

STATE OF TEXAS §
§
COUNTY OF FORT BEND §

ADDENDUM TO GATEWAY PRINTING & OFFICE SUPPLY, INC.'S AGREEMENT

THIS ADDENDUM ("Addendum") is entered into by and between Fort Bend County, ("County"), a body corporate and politic under the laws of the State of Texas, and Gateway Printing & Office Supply, Inc., ("Gateway"), a company authorized to conduct business in the State of Texas (hereinafter collectively referred to as the "parties").

WHEREAS, subject to the changes herein, the parties have executed and accepted Gateway's Proposal (Quote # 21-839MV-R4), (the "Agreement"), attached hereto as Exhibit "A" and incorporated fully by reference, for the purchase of specified office products, and delivery and installation services (collectively the "Services"); and

WHEREAS, County desires that Gateway provide the Services as will be more specifically described in this Agreement; and

WHEREAS, Gateway represents that it is qualified and desires to provide the Services;
and

WHEREAS, the parties wish to utilize The Interlocal Purchasing System ("TIPS") Contract # 200301, incorporated fully by reference as if set forth verbatim below, for the purchase of the Services; and

WHEREAS, the following changes are incorporated as if a part of the Agreement:

AGREEMENT

1. **Scope of Services.** Subject to this Addendum, Gateway will render Services to County as described in Exhibit A; and in accordance with the requirements of TIPS Contract # 200301.

Any services to be performed by Gateway for shall be scheduled at a time that is mutually agreeable between the parties. All performance of the Scope of Services by Gateway including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County.

2. **Payment; Non-appropriation; Taxes.** Payment shall be made by County within thirty (30) days of receipt of invoice. If County disputes charges related to the invoice submitted by Gateway, County shall notify Gateway no later than twenty-one (21) days after the date County receives the invoice. It is specifically understood and agreed that in the event no funds or insufficient funds are appropriated by Fort Bend County under this Agreement, Fort Bend County shall notify all necessary parties that this Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to Fort Bend County. County is a body corporate and politic under the laws of the State of Texas and claims exemption from sales and use taxes. A copy of a tax-exempt certificate will be furnished upon request. Interest resulting from late

payments by County shall be governed by Chapter 2251, TEXAS GOVERNMENT CODE. County reserves the right to withhold payment pending verification of satisfactory work performed.

3. **Limit of Appropriation.** Gateway clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of Eighty-Two Thousand, Two Hundred Twenty-Seven and 47/100 dollars (\$82,227.47), specifically allocated to fully discharge any and all liabilities County may incur. Gateway does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Gateway may become entitled to and the total maximum sum that County may become liable to pay to Gateway shall not under any conditions, circumstances, or interpretations thereof exceed Eighty-Two Thousand, Two Hundred Twenty-Seven and 47/100 dollars (\$82,227.47). In no event will the amount paid by the County for all services under this Agreement exceed this Limit of Appropriation without an amendment executed by the parties.
4. **Public Information Act.** Gateway expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Gateway shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.
5. **Indemnity.** The parties agree that under the Constitution and laws of the State of Texas, County cannot enter into an agreement whereby County agrees to indemnify or hold harmless another party; therefore, all references of any kind to County defending, indemnifying, holding or saving harmless Gateway for any reason are hereby deleted.
6. **Applicable Law; Arbitration; Attorney Fees.** The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity. County does not agree to submit disputes arising out of the Agreement to binding arbitration. Therefore, any references to binding arbitration or the waiver of a right to litigate a dispute are hereby deleted. County does not agree to pay any and/or all attorney fees incurred by Gateway in any way associated with the Agreement.
7. **Certain State Law Requirements for Contracts.** The contents of this Section are required by Texas Law and are included by County regardless of content.
 - a. Agreement to Not Boycott Israel Chapter 2271 Texas Government Code: By signature below, Gateway verifies that if Gateway employs ten (10) or more full-time employees

and this Agreement has a value of \$100,000 or more, Gateway does not boycott Israel and will not boycott Israel during the term of this Agreement.

- b. Texas Government Code § 2252.152 Acknowledgment: By signature below, Gateway represents pursuant to § 2252.152 of the Texas Government Code, that Gateway is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under § 806.051, § 807.051, or § 2252.153.
8. **Modifications and Waivers.** The parties may not amend or waive this Agreement, except by a written agreement executed by both parties. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.
9. **Human Trafficking.** BY ACCEPTANCE OF CONTRACT, GATEWAY ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.
10. **Use of Customer Name.** Gateway may use County's name without County's prior written consent only in any of Gateway's customer lists, any other use must be approved in advance by County.
11. **Performance Warranty.** Gateway warrants to County that Gateway has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Gateway will apply that skill and knowledge with care and diligence to ensure that the services provided hereunder will be performed and delivered in accordance with the highest professional standards.

Gateway warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A.
12. **Conflict.** In the event there is a conflict between this Addendum and Gateway's Proposal (Exhibit A), this Addendum controls. In the event there is a conflict between this Addendum and the terms and conditions of TIPS Contract # 200301, then the terms and conditions of TIPS Contract # 200301 controls to the extent of the conflict.
13. **Understanding, Fair Construction.** By execution of this Addendum, the parties acknowledge that they have read and understood each provision, term and obligation contained in this Addendum. This Addendum, although drawn by one party, shall be construed fairly and reasonably and not more strictly against the drafting party than the nondrafting party.
14. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

15. **Electronic and Digital Signatures.** The parties to this Agreement agree that any electronic and/or digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as the use of manual signatures.
16. **Successors and Assigns.** County and Gateway bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.
17. **Personnel.** Gateway represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Gateway shall furnish and maintain, at its own expense, adequate and sufficient personnel, to perform the Services when and as required and without delays.

All employees of Gateway shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Gateway or agent of Gateway who, in the opinion of County, is incompetent or by his conduct becomes detrimental to providing Services pursuant to this Agreement shall, upon request of County, immediately be removed from association with the Services required under this Agreement.

When performing Services on-site at the County, Gateway shall comply with, and ensure that all Gateway Personnel comply with, all rules, regulations and policies of County that are communicated to Gateway in writing, including security procedures concerning systems and data and remote access thereto, building security procedures, including the restriction of access by County to certain areas of its premises or systems for security reasons, and general health and safety practices and procedures.

18. **Compliance with Laws.** Gateway shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Gateway shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.
19. **Confidential Information.** Gateway acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Gateway or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Gateway shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Gateway) publicly known or is contained in a publicly available document; (b) is rightfully in Gateway's possession without the obligation of

nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Gateway who can be shown to have had no access to the Confidential Information.

Gateway agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Gateway uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Gateway shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Gateway shall advise County immediately in the event Gateway learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Gateway will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Gateway against any such person. Gateway agrees that, except as directed by County, Gateway will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Gateway will promptly turn over to County all documents, papers, and other matter in Gateway's possession which embody Confidential Information.

Gateway acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Gateway acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.

Gateway in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

20. Termination.

20.1. Termination for Convenience. County may terminate this Agreement at any time upon thirty (30) days written notice.

20.2. Termination for Default. County may terminate the whole or any part of this Agreement for cause in the following circumstances:

- (a). If Gateway fails to timely perform services pursuant to this Agreement or any extension thereof granted by the County in writing;
- (b). If Gateway materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other

provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.

- 20.3. If, after termination, it is determined for any reason whatsoever that Gateway was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with § 20.1 above.
- 20.4. Upon termination of this Agreement, County shall compensate Gateway in accordance with § 2, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Gateway's final invoice for said services will be presented to and paid by County in the same manner set forth in § 2 above.
- 20.5. If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Gateway.
- 20.6. If County terminates this Agreement prior to the termination date, County shall not be subject to any early termination fee or other penalty.
21. **Independent Contractor.** In the performance of work or services hereunder, Gateway shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of Gateway or, where permitted, of its subcontractors. Gateway and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.
22. **Third Party Beneficiaries.** This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.
23. **Severability.** If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.
24. **Dispute Resolution.**
- 24.1. The parties shall attempt in good faith to resolve promptly any dispute arising out of or relating to this Agreement by negotiation between the parties. In the event the dispute cannot be settled through negotiation, the parties agree to submit the dispute to non-binding mediation.

- 24.2. The party requesting mediation shall notify the other party in writing of the dispute desired to be mediated. If the parties are unable to resolve their differences within ten (10) days of the receipt of such notice, such dispute shall be submitted for mediation.
- 24.3. Each party shall be responsible for its own costs associated with the mediation.
- 24.4. The requirement to seek mediation shall be a condition required before filing an action at law or in equity, unless to do so would prevent either party from seeking relief in a court of law or equity under any applicable statute of limitations.
- 24.5. Gateway acknowledges that County is subject to the requirements of the Texas Open Meetings Act, TEX. GOV'T CODE ANN. §§ 551.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, the County will comply with the provisions of the Open Meetings Act.
25. **Insurance.** Prior to commencement of any services under this Agreement on County property, Gateway shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Gateway shall provide certified copies of insurance endorsements and/or policies if requested by County. Gateway shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Gateway shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:
- (a). Workers' Compensation insurance. Substitutes to genuine Workers' Compensation Insurance will not be allowed. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.
 - (b). Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
 - (c). Business Automobile Liability insurance with a combined Bodily Injury/Property Damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.
 - (d). Professional Liability insurance with limits not less than \$1,000,000.

County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation. All Liability policies including Workers' Compensation written on behalf of Gateway shall contain a waiver of subrogation in favor of County and members of Commissioners Court.

If required coverage is written on a claims-made basis, Gateway warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of two years beginning from the time that work under the Agreement is completed.

Gateway's or Gateway's subcontractor's insurance will be primary to any insurance carried or self-insurance program established by the County. Gateway's or Gateway's subcontractor's insurance will be kept in force until all service have been fully performed and accepted by County in writing. Approval of the insurance by Fort Bend County shall not relieve or decrease the liability of the Contractor.

Certificates of Insurance and Additional Insured Endorsements as required by this Agreement will be mailed, or faxed to the following County contact:

Name: Wyatt Scott, Director of Risk Management
Address: 301 Jackson St., Suite 224, Richmond, TX 77469
Facsimile Number: 281-341-3751

26. Notices.

26.1. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

26.2. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Community Supervision and Corrections Department
Attn: CSCD Director
4520 Reading Road
Rosenberg, Texas 77471

With a copy to: Fort Bend County
Attn: County Judge
301 Jackson Street
Richmond, Texas 77469

Contractor: Gateway Printing & Office Supply, Inc.
Attn: _____
14803 Bulverde Road
San Antonio, Texas 78247

26.3. A Notice is effective only if the party giving or making the Notice has complied with subsections 26.1 and 26.2 and if the addressee has received the Notice. A Notice is deemed received as follows:

26.3.1. If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.

26.3.2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

(Execution Page Follows)

(Remainder of Page Intentionally Left Blank)

IN WITNESS WHEREOF, this Addendum is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Addendum and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will. This Agreement is effective upon execution by both parties.

FORT BEND COUNTY

KP George, County Judge

Date

ATTEST

Laura Richard, County Clerk

GATEWAY PRINTING & OFFICE SUPPLY, INC.

B. Shook
Authorized Agent – Signature

Butch Shook
Authorized Agent- Printed Name

Sr Vice President
Title

7/30/2021
Date

AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of \$ 82,227.47 are available to pay the obligation of Fort Bend County within the foregoing Agreement.

Robert Ed Sturdivant, County Auditor

Exhibit A: Gateway's Proposal (Quote # 21-839MV-R4)

Exhibit A



10633 West Little York, Suite 210
Houston TX 77041
Matt Vest
Director of Sales
matt@gatewaypp.com
PH: 281-277-6500 FAX:

COMBINED OFFICES

Fort Bend County
Coretta Middleton

4520 Reading Rd
Rosenberg TX 77471

Proposal
Quote # 21-839MV-R4

Date: 7/13/2021

PURCHASING:
Please include quote # and contract
on PO (see order notes)

Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
BEECHNUT OFFICES						
1	OTG	7	OTG11715B Black Mesh Fabric Back & Mesh Fabric Seat, Synchro Tilter, Multi-Position Tilt Lock, Tilt Tension, Pneumatic Seat HT Adj., Height Adjustable Arms, Molded Black Base, Dual Wheel Carpet	\$390.00	\$159.90	\$1,119.30
2	OTG	14	OTG1220B Black Plastic Back & Seat, Fixed Arms, Chrome 4 Legged Base, Glides, Stacks 5 High on Floor, Packed 4 Per Carton (Priced Each), OTG GUEST & STACK	\$190.00	\$77.90	\$1,090.60
3	OTG	7	SL6030DS Rectangular Desk Shell - 60"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany	\$301.00	\$123.41	\$863.87
4	OTG	7	SL22BBF Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany	\$360.00	\$147.60	\$1,033.20
5	OTG	7	SL71BC 4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany	\$398.00	\$163.18	\$1,142.26
6	OTG	7	SL20CD 20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany	\$124.00	\$50.84	\$355.88
7	OTG	7	SL4224R Reversible Return Shell, 42"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany "w Return Handedness ~LT Left Handedness	\$221.00	\$90.61	\$634.27



10633 West Little York, Suite 210
Houston TX 77041
Matt Vest
Director of Sales
matt@gatewaypp.com
PH: 281-277-6500 FAX:

COMBINED OFFICES

Fort Bend County
Coretta Middleton

4520 Reading Rd
Rosenberg TX 77471

Proposal
Quote # 21-839MV-R4

Date: 7/13/2021

PURCHASING:
Please include quote # and contract
on PO (see order notes)

Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
Subtotal						\$6,239.38

FRESNO OFFICE

8	OTG	12	OTG1220B	\$190.00	\$77.90	\$934.80
Black Plastic Back & Seat, Fixed Arms, Chrome 4 Legged Base, Glides, Stacks 5 High on Floor, Packed 4 Per Carton (Priced Each), OTG GUEST & STACK						
9	OTG	6	OTG11715B	\$390.00	\$159.90	\$959.40
Black Mesh Fabric Back & Mesh Fabric Seat, Synchro Tilter, Multi-Position Tilt Lock, Tilt Tension, Pneumatic Seat HT Adj., Height Adjustable Arms, Molded Black Base, Dual Wheel Carpet						
10	OTG	6	SL6030DS	\$301.00	\$123.41	\$740.46
Rectangular Desk Shell - 60"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR						
<div> <div>errior Laminate Finishes</div> <div>errior Laminate Finishes</div> <div>~OTGL</div> <div>AML</div> <div>Superior Laminate Finishes</div> <div>1-American Mahogany</div> </div>						
11	OTG	6	SL22BBF	\$360.00	\$147.60	\$885.60
Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
<div> <div>errior Laminate Finishes</div> <div>errior Laminate Finishes</div> <div>~OTGL</div> <div>AML</div> <div>Superior Laminate Finishes</div> <div>1-American Mahogany</div> </div>						
12	OTG	6	SL71BC	\$398.00	\$163.18	\$979.08
4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR						
<div> <div>errior Laminate Finishes</div> <div>errior Laminate Finishes</div> <div>~OTGL</div> <div>AML</div> <div>Superior Laminate Finishes</div> <div>1-American Mahogany</div> </div>						
13	OTG	6	SL20CD	\$124.00	\$50.84	\$305.04
20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR						
<div> <div>errior Laminate Finishes</div> <div>errior Laminate Finishes</div> <div>~OTGL</div> <div>AML</div> <div>Superior Laminate Finishes</div> <div>1-American Mahogany</div> </div>						
14	OTG	6	SL4224R	\$221.00	\$90.61	\$543.66
Reversible Return Shell, 42"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR						
<div> <div>errior Laminate Finishes</div> <div>errior Laminate Finishes</div> <div>~OTGL</div> <div>AML</div> <div>Superior Laminate Finishes</div> <div>1-American Mahogany</div> </div>						



10633 West Little York, Suite 210
Houston TX 77041
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Director of Sales
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PH: 281-277-6500 FAX:

COMBINED OFFICES

Fort Bend County
Coretta Middleton

4520 Reading Rd
Rosenberg TX 77471

Proposal

Quote # 21-839MV-R4

Date: 7/13/2021

PURCHASING:

Please include quote # and contract # on PO (see order notes)

Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
			"w Return Handedness ~RT (STD) Right Handedness			
Subtotal						\$5,348.04

FRESNO SUPER

15	OTG	1	OTG11715B	\$390.00	\$159.90	\$159.90
			Black Mesh Fabric Back & Mesh Fabric Seat, Synchro Tilter, Multi-Position Tilt Lock, Tilt Tension, Pneumatic Seat HT Adj., Height Adjustable Arms, Molded Black Base, Dual Wheel Carpet			
16	OTG	2	OTG1220B	\$190.00	\$77.90	\$155.80
			Black Plastic Back & Seat, Fixed Arms, Chrome 4 Legged Base, Glides, Stacks 5 High on Floor, Packed 4 Per Carton (Priced Each), OTG GUEST & STACK			
17	OTG	1	SL7141BDS	\$398.00	\$163.18	\$163.18
			Bow Front Desk Shell - 71"w x 36/42"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
18	OTG	1	SL22BBF	\$360.00	\$147.60	\$147.60
			Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
19	OTG	1	SL22FF	\$360.00	\$147.60	\$147.60
			File/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
20	OTG	1	SL20CD	\$124.00	\$50.84	\$50.84
			20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
21	OTG	1	SL4224R	\$221.00	\$90.61	\$90.61
			Reversible Return Shell, 42"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
			erior Laminate Finishes "w Return Handedness	AML ~RT	1-American Mahogany (STD) Right Handedness	
22	OTG	1	SL71BC	\$398.00	\$163.18	\$163.18
			4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	AML	1-American Mahogany	
Subtotal						\$1,078.71

MISSOURI CITY

23	OTG	7	OTG11715B	\$390.00	\$159.90	\$1,119.30
			Black Mesh Fabric Back & Mesh Fabric Seat, Synchro Tilter, Multi-Position Tilt Lock, Tilt Tension, Pneumatic Seat HT Adj., Height Adjustable Arms, Molded Black Base, Dual Wheel Carpet			
24	OTG	14	OTG1220B	\$190.00	\$77.90	\$1,090.60
			Black Plastic Back & Seat, Fixed Arms, Chrome 4 Legged Base, Glides, Stacks 5 High on Floor, Packed 4 Per Carton (Priced Each), OTG GUEST & STACK			
25	OTG	7	SL6030DS	\$301.00	\$123.41	\$863.87
			Rectangular Desk Shell - 60"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	AML	1-American Mahogany	
26	OTG	7	SL22BBF	\$360.00	\$147.60	\$1,033.20
			Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	AML	1-American Mahogany	
27	OTG	7	SL71BC	\$398.00	\$163.18	\$1,142.26
			4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	AML	1-American Mahogany	
28	OTG	7	SL20CD	\$124.00	\$50.84	\$355.88
			20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR			



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COMBINED OFFICES

Fort Bend County
Coretta Middleton

4520 Reading Rd
Rosenberg TX 77471

Proposal
Quote # 21-839MV-R4

Date: 7/13/2021

PURCHASING:
Please include quote # and contract
on PO (see order notes)

Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	AML	1-American Mahogany	
29	OTG	7	SL4224R	\$221.00	\$90.61	\$634.27
			Reversible Return Shell, 42"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	AML	1-American Mahogany	
			"w Return Handedness	~RT	(STD) Right Handedness	
Subtotal						\$6,239.38

MR POPE

30	OTG	2	SL36SIDR	\$189.00	\$77.49	\$154.98
			Silver doors for SL36HO/SL36WC, OTG LAMINATE SUPERIOR			
31	OTG	1	SL71SIDR	\$351.00	\$143.91	\$143.91
			Silver doors for SL71HO, OTG LAMINATE SUPERIOR			
32	OTG	1	SL48R	\$355.00	\$145.55	\$145.55
			Tables-Round Table/Cross Base - 48W x 29-1/2H, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	ADC	1-American Dark Cherry	
33	OTG	2	SL36HO	\$291.00	\$119.31	\$238.62
			36"w x 15"d x 36"h, Table Top Bookcase, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	ADC	1-American Dark Cherry	
34	OTG	1	SL3622LF	\$574.00	\$235.34	\$235.34
			2 Drawer Lateral File W/Lock (Fully Assembled) - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes	~OTGL	Superior Laminate Finishes	
			erior Laminate Finishes	ADC	1-American Dark Cherry	
35	OTG	1	SL3622SC	\$419.00	\$171.79	\$171.79



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
Storage Cabinet W/Lock - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes ADC 1-American Dark Cherry			
36	OTG	1	SL7141BDS	\$398.00	\$163.18	\$163.18
Bow Front Desk Shell - 71"w x 36/42"d x 29.5"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes ADC 1-American Dark Cherry			
37	OTG	1	SL7124CS	\$331.00	\$135.71	\$135.71
Credenza Shell - 71"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes ADC 1-American Dark Cherry			
38	OTG	1	SL71HO	\$395.00	\$161.95	\$161.95
Open Hutch, 71"w x 15"d x 36"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes ADC 1-American Dark Cherry			
39	OTG	2	SL22BBF	\$360.00	\$147.60	\$295.20
Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes ADC 1-American Dark Cherry			
40	OTG	2	SL22FF	\$360.00	\$147.60	\$295.20
File/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes ADC 1-American Dark Cherry			
41	OTG	1	SL20CD	\$124.00	\$50.84	\$50.84
20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes ADC 1-American Dark Cherry			
Subtotal					\$2,192.27	



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
MR.REGGIE						
42	OTG	2	SL36SIDR Silver doors for SL36HO/SL36WC, OTG LAMINATE SUPERIOR	\$189.00	\$77.49	\$154.98
43	OTG	1	SL71SIDR Silver doors for SL71HO, OTG LAMINATE SUPERIOR	\$351.00	\$143.91	\$143.91
44	OTG	1	SL48R Tables-Round Table/Cross Base - 48W x 29-1/2H, OTG LAMINATE SUPERIOR	\$355.00	\$145.55	\$145.55
			erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany			
45	OTG	2	SL36HO 36"w x 15"d x 36"h, Table Top Bookcase, OTG LAMINATE SUPERIOR	\$291.00	\$119.31	\$238.62
			erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany			
46	OTG	1	SL3622LF 2 Drawer Lateral File W/Lock (Fully Assembled) - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR	\$574.00	\$235.34	\$235.34
			erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany			
47	OTG	1	SL3622SC Storage Cabinet W/Lock - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR	\$419.00	\$171.79	\$171.79
			erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany			
48	OTG	1	SL7141BDS Bow Front Desk Shell - 71"w x 36/42"d x 29.5"h, OTG LAMINATE SUPERIOR	\$398.00	\$163.18	\$163.18
			erior Laminate Finishes ~OTGL Superior Laminate Finishes erior Laminate Finishes AML 1-American Mahogany			
49	OTG	1	SL7124CS	\$331.00	\$135.71	\$135.71



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
Credenza Shell - 71"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
50	OTG	1	SL71HO	\$395.00	\$161.95	\$161.95
Open Hutch, 71"w x 15"d x 36"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
51	OTG	2	SL22BBF	\$360.00	\$147.60	\$295.20
Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
52	OTG	2	SL22FF	\$360.00	\$147.60	\$295.20
File/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
53	OTG	1	SL20CD	\$124.00	\$50.84	\$50.84
20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
Subtotal					\$2,192.27	

ROSENBERG LARGE OFFICE

54	OTG	22	SL22BBF	\$360.00	\$147.60	\$3,247.20
Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
55	OTG	22	SL7141BDS	\$398.00	\$163.18	\$3,589.96
Bow Front Desk Shell - 71"w x 36/42"d x 29.5"h, OTG LAMINATE SUPERIOR						



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
56	OTG	31	SL20CD 20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR	\$124.00	\$50.84	\$1,576.04
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
57	OTG	22	SL4224R Reversible Return Shell, 42"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR	\$221.00	\$90.61	\$1,993.42
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
			"w Return Handedness ~RT (STD) Right Handedness			
58	OTG	1	SL71BC 4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR	\$398.00	\$163.18	\$163.18
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
59	OTG	4	SL71HO Open Hutch, 71"w x 15"d x 36"h, OTG LAMINATE SUPERIOR	\$395.00	\$161.95	\$647.80
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
60	OTG	4	SL71SIDR Silver doors for SL71HO, OTG LAMINATE SUPERIOR	\$351.00	\$143.91	\$575.64
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
61	OTG	4	SL71TB Tackboard - Black Fabric - 68-1/4 x 17-1/4, OTG LAMINATE SUPERIOR	\$117.00	\$47.98	\$191.92
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
62	OTG	4	OTGLEDTL31 Hutch Task Light, 31" Used under Hutch, OTG ACCESSORIES	\$151.00	\$61.91	\$247.64
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
63	OTG	4	SL7136CER	\$410.00	\$168.10	\$672.40



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
Credenza with Corner Extension - Right (Not Freestanding) - 71"w x 24/36"d x 29.5"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
64	OTG	4	SL3624FB	\$156.00	\$63.96	\$255.84
Flush Bridge - 36"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
Subtotal						\$13,161.04
ROSENBERG SM CONF.						
65	OTG	12	OTG11648B	\$575.00	\$235.75	\$2,829.00
Blk Luxhide Upholstery w/ Mock Leather Trim, Single Position Tilt Lock w/ Tension Adj., Fixed Height Arms (Chrome) w/ Uphol Armrests, Pneu Seat Height Adj, Polished Alum Base, Dual						
Subtotal						\$2,829.00
ROSENBERG SMALL						
66	OTG	31	OTG11715B	\$390.00	\$159.90	\$4,956.90
Black Mesh Fabric Back & Mesh Fabric Seat, Synchro Tilter, Multi-Position Tilt Lock, Tilt Tension, Pneumatic Seat HT Adj., Height Adjustable Arms, Molded Black Base, Dual Wheel Carpet						
67	OTG	62	OTG1220B	\$190.00	\$77.90	\$4,829.80
Black Plastic Back & Seat, Fixed Arms, Chrome 4 Legged Base, Glides, Stacks 5 High on Floor, Packed 4 Per Carton (Priced Each), OTG GUEST & STACK						
68	OTG	9	SL6030DS	\$301.00	\$123.41	\$1,110.69
Rectangular Desk Shell - 60"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
69	OTG	9	SL22BBF	\$360.00	\$147.60	\$1,328.40
Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
70	OTG	9	SL71BC	\$398.00	\$163.18	\$1,468.62
			4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
71	OTG	9	SL4224R	\$221.00	\$90.61	\$815.49
			Reversible Return Shell, 42"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
			"w Return Handedness ~RT (STD) Right Handedness			
Subtotal					\$14,509.90	

ROSENBERG TRAIN

72	GLB	100	6621	\$182.00	\$83.72	\$8,372.00
			DUET, Armless, Wall Saver, Plastic Seat & Back, Std Sled Base, Chrome Frame, Std Non-Marking Glides, Stacks 12 High on Floor, 40 High on Dolly, GLOBAL SEATING USA			
			Duet Plastic Finish ~DPLS Plastic Back / Seat Selections			
			Duet Plastic Finish BLK 1-Night, Black [BLK]			
			Duet Frame Finish CH F-Chrome Frame [CH]			
			Duet Glide Type CG M-(STD) Clear Glides			
			Duet Packaging Type SFA M-(STD) Fully Assembled			
73	OTG	3	OTGFTBASE60	\$389.00	\$159.49	\$478.47
			OTG Flip Top Base Only, 60", Used with SL6024TOP or SL6030TOP (Black or Tungsten) OTG LAMINATE SUPERIOR			
			Metal Base Option TUN 1-Tungsten			
74	OTG	26	OTGFTBASE71	\$406.00	\$166.46	\$4,327.96
			OTG Flip Top Base Only, 71", Used with SL7124TOP OR SL7130TOP, (Black or Tungsten) OTG LAMINATE SUPERIOR			
			Metal Base Option TUN 1-Tungsten			
75	OTG	1	OTGHABASE2	\$700.00	\$287.00	\$287.00
			OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -70.87"w Widths, 4 Programmable Positions, Digital Display, OTG HEIGHT			
			Adjustable Base Widths ~4824 48"w x 24"d Base			



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
76	OTG	3	SL6024TOP	\$139.00	\$56.99	\$170.97
24"d x 60"w x 1"h, Rectangular Top Only, OTG LAMINATE SUPERIOR						
errior Laminate Finishes ~OTGL Superior Laminate Finishes						
errior Laminate Finishes AGL 1-Artisan Grey Laminate						
77	OTG	26	SL7124TOP	\$163.00	\$66.83	\$1,737.58
24"d x 71"w x 1"h, Rectangular Top Only, OTG LAMINATE SUPERIOR						
errior Laminate Finishes ~OTGL Superior Laminate Finishes						
errior Laminate Finishes AGL 1-Artisan Grey Laminate						
78	OTG	1	SL4824TOP	\$118.00	\$48.38	\$48.38
24"d x 48"w x 1"h, Rectangular Top Only, OTG LAMINATE SUPERIOR						
errior Laminate Finishes ~OTGL Superior Laminate Finishes						
errior Laminate Finishes AGL 1-Artisan Grey Laminate						
Subtotal						\$15,422.36

SUGAR LAND

79	OTG	9	OTG11715B	\$390.00	\$159.90	\$1,439.10
Black Mesh Fabric Back & Mesh Fabric Seat, Synchro Tilter, Multi-Position Tilt Lock, Tilt Tension, Pneumatic Seat HT Adj., Height Adjustable Arms, Molded Black Base, Dual Wheel Carpet						
80	OTG	18	OTG1220B	\$190.00	\$77.90	\$1,402.20
Black Plastic Back & Seat, Fixed Arms, Chrome 4 Legged Base, Glides, Stacks 5 High on Floor, Packed 4 Per Carton (Priced Each), OTG GUEST & STACK						
81	OTG	9	SL22BBF	\$360.00	\$147.60	\$1,328.40
Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR						
errior Laminate Finishes ~OTGL Superior Laminate Finishes						
errior Laminate Finishes AML 1-American Mahogany						
82	OTG	8	SL6030DS	\$301.00	\$123.41	\$987.28
Rectangular Desk Shell - 60"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR						
errior Laminate Finishes ~OTGL Superior Laminate Finishes						
errior Laminate Finishes AML 1-American Mahogany						



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Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
83	OTG	9	SL71BC	\$398.00	\$163.18	\$1,468.62
			4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
84	OTG	9	SL20CD	\$124.00	\$50.84	\$457.56
			20" Center Drawer (Laminate), OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
85	OTG	8	SL4224R	\$221.00	\$90.61	\$724.88
			Reversible Return Shell, 42"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
			"w Return Handedness ~RT (STD) Right Handedness			
Subtotal						\$7,808.04

SUGAR LAND SUPER

86	OTG	1	SL22FF	\$360.00	\$147.60	\$147.60
			File/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
87	OTG	1	SL7141BDS	\$398.00	\$163.18	\$163.18
			Bow Front Desk Shell - 71"w x 36/42"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			
88	OTG	1	SL7136CEL	\$410.00	\$168.10	\$168.10
			Credenza with Corner Extension - Left (Not Freestanding) - 71"w x 24/36"d x 29.5"h, OTG LAMINATE SUPERIOR			
			erior Laminate Finishes ~OTGL Superior Laminate Finishes			
			erior Laminate Finishes AML 1-American Mahogany			



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on PO (see order notes)

Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
89	OTG	1	SL3624FB	\$156.00	\$63.96	\$63.96
Flush Bridge - 36"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR						
errior Laminate Finishes ~OTGL Superior Laminate Finishes						
errior Laminate Finishes AML 1-American Mahogany						
90	OTG	1	SL71HO	\$395.00	\$161.95	\$161.95
Open Hutch, 71"w x 15"d x 36"h, OTG LAMINATE SUPERIOR						
errior Laminate Finishes ~OTGL Superior Laminate Finishes						
errior Laminate Finishes AML 1-American Mahogany						
91	OTG	1	SL71SIDR	\$351.00	\$143.91	\$143.91
Silver doors for SL71HO, OTG LAMINATE SUPERIOR						
92	OTG	1	SL71TB	\$117.00	\$47.98	\$47.98
Tackboard - Black Fabric - 68-1/4 x 17-1/4, OTG LAMINATE SUPERIOR						
Subtotal						\$896.68

WAITING

93	OTG	4	OTG11820B	\$430.00	\$176.30	\$705.20
Guest Chair, Wood Back, Black Luxhide Seat, Fixed Wood Arms, Wood 4 Legged Base, Glides, OTG GUEST & STACK						
od Frame Finish Option TH F-Toffee Wood Frame Finish						
94	OTG	4	OTG11820B	\$430.00	\$176.30	\$705.20
Guest Chair, Wood Back, Black Luxhide Seat, Fixed Wood Arms, Wood 4 Legged Base, Glides, OTG GUEST & STACK						
od Frame Finish Option CX F-Cordovan Wood Frame Finish						
Subtotal						\$1,410.40

ZEDM

95	ZEDM	1	ZDELIVERY ONLY	\$0.00	\$2,900.00	\$2,900.00
EDM TO DELIVER ONLY TO EACH LOCATION						



10633 West Little York, Suite 210
Houston TX 77041
Matt Vest
Director of Sales
matt@gatewaypp.com
PH: 281-277-6500 FAX:

COMBINED OFFICES

Fort Bend County
Coretta Middleton

4520 Reading Rd
Rosenberg

TX 77471

Proposal
Quote # 21-839MV-R4

Date: 7/13/2021

PURCHASING:

Please include quote # and contract
on PO (see order notes)

Item	MFG	Qty	Product	List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
Subtotal						\$2,900.00
Total:						\$82,227.47

ORDER NOTES:

Offices To Go (OTG) TIPS Supply Schedule
Manufacturer: Global Furniture Group
TIPS Contract #: 200301

PLEASE INCLUDE ON YOUR PO:

CONTRACT#

YOUR CONTRACT MEMBER/AGENCY#

OUR QUOTE#

ISSUE PO TO:

Offices To Go
c/o Gateway
14803 Bulverde Rd.
San Antonio, TX 78247



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Houston TX 77041
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Item	MFG	Qty	Product
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List Price: Per Unit	Sell Price: Per Unit	Sell Price: Extended
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Special Instructions:

Gateway is pleased to provide this pricing for your consideration. Proposal valid for 30 days.
Estimated leadtime is 4-6 weeks, subject to the manufactures production / shipping schedule.
Please view the detailed list of product in this proposal.
Delivery and Installation during regular business hours, Monday through Friday 8AM to 5PM, unless noted otherwise.

Please note: A deposit is required on all furniture orders prior to order placement
This proposal contains **Special Order** items that are **Not Returnable**.
Once an order is placed, cancellations are **Not Allowed**.

In the event that your landlord and or their property management company requires that they be named as additional insured on our General Liability insurance we herby agree to provide additional insured status for both on going and completed operations.

Your signature below indicates your approval to order the items listed on this proposal.

Purchase Order: _____

Signature: _____

Date: _____

Print Name: _____