or his authorized agent.

8. Post Delivery Assistance Installation and servicing of Trendway products are normally handled directly

by Trendway authorized dealers. When this is not possible, assistance is available by calling Trendway's Customer Care Department, Holland, Michigan.

9. Returned Goods As a basic policy, Trendway does not accept returned material because most items are manufactured per order and are not in stock at the factory. If material is authorized for return because of Trendway error, shipment may be made freight collect. Any other goods for which Trendway does authorize a return will be sent prepaid and a restocking charge of 20-25% will apply. **To receive authorization to return goods, please contact Trendway's Customer Care Department. All Returned Goods Authorizations expire thirty (30) days from date of issue. Any product returned after 30 days will be refused and returned to sender collect.**

Electrical components, non-standard items, Express products, and fabriccovered goods may not be returned. Replacement products will be billed to you with credit being issued upon return of the product in good condition. All goods returned must be in the original Trendway packing cartons. Goods will be inspected for damage upon return. No credit will be issued for goods which are damaged. As a general statement of policy, return authorization will not be issued for items unless they are Trendway stock items.

10. Customer's Own Material (COM) The Trendway COM program allows customers to use special materials. By complying with the COM testing for manufacturability procedure in the steps below, Trendway will be able to identify if your material is appropriate for application to the products you specify.

To comply with the COM process, please follow these steps:

1. Select the COM fabric.

2. Check first with www.trenddealer.com/COM Library, to determine if this material has already passed testing for manufacturability on the intended product.

3. If the material is pre-approved in the COM Library, customer must submit a *COM Guideline Form* (available on www.trenddealer.com or from a Trendway Customer Care Representative).

4. If the material requested is not in the COM Library, customer must submit a *COM Request Form* on-line at www.trenddealer.com, send a sample of the COM material (see Test Yardage Requirements below), and include a list of Trendway product numbers designated for the COM application. Fabric sample should include fabric name, pattern number and color, manufacturer, direction fabric should be applied, and Control # from the *COM Request Form* response.

5. Ship COM samples to:

U.S. Mail Shipment:

Customer Care
Trendway Corporation
P.O. Box 9016
Holland, MI 49422-9016

UPS, FedEx Shipment:

Customer Care
Trendway Corporation
13467 Quincy Street
Holland, MI 49424 6.

You will be notified within five working days by Trendway, whether your COM has been approved or disapproved for application.

TEST YARDAGE REQUIREMENTS

Seating 1/2 yard
Choices panels 1 1/2 yards
Flipper Doors 2/3 yards
Contrada Tiles 1 yard
Intrinsic Freestanding 1 yard

NOTE: Most fabric houses have a one yard minimum or an upcharge on less than one-yard cuts.

NOTE: All COM applications are priced at Grade 1 or Grade A.

If Buyer desires to use his own material in the production of Trendway's products, it is necessary to obtain the prior written consent of Trendway. Material provided by the Buyer shall be shipped to seller, freight prepaid, and all risk of loss or damage shall remain with Buyer. Buyer must assume responsibility for any spoilage that takes place in the course of processing or during transportation.

Buyer hereby holds Trendway harmless against any and all claims for loss, liability, injury, or damage arising from use of customer material; and Buyer takes full responsibility for performance and quality of customer material. Buyer should also be aware that Buyer furnished materials may not qualify for UL Listing or meet fire codes.

11. Damaged Materials Trendway Corporation is not responsible for shipped products when the common carrier is in receipt of the material. Trendway expects all customers to thoroughly inspect orders on receipt regardless of point of delivery. Clear receipt should not be given on the material until it has been checked for damage in transit. All claims for noted damaged material must be made by the customer to Trendway Customer Care. Concealed damage or damage not noted at time of delivery shall be made by the customer to the common carrier within 15 days after receipt. Trendway assumes no liability for such damages.

12. Special Marking or Tagging Special tagging is available on all orders free of charge. Trendway suggests this option to simplify the staging and installation of product. **Tag designations must be specified at the time an order is placed.**

13. Key-Alike Option The key-alike option is available on all orders. To order key-alike items within a workstation, follow these steps: • Fill out a key-alike form and submit it with your purchase order. If key-alike orders are placed with your PO or within 30 days of receipt of your order, they will be sent at no charge. • After 30 days of your PO regardless of your installation date, the cost of key-alike requests will be \$3.00 net per core and key, if the quantity exceeds 10.

Note: Credit will not be issued for return of unused cores and keys.

Key-Alike forms are available on www.trenddealer.com or through Trendway Customer Care.

GSA Multiple Award Schedule

Terms & Conditions

1a Special Item Numbers (SIN)

NAICS 337211 Wood Office Furniture Manufacturing— This U.S. industry comprises establishments primarily engaged in manufacturing wood office-type furniture. The furniture may be made on a stock or custom basis and may be assembled or unassembled (i.e., knockdown).

NAICS 337214 Office Furniture (except Wood) Manufacturing— This U.S. industry comprises establishments primarily engaged in manufacturing non-wood office-type furniture. The furniture may be made on a stock or custom basis and may be assembled or unassembled (i.e., knockdown).

SIN

71-1	Packaged Office
71-315	Hospital Room Furniture
71-316	Hospital and Geriatric Chairs
711-1	Furniture Systems and Workstation Clusters
711-2	Worksurfaces, Workstations, Computer Furniture and Accessories
711-3	Filing & Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories
711-8	Executive Wood Office Furniture
711-9	Executive Conference Room Furniture, Coordinated Tables, Case Pieces and Accessories
711-11	Table & Accessories
711-16	Upholstered Seating
711-17	Multiple Seating
711-18	Multi-Purpose Seating
711-19	Stacking Chairs, Folding Chairs and Dollies or Trucks designed to support Stacking Chairs
711-91	Project Management (Furniture Related)
711-93	Reconfiguration Services and Relocation Services for Systems Furniture
711-94	Design/Layout Services
711-95	Installation Services
711-96	Leased Furniture
711-99	Introduction of New Product and Services

►See pricing pages in the price list for applicable SIN for individual products.

1b Lowest Price Model (Net)

SIN	Model	(NET) Unit Price
711-1	AEHCB	\$3.96
711-2	ACAWBP1	\$4.40
711-3	KFDPM	\$13.50
711-8	KCCB1CK	\$3.20
711-9	KCE24LJWM	\$17.20
711-11	77KELRD1	\$11.20
711-16	K35GB	\$12.80
711-17	K58TGI2025W	\$322.00
711-18	K60GB	\$14.00
711-19	K50GB	\$18.40

1c Hourly Rates

►See #19 and #20A on page B3.

2 Maximum Order (at Net)

SIN 71-315	\$300,000
SIN 71-316	\$500,000
SIN 711-1	\$500,000
SIN 711-2	\$500,000
SIN 711-3	\$500,000
SIN 711-8	\$500,000
SIN 711-9	\$500,000
SIN 711-11	\$500,000
SIN 711-16	\$300,000
SIN 711-17	\$200,000
SIN 711-18	\$200,000
SIN 711-19	\$200,000
SIN 711-91	\$150,000
SIN 711-93	\$150,000
SIN 711-94	\$150,000
SIN 711-95	\$150,000
SIN 711-96	\$500,000
SIN 711-99	\$200,000

3 Minimum Order

\$100 Net.

4 Geographic Coverage

48 Contiguous States, District of Columbia or Port of Exit.

5 Production Point(s)

Multiple locations; contact Kimball Office.

Contract **GS-03F-059DA**

Supplement Modification PS-0010

Prices:

All prices shown in the price lists effective March 6, 2017, are delivered list prices and supersede all other previously published prices. Prices shown apply to standard product only. Additional charges will be applied for changes to standard product and must be noted as "open market" on the purchase order. Price changes will be made to contract via modification.

►For inquiries, contact Kimball Office Government Customer Service at 800.647.2010
►For current price lists, visit www.kimballoffice.com/industry/govtFederal.aspx

GSA Multiple Award Schedule

Terms & Conditions, continued

6–7 Discounts & Quantity Discounts

Discounts are from list prices. Order volume for products on a single purchase order and within the same product group will be aggregated to determine the proper volume pricing tier. Aggregating of products in separate product groups and/or separate purchase orders is not allowed. Discounts are negotiable above the last tier in each product group.

List Price by Tiers	Net Sell Price by Tiers	GSA % Off Standard List
Kimball Office Systems & HUM. Minds at Work. (SINs 711-1)		
\$328–\$409,836	\$100–\$125,000	69.5%
\$409,837–\$1,052,631	\$125,001–\$300,000	71.5%
\$1,052,632–\$1,851,852	\$300,001–\$500,000	73%
Kimball Office Metal Filing (SINs 711-3)		
\$274–\$273,973	\$100–\$100,000	63.5%
\$273,974–\$898,204	\$100,001–\$300,000	66.6%
Kimball Office Caseloads & Perks (SINs 711-2, 711-8, 711-9, 711-11)		
\$250–\$1,250,000	\$100–\$500,000	60%
Kimball Office & Interstuhl Seating (SINs 711-16, 711-17, 711-18, 711-19)		
\$250–\$125,000	\$100–\$50,000	60%
\$125,001–\$508,905	\$50,001–\$200,000	60.7%

Products listed as non-contract are considered “open market” and should be clearly labeled on your purchase order. Kimball Office has the right to refuse open market items that are not produced by Kimball Office.

8 Prompt Payment Terms

Not applicable to Credit Card purchases.
Product—1.5%/15, N/30
Services—N/30 Services

9a-b Government Purchase Cards

- Accepted above or below the micro-purchase threshold.
- Prompt Payment Terms not applicable.
- Credit Cards will be processed for payment at time of shipment.
- Credit Card orders are subject to standard return merchandise policies.

10 Foreign Items

Poland—Bingo and Adagiato seating

Germany—Interstuhl seating, Aspire tables, LED task lights

Spain, Canada, Hong Kong, Taiwan—Misc. Perks accessories

11 Delivery

- a **Time of delivery:**
- 90 days or less after receipt of complete and accurate purchase order.
 - If shipping date requested is more than 90 days from date of order, Kimball Office shall have the right to use published price lists effective at the time of shipment.
- b **Expedited delivery:**
Special delivery service will incur additional charges. Contact a Customer Service Representative for availability
- c **Overnight and 2-day delivery:**
Not available.
- d **Urgent Requirements:**
Must be submitted to contractor in writing.

12 F.O.B. Point

- F.O.B destination to the original “ship to” location on the purchase order.
- Multiple Invoices may be sent based on Kimball Office’s production and distribution locations.
- If changes made to ship to location, or special delivery services requested, a modification must be issued and accepted by Kimball Office or work will not be performed.
- Requests for multiple deliveries (unknown during order placement) or storage will incur additional costs.
- Any order requiring special delivery services will incur additional charges.

Contract **GS-03F-059DA**

Supplement Modification PS-0010

Special Item Numbers (SINs):

SINs are provided on the pricing pages within each price list. Please note the appropriate SIN on your purchase order.

Products listed as non-contract are considered “open market” as of the price list effective date and should be clearly labeled as such on the purchase order. Kimball Office has the right to refuse open market items that are not produced by Kimball Office.

New products and fabric introductions are considered non-contract “open market” until accepted via contract modification.

►Contact your Government Customer Service Representative at 800.647.2010 for current updates.

GSA Multiple Award Schedule

Terms & Conditions, continued

13a Ordering Address

Kimball International Inc.
dba Kimball Office Inc.
c/o "Add Servicing Dealer Name"
1600 Royal Street, Mail Code KO-222
Jasper, IN 47549
Phone: 800.647.2010
Fax: 812.481.6174

13b Ordering Procedures

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14 Payment Address

Kimball International, Inc.
P.O. Box 93096
Chicago, IL 60673-3096

15 Warranty

Manufacturer's Commercial Warranty applies.
Note: This warranty is only valid if the products are given normal and proper use, and installed or used in accordance with Kimball Office installation and/or application guidelines, and installed by an authorized Kimball Office servicing dealer or agent. Kimball Office assumes no responsibility for repairs to products sustaining damages resulting from user modification, attachments to a product, misuse, abuse, alternation, or negligent use of our products.

16 Export Packaging

Contact Government Customer Service Representative for quotation.

17 Government Purchase Card

- Accepted above or below the micro-purchase threshold.
- Prompt Payment Terms not applicable.
- Credit Cards will be processed for payment at time of shipment.
- Credit Cards are subject to standard return merchandise policies.

18 Rental, Maintenance, & Repair

Lease Terms: For information regarding our leasing programs, contact Government Customer Service.

Maintenance: Not applicable.

Repair: Authorization must be secured from Kimball Office Customer Service Representative prior to incurring repair charges if Kimball Office is expected to pay these charges.

19 Installation (Net)

Installation (SIN 711-95):
\$51.50 to \$95.00 per hour +IFF

Conditions that may affect the overall installation costs:

- Union, overtime, holiday hours
- Special site conditions (including, but not limited to, elevator access, dock restrictions, street loading, stair carry)

- Facility security restrictions (including, but not limited to, personnel clearance, x-rays, escorts)
- Delays or restrictions due to work of other contractors (including, but not limited to, cabling, carpentry, electrical etc.
- Schedule and customer-driven delivery changes (including, but not limited to, rush install, site/building delays, permit delays
- Other job-site related functions (including, but not limited to, product storage, site prep & clean-up, removal or disposal of existing products
- Installation personnel costs (including, but not limited to, permits) not included
- The Industrial Funding Fee (IFF) must be included in total cost (IFF is not a separate line item).
- Services may only be used in conjunction with the acquisition of office furniture. Purchase orders for services only will not be accepted.
- Installation services are the responsibility of Kimball Office, but are quoted on an order-by-order basis by authorized Kimball Office servicing dealers.
- Installation services must be performed by an authorized Kimball Office servicing dealer or warranty is null and void.
- Upon delivery of product to the ship-to location and receipt of a proper invoice at designated office, product acceptance is deemed to occur on the 7th calendar day after delivery of merchandise.
- Prompt payment discount not applicable to installation services.

20 Repair Parts & Any Other Services

Repair parts: Not applicable.

20a Terms and conditions for any other services:

- Services may only be used in conjunction with the acquisition of office furniture.
- Purchase orders for services only will not be accepted.
- Design, installation, reconfiguration/relocation and project management services are the responsibility of Kimball Office, but are quoted on an order-by-order basis by authorized Kimball Office servicing dealers.

Design and Layout (SIN 711-94):
\$65 per hour + IFF (IFF should not be a separate line item).

Interior Designer \$64 per hour + IFF
MOT \$150,000

Reconfiguration (SIN 711-93):
\$51.50 per hour + IFF.
MOT \$150,000.

Project Management (SIN 711-91):
Add IFF to the total cost (IFF should not be a separate line item).

Senior Project Manager \$72 per hour + IFF
Project Manager \$65 per hour + IFF
Principal/Senior Manager \$125 per hour + IFF
MOT \$150,000.

Contract **GS-03F-059DA**

Supplement Modification PS-0010

Contractor Team Arrangements:

Contractor Team Arrangements (CTA) must be approved by your Government Sales Manager and signed by authorized company representatives prior to order entry. For the name of the Government Sales Manager for your area, contact Government Customer Service at 800.647.2010.

GSA Multiple Award Schedule

Terms & Conditions, continued

Product Delivery: Upon delivery of product to the ship-to-location noted on the purchase order, and receipt of a proper invoice at designated office, product acceptance is deemed to occur on the 7th calendar day after delivery of merchandise.

Restocking: Merchandise will only be accepted for return under the following conditions:

- The product is a "made to stock" item; and,
- Return Good Authorization (RGA) is given to you by your Customer Service Representative
- All returns are subject to a 50% restocking fee. Any freight charges for returned product are the responsibility of the customer.
- Unauthorized returns will not be accepted and will be returned freight collect.
- All merchandise being returned must be properly packed and protected in the original cartons.
- Upon receipt, all returned merchandise will be thoroughly inspected. Any discrepancies, such as additional damage, signs of usage, missing parts, etc. will result in an adjustment to the amount of credit issued.

Changes and Cancellation: A confirmed order may not be changed or cancelled, in whole or in part, without prior written consent of Kimball Office. Expenses incurred because of the changes shall be charged to the Purchaser. In the event of cancellations, Purchaser will be liable for reasonable cancellation charges

established by Kimball Office. Changes may affect delivery dates.

No change or cancellations will be accepted after order entry for non-standard lead time products including:

- Kwik Office offerings
- Engineer-to-order (modified or non-standard products)
- Alliance program upholstery (Carnegie, KnollTextiles, Maharam and Mayer Fabrics)
- Customer's Own Material (COM)
- Customer's Own Leather (COL)
- Customer Specified Laminate (CSL)
- Customer Specified Paint (CSP)
- Mock Ups
- Service Parts/Replacements

Delivery Refusal or Storage Request:

If product delivery is refused or redirected to a storage facility, the customer is to issue a modification to original purchase order and pay all associated charges. A modification must be issued and accepted by Kimball Office or work will not be performed.

Below is a list of some potential charges that could incur. These items must be listed as separate line items on the purchase order (open-market) and will be invoiced separately.

- Air Freight or priority shipments
- Inside delivery or drop-ship delivery
- Sales and other taxes
- Shipping changes
- Specific (date/time) delivery
- Storage and insurance charges

If product is redirected to a storage facility, or if installation is delayed by the customer, Kimball Office considers the product accepted and payment due the 30th day after the product is delivered to the new requested by the customer and the customer's receipt of a proper invoice.

21 Service and Distribution Points

Multiple locations; contact Kimball Office Customer Service Representative at 800.647.2010.

22 Participating Dealers

Not applicable. Design, installation, reconfiguration/relocation and project management services are provided by Kimball Office Authorizing Servicing Dealers; orders above the Maximum Order Threshold are quoted on an order-by-order basis.

For a list of authorized Kimball Office servicing dealers contact Government Customer Service at 800.647.2010 or visit our website at www.kimballoffice.com

23 Preventive Maintenance

Not applicable.

24a Environmental Attributes

Visit our website at www.kimballoffice.com

Kimball Office is committed to providing quality products that will improve indoor air quality and increase the use of sustainable materials. Many of our products adhere to BIFMA's Furniture Emissions Standards (FES) for office furniture products and can contribute to the U.S. Green Building Council's LEED rating system for low-emitting furniture credit. Kimball Office offers the option of Forest Stewardship Council (FSC) certified wood on select product series in our offering.

- FSC is an independent, not for profit, nongovernment organization based in Bonn, Germany.
- Their mission is to support environmentally appropriate, socially beneficial and economically viable management of the world's forests.
- Kimball Office maintains Chain of Custody certification from the FSC.
- Chain of Custody certification provides a guarantee about the production of FSC certified products.
- This certification tracks the path taken by raw materials from the forest to the consumer.
- The FSC label represents a promise about the sourcing of their wood.
- FSC product is available at an upcharge.

Contact Government Customer Service at 800.647.2010.

Contract **GS-03F-059DA**

Supplement Modification PS-0010

I-FSS-140-B Urgent Requirements (Jan 1994):

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 work-days after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

GSA Multiple Award Schedule

Terms & Conditions, continued

24b EIT Standards

Not applicable.

25 DUNS Number

006365803

26 CCR Cage Code

4V077

Additional Terms

Kimball Office's standard Cancellation Policy and Warranty apply to this contract.

➤ See the General Information section in the price list.

Order Acceptance and Acknowledgement:

Orders are accepted only by issuance of Kimball Office formal acknowledgement and are subject to the terms and conditions set forth herein, notwithstanding any variance in terms and conditions set forth on buyer's order forms. The order acknowledgement is the final confirmation of the agreement between the customer and Kimball Office and supersedes all prior oral and written statements regarding the order. The acknowledged order confirmation can be modified only in writing from Kimball Office or by a reconfirmation signed by Kimball Office. Kimball Office will attempt to meet all requested ship date requests. If no specific date is requested, we will assign the best possible ship date available.

Multiple Payment Arrangements

(FAR Clause 52.232-37 May 1999)

The contract or agreement provides for payments to the Contractor through several alternative methods. The applicability of specific methods of payment and the designation of the payment office(s) are either stated —

- Elsewhere in the contract or agreement; or
- In individual orders placed under the contract or agreement.

GSA Multiple Award Schedule

Clean Order Checklist

- ☐ **Contract number:**
GS-03F-059DA
GS-29F-0177G (for existing BPAs)
- ☐ **P.O. number:**
Customer's purchase order number must be shown and easily identified.
- ☐ **Contractor Name:**
Kimball International Inc.
dba Kimball Office Inc.
c/o "Add Servicing Dealer Name"
1600 Royal Street,
Mail Code KO-222
Jasper, IN 47549-1022
- ☐ **Contractor Cage Code:**
4V077
- ☐ **Business Size:**
Kimball Office is a large business and as such cannot accept purchase orders that are 100% set aside for small business.
- ☐ **Date:**
Must be on or before the expiration date of this schedule.
- ☐ **Product specification:**
Provide the complete model number, options, finish, caster(s), and/or fabric for each line item.
- ☐ **F.O.B. terms:**
 - F.O.B. Destination to 48 contiguous states, District of Columbia, or port of exit.
 - Inside delivery is available at additional charge as per carrier's standard rates and MUST BE NOTED on the purchase order (\$50 minimum).
 - If product delivery is refused or redirected to a storage facility, the customer is to pay all associated charges and issue a modification to the original purchase order or work will not be performed.
 - If product is redirected to a storage facility, or if installation is delayed by customer, product payment is due the 30th day after product is delivered to location requested by customer and customer's receipt of proper invoice.
- ☐ **Design, installation, and project management:**
 - Show all service charges (inclusive of the IFF) separately on your purchase order.
 - Do NOT show the Industrial Funding Fee (IFF) as a separate line item.)
- ☐ **Pricing:**
 - Show the correct unit net price and extended net amount.
 - Pricing is subject to change via contract modification.
- ☐ **Payment Terms:**
 - Services N/30; product 1.5%/15, N/30.
 - Credit card purchases will be processed for payment at the time of product shipment.
 - Credit card purchases are not eligible for prompt payment discounts.
- ☐ **Shipping address:**
 - A complete shipping address and special delivery instruction are required, (i.e. special ship dates, ship complete or split shipments, tags, etc.)
 - Changes in shipping address require a modification to the purchase order or work will not be performed. If the order is split shipped, Kimball Office requests multiple payments (FAR Clause 52.232-37) due upon receipt of each shipment.
- ☐ **Billing address:**
 - Complete billing address, codes and/or WAWF instructions must be included.
 - If payment is by Government Credit Card, a Kimball Office Credit Card Form must be completed.
- ☐ **Payment address:**
Kimball International, Inc.
P.O. Box 93096
Chicago, IL 60673-3096.
- ☐ **Changes to purchase order:**
Any change to an original purchase order must be made via a contract modification or work will not be performed.
- ☐ **Signatures:**
 - Authorized agency signature is required on all purchase orders.
 - Contractor teaming arrangements must be approved by Government Sales Manager and signed by both a Kimball Office and teaming partner authorized representative, and must be included with the order or work will not be performed.

Contract **GS-03F-059DA**
Supplement Modification PS-0010

FSC Group:
71

FSC Class/Product Code:
71

Service Code:
7110

Contract Number:
GS-03F-059DA

CCR Cage Code:
4V077

Contractor:
Kimball International Inc.
dba Kimball Office Inc.

Expiration:
February 11, 2021

PLGSACA Ver. 0317
PLGSAHEALTH Ver. 0317
PLGSAHUM Ver. 0317
PLGSAKWIK Ver. 0317
PLGSAMC Ver. 0317
PLGSAMF Ver. 0317
PLGSASE Ver. 0317
PLGSASYS Ver. 0317
PLGSAPRI Ver. 0317
PLGSAPRILEG Ver. 0317
PLGSAPROMOD Ver. 0317
PLGSAPRK Ver. 0317
PLGSATALEG Ver. 0317
PLGSAXSEDE Ver. 0317

**FEDERAL GOVERNMENT
CONTRACT GS-03F-059DA**

PRICE LIST
**GSA SUPPLEMENT
TERMS & CONDITIONS**
EFFECTIVE 3.6.2017

Products on contract are noted with applicable Special Item Number (SIN);
items not on contract are noted as non-contract.

Product details and other data are subject to change without notice.

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule

Online access to contract ordering information terms and conditions,
up-to-date pricing, and the option to create an electronic
delivery order is available through GSA Advantage!™,
a menu-driven database system.

The internet address for GSA Advantage!™ is: www.gsadvantage.gov

Office Furniture
FSC Group 71
FSC Class(es) / Product Code(s): 71
Service Code(s): 7110
Contract Number:
GS-03F-059DA February 11, 2021
Business Size: Large

Contractor:
Kimball International, Inc.
1600 Royal Street
Jasper, IN 47549
Telephone : 800.647.2010
Fax : 812.481.6174
www.kimballoffice.com

Kimball®Office

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1600 Royal Street
Jasper, Indiana 47549

800.482.1818
kimballoffice.com

KI Contract Information – GS-28F-0033P, Furniture
(Contract Term: 6/10/14 thru 6/9/19)

Contractor: Krueger International, Inc. (KI)
1330 Bellevue Street
P.O. Box 8100
Green Bay, Wisconsin 54308-8100

Contract: GS-28F-0033P, FSC 71, Furniture

Ordering Address: KI (or KI c/o Dealer)
1330 Bellevue Street
P.O. Box 8100
Green Bay, Wisconsin 54308-8100

Phone: Toll Free in U.S. (800) 424-2432 or (920) 468-8100
Fax: Toll Free in U.S. (800) 765-2734 or (920) 468-2699
Website: Please visit our website at www.ki.com for further information about our products and services and to request literature and samples. (Click on "Markets" and select "Government Furniture")

Sales Locations: At KI's website, select 'About Us' then 'Global Locations' to find a KI Sales Office
Or contact KI Customer Service at (800) 424-2432 or (920) 468-8100

Products:

Office Furniture Group	711-1 Furniture Systems & Workstation Clusters
	711-2 Worksurfaces, Workstations, Computer Furniture & Accessories
	711-3 Filing & Storage Cabinets, Shelves, Carts, Dollies, Racks & Accessories
	711-8 Executive Office Furniture
	711-11 Tables & Accessories
	711-16 Upholstered Seating
	711-17 Multiple Seating
	711-18 Multipurpose Seating
	711-19 Stacking Chairs & Dollies
Household & Quarters Group	71-204 Dormitory, Quarters and Residential Caseloads and Beds
Special Use Furniture Group	71-302 Training Room, Auditorium & Theater Furniture
	71-315 Hospital Patient Room Furniture
	71-316 Hospital & Geriatric Chairs
	71-399 Introduction of New Services/Products
Packaged Furniture Group	71 1 Packaged Offices – (Includes all items from KI's Office Furniture Group noted above)

Maximum & Minimum Order: See Manufacturers' GSA Schedules

Prompt Pay: KI's payment terms are net 30 days
Leadtime: See Manufacturers' GSA Schedules
FOB: See Manufacturers' GSA Schedules

SAM: KI is registered in the System for Award Management (SAM) Database.
KI is a LARGE business entity.
DUNS: 032672651 Cage: 9J388 FEIN: 39-1375589