

STATE OF TEXAS

§

§

KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF FORT BEND

§

**PURCHASE AGREEMENT FOR EMERGENCY OPERATIONS CENTER  
IN ACCORDANCE WITH OMNIA PARTNERS CONTRACT NUMBER: R191811**

THIS AGREEMENT is made and entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Letourneau Interests, Inc. (hereinafter "Seller"), a company authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, County desires to purchase equipment to be used at the Fort Bend County Emergency Operations Center, as offered under US Communities Government Purchasing Alliance (Omnia Partners) Contract Number: R191811 (hereinafter "Contract Number: R191811");

WHEREAS, Letourneau Interests, Inc. is an authorized dealer of National Office Furniture, Inc. who holds the contract for Furniture, Installation and Related Services for the above referenced Contract Number: R191811 and has provided the pricing that is the subject of this Agreement; and

WHEREAS, Letourneau Interests, Inc. has provided County with a Furniture Proposal reflecting pricing that does not exceed the amounts approved in Contract Number: #R191811.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

**AGREEMENT**

**Section 1.        Furniture Proposal**

County agrees to purchase from Seller and Seller agrees to sell to County the products or services (hereinafter the "Purchase") at price(s) set forth as listed on the Furniture Proposal dated December 8, 2021, (attached and incorporated as Exhibit A to this Agreement) and in accordance with Furniture, Installation and Related Services Agreement Between Region 4 Education Service Center (ESC) and, National Office Furniture, Contract Number: R191811 (attached and incorporated as Exhibit B to this Agreement). All prices are inclusive of applicable freight charges and delivery fees unless otherwise agreed to by County in writing. "Goods" shall mean any goods (including any part or parts thereof) specified in the PO to be purchased by Buyer from Seller, and shall include any services related thereto. "Services" shall mean any services specified in the PO to be furnished by Seller for Buyer.

## **Section 2.           Compensation and Payment**

2.1 The Maximum Compensation for this Purchase as described in Exhibit A is \$147,180.43. no case shall the amount paid by County under this Agreement exceed the Maximum Compensation without an approved change order. All prices are exclusive of applicable freight charges and duties unless otherwise agreed to by County.

2.2 Any changes to the Furniture Proposal by Seller must be approved in advance and authorized by County.

2.3 County will pay Seller based on the following procedures: Seller shall submit to County two (2) original copies of invoices showing the amounts due in a form acceptable to County. County shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. County shall pay each such approved invoice within thirty (30) calendar days. County reserves the right to withhold payment pending verification of satisfactory delivery and inspection.

## **Section 3.           Limit of Appropriation**

3.1 Seller 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 \$147,180.43 specifically allocated to fully discharge any and all liabilities County may incur.

3.2 Seller does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Seller may become entitled to and the total maximum sum that County may become liable to pay to Seller shall not under any conditions, circumstances, or interpretations thereof exceed \$147,180.43.

## **Section 4.           Delivery**

4.1 Delivery shall be strictly in accordance with the delivery schedule set out or referred to in the attached Furniture Proposal. Delivery Date shall mean the date the Furniture Proposal line item is required to arrive at agreed upon County location. Seller shall ship all line quantities complete unless otherwise approved in writing by County. Seller shall ship all line items on the Furniture Proposal with common dock date together unless otherwise agreed in writing. Incomplete or unauthorized shipments may result in delayed payment of invoices. All shipments by the seller shall be shipped on the carrier, account number, and method indicated on the Furniture Proposal. County reserves the right to refuse any charges resulting from a deviation from the shipping terms on the Furniture Proposal. Packages with shipping charges may be refused without prior notification and approval. County reserves the right to refuse payment for non-authorized shipping insurance charges. County may at its option cancel this Furniture Proposal, or any part of this Furniture Proposal without incurring any liability for failure by Seller to meet the scheduled delivery date. If County requests expedited shipment of any late deliveries, Seller shall pay any additional cost of expedited shipment. Seller shall not ship ahead of the scheduled Delivery Date unless authorized by County. County may return at its option all unauthorized early shipments to Seller at Seller's



expense. When the Seller has reason to believe that deliveries will not be made as scheduled, Seller shall immediately notify the County. Seller shall be liable for County's additional expenses in the event that Seller fails to provide such notice.

4.2 All packages shall, at no additional cost to County, be properly packaged or otherwise prepared in a manner satisfactorily to County, in accordance with the requirements of any carrier. Seller shall be liable for any loss or damage due to its failure to properly preserve, package, handle, or pack any shipment. No charges shall be allowed for handling, crating, returnable containers, import duties, transportation, documentation or media unless previously agreed in writing and such agreement is referenced on the face of the Furniture Proposal.

4.3 All items ordered are subject to final inspection and acceptance at destination by County despite prior payments or inspection at source. Payments shall not constitute final acceptance of the product. County may reject any item which contains defective material or workmanship or does not conform to specifications, samples or is not as ordered. Rejected items may be returned at Seller's expense at the full invoice price plus incoming transportation charges, if any, and no replacement of defective items shall be made unless specified by County. County and all relevant regulatory authorities shall also reserve the right to inspect the Seller's facilities and all applicable records related to the performance of this Purchase. The Seller must notify County of nonconforming product and any changes in product and/or process definition. The Seller shall also flow down the supply chain any applicable requirements as determined in this Agreement. When requested, the Seller agrees to provide County with a signed Certificate of Conformity for each Purchase, including extreme stress, heat or environment and test reports, and/or airworthiness certificates when applicable. The Seller shall retain all records related to the performance of this Furniture Proposal for a period of at least four (4) years.

4.4 Shipping, Delivery and Risk of Loss. Buyer shall pay reasonable shipping costs in accordance with its instructions, but Seller shall be responsible for packing, shipping, and safe delivery and shall bear all risk of damage or loss until Goods have been delivered to and accepted by Buyer. All shipments on which freight charges are due must be prepaid. Collect shipments will not be accepted.

## **Section 5. Modifications and Waivers**

5.1 The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.

5.2 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.

5.3 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.

## **Section 6. Responsibility for Property**

Seller shall be responsible for loss or damage to County property caused by negligence or wrongful acts or omissions of Seller, its representatives or employees.

## **Section 7. Insurance**

7.1 Prior to delivery of Purchase, Seller 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. Seller shall provide certified copies of insurance endorsements and/or policies if requested by County. Seller shall maintain such insurance coverage from the time of execution of this Agreement until Purchase is satisfactorily accepted by County as described in Section 4. and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Seller 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:

- 7.1.1 Workers' Compensation insurance in accordance with the laws of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.
- 7.1.2 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.
- 7.1.3 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.
- 7.1.4 Business Automobile Liability insurance applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.

7.2 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 Seller, shall contain a waiver of subrogation in favor of County and members of Commissioners Court.

7.3 If required coverage is written on a claims-made basis, Seller 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 2 years beginning from the time that work under the Agreement is completed.

7.4 No cancellation of or changes to the certificates, or the policies, may be made without thirty (30) days prior, written notification to Fort Bend County.

7.5 Approval of the insurance by Fort Bend County shall not relieve or decrease the liability of the Seller.

#### **Section 8. Indemnity**

**SELLER SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF SELLER, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF SELLER OR ANY OF SELLER'S AGENTS, SERVANTS OR EMPLOYEES.**

#### **Section 9. Independent Contractor**

9.1 In the performance of work or services hereunder, Seller 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 contractor or, where permitted, of its subcontractors.

9.2 Seller 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.

#### **Section 10. Notices**

10.1 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).

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:	Fort Bend County
	Attn: Purchasing Agent
	301 Jackson
	Richmond, TX 77469

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

Seller: Letourneau Interests, Inc.  
Attn: Gary Brisendine  
5819 Milwee Street  
Houston, TX 77092

10.2 A Notice is effective only if the party giving or making the Notice has complied with subsections 10.1 and 10.2 and if the addressee has received the Notice. A Notice is deemed received as follows:

10.2.1 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.

10.2.2 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.

**Section 11. Compliance with Laws**

Seller 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, Seller shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

**Section 12. Guarantees and Warranty**

Seller warrants that it is authorized to sell the products to the County. Seller hereby expressly warrants that all material or services covered by this Furniture Proposal shall conform to all specifications, drawing, samples and any other description furnished or adopted by County. Product shall be new, of the best quality and fit, sufficient for the purpose intended, merchantable, and free of defects. Seller hereby agrees to be responsible for all defects in design, materials, and workmanship. Any breach of warranty, goods or material, which are not as warranted may, at the option of County, be returned at Seller's expense for either credit or replacement. Replacement products shall be new and subject to full original warranty. All warranties shall run to County and its successors.

**Section 13.        Assignment**

13.1    Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.

13.2    Neither party may delegate any performance under this Agreement.

13.3    Any purported assignment of rights or delegation of performance in violation of this Section is void.

**Section 14.        Applicable Law**

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.

**Section 15.        Successors and Assigns**

County and Seller 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.

**Section 16.        Third Party Beneficiaries**

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

**Section 17.        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.

**Section 18.        Publicity**

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Seller release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

**Section 19.        Certain State Law Requirements for Contracts:**

Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.

19.1 If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in section 808.001 of the Texas Government Code.

19.2 If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in section 809.001 of the Texas Government Code.

19.3 If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Contractor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in section 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in section 2274.001(6) and (7) of the Texas Government Code.

**Section 20.        Human Trafficking**

BY ACCEPTANCE OF CONTRACT, SELLER 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.

**Section 21.        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.

**Section 22.        Conflict**

In the event there is a conflict between this Agreement and the attached exhibits, this Agreement controls.

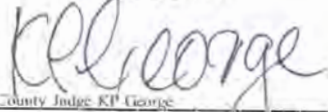


**Section 23. Entire Agreement**

This instrument contains the entire Agreement between the parties hereto relating to the rights herein granted and the obligation herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect excepting a subsequent modification in writing signed by all the parties hereto.

IN TESTIMONY OF WHICH, THIS AGREEMENT shall be effective upon execution of all parties.

FORT BEND COUNTY

  
\_\_\_\_\_  
County Judge KP George  
KP George/ County Judge

January 4, 2022  
\_\_\_\_\_  
Date


LETOURNEAU INTERESTS, INC.

  
\_\_\_\_\_  
Authorized Agent - Signature

12/29/2021  
\_\_\_\_\_  
Date

1/04/2022  
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Laura Richard, County Clerk



GARY BRISENDINE  
\_\_\_\_\_  
Authorized Agent- Printed Name

ACCOUNT EXECUTIVE  
\_\_\_\_\_  
Title

12/29/2021  
\_\_\_\_\_  
Date

- Exhibit A: Furniture Proposal dated December 8, 2021  
Exhibit B: US Communities Government Purchasing Alliance (Omnia Partners)  
Contract Number: R191811

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ 147,180.43 to accomplish and pay the obligation of Fort Bend County under this contract.

  
\_\_\_\_\_  
Robert E. Sturdivant, County Auditor

Exhibit A:  
Furniture Proposal dated December 8, 2021



Reg 208689



LetourneauKeller (34611)

## Furniture Proposal

## FORT BEND COUNTY EOC

## Remit To:

Letourneau Interests, Inc.  
5819 Milwee Street  
Houston, TX 77092

Date: 12/8/2021

## Prepared For:

Attn: Melissa Stavinoha  
FORT BEND COUNTY EOC  
301 Jackson Suite #300  
Richmond Tx 77469

## Ship To:

Attn: Melissa Stavinoha  
FORT BEND COUNTY EOC  
301 Jackson Suite #300  
Richmond Tx 77469

Valid Until: 30 Days from Quote Date

Order No: GB171

Rep: GARY BRISENDINE  
713-681-0033 X225  
garyb@LetourneauKeller.com

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
<b>105</b>						
1	21N7366LLFL		ARROWOOD,73DX66W,L UNIT,FULL PED,LEFT,LAM	3	\$1,022.80	\$3,068.40
			NOF			
			DESK GROMMET	X		
			RETURN GROMMET	G13C		
			LOCK	KRB		
			LAMINATE COLOR	792		
			NO GROMMET			
			GROMMET,CENTER			
			RANDOM CORE,INSTALLED,BLACK			
			SABLE			
2	N15MR		MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM	3	\$366.61	\$1,099.83
			NOF			
			PACK	KD		
			UPHOLSTERY GRADE	2		
			PRIMARY UPH PATTERN COLOR	22507		
			CASTER	C15		
			TOOL-LESS KNOCK DOWN			
			GRADE 2			
			BRILLIANT EBONY			
			HARD DUAL WHEEL,BLACK			
Room/Area Subtotal:						\$4,168.23

OMNIA CONTRACT #30003736 62.97  
Unit List \$2,762.00 Ext List \$8,286.00

OMNIA CONTRACT #30003736 62.97  
Unit List \$990.00 Ext List \$2,970.00

<b>106</b>						
3	21N8572LLFL		ARROWOOD,85DX72W,L UNIT,FULL PED,LEFT,LAM	1	\$1,086.86	\$1,086.86
			NOF			
			DESK GROMMET	X		
			RETURN GROMMET	G13C		
			LOCK	KRB		
			LAMINATE COLOR	792		
			NO GROMMET			
			GROMMET,CENTER			
			RANDOM CORE,INSTALLED,BLACK			
			SABLE			

OMNIA CONTRACT #30003736 62.97  
Unit List \$2,935.00 Ext List \$2,935.00

[illegible]

## 107

5	21N8572LRFL	ARROWOOD,85DX72W,L UNIT,FULL PED,RIGHT,LAM	1	\$1,086.86	\$1,086.86
	NOF				

DESK GROMMET	X	NO GROMMET
RETURN GROMMET	G13C	GROMMET,CENTER
LOCK	KRB	RANDOM CORE,INSTALLED,BLACK
LAMINATE COLOR	792	SABLE

UPHOLSTERY GRADE	1	GRADE 1
PRIMARY UPH PATTERN COLOR	...	Skipped Option
FINISH	792	SABLE

PACK	KD	TOOL-LESS KNOCK DOWN
UPHOLSTERY GRADE	2	GRADE 2
PRIMARY UPH PATTERN COLOR	22507	BRILLIANT EBONY
CASTER	C15	HARD DUAL WHEEL, BLACK

## 108

PULL	5	INTEGRATED
LOCK	KS1B	SPECIFY 1 BLACK CORE SEPARATE
PAINT GROUP	STD	STANDARD, NON-METALLIC PAINT
PAINT COLOR	462	CINDER

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
9	71N3054FB1NFL		ALLOY, 30DX54W, FIXED BASE, NON-POWERED, FREESTANDING, HPL	7	\$355.88	\$2,491.16
		NAT				
						OMNIA CONTRACT #30003736 62.97
					Unit List	Ext List
					\$961.00	\$6,727.00
			RIM PROFILE	V792		
			GROMMET	G11MBC		
			TOP LAMINATE GROUP	STD		
			LAMINATE COLOR	792		
			PAINT COLOR	23		
					SOFTENED PVC,SABLE	
					GROMMET,CINDER,CENTER	
					STANDARD LAMINATE	
					SABLE	
					BLACK	
10	NCCB001		CASEGOODS, LOCK CORE WITH KEY, BLACK, NO 001	1	\$7.03	\$7.03
		NAT				
						OMNIA CONTRACT #30003736 62.97
					Unit List	Ext List
					\$19.00	\$19.00
11	NCCB108		CASEGOODS, LOCK CORE WITH KEY, BLACK, NO 108	1	\$7.03	\$7.03
		NAT				
						OMNIA CONTRACT #30003736 62.97
					Unit List	Ext List
					\$19.00	\$19.00
12	10N96PNKL		UNIVERSAL, FOR 96W TOP, PANEL BASE KIT, LAMINATE	1	\$1,053.91	\$1,053.91
		NAT				
						OMNIA CONTRACT #30003736 62.97
					Unit List	Ext List
					\$2,846.00	\$2,846.00
			BASE PROFILE	P1		
			MODIFIED WIDTH	X		
			LAMINATE COLOR	792		
					BASIC	
					NO MODIFIED WIDTH (STANDARD)	
					SABLE	
13	31NN4896RTLW		ARROWOOD, 48DX96W, CONFERENCE TOP, RECTANGLE, LAM/WOOD	1	\$1,034.66	\$1,034.66
		NOF				
						OMNIA CONTRACT #30003736 62.97
					Unit List	Ext List
					\$2,794.00	\$2,794.00
			GROMMET	X		
			MODIFIED DEPTH	X		
			MODIFIED WIDTH	X		
			FINISH	...		
					NO GROMMET	
					NO MODIFIED DEPTH (STANDARD)	
					NO MODIFIED WIDTH (STANDARD)	
					Skipped Option	
14	N15MR		MIX-IT, KNEE, HI BK, MESH, PLASTIC BASE, ADJ ARM	7	\$366.61	\$2,566.27
		NOF				
						OMNIA CONTRACT #30003736 62.97
					Unit List	Ext List
					\$990.00	\$6,930.00
			PACK	KD		
			UPHOLSTERY GRADE	2		
			PRIMARY UPH PATTERN COLOR	22507		
			CASTER	C15		
					TOOL-LESS KNOCK DOWN	
					GRADE 2	
					BRILLIANT EBONY	
					HARD DUAL WHEEL, BLACK	



109110

18	71N3046SMSFL	ALLOY, 30WX46H, MID SUPPORT PANEL, FIXED, LAMINATE	2	\$87.40	\$174.80
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Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
20	NCCB109		CASEGOODS, LOCK CORE WITH KEY, BLACK, NO 109	1	\$7.03	\$7.03
		NOF				
					OMNIA CONTRACT #30003736 62.97	
					Unit List \$19.00	Ext List \$19.00
21	71N2415PM8FM		ALLOY, 24DX15W, PEDESTAL, MOBILE, BOX/FILE, METAL	1	\$353.65	\$353.65
		NOF				
					OMNIA CONTRACT #30003736 62.97	
					Unit List \$955.00	Ext List \$955.00
			PULL LOCK KS1B PAINT GROUP STD PAINT COLOR 462		Skipped Option SPECIFY 1 BLACK CORE SEPARATE STANDARD, NON-METALLIC PAINT CINDER	
22	N15MR		MIX-IT, KNEE, HI BK, MESH, PLASTIC BASE, ADJ ARM	4	\$366.61	\$1,466.44
		NOF				
					OMNIA CONTRACT #30003736 62.97	
					Unit List \$990.00	Ext List \$3,960.00
			PACK KD TOOL-LESS KNOCK DOWN UPHOLSTERY GRADE 2 GRADE 2 PRIMARY UPH PATTERN COLOR BRILLIANT EBONY CASTER C15 HARD DUAL WHEEL, BLACK			
Room/Area Subtotal:						\$3,600.24
111						
23	71N3046EPFL		ALLOY, 30DX46H, END PANEL, FIXED, LAMINATE	2	\$87.40	\$174.80
		NAT				
					OMNIA CONTRACT #30003736 62.97	
					Unit List \$236.00	Ext List \$472.00
			LAMINATE COLOR 792		SABLE	
24	71N3046SMSFL		ALLOY, 30WX46H, MID SUPPORT PANEL, FIXED, LAMINATE	4	\$87.40	\$349.60
		NAT				
					OMNIA CONTRACT #30003736 62.97	
					Unit List \$236.00	Ext List \$944.00
			LAMINATE COLOR 792		SABLE	
25	71N3054FB1NFL		ALLOY, 30DX54W, FIXED BASE, NON-POWERED, FREESTANDING, HPL	6	\$355.88	\$2,135.28
		NAT				
					OMNIA CONTRACT #30003736 62.97	
					Unit List \$961.00	Ext List \$5,766.00
			RIM PROFILE V792 SOFTENED PVC, SABLE GROMMET G11MBC GROMMET, CINDER, CENTER TOP LAMINATE GROUP STD STANDARD LAMINATE LAMINATE COLOR 792 SABLE			

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
			PAINT COLOR 23 BLACK			
26	NCCB101		CASEGOODS, LOCK CORE WITH KEY, BLACK, NO 101	2	\$7.03	\$14.06
		NOF				
						OMNIA CONTRACT #30003736 62.97
						Unit List \$19.00 Ext List \$38.00
27	71N1554VHR1M		ALLOY, 15WX54H, STORAGE CABINET, RIGHT, BBF PED, METAL	1	\$498.07	\$498.07
		NOF				
						OMNIA CONTRACT #30003736 62.97
						Unit List \$1,345.00 Ext List \$1,345.00
			PULL 5 INTEGRATED LOCK KS2B SPECIFY 2 BLACK CORE SEPARATE PAINT GROUP STD STANDARD, NON-METALLIC PAINT PAINT COLOR 462 CINDER			
28	N15MR		MIX-IT, KNEE, HI BK, MESH, PLASTIC BASE, ADJ ARM	6	\$366.61	\$2,199.66
		NOF				
						OMNIA CONTRACT #30003736 62.97
						Unit List \$990.00 Ext List \$5,940.00
			PACK KD TOOL-LESS KNOCK DOWN UPHOLSTERY GRADE 2 GRADE 2 PRIMARY UPH PATTERN COLOR 22507 BRILLIANT EBONY CASTER C15 HARD DUAL WHEEL, BLACK			
Room/Area Subtotal:						\$5,371.47

112

29	10N84PNKL		UNIVERSAL, FOR 84W TOP, PANEL BASE KIT, LAMINATE	1	\$1,029.09	\$1,029.09
		NAT				
						OMNIA CONTRACT #30003736 62.97
						Unit List \$2,779.00 Ext List \$2,779.00
			BASE PROFILE P1 BASIC MODIFIED WIDTH X NO MODIFIED WIDTH (STANDARD) LAMINATE COLOR 792 SABLE			
30	31NN4284RTLW		ARROWOOD, 42DX84W, CONFERENCE TOP, RECTANGLE, LAM/WOOD	1	\$898.38	\$898.38
		NOF				
						OMNIA CONTRACT #30003736 62.97
						Unit List \$2,426.00 Ext List \$2,426.00
			GROMMET X NO GROMMET MODIFIED DEPTH X NO MODIFIED DEPTH (STANDARD) MODIFIED WIDTH X NO MODIFIED WIDTH (STANDARD) FINISH ... Skipped Option			



[illegible][illegible]

		GROMMET LOCK LAMINATE COLOR	G13LR KS2B 792	GROMMET,LEFT & RIGHT SPECIFY 2 BLACK CORE SEPARATE SABLE			
<b>34</b>	<b>39E-GRXX</b>	TIMBERLANE,GUEST,ARMLESS,UPHOLSTERED V BACK			<b><u>2</u></b>	\$286.63	\$573.26
	NOF						

35	N15MR	MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM	1	\$366.61	\$366.61
	NOF				
				OMNIA CONTRACT #30003736 62.97	
				Unit List	Ext List
				\$990.00	\$990.00

115

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
36	71N2415PMBFM		ALLOY, 24DX15W, PEDESTAL, MOBILE, BOX/FILE, METAL	1	\$360.69	\$360.69
		NAT				
					OMNIA CONTRACT #30003736 62.97 <b>Unit List</b> <b>Ext List</b> \$974.00      \$974.00	
			PULL                      5                      INTEGRATED LOCK                      KRB                      RANDOM CORE,INSTALLED,BLACK PAINT GROUP              STD                      STANDARD,NON-METALLIC PAINT PAINT COLOR              462                      CINDER			
37	71N3054FB1NFL		ALLOY, 30DX54W, FIXED BASE, NON-POWERED, FREESTANDING, HPL	3	\$355.88	\$1,067.64
		NAT				
					OMNIA CONTRACT #30003736 62.97 <b>Unit List</b> <b>Ext List</b> \$961.00      \$2,883.00	
			RIM PROFILE              V792                      SOFTENED PVC,SABLE GROMMET                  G11MBC                  GROMMET,CINDER,CENTER TOP LAMINATE GROUP      STD                      STANDARD LAMINATE LAMINATE COLOR              792                      SABLE PAINT COLOR                  23                      BLACK			
38	10N144PNKL		UNIVERSAL, FOR 144W TOP, PANEL BASE KIT, LAMINATE	1	\$1,423.48	\$1,423.48
		NAT				
					OMNIA CONTRACT #30003736 62.97 <b>Unit List</b> <b>Ext List</b> \$3,844.00      \$3,844.00	
			BASE PROFILE              P1                      BASIC MODIFIED WIDTH              X                      NO MODIFIED WIDTH (STANDARD) LAMINATE COLOR              792                      SABLE			
39	31NN48144RTLW		ARROWOOD,48DX144W,CONFERENCE TOP,RECTANGLE,LAM/WOOD	1	\$1,750.09	\$1,750.09
		NOF				
					OMNIA CONTRACT #30003736 62.97 <b>Unit List</b> <b>Ext List</b> \$4,726.00      \$4,726.00	
			GROMMET                  X                      NO GROMMET MODIFIED DEPTH              X                      NO MODIFIED DEPTH (STANDARD) MODIFIED WIDTH              X                      NO MODIFIED WIDTH (STANDARD) FINISH                      ...                      Skipped Option			
40	N15MR		MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM	3	\$366.61	\$1,099.83
		NOF				
					OMNIA CONTRACT #30003736 62.97 <b>Unit List</b> <b>Ext List</b> \$990.00      \$2,970.00	
			PACK                      KD                      TOOL-LESS KNOCK DOWN UPHOLSTERY GRADE              2                      GRADE 2 PRIMARY UPH PATTERN COLOR      22507                  BRILLIANT EBONY CASTER                      C15                      HARD DUAL WHEEL,BLACK			



<b>Line Item</b>	<b>Product Number</b>	<b>Mfg.</b>	<b>Product Description</b>	<b>Qty</b>	<b>Unit Sell Price</b>	<b>Extended Sell Price</b>
41	N75SCC		RESPECT,MID BACK,SATIN NICKEL ARMS,SATIN NICKEL BASE	<b>8</b>	\$499.18	\$3,993.44
		NOF				
					<i>OMNIA CONTRACT #30003736    62.97</i>	
					<i><b>Unit List</b></i>	<i><b>Ext List</b></i>
					\$1,348.00	\$10,784.00
		UPHOLSTERY GRADE PRIMARY UPH PATTERN COLOR CASTER	2 22147  C15	GRADE 2 SEDONA MESA HARD DUAL WHEEL,BLACK		
<b>Room/Area Subtotal:</b>						<b>\$9,695.17</b>

42 10N96PNKL	UNIVERSAL, FOR 96W TOP, PANEL BASE KIT, LAMINATE	1	\$1,053.91	\$1,053.91
NAT				

OMNIA CONTRACT #30003736 62.97

	X		<b>Unit List</b>	<b>Ext List</b>
GROMMET	X	NO GROMMET	\$2,794.00	\$2,794.00
MODIFIED DEPTH	X	NO MODIFIED DEPTH (STANDARD)		
MODIFIED WIDTH	X	NO MODIFIED WIDTH (STANDARD)		
FINISH	---	Skipped Option		

[illegible]

**61N2460RTFMYL** FOLD, 24DX60W, TABLE DESK, RECTANGLE, TMOLD, LAMINATE **30** \$438.82 \$13,164.60  
 NAT  
 OMNIA CONTRACT #30003736 62.97  
 Unit List Ext List  
 \$1,185.00 \$35,550.00  
 GROMMET X NO GROMMET  
 TOP LAMINATE GROUP STD STANDARD LAMINATE  
 LAMINATE COLOR ~ Undefined  
 PAINT COLOR 3 BLACK

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
46	N52GHAC		JIMINY,GUEST,MESH BACK,ARMS,MOBILE	60	\$304.77	\$18,286.20

NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$823.00 \$49,380.00

UPHOLSTERY GRADE	2	GRADE 2
PRIMARY UPH PATTERN COLOR	22147	SEDONA MESA
PAINT COLOR	462	CINDER
CASTER	C11	HARD CASTERS (STANDARD)

Room/Area Subtotal: \$31,450.80 ✓

123

47	90N424229TSQTL		TARVER, 42DX42WX29H, SQUARE TABLE, LAMINATE	3	\$1,423.48	\$4,270.44
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NAT

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$3,844.00 \$11,532.00

GROMMET	X	NO GROMMET
LAMINATE COLOR	792	SABLE
BASE FINISH	462	CINDER
PAINT	462	CINDER

48	N36G4M		DITTO,GUEST STACKER,PLASTIC SEAT,PACKAGE OF 4	2	\$339.21	\$678.42
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NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$916.00 \$1,832.00

SHELL COLOR	208	BLACK
GLIDE	STD	STANDARD HARD GLIDE

Room/Area Subtotal: \$4,948.86 ✓

209

49	21N8572LRFL		ARROWOOD,85DX72W,L UNIT,FULL PED,RIGHT,LAM	1	\$1,086.86	\$1,086.86
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NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$2,935.00 \$2,935.00

DESK GROMMET	X	NO GROMMET
RETURN GROMMET	G13C	GROMMET,CENTER
LOCK	KRB	RANDOM CORE,INSTALLED,BLACK
LAMINATE COLOR	792	SABLE

50	N15MR		MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM	1	\$366.61	\$366.61
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NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$990.00 \$990.00

PACK	KD	TOOL-LESS KNOCK DOWN
UPHOLSTERY GRADE	2	GRADE 2
PRIMARY UPH PATTERN COLOR	22507	BRILLIANT EBONY
CASTER	C15	HARD DUAL WHEEL,BLACK

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
Room/Area Subtotal:						\$1,453.47 ✓

## 210

51 21N8572LRFL ARROWOOD,85DX72W,L UNIT,FULL PED,RIGHT,LAM 1 \$1,086.86 \$1,086.86

NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$2,935.00 \$2,935.00

DESK GROMMET	X	NO GROMMET
RETURN GROMMET	G13C	GROMMET,CENTER
LOCK	KRB	RANDOM CORE,INSTALLED,BLACK
LAMINATE COLOR	792	SABLE

52 N15MR MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM 1 \$366.61 \$366.61

NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$990.00 \$990.00

PACK	KD	TOOL-LESS KNOCK DOWN
UPHOLSTERY GRADE	2	GRADE 2
PRIMARY UPH PATTERN COLOR	22507	BRILLIANT EBONY
CASTER	C15	HARD DUAL WHEEL,BLACK

Room/Area Subtotal: \$1,453.47 ✓

## 211

53 21N8572LRFL ARROWOOD,85DX72W,L UNIT,FULL PED,RIGHT,LAM 1 \$1,086.86 \$1,086.86

NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$2,935.00 \$2,935.00

DESK GROMMET	X	NO GROMMET
RETURN GROMMET	G13C	GROMMET,CENTER
LOCK	KRB	RANDOM CORE,INSTALLED,BLACK
LAMINATE COLOR	792	SABLE

54 N15MR MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM 1 \$366.61 \$366.61

NOF

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$990.00 \$990.00

PACK	KD	TOOL-LESS KNOCK DOWN
UPHOLSTERY GRADE	2	GRADE 2
PRIMARY UPH PATTERN COLOR	22507	BRILLIANT EBONY
CASTER	C15	HARD DUAL WHEEL,BLACK

Room/Area Subtotal: \$1,453.47 ✓

## 212



LetourneauKeller 5819 Milwee, Houston, TX 77092 T 713-681-0033 W [www.LetourneauKeller.com](http://www.LetourneauKeller.com)

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
60	21N10872URFL		ARROWOOD,108DX72W,U UNIT,FULL PED,RIGHT,LAM	1	\$1,422.00	\$1,422.00
		NOF				
		DESK GROMMET	X			
		BRIDGE GROMMET	G13C			
		CREDENZA GROMMET	G13LR			
		LOCK	KRB			
		LAMINATE COLOR	792			
		NO GROMMET				
		GROMMET,CENTER				
		GROMMET,LEFT & RIGHT				
		RANDOM CORE,INSTALLED,BLACK				
		SABLE				

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$3,840.00 \$3,840.00

Room/Area Subtotal: \$2,361.87 ✓

## 216

61	39E-GRXX		TIMBERLANE,GUEST,ARMLESS,UPHOLSTERED V BACK	2	\$286.63	\$573.26
		NOF				
		UPHOLSTERY GRADE	1			
		PRIMARY UPH PATTERN COLOR	...			
		FINISH	792			
		GRADE 1				
		Skipped Option				
		SABLE				

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$774.00 \$1,548.00

62	N15MR		MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM	1	\$366.61	\$366.61
		NOF				
		PACK	KD			
		UPHOLSTERY GRADE	2			
		PRIMARY UPH PATTERN COLOR	22507			
		CASTER	C15			
		TOOL-LESS KNOCK DOWN				
		GRADE 2				
		BRILLIANT EBONY				
		HARD DUAL WHEEL,BLACK				

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$990.00 \$990.00

63	21N10872ULFL		ARROWOOD,108DX72W,U UNIT,FULL PED,LEFT,LAM	1	\$1,422.00	\$1,422.00
		NOF				
		DESK GROMMET	X			
		BRIDGE GROMMET	G13C			
		CREDENZA GROMMET	G13LR			
		LOCK	KRB			
		LAMINATE COLOR	792			
		NO GROMMET				
		GROMMET,CENTER				
		GROMMET,LEFT & RIGHT				
		RANDOM CORE,INSTALLED,BLACK				
		SABLE				

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$3,840.00 \$3,840.00

Room/Area Subtotal: \$2,361.87 ✓

## 217

64	39E-GRXX		TIMBERLANE,GUEST,ARMLESS,UPHOLSTERED V BACK	2	\$286.63	\$573.26
		NOF				
		UPHOLSTERY GRADE	1			
		PRIMARY UPH PATTERN COLOR	...			
		GRADE 1				
		Skipped Option				

OMNIA CONTRACT #30003736 62.97

Unit List Ext List  
\$774.00 \$1,548.00

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
			FINISH 792 SABLE			
65	N15MR		MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM	1	\$366.61	\$366.61
		NOF				
			PACK KD TOOL-LESS KNOCK DOWN			
			UPHOLSTERY GRADE 2 GRADE 2			
			PRIMARY UPH PATTERN COLOR 22507 BRILLIANT EBONY			
			CASTER C15 HARD DUAL WHEEL,BLACK			
66	21N10872ULFL		ARROWOOD,108DX72W,U UNIT,FULL PED,LEFT,LAM	1	\$1,422.00	\$1,422.00
		NOF				
			DESK GROMMET X NO GROMMET			
			BRIDGE GROMMET G13C GROMMET,CENTER			
			CREDENZA GROMMET G13LR GROMMET,LEFT & RIGHT			
			LOCK KRB RANDOM CORE,INSTALLED,BLACK			
			LAMINATE COLOR 792 SABLE			
Room/Area Subtotal:						\$2,361.87 ✓

## 218

67	39E-GRXX		TIMBERLANE,GUEST,ARMLESS,UPHOLSTERED V BACK	2	\$286.63	\$573.26
		NOF				
			UPHOLSTERY GRADE 1 GRADE 1			
			PRIMARY UPH PATTERN COLOR ... Skipped Option			
			FINISH 792 SABLE			
68	N15MR		MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM	1	\$366.61	\$366.61
		NOF				
			PACK KD TOOL-LESS KNOCK DOWN			
			UPHOLSTERY GRADE 2 GRADE 2			
			PRIMARY UPH PATTERN COLOR 22507 BRILLIANT EBONY			
			CASTER C15 HARD DUAL WHEEL,BLACK			
69	21N10872ULFL		ARROWOOD,108DX72W,U UNIT,FULL PED,LEFT,LAM	1	\$1,422.00	\$1,422.00
		NOF				
			DESK GROMMET X NO GROMMET			
			BRIDGE GROMMET G13C GROMMET,CENTER			
			CREDENZA GROMMET G13LR GROMMET,LEFT & RIGHT			
			LOCK KRB RANDOM CORE,INSTALLED,BLACK			
			LAMINATE COLOR 792 SABLE			



Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
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Room/Area Subtotal: \$2,361.87 ✓

219

70 39E-GRXX TIMBERLANE,GUEST,ARMLESS,UPHOLSTERED V BACK 2 \$286.63 \$573.26

NOF

OMNIA CONTRACT #30003736 62.97  
Unit List \$774.00 Ext List \$1,548.00

UPHOLSTERY GRADE 1 GRADE 1  
PRIMARY UPH PATTERN COLOR ... Skipped Option  
FINISH 792 SABLE

71 N15MR MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM 1 \$366.61 \$366.61

NOF

OMNIA CONTRACT #30003736 62.97  
Unit List \$990.00 Ext List \$990.00

PACK KD TOOL-LESS KNOCK DOWN  
UPHOLSTERY GRADE 2 GRADE 2  
PRIMARY UPH PATTERN COLOR 22507 BRILLIANT EBONY  
CASTER C15 HARD DUAL WHEEL,BLACK

72 21N10872URFL ARROWOOD,108DX72W,U UNIT,FULL PED,RIGHT,LAM 1 \$1,422.00 \$1,422.00

NOF

OMNIA CONTRACT #30003736 62.97  
Unit List \$3,840.00 Ext List \$3,840.00

DESK GROMMET X NO GROMMET  
BRIDGE GROMMET G13C GROMMET,CENTER  
CREENZA GROMMET G13LR GROMMET,LEFT & RIGHT  
LOCK KRB RANDOM CORE,INSTALLED,BLACK  
LAMINATE COLOR 792 SABLE

Room/Area Subtotal: \$2,361.87 ✓

220

73 21N7366LLFL ARROWOOD,73DX66W,L UNIT,FULL PED,LEFT,LAM 1 \$1,022.80 \$1,022.80

NOF

OMNIA CONTRACT #30003736 62.97  
Unit List \$2,762.00 Ext List \$2,762.00

DESK GROMMET X NO GROMMET  
RETURN GROMMET G13C GROMMET,CENTER  
LOCK KRB RANDOM CORE,INSTALLED,BLACK  
LAMINATE COLOR 792 SABLE

74 39E-GRXX TIMBERLANE,GUEST,ARMLESS,UPHOLSTERED V BACK 2 \$286.63 \$573.26

NOF

OMNIA CONTRACT #30003736 62.97  
Unit List \$774.00 Ext List \$1,548.00

UPHOLSTERY GRADE 1 GRADE 1  
PRIMARY UPH PATTERN COLOR ... Skipped Option

Page 15 of 18

Line Item	Product Number	Mfg.	Product Description			Qty	Unit Sell Price	Extended Sell Price
			FINISH	792	SABLE			
5	N15MR		MIX-IT,KNEE,HI BK,MESH,PLASTIC BASE,ADJ ARM			1	\$366.61	\$366.61
		NOF						
			PACK	KD	TOOL-LESS KNOCK DOWN			
			UPHOLSTERY GRADE	2	GRADE 2			
			PRIMARY UPH PATTERN COLOR	22507	BRILLIANT EBONY			
			CASTER	C15	HARD DUAL WHEEL, BLACK			
Room/Area Subtotal:							\$1,962.67	

233								
6	10N168PNKL		UNIVERSAL, FOR 168W TOP, PANEL BASE KIT, LAMINATE			1	\$1,793.05	\$1,793.05
		NAT						
			BASE PROFILE	P1	BASIC			
			MODIFIED WIDTH	X	NO MODIFIED WIDTH (STANDARD)			
			LAMINATE COLOR	792	SABLE			

7	31NN48168RTLW		ARROWOOD, 48DX168W, CONFERENCE TOP, RECTANGLE, LAM/WOOD			1	\$2,014.13	\$2,014.13
		NOF						
			GROMMET	X	NO GROMMET			
			MODIFIED DEPTH	X	NO MODIFIED DEPTH (STANDARD)			
			MODIFIED WIDTH	X	NO MODIFIED WIDTH (STANDARD)			
			FINISH	...	Skipped Option			

8	N75SCC		RESPECT,MID BACK,SATIN NICKEL ARMS,SATIN NICKEL BASE			12	\$499.18	\$5,990.16
		NOF						
			UPHOLSTERY GRADE	2	GRADE 2			
			PRIMARY UPH PATTERN COLOR	22147	SEDONA MESA			
			CASTER	C15	HARD DUAL WHEEL, BLACK			
Room/Area Subtotal:							\$9,797.34	

Y-SURCHARGE								
9			**NATIONAL SURCHARGE**			1	\$12,482.22	\$12,482.22
			UPHOLSTERY GRADE	2	GRADE 2			
			PRIMARY UPH PATTERN COLOR	22147	SEDONA MESA			
			CASTER	C15	HARD DUAL WHEEL, BLACK			
Room/Area Subtotal:							\$12,482.22	



Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
<b>Z-D/I</b>						

80	Z - D/I		DELIVERY/INSTALLATION BASED ON ELEVATOR & DOCK ACCESS OR GROUND FLOOR ENTRY/NO STAIRS-NORMAL WORKING HOURS & ONE TRIP	1	\$4,675.00	\$4,675.00
		LK				

OMNIA CONTRACT #30003736 0.00  
Unit List Ext List  
\$4,675.00 \$4,675.00

Room/Area Subtotal: \$4,675.00

Project Subtotal: \$147,180.43

Tax Exempt \$0.00 \$0.00

OMNIA CONTRACT #30003736  
Unit List Ext List  
\$0.00 \$0.00

Project Grand Total: \$147,180.43

Line Item	Product Number	Mfg.	Product Description	Qty	Unit Sell Price	Extended Sell Price
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# TERMS:

Items listed are special order. No Returns. Freight charge added to Final Invoice. Storage fees & full balance due if install delayed by client. Client will not withhold payment on Invoice except for a specific amount of an item not delivered. Warranty on all new furniture items by manufacturer terms only. No Warranty on any used/refurbished or electrical products. Client responsible for certified electrician to connect & inspect electrical. Balance due upon Invoice. Shipments out of state must be prepaid in full. Order on Hold until deposit or prepayment received. 1.5% per month charged on past due balances.

LetourneauKeller / Letourneau Interests, Inc. (LK/LII) not liable for new or used furniture manufacture defects/recalls. LK/LII not liable for any furniture items stored. If insurance required for building, send cert sample how it needs to read.

Approved By: \_\_\_\_\_

Signature

Date

Print Name

PO#

*Final Invoice sent when product ships/in transit. When received complete at LK dock, delivery scheduled.*

*Call back to change or reconfigure installation in any way will be additional charge. Additional charges for multi-trip deliveries. All Sales Final. No guarantee on delivery/ship dates. Labor not covered on any warranty and will be billed. All these terms override any customer P.O. terms. Discount price quoted based on cash/check payment. Credit Cards add 3% fee of total due and require 100% prepaid.*

*Final Quote is subject to change pending internal specification audit of Final Client Sign-Off Drawing. Graphic images may not be true to product.*

**Project Grand Total:** \$147,180.43

Exhibit B:  
US Communities Government  
Purchasing Alliance (Omnia Partners)  
Contract Number: R191811

**Region 4 Education Service Center (ESC)**

**Contract # R191811**

*for*

Furniture, Installation and Related Services

*with*

**National Office Furniture, Inc.**

Effective: May 1, 2020

The following documents comprise the executed contract between the Region 4 Education Service Center and the National Office Furniture, Inc. effective May 1, 2020:

- I. Vendor Contract and Signature Form
- II. Supplier's Response to the RFP, incorporated by reference



## APPENDIX A

### CONTRACT

*This Contract ("Contract") is made as of \_\_\_\_\_, 2020 by and between \_\_\_\_\_ National Office Furniture, Inc. \_\_\_\_\_ ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of Furniture, Installation, and Related Services ("the products and services").*

### RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals Number RFP #19-18 for Furniture, Installation, and Related Services ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with OMNIA Partners.

- 1) Term of agreement. The term of the Contract is for a period of three (3) years unless terminated, canceled or extended as otherwise provided herein. Region 4 ESC shall have the right to renew the Contract for two (2) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' (365) notice to Region 4 ESC. Notwithstanding the expiration of the initial term or any subsequent term or all renewal options, Region 4 ESC and Contractor may mutually agree to extend the term of this Agreement. Contractor acknowledges and understands Region 4 ESC is under no obligation whatsoever to extend the term of this Agreement.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.

- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:
  - i. This Contract
  - ii. Offeror's Best and Final Offer
  - iii. Offeror's proposal
  - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

#### 11) TERMINATION OF CONTRACT

- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
  - i. Providing material that does not meet the specifications of the Contract;
  - ii. Providing work or material was not awarded under the Contract;
  - iii. Failing to adequately perform the services set forth in the scope of work and specifications;

- iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
- v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
- vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
  - i) Additional Delivery/Installation Charges: Contractor may enter into additional negotiations with a purchasing agency for additional delivery or installation charges based on onerous conditions. Additional delivery and/or installation charges may only be charged if mutually agreed upon by the purchasing agency and Contractor and can only be charged on a per individual project basis.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.



- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.
- 12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.
- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.
- Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.
- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such

purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this

term. If no costs are specified, compliance with this term will be provided at no additional charge.

- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.
- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws

while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

- 34) Tariff Surcharges: Contractor has the option to charge a surcharge, as an additional line item, if approved by the purchasing agency. All surcharges must be based on a percentage of total order and must be approved by Region 4 prior to use.

### OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name National Office Furniture, Inc.  
Address 1610 Royal Street  
City/State/Zip Jasper, IN 47546  
Telephone No. (800) 482-1717  
Email Address Kourtney.Smith@NationalOfficeFurniture.com  
Printed Name Kourtney Smith  
Title President  
Authorized signature *Kourtney Smith*

#### Accepted by Region 4 ESC:

Contract No. B191811

Initial Contract Term May 1, 2020 to April 30, 2023

*Margaret S. Bass*  
Region 4 ESC Authorized Board Member  
Margaret S. Bass  
Print Name

4/28/2020  
Date

*Carmen T. Moreno*  
Region 4 ESC Authorized Board Member  
Carmen T. Moreno  
Print Name

4/28/2020  
Date





## Appendix B

### TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Offer and Contract Signature form certifies complete acceptance of the terms and conditions in this solicitation and draft Contract except as noted below with proposed substitute language (additional pages may be attached, if necessary). The provisions of the RFP cannot be modified without the express written approval of Region 4 ESC. If a proposal is returned with modifications to the draft Contract provisions that are not expressly approved in writing by Region 4 ESC, the Contract provisions contained in the RFP shall prevail.

**Check one of the following responses:**

- ☐ Offeror takes no exceptions to the terms and conditions of the RFP and draft Contract.

*(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)*

- ☒ Offeror takes the following exceptions to the RFP and draft Contract. All exceptions must be clearly explained, reference the corresponding term to which Offeror is taking exception and clearly state any proposed modified language, proposed additional terms to the RFP and draft Contract must be included:

*(Note: Unacceptable exceptions may remove Offeror's proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions and modifications and the decision shall be final.)*

If an offer is made with modifications to the contract provisions that are not expressly approved in writing, the contract provisions contained in the RFP shall prevail.)

Section/Page	Term, Condition, or Specification	Exception/Proposed Modification	Accepted (For Region 4 ESC's use)
Contract #11/ Page 2-3	<p>11) TERMINATION OF CONTRACT</p> <p>a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:</p> <p>i. Providing material that does not meet the specifications of the Contract;</p> <p>ii. Providing work or material was not awarded under the Contract;</p> <p>iii. Failing to adequately perform the services set forth in the scope of work</p> <p>iv. Failing to complete required work or furnish required</p>	<p>11) TERMINATION OF CONTRACT</p> <p>a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:</p> <p>vii. Providing material that does not meet the specifications of the Contract;</p> <p>viii. Providing work or material was not awarded under the Contract;</p> <p>ix. Failing to adequately perform the services set forth in the scope of work</p> <p>x. Failing to complete required work or furnish required</p>	acceptable



	<p>v. materials within a reasonable amount of time; Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or</p> <p>vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.</p> <p>Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.</p>	<p>xi. materials within a reasonable amount of time; Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or</p> <p>xii. Performing work or providing services under the Contract prior to receiving an authorized purchase order.</p> <p>Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.</p> <p>Any termination for cause under Section 11, including any termination under Subsections a), b) or c), shall first be afforded the cure period provided in Subsection 11 a), and that cure period shall be ten (10) business days.</p>	
Contract #14/ Page 4	14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.	<p>National's furniture is made-to-order. Our lead time to ship ranges from 2-4 weeks on standard product and 6-8 weeks on custom product after receipt of complete and correct purchase order.</p> <p>See our Lead Time sheet under Tab 5 – Value Add</p>	acceptable
Contract #18/ Page 4-5	18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This	18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This	acceptable



	<p>audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.</p>	<p>audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered <b>on the same products, on the same terms and at substantially the same volume levels, and that pricing</b> is materially inconsistent with the pricing under this agreement, Region 4 ESC shall <b>then be authorized have the ability</b> to conduct an extensive audit of Contractor's pricing <b>for similarly situated public sector customers, and to the extent there are discrepancies found that are disadvantageous to Region 4 ESC, then Contractor shall reimburse Region 4 ESC for the reasonable costs incurred in conducting such audit up to an amount not to exceed the impact of the pricing differential that is discovered at Contractor's sole cost and expense.</b> Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.</p>	
Contract #34/7	34) Tariff Surcharges:	<p><b>Please remove the word "Tariff". This clause could also include Fuel Surcharges as well.</b></p>	Keep word Tariff, it allows for tariff. Add in (include fuel charges) to #34.
Exhibit A/1.2/Page 16	<p>Suppliers are required to pay an administrative fee of three percent (3%) of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners, Public Sector Administration Agreement (Exhibit B).</p>	<p>Suppliers are required to pay an <b>administrative fee of two percent (2%) ("Administrative Fee Percentage") until volume reaches \$55,000,000 in a twelve (12) month period from contract start date at which point supplier will then pay three percent (3%) on actual contract sales above \$55,000,000 for the remainder of the yearly contract term on actual contract sales. "Administrative Fee Percentage" will revert back to two percent (2%) on the anniversary date of contract term increasing to three percent (3%) once actual contract sales meet the \$55,000,000 threshold. of the greater of the</b> <del>Contract Sales under the Master</del></p>	OMNIA Partners and National will discuss



		<del>Agreement and Guaranteed Contract Sales under this Request for Proposal.</del> Supplier will be required to execute the OMNIA Partners, Public Sector Administration Agreement (Exhibit B).	
Exhibit A/2.1/Page 20	<b>2.1 Corporate Commitment</b> Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Requirements for National Cooperative Contract Page 20 of 55 Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners, Public Sector and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.	2.1 Corporate Commitment Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is <b>will be one of</b> Supplier's primary "go to market" strategies for Public Agencies (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.	OMNIA Partners and National will discuss
Exhibit A/2.2/Page 20	<b>2.2 Pricing Commitment</b> Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.	Supplier (National) agrees that, <b>considering a Representative Total Usage, the pricing offered under the Master Agreement is less than or equal to the overall available pricing for any public sector national or public sector multi-state cooperative or public sector group purchasing agreement, excluding GSA and federal government sales ("Public Agency Cooperative", that enters into a separate written agreement directly with Supplier, as further provided herein. A Comparable Contract is a written agreement entered into after the Effective date of the Master Agreement that contains similar terms and conditions, concerns a Public Agency Cooperative with the same approximate spending pattern and</b>	OMNIA Partners and National will discuss



		product mix, and provides for similar delivery and payment conditions. Representative Total Usage” shall mean the total purchase for a consecutive six (6) month period (inclusive of any fees, rebates, and other charges and discounts and exclusive of any restricted items) of the top ten (10) OMNIA Partners customers utilizing Supplier as their primary vendor for the products and services offered under the Master Agreement, as determined by Supplier. If, during the term of this Master Agreement, OMNIA Partners becomes aware that its pricing may be higher than a Comparable Contract, as set forth above, OMNIA Partners may request an aggregate price comparison analysis of this Master Agreement (using the Representative Total Usage) against the Comparable Contract. If such aggregate price comparison analysis indicates that the Comparable Contract pricing is more favorable, upon the request of OMNIA Partners, Supplier will agree to renegotiate in good faith the pricing terms of this Master Agreement.	
Exhibit A/2.3/Page 20	<b>2.3 Sales Commitment</b> Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.	<b>2.3 Sales Commitment</b> Supplier commits to aggressively market the Master Agreement as <b>one of</b> its go to market strategies in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.	OMNIA Partners and National will discuss
Exhibit A/3.3/A/Page 21	<b>A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier’s primary go to</b>	<b>Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as <b>one of</b> supplier’s primary go to market</b>	OMNIA Partners and National will discuss



	market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:	strategy <del>ies</del> for Public Agencies to supplier's teams nationwide, to include, but not limited to:	
Exhibit A/3.3/E/Page 23	E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners, Public Sector. All sales materials are to use the OMNIA Partners, Public Sector logo. At a minimum, the Supplier's sales initiatives should communicate: <ul style="list-style-type: none"> <li>i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency</li> <li>ii. Best government pricing</li> <li>iii. No cost to participate</li> <li>iv. Non-exclusive</li> </ul>	E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners, Public Sector. All sales materials are to use the OMNIA Partners, Public Sector logo. At a minimum, the Supplier's sales initiatives should communicate: <ul style="list-style-type: none"> <li>i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency</li> <li>ii. <del>Competitive Best</del> government pricing</li> <li>iii. No cost to participate</li> <li>iv. Non-exclusive</li> </ul>	OMNIA Partners and National will discuss
Exhibit A/M./Page 24	M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners, Public Sector Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales"). <p>\$_____.00 in year one  \$_____.00 in year two  \$_____.00 in year three</p> <p>To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.</p>	M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners, Public Sector Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales"). <p><del>\$20,000,000.00</del> in year one  <del>\$22,000,000.00</del> in year two  <del>\$24,000,000.00</del> in year three</p> <p>To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on <del>the greater of the actual Contract Sales and the Guaranteed Contract Sales.</del></p>	OMNIA Partners and National will discuss
Exhibit A/M (should be N)./Page 24	M. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement. <ul style="list-style-type: none"> <li>i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners, Public Sector).</li> </ul>	<b>N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.</b> <p><del>National will lead with OMNIA Partners, however; to clarify that OMNIA Partners does not expect National to walk away from sales opportunities when the end user</del></p>	OMNIA Partners and National will discuss



	<p>ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners, Public Sector under the Master Agreement.</p> <p>iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners, Public Sector).</p> <p>iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.</p>	<p>rejects use of OMNIA Partners, the following changes are requested. For avoidance of doubt, OMNIA Partners does not expect to be paid an Administrative Fee on sales for which it's use is rejected by the end user and it performs no functions in relation to those sales.</p> <p><b>i. Respond with Master Agreement pricing to registered and qualified OMNIA Partner, Public Sector members. (Contract Sales reported to OMNIA Partners).</b></p> <p><b>ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.</b></p> <p>National will comply with this request. Lower pricing (as defined in 2.2 Pricing Commitment) given to OMNIA Partners members due to competitive reasons will be reported to OMNIA Partners under the Master Agreement unless they have an existing standard agreement with National at time of award. National will then review in detail when existing contract is up for renewal.</p> <p><b>iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).</b> In the event that the Public Agency refuses to utilize Master Agreement, the Supplier may provide pricing under an alternative agreement. It is considered a refusal if the Public Agency utilizes a bid/RFP/RFQ process or otherwise chooses not to utilize National IPA. Sales under this section of refusal by Public Agency are not considered Contract Sales under National IPA and Administration Fee is not owed.</p> <p><b>iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.</b></p>	
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		National will lead with OMNIA Partners contract, however; in the event of an award of the higher, non-OMNIA Partners Master Agreement proposal, sales would not be considered Contract Sales and no Administrative Fee is owed	
Exhibit B/#12Page 27	12. An "Administrative Fee" shall be defined and due to OMNIA Partners, Public Sector from Supplier in the amount of three percent (3%) ("Administrative Fee Percentage") multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.	12. An "Administrative Fee" shall be defined and due to OMNIA Partners, Public Sector from Supplier in the amount of <b>two percent (2%) ("Administrative Fee Percentage") until volume reaches \$55,000,000 in a twelve (12) month period from contract start date at which point supplier will then pay three percent (3%) on actual contract sales above \$55,000,000 for the remainder of the yearly contract term on actual contract sales.</b> "Administrative Fee Percentage" will revert back to two percent (2%) on the anniversary date of contract term increasing to three percent (3%) once actual contract sales meet the \$55,000,000 threshold . "Administrative Fee Percentage" will be multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.	OMNIA Partners and National will discuss



# **REGION 4 EDUCATION SERVICE CENTER SOLICITATION #19-18**

**NATIONAL<sup>®</sup>**



Furniture, Installation,  
and Related Services



# APPENDIX A & B

### OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name National Office Furniture, Inc.

Address 1610 Royal Street

City/State/Zip Jasper, IN 47546

Telephone No. (800) 482-1717

Email Address Kourtney.Smith@NationalOfficeFurniture.com

Printed Name Kourtney Smith

Title President

Authorized signature 

#### **Accepted by Region 4 ESC:**

Contract No. \_\_\_\_\_

Initial Contract Term \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Region 4 ESC Authorized Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Region 4 ESC Authorized Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## Appendix B

### TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Offer and Contract Signature form certifies complete acceptance of the terms and conditions in this solicitation and draft Contract except as noted below with proposed substitute language (additional pages may be attached, if necessary). The provisions of the RFP cannot be modified without the express written approval of Region 4 ESC. If a proposal is returned with modifications to the draft Contract provisions that are not expressly approved in writing by Region 4 ESC, the Contract provisions contained in the RFP shall prevail.

**Check one of the following responses:**

- ☐ Offeror takes no exceptions to the terms and conditions of the RFP and draft Contract.

*(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)*

- ☒ Offeror takes the following exceptions to the RFP and draft Contract. All exceptions must be clearly explained, reference the corresponding term to which Offeror is taking exception and clearly state any proposed modified language, proposed additional terms to the RFP and draft Contract must be included:

*(Note: Unacceptable exceptions may remove Offeror's proposal from consideration for award. Region 4 ESC shall be the sole judge on the acceptance of exceptions and modifications and the decision shall be final.)*

If an offer is made with modifications to the contract provisions that are not expressly approved in writing, the contract provisions contained in the RFP shall prevail.)

Section/Page	Term, Condition, or Specification	Exception/Proposed Modification	Accepted (For Region 4 ESC's use)
Contract #11/ Page 2-3	<p>11) TERMINATION OF CONTRACT</p> <p>a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:</p> <p>i. Providing material that does not meet the specifications of the Contract;</p> <p>ii. Providing work or material was not awarded under the Contract;</p> <p>iii. Failing to adequately perform the services set forth in the scope of work</p> <p>iv. Failing to complete required work or furnish required</p>	<p>11) TERMINATION OF CONTRACT</p> <p>a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:</p> <p>vii. Providing material that does not meet the specifications of the Contract;</p> <p>viii. Providing work or material was not awarded under the Contract;</p> <p>ix. Failing to adequately perform the services set forth in the scope of work</p> <p>x. Failing to complete required work or furnish required</p>	



	<p>v. materials within a reasonable amount of time; Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or</p> <p>vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.</p> <p>Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.</p>	<p>xi. materials within a reasonable amount of time; Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or</p> <p>xii. Performing work or providing services under the Contract prior to receiving an authorized purchase order.</p> <p>Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.</p> <p>Any termination for cause under Section 11, including any termination under Subsections a), b) or c), shall first be afforded the cure period provided in Subsection 11 a), and that cure period shall be ten (10) business days.</p>	
Contract #14/ Page 4	<p>14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period, the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.</p>	<p>National's furniture is made-to-order. Our lead time to ship ranges from 2-4 weeks on standard product and 6-8 weeks on custom product after receipt of complete and correct purchase order.</p> <p>See our Lead Time sheet under Tab 5 – Value Add</p>	
Contract #18/ Page 4-5	<p>18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This</p>	<p>18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This</p>	



	<p>audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.</p>	<p>audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered <b>on the same products, on the same terms and at substantially the same volume levels, and that pricing</b> is materially inconsistent with the pricing under this agreement, Region 4 ESC shall <b>then be authorized have the ability</b> to conduct an extensive audit of Contractor's pricing <b>for similarly situated public sector customers, and to the extent there are discrepancies found that are disadvantageous to Region 4 ESC, then Contractor shall reimburse Region 4 ESC for the reasonable costs incurred in conducting such audit up to an amount not to exceed the impact of the pricing differential that is discovered at Contractor's sole cost and expense.</b> Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.</p>	
Contract #34/7	34) Tariff Surcharges:	<b>Please remove the word "Tariff". This clause could also include Fuel Surcharges as well.</b>	
Exhibit A/1.2/Page 16	Suppliers are required to pay an administrative fee of three percent (3%) of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners, Public Sector Administration Agreement (Exhibit B).	Suppliers are required to pay an <b>administrative fee of two percent (2%) ("Administrative Fee Percentage") until volume reaches \$55,000,000 in a twelve (12) month period from contract start date at which point supplier will then pay three percent (3%) on actual contract sales above \$55,000,000 for the remainder of the yearly contract term on actual contract sales. "Administrative Fee Percentage" will revert back to two percent (2%) on the anniversary date of contract term increasing to three percent (3%) once actual contract sales meet the \$55,000,000 threshold. of the greater of the</b> <del>Contract Sales under the Master</del>	



		<del>Agreement and Guaranteed Contract Sales under this Request for Proposal.</del> Supplier will be required to execute the OMNIA Partners, Public Sector Administration Agreement (Exhibit B).	
Exhibit A/2.1/Page 20	<b>2.1 Corporate Commitment</b> Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Requirements for National Cooperative Contract Page 20 of 55 Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners, Public Sector and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.	2.1 Corporate Commitment Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is <b>will be one of</b> Supplier's primary "go to market" strategies for Public Agencies (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.	
Exhibit A/2.2/Page 20	<b>2.2 Pricing Commitment</b> Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.	Supplier (National) agrees that, considering a Representative Total Usage, the pricing offered under the Master Agreement is less than or equal to the overall available pricing for any public sector national or public sector multi-state cooperative or public sector group purchasing agreement, excluding GSA and federal government sales ("Public Agency Cooperative", that enters into a separate written agreement directly with Supplier, as further provided herein. A Comparable Contract is a written agreement entered into after the Effective date of the Master Agreement that contains similar terms and conditions, concerns a Public Agency Cooperative with the same approximate spending pattern and	



		<p>product mix, and provides for similar delivery and payment conditions. Representative Total Usage” shall mean the total purchase for a consecutive six (6) month period (inclusive of any fees, rebates, and other charges and discounts and exclusive of any restricted items) of the top ten (10) OMNIA Partners customers utilizing Supplier as their primary vendor for the products and services offered under the Master Agreement, as determined by Supplier. If, during the term of this Master Agreement, OMNIA Partners becomes aware that its pricing may be higher than a Comparable Contract, as set forth above, OMNIA Partners may request an aggregate price comparison analysis of this Master Agreement (using the Representative Total Usage) against the Comparable Contract. If such aggregate price comparison analysis indicates that the Comparable Contract pricing is more favorable, upon the request of OMNIA Partners, Supplier will agree to renegotiate in good faith the pricing terms of this Master Agreement.</p>	
Exhibit A/2.3/Page 20	<p><b>2.3 Sales Commitment</b></p> <p>Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.</p>	<p><b>2.3 Sales Commitment</b></p> <p>Supplier commits to aggressively market the Master Agreement as <b>one of</b> its go to market strategies in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.</p>	
Exhibit A/3.3/A/Page 21	<p>A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier’s primary go to</p>	<p>Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as <b>one of</b> supplier’s primary go to market</p>	



	market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:	strategy <del>ies</del> for Public Agencies to supplier's teams nationwide, to include, but not limited to:	
Exhibit A/3.3/E/Page 23	<p>E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners, Public Sector. All sales materials are to use the OMNIA Partners, Public Sector logo. At a minimum, the Supplier's sales initiatives should communicate:</p> <ul style="list-style-type: none"> <li>i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency</li> <li>ii. Best government pricing</li> <li>iii. No cost to participate</li> <li>iv. Non-exclusive</li> </ul>	<p>E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners, Public Sector. All sales materials are to use the OMNIA Partners, Public Sector logo. At a minimum, the Supplier's sales initiatives should communicate:</p> <ul style="list-style-type: none"> <li>i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency</li> <li>ii. <del>Competitive</del> Best government pricing</li> <li>iii. No cost to participate</li> <li>iv. Non-exclusive</li> </ul>	
Exhibit A/M./Page 24	<p>M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners, Public Sector Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").</p> <p>\$_____.00 in year one  \$_____.00 in year two  \$_____.00 in year three</p> <p>To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.</p>	<p>M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners, Public Sector Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").</p> <p><del>\$20,000,000.00</del> in year one  <del>\$22,000,000.00</del> in year two  <del>\$24,000,000.00</del> in year three</p> <p>To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on <del>the greater of the actual Contract Sales and the Guaranteed Contract Sales.</del></p>	
Exhibit A/M (should be N)./Page 24	<p>M. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.</p> <ul style="list-style-type: none"> <li>i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners, Public Sector).</li> </ul>	<p><b>N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.</b></p> <p><del>National will lead with OMNIA Partners, however; to clarify that OMNIA Partners does not expect National to walk away from sales opportunities when the end user</del></p>	



	<p>ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners, Public Sector under the Master Agreement.</p> <p>iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners, Public Sector).</p> <p>iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.</p>	<p>rejects use of OMNIA Partners, the following changes are requested. For avoidance of doubt, OMNIA Partners does not expect to be paid an Administrative Fee on sales for which it's use is rejected by the end user and it performs no functions in relation to those sales.</p> <p><b>i. Respond with Master Agreement pricing to registered and qualified OMNIA Partner, Public Sector members. (Contract Sales reported to OMNIA Partners).</b></p> <p><b>ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.</b></p> <p>National will comply with this request. Lower pricing (as defined in 2.2 Pricing Commitment) given to OMNIA Partners members due to competitive reasons will be reported to OMNIA Partners under the Master Agreement unless they have an existing standard agreement with National at time of award. National will then review in detail when existing contract is up for renewal.</p> <p><b>iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).</b> In the event that the Public Agency refuses to utilize Master Agreement, the Supplier may provide pricing under an alternative agreement. It is considered a refusal if the Public Agency utilizes a bid/RFP/RFQ process or otherwise chooses not to utilize National IPA. Sales under this section of refusal by Public Agency are not considered Contract Sales under National IPA and Administration Fee is not owed.</p> <p><b>iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.</b></p>	
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		National will lead with OMNIA Partners contract, however; in the event of an award of the higher, non-OMNIA Partners Master Agreement proposal, sales would not be considered Contract Sales and no Administrative Fee is owed	
Exhibit B/#12Page 27	12. An "Administrative Fee" shall be defined and due to OMNIA Partners, Public Sector from Supplier in the amount of three percent (3%) ("Administrative Fee Percentage") multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.	12. An "Administrative Fee" shall be defined and due to OMNIA Partners, Public Sector from Supplier in the amount of <b>two percent (2%) ("Administrative Fee Percentage") until volume reaches \$55,000,000 in a twelve (12) month period from contract start date at which point supplier will then pay three percent (3%) on actual contract sales above \$55,000,000 for the remainder of the yearly contract term on actual contract sales.</b> "Administrative Fee Percentage" will revert back to two percent (2%) on the anniversary date of contract term increasing to three percent (3%) once actual contract sales meet the \$55,000,000 threshold . "Administrative Fee Percentage" will be multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.	





# PRODUCTS/PRICING



#### **Products/Services/Pricing**

i. Offerors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities. Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from Offeror and the pricing per item. Multiple percentage discounts are acceptable if, where different percentage discounts apply, those different percentages are specified. Additional pricing and/or discounts may be included. Products and services proposed are to be priced separately with all ineligible items identified. Offerors may elect to limit their proposals to any category or categories.

National is proposing a discount of 55% off manufacturer list price to Region 4 ESC. National is also proposing tiered discounting for larger orders. The discount that has been provided is based on delivery to an Authorized Dealer for redelivery to the customer. Pricing per category offered is outlined on the succeeding pricing worksheet under supporting documents. (Attachment 1 - page 16)

ii. Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Electronic price lists must contain the following: (if applicable)

- Manufacturer part #
- Offeror's Part # (if different from manufacturer part #)
- Description
- Manufacturers Suggested List Price and Net Price
- Net price to Region 4 ESC (including freight)

Media submitted for price list must include the Offerors' company name, name of the solicitation, and date on a Flash Drive (i.e. Pin or Jump Drives).

National has provided pricing in our electronic spreadsheet based on a 55% discount off manufacturer's list price on tier one, 55.5% off on tier 2, and 56% off on tier 3. Tiers are based on a per-order basis. National has agreed to negotiated discounting above 56% off on all orders over \$250,000 list. The spreadsheet version includes Region 4 ESC net price at the tiered discount along with our manufacturer part number, description and list price. National has also provided our catalog price lists that only includes list pricing.

iii. Is pricing available for all products and services?

Yes

i. Please provide pricing for services based on a range, from minimum price per hour to maximum price per hour, with a not to exceed on the maximum price per hour charge.

Pricing for services is outlined on the succeeding pricing worksheet under supporting documents. (Attachment 1)

iv. Describe delivery charges along with definitions for:

#### **1. Dock Delivery**

Products are priced and will be delivered FOB Destination to 48 contiguous states, District of Columbia, or port of exit. National reserves the right to select the most appropriate shipping terms. Pricing is based on standard dock delivery between 8am and 3pm Monday through Friday. No additional charge would be incurred for a standard dock delivery. A standard dock delivery entails delivery to a dock with personnel available to unload the truck.

#### **2. Inside Delivery**

Inside Delivery will be quoted on a per order basis based on answers to the criteria below.

- Is this location a residential area?
- Can this location accept a 53' trailer/truck combination at potentially 76'?
- Is there a 42" receiving height dock available?
- Can this location accept skidded product?

#### **3. Deliver and Install**

Pricing for Deliver and Install is outlined on the succeeding pricing worksheet under supporting documents. (Attachment 1). Office Furniture Installation Service (Subject to a minimum charge of up to \$200.00) Standard Installation \$60.00 - \$95.00 per hour (Non-Union). Standard installation rates are based upon the following terms and conditions:

- Installation occurs during normal weekday business hours, Monday thru Friday from 7:00 AM to 5:00 PM local time, excluding holidays.
- Adequate facilities for delivery, unloading, moving, staging and storing the product during the installation process shall be provided.
- The immediate installation area shall be complete and free of debris, including the carpet/flooring during the installation time frame.
- Electricity, heat and adequate elevator service shall be furnished by the client at no charge

v. Provide pricing for warranties on all products and services.

National's warranty for core product and Etc. by National product has been provided on the succeeding warranty pages under supporting documents and is included in the pricing provided



**vi. Describe any return and restocking fees.**

RETURN MERCHANDISE We discourage product returns due to the likelihood of damage during the return transportation. In the event a product return is necessary, we will make every attempt to help keep the product in the field. Please contact customer service for assistance. If attempts to keep the product in the field are unsuccessful,

National will allow **returns on stocking items only** with the following stipulations:

- 50% Restocking fee
- Freight Charge prepaid by dealer
- Product NEVER removed from original carton
- Product must be returned within 30 days of RGA issue date
- Credit will not be issued if product returned is damaged
- Please note most models in the Quick Delivery Program are produced on demand and cannot be returned.
- Freight damage, signs of usage, removal from original carton, or missing parts will result in no credit being issued. All returns require written authorization; any unauthorized return will not receive credit.
- National will not be responsible for resolving damage claims on returned product.

**vii. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.**

National has provided tiered discounting. Discounts off list will deepen with the size of the order. See pricing sheets and excel price lists. Any single order over \$250,000 list will be negotiated on a per-project basis.

**viii. Describe how customers verify they are receiving Contract pricing.**

National Office Furniture processes thousands of orders and deliveries every week. We have implemented specific processes for our contracts. Upon award of this contract, National will create a specific account number, which when entered into our system, will automatically assign the correct discounting and terms of the contract.

**ix. Describe payment methods offered.**

Visa and MasterCard are accepted form of payment with signature. National will also accept payment through wire transfer or ACH if this is a direct bill. If an Authorized National dealer is purchasing from us and invoicing Region 4 ESC, the dealer's invoice processes would apply. Any invoice issued will reference a contract or purchase order number provided by or otherwise agreed to by the Region 4 ESC.

**x. Propose the frequency of updates to the Offeror's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the Contract.**

Pricing will be discount off National's identified price list on Discounts will remain in effect through the life of the contract duration. Price lists have been identified the pricing worksheet attached with Products/Pricing Supporting Documents (Attachment 1). National requests that new price lists may be submitted for approval at any time upon a thirty (30) day written notification and agrees that price decreases shall be accepted at any time during the term of the contract. National will continue to do their best to absorb the increased costs from transportation vendors; however, if the price of fuel increases above the normal rates, tariff tax increase, or other similar situation, it may require National to pass on the increased costs. National may address this situation with a surcharge, rather than a price increase, so that it can be eliminated when appropriate.

**xi. Describe how future product introductions will be priced and align with Contract pricing proposed**

National Office Furniture invests in research and development. Our annual % of investment will vary with the complexity of targeted projects. However, we commit extensive resources and dollars annually to R&D efforts as our success is based on introducing innovative, meaningful products to the marketplace as well as enhancing existing product solutions to accommodate the needs of our customers. We are constantly researching furniture applications, performance, materials, production, usability needs and much more to bring forth new ideas and solutions to the markets we serve. We average around 30 product introductions/enhancements per year. Product introductions/enhancements will be submitted with the list price, at the same discounting on the awarded contract, unless product is outside of our core product.

**xii. Provide any additional information relevant to this section. See information under supporting documents.**



**PRODUCTS/PRICING  
SUPPORTING DOCUMENTS**



Category	Manufacturer's List Price Catalog	Drop Ship Tier 1 Discount \$0-\$49,999 List Price Per Order	Drop Ship Tier 2 Discount \$50,000 - \$99,999 List Price Per Order	Drop Ship Tier 3 Discount \$100,000 - \$249,999 List Price Per Order	Drop Ship Tier 4 Discount \$250,000+ List Price Per Order
Freestanding Furniture:	National Desks + Workstations 1 version 12.16.19 National Desks + Workstations 2 version 12.16.19 National Tables version 12.16.19 Etc. by National version 11.2019	55%	55.5%	56%	Negotiable
Seating/Chairs	Seating version 12.16.19 Etc. by National version 11.2019	55%	55.5%	56%	Negotiable
Soft Seating:	Seating version 12.16.19 Etc. by National version 11.2019	55%	55.5%	56%	Negotiable
Filing Systems, Storage and Equipment:	National Desks + Workstations 1 version 12.16.19 National Desks + Workstations 2 version 12.16.19 National Tables version 12.16.19	55%	55.5%	56%	Negotiable
Library Furniture	National Desks + Workstations 1 version 12.16.19 National Desks + Workstations 2 version 12.16.19 Seating version 12.16.19 National Tables version 12.16.19 Etc. by National version 11.2019	55%	55.5%	56%	Negotiable
Cafeteria Furniture	National Desks + Workstations 1 version 12.16.19 National Desks + Workstations 2 version 12.16.19 Seating version 12.16.19 National Tables version 12.16.19 Etc. by National version 11.2019	55%	55.5%	56%	Negotiable
Audio/Visual Furniture	National Desks + Workstations 1 version 12.16.19 National Desks + Workstations 2 version 12.16.19 National Tables version 12.16.19	55%	55.5%	56%	Negotiable
Educational Office Furniture	National Desks + Workstations 1 version 12.16.19 National Desks + Workstations 2 version 12.16.19 Seating version 12.16.19 National Tables version 12.16.19 Etc. by National version 11.2019	55%	55.5%	56%	Negotiable
Quick Delivery Products	National Desks + Workstations 1 version 12.16.19 National Desks + Workstations 2 version 12.16.19 Seating version 12.16.19 National Tables version 12.16.19 Etc. by National version 11.2019	55%	55.5%	56%	Negotiable
Services	Hourly Rate Range - Non Union Rates				
Inside Delivery	Quoted on a per order basis.				
Basic Installation - Normal Hours	\$60.00 - \$95.00				
Basic Installation - After Hours	\$100.00-\$150.00				
Design	\$65.00 - \$75.00				
Project Management	\$72.00 - \$125.00				



## Warranty

National warrants that each piece of furniture will be free from defects in workmanship given normal use and care for as long as you, the original customer, owns and uses the product.

Normal use is defined as the equivalent of a single shift, 40 hour work week. In the event that a product is used more than normal use, the applicable warranty period will be reduced to 12 years and items that fall under different warranty limitations, as listed below, will be reduced to one-third (ex: Wood chair frames will be 4 years instead of 12 years). National, at its option, will repair or replace with comparable product any product, part or component shipped after September 1, 2000, if the claim is eligible under the conditions of this warranty. This warranty is valid only if the product is given proper care and maintenance.

### Limitations

Twelve Years	Wood Chair Frames
Ten Years	Seating Controls, Wood Veneers and Laminates
Five Years	Mechanical and High Wear Parts Such As: Electrical Components, Polymer Based Components, Pneumatic Cylinders, Swivel Arm Pads, Casters, Chair Glides, Textiles, Foam, Covering Materials and Decorative Trim

### Exclusions

This warranty does not apply to:

- Damage caused by a carrier
- Normal wear and tear which is to be expected during the period of ownership
- Appearance, durability, quality, behavior, colorfastness or any other attribute of COM (Customer's Own Materials) or any other non-standard National material (including Arc-Com, CF Stinson, Fgukipvgz."Ocjctco."Oqogpvwo"cpf Ultrafabrics) specified by the customer after application to a National product
- Color, grain or texture of wood, laminate and other covering materials
- Non-compliance with installation and maintenance instructions
- Electrical grommets where the box has been opened
- Damages or failures resulting from modifications, alterations, misuse, abuse or negligence or improper care and maintenance of our products

NOTE: A protective glass top is not recommended on tops greater than 72". A single piece of glass should cover a multi-piece top. A glass addition has the potential to accentuate deflection. If glass is applied, this will require a special quote to investigate the support needed.

### Gotcha™ 24 Hour Use Seating

Warranty on Gotcha 24 Hour Use models is 5 years from date of purchase for seating controls and pneumatic cylinders and 2 years from date of purchase for casters, textiles and foam.

### Vquu"Dgcp"Dciu

Ycttpv{"qp"Vquu"Dgcp"Dci"oqfgnu"ku"7"{'gctu"hqt"vjg"vgzvknq"eqgtkpi"ocvgtkcn"cpf"3"{'gct"htqo"fcvg"qh"rwtejcug"hqt"vjg"nkpgt"ykvj"G@hknnd"

### Finish Warranty

Minor variations in finish color may occur due to the unique texture and grain of wood.

### Follow these procedures to process warranty issues:

1. Contact National Customer Service (800.482.1717) and provide them with the serial number from the product in question and the purchase order number or acknowledgement number and a detailed description of the warranty issue. **Serial numbers are mandatory before the claim can be processed.**
2. Customer Service will determine and pre-approve all resolutions to the claim such as replacement units, service parts, labor and repair charges. Upon approval, resolutions will be assigned an authorization number.
3. The authorization number must be included on all invoices for reimbursement. Any unauthorized charges will not be the responsibility of National.

**As the manufacturer of your furniture, we stand behind our craftsmanship and pledge to do everything we can to resolve any problems you may have within the terms of this warranty as quickly as possible.**

**There are no other warranties except as expressly set forth here, either expressed or implied including any warranty of merchantability or fitness for any particular purpose. We exclude and will not pay consequential or incidental damages under this warranty.**

National Office Furniture  
1610 Royal Street  
Jasper, Indiana 47549  
800.482.1717  
Fax 880630:738  
[www.NationalOfficeFurniture.com](http://www.NationalOfficeFurniture.com)

## Warranty

Normal use is defined as the equivalent of a single shift, 40 hour work week. In the event that a product is used more than normal use, the applicable warranty period will be reduced to one-third as listed below). National, at its option, will repair or replace with comparable product any product, part or component shipped after November 18, 2019, if the claim is eligible under the conditions of this warranty. This warranty is valid only if the product is given proper care and maintenance.

### Etc. Product

Warranty on Etc. Product is 5 years from date of purchase for all components, textiles, and foam.

### Poufs

Warranty on Poufs is 5 years for the textile covering material and 1 year from date of purchase for the liner with EPS fill.

### Finish Warranty

Minor variations in finish color may occur due to the unique texture and grain of wood.

### Exclusions

This warranty does not apply to:

- Damage caused by a carrier
- Normal wear and tear which is to be expected during the period of ownership
- Color, grain or texture of wood, laminate and other covering materials
- Non-compliance with installation and maintenance instructions
- Electrical grommets where the box has been opened
- Damages or failures resulting from modifications, alterations, misuse, abuse or negligence or improper care and maintenance of our products

### Follow these procedures to process warranty issues:

1. Contact National Customer Service (800.482.1717) and provide them with the asset tag from the product in question and the purchase order number or acknowledgement number and a detailed description of the warranty issue. **Asset tags are mandatory before the claim can be processed.**
2. Customer Service will determine and pre-approve all resolutions to the claim such as replacement units, labor and repair charges. Upon approval, resolutions will be assigned an authorization number.
3. The authorization number must be included on all invoices for reimbursement. Any unauthorized charges will not be the responsibility of National.

**As the manufacturer of your furniture, we stand behind our craftsmanship and pledge to do everything we can to resolve any problems you may have within the terms of this warranty as quickly as possible.**

**There are no other warranties except as expressly set forth here, either expressed or implied including any warranty of merchantability or fitness for any particular purpose. We exclude and will not pay consequential or incidental damages under this warranty.**

Etc. by National  
1610 Royal Street  
Jasper, Indiana 47549  
800.482.1717  
Fax 866.418.8516  
[www.worklifeetc.com](http://www.worklifeetc.com)

# ACQUAINT<sup>®</sup>

GUEST SEATING





# ACQUAINT'S BEAUTY IS FOUND IN THE BALANCE BETWEEN DESIGN AND DETAIL.



## IT'S NICE TO MAKE YOUR ACQUAINTANCE.

With a seat that has generous curves, and a back that can be transformed to match your style, Acquaint provides lounge-like comfort within the footprint of a side chair. The remarkable wood detail exceeds expectations, while the extra thick cushion creates a luxurious experience. The complete Acquaint seating collection offers various back and arm styles, wall saver leg design, bariatric models, and an easy access height option. This flexibility allows Acquaint to furnish multiple settings within an organization.



ACQUAINT GUEST SEATING



## NATIONAL.

TOLL FREE 800.482.1717  
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# ADMIRE<sup>®</sup>

GUEST SEATING





# UNDERSTATED BEAUTY AND PRECISE CRAFTSMANSHIP.



## ADMIRE'S TRANSITIONAL DESIGN SUPPORTS A VARIETY OF ENVIRONMENTS.

Create a welcoming space and give guests a pleasant seating experience with Admire. Available with or without arms, and with three back options, Admire is truly a go-to solution. This seating collection offers crisp lines and subtly flared arms. Classic in design and framed with the warmth of wood, Admire is suitable for any space.



ADMIRE GUEST SEATING



## NATIONAL.

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NSSADM17



# ALLOY™

## BENCHING



# CREATE AN ENVIRONMENT THAT PROMOTES EASY AND EFFORTLESS INTERACTIONS.



## ALLOY BALANCES THE NEED FOR PERSONAL SPACE WITH THE DESIRE TO COLLABORATE.

Alloy benching's smart design and versatility, along with its ease of specification and value, make it a simple solution for open plan spaces. With height options, configuration possibilities, base color choices, and various electrical solutions, you can tailor Alloy to fit your needs. Alloy's clean lines and broad options allow it to fit your needs, your users, and your space.



ALLOY BENCHING



# NATIONAL.

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NSSALL18



# AURORA<sup>TM</sup>

SEATING





# AURORA BRINGS CLASSY LUXURY AND SOPHISTICATION.



## SWEEPING SHAPES AND MIXED MATERIALS ADD CLASS AND STYLE TO YOUR SPACE.

Featuring a curved detail that gracefully embraces the back, this seating line is exquisite. The distinctively elegant accent adds interest and definition. Mixed material finish options create modern flair and the ability to coordinate within any area. Aurora is available in guest and executive seating, making it a charming solution to outfit multiple spaces.



AURORA SEATING



## NATIONAL.

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WEB [NATIONALOFFICEFURNITURE.COM](http://NATIONALOFFICEFURNITURE.COM)

NSSAUR16

# BARIATRIC SEATING SOLUTIONS THAT WELCOME ALL.

## OFFER GUESTS AND PATIENTS COMFORTABLE SEATING SOLUTIONS WITHOUT SACRIFICING STYLE.

Bariatric seating from National provides confidence and peace of mind to individuals needing extra support. Choose from various styles and price points to create the right solution for your needs. Combine these bariatric solutions with their standard seating partners to create a cohesive floorplan.



BARIATRIC SEATING SOLUTIONS



Tested up to 500 lbs, our sturdy and stylish offering of bariatric models also spans a range of budget needs with metal and wood solutions. Each bariatric model is part of a seating series, so you can create a consistent design aesthetic with recognizable seating features that complement versus stand out.



# NATIONAL.

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NSSBARS17



# BARIATRIC SEATING SOLUTIONS

THESE SERIES ARE CERTIFIED TO LEVEL® 2 AND SCS INDOOR ADVANTAGE™ GOLD

## CONFIDE® GUEST



- Upholstered back
- Optional round back accent
- Easy clean out feature
- Waterfall seat edge
- Wood or black polyurethane arm caps
- Ganging options
- Optional contrasting fabric
- Steel frame
- Wall saver leg design
- Supports users weighing up to 500 lbs.
- 62" W34" H34"
- FRAME FINISHES
- 452 Cinder
- 501 Platinum Metallic
- 503 Satin Nickel Metallic

## CONFIDE® LOUNGE



- Upholstered back
- Optional round back accent
- Easy clean out feature
- Waterfall seat edge
- Upholstered arms with wood or black polyurethane arm caps
- Ganging options
- Optional contrasting fabric
- Steel legs
- Wall saver leg design
- Supports users weighing up to 500 lbs.
- 62" W31" H35"
- FRAME FINISHES
- 452 Cinder
- 501 Platinum Metallic
- 503 Satin Nickel Metallic

## ACQUAINT®



- Upholstered and wood back models
- Easy clean out feature
- Optional soft black arm caps
- Optional contrasting fabric
- Wood frame frame
- Wall saver leg design
- 62.4" W35" H34"

## ELOQUENCE®



- Upholstered back
- Optional soft black arm caps
- Optional contrasting fabric
- Ganging options
- Wood frame frame
- Ganging table models
- 62.2" W36" H34"

## TIMBERLANE®



- Upholstered back
- Easy clean out feature
- Optional soft black arm caps
- Optional contrasting fabric
- Ganging options
- Wood frame frame
- Ganging table models
- 62.4" W35" H35"

## TAG® ROUND BACK



- Upholstered and wood back models
- Easy clean out feature
- Arm and armless models
- Optional contrasting fabric
- Ganging options
- Steel frame
- Optional wall saver leg design
- Ganging table models
- 62.1" W35" H31" Standard
- 62.1" W27" H31" Mid-sized
- FRAME FINISHES
- 452 Cinder
- 501 Platinum Metallic
- 503 Satin Nickel Metallic

## TAG® SQUARE BACK



- Upholstered and wood back models
- Easy clean out feature
- Arm and armless models
- Optional contrasting fabric
- Ganging options
- Steel frame
- Optional wall saver leg design
- Ganging table models
- 62.1" W35" H31" Standard
- 62.1" W27" H31" Mid-sized
- FRAME FINISHES
- 452 Cinder
- 501 Platinum Metallic
- 503 Satin Nickel Metallic



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TOLL FREE 800.492.1717  
WWW.NATIONALOFFICEFURNITURE.COM

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16 000007



# CINCH<sup>®</sup>

SEATING COLLECTION



# NEVER UNDERESTIMATE THE POWERFUL COMBINATION OF COLOR AND COMFORT.



## CINCH BLENDS THESE TWO ELEMENTS IMPECCABLY

This stylish series has unlimited design potential with black or platinum metallic frames combined with ten mix and match contoured plastic seat and back options, as well as an upholstered seat option for additional comfort and personal flair. Cinch stacking chairs, stools, and task models are ideal for training rooms, cafés, classrooms and more, while the beam seating models complement in more specialized areas.



CINCH SEATING COLLECTION



# NATIONAL.

TOLL FREE 800.482.1717  
WEB NATIONALOFFICEFURNITURE.COM

NSSCIN18



# COLLETTE™

LOUNGE COLLECTION





# COLLETTE OFFERS RESIDENTIAL INSPIRED COMFORT.



## INSPIRATION EVOLVES INTO ELEGANT STYLE.

As corporate spaces blur the lines between home and work, National offers an ingenious lounge solution that melds comfort and durability. With components that are easily rearranged, Collette provides flexibility to accommodate a variety of spaces and configurations. Its plush pillows, relaxed sit, and classic frame create casual comfort with commercial endurance. Collette is the pinnacle of versatility for today's evolving spaces.



COLLETTE LOUNGE COLLECTION



# NATIONAL.

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# CONFIDE<sup>®</sup>

SEATING COLLECTION





# SOLID AND SUBTLE, YET IMPRESSIVE, CONFIDE SEATING OFFERS GRACEFUL CONTINUITY.



## PROVIDE VISUAL CONSISTENCY THROUGHOUT AN ENTIRE ORGANIZATION.

Confide transforms metal durability into a welcoming array of guest, bariatric, tandem, benches, lounge, patient, and table models. The sleek back profile and slight arm curvature creates a graceful silhouette that also supports rising guests. With a plethora of models and features, Confide can easily outfit an entire facility without sacrificing specific needs.



CONFIDE SEATING COLLECTION



# NATIONAL.

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NSSCON17



# DAVARI<sup>®</sup>

GUEST SEATING



# A HALLMARK FOR EXCELLENCE, DAVARI ELEVATES ITS SURROUNDINGS.



## DAVARI RAISES THE BAR IN FINE WOOD SEATING.

With impressive attention to detail, Davari offers a refined, sophisticated silhouette. Modern styling and intriguing design meld to create this beauty. The dramatic crescent arc feature is achieved through steam bent wood, and lends the chair a graceful and unrivaled aesthetic. Available in two styles, arm and armless, it looks divine in lobby spaces, private offices, or wrapped around a table.



DAVARI GUEST SEATING



## NATIONAL.

TOLL FREE 800.482.1717  
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NSSDAV17



# DELGADO™

SEATING COLLECTION





# DELGADO SATISFIES BY EMBRACING GUESTS WITH COMFORT AND VISUAL ARTISTRY.



## CUSHIONED UPHOLSTERY INTERSECTS TO CREATE INTERESTING APPEAL AND PRECISE PATHS FOR COMFORT.

Delgado offers distinctive elements that make a dramatic impression. Its clean lines and crisp details are enveloped by rich wood or tailored upholstery to create an intriguing seating collection. Choose from wood or polished bases and static or mobile options to suit your needs for guest seating and conference room applications.



DELGADO™ SEATING COLLECTION



## NATIONAL.

TOLL FREE 800.482.1717  
WEB [NATIONALOFFICEFURNITURE.COM](http://NATIONALOFFICEFURNITURE.COM)

NSSDEL18

# DITTO<sup>TM</sup>

SEATING COLLECTION





# COMBINE COMFORT AND FUNCTIONALITY INTO ONE PRETTY PACKAGE.



## MAKE A STATEMENT WITHOUT SAYING A WORD.

From Ditto's slim silhouette to its sleek metal frame, this high density stacker is savvy. Ditto chairs are versatile and ideal for learning centers, training rooms, lecture halls, cafés, classrooms, and so much more. The perforated back design and gentle flex, along with the upholstered seat pad, make long-term or short-term sitting a treat. Available as a guest chair, or counter and bar height stool, Ditto is a solution for any space.



DITTO SEATING COLLECTION



**NATIONAL.**

TOLL FREE 800.482.1717  
WEB NATIONALOFFICEFURNITURE.COM

NSSDIT19



# ISLE™ POWER TOWER

POWER+DATA SOLUTIONS

## FEATURES

- An independent, collaborative power hub that can be placed among a cluster of chairs or tables in a lounge, student center, or meeting area to provide 360° access of power to a group of users
- Circuit breaker in bottom of tower prevents overload
- Additional slots in base allow tower to be tethered to the floor should mobility not be desired
- Metal construction provides stability and durability, important in high traffic and collaborative areas

## SPECIFICATIONS

- Available in 3 finishes: Silver, gloss white, and gloss black
- (12) Tamper resistant power outlets, 15 amp, 120v
- (6) USB-A 3.0 ports; 2.1 amps per charging ports
- 9' power cord with 3-prong grounded plug, 15 amp
- UL listed

## MODEL #

NAC25ELPTB	16¼"D	16¾"W	25½"H	GLOSS BLACK
NAC25ELPTH	16¼"D	16¾"W	25½"H	GLOSS WHITE
NAC25ELPTS	16¼"D	16¾"W	25½"H	SILVER



# NATIONAL.

TOLL FREE 800.482.1717  
WEB [NATIONALOFFICEFURNITURE.COM](http://NATIONALOFFICEFURNITURE.COM)

# ELOQUENCE<sup>®</sup>

EXECUTIVE SEATING





# LUSTROUS VENEERS AND TEMPTING TOUCHES WITH FRESH SIMPLICITY.



**CLEAN, UNPRETENTIOUS LINES EVOKE FRESH  
SIMPLICITY FOR ANY EXECUTIVE ENVIRONMENT.**

As a total seating solution, Eloquence imparts its pleasing aesthetic to conference rooms and private offices as confidently as to public areas. Ergonomically inspired swivel chairs with layered, hardwood contours convey unique elegance to meeting spaces and executive offices.



ELOQUENCE EXECUTIVE SEATING



## NATIONAL.

TOLL FREE 800.482.1717  
WEB [NATIONALOFFICEFURNITURE.COM](http://NATIONALOFFICEFURNITURE.COM)

N35ELD216



# ELOQUENCE<sup>®</sup>

GUEST SEATING



# A SOOTHING SOLUTION TO WELCOMING AND COMMON AREAS.



**ELOQUENCE IS RELAXING, STYLISH AND INVITING.**

Eloquence offers an appropriately soothing solution for healthcare, learning, and professional environments. The bariatric chair answers an important need in specialized settings. Tandem seating and ganging options make it simple to specify a uniform, visitor-friendly array in waiting areas. With luxury enhanced by hardwood detail, Eloquence offers a perfectly elegant solution to serve with the class it deserves.



ELOQUENCE GUEST SEATING



**NATIONAL.**

TOLL FREE 800.482.1717  
WEB NATIONALOFFICEFURNITURE.COM

NSSSEL0316



# ELOQUENCE<sup>®</sup>

LOUNGE SEATING



# A RELAXED STYLE THAT EVOKES CONFIDENCE AND INVITATION IN GATHERING SPACES.



## ELEGANT CHOICES FOR VISUAL ELEGANCE.

With up to three contrasting fabrics on the lounge chair, your refinement can have the custom feel that eloquently speaks to your organization's vision. Selections include one, two and three seat models along with a bench to accommodate a variety of guests, floor plans and flow. Lustrous veneers and tempting touches give form to refinement that invites, welcomes, and puts people at ease.



ELOQUENT LOUNGE SEATING



## NATIONAL.

TOLL FREE 800.482.1717  
WEB [NATIONALOFFICEFURNITURE.COM](http://NATIONALOFFICEFURNITURE.COM)

NSSLD415



# ESSAY®

SEATING COLLECTION



# ESSAY ACCOMMODATES FLEXIBLE SPACES IN TODAY'S ENVIRONMENTS.



**WITH SMART DESIGN AND INTUITIVE FUNCTIONALITY, ESSAY IS THE EASY ANSWER.**

The Essay collection includes a task chair, student chair, and stool to accommodate a variety of environments. With static or mobile base options, Essay allows users to circle up to collaborate or work independently with ease. The wall-friendly design assures that Essay will not mar walls and the chevron-shaped back will keep bags from falling to the floor. The optional double pivoting tablet arm offers a non-handed dual work zone allowing users to swivel the worksurface into the perfect location. Add an optional upholstered seat cushion to any Essay model for extra comfort.



ESSAY SEATING COLLECTION



\*ONLY AVAILABLE THROUGH PIZAZZ® PRODUCT MODIFICATION'S TEAM IN QUANTITIES OF 500 OR MORE.

## NATIONAL.

TOLL FREE 800.482.1717  
WEB NATIONALOFFICEFURNITURE.COM

NSSES19



# EXHIBIT™

WALL RAIL SOLUTION



# WITH EXHIBIT, WHERE THERE'S A WALL, THERE'S A WAY.

## WALL-TO-WALL FLEXIBILITY.

Enhance your environment by evolving the way you look at walls. Exhibit removes barriers and transforms walls into purposeful and useful space. By offering a variety of solutions for all workplace, collaborative, and social environments, Exhibit maximizes the productivity of wall surfaces. Exhibit's efficient use of wall space and various inserts, such as slat walls with work tools, marker boards, tack boards, and shelf inserts, allow vertical surfaces to transform into functional design elements.



EXHIBIT WALL RAIL SOLUTION



# NATIONAL<sup>®</sup>

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# FARRAH<sup>TM</sup>

LOUNGE COLLECTION



# INSPIRED BY MID-CENTURY DESIGN, FARRAH IS A SLEEK SOLUTION.

FARRAH LOUNGE COLLECTION



## MAKE A STATEMENT WITHOUT SAYING A WORD.

Farrah's dramatic base with stunning, faceted legs is sure to turn heads. This collection of lounge seating and tables is a sleek solution for modern settings. Available in arm and armless chair models, benches, and occasional tables, Farrah's flair creates an exquisite visual display.



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# FLOURISH<sup>®</sup>

CASEGOODS



# EXCEPTIONAL FLEXIBILITY THAT DELIVERS A VARIETY OF SOLUTIONS.



## FLOURISH OFFERS TRANSITIONAL STYLING THAT CAN ACCOMMODATE ANY WORK ENVIRONMENT.

Flourish's simplicity is highlighted by its clean lines and fundamental design. With the flexibility to outfit an entire organization, Flourish delivers design freedom. From a single workstation to an impressive executive setting, Flourish offers desks and storage solutions that stand apart.



FLOURISH CASEGOODS



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NSSFL017



# FOLD<sup>TM</sup>

NESTING TABLES



# FOLD NESTING TABLES ARE EXACTLY WHAT YOU NEED, WHEN YOU NEED THEM.

FOLD NESTING TABLES



**THE VERSATILE TABLE IS READY TO SPRING INTO ACTION WITH A TWIST OF THE KNOB, AND FOLDS UP CONVENIENTLY WITH ANOTHER TWIST. IT'S A SNAP.**

Move tables together to collaborate or apart for focus time, or move them out of the way entirely. Fold's durable casters and flip/nest capabilities allow users to reconfigure with ease. Turn Fold's worksurface into a writable surface by specifying the dry erase board option. The removable modesty panel promotes privacy and the locking casters restrict movement so Fold stays still when you need it to. With all of these features and two table sizes, Fold can accommodate learning and training spaces for a variety of users.

## FEATURES+OPTIONS



LOCKING CASTERS



REMOVABLE  
MODESTY PANEL



FLIP/NEST KNOB



NESTING CAPABILITIES



DRY ERASE OPTION

## FRAME COLORS



GREY



WHITE



BLACK

## RIM PROFILES



SOFTENED



T-MOLD  
GRAPHITE COLOR ONLY



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# FOOTINGS<sup>®</sup>

COLLABORATIVE TABLES



# GATHERING OR LOUNGING, MEETING OR DINING, FOOTINGS PERFORMS.

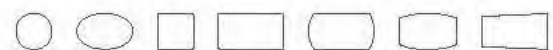


## FOOTINGS TABLE TOP SHAPES AND BASES PROMOTE COLLABORATION WITH STYLE.

With multiple heights, smart shapes, and a variety of sizes that range from 2' to 10', this table collection has the right elements to outfit any space. Add in various finish and function options and Footings keeps multiplying its capabilities. Designed for today's culture of collaboration, Footings has the right combinations for large gatherings, small social spaces, and everything in between.



FOOTINGS COLLABORATIVE TABLES



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# FRINGE®

LOUNGE COLLECTION



# CREATE EXTRAORDINARY EXPERIENCES.



## DESIGN SPACES WHERE PEOPLE ACTUALLY WANT TO BE.

The Fringe lounge collection offers seating and table solutions that can be combined to create large configurations, or used separately to develop individual stations. From ottomans, club chairs, benches, high and mid backs, and cove units, to occasional, inline, and bistro tables, Fringe has an extensive and diverse offering. With the versatility to provide privacy and openness, comfort and style, Fringe has the elements to create an endless amount of configurations and answer any need. Its extreme flexibility combined with smart design features make it applicable for commercial spaces, community areas, education settings, and healthcare environments.



FRINGE LOUNGE COLLECTION



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# FUEL<sup>®</sup> SPECIALTY

When you need a specific chair to support unique needs, Fuel's intensive use and large and tall models are the right solution. The intensive use models were designed and built for heavy-duty, 24/7 applications such as call centers, air traffic controllers, police departments, hospitals, and emergency rooms. The large and tall models feature an oversized seat and back that create a comfortable experience throughout the day for users of all shapes and sizes.

Both styles feature a reinforced aluminum base that accommodates continued use and additional weight. Fuel specialty models are available with a static loop arm or armless version, creating design flexibility. The synchronous tilt control mechanism minimizes seat pan rise as the user tilts back, giving you the ability to keep your vision aligned straight ahead. The back can be locked, creating ultimate comfort and range of motion. Sweeping contours and comfortable support create the foundation for this specialty solution.



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# FUEL SPECIALTY.



ARMLESS



ARMS

## CONTROL MECHANISM+FUNCTIONS

### SYNCHRONOUS TILT CONTROL MECHANISM

IN SYNCHRONOUS TILT, THE BACKREST AND SEAT PAN OF A CHAIR RECLINE AT A DIFFERENT RATIO. FOR EVERY 2" OF BACK RECLINE, THE SEAT ANGLE TILTS 1" (2:1 RATIO) AS YOU LEAN BACK. THIS MINIMIZES THE SEAT PAN RISE AS YOU TILT, ALLOWING YOUR FEET TO REMAIN ON THE FLOOR WHILE YOUR GAZE REMAINS STRAIGHT AHEAD.

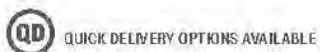
### TILT TENSION FUNCTION

INCREASE OR DECREASE TENSION OF CHAIR'S TILT TO MATCH YOUR BODY WEIGHT. PROPER TENSION SHOULD ALLOW YOU TO LEAN BACK EASILY WHILE PROVIDING BALANCED SUPPORT WHEN RECLINING.

## PACK OPTIONS

### SHIPS KNOCK DOWN (KD) AND FULLY ASSEMBLED

\$80 CHARGE FOR FULLY ASSEMBLED INTENSIVE USE MODELS EXCEPT QUICK DELIVERY MODELS, WHICH SHIP KD (TODDLERS). LARGE AND TALL MODELS ALWAYS SHIP FULLY ASSEMBLED.



QUICK DELIVERY OPTIONS AVAILABLE

LEVEL 2, INDOOR ADVANTAGE GOLD, HHI, AND TAKE BACK CERTIFIED

NSSFUE19



# GOTCHA™

TASK SEATING



# FOR THOSE WHO ARE SERIOUS ABOUT THEIR WORK, GOTCHA IS A SERIOUS WORK CHAIR.



## THE PERFECT CHOICE FOR BUSY PEOPLE.

Gotcha's versatility, durability, and subtle contemporary style make it an outstanding value for any space and any task. Gotcha is ideal for high-traffic, task-intensive areas as well as private offices, open spaces, and training applications. The 24 hour use model is a great fit for around-the-clock environments. Add another level of comfort by selecting the stool model and create consistency across any space. No matter which model you choose, the curves of Gotcha will hug your back and provide long-term support and comfort.



GOTCHA TASK SEATING



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# GRIN<sup>TM</sup>

LOUNGE COLLECTION



# GRIN CHARMS WITH ITS CAPTIVATING ALLURE AND COMFORT.



**WITH A HARMONIOUS INTERACTION OF STRAIGHT LINES AND SWEEPING EDGES, GRIN IS SURE TO MAKE YOU HAPPY.**

The Grin lounge seating collection welcomes collaboration and sparks conversation. With subtle curves and a low-profile seat, Grin cradles the user and offers exceptional comfort. Grin's horizontal channel stitching creates a pillowed upholstery that delivers a distinct aesthetic with surprising support. With wood and polished base options, along with mobility and an ottoman companion, Grin's versatility makes it easy to use in any space. Create a sophisticated look for corporate spaces or add a punch of whimsical style with Grin.



GRIN LOUNGE COLLECTION



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# JEWEL<sup>®</sup>

SEATING COLLECTION



# JEWEL FEATURES A REFINED SILHOUETTE WITH STUNNING APPEAL.



## COMBINE COMFORTABLE SUPPORT WITH CLASSIC STYLE AND CONTEMPORARY FLAIR.

Sweeping wood arms gracefully add support, while Jewel's armless version draws your eye to its clean lines. Not only is Jewel easy on the eyes, it's easy to stack for storage. Jewel guest chairs and stools can be stacked up to four high to make storage a snap. Jewel's universal appeal and functionality make it an easy fit in any environment.



JEWEL SEATING COLLECTION



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# LIGHTING

ACCESSORIES



# ILLUMINATE YOUR SPACE

THESE LIGHTING SOLUTIONS ARE BEAUTIFUL ADDITIONS TO ANY WORKSPACE.

Whether you need to create a mood or increase visibility, our lighting solutions offer a range of functionality and style. Add a warm glow to any space by incorporating stylish desk lamps. These easy to move units allow complete design flexibility and add beauty. Foster productivity and save worksurface space by mounting horizontal task lights to project directly onto a worksurface. With a variety of shapes, colors, features, and styles, these solutions are the key to completing a workspace.

## LED DESKTOP LIGHT

LED FREESTANDING LIGHT; INTEGRATED USB AND SIMPLEX; SEVEN LEVELS OF DIMMER AND BRIGHTNESS; 360° SWIVEL; 18" TALL, WEIGHS UNDER 2 LBS.; SILVER



## LINEAR LED DESKTOP LAMP

LED FREESTANDING LIGHT; INTEGRATED USB; 3 STEP DIMMING AND BRIGHTNESS CONTROL; AUTOMATIC SHUT OFF; 18 1/4" TALL, WEIGHS 2.5 LBS.; WHITE



## TASK LIGHT

ATTACHES TO UNDERSIDE OF HIGHBACK STORAGE, WALL MOUNT CABINETS AND WORK ORGANIZERS; WARM, WHITE LAMPS INCLUDED; BLACK FINISH



## MAGNETIC MOUNT LED STRIP LIGHT

MAGNETIZES TO UNDERSIDE OF METAL HIGHBACK ORGANIZERS AND OVERHEAD CABINETS; MOUNTING HARDWARE INCLUDED FOR USE WITH LAMINATE OR WOOD HIGHBACK ORGANIZERS AND OVERHEAD CABINETS; DAISY CHAIN UP TO THREE UNITS; SILVER FINISH



## LED LINEAR TASK LIGHT

ATTACHES TO UNDERSIDE OF HIGHBACK STORAGE, WALL MOUNT CABINETS AND WORK ORGANIZERS; SOFT TOUCH SWITCH WITH INSTANT ON AND FADE-AWAY OFF; AUTOMATIC TIME OFF (AFTER 10 HOURS); CLEAR ANODIZED ALUMINUM WITH WHITE END CAPS



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# LOCHLYN™

WALL CUBES





# LOCHLYN CREATES SPACES AND PLACES.

## DISPLAY INSPIRATION AND SHOWCASE PERSONALITY.

Embrace the evolution that today's environments are encountering. Lochlyn provides a home-like feeling that adapts to open plan spaces and private offices. This innovative display shelf system provides a variety of opportunities to inspire guest and employees alike. Its metal frame design can be built to be small in stature or grand in size, depending on the users' needs and space. Lochlyn provides a canvas and you create the masterpiece.



LOCHLYN WALL CUBES



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# MANEUVER™

COLLABORATIVE COLLECTION



# CREATIVE SHAPES DESIGNED FOR PRODUCTIVITY+ COLLABORATION.



## MANEUVER THROUGH LEARNING, MEETING, DINING, AND GATHERING SPACES WITH EASE.

The Maneuver collaborative collection is a flexible solution for any space. Create organic designs by combining multiple shapes of tables or use the same shape multiple times. Mix and match table shapes and sizes to create the aesthetic you want and the space you need. Add a facilitator desk to the mix for a simple and highly functional solution to fit the needs of any presenter, facilitator, or speaker. With Maneuver, anything goes.



MANEUVER COLLABORATIVE COLLECTION



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# MARNIA<sup>®</sup>

OCCASIONAL TABLES



NATIONAL.



# MARNIA TABLES ADD INTEREST TO ANY ENVIRONMENT.



## INTERESTING ANGLES CREATE STUNNING SPACES.

Marnia occasional tables pair artistic metal frames with an array of surfaces to anchor a space or provide a functional work area. Choose from veneer, laminate, solid surface, upholstered, or back painted glass to complete your Marnia solution. The striking frame detail adds a noteworthy accent to any work, leisure, or welcoming space.



MARNIA OCCASIONAL TABLES



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# MIX-IT<sup>®</sup>

Ergonomically designed and ideal for all work styles, Mix-it's comprehensive offering is a perfect fit for areas where people collaborate, learn, interact, and focus. Available in mesh or upholstered back, Mix-it offers a variety of adjustable and static arms, including armless models, to accommodate any task. The mesh back features an optional lumbar support, adding even more ergonomic support and adjustment. With synchronous tilt and knee tilt options, the user has full adjustment capabilities and can create custom back tension for superb comfort. Its back lock feature allows the user to find the perfect angle of recline and lock it into place. The Mix-it seating collection also includes guest seating and stools, allowing you to create a cohesive environment. Fill training rooms, meeting spaces, open plan areas, or private offices with the versatility of Mix-it.



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## TASK ARMLESS

AVAILABLE IN HIGH BACK MESH,  
MID + HIGH BACK UPHOLSTERED



## TASK ARMS

AVAILABLE IN HIGH BACK MESH,  
MID + HIGH BACK UPHOLSTERED



## TASK CONFERENCE

AVAILABLE IN HIGH BACK MESH,  
MID + HIGH BACK UPHOLSTERED



## TASK STOOL

AVAILABLE IN MESH + UPHOLSTERED  
BACK, ARMLESS + ARMS



## GUEST

AVAILABLE IN MESH + UPHOLSTERED  
BACK WITH ARMS

## CONTROL MECHANISM+FUNCTIONS



### SYNCHRONOUS TILT CONTROL MECHANISM

IN SYNCHRONOUS TILT, THE BACKREST AND SEAT PAN OF A CHAIR RECLINE AT A DIFFERENT RATIO. FOR EVERY 2" OF BACK RECLINE, THE SEAT ANGLE TILTS 1" (2:1 RATIO) AS YOU LEAN BACK. THIS MINIMIZES THE SEAT PAN RISE AS YOU TILT, ALLOWING YOUR FEET TO REMAIN ON THE FLOOR WHILE YOUR GAZE REMAINS STRAIGHT AHEAD.

### TILT TENSION FUNCTION

INCREASE OR DECREASE TENSION OF CHAIR'S TILT TO MATCH YOUR BODY WEIGHT. PROPER TENSION SHOULD ALLOW YOU TO LEAN BACK EASILY WHILE PROVIDING BALANCED SUPPORT WHEN RECLINING.



### KNEE TILT

KNEE TILT CHAIRS PROVIDE FULL ADJUSTMENT SUPPORT FOR MULTIPLE TASKS. THE PIVOTING POINT IS LOCATED NEAR THE VERY FRONT OF THE SEAT, RESULTING IN A WIDE-ANGLE TILT THAT ALLOWS YOUR FEET TO STAY FLAT ON THE FLOOR WHEN THE CHAIR IS TILTED BACKWARD.

### TILT TENSION FUNCTION

INCREASE OR DECREASE TENSION OF CHAIR'S TILT TO MATCH YOUR BODY WEIGHT. PROPER TENSION SHOULD ALLOW YOU TO LEAN BACK EASILY WHILE PROVIDING BALANCED SUPPORT WHEN RECLINING.



### SEAT SLIDE

ADJUSTS SEAT DEPTH TO A POSITION THAT BEST ACCOMMODATES LENGTH OF LEGS. REDUCES PRESSURE BEHIND THIGHS PROVIDING LONG-TERM COMFORT.

## LUMBAR SUPPORT



ALL MESH BACK TASK  
MODELS FEATURE AN  
ADJUSTABLE LUMBAR



ALL UPHOLSTERED BACK  
TASK MODELS FEATURE A  
HEIGHT ADJUSTABLE BACK

## TASK ARM FUNCTIONS



HEIGHT ADJUSTABLE



WIDTH ADJUSTABLE



ARMREST WIDTH



ARMREST DEPTH



ARMREST PIVOT

## MESH OPTIONS



BLACK

## PACK OPTIONS

### SHIPS KNOCK DOWN (KD) AND FULLY ASSEMBLED

\$60 CHARGE FOR FULLY ASSEMBLED OPTION ON ALL EXCEPT QUICK DELIVERY MODELS.  
OTHERWISE ALL MODELS SHIP KD (TODLLESS).





# MONITOR ARM

## ACCESSORIES



# CREATE A DYNAMIC, ERGONOMIC, AND COMFORTABLE WORKSTATION.

MAKE YOUR WORKSPACE WORK FOR YOU WITH THESE MONITOR ARM SOLUTIONS.

Customize your workstation and create the ideal space for your specific needs. With slat, clamp, and grommet mount monitor arms and the quickstand lite option, our monitor arm solutions offer flexibility and precision. Whether you need a single monitor or multiples, or need the ability to stand, our solutions will fit your needs.

## QUICKSTAND LITE

TRANSFORMS ANY FREESTANDING DESK INTO AN ADJUSTABLE HEIGHT WORKSTATION. CLAMPS TO EDGE OF WORKSURFACE. EASILY ADJUST MONITOR AND KEYBOARD HEIGHT. SUPPORTS UP TO 11 LBS., OFFERS TO 20" OF HEIGHT RANGE WITH ADDITIONAL 5 1/2" OF MONITOR ADJUSTMENT. WHITE WITH SILVER CLAMP.



SINGLE MONITOR

## SLAT MOUNT MONITOR ARM

ATTACHES TO EPICENTER® AND EXHIBIT™ SLAT WALLS. MOUNTS FLAT-PANEL MONITOR ABOVE THE WORKSURFACE. EASILY ADJUST MONITOR'S ANGLE/DEPTH/HEIGHT. SUPPORTS UP TO 20 LBS., ARM RAISES TO 19 1/4", EXTENDS TO 27 1/2". ROTATES 360°. SILVER OR BLACK.



SINGLE MONITOR

## CLAMP MOUNT MONITOR ARM

SINGLE, DOUBLE, AND TRIPLE OPTIONS. MOUNTS FLAT-PANEL MONITOR ABOVE THE WORKSURFACE. EASILY ADJUST MONITOR'S ANGLE/DEPTH/HEIGHT. SUPPORTS UP TO 20 LBS., ARM RAISES TO 19 1/4", EXTENDS TO 27 1/2". ROTATES 360°, CLAMPS TO WORKSURFACE. SILVER OR BLACK.



SINGLE MONITOR



DOUBLE MONITOR



TRIPLE MONITOR

## GROMMET MOUNT MONITOR ARM

SINGLE, DOUBLE, AND TRIPLE OPTIONS. MOUNTS FLAT-PANEL MONITOR ABOVE THE WORKSURFACE. EASILY ADJUST MONITOR'S ANGLE/DEPTH/HEIGHT. SUPPORTS UP TO 20 LBS., ARM RAISES TO 19 1/4", EXTENDS TO 27 1/2". ROTATES 360°, ATTACHES THROUGH GROMMET IN WORKSURFACE. SILVER OR BLACK.



SINGLE MONITOR



DOUBLE MONITOR



TRIPLE MONITOR

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# MONTERREY™

LOUNGE



# MONTERREY OFFERS EXCEPTIONAL COMFORT AND CLASSIC SOPHISTICATION.



## SIT BACK, RELAX, AND MAKE AN IMPRESSION.

The Monterrey collection of lounge furniture offers a classic design with contemporary flair. Monterrey's dedication to detail shows in its exquisite craftsmanship and tailored upholstery. Enhance Monterrey's elegance by incorporating contrasting fabrics or highlight Monterrey's silhouette by using contrasting piping.



MONTERREY LOUNGE COLLECTION



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# TECHNOLOGY

POWER+DATA SOLUTIONS





# INTRODUCING TECHNOLOGY SOLUTIONS

CHANGE HOW AND WHERE YOU POWER UP, CONNECT, AND WORK.

## AXIL® BLUETOOTH POWER CENTER



### FEATURES

- Freestanding, portable desktop outlet brings power, voice, and charging USB connections right to your fingertips
- Includes (1) Bluetooth speaker, (1) power outlet, and (1) USB-A port
- Spillproof electrical connections prevent electrical shock in case of spills

### SPECIFICATIONS

- Stainless steel; Available in white, silver, and black
- Bluetooth speaker with push button pairing; Built-in microphone
- Spillproof, tamper resistant power outlet; 15 amp
- USB-A port; 2 amp
- 6' power cord with 3-prong molded plug; 15 amp
- UL® listed

## HITCH® PORTABLE POWER CENTER



### FEATURES

- Freestanding, portable USB charging center allows you to charge up to three devices, anywhere
- Includes (3) USB-A ports

### SPECIFICATIONS

- Available in white, light grey, and black
- (3) USB-A ports; 2 amp; Charge up to 3 devices at once
- 11,500 mAh battery capacity; 20w power supply
- Battery: 3.6v, 11.6 amp hours, 41.76 watt hours
- Dead to full charge time: Charges fully in 4.5 hours
- Charging cord: 5.0 Volts at 4 amps
- Cannot charge devices while unit is being charged
- When charging for the first time, leave unit connected to charger for 4 hours after display indicates full charge, to ensure long lasting battery life
- 6' power cord with 3-prong molded plug; 15 amp
- UL® listed power pack

## BURELÉ® POWER CENTER



### FEATURES

- Personal desktop power solution brings new flexibility to any workspace and is perfect for charging electronic devices
- Clamps to edge of worksurface, with no table cut outs or installation required
- Includes (2) power outlets, (1) USB-A dual port, and (1) USB-C port; or (4) power outlets
- Accommodates table thickness from 1/4" to 2 3/4"

### SPECIFICATIONS

- Available in white, black, and light grey
- Spillproof, power outlets; 15 amp, 120v
- Dual charging USB-A port; 2 amp per port
- USB-C port; 18w
- 6' power cord with 3-prong molded plug; 15 amp
- UL® listed

## MOIRÉ™ POWER CENTER



### FEATURES

- Four sided personal desktop power center brings new flexibility to any workspace and is perfect for charging electronic devices
- Installs into round G10 (3" dia.) worksurface grommet
- Adjusts to worksurface thickness of 1 1/8" to 1 3/4"
- Includes (2) power outlets and (2) USB-A dual ports, or (4) power outlets with built-in circuit breaker

### SPECIFICATIONS

- High gloss plastic finish available in white and black
- Spillproof power outlets; 15 amp, 120v
- (4) power outlets with built-in circuit breaker; 15 amp, 120 v
- Dual charging USB-A port; 2 amp per port
- 6' power cord with 3-prong molded plug; 15 amp
- UL® listed

## DEAN® POWER CENTER



### FEATURES

- Edge-mounted power solution brings new flexibility to any workspace and is perfect for charging desktop devices
- Mounts to the edge of worksurface, with no table cut outs or installation required
- Adjusts to worksurface thickness up to 2 1/4"
- Includes (2) power outlets; or (3) power outlets; or (1) USB-A dual port, (1) power outlet or (1) USB-A+D combo port, (2) power outlets, and outlet rotates 90°

### SPECIFICATIONS

- Molded plastic faceplate with an anodized aluminum housing available in white, light grey, and black
- Spillproof power outlets; 15 amp
- Dual charging USB-A port; 2 amp per port
- USB-C port; 18w
- 6' power cord with 3-prong molded plug; 15 amp
- UL® listed

## VESTA™ PORTABLE POWER CENTER



### FEATURES

- Cordless, battery-powered portable charging tower
- Charge laptops, tablets, and mobile phones at the same time
- Includes (3) USB-A and (1) USB-C charging ports
- LED lights on top of unit indicate charge level of battery; When all 4 lights are on, battery is fully charged

### SPECIFICATIONS

- Available in white with light grey accents and black with dark grey accents
- USB-A ports; 2 amp
- USB-C port; 18w
- 3.2v, 40 amp hour lithium battery; 128 watt hours capacity
- 6' charging cord assembly that includes a 2-prong power supply; 3 amp, 12v
- Weight: 12 lbs.
- UL® listed

TO VIEW ALL OF NATIONAL'S POWER+DATA SOLUTIONS, VISIT OUR WEBSITE

# NATIONAL.

TOLL FREE 800.482.1717  
WEB: NATIONALOFFICEFURNITURE.COM

NSSTECH 13



# RALLA<sup>TM</sup>

TASK STOOLS



NATIONAL.



# OPTIMAL COMFORT AND MAXIMUM MOBILITY.



## A UNIVERSAL STOOL FOR HEALTHCARE, EDUCATION, AND COMMERCIAL ENVIRONMENTS.

The Ralla stool is ideal for spaces that require ease of mobility, comfort, and height adjustment. This impromptu stool features a pneumatic height control, black frame and casters, and is available with an optional foot ring for additional comfort. Ralla is a unique solution for medical facilities, work stations, learning spaces, or other task intensive areas.



RALLA TASK STOOLS



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# RENO®

LOUNGE COLLECTION



# RENO OFFERS SMOOTH CURVES AND PLUSH APPEAL.



## CREATE WELCOMING COMFORT WITH ICONIC STYLING.

From big, open areas to more intimate settings, Reno has the uncanny ability to anchor a space or blend beautifully with its setting. Reno's breadth of line extends from single seat lounge up to three seat, all with coordinating ottomans. Add side tables to the mix, and Reno truly offers it all. Tailor Reno to fit your style and space by choosing between statement making wood arms, lush upholstered arms, or armless options. Select wood or metal legs to complete the look.



RENO LOUNGE COLLECTION



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# RESPECT®

SEATING COLLECTION



# ENRICH YOUR SEATING EXPERIENCE AND ADD A TOUCH OF LUXURY.



## COMMAND RESPECT AND LOOK GREAT DOING IT.

Respect's versatility, clean lines, and simple functionality evoke confidence. Respect offers a thin, sleek profile that provides lumbar comfort and a striking silhouette. Available in high and mid back executive models, as well as complementary guest chairs, this transitional series provides a mix of materials, colors, and finishes. Create a cohesive look that resonates throughout an entire facility.



RESPECT SEATING COLLECTION



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NSSRES17



# RIZORA<sup>®</sup>

## STOOLS



# RIZORA STOOLS OFFER DRAMATIC ARTISTRY AND ABSOLUTE STYLE.



RIZORA STOOLS

## FREE YOURSELF FROM BORING. ADD CHARACTER WITH RIZORA.

Achieve multiple levels of sculpted style with Rizora stools. These work surface, counter, and bar height stools delivers simplistic design with liberating options. Rizora's varying heights offer wood legs in a range of finishes and a spectrum of seat colors. The polished footrest conveys luxury while boosting functionality, and the optional seat pad provides additional comfort with the pleasant touch of upholstery. Perfect for spaces that welcome, entertain, and invite collaboration, Rizora's versatility is undeniable.



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# STACCATO

TABLES





# MODERN AESTHETIC MEETS SMART STYLE

## STACCATO TABLE COLLECTION

Staccato tables have the right balance to fit nearly any environment. With stunning metal base options and wood or laminate tops, Staccato is a beauty in any setting. This collection includes occasional tables as well as bar and counter height tables. Create a distinct look by adding an optional glass or Corian® top.



STACCATO  
TABLES



# NATIONAL.

1610 ROYAL STREET, JASPER, IN 47549  
TOLL FREE 800.482.1717  
WEB [NATIONALOFFICEFURNITURE.COM](http://NATIONALOFFICEFURNITURE.COM)

COVER IMAGE:  
Palisander Laminate,  
Cinder Bases

Jewel Barstools, Black

Fringe Club Chairs,  
Stinson Fuse Onyx and Maharam Remix 163

NSSSTA



# STRASSA™

COLLABORATIVE TABLES



# LET YOUR IMAGINATION RUN WILD AND LET STRASSA RUN ALONG WITH IT.



## STRASSA'S SLEEK DESIGN AND RECTILINEAR LINES MAKE THIS COLLABORATIVE TABLE IN STYLE, ANYWHERE.

From education spaces and design studios to corporate areas and café spots, Strassa is versatile, yet refined. Strassa provides a beautiful space to collaborate, gather, dine, and spread out. Accommodate small meetings and one-on-one interactions to large gatherings and collaboration sessions with Strassa.



STRASSA COLLABORATIVE TABLES



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## Adjustable Height Bases

We all come in different shapes and sizes and so does the way we go about our day. Adjustable height workspaces can add some variety to your day as you rotate between sitting and standing to complete your tasks. Or, adjust your workspace to a height that fits you best ergonomically and for the type of work you are focusing on. From electronic buttons to various manual adjustments, you can achieve a custom feel with a consistent look to meet all sizes of budgets too.

## Adjustable Height Bases



Adjustable Height Base  
(Manual or Electric)



Adjustable Height "L" Base  
(Manual or Electric)



Adjustable Height Base  
(Electric)



Adjustable Height Column Pin Leg  
(Manual)



Adjustable Height Mobile Table Base  
(Manual)

**Adjustable Height Base:** Manual or electric height adjustment; Hand crank handle allows for manual up/down adjustment; One touch button allows for electric up/down adjustment; Base adjusts 18 $\frac{3}{4}$ " in height; For use with WaveWorks® and Epic™ 24" and 30" deep rectangle and concave worksurfaces; Available in Cinder, Platinum Metallic and Satin Nickel Metallic

**Adjustable Height "L" Base:** Manual or electric height adjustment; Hand crank handle allows for manual up/down adjustment; One touch button allows for electric up/down adjustment; Base adjusts 18 $\frac{3}{4}$ " in height; For use with WaveWorks® and Epic™ extended corner and rectangular worksurfaces for 90 degree capabilities; Available in Cinder, Platinum Metallic and Satin Nickel Metallic

**Electric Adjustable Height Base:** Electric height adjustment; One touch button allows for electric up/down adjustment; Base adjusts 19" in height; For use with WaveWorks® and Epic™ 24" deep rectangle and concave worksurfaces; Base style complements T-leg, C-leg and WaveWorks® Flip/Nest table bases; Available in Cinder

**Adjustable Height Column Pin Leg:** Static or mobile (locking casters); Manual height adjustment; Push pins allows for manual up/down adjustment; Static base adjusts 4 $\frac{1}{2}$ " in height; Mobile base adjusts 7 $\frac{3}{4}$ " in height; For use with WaveWorks® and Epic™ component worksurfaces; Available in Cinder, Platinum Metallic and Satin Nickel Metallic

**Adjustable Height Mobile Table Base:** Manual height adjustment; Paddle arm release allows for pneumatic up/down adjustment; Base adjusts 15" in height; For use with 36" round tops; Locking casters; Available in Cinder, Platinum Metallic and Satin Nickel Metallic



# CREATE AREAS TO WORK+INTERACT.

## TABLET ARM SOLUTIONS

Freestanding and modular, mobile and static, wood legs and metal legs, we've got it all. Coordinate with your style and boost productivity by choosing a seating solution that offers a convenient and functional tablet arm. Tablet arms provide a surface for devices, books, and notepads, while supporting the need to be comfortable and collaborative.



TABLET ARM SOLUTIONS



With a variety of styles and functionality, National's tablet arm seating solutions meet all of your needs.

Create a collaborative environment with comfort and usability in mind. Choose from articulating arms, swivel arms, or hinged arms that flip up for easy entrance into the seat. The variety of shapes, sizes, and functionality truly gives you options when a tablet arm solution is needed.



## NATIONAL.

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# EXPAND YOUR WORKSPACE WITH STYLE+FUNCTION.

## SWIFT®



\$\$\$\$

- One, two and three seat
- Mobile one seat lounge option
- Arm and single arm models
- Ganging options
- Optional contrasting fabric

### TABLET ARMS

- Wood or black thermofoil
- Oval shaped
- 360° swivel
- Writing surface: W14" D9½"

## FRINGE® CLUB



\$\$\$\$

- Fully upholstered
- Arm and single arm models
- Optional contrasting fabric
- Five prong aluminum base
- Static and mobile models
- Auto-return swivel mechanism on static models

### TABLET ARMS

- Wood or laminate
- Rectangle shaped
- 360° swivel
- Writing surface: W21" D13½"

## FRINGE® LOUNGE



\$\$\$\$

- One, two and three seat
- Mid back and high back models
- Arm and single arm models
- Bistro table options
- Ganging options
- Optional contrasting fabric
- Wood or metal legs
- Power/data grommet options

### TABLET ARMS

- Wood or laminate
- Rectangle shaped
- 360° swivel
- Writing surface: W21" D13½"

## CONFIDE® LOUNGE



\$\$\$\$

- One, two and three seat
- Upholstered back
- Optional wood back accent
- Easy clean out feature
- Waterfall seat edge
- Optional wood or black arm caps
- Optional contrasting fabric
- Wall saver leg design

### TABLET ARMS

- Wood or black thermofoil
- Oval shaped
- 360° swivel
- Writing surface: W14" D9½"

## RENO®



\$\$\$

- One, 2½ and three seat
- Standard and slim sized models
- Fixed or removable seat cushions
- Static and mobile models
- Power/data grommet options
- Optional contrasting fabric
- Wood or metal legs

### TABLET ARMS

- Wood or black thermofoil
- Oval shaped
- 360° swivel
- Writing surface: W21" D13½"

## ESSAY®



\$\$

- Plastic shell with vented back
- Available in 6 standard plastic colors
- Swivel control with pneumatic lift
- Adjustable foot ring
- Optional upholstered seat cushion
- Black nylon base
- Hard or soft casters or glides
- Quick Delivery models
- SCS Indoor Advantage™ Gold
- Level® 2

### TABLET ARMS

- Black thermofoil
- Chevron shaped
- Double pivoting
- Writing surface: 24¾" x 12"

## CINCH®



\$

- Plastic seat/back
- Available in 10 plastic colors
- Arm, tablet arm or armless models
- Optional contrasting plastic
- Optional upholstered seat
- Cinder or platinum metallic steel frame
- Quick Delivery models
- SCS Indoor Advantage™ Gold
- Level® 2

### TABLET ARMS

- Black laminate
- P-shaped
- Hinged
- Standard or oversized
- Writing surface: 14¼" x 10¼"
- Writing surface: 16½" x 12"

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\$ PRICING SYMBOLS REPRESENT THE PRICES RELATIVE TO NATIONAL'S PORTFOLIO

NSSTAB19



# TELLARO<sup>TM</sup>

LOUNGE



# TELLARO DELIVERS CLASSIC STYLE WITH A CONTEMPORARY ATTITUDE.



## DESIGN A WELCOMING SPACE THAT INSPIRES, COMFORTS, AND CREATES INTRIGUE.

This soft seating series transcends style by offering essential design. Available as a 1, 2½, and 4 seat lounge with varied leg options and finishes, Tellaro is a versatile solution for any space that craves spacious comfort and strong aesthetics. With precisely tailored cushions and impressive vertical and horizontal stitching options, Tellaro leaves little to be desired.



TELLARO LOUNGE



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# TESSERA<sup>®</sup>

CASEGOODS



# DESIGNED TO STUN WITH LAYERED SURFACES AND SMART STORAGE.



## TESSERA MAKES SPACES MORE FUNCTIONAL.

Tessera's sleek aesthetic promotes a vision of sophistication. The vast array of desks, storage options, and tables allow you to design spaces from a simple station to an executive setting. The wall panel allows storage, shelves, and surfaces to be strategically placed. Tessera's unique adjustable height desk design adds extra flair and functionality. Tessera offers options that exceed expectations.



TESSERA CASEGOODS



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NSSTES18B



# TESSERA

COLLABORATIVE TABLES





# TESSERA PROVIDES BEAUTIFUL SPACES FOR AGILE INTERACTIONS.



## ADD FUNCTIONALITY AND STYLE WITH TESSERA'S CONFERENCE AND OCCASIONAL TABLES.

From a simple station to an executive setting, this comprehensive offering gives you all the pieces necessary to create a cohesive space. Tessera offers worksurface height tables that accommodate a variety of meetings spaces, while coordinating benches provide a creative and comfortable seating experience. Occasional tables are available in an assortment of shapes, sizes, and heights that can be used in a myriad of environments.



TESSERA COLLABORATIVE TABLES



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# TOSS<sup>TM</sup>

COLLECTION





# CREATE A WELCOMING SPACE BY ADDING COMFORT AND LUXURY.

## WELCOMING IMPRESSIONS COME NATURALLY WITH TOSS.

Enhance your space with added comfort and functionality by incorporating Toss accent pillows, bean bags, and floor pillows. Whether you want to add a punch of color or create a residentially inspired space, Toss offers a wide selection of styles and shapes to achieve a comfortable environment. Offer alternative seating solutions with Toss bean bags and floor pillows. Create a casual space or add sophistication with Toss accent pillows. Toss allows you to easily blend the comforts of home into workplace environments and embrace evolving spaces.

### BEAN BAGS

ROUND AVAILABLE IN: 48" X 24"  
TWISTED AVAILABLE IN: 55" X 39" X 15"



ROUND BEAN BAG



TWISTED BEAN BAG

### FLOOR PILLOWS

AVAILABLE IN: 24" X 24", 30" X 30", 36" X 36"



SQUARE FLOOR PILLOW

### BOLSTER PILLOWS

AVAILABLE IN: 18" X 6"  
CLASSIC FILL



BOLSTER



BOLSTER WITH PIPING



BOLSTER WITH PIPING  
AND STITCH-IT

### SQUARE PILLOWS

AVAILABLE IN: 14" X 14", 16" X 16", 18" X 18"  
RELAXED AND CLASSIC FILL



SQUARE



SQUARE  
WITH STITCH-IT



SQUARE  
WITH BUTTON



SQUARE  
WITH PIPING



SQUARE  
WITH STITCH-IT  
AND PIPING



SQUARE  
WITH BUTTON  
AND PIPING

### RECTANGLE PILLOWS

AVAILABLE IN: 15" X 8"  
RFI AXFD AND CLASSIC FILL



RECTANGLE



RECTANGLE  
WITH STITCH-IT



RECTANGLE WITH STRIPE  
RIGHT, LEFT, OR CENTER



RECTANGLE WITH PIPING



RECTANGLE WITH PIPING  
AND STITCH-IT



RECTANGLE WITH PIPING AND STRIPE  
RIGHT, LEFT, OR CENTER



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# TRAINING TABLE

## SOLUTIONS



# TRAINING TABLE SOLUTIONS

## FOLD™ FLIP/NEST TABLES



- Concave and rectangle tables
- Laminate tops
- Marker board top option
- Top flips vertically for nesting
- Softened or T-mold rim profile options
- Metal modesty panel
- Tubular steel base with locking casters
- Awarded GEI Seal of Endorsement by educators
- SCS Indoor Advantage™ Gold
- level® 2

### FRAME FINISHES

- Black
- Silver
- White

## WAVEWORKS® FLIP/NEST TABLES



- Rectangle tables
- Veneer or laminate tops
- Top flips vertically for nesting
- 8 rim profile options
- Resin or metal modesty panel options
- Metal base with locking casters
- Ganging
- Power/data grommet options
- SCS Indoor Advantage™ Gold
- level® 2

### FRAME FINISHES

- 462 Cinder
- 501 Platinum Metallic
- 503 Satin Nickel Metallic

## WAVEWORKS® TRAINING TABLES



- Quarter round, half round, concave, and rectangle tables
- Veneer or laminate tops
- 8 rim profile options
- Resin, metal, or mesh modesty panel options
- Static and mobile metal base options
- Ganging
- Power/data grommet options
- SCS Indoor Advantage™ Gold
- level® 2

### FRAME FINISHES

- 462 Cinder
- 501 Platinum Metallic
- 503 Satin Nickel Metallic

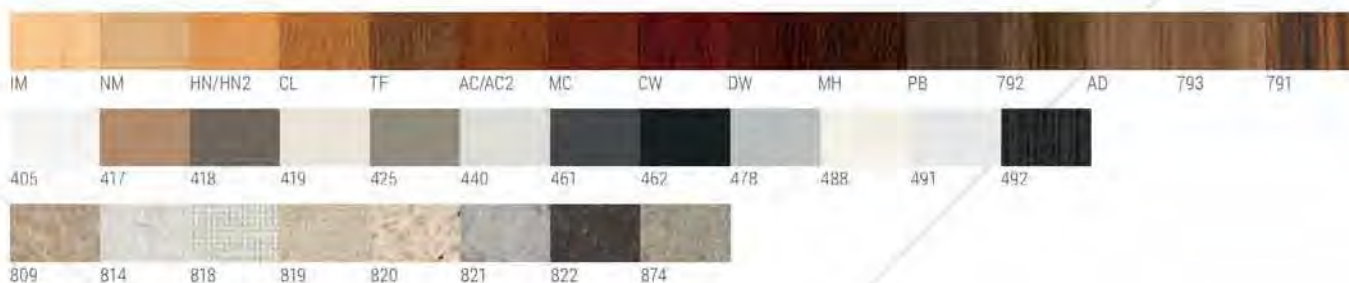
## MANEUVER™ COLLABORATIVE TABLES



- Rectangle, square, round, flag, kidney bean, half ellipse, kite, trapezoid, gear, shield, and 120° tables
- Coordinating facilitator desks
- Laminate tops
- C-legs or column legs
- Softened rim profile

### FRAME FINISHES

- 462 Cinder
- 501 Platinum Metallic



**NATIONAL**

TOLL FREE 800.482.1717  
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NSSBARST7



# TRIUMPH™

SEATING



# SCORE A MAJOR VICTORY FOR WORKPLACE AESTHETICS.



**HERE'S TO THE PRACTICAL ELEGANCE YOU WOULD  
EXPECT IN AN ICON FOR OFFICE SEATING.**

Triumph is an ideal choice for anywhere you want people to feel comfortable. Models include high and low back desk chairs and guest chairs. Fully upholstered or hardwood arms, handsome hardwood or jury bases are featured in a series that revels in the richness of wood. Knee tilt control with gas lift and tilt lock are standard, so you can put yourself effortlessly in that ideal position to master the tasks at hand. No wonder this has been one of our most popular seating collections.



TRIUMPH SEATING



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# UNIVERSAL<sup>TM</sup>

## PULL-UP TABLES



# CREATE FLEXIBLE WORKSPACES BY ADDING PERSONAL PULL-UP TABLES.



## MAKE ANY SPACE MORE PRODUCTIVE.

Add these tables to cozy nooks, shared environments, or collaboration areas to increase workspace space for practical use. They feature a metal base with a foot profile that can easily slide under seating configurations or sit next to units for an impromptu workspace. Conveniently designed at worksurface height, they create the ultimate extension of functionality and are applicable for nearly any use. By simply adding these workspaces, you can transform a space to be more suitable for taking notes, utilizing devices and laptops, or creating a spot to place your drink or enjoy a bite.



UNIVERSAL PULL-UP TABLES



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NSSPULL19



# UNIVERSAL

GLASS TABLE TOPS





# CREATE A SIGNATURE LOOK

## UNIVERSAL GLASS TABLE TOPS

Available in counter, bar, standard, collaborative, and occasional table heights, our Universal tables are the go-to solution for any space. White back painted glass tops offer a sleek and modern surface with a functional twist. The glass can be used as a writable surface, so jot down important notes during a conversation or doodle while relaxing. The slightly softened edge, paired with a disc base, make this table a standout in any type of environment.



UNIVERSAL  
GLASS TABLE TOPS



### COVER IMAGE:

Back Painted Glass,  
Platinum Metallic Bases

Jewel Barstools, White

Jewel Stacking Chairs, Brighton

Fringe Club Chairs, Maharam Aria Lush

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NSSUGT



# VOLUTE™

SEATING COLLECTION



# DYNAMIC IN SHAPE, VOLUTE DELIVERS HIGH STYLE AND PURE COMFORT.



VOLUTE SEAT COLLECTION



## ELEGANCE AND WHIMSY COMBINE TO CREATE AN IDEAL SEATING SOLUTION.

Volute's convex and concave curves provide visual simplicity that fits beautifully in meeting rooms, private offices, lobby areas, and other shared spaces. This sophisticated family of seating is available in upholstered and polypropylene seat shells and a wide variety of base options and materials to meet the desired aesthetic and functionality.



## NATIONAL

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HS50614





# VORA™

Its distinct woven mesh pattern makes Vora stand out in a crowd. With a sleek black frame and grey or black mesh back, Vora is easily integrated into any environment. Add ergonomic functionality by selecting models with height adjustable arms, a swivel tilt mechanism, or knee tilt, providing full adjustment and support that's applicable for multiple tasks. Vora is also available in armless models for situations that require a quick huddle or when space is limited. Its flexibility makes this task seating series a simple go-to when time and budget are tight.



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ARMLESS



ARMS

## CONTROL MECHANISM+FUNCTIONS



### SWIVEL TILT

THE SWIVEL TILT CONTROL ALLOWS THE SEAT AND BACK TO TILT IN UNISON FROM A POINT AT THE CENTER OF THE CHAIR TO COMFORTABLY RECLINE.

### TILT TENSION FUNCTION

INCREASE OR DECREASE TENSION OF CHAIR'S TILT TO MATCH YOUR BODY WEIGHT. PROPER TENSION SHOULD ALLOW YOU TO LEAN BACK EASILY WHILE PROVIDING BALANCED SUPPORT WHEN RECLINING.



### KNEE TILT

KNEE TILT CHAIRS PROVIDE FULL ADJUSTMENT SUPPORT FOR MULTIPLE TASKS. THE PIVOTING POINT IS LOCATED NEAR THE VERY FRONT OF THE SEAT, RESULTING IN A WIDE-ANGLE TILT THAT ALLOWS YOUR FEET TO STAY FLAT ON THE FLOOR WHEN THE CHAIR IS TILTED BACKWARD.

### TILT TENSION FUNCTION

INCREASE OR DECREASE TENSION OF CHAIR'S TILT TO MATCH YOUR BODY WEIGHT. PROPER TENSION SHOULD ALLOW YOU TO LEAN BACK EASILY WHILE PROVIDING BALANCED SUPPORT WHEN RECLINING.

## ERGONOMIC ARM FUNCTION



HEIGHT ADJUSTABLE

## MESH OPTIONS



BLACK

MEDIUM  
GREY

## PACK OPTIONS

### SHIPS KNOCK DOWN (KD) AND FULLY ASSEMBLED

QUICK DELIVERY MODELS AND MODELS WHERE YOU CHOOSE THE SEAT UPHOLSTERY ONLY, SHIP KD.  
MODELS WHERE YOU CHOOSE THE MESH BACK COLOR AND SEAT UPHOLSTERY, SHIP FULLY ASSEMBLED.



QUICK DELIVERY OPTIONS AVAILABLE

LEVEL 2, INDOOR ADVANTAGE GOLD, HHI, AND TAKE BACK CERTIFIED

NSSVOR19



# WANDER<sup>®</sup>

TASK SEATING



# WANDER DELIVERS COMFORT AND VALUE WITHOUT DRIFTING FROM THE BASICS.

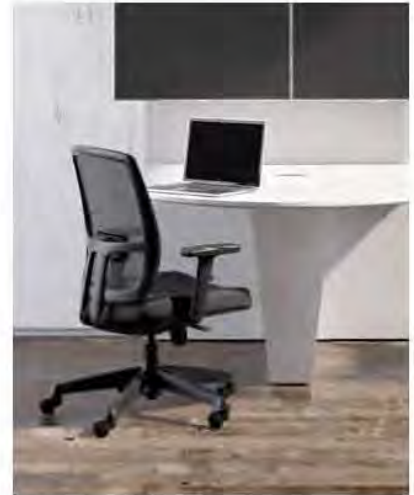


## TASK SEATING WITH A SENSE OF STYLE AND DEDICATION TO COMFORT.

Wander's sleek mesh back allows air flow to keep you cool under pressure. With a breathable mesh back and lumbar support, Wander takes comfort and ergonomics to the next level without sacrificing style. The synchronous tilt control, seat slide, and adjustable arms allow users to achieve optimal comfort and meet their individual needs. Wander's design flexibility makes it a great fit for any task intensive application.



WANDER TASK SEATING



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N55WAN18



# WAVEWORKS®

CASEGOODS



NATIONAL.

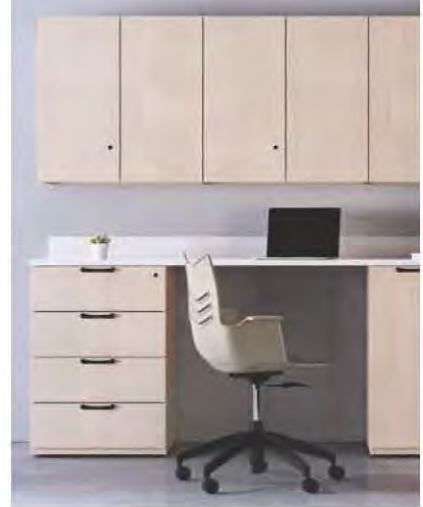


# CREATE CONFIGURATIONS THAT PROMOTE STYLE, PERFORMANCE, AND FUNCTIONALITY.

## MAKE THE MOST OF YOUR SPACE.

With the design flexibility to accommodate private offices, open plan workstations, reception areas, conference spaces, and other work zones, all with storage solutions designed to fit individual needs, WaveWorks offers components that support everyday work styles. Express your style without compromising.

WaveWorks has the uncanny ability to create environments that support your workspace needs and aesthetic desires. Create inspiring spaces that enrich your work experience and support your unique workspace needs by utilizing WaveWorks.



WAVEWORKS CASEGOODS



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NOOWAV15



# WAVEWORKS<sup>®</sup>

FLIP/NEST TABLES



# CREATE COMFORTABLE SPACES TO LEARN AND INTERACT.



## ACCOMMODATE USER NEEDS AND SPACE REQUIREMENTS.

When flip/nest capabilities are needed, WaveWorks training tables make mobility effortless. With the flexibility to rearrange and store tables with ease, the flip/nest capabilities provide the ideal environment that encourages people to gather, collaborate, and learn.



WAVEWORKS FLIP/NEST TABLES



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NSSWAV17



# WEDGES+CUSHIONS

ACCESSORIES+ACCENTS



# TRANSFORM YOUR SPACE INTO A NEW WAY TO WORK.

## ADD A WEDGE OR CUSHION TO UPGRADE YOUR SPACE AND OPTIMIZE COMFORT.

Whether you need a relaxing spot for one or an inviting space to gather and interact, wedges and cushions can be used in universal environments. Prop yourself up on a wedge and stretch out on a cushion. By simply adding these elements, you can transform a space into a cozy spot to settle down and catch up.

Choose from our extensive textile offering to jazz up your space or create a calm oasis. Our Stitch-it™ program creates a quilted aesthetic by adding intricate or simple stitched designs to wedges and cushions. Optional button tufting adds extra interest and sophistication to the cushion collection, while contrasting fabric options add flair to wedges. These universal products add comfort and style to any environment.

### WEDGES



18" WEDGE  
08" W18" H16"

21" WEDGE  
08" W21" H16"

24" WEDGE  
08" W24" H16"

CONTRASTING  
FABRIC

STITCH-IT™

### CUSHIONS



SQUARE  
24"X24", 26"X26", 28"X28", 36"X36"

SQUARE TUFTED  
24"X24", 26"X26", 28"X28", 36"X36"

SQUARE STITCH-IT™  
24"X24", 26"X26", 28"X28"



ROUND  
024", 036"

ROUND TUFTED  
024", 036"

ROUND STITCH-IT™  
024"



RECTANGLE  
18"X20", 18"X24", 18"X30", 18"X36", 18"X40",  
18"X48", 18"X60", 18"X72",  
20"X24",  
24"X30", 24"X36", 24"X40", 24"X48", 24"X60",  
24"X72",  
25"X50"

RECTANGLE TUFTED  
18"X20", 18"X24", 18"X30", 18"X36", 18"X40",  
18"X48", 18"X60", 18"X72",  
20"X24",  
24"X30", 24"X36", 24"X40", 24"X48", 24"X60",  
24"X72",  
25"X50"

RECTANGLE STITCH-IT™  
18"X20", 18"X24", 18"X30", 18"X36",  
20"X24",  
24"X30", 24"X36"

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NSSC05178



# WEITZ<sup>TM</sup>

## IMPROMPTU STOOLS





# SIT. STAND. PERCH. ALL OF THE ABOVE.

## THE WEITZ IMPROMPTU STOOL OFFERS VERTICAL ADJUSTABILITY CREATING UNIVERSAL APPEAL.

With a minimalist design, Weitz delivers incredible results for learning spaces. Students, faculty, and guests can achieve any elevation from worksurface to bar height by utilizing the seat height adjustment loop. Simply pull on this leather strap to activate the pneumatic height adjustment mechanism for a smooth transition between heights.

Its pivoting base offers 360° access and accommodates alternative seating postures and positions, which is perfect for those that tend to fidget or crave motion. Ideal for locations that welcome sitting and standing, or for environments that need active sitting solutions, Weitz encourages flexibility, allowing users to stay engaged.



WEITZ IMPROMPTU STOOLS



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NSSWEI019



# WHIMSY®

IMPROMPTU SEATING



# ADD SPONTANEOUS SEATING AND CHEER TO ANY SETTING WITH WHIMSY.



**FEEL FREE TO MOVE ABOUT, CHASE CONCEPTS, GATHER IDEAS, PUT YOUR FEET UP, AND BE COMFORTABLE.**

Whimsy adds functionality and flair everywhere it goes. Static and mobile options in varied sizes and shapes, make Whimsy the ideal addition to any environment. Boost your style sense with contrasting fabrics or subdue your space with easy-on-the-eyes textile options.



WHIMSY IMPROMPTU SEATING



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NSSWH116



# WIXLER<sup>TM</sup>

## OCCASIONAL TABLES



# MIX AND MATCH WIXLER TABLES FOR AN INFINITE ASSORTMENT OF POSSIBILITIES.



## SOPHISTICATED TABLES WITH UNLIMITED POTENTIAL.

The Wixler collection of occasional tables offers simple elegance and modern style. These versatile tables add functionality and beauty to welcoming spaces, collaborative areas, private offices, and conversation nooks. Create an eclectic mix by combining Wixler's variety of sizes, shapes, heights, and top surfaces.



WIXLER OCCASIONAL TABLES



# NATIONAL.

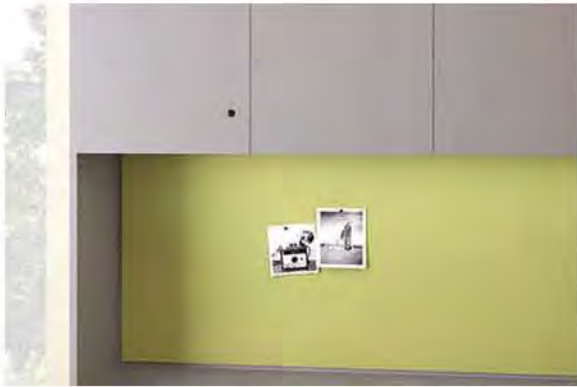
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NSSWIXS18





Add ten points to your efficiency IQ and get more out of every minute in the office.





Whether you're obsessed with neatness or just organizationally challenged, National offers accessory choices to fit your individual style. Configure the ergonomic ideal for your PC with a variety of trays and adjustable mounting options for keyboard and monitor. Power and wire management solutions make it easy to connect without confusion. Count on your work essentials to stay orderly and ready, day in and day out. Center drawers in wood, laminate, or plastic offer convenient slide-out storage for the myriad little stuff you need instantly. You can mount a host of goodies including pencil cups, phone holders, binder shelves, paper trays, etc., right to your slat wall for easy access and clutter-free surfaces.



### Contents

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## Center Drawers



### Wood Center Drawer

- Features an angled front edge for a clean profile when drawer is closed
- Extends 10" from worksurface edge
- Features a pencil divider, drawer stops and hardware
- IM Brighton, NM Natural, HN Honey, CL Caramel, TF Truffle, AC Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 792 Sable



### Laminate Center Drawer

- Features a flat front edge for a flush profile when drawer is closed
- Extends 18" from worksurface edge
- IM Brighton, NM Natural, HN2 Honey 2, CL Caramel, TF Truffle, AC2 Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 791 Palisander, 792 Sable, 793 Acorn, 405 Designer White, 417 Mojave, 418 Mouse, 419 Wallaby, 425 Shadow, 440 Cloud, 461 Graphite, 462 Cinder, 478 Platinum Grey, 488 Frosty White, 491 Designer White Linear, 492 Cinder Linear



### Plastic Center Drawer

- Plastic tray features individual compartments ideal for small office supplies
- Black plastic

## Keyboard Kits/Trays



### Keyboard Tray

- Height adjustable keyboard tray



### Keyboard Tray/Mouse Pad

- Includes height adjustable keyboard tray, adjustable palm rest and sliding mouse tray
- Mouse tray extends on either left or right side of keyboard



### Basic Keyboard Kit

- Includes keyboard mechanism, clamp, wrist pad and mouse tray
- Simultaneous tilt and height adjust with 360° swivel



### Intuitive Adjustable Keyboard Kit

- Includes keyboard mechanism, tray platform, foam gel wrist pad and adjustable mouse tray
- Dial tilt allows for adjustment from -10° to 15° and slides in and out under worksurface; Arm tilts and moves up and down; 360° swivel



### Ergonomic Adjustable Keyboard Kit

- Includes keyboard mechanism, tray platform, foam gel wrist pad and adjustable mouse tray
- Tray adjusts from -10° to 15° and slides in and out under worksurface; Arm tilts and moves up and down; 360° swivel



### Clever® Keyboard Kit

- Includes keyboard mechanism, tray platform, foam gel wrist pad and adjustable mouse tray
- Simultaneous tilt and height adjustment; slides in and out under worksurface; 360° swivel
- For use only with Clever® casegoods



### Sit-to-Stand Adjustable Keyboard Kit

- Adjusts intuitively from sitting to standing height; 7" below worksurface and 4 1/4" above worksurface
- Tray adjusts from -10° to 15°



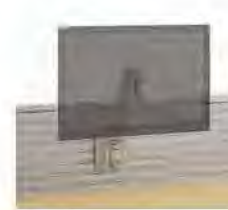
## Monitor Arms



**Clamp Mount Monitor Arm**



**Grommet Mount Monitor Arm**



**Slat Mount Monitor Arm**

**Clamp Mount Monitor Arm** Single, double, and triple options; Mounts flat panel monitor above the worksurface; Easily adjust monitor's angle/depth/height; Supports up to 20 lbs.; Arm raises to 19 1/4"; Extends to 27 1/4"; Rotates 360°; Clamps to worksurface; Silver or Black

**Grommet Mount Monitor Arm** Single, double, and triple options; Mounts flat panel monitor above the worksurface; Easily adjust monitor's angle/depth/height; Supports up to 20 lbs.; Arm raises to 19 1/4"; Extends to 27 1/4"; Rotates 360°; Attaches through grommet in worksurface; Silver or Black

**Slat Mount Monitor Arm** Attaches to Epicenter® and Exhibit™ slat walls; Mounts flat panel monitor above the worksurface; Easily adjust monitor's angle/depth/height; Supports up to 20 lbs.; Arm raises to 19 1/4"; Extends to 27 1/4"; Rotates 360°; Silver or Black

## Drawer Organizers



**Deluxe Drawer Organizer**

- Individual compartments for organizing small office supplies
- Convenient Post-it® note storage
- Expands to 16" wide
- Black plastic



**Box Drawer Convenience Tray**

- Holds pencils, pens, paper clips, etc.
- For use in 15" wide pedestals
- Black plastic



**Carousel Tray**

- Molded plastic tray features individual compartments ideal for organizing small office supplies
- Rotates outward from either left or right side
- Features a self-centering mechanism which acts as a stop to maintain proper alignment with front edge of worksurface
- Black plastic

## Corner Sleeves



**Corner Sleeve**

- Attaches across corner of 90° units
- Creates a 45° worksurface ideal for computer use
- Black metal

## Lighting



**Task Light**

- Attaches to underside of Highback Organizers, Wall Mount Cabinets and Work Organizers
- Warm, white lamps included
- Black finish



**LED Task Light**

- Attaches to underside of Highback Organizers, Wall Mount Cabinets and Work Organizers
- Three units can be daisy chained together
- UL listed
- Silver finish



**LED Linear Task Light**

- Attaches to underside of Highback Organizers, Wall Mount Cabinets and Work Organizers
- Soft touch switch with instant on and fade-away off
- Automatic time off (after 10 hours)
- Clear anodized aluminum with white end caps

## Personal Table



**Personal Pull Up Table**

- Wood or laminate
- Metal finish available in Cinder, Platinum Metallic, or Satin Nickel Metallic

## Power/Data and Wire Management



### Corner Channel with Power

- Includes four grounded power outlets and two voice/data ports; 15 Amp circuit breaker; 6' power cord
- Attaches vertically/horizontally above or below worksurface along inside corners
- Black



### Convenience Outlet

- Includes five power outlets, one telephone jack with 14' cord and remote on/off power switch; 10' power cord
- Attaches to underside of worksurface



### Power Center

- Fits into racetrack and channel grommets
- Extends 7½" above worksurface
- Includes four power outlets; 10' power cord
- Black



### Power/Communication Center

- Fits into racetrack and channel grommets
- Extends 7½" above worksurface
- Includes two power outlets and two blank voice/data ports; 10' power cord
- Black



### Flexi Grommet

- Flexible one-piece grommet
- Black, 2½" diameter



### Grommet

- Nylon two-piece grommet
- Black, 2½" diameter



### One Touch Pivoting Power Grommets

- Includes one power outlet and one blank voice/data port; one power outlet and two USB charging ports; or two power outlets
- Silver or Black

## Byrne Interlink® System

- Each Interlink module contains a power/communication center that features two power outlets and two blank voice/data ports
- The Interlink system can be used with as few as one Interlink module and up to as many as eight modules
- For use with Captivate®, Casbah®, Epic® and WaveWorks® casegoods
- UL recognized

## Byrne Interlink® IQ System

- Each Interlink IQ module contains a pivoting power grommet that includes one power outlet and one blank voice/data port, or two power outlets
- The Interlink IQ is a non-sequential daisy chain solution
- A total of eight modules can be daisy chained together in any combination
- For use with Epic®, Renegade™ and WaveWorks® casegoods
- UL recognized



Shown with the Byrne Interlink System





#### Power Director

- Includes phone/fax/modem with surge protector, five high speed data ports and two sets of dual USB ports; 10' power cord
- Attaches to underside of worksurface
- Black



#### Power/Data Center

- Fits into standard round grommets
- Includes 2 power outlets and 2 blank voice/data ports
- Extends 3" above worksurface
- 6' power cord
- Black



#### Vertical Wire Manager

- Conceals power in-feed and data cables
- Attaches to underside of worksurface
- Flexible graphite plastic



#### Undersurface Wire Manager

- Manages and routes unruly data and power cords
- Attaches vertically or horizontally above or below worksurface
- Black plastic



#### Undersurface Wire Manager

- Can be used on any unit to manage and route data and power cords
- Attaches below worksurface
- Black plastic



#### Undersurface Wire Manager

- Manages and routes cords
- Attaches to underside of worksurface
- Black nylon



#### Horizontal Wire Manager

- Conceals power in-feed and data cables
- Attaches vertically or horizontally above or below worksurface
- Black plastic



#### Power Tower

- Includes nine power receptacles and six USB charging ports
- Freestanding; 138" power cord
- Silver, Black, or White



#### Mobile CPU Cart

- Mobile platform for CPUs provides convenient accessibility to cables
- Features black non-locking casters
- Fits CPUs up to 9" wide, up to 40 lbs.
- Black



#### CPU Holder

- Self-locking ratchet style CPU storage device with Teflon glide storage
- Height and width adjustable; Rotates 360°
- Fits CPUs up to 9" wide, up to 85 lbs.
- Mounts to underside of worksurface
- Black

## Slat Walls



### Slat Wall Inserts

- Horizontal slats provide vertical surface for work tools
- Inserts available in Exhibit™ and Epicenter®
- Available in 462 Cinder, 501 Platinum Metallic, and 503 Satin Nickel Metallic

## Metal Work Tools



Shelf

**Features** Available in 24", 30", 36", 42", and 48" widths



Single Side Tray



Double Side Tray



Pocket Organizer



Slant Sorter



Binder Shelf



Black Pencil Tray

## Black Plastic Work Tools



Legal Paper Tray



Slant Sorter



Binder Shelf



Phone Holder

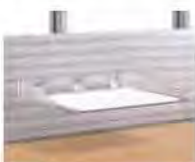


Accessory Tray



Pencil Cup

## Clear Plastic Work Tools



Legal Paper Tray



Slant Sorter



Phone Holder



Accessory Tray



Pencil Cup



## Tack Boards



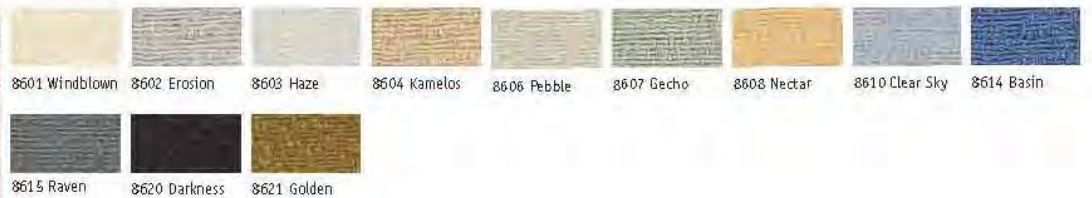
### Tack Boards

- Mounts onto back panel of highback organizer or to wall
- Most models feature wire management for task light cord
- Available in a variety of heights and widths
- Available in Dune, Repetition, and Pact tack board fabrics

### Dune



8600 Drift



Grade A 100% Polyester

### Repetition



3700 Ash



Grade A 75% Pre-Consumer Recycled Polyester, 25% Post-Consumer Recycled Polyester

### Pact



25401 Aloe



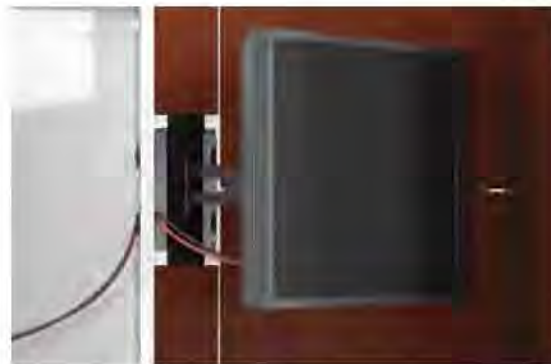
Grade B 65% Pre-Consumer Recycled Polyester, 35% Post-Consumer Recycled Polyester

## Presentation Products



### Universal Media Wall

- Wall mount or suspend and gang with media storage towers and media storage credenza; Removable panels for cord/wire management access; Includes Flat Screen Mount Kit
- Widths: 48", 60", 72"
- Hardwood veneer or laminate; Platinum Metallic accents
- IM Brighton, NM Natural, HN/HN2 Honey 2, CL Caramel, TF Truffle, AC/AC2 Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 791 Palisander, 792 Sable, 793 Acorn, 405 Designer White, 417 Mojave, 418 Mouse, 419 Wallaby, 425 Shadow, 440 Cloud, 461 Graphite, 462 Cinder, 478 Platinum Grey, 488 Frosty White, 491 Designer White Linear, 492 Cinder Linear



### Flat Screen Mount Kit (Fixed or Articulating)

- Attaches flat screen TV/monitors to Universal Media Wall; Supports screen sizes 37" to 65"
- Fixed Mount Kit: Tilts up to 20° and rotates 180° portrait-to-landscape
- Articulating Mount Kit: Extends up to 20" from wall, pans left/right up to 90°, tilts up to 30° and rotates 180° portrait-to-landscape
- Included with Universal Media Wall



### Universal Media Shelf

- Mounts to Universal Media Wall or sets on surface; Cut-outs in base for wire access
- Clear glass shelf with Platinum Metallic stanchions and hardwood veneer base
- Widths: 48", 60", 72"



### Universal Visual Board

- Dry erase marker board; Pegs for hanging flip chart pad; Black tack board inside each door; Set of dry erase markers/eraser included; Hardwood veneer or laminate
- IM Brighton, NM Natural, HN/HN2 Honey 2, CL Caramel, TF Truffle, AC/AC2 Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 791 Palisander, 792 Sable, 793 Acorn, 405 Designer White, 417 Mojave, 418 Mouse, 419 Wallaby, 425 Shadow, 440 Cloud, 461 Graphite, 462 Cinder, 478 Platinum Grey, 488 Frosty White, 491 Designer White Linear, 492 Cinder Linear



### Escalade® Visual Board Cornice Top

- Mitered wood veneer cornice top attaches to top of Universal Visual Board
- Hardwood veneer: IM Brighton, NM Natural, HN Honey, CL Caramel, TF Truffle, AC Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 792 Sable

## Organizational Tools



### Vertical Pigeon Hole Storage

- For use under highback organizer; sits on worksurface
- Features three fixed shelves; Hardwood veneer or laminate
- Compatible with Casbah®, Epic®, Renegade™ and WaveWorks® casegoods
- IM Brighton, NM Natural, HN/HN2 Honey 2, CL Caramel, TF Truffle, AC/AC2 Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 791 Palisander, 792 Sable, 793 Acorn, 405 Designer White, 417 Mojave, 418 Mouse, 419 Wallaby, 425 Shadow, 440 Cloud, 461 Graphite, 462 Cinder, 478 Platinum Grey, 488 Frosty White, 491 Designer White Linear, 492 Cinder Linear



### Organizing Stacker

- Divide cabinets by creating smaller slots within an overhead storage cabinet, highback organizer or bookcase; use one or stack multiple units
- Compatible with Casbah®, Epic®, Renegade™ and WaveWorks® casegoods
- Available in a variety of widths; Hardwood veneer or laminate
- IM Brighton, NM Natural, HN/HN2 Honey 2, CL Caramel, TF Truffle, AC/AC2 Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 791 Palisander, 792 Sable, 793 Acorn, 405 Designer White, 417 Mojave, 418 Mouse, 419 Wallaby, 425 Shadow, 440 Cloud, 461 Graphite, 462 Cinder, 478 Platinum Grey, 488 Frosty White, 491 Designer White Linear, 492 Cinder Linear



### Waste Container

- Concealed, pivoting waste container
- For use in buffet or double door storage credenzas
- White plastic





#### Deluxe Lectern

- Adjustable tilt writing surface, light, microphone, slide out shelf, slide out step stool, locking cabinet doors, convenience outlet for power access, hinged back panel for wire access and dual wheel casters; Hardwood Veneer or laminate; Platinum Metallic accents

#### Basic Lectern

- Adjustable tilt writing surface, open cabinet and adjustable shelf; Hardwood Veneer or Laminate; Platinum Metallic accents

#### Set-On Surface Lectern

- Adjustable tilt writing surface; Hardwood veneer or Laminate; Platinum Metallic accents

#### Mobile Lectern

- Laminate with black pencil ledge; Mobile base available in Cinder, Platinum Metallic or Satin Nickel Metallic; Locking casters

**Wood Finishes/Laminates** IM Brighton, NM Natural, HN/HM2 Honey 2, CL Caramel, TF Truffle, AC/AC2 Autumn, MC Amber, CW Cordovan, DW Judicial, MH Mocha, 791 Palisander, 792 Sable, 793 Acorn, 405 Designer White, 417 Mojave, 418 Mouse, 419 Wallaby, 425 Shadow, 440 Cloud, 461 Graphite, 462 Cinder, 478 Platinum Grey, 488 Frosty White, 491 Designer White Linear, 492 Cinder Linear



#### Traditional Visual Board

- Dry erase marker board; Pegs for hanging flip chart pad; Black tack board inside each door; Set of dry erase markers/eraser included
- Hardwood Veneer; Picture frame molding on doors
- TF Truffle, CW Cordovan, DW Judicial, MH Mocha



#### Marker Board

- Slim profile dry erase marker board with tray
- White board; black aluminum trim



#### Mobile Media Cart

- Supports one plasma or LCD screen 37" to 70"; includes mounting bracket, one adjustable height shelf, wire management in rear, adjustable camera platform, and six port power module
- Four 5" locking casters
- Gun Metal Grey powder coat finish



#### Mobile Marker Board

- High gloss, white laminate marker board
- 4 locking casters
- Adjustable brackets to hang flip chart
- 462 Cinder, 501 Platinum Metallic, 503 Satin Nickel Metallic

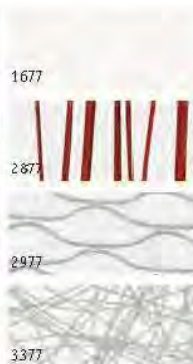
## Privacy Screens



Resin Tapered

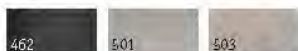


Resin Softened



#### Resin Privacy Screens

- Privacy screens provide seating height privacy and can sit on any surface
- Available in tapered or softened styles
- Resins: 1677 Frosted, 2877 Ting Ting, 2977 Scribble Cloud, 3377 Wisp Silver
- Metal supports: 462 Cinder, 501 Platinum Metallic, 503 Satin Nickel Metallic



#### Felt Privacy Screens

- Privacy screens provide seating height privacy and can sit on any surface
- Available in softened style
- Felts: 60 Light Blue, 63 Off White, 66 Orange, 67 Stone Grey
- Metal supports: 462 Cinder, 501 Platinum Metallic, 503 Satin Nickel Metallic

Whether you're obsessed with neatness or just organizationally challenged, National Office Furniture offers accessory choices to fit your individual style.



# NATIONAL.

[www.NationalOfficeFurniture.com](http://www.NationalOfficeFurniture.com)

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A Unit of Kimball International

MEMBER





For Immediate Release:

## **National Office Furniture Introduces New Solutions Focused on Artistry and Functionality**

JASPER, Ind., November 18, 2019 - National Office Furniture, a unit of Kimball International, Inc., introduces an assortment of new products that further enhances their portfolio and ability to deliver essential solutions. These new launches are design-driven and continue National's dedication to merging workstyles with lifestyles by creating spaces where people want to be. These introductions vary from space division and storage to boutique lounge and impromptu seating, expanding on their ability to outfit ancillary, commercial, and vertical market focused spaces with welcoming and functional solutions.



### **Lochlyn™ Storage and Shelving System**

This innovative storage and shelf system provides a variety of opportunities. Its metal frame design can be built to be small in stature or grand in size, depending on the users' needs and space. With the capacity to accept cubbies with open top, open front, or pass through abilities, along with trays and shelves, [Lochlyn](#) creates spaces and places.



### **Hobsen™ Lounge Collection**

Rich design consideration and exquisite craftsmanship combine to create this boutique chair and coordinating ottoman. The wooden, handcrafted arms feature an organic curve that envelops the user. Stunning, exposed finger joints featured on the sides and the back rival its gorgeous, tailored front. Tapered legs accentuate [Hobsen's](#) graceful curves.



### **Idara™ Lounge Seating**

From its elegant wood legs to its industrial steel bases, [Idara's](#) notable contours offer an eccentric mix of drama, opulence, and relaxation. With mid and high back options, its charming yet seductive arm composition and indulgent wingback detail create a sense of acoustical privacy and a visual retreat with its enveloping style.



#### **Araldo™ Guest Seating**

Featuring a beautiful and unexpected exposed plywood edge, [Araldo](#) is an ideal side chair for multi-use spaces that crave a bit of extra detail. The angular, tapered leg design establishes a wall saver feature while the horizontal space between the back and seat cushions creates a clean out, making Araldo perfect for any situation or space.



#### **Weitz™ Impromptu Stool**

Achieve any elevation from worksurface to bar height by activating [Weitz's](#) pneumatic height adjustment mechanism for smooth vertical adjustability. Ideal for locations that welcome sitting and standing, or for environments that need active sitting solutions, its 360° pivoting base encourages flexibility, allowing users to stay engaged.

"This expansive launch further solidifies our dedication to providing top-notch craftsmanship and industry-leading design," said Vanessa Englert, National's Director of Product. "By incorporating artistry with functionality, we are thrilled to offer these unexpected solutions that are backed by our commitment to delivering relevant, high-quality solutions."

[Learn more about Lochlyn](#)

[Learn more about Hobsen](#)

[Learn more about Idara](#)

[Learn more about Araldo](#)

[Learn more about Weitz](#)

[Download High Res Images](#)

#### **About National Office Furniture:**

National Office Furniture, a brand unit of Kimball International, Inc. (NASDAQ: KBAL), is a Jasper, Indiana-based manufacturer of high-quality office furnishings. Since 1980, National has built a reputation for excellence with stylish furniture of exceptional value; a dedication to personalized service; product designs that reflect a passion for the user's comfort and productivity; and a commitment to environmental responsibility. National operates facilities in Santa Claus and Jasper, IN; and Fordsville and Danville, KY. Corporate showrooms are located in Atlanta, GA, Boston, MA, Chicago, IL, Dallas, TX, and Markham, ON. For more information about National and its products, visit

[www.NationalOfficeFurniture.com](http://www.NationalOfficeFurniture.com).





PERFORMANCE  
CAPABILITY RESPONSE



**iv. Describe how Offeror responds to emergency orders.**

Emergency orders are managed through National Customer Service utilizing a "hot rush" order process, after receipt of order. When Customer Service is notified of an emergency order, Customer Service immediately notifies Order Entry, of receipt of order, Order Entry locates emergency order and processes ASAP.

**v. What is Offeror's average Fill Rate?**

*National's on-time production rate is 99.3%.*

**vi. What is Offeror's average on time delivery rate? Describe Offeror's history of meeting the shipping and delivery timelines.**

National provides ship dates because delivery time between carriers varies. Fulfilling our orders on time according to the ship dates we acknowledge to our customers is a top priority. We have a goal of 98% for on time shipping performance. All parts of our business, from manufacturing to customer service to logistics, is highly involved and committed to achieving this goal. Each order that does miss a ship date is analyzed to determine the cause of the miss and corrective action is taken. Processes are enhanced or changed in order to help us achieve our goals

**vii. Describe Offeror's return and restocking policy.**

We discourage product returns due to the likelihood of damage during the return transportation. In the event a product return is necessary, we will make every attempt to help keep the product in the field. Please contact customer service for assistance. If attempts to keep the product in the field are unsuccessful, National will allow returns on stocking items only with the following stipulations:

- 50% Restocking fee
- Freight Charge prepaid by dealer
- Product NEVER removed from original carton
- Product must be returned within 30 days of RGA issue date
  - Credit will not be issued if product returned is damaged
- Please note most models in the Quick Delivery Program are produced on demand and cannot be returned.
- Freight damage, signs of usage, removal from original carton, or missing parts will result in no credit being issued. All returns require written authorization; any unauthorized return will not receive credit.
- National will not be responsible for resolving damage claims on returned product.

**viii. Describe Offeror's ability to meet service and warranty needs.**

With limitations on National's core product, National warrants that each piece of furniture will be free from defects in workmanship given normal use and care for as long as you, the original customer, owns and uses the product. Warranty on Etc. Product is 5 years from date of purchase for all components, textiles, and foam. Warranty on Poufs is 5 years for the textile covering material and 1 year from date of purchase for the liner with EPS fill. National's full warranty for core product and etc. by National product has been supplied in Product/Pricing Supporting Document section.

**ix. Describe Offeror's customer service/problem resolution process. Include hours of operation, number of services, etc.**

National's customer service team and service strategy is unique within the office furniture industry. All phone calls are answered with a live voice without any automated prompts. Our customer service team takes complete ownership of your complaint from beginning through resolution. We are here when you need us and offer extended hours to accommodate various time zones. Plus, a 24/7 self-help website, email, and live chat capabilities, which collectively meet the varying needs of our customers.

**National's Customer Experience Commitment:**

- Deliver personalized experiences that foster customer loyalty
- Easy to do business with (simple hassle-free)
- Exceed customer expectations and create a memorable customer experience
- Expect a highly dedicated, caring, honest and genuine team
- Reliable, doing what we say we are going to do
- Highly knowledgeable and experienced team

**National Customer Service Support:**

- Hours of Operation:
  - 7:30am – 7pm EST (Monday-Thursday) & 7:30am – 6pm EST (Friday)
- For immediate customer support please contact our toll-free number 1-800-482-1717
- Live Chat Support (via [www.nationalofficefurniture.com](http://www.nationalofficefurniture.com)) from 8am – 5pm EST (Mon-Fri)
- Territory Owner's Assigned provide dedicated email support, manages order exceptions and initiates contact with our customers
- CRM Tool: Salesforce.com (all customer interactions are electronically logged)



Calls Monitored & Recorded – enhances customer experience & National training program  
•Performance Metrics: 98% Calls Answered, 85% First Contact Resolution (% of interactions managed during first interaction), 10 Business Hours Average Resolution Time

**x. Describe Offeror's invoicing process. Include payment terms and acceptable methods of payments. Offerors shall describe any associated fees pertaining to credit cards/p-cards.**

Visa and MasterCard are accepted form of payment with signature. National will also accept payment through wire transfer or ACH if this is a direct bill. If an Authorized National dealer is purchasing from us and invoicing Region 4 ESC, the dealer's invoice processes would apply. Any invoice issued will reference a contract or purchase order number provided by or otherwise agreed to by the Region 4 ESC.

**xi. Describe Offeror's contract implementation/customer transition plan.**

National is proud to currently be a supplier of OMNIA Partners, Public Sector. With our broad range of stylish office furniture offerings, we have a solution for all types and sizes of public agencies.

**Within one week of award:**

National's Executive Corporate Sponsor and National Account Manager, jointly with OMNIA Partners Leadership will communicate a new OMNIA Partners, Public Sector contract through its website and direct communication to its selling and leadership teams. National will partner with our OMNIA Partners Marketing Portfolio Manager to create and launch press release announcing the new contract and award.

Most importantly, we would notify our Divisional Managers and our A+D Manager who would coordinate all training among our District Managers and dealer distribution.

**Within 30 days of award:**

- National will schedule a meeting with our OMNIA Partners Partner Development Manager to review contract expectations.
- National will develop a nationwide joint marketing/sales plan with our Marketing Portfolio Manager and Partner Development Manager
- National will review, train, and present contract changes with National District Manager, Market Sales Managers, Sales Support team, and Customer Service teams.

**Within 90 days of the award:**

- Create PowerPoint and other types of communication that highlight new award and its changes.
- Create presentation and develop training schedule for National's dealer distribution.
- Review all existing opportunities and notify of new award and date.
- Complete presentation and roll out to National's dealer distribution.
- Develop tracking plan for new contract progress.
- Meet with OMNIA Partners and City of Charlotte to review progress and activity.
- Design and distribute a co-branded marketing piece showing the benefits of the contract

**xii. Describe the financial condition of Offeror.**

National is not currently involved as a party, nor has it been a party in the last ten years to any litigation that had or is likely to have any material impact on the Supplier. The Supplier has never sought bankruptcy protection, nor has the Supplier otherwise pursued any form of legal reorganization based on opportunities to reorganize to address financial issues that may be afforded under any federal or state law.

**xiii. Provide a website link in order to review website ease of use, availability, and capabilities related to ordering, returns and reporting. Describe the website's capabilities and functionality.**

[www.nationalofficefurniture.com](http://www.nationalofficefurniture.com)

National's website is full of valuable information and thought starters for single offices or entire projects. Detailed information is available for every product we have available in our current product offering, including which surface materials are available on a specific product; the sustainable attributes and certifications of all products; which accessories can be used with which products; lead times of all products; pricing; product features with photos. Our website also includes eye-catching marketing materials, contract information, and much more.

Our website allows direct access to our authorized dealer distribution. Local dealers can work with each facility to best suit their furniture needs. Transform the way you visualize National products by making your ideas come to life with our SpecStudio Product Visualizer. You can choose any of our seating series and any fabric and finish we offer so you can visualize the look of your chair.

**WE ARE ALSO ON SOCIAL MEDIA. CLICK ON THE SYMBOLS BELOW TO FIND US!**



**xiv. Describe the Offeror's safety record.**

"We strive for an injury-free working environment for our people," said Vince Cooke, Kimball International's Director of Safety. "We have always had a deep commitment to the health and safety of our people, and we continue to build on that commitment. From our guiding principles, we know that 'our people are the company,' and our most valuable asset. During the past 15-year period, National has reduced injuries by 97 percent. There are many components of our safety program that must be executed flawlessly to achieve an injury-free environment, but none are more critical than the engagement of every employee."

**xv. Provide any additional information relevant to this section.**

See succeeding pages for additional information relevant to this section.



# OUR EMPLOYEES+ OUR CULTURE

Our people are what makes National who we are. We have implemented the Make a Difference program which gives our employees 8 hours a year of paid time away from work to be used to volunteer in their community with organizations and causes that they are passionate about.

We are dedicated to developing our employees. Through our Lean Leader program, our employees dedicate 500 hours to focus on Lean processes and Continuous Improvement activities. Our employees are passionate about constantly improving.

Our employees are dedicated to National. We are proud to have current employees that are celebrating 45+ years with Kimball International. Throughout the year, we recognize our employees and their milestone anniversaries. Their dedication to National and Kimball International is unmatched.



## WITH **1,223** EMPLOYEES, WE HAVE AN AVERAGE TENURE OF NEARLY **13 YEARS**





## SAFETY IS A PRIORITY

OUR EMPLOYEES' SAFETY SUGGESTIONS AND OUR LEAN INTERNSHIP PROGRAM DELIVER UNPARALLELED SAFETY AND ADVANCES IN PRODUCTIVITY.





# QUICK DELIVERY PRODUCTS IN 10 DAYS OR LESS.

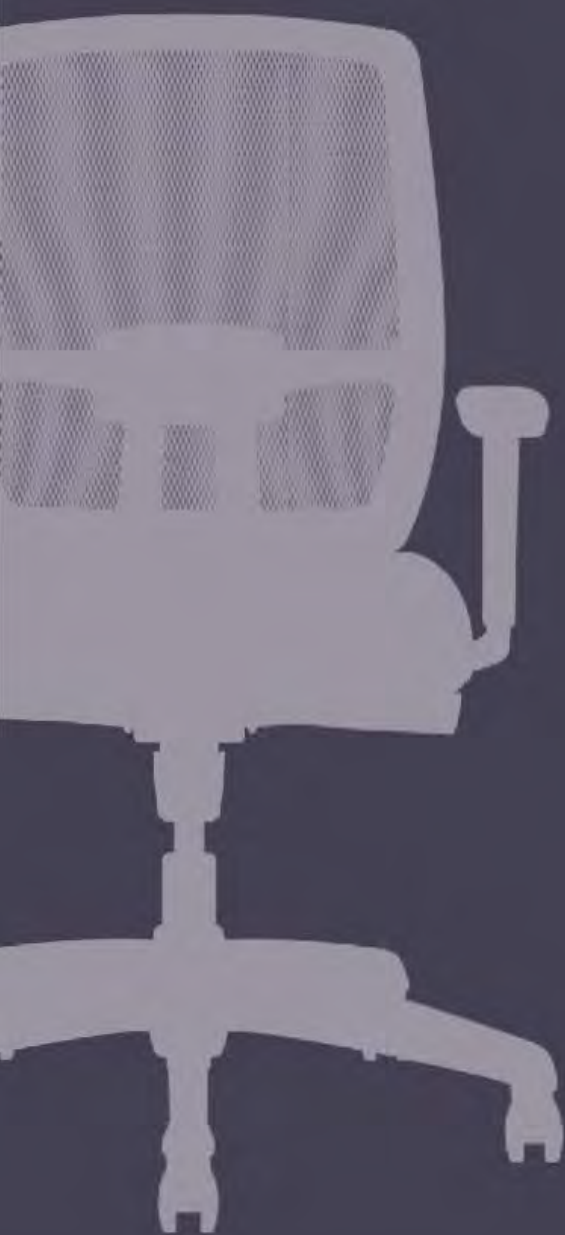
COMPLETE SOLUTIONS. NO UPCHARGE.  
A SPECTRUM OF SURFACE MATERIALS.  
ENDLESS POSSIBILITIES.

Our robust quick delivery program offers a wide variety of product solutions to outfit any space and coordinate with any style, all at no upcharge. From private office and open plan areas to reception and collaborative spaces, our complete portfolio of Quick Delivery solutions has all of the products you need.

When it is essential to get task seating even quicker, we offer Laudio™ and Wander™ seating models that ship within 2 days. This expedited process offers you even quicker solutions when you are in need. Quickly create beautiful spaces that boost productivity, add storage, and increase functionality.

Offer welcoming and comfortable spaces for your employees and your guests. National's Quick Delivery program gets solutions in your space quickly and without compromise.

Quick Delivery quantity not to exceed 10 offices, 20 chairs, and 5 lounge chairs.



**QUICK**  
DELIVERS EVEN  
**QUICKER**

NATIONAL.



# DELIVERING ESSENTIALS EVEN QUICKER.

Our Quick Delivery program offers complete solutions, with no upcharge. In addition to the wide variety of products that we have available to deliver within 10 days, we also have Laudio and Wander task seating solutions that ship within 48 hours. This expedited process offers you even quicker solutions when turnaround time is essential.

Both of these solutions deliver ergonomic support and practical value, quickly, with no upcharge. The Laudio model features a black mesh back with a black upholstered seat and offers height adjustable arms and a seat slide. The Wander model includes adjustable arms with a black mesh back and black upholstered seat. The seats feature 100% polyester upholstery. Sleek style with comfortable ergonomics... shipped in 2 days!

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**NATIONAL.**

WEB [NATIONALOFFICEFURNITURE.COM](http://NATIONALOFFICEFURNITURE.COM)  
TOLL FREE 800.482.1717

# OMNIA PARTNERS

## APPENDIX D

NATIONAL<sup>®</sup>







**EXHIBIT A**



## 2.1 Corporate Commitment

**Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is will be one of Supplier's primary "go to market" strategies for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.**

National proposes the above additional language in red.

## 2.2 Pricing Commitment

**National proposes for Section 8, 2.2 Pricing Commitment to be fully replaced with:**

Supplier (National) agrees that, considering a Representative Total Usage, the pricing offered under the Master Agreement is less than or equal to the overall available pricing for any public sector national or public sector multi-state cooperative or public sector group purchasing agreement, excluding GSA and federal government sales ("Public Agency Cooperative", that enters into a separate written agreement directly with Supplier, as further provided herein. A Comparable Contract is a written agreement entered into after the Effective date of the Master Agreement that contains similar terms and conditions, concerns a Public Agency Cooperative with the same approximate spending pattern and product mix, and provides for similar delivery and payment conditions. "Representative Total Usage" shall mean the total purchase for a consecutive six (6) month period (inclusive of any fees, rebates, and other charges and discounts and exclusive of any restricted items) of the top ten (10) OMNIA Partners customers utilizing Supplier as their primary vendor for the products and services offered under the Master Agreement, as determined by Supplier. If, during the term of this Master Agreement, OMNIA Partners becomes aware that its pricing may be higher than a Comparable Contract, as set forth above, OMNIA Partners may request an aggregate price comparison analysis of this Master Agreement (using the

Representative Total Usage) against the Comparable Contract. If such aggregate price comparison analysis indicates that the Comparable Contract pricing is more favorable, upon the request of OMNIA Partners, Supplier will agree to renegotiate in good faith the pricing terms of this Master Agreement.

## 2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as **one of its go to market strategies** in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

National proposes the above additional language in red.

## 3.1 Company

### A. Brief history and description of Supplier

See Company History under Supplier Response Supporting Documents – Attachment 1

### B. Total number and location of sales persons employed by Supplier

National has a VP of Sales, Michael Roch. Michael Roch has (1) Director of Sales, Spencer Henderson, and one (1) A&D Manager, Michelle Boolton, that reports to him. There are seven (7) Divisional Managers that report to Spencer Henderson. Divisions are divided into North, East Central, South, West Central (also Canada), South Central, Mountain and West. Under each Division Manager, there are several District Managers throughout the United States and Canada.

See Sales Organizational Charts under Supplier Response Supporting Documents— Attachment 2



**C. Number and location of support centers (if applicable) and location of corporate office.**

National's distribution centers consists of 790 dealers located throughout the US. National currently has 4 showrooms located across the US and 1 in Canada.

They include:

Atlanta, GA  
Boston, MA  
Chicago, IL  
Dallas, TX  
Markham, ON

Manufacturing Locations include:

3 Indiana Locations  
2 Kentucky Locations

**D. Annual sales for the three previous fiscal years.**

FY 16 total \$635M

FY 17 total \$670M

FY 18 total \$686M

For review of Kimball International Annual Reports, visit: <https://www.kimballinternational.com/investor-information> under "featured reports"

**E. Submit FEIN and Dunn & Bradstreet report.**

National FEIN #63-0577594

Dunn & Bradstreet report is attached under Supplier Response - Attachment 3

**F. Describe any green or environmental initiatives or policies.**

SUSTAINABILITY

National has a long history as an environmentally sensitive company. From our Company's inception as a wood furniture manufacturer, relying on nature's resources to create our products, the ideas of conservation and sustainability, of sensitivity toward our environment, have been deeply ingrained in our culture. Concern for our environment and "leading by example" in the promotion of environmentally responsible business practices is something that National believes in as part of our corporate philosophies. National's sustainability practices include initiatives to reduce water usage, solid waste generation, VOC emissions, hazardous waste materials and Greenhouse Gases. Environmental goals are set and results measured against benchmarks.

Environmental Policy Statement

National is dedicated to continued excellence, leadership and stewardship in protecting the environment, the health and safety of our employees and the members of the communities in which we work and live. Our commitment is to exceed customer expectations and to fully comply with Federal, State,

and Local environmental regulations. Within the design and production of product, in collaboration with our customers and suppliers, we strive to eliminate pollution generated at the source, to use renewable materials and to maximize the reclamation and recycling of materials to minimize adverse impact on the environment.

All National manufacturing locations have implemented an Environmental Management System (EMS) and nearly all of these locations have achieved third party ISO 14001 registration, the global standard for environmental protection and commitment to continuous improvement. The ISO 14001 Environmental Management System requires continuous improvement initiatives to reduce impacts on the environment.

Waste Reduction and Recycling

National's Corporate Recycle Center (CRC) supports the programs of numerous regional facilities, providing a central location for consolidating recyclable materials for re-sale and transport. Currently the CRC recycles over 65 different waste materials. Among the materials recycled are steel, aluminum, glass, fabrics, printer cartridges, electronic equipment, and several types of plastic, wood and cardboard, which is either sold for re-use or recycled by type of material. The sustainability and continuous improvement projects have reduced the overall waste generated at National facilities as the amount of recycling has steadily increased

Sustainable Global Wood Purchasing

National strives to ensure that wood used in the manufacturing of our products is obtained from environmentally and socially responsible sources. Knowing we are procuring wood responsibly not only supports our sustainability initiatives, but also provides assurance that our wood-based components have the lowest possible burden on the global environment. It is National's policy to work with partners who share our values of responsible management of wood from the forests where our raw materials are harvested. National strives to use wood from properly managed forests to reduce the environmental impact we have on our industry.



National expects suppliers of wood-based materials to follow all applicable laws of the United States of America including the Lacey Act, in addition to laws of the country where they are located and international treaties and agreements to which the United States is a signatory. We will not use species listed in CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) Appendices I or II, for the manufacturing of our products. Our Supply Chain Team will give preference to suppliers who participate in the following programs: Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), American Tree Farm System (ATFS), Canadian Standards Association (CSA), Program for the Endorsement of Forest Certification (PEFC), and Composite Panel Association's Eco Certified Composite (ECC).

**G. Describe any diversity programs or partners Supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program.**

National's mission is to seek out and actively engage with a full range of diverse suppliers on a global scale. We embrace the importance of supplier diversity and support building partnerships with small businesses. We will continue to grow and expand on this important segment by focusing on Veteran, Minority, and Women owned business enterprises (MWBES) as a value-added strategy. We are dedicated and committed to supporting innovation that flows from diversity in our supply chain strategy. Our focus will be on development and engagement committed to empowering minority enterprises. Annually, we set goals with the intent to spread a portion of spend among these businesses

Business will be awarded to the most competitive supply partners without regard to race, religion, or sex. When two supply partners bid the same, and one of the supply partners is a minority business, consideration will be given.

National constantly seeks new diverse sources of supply for materials, components, and services from a range of small businesses able to provide quality products and services in a timely and competitive manner.

Identification of small businesses is developed utilizing the following resources:

- National Office Furniture website
- Participation in trade fairs and industry meetings
- Advertisements in industry and local publications

- Local and national associations with councils of the business resources
- Small Business Administration website
- Competitive bid process
- Feedback from our customer base

The administration of this program will be under the direction of our Global Supply Chain Compliance Coordinator, whose duties include the development of policies and procedures to ensure success of a plan that is acceptable to all federal, state, and local/municipal government agencies, to coordinate and maintain a database and records in support of the plan, and to search diligently for qualified minority, female, and veteran-owned businesses

National firmly endorses and supports the Equal Opportunity and Affirmative Action Programs and ensures continued commitment for the successful achievement of this program.

**H. Describe any historically underutilized business certifications Supplier holds and the certifying agency. This may include business enterprises such as minority and women owned, small or disadvantaged, disable veterans, etc.**

National does not hold underutilized business certifications, but actively pursues and works with such entities through our dealer network

**I. Describe how Supplier differentiates itself from its competitors.**

Since its inception, National has been providing high quality, stylish furniture at an exceptional value. Office furnishings must not only bring comfort, productivity, and exceptional value - they should provide a means for creating personal expression that reflects an organization's vitality and the unique personalities of the people within. Our product offering has styles that range from contemporary to traditional with price points that satisfy the top executives, middle managers, open workspaces, conferencing and reception areas. We are a great one -stop shop. We pride ourselves on having exceptional design at a great value.

We want our customers to walk into their office and know they got great product for a fair price.

Our product development process includes a design for the environment (Dfe) approach. Our products undergo stringent physical, environmental and transportation testing to ensure they meet or exceed industry standards such as those by BIFMA.



SC Indoor Advantage, ISTA and others. Our products are built to last. Long term cost of ownership is important to our customers. Designing for the environment is also important to us. This ensures that we have solutions that meet indoor air quality, contain high recycle content and offer the option of certified wood within our products. Rigorous engineering and performance verification occurs during each products development. We go above and beyond industry standards to ensure the highest quality product. Our in-house Resource and Design center is a tremendous asset.

We live by the basic principle of "doing what we say we will do." We thrive on consistent reliability, delivering great products that are on time and damage free. Our service teams at our headquarters and in the field are genuinely passionate about what they do. They want the customer to feel great about their decision to by National Office Furniture. Everyone's office should be a reflection of their personal style. At the end of the day, we want our customers to feel confident with their choice.

National's key differentiator is our people. We really have great people who choose to go the extra mile for our customer's every day. We know there are a lot of furniture choices out there. Products can be copied by our competitors, our people cannot. Our people look at every customer interaction as an opportunity to make National shine. Beneath the innovative furniture, stylish designs and smart fabrics, you'll find a tangible corporate personality. At National, we have cultivated a team of people driven by creativity and honest passion.

Quick Delivery products deliver in 10 days or less. Our program offers complete solutions with no upcharge. With a spectrum of surface materials and product series to choose from, you can quickly create beautiful spaces that boost productivity, add storage, and increase functionality.

**J. Describe any present or past litigation, bankruptcy or reorganization involving Supplier.**

The Supplier is not currently involved as a party, nor has it been a party in the last ten years to any litigation that had or is likely to have any material impact on the Supplier. The Supplier has never sought bankruptcy protection, nor has the Supplier otherwise pursued any form of legal reorganization based on opportunities to reorganize to address financial issues that may be afforded under any federal or state law.

**K. Felony Conviction Notice: Indicate If the Supplier**

a. is a publicly held corporation and this reporting requirement is not applicable;  
b. is not owned or operated by anyone who has been convicted of a felony; or  
c. is owned or operated by and Individual(s) who has been convicted of a felony and provide the names and convictions  
National is a publicly held corporation, therefore this reporting requirement is not applicable.

**L. Describe any debarment or suspension actions taken against Supplier.**

National has not had any debarment or suspension actions taken against the Supplier.

**3.2 Distribution, Logistics**

**A. Describe the full line of Products and Services offered by Supplier.**

At National, we are proud to offer more than furniture. Our teams, across the nation, are passionate about delivering solutions from the start of a project to the installation and after. We partner with our customers to ensure they are completely satisfied and assist them along the process.

With our range of furniture solutions for spaces where people work, relax, heal, and learn, National is dedicated to creating spaces where people want to be. We create areas that make a great first impression and welcome guests. We deliver results for private offices and meeting spaces where functionality and technology are must-haves. When open plan solutions are needed, our products complete the layout with superb quality and smart solutions.

Not only do we enjoy creating spaces where people are comfortable and can achieve their best work, we pride ourselves on offering furniture that is sustainable. We see our legacy as more than just quality furniture; it's a reverence for nature. Our history and culture are deeply rooted in responsibility with a strong commitment to positively impact people and the environment. We offer solutions that improve indoor air quality, increase the use of sustainable materials, and reduce the impact to climate change.

OUR PORTFOLIO OFFERS A COMPREHENSIVE RANGE OF PRICE POINTS AND STYLES TO CREATE A COHESIVE INTERIOR SCHEME ACROSS AN ORGANIZATION.



We're driven to create comfortable environments that evoke confidence and personal expression, allowing you to work smarter and be proud of your surroundings. We offer a wide range of solutions for private offices, open plan spaces, welcoming areas, and meeting rooms. Whether you are looking for traditional style or are embracing a homey atmosphere, our furniture solutions are tailored to fit your style. Not only do we deliver furniture, our team prides itself on offering personal services to ensure that your facility is outfitted to meet your needs. From marketing tools, products, and design to order placement, delivery, and installation, we are dedicated to making sure you receive high-quality furniture and top-notch service.

**B. Describe how Supplier proposes to distribute the Products/Services nationwide. Include any states where Products and Services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas**

National maintains relations with over 790 dealer partners. These dealer partners have been specifically selected to sell, service and install particular segments of our total product offering based on their demonstrated performance, market awareness, expertise and sound financial business practices.

National will take the following steps to ensure customers are serviced throughout the country:

- \*Evaluation of product usage and application
- \*Consulting the agency to meet their functional needs
- \*Provide typical drawings, product specifications
- \*Provide keying plan
- \*Ensure furniture plan meets the architectural power/voice/data plan
- \*Provide project schedule and product lead times
- \*Provide color samples
- \*Research, test and reserve any COM/COL on behalf of the agency
- \*Ensure product specifications are correct and quoted accurately
- \*Assist or place the purchase order with the factory
- \*Reconcile the factory acknowledgement with the purchase order
- \*Schedule delivery and installation
- \*Provide status reports to the agency
- \*Walk thru the final installation – develop a punch list
- \*Complete the punch list with changes or replacements
- \*Invoice end user for completed project
- \*Train agency on use of and care/maintenance of products
- \*Obtain sign off or approval that job is completed
- \*Large projects will receive a binder of "as installed" furniture placement/plan
- \*Maintain floor plan or records for agency

**C. Describe how Participating Agencies are ensure they will receive the Master Agreement pricing; include all distribution channels such as direct ordering, retailer in-store locations, through distributors, etc. Describe how Participating Agencies verify and audit pricing to ensure its compliance with the Master Agreement.**

National Office Furniture processes thousands of orders and deliveries every week. We have implemented specific processes for our contracts. Upon award of this contract, National will create a specific account number, which when entered into our system, will automatically assign the correct discounting and terms of the contract.

See National's listing of Authorized Dealer Distributors under Supplier Response Supporting Documents. (Attachment 5). National's

National will be glad to supply reporting upon request to any Participating Agency so they can ensure compliance with the Master Agreement.



**D. Identify all other companies that will be involved in processing, handling or shipping the Products/Services to the end user.**

National utilizes our dealer network provided in Attachment 5 to process any and all furniture orders from Region 4 ESC contracts. All products are manufactured by National's owned facilities. Our shipping is done by use of Kimball International, Inc.'s own fleet of trucks and selected contracted carriers as well as our servicing dealers on a local basis. We carefully select specific carriers for regional locations to provide the expert and efficient service required to handle and deliver our furniture. Carriers who we have contracts with are:

ABF Freight Systems  
Aspen Transportation  
Averitt Express  
B & J Trucking  
Brandt  
Caldwell Freight Lines  
CH Robinson  
Contract Furniture Transport (CFT)  
Dallas & Mavis  
Dayton Freight Lines  
E.H. Hamilton Trucking  
Edwards Distribution Services  
Federal Express  
Fischer Trucking Inc.  
Haney Tuck Line  
Landstar Ranger  
MGM Transport  
Nation's Express  
North American Van Lines (STI)  
Panther II  
Perkins Furniture Transport  
Pilot Air Freight  
TW Transport  
USF Holland  
UPS Freight  
Watkins & Shepard  
WisewayMotor Freight  
Worldwide Logistics  
YRC (Formerly Roadway & Yellow)

**E. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.**

Distribution Facilities / Warehouses: (3)

Logistics – Distribution Center 2  
Santa Claus, IN  
363,000 Square Feet

Logistics – Distribution Center 3  
Jasper, IN  
155,523 Square Feet

Logistics – Distribution Center 4  
Jasper, IN  
220,541 Square Feet

National Showrooms(5)  
Atlanta  
201 17th Street NW, Suite 150  
Atlanta, GA 30363 Boston  
60 South Street, Suite 110  
Boston, MA 02111

Chicago  
325 North Wells Street, Suite 110  
Chicago, IL 60654

Dallas  
1617 Hi Line Drive, Suite 440  
Dallas, TX 75207

Toronto  
20 Valleywood Drive, Unit 112  
Markham, ON L3R 6G1

In addition to our distribution centers and showrooms, our Dealer network has product on display and warehouse facilities available on a local level. Combined, our Dealer network has millions of square feet of warehouse / retail facilities available to our customers.

### 3.3

## Marketing and Sales

### 3.3 Marketing and Sales

*A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as one of Supplier's primary go to market strategies for Public Agencies to Supplier's teams nationwide, to include, but not limited to:*

- i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days.*
- ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days.*

National proposes the change above in red. National is proud to currently be a supplier of OMNIA Partners, Public Sector. With our broad range of stylish office furniture offerings, we have a solution for all types and sizes of public agencies.

Within one week of award:

National's Strategic Contracts Manager, jointly with OMNIA Partners Leadership will communicate a new OMNIA Partners, Public Sector contract through its website and direct communication to its selling and leadership teams. National will partner with our OMNIA Partners Marketing Portfolio Manager to create and launch press release announcing the new contract and award. National's marketing team will announce the award on social media.

Most importantly, we would notify our Divisional Managers and our A+D Manager who would coordinate all training among our District Managers and dealer distribution.

Within 30 days of award:

- National will schedule a meeting with our OMNIA Partners Partner Development Manager to review contract expectations.
- National will develop a nationwide joint marketing/sales plan with our Marketing Portfolio Manager and Partner Development Manager
- National will review, train, and present contract changes with National District Manager, Market Sales Managers, Sales Support team, and Customer Service teams.



Within 90 days of the award:

- Create PowerPoint and other types of communication that highlight new award and its changes.
- Create presentation and develop training schedule for National's dealer distribution.
- Review all existing opportunities and notify of new award and date.
- Complete presentation and roll out to National's dealer distribution.
- Develop tracking plan for new contract progress.
- Meet with OMNIA Partners and Region 4 ESC to review progress and activity.
- Design and distribute a co-branded marketing piece showing the benefits of the contract.
- Update all OMNIA Partners/National Office Furniture co-branded catalogs.

**B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:**

**i. Creation and distribution of a co-branded press release to trade publications.**

National's Marketing team will work with OMNIA Partners Marketing team to develop a co-branded press release to distribute to various trade publications within the first 10 days of award.

**ii. Announcement, contract details and contact information published on the Supplier's website within first 90 days.**

A notification will be sent out within the first 30 days of award announcing award to our dealers via [www.nationalofficefurniture.com](http://www.nationalofficefurniture.com).

**iii. Design, publication and distribution of co-branded marketing materials within first 90 days.**

National will work with OMNIA Partners Marketing Portfolio Manager to complete a new OMNIA Partners marketing piece for hand out and email distribution to promote the new contract.

**iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and Supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement.** National commits to strategize with OMNIA Partners to secure booth space for all shows that OMNIA Partners will be attending that National believes will impact our success with the contract.

**v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers.** Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners. National commits to purchase 10x10 booth space in designated area selected by OMNIA Partners at NIGP Annual Forum and identified regional trade shows where the OMNIA Partners program has focus so long as OMNIA Partners plans to attend. National will provide representation to man the booth as well as assist in the marketing plans and give-away suggestions provided by OMNIA Partners.

**vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement.** National will continue to promote the OMNIA Partners agreement through publications and websites in identified trade publications through the term of the contract.

**vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.).**

National will continue to develop marketing materials in conjunction with OMNIA Partners to promote the master agreement throughout its term (case studies, post cards, training materials and end-user presentations.)

**viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:**

- OMNIA Partners standard logo;
- Copy of original Request for Proposal;
- Copy of contract and amendments between Principal Procurement Agency and Supplier;
- Summary of Products and pricing;
- Marketing Materials;
- Electronic link to OMNIA Partners' website including the online registration page

National agrees to continue to maintain an OMNIA Partners dedicated webpage on [www.nationalofficefurniture.com](http://www.nationalofficefurniture.com). This site will include the OMNIA Partners logo, link to OMNIA Partners, Public Sector website which links to the original RFP, the contract and amendments, summary of products and pricing, marketing materials, and a link to the OMNIA Partners online registration. Additionally, National agrees to provide OMNIA Partners with the materials needed to develop and maintain current information on their website as well.



**C. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.**

After intense training, our National Sales Representatives, along with our Authorized Dealer Distribution will promote the contract. We will train our dealers on the features of benefits of the OMNIA Partners, Public Sector contract and how to best promote the contract. Along with our intense training, we will also provide our sales representatives and dealers with tools and resources to be successful in promoting the contract. Along with our Authorized Dealer Distribution, National will:

- Prioritize targets
- Collaborate with OMNIA Partners Account Management
- Utilize OMNIA Partners resources – Partner Development, Marketing Sales Operations, Regional Managers, Inside Sales

**D. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.**

National will provide OMNIA Partners with a logo for use in marketing communications and promotions. National authorizes OMNIA Partners to reproduce such logos in marketing communications and promotions. National will work with OMNIA Partners Marketing Portfolio manager to ensure the logos and use meet National's marketing requirements.

**E. Confirm Supplier will be proactive in direct sales of Supplier's Products and Services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:**

- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency;
- ii. ~~Competitive~~ Best government pricing;
- iii. No cost to participate; and
- iv. Non-exclusive contract.

National agrees to develop a marketing plan to reach public agencies nationwide participating in the OMNIA Partners program. At the very least, National will develop a direct marketing approach that will communicate the requirements of OMNIA Partners, Public Sector as well as a program to follow up with those agencies. National will:

- Share internal marketing plans/goals with our Marketing Portfolio Manager
- Discuss upcoming campaigns so together we can identify opportunities to supplement effort through web content, social media, etc.
- Keep our Marketing Portfolio Manager informed of new offerings, initiatives, and promotions
- Create case studies
- National will continue to follow up with leads established by OMNIA Partners in a timely manner and will continue to take a proactive approach to public agencies nationwide.

**F. Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:**

- i. Key features of Master Agreement;
- ii. Working knowledge of the solicitation process;
- iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners; and
- iv. Knowledge of benefits of the use of cooperative contracts

National sales team are seasoned and have expert knowledge and selling experience with the OMNIA Partners, Public Sector contract. Many of our sales resources have a very positive working relationship with their OMNIA Partners Regional Managers. A new award will allow National along with OMNIA Partners to continue to expand our selling teams relationships.

All selling teams are trained on the key features of the contract through regular webinars and conference calls by the National Account Managers. All selling teams have a true understanding of public solicitation processes and how OMNIA Partners eliminates the need for the agencies to go through the bid process, therefore saving time and resources. We continue to work with the OMNIA Partners teams to expand the use of the program via the wide range of public agencies that can access OMNIA Partners, Public Sector.



**G. Provide the name, title, email and phone number for the person(s), who will be responsible for:**

- i. Executive Support;**
- ii. Marketing;**
- iii. Sales;**
- iv. Sales Support;**
- v. Financial Reporting;**
- vi. Accounts Payable; and**
- vii. Contracts.**

Executive Support:  
Michael Roch, VP of Sales  
National Office Furniture  
PH: 312-753-9428  
[Michael.Roch@NationalOfficeFurniture.com](mailto:Michael.Roch@NationalOfficeFurniture.com)

Marketing:  
Mendy Claridge  
Director of Marketing  
PH: 812-481-6477  
[Mendy.Claridge@NationalOfficeFurniture.com](mailto:Mendy.Claridge@NationalOfficeFurniture.com)

Sales:  
Deb Schmitz  
Government Market Manager  
PH: 812-634-3215  
[Deb.Schmitz@NationalOfficeFurniture.com](mailto:Deb.Schmitz@NationalOfficeFurniture.com)

Sales Support:  
Heather Arnold  
Sales Support Manager  
PH: 812-634-3247  
[Heather.Arnold@NationalOfficeFurniture.com](mailto:Heather.Arnold@NationalOfficeFurniture.com)

Financial Reporting:  
Paula Wehr  
Customer Analyst  
PH: 812-482-8105  
[Paula.Wehr@NationalOfficeFurniture.com](mailto:Paula.Wehr@NationalOfficeFurniture.com)

Accounts Payable:  
Angela Slaninka  
Director of Customer Financial Services  
PH: 812-482-8480  
[Angela.Slaninka@Kimball.com](mailto:Angela.Slaninka@Kimball.com)

Contracts:  
Melissa Fuller  
Strategic Contract Manager  
PH: 812-481-6479  
[Melissa.Fuller@NationalOfficeFurniture.com](mailto:Melissa.Fuller@NationalOfficeFurniture.com)

***H. Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.***

National has a VP of Sales, Michael Roch. Michael Roch has (1) Director of Sales, Spencer Henderson, and one (1) A&D Manager, Michelle Boolton, that reports to him. There are seven (7) Divisional Managers that report to Spencer Henderson. Divisions are divided into North, East Central, South, West Central (also Canada), South Central, Mountain and West. Under each Division Manager, there are several District Managers throughout the United States and Canada  
Michael Roch, VP of Sales  
National Office Furniture  
PH: 312-753-9428  
[Michael.Roch@NationalOfficeFurniture.com](mailto:Michael.Roch@NationalOfficeFurniture.com)

See Sales Organizational Charts under Supplier Response Supporting Documents –Attachment 2

See Division Section Maps under Supplier Response Supporting Documents – Attachment 7

***I. Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.***

National will build upon our historic success in leveraging the OMNIA Partners, Public Sector program within the marketplace. Through our company-employed sales professionals, we will market, promote, and provide training regarding the Master Agreement (or the Region 4 Contract?) to our authorized dealers, members of the Architect and Design (A+D) community, as well as end-users. Our sales professionals recognize the importance of an OMNIA Partners contract and have developed personal goals to deepen the meaningful relationships with their OMNIA sales and management counterparts. National's sales organization will continue to partner with OMNIA Regional Managers in their area to grow sales by strategizing on target accounts, as well as leveraging existing relationships.

Additionally, National has made the commitment to better serve the OMNIA members by deepening the discounts extended to them. We believe that when National's new generous discounts, innovative products and unparalleled service are coupled with the benefits of OMNIA membership, together we will see substantial growth of the program. This healthy growth will move us quickly to achievement of the threshold which unlocks the deeper Administrative Fee paid to OMNIA.



National will continue to work with the OMNIA team to create co-branded marketing materials that will be distributed to the agencies directly, through our authorized dealer distribution and our sales and A+D professionals. What's more, we have an aggressive Sales Incentive and Events program planned, including special promotions, OMNIA Regional Summits, trade shows, case studies, digital marketing and more.

**J. Explain in detail how Supplier will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.**

National has developed a very effective strategy to market, promote and maintain a successful program through OMNIA Partners. National begins with the initial education of any new hires throughout the organization that will directly or indirectly influence National's success with the OMNIA Partners program, primarily National's Customer Service Team, Sales Team and IT Department. National continues to nourish that training with continued refresher trainings and updates, as well as provide a primary point of contact within the organization for individuals to go to for questions throughout the year. National continues the education process to increase sales through our dealer distribution through dealer presentations both at the National headquarters, as well as on site. OMNIA Partners is routinely referred to in general communications to keep it top of mind, and the new agency list is routinely distributed to the appropriate parties encouraging communication with the new agencies to welcome them to the OMNIA Partners program and introduce them to National.

National's marketing and sales efforts include:

A landing page on National's websites dedicated to OMNIA Partners featuring a link to OMNIA Partners's website.

National's team is proficient with assisting agencies registering for OMNIA Partners, and is capable of answering questions regarding the program.

Co-branded flyers, email templates and print ads available on National's websites promoting OMNIA Partners

Reports specifically run for OMNIA Partners available to National field sales team to review and discuss with our dealer distribution

Consistent awareness throughout National's organization

**K. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.**

National = \$54,136,053

See Supplier Response Supporting Documents – Attachment 4

**L. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions**

National accepts hardcopy printed orders and in the event the end user wants to submit the orders directly, we accept by facsimile, electronic, and through our dealers EDI program. Due to the variety of options available in office furniture products, we do not currently accept internet orders. However, we do work with our dealers to allow them to take your specifications and process them through EDI. Our dedicated internal support team closely manages and monitors the orders upon receipt, reviewing data electronically through the SAP order management system. National does not have any minimum order requirements.

Once an order is entered, the acknowledgment will be sent to the participating dealer within 36 hours of order entry. The acknowledgement will provide ship dates for the product ordered and the total cost of the product. Customer Service can be reached at: 1-800-482-1616, Monday – Thursday 7:30am-8:00pm EST and Friday 7:30am-6:00pm EST for any service needs between order entry and after receipt of product.

Visa and MasterCard are accepted form of payment with signature. National will also accept payment through wire transfer or ACH. If this is a direct bill, if an Authorized National dealer is purchasing from us and invoicing Region 4 ESC, the dealer's invoice processes would apply. Any invoice issued will reference a contract or purchase order number provided by or otherwise agreed to by the City.



M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners, Public Sector Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

**\$20,000,000.00 in year one**

**\$22,000,000.00 in year two**

**\$24,000,000.00 in year three**

**To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.**

National makes the following Contract Sale Commitment through OMNIA Partners, Public Sector contract through Region 4 ESC only based on the assumption the US GDP growth rate is at 1.5% to 2.5% and agrees to only pay administration fees on actual Contract Sales, not on Guaranteed Contract Sales.

N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement. National will lead with OMNIA Partners, however; to clarify that OMNIA Partners does not expect National to walk away from sales opportunities when the end user rejects use of OMNIA Partners, the following changes are requested. For avoidance of doubt, OMNIA Partners does not expect to be paid an Administrative Fee on sales for which its use is rejected by the end user and it performs no functions in relation to those sales.

**i. Respond with Master Agreement pricing to registered and qualified OMNIA Partner, Public Sector members. (Contract Sales reported to OMNIA Partners).**

National proposes the additional language in red to be added to the existing statement.

ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.

National will comply with this request. Lower pricing (as defined in 2.2 Pricing Commitment) given to OMNIA Partners members due to competitive reasons will be reported to OMNIA Partners under the Master Agreement unless they have an existing standard agreement with National at time of award. National will then review in detail when existing contract is up for renewal.

**iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners). In the event that the Public Agency refuses to utilize Master Agreement, the Supplier may provide pricing under an alternative agreement. It is considered a refusal if the Public Agency utilizes a bid/RFP/RFQ process or otherwise chooses not to utilize OMNIA Partners, Public Sector. Sales under this section of refusal by Public Agency are not considered Contract Sales under OMNIA Partners, Public Sector and Administration Fee is not owed.**

National requests the proposed language in red for clarification purposes.

iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

National will lead with OMNIA Partners contract, however; in the event of an award of the higher, non-OMNIA Partners Master Agreement proposal, sales would not be considered Contract Sales and no Administrative Fee is owed.

***Detail Supplier's strategies under these options when responding to a solicitation.***

National agrees that the Region 4 ESC/ OMNIA Partners Furniture Master Agreement will become our primary furniture offering to public agencies, including counties, cities, states, K-12, non-profits and higher education institutions. Pricing offered under the OMNIA Partners program will be consistent with National's Pricing Commitment as defined in National's response to Section 8, Exhibit A, 2.2, Pricing Commitment.





# EXHIBIT A SUPPORTING DOCUMENTS

# HISTORY IN THE MAKING.

In 1980, National Office Furniture joined the contract office furniture market. Determined to offer customers a better value, exceptional quality, and reliability, with shorter lead times, National created a brand by successfully delivering products that were on budget and on time. Customers were drawn to National's ability to design and develop innovative products, while offering personal support and extraordinary experiences. Today, that foundation still holds true. Our exceptional value, combined with design-driven products, on-time delivery, and our dedication to customer experiences have made us a standout in the furniture industry.

As a unit of Kimball International, we are fortunate to have a rich heritage in wood manufacturing, environmental responsibility, and pride in craftsmanship. With our parent company, we share Guiding Principles including a dedication to providing innovative products that exceed expectations, realizing that our people are the company, **valuing a sense of family and good humor, and knowing that profits are the ultimate measure of how efficiently and effectively we serve our customers.**

We are dedicated to delivering quality, reliability, safety, style, sustainability, and affordability to our customers, partners, employees, and community neighbors. By nurturing relationships and making it a priority to do the right thing, we have established ourselves in the industry as a company of dedicated employees that take pride in designing, developing, and manufacturing furniture solutions that make a difference.



# A HISTORY OF DEDICATION TO QUALITY PRODUCTS

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## 1857 W.W. KIMBALL COMPANY

William Wallace Kimball founded the W.W. Kimball Piano Company in 1857 in Chicago. The original W.W. Kimball piano factory was located at 26th and California Streets in Chicago. Destroyed by fire with the loss of many historical records, a new factory was later built in Melrose Park, Illinois. The W.W. Kimball piano factory was one of the largest manufacturing operations in the world, with rail lines running through the facility, dropping off raw materials and picking up finished pianos for shipment.

W.W. Kimball Company was the world's largest piano manufacturer from the late 1800s until the Great Depression of the 1930s. Despite pursuing War Department contracts to manufacture needed items for the war effort during World War II, the company was never able to fully recover.

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## 1950 THE JASPER CORPORATION

Mr. Arnold F. Habig led a small group of investors in the purchase of a struggling Jasper, Indiana, company known as Midwest Manufacturing with sales in 1949 of a mere \$152,163.

In 1950, the company was reorganized and renamed the Jasper Corporation. The company was a contract manufacturer of residential furniture and television cabinets. The Jasper Corporation ended the year 1950 with sales of \$748,000 and the promising potential for even stronger growth.

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## 1952 THE FIRST ACQUISITION

In 1952, the Jasper Corporation made its first acquisition, a kitchen cabinet manufacturer, and began a process of self-funded growth and strategically adding and expanding production capabilities to broaden its scope.

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## 1959 LAST KIMBALL FAMILY HEIR

In 1959, the W.W. Kimball Company, a century-old piano maker, was purchased from the last remaining Kimball family heir by Mr. Arnold F. Habig, becoming a wholly-owned subsidiary of the Jasper Corporation.

Prior to Mr. Habig purchasing the W.W. Kimball Company in 1959, the piano company had slipped to seventh place in global rankings of piano makers. At the time it was purchased, the W.W. Kimball Company was producing only 15-25 pianos per day in Melrose Park, Illinois.

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## 1960 MUSIC FOR MILLIONS

During the 1960s and 1970s, the company manufactured approximately 100,000 pianos and organs per year, remaining true to the piano company's original sales slogan, "Music For The Millions." Kimball Piano and Organ produced 250 pianos and 150 electronic organs per day.

This success further fueled the growth of the Jasper Corporation into other markets. Based on the quality reputation associated with the Kimball name, the company was poised to develop other product lines.

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## 1970 BUILDING A REPUTATION

In 1970, the company decided to manufacture and market office furniture under the Kimball brand name. This strategic decision profoundly affected the company's future. Upon its introduction, the Kimball Office Furniture brand quickly achieved success in the marketplace, building a reputation for fine craftsmanship, high-quality products and quick delivery.



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**1974 KIMBALL INTERNATIONAL**

In July 1974, the Jasper Corporation changed its name to Kimball International, in part because of the strength and reputation of the Kimball brand name. The company made its initial public offering (IPO) of 500,000 shares of common stock in September 1976, becoming a publicly-held company and trading on the NASDAQ Exchange under the ticker symbol KBALB.

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**1980 NATIONAL WAS FORMED**

In 1980, Kimball International again expanded its influence in the office furniture market. National Office Furniture was formed to service the large mid-market segment.

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**2000 MOVING FORWARD**

The challenges of global competition, changing markets, and a softened economy in the early 2000s were met head on by Kimball International, as the company adapted and kept moving forward. A company-wide restructuring and business consolidation was announced in 2001. The company exited the metal stamping, polyurethane plastics, contract store fixtures, and dimension wood products portions of its business.

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**2006 A SHARPENED FOCUS**

By 2006, the company had clearly sharpened its focus on two market segments: commercial office furniture and contract electronics.

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**2014 FOCUSED FURNITURE COMPANY**

On November 1, 2014, Kimball International spun-off its Kimball Electronics business segment to an independent publicly-traded company. Kimball International transformed again into a focused furniture company and continued as a publicly-traded company on the NASDAQ Exchange under the ticker symbol KBAL. Kimball International creates design driven, innovative furnishings sold through the family of brands: Kimball, National, and Kimball Hospitality. The diverse portfolio offers solutions for the workplace, learning, healing, and hospitality environments.







# GUIDING PRINCIPLES

# CUSTOMER

Our customer is our business. We must provide innovative products and services that excite our customers and exceed their expectations of quality, features, and enduring value. We also must recognize and respond quickly and creatively to ideas of others, both internally and externally.

Long-term customers are more important than short-term results. We will promise only what we know can be delivered; we will strive to deliver more than was promised.

We seek to consistently demonstrate a sense of warmth, humor, and mutual respect in our relationships with our customers, to be the company with which they most enjoy working.

# CITIZENSHIP

The environment is our home. We will be leaders in not only protecting but enhancing our world. Recognizing that an attitude of pride in the company and the community are intertwined, we seek to share, but not impose, our values within the communities in which we live. We also strive to help our communities be great places to live.

We believe the greatest contribution we can make to the prosperity and quality of life of the communities in which we operate lies in being a dynamic, growing company.

# PROFITS

Profits are the ultimate measure of how efficiently and effectively we serve our customers and are the only true source of long-term job security. Profitability and financial resources give us the freedom to shape our future and achieve our vision.

# PEOPLE

Our people are the company. Kimball International has been built upon the tradition of pride in craftsmanship, mutual trust, personal integrity, respect for dignity of the individual, a spirit of cooperation, and a sense of family and good humor. We seek to enhance this culture as we grow.

We cultivate a leadership style that embraces the attitudes of personal autonomy and empowerment; individual initiative and teamwork; employee involvement and continuous improvement; and open, non-defensive communication. We shall foster an organizational structure, information systems, and development of personal skills that maximize our peoples' flexibility to respond to our customers on their own terms.

We want employees to share in their company's success, both financially and through personal growth and fulfillment.

The most unfair system of all is one that blindly treats all situations the same. Therefore, we discourage rigid rules and policies in favor of a philosophy of individual responsibility and flexibility, so that real needs, rather than the rules, are met.

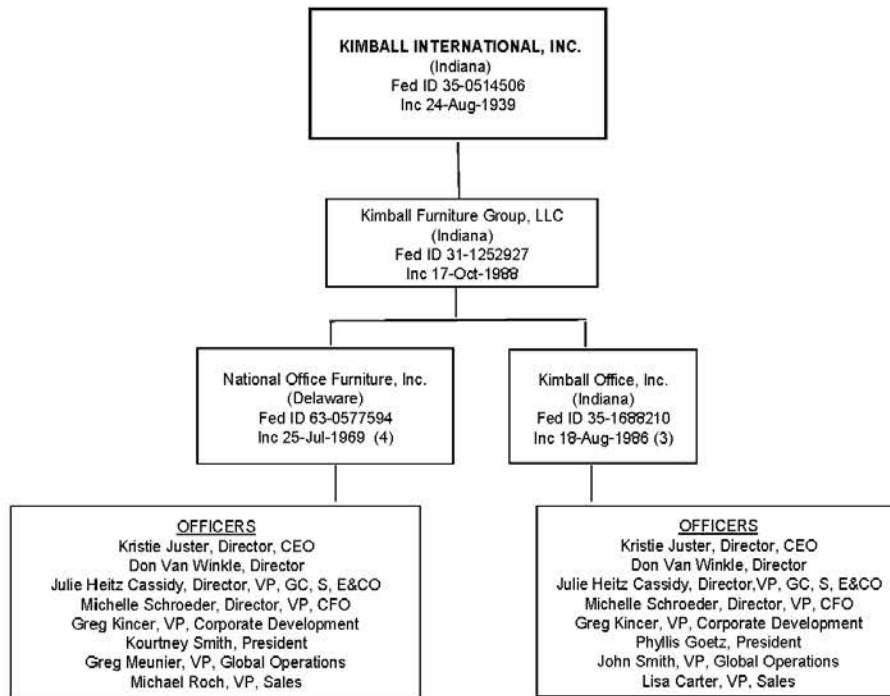
Offering ideas for improvements and new products is an opportunity we all share, a responsibility we must all accept. We seek to promote and reinforce an entrepreneurial spirit – a conviction that growth and continuous improvement is everyone's job.

We seek a diversified group of employees who can be committed to preserving and enhancing these values. Suppliers are our partners, an extension of our company. They must share our commitment to total quality that exceeds our customers' expectations.





Legal Entity Org Chart  
July 18, 2019



## Summary

Order Reference: angela.slaninka@kimball.com | Report as of: 05-24-2019 12:24 PM | using Currency as USD

### NATIONAL OFFICE FURNITURE, INC.

Tradestyle(s): (SUBSIDIARY OF KIMBALL FURNITURE GROUP, LLC,  
JASPER, IN)

**ACTIVE** **HEADQUARTERS**

**Address:** 1610 Royal St, 1600 Royal St, Jasper, IN, 47549,  
UNITED STATES  
**Phone:** (812) 482-1600  
**D-U-N-S:** 13-913-7611  
**In Portfolio:** Yes  
**Tags:** Janet  
**Alerts:** No alerts

#### Risk of Bad Debt Write-off

**51**  
(No change since last month)

#### Cash Flow Risk

**9**  
25 (in the last month)

#### Age of Business

**69 years**  
1950 Year Started

#### Employees

**1,200**

#### Recent Alerts

There are no alerts to display.

#### Company Profile

##### D-U-N-S

13-913-7611

##### Legal Form

Corporation (US)

##### History Record

Clear

##### Date Incorporated

07-25-1969

##### State of Incorporation

Delaware

##### Ownership

Not publicly traded

##### Mailing Address

United States

##### Telephone

(812) 482-1600

##### Website

[www.furniture.kimball.com](http://www.furniture.kimball.com)

##### Present Control Succeeded

1969

##### Employees

1,200

##### Age (Year Started)

69 years (1950)

##### Named Principal

Kevin Mccoy, PRES.

##### Line of Business

Mfg wood office furniture



## Overall Business Risk



## Maximum Credit Recommendation

US\$ 500,000

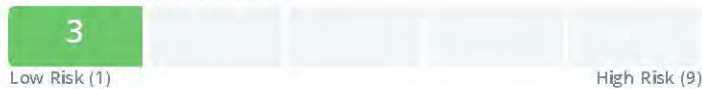
The recommended limit is based on a moderately high probability of severe delinquency or business failure.

## Dun &amp; Bradstreet Thinks...

- Overall assessment of this organization over the next 12 months: **PAYMENT BEHAVIOR CONCERNS**
- Based on the predicted risk of business discontinuation: **LIKELIHOOD OF BUSINESS CLOSURE**
- Based on the predicted risk of severely delinquent payments: **VERY HIGH POTENTIAL FOR SEVERELY DELINQUENT PAYMENTS**

## D&amp;B Viability Rating

## Portfolio Comparison Score

Company's risk level is: **LOW**

Probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months: 3.00 %

## Risk of Bad Debt Write-off (also known as the Failure Score)

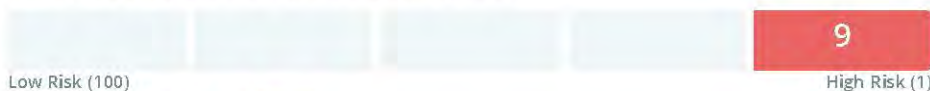
Company's risk level is: **MODERATE**

Based on the D&B Failure Score, the probability of failure for this company in the next 12 months is 0.24 %, which makes it a **Moderate** risk for you to incur a write-off.

## Past 12 Months



## Cash Flow Risk (also known as the Delinquency Score)

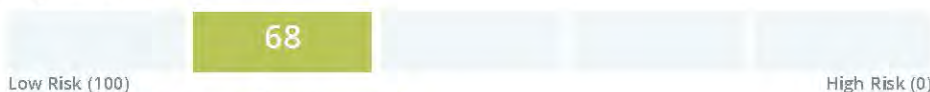
Company's risk level is: **HIGH**

Based on the D&B Delinquency Score reporting a payment behavior of **SLOW AND/OR NON-PAYMENTS**, this company is predicted to have a **High** risk of a negative impact to your cash flow.

## Past 12 Months



## Payment Behavior

Company's risk level is: **LOW-MODERATE**

Days Beyond Terms : 17

Based on a D&amp;B PAYDEX® of 68

According to the D&B PAYDEX® Score, this company paid its vendors on 17 days beyond credit terms.

## Past 24 Months



## D&amp;B Rating

Current Rating as of 12-24-2018

Previous Rating

## Employee Size

**1R** : 10 employees and over

## Risk Indicator

**3** : Moderate Risk

## Employee Size

**1R** : 10 employees and over

## INQUIRIES

The number of individual product(s) purchased by a customer(s) on this Dun & Bradstreet D-U-N-S® Number in each time frame.

## view-by-summary



## View by Industry 12 month



## Legal Events

Events	Occurrences	Last Filed
Bankruptcies	0	-
Judgements	0	-
Liens	3	03-04-2016
Suits	0	-
UCC	0	-

## Trade Payments

## Highest Past Due

**US\$ 2,500**

## Highest Now Owing

**US\$ 10,000**

## Total Trade Experiences

**48**

## Largest High Credit

**US\$ 40,000**

## Average High Credit

**US\$ 5,010**

## Ownership

This company is a Headquarters, Subsidiary

Global Ultimate, Domestic Ultimate



KIMBALL INTERNATIONAL, INC.  
UNITED STATES  
D-U-N-S Number 00-636-5803

Total Members in Family Tree - 41

Branches

9

## Financial Overview

This company does not have a Financial Summary.

## Country/Regional Insight

### United States



### Risk Category



Low Risk

MODERATE

HIGH

High Risk

The rate cycle has probably peaked, changing the calculus for the US economy.

## Risk Assessment

### D&B Guidance

#### Overall Business Risk



#### Maximum Credit Recommendation

US\$ 500,000

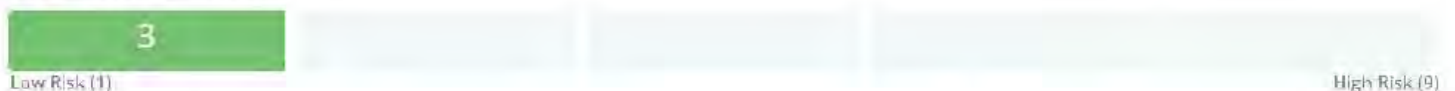
The recommended limit is based on a moderately high probability of severe delinquency or business failure.

#### Dun & Bradstreet Thinks...

- Overall assessment of this organization over the next 12 months: **PAYMENT BEHAVIOR CONCERNS**
- Based on the predicted risk of business discontinuation: **LIKELIHOOD OF BUSINESS CLOSURE**
- Based on the predicted risk of severely delinquent payments: **VERY HIGH POTENTIAL FOR SEVERELY DELINQUENT PAYMENTS**

### D&B Viability Rating

#### Portfolio Comparison Score



#### Rating Confidence Level

## Data Depth

- Rich Firmographics
- Extensive Commercial Trading Activity
- No Financial Attributes

## Level of Risk

**Low**

Probability of becoming no longer viable

**3.00%**

Percentage of businesses ranked with this score

**11.00%**

Average probability of becoming no longer viable

**5.00%**

## Risk Of Bad Debt Write-Off (Also Known As The Failure Score)

**51**

Low Risk (100)

High Risk (1)

Based on a D&B Failure Score of **51**

- Composite credit appraisal is rated fair
- Low proportion of satisfactory payment experiences to total payment experiences
- High proportion of slow payment experiences to total number of payment experiences
- High proportion of past due balances to total amount owing
- Unstable Paydex over last 12 months

## Level of Risk

**Moderate**

Raw Score

**1478**

Probability of Failure

**0.24%**

Average Probability of Failure for Businesses in D&amp;B Database

**0.48%**

## Business and Industry Trends



## Cash Flow Risk (Also Known As The Delinquency Score)

**9**

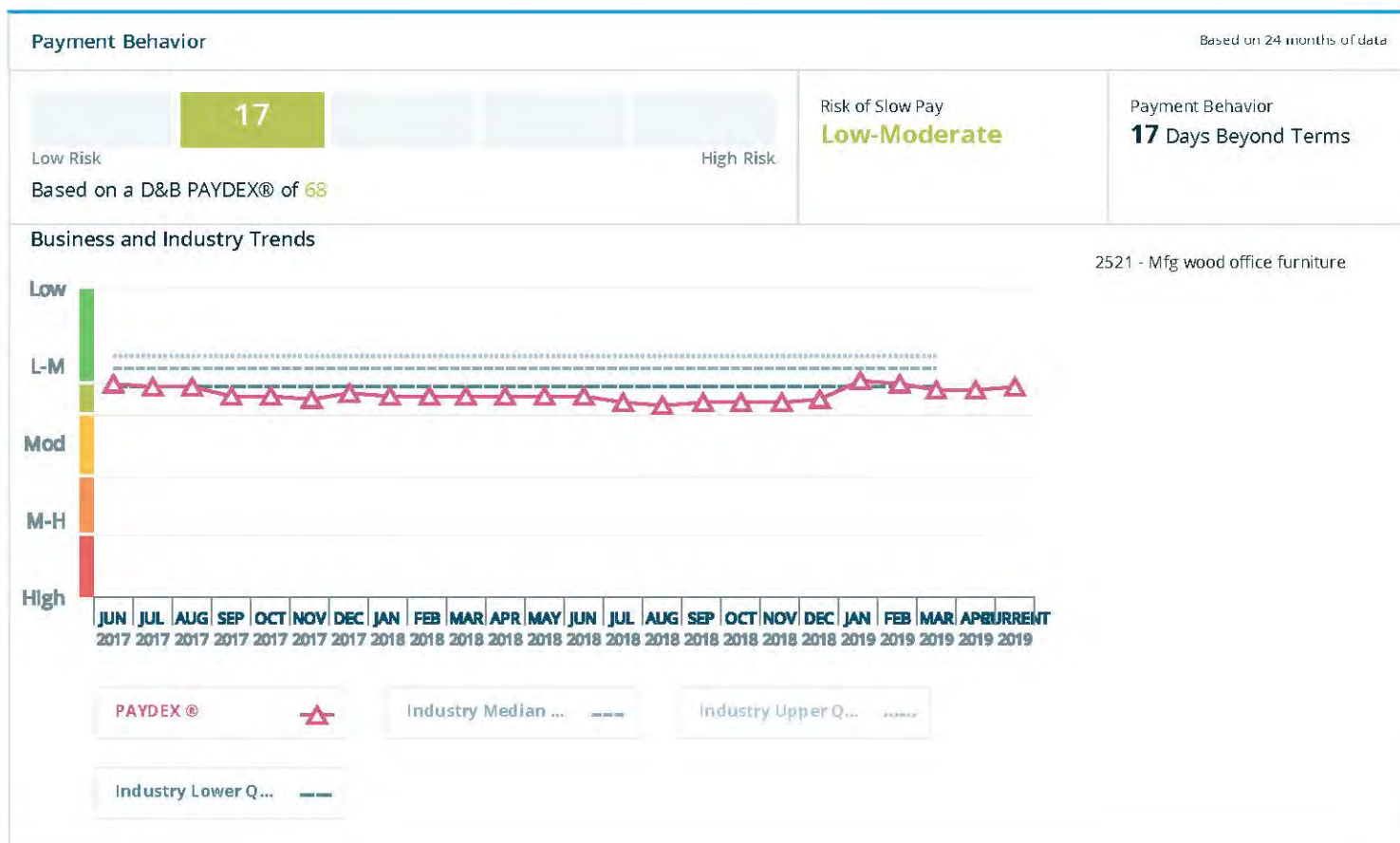
Low Risk (100)

High Risk (1)

Based on a D&B Delinquency Score of **9**



- Proportion of past due balances to total amount owing
- Increase in proportion of delinquent payments in recent payment experiences
- Higher risk industry based on delinquency rates for this industry
- Evidence of open liens
- Proportion of slow payments in recent months



D&B Rating
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Current Rating as of 12-24-2018

Previous Rating

Employee Size

**1R**: 10 employees and over

Risk Indicator

**3**: Moderate Risk

Employee Size

**1R**: 10 employees and over

## Trade Payments

### Trade Payments Summary (Based on 24 months of data)

Overall Payment Behavior

**17**

Days Beyond Terms

% of Trade Within Terms

**63%**

Highest Past Due

**US\$ 2,500**

Highest Now Owing:

US\$ 10,000

Total Trade Experiences:

48

Largest High Credit:

US\$ 40,000

Average High Credit:

US\$ 5,010

Total Unfavorable Comments:

0

Largest High Credit:

US\$ 0

Total Placed in Collections:

0

Largest High Credit:

US\$ 0

### Trade Payments By Credit Extended (Based on 12 months of data)

Range of Credit Extended (US\$)	Number of Payment Experiences	Total Value	% Within Terms
100,000 & over	0	US\$ 0	0
50,000 - 99,999	0	US\$ 0	0
15,000 - 49,999	2	US\$ 55,000	73
5,000 - 14,999	5	US\$ 37,500	67
1,000 - 4,999	9	US\$ 19,500	44
Less than 1,000	7	US\$ 3,250	73

### Trade Payments By Industry (Based on 24 months of data)

Industry Category	Number of Payment Experiences	Largest High Credit (US\$)	% Within Terms (Expand to View)	1 - 30 Days Late (%)	31 - 60 Days Late (%)	61 - 90 Days Late (%)	91 + Days Late (%)
▼ 24 - Lumber and Wood Products, Except Furniture	1	15,000					
2436 - Mfg sfwd veneer/ply	1	15,000	0	100	0	0	0
▼ 25 - Furniture and Fixtures	2	2,500					
2531 - Mfg public bldg furn	1	250	100	0	0	0	0
2541 - Mfg wood fixtures	1	2,500	100	0	0	0	0
▼ 26 - Paper and Allied Products	1	0					
2631 - Paperboard mill	1	0	0	0	0	0	0



Industry Category	Number of Payment Experiences	Largest High Credit (US\$)	% Within Terms (Expand to View)	1 - 30 Days Late (%)	31 - 60 Days Late (%)	61 - 90 Days Late (%)	91 + Days Late (%)
▼ 35 - Industrial and Commercial Machinery and Computer Equipment	1	5,000					
3563 - Mfg air/gas compress	1	5,000	0	100	0	0	0
▼ 36 - Electronic and other electrical equipment and components except computer equipment	1	5,000					
3651 - Mfg audio/video equip	1	5,000	100	0	0	0	0
▼ 42 - Motor Freight Transportation and Warehousing	2	2,500					
4213 - Trucking non-local	2	2,500	50	0	0	50	0
▼ 48 - Communications	3	7,500					
4813 - Telephone communictns	3	7,500	15	12	36	0	37
▼ 50 - Wholesale Trade - Durable Goods	1	40,000					
5045 - Whol computers/softwr	1	40,000	100	0	0	0	0
▼ 51 - Wholesale Trade - Nondurable Goods	1	1,000					
5131 - Whol piece goods	1	1,000	0	100	0	0	0
▼ 57 - Home Furniture Furnishings and Equipment Stores	1	2,500					
5712 - Ret furniture	1	2,500	0	0	0	100	0
▼ 73 - Business Services	3	10,000					
7363 - Help supply service	2	2,500	62	38	0	0	0
7389 - Misc business service	1	10,000	100	0	0	0	0
▼ 87 - Engineering Accounting Research Management and Related Services	2	10,000					
8734 - Testing laboratory	1	500	0	0	0	100	0
8748 - Business consulting	1	10,000	100	0	0	0	0
▼ 99 - Nonclassifiable Establishments	5	2,500					
9999 - Nonclassified	5	2,500	42	33	25	0	0

## Trade Lines

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
04/19	-	Cash account	2,500	0	0	Between 4 and 5 Months
04/19	Pays Promptly	N30	40,000	10,000	0	1
04/19	Pays Promptly	-	2,500	2,500	0	1
04/19	Pays Promptly	-	2,500	2,500	0	1
04/19	Pays Promptly	-	1,000	250	0	1
04/19	Pays Promptly	N30	250	250	0	1
04/19	Pays Prompt to Slow 30+	N30	750	0	0	Between 2 and 3 Months
04/19	Pays Slow 30+	N30	1,000	0	0	Between 4 and 5 Months
04/19	Pays Slow 30-60+	N30	2,500	2,500	1,000	1
04/19	Pays Slow 70+	-	2,500	0	0	Between 2 and 3 Months
04/19	-	Cash account	5,000	0	0	Between 6 and 12 Months

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
04/19	-	Cash account	2,500	0	0	Between 6 and 12 Months
04/19	Pays Promptly	-	5,000	0	0	Between 2 and 3 Months
04/19	-	Cash account	2,500	0	0	Between 2 and 3 Months
04/19	-	Cash account	1,000	0	0	1
04/19	-	Cash account	50	-	-	Between 4 and 5 Months
04/19	-	Cash account	0	0	0	Between 2 and 3 Months
04/19	-	Cash account	0	0	0	Between 2 and 3 Months
04/19	Pays Promptly	-	10,000	10,000	1,000	1
03/19	Pays Promptly	-	250	100	0	1
03/19	Pays Prompt to Slow 30+	-	2,500	0	0	Between 2 and 3 Months
03/19	Pays Slow 60-120+	-	7,500	0	0	Between 4 and 5 Months
03/19	-	-	500	0	0	Between 6 and 12 Months
03/19	-	Cash account	50	-	-	1
02/19	Pays Slow 90+	-	2,500	2,500	2,500	-
12/18	-	Cash account	50	-	-	1
11/18	Pays Promptly	-	750	0	0	Between 6 and 12 Months
11/18	-	Cash account	500	-	-	Between 6 and 12 Months
10/18	-	Cash account	250	-	-	1
10/18	Pays Prompt to Slow 30+	-	2,500	0	0	Between 6 and 12 Months
09/18	-	Cash account	100	-	-	1
09/18	-	Cash account	50	-	-	Between 6 and 12 Months
08/18	Pays Promptly	-	0	0	0	Between 6 and 12 Months
07/18	Pays Slow 30+	-	5,000	0	0	Between 6 and 12 Months
07/18	-	Cash account	50	-	-	1
06/18	-	Cash account	50	-	-	1
05/18	-	Cash account	250	-	-	1
05/18	-	Cash account	100	-	-	1
05/18	-	Cash account	100	-	-	1
05/18	-	Cash account	100	-	-	1
05/18	-	Cash account	50	-	-	1
05/18	-	Cash account	50	-	-	Between 4 and 5 Months
03/18	Pays Slow 90+	-	500	500	500	-



Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
02/18	Pays Promptly	-	500	0	0	Between 6 and 12 Months
11/17	Pays Promptly	-	10,000	5,000	0	1
11/17	Pays Promptly	-	250	0	0	Between 6 and 12 Months
11/17	Pays Slow 30+	-	15,000	0	0	Between 6 and 12 Months
10/17	-	Cash account	50	-	-	1

## Legal Events

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Judgements	Liens	Suits	UCC Filings
0 Latest Filing: -	3 Latest Filing: 03-04-2016	0 Latest Filing: -	0 Latest Filing: -

Events	
<b>Lien - Tax Lien</b>	
Filing Date	03-04-2016
Filing Number	16-7512757475
Status	Open
Date Status Attained	03-04-2016
Received Date	04-03-2016
Amount	US\$ 2,913
Debtors	NATIONAL OFFICE FURNITURE INC
Creditors	EMPLOYMENT DEVELOPMENT DEPARTMENT
Court	SECRETARY OF STATE/UCC DIVISION, SACRAMENTO, CA
<b>Lien - Tax Lien</b>	
Filing Date	03-03-2016
Filing Number	1603030892
Status	Open
Date Status Attained	03-03-2016
Received Date	04-01-2016
Amount	US\$ 2,911
Debtors	NATIONAL OFFICE FURNITURE INC
Creditors	CA EMPLOYMENT DEVELOPMENT DEPARTMENT
Court	SACRAMENTO COUNTY RECORDERS OFFICE, SACRAMENTO, CA
<b>Lien - Tax Lien</b>	

Filing Date	10-09-2015
Filing Number	15-0534303
Status	Open
Date Status Attained	10-09-2015
Received Date	10-18-2015
Debtors	NATIONAL OFFICE FURNITURE INC
Creditors	STATE OF ALABAMA
Court	SECRETARY OF STATE/UCC DIVISION, MONTGOMERY, AL

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There may be additional suits, liens, or judgements in D&B's file on this company available in the U.S. Public Records Database, also covered under your contract. If you would like more information on this database, please contact the Customer Resource Center at 1-800-234-3867.

A lien holder can file the same lien in more than one filing location. The appearance of multiple liens filed by the same lien holder against a debtor may be indicative of such an occurrence.

## Special Events

12-24-2018

A Rating change has occurred on this company.

## Company Profile

### Company Overview

#### D-U-N-S

13-913-7611

#### Legal Form

Corporation (US)

#### History Record

Clear

#### Date Incorporated

07-25-1969

#### State of Incorporation

Delaware

#### Ownership

Not publicly traded

#### Mailing Address

United States

#### Telephone

(812) 482-1600

#### Website

[www.furniture.kimball.com](http://www.furniture.kimball.com)

#### Present Control Succeeded

1969

#### Employees

1,200

#### Age (Year Started)

69 years (1950)

#### Named Principal

Kevin Mccoy, PRES.

#### Line of Business

Mfg wood office furniture

### Business Registration

Corporate and business registrations reported by the secretary of state or other official source as of: 01-21-2012

This data is for informational purposes only, certification can only be obtained through the Office of the Secretary of State.

#### Registered Name

NATIONAL OFFICE FURNITURE, INC.



Corporation Type	Corporation (US)
Business Commenced On	1950
State of Incorporation	DELAWARE
Date Incorporated	07-25-1969
Registration ID	0722101
Registration Status	STATUS NOT AVAILABLE
Filing Date	07-25-1969
Where Filed	SECRETARY OF STATE/CORPORATIONS DIVISION

#### Registered Agent

Name	CORPORATION SERVICE COMPANY
Address	2711 CENTERVILLE ROAD SUITE 400, WILMINGTON, DE, 198080000

#### Principals

##### Officers

RICHARD FASSAR, V PRES  
DON BANWINKLE, V PRES  
KEVIN MCCOY, V PRES

##### Directors

DIRECTOR(S): THE OFFICER(S)

#### Company Events

The following information was reported on: 02-23-2018

The Delaware Secretary of State's business registrations file showed that National Office Furniture, Inc., was registered as a Corporation on July 25, 1969.

Business started 1950. Present control succeeded 2008. 100% of capital stock is owned by Parent Company.

RICHARD FASSAR. Antecedents are unknown.

DON BANWINKLE. Antecedents are unknown.

KEVIN MCCOY. Antecedents are unknown.

#### Business Activities And Employees

The following information was reported on: 02-23-2018

##### Business Information

Trade Names	(SUBSIDIARY OF KIMBALL FURNITURE GROUP, LLC, JASPER, IN)
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## Business Information

Description	<p>Subsidiary of KIMBALL FURNITURE GROUP, LLC, JASPER, IN which operates as a retailer of furniture, specializing in office furniture.</p> <p>As noted, this company is a subsidiary of Kimball Furniture Group, LLC, DUNS number 79-473-2313 and reference is made to that report for background information on the parent company and its management.</p> <p>Manufactures wood office furniture (100%).</p> <p>Terms are Net 30 days. Sells to commercial concerns. Territory : International.</p>
Employees	1,200 which includes officer(s) and 2 part-time. UNDETERMINED employed here.
Financing Status	Unsecured
Seasonality	Nonseasonal.
Tenure	Owns
Facilities	Owns 200,000 sq. ft. on 1st floor of a two story cinder block building.
Location	Industrial section on main street.

## SIC/NAICS Information

SIC Codes	SIC Description	Percentage of Business
2521	Mfg wood office furniture	-
25210000	Wood office furniture	-

NAICS Codes	NAICS Description
337211	Wood Office Furniture Manufacturing

## Government Activity

### Activity Summary

Borrower(Dir/Guar)	No
Administrative Debt	No
Contractor	Yes
Grantee	No
Party excluded from federal program(s)	No

## Financials

D&B currently has no financial information on file for this company

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# Authorized Dealer Distribution

Distributor Name	City	Rg	Distributor Name	City	Rg
GOVERNMENT BUSINESS INTERIORS	REDLANDS	CA	SYSTEMS SOURCE INC	NEWPORT BEACH	CA
B & B FURNITURE CONCEPTS	MELBOURNE	FL	BURKETTS OFFICE SUPPLIES	SACRAMENTO	CA
ADVENT BUSINESS INTERIORS	LEESBURG	GA	THE CORNER OFFICE	SAN RAFAEL	CA
STATE OFFICE FURNITURE LLC	EATONTON	GA	RESOURCE DESIGN INTERIORS	SAN FRANCISCO	CA
COMMERCIAL INTERIORS INC	LONG BEACH	MS	DESERT BUSINESS INTERIORS LLC	PALM DESERT	CA
GULF COAST BUSINESS SUP	GULFPORT	MS	UNITED CORPORATE FURNISHINGS	SACRAMENTO	CA
GRIER INTERIORS INC	CHARLOTTE	NC	CAMPBELL KELLER	SACRAMENTO	CA
GOODMANS INTERIOR STRUCTURES	ALBUQUERQUE	NM	CULTURA	SAN DIEGO	CA
LEWIS STEVENSON OFFICE SOLUTIONS	NEW YORK	NY	M HANSON & COMPANY INC	FORT LAUDERDALE	FL
DRB BUSINESS INTERIORS	SARATOGA SPRINGS	NY	JRN OF STUART LLC	STUART	FL
GENESEE OFFICE INTERIORS	ROCHESTER	NY	INNOVATIVE COMMERCIAL ENVIRONMENTS	SAN DIEGO	CA
CREATIVE OFFICE PAVILION	NEW YORK	NY	AMERICAN BUSINESS INTERIORS	MELBOURNE	FL
STONE OFFICE INC	SCRANTON	PA	ERNIE MORRIS ENTERPRISES INC	BUSHNELL	FL
TOP TO BOTTOM INTERIORS INC	ALTOONA	PA	SCOTT RICE OFFICE WORKS	LENEXA	KS
CORPORATE CONCEPTS	COLUMBIA	SC	MODERN BUSINESS INTERIORS	LENEXA	KS
RIO GRANDE CONTRACT FURNISHINGS INC	EL PASO	TX	DESIGN CENTRAL LLC	SALINA	KS
J CHASTAIN INC	ATHENS	GA	BUSINESS ENVIRONMENTS	EVANSVILLE	IN
EXTERUS BUSINESS FURNITURE	SHELBURNE	VT	KDA OFFICE FURNITURE SOLUTIONS	LEXINGTON	KY
AMERICAN INTERIORS	CLEVELAND	OH	INTERSPACE LIMITED LLC	LEXINGTON	KY
BAUMAN OFFICE EQUIPMENT INC	BEAVER FALLS	PA	COMMERCIAL BUSINESS INTERIORS INC	HATTIESBURG	MS
MCCARTNEYS INC	ALTOONA	PA	WEATHERALLS INC	TUPELO	MS
OFFICE CENTER LIMITED	PORT OF SPAIN		CREATIVE BUSINESS INTERIORS INC	RALEIGH	NC
NORTHERN BUSINESS PRODUCTS INC	DULUTH	MN	INDOFF	ASHEVILLE	NC
BUSINESS INTERIOR SOLUTIONS INC	ITASCA	IL	WJ OFFICE	BOONE	NC
TALLGRASS BUSINESS RESOURCES	CORALVILLE	IA	ARBEE ASSOCIATES	PISCATAWAY	NJ
SCHMIDT GOODMAN OFFICE PRODUCTS INC	ROCHESTER	MN	WOOD OFFICE ENVIRONMENTS	BASKING RIDGE	NJ
APEX FACILITY RESOURCES	KENT	WA	COMMERCIAL FURNITURE INTERIORS	MOUNTAINSIDE	NJ
MCMILLAN BUSINESS INTERIORS	GROSSE POINTE FARMS	MI	ARD FACILITIES MANAGEMENT GROUP LLC	SOMERVILLE	NJ
LINCOLN OFFICE	CROWN POINT	IN	WORKSPACE DYNAMICS	ALBUQUERQUE	NM
BUSINESS ESSENTIALS	WEST FARGO	ND	EVENSONBEST LLC	NEW YORK	NY
PULSE TECHNOLOGY OF INDIANA INC	CHESTERTON	IN	LANE OFFICE FURNITURE INC	NEW YORK	NY
OFFICE FURNITURE SOLUTIONS LLC	GULFPORT	MS	ACCENT FURNITURE INC	ALBANY	NY
INNOVATIVE OFFICE SOLUTIONS	FARGO	ND	DAVIES OFFICE REFURBISHING	ALBANY	NY
SIMON DRURY INTERIORS	SAN JUAN		SYRACUSE OFFICE ENVIRONMENTS	SYRACUSE	NY
FIRESIDE OFFICE PRODUCTS INC	BISMARCK	ND	CREATIVE CONTRACT FURNITURE INC	BAYPORT	NY
360 OFFICE SOLUTIONS INC	BILLINGS	MT	WEEKS LERMAN	MASPETH	NY
LOUISIANA OFFICE PRODUCTS INC	HARAHAN	LA	TELCAR GROUP	HOLBROOK	NY
KR OFFICE INTERIORS INC	BOZEMAN	MT	QUALITY OFFICE ENVIRONMENTS	GENESEO	NY
HUDSON OFFICE SOLUTIONS INC	WASHINGTON	IN	WB WOOD	NEW YORK	NY
TRANSACT COMMERCIAL INTERIORS	PHOENIX	AZ	HENRIKSEN & CO INC	NEW YORK	NY

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# Authorized Dealer Distribution

CAL BENNETTS	VISALIA	CA	AMC TRANSFER	OCEANSIDE	NY
NEW DAY OFFICE PRODUCTS & FURNISHING	SUFFOLK	VA	A R KROPP LLC	BAY SHORE	NY
OMNIFICS	ALEXANDRIA	VA	ELEMENTS IV INTERIORS	DAYTON	OH
OFFICE RESOURCES INC	NEW YORK	NY	AMERICAN INTERIORS	TOLEDO	OH
XOTIVE FACILITY SOLUTIONS	MEDIA	PA	OFFICE REVOLUTION II LLC	COLUMBUS	OH
HYPHN	PORTLAND	OR	CONTINENTAL OFFICE ENVIRONMENTS	PITTSBURGH	PA
ESSENDANT CO 043 LA/MS	HOUSTON	TX	WORKSPACE INC	PITTSBURGH	PA
ESSENDANT CO DEERFIELD	DEERFIELD	IL	FRANKLIN INTERIORS	PITTSBURGH	PA
ESSENDANT CO 008 WARRENDALE	WARRENDALE	PA	TRANSAMERICAN OFFICE FURNITURE	PHILADELPHIA	PA
ESSENDANT CO 009 HANOVER	HANOVER	MD	HERALD OFFICE SYSTEMS	DILLON	SC
ESSENDANT CO 017 N KANSAS CITY	NORTH KANSAS CITY	MO	INTERSTATE OFFICE PRODUCTS INC	SIOUX FALLS	SD
ESSENDANT CO 016 COXSACKIE	COXSACKIE	NY	BUMP INC	SIOUX FALLS	SD
ESSENDANT CO 005 WOBURN	WOBURN	MA	CORE OFFICE INTERIORS-AUSTIN	AUSTIN	TX
ESSENDANT CO 018 PORTLAND	PORTLAND	OR	BROUSSARD GROUP	SAN ANTONIO	TX
ESSENDANT CO 048 SALT LAKE CITY	SALT LAKE CITY	UT	DC INTERIORS	SAN ANTONIO	TX
ESSENDANT CO 036 COLUMBUS	COLUMBUS	OH	WEST ENTERPRISES	SAN ANGELO	TX
ESSENDANT CO 015 GREENVILLE	GREENVILLE	IL	PERRY OFFICE PLUS	TEMPLE	TX
ESSENDANT CO 043 SOUTH TEXAS	HOUSTON	TX	HOWELL BUSINESS SERVICES	EL PASO	TX
ESSENDANT CO 043 HOUSTON	HOUSTON	TX	INTERIOR INVESTMENTS OF MADISON LLC	MADISON	WI
ESSENDANT CO 011 TWINSBURG	TWINSBURG	OH	INTERIOR INVESTMENTS OF MILWAUKEE L	MILWAUKEE	WI
ESSENDANT CO 012 EAGAN	EAGAN	MN	THE SAMUELS GROUP INC DBA ENVIRONME	WAUSAU	WI
ESSENDANT CO 013 MEDLEY	MEDLEY	FL	TOP OFFICE PRODUCTS INC	SHERIDAN	WY
ESSENDANT CO 047 SACRAMENTO	SACRAMENTO	CA	INTERIOR SOLUTIONS OF ARIZONA	PHOENIX	AZ
ESSENDANT CO 022 TULSA	TULSA	OK	GLT TOTAL OFFICE	LAKELAND	FL
ESSENDANT CO 010 LAVERNE	LA VERGNE	TN	OFFICE CREATIONS INC	NORCROSS	GA
ESSENDANT CO 023 TUKWILA	TUKWILA	WA	OFFICE INTERIORS	ATLANTA	GA
ESSENDANT CO 037 INDIANAPOLIS	INDIANAPOLIS	IN	PETTER BUSINESS SYSTEMS	PADUCAH	KY
ESSENDANT CO 025 CAROL STREAM	CAROL STREAM	IL	PENCARE TOTAL OFFICE	NORTH WILKESBORO	NC
ESSENDANT CO 051 DENVER	DENVER	CO	STANDARD COMMERCIAL INTERIORS	ALBANY	NY
ESSENDANT CO 027 IRVING	IRVING	TX	FM OFFICE EXPRESS INC - NYC	EAST ROCHESTER	NY
ESSENDANT CO 053 W NC & SC	CHARLOTTE	NC	VRD CONTRACTING	HOLBROOK	NY
ESSENDANT CO 042 MEMPHIS	MEMPHIS	TN	INNOVATIVE OFFICE SOLUTIONS INC	MARIA STEIN	OH
ESSENDANT CO 004 WALKER	WALKER	MI	MARTIN PUBLIC SEATING	SEVILLE	OH
ESSENDANT CO 001 ATLANTA	SUWANEE	GA	PSI OFFICE INTERIORS INC	NEWTOWN SQUARE	PA
ESSENDANT CO 050 CRANBURY	CRANBURY	NJ	NITTANY OFFICE EQUIPMENT	STATE COLLEGE	PA
ESSENDANT CO 052 ORLANDO	ORLANDO	FL	WORKPLACE SOLUTIONS INC	DALLAS	TX
ESSENDANT CO 047 SAN FRANCISCO	SACRAMENTO	CA	HBI OFFICE SOLUTIONS INC	HUNTSVILLE	TX
ESSENDANT CO 050 NEW YORK	CRANBURY	NJ	GATEWAY PRINTING & OFFICE SUPPLY IN	STAFFORD	TX
ESSENDANT CO 037 LOUISVILLE	INDIANAPOLIS	IN	TEAMMATES COMMERCIAL INTERIORS	LAKEWOOD	CO
ESSENDANT CO 050 SO NJ/PHILLY	CRANBURY	NJ	JONES GROUP INTERIORS INC	AKRON	OH
ESSENDANT CO 037 CINCINNATI	INDIANAPOLIS	IN	RESOURCE ONE OF ILLINOIS LTD	SPRINGFIELD	IL

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ESSENDANT CO 005 CT	WOBURN	MA	HUBBUCH & CO	LOUISVILLE	KY
ESSENDANT CO 025 WISCONSIN	CAROL STREAM	IL	LIFE CARE CENTERS OF AMERICA INC	CLEVELAND	TN
ESSENDANT CO 051 NE, SD, IA	DENVER	CO	ANDERSON INTERIORS	VERONA	PA
ESSENDANT CO 021 NEW MEXICO WEST TX	PHOENIX	AZ	HST INTERIOR ELEMENTS	NASHVILLE	TN
ESSENDANT CO 009 SE VIRGINIA	HANOVER	MD	GENERAL OFFICE INTERIORS	WESTFIELD	NJ
ESSENDANT CO 053 NC	CHARLOTTE	NC	WORKSPACE SOLUTIONS	FORT WAYNE	IN
ESSENDANT CO 021 PHOENIX	PHOENIX	AZ	INNERSPACE DESIGN INC	ANN ARBOR	MI
ESSENDANT CO 030 PERRIS	PERRIS	CA	LETOURNEAU INTERESTS INC	HOUSTON	TX
ESSENDANT CO 030 SAN DIEGO	PERRIS	CA	SPELLMAN BRADY & CO	CLAYTON	MO
ESSENDANT CO 067 BAKERSFIELD	SHAFTER	CA	WARNER DESIGN ASSOCIATES	SAN MATEO	CA
ESSENDANT CO 001 ALABAMA	SUWANEE	GA	SPACE CARE INTERIORS	BERKLEY	MI
OSCO INTERIORS	DECATUR	AL	BUSINESS ENVIRONMENTS LLC	ATLANTA	GA
INNERSPACE ARCHITECTURAL INTERIORS	FORT WALTON BEACH	FL	BARROWS BUSINESS ENVIRONMENTS	ROANOKE	VA
NEW TANGRAM LLC	SANTA FE SPRINGS	CA	MEMPHIS BUSINESS INTERIORS	MEMPHIS	TN
INSALCO CORPORATION	WALLINGFORD	CT	K1 ARCHITECTURE LLC	CINCINNATI	OH
OFFICE DIMENSIONS INC	MIAMI	FL	THE SHERIDAN GROUP	LOS ANGELES	CA
CORPORATE ENVIRONMENTS	BROOKHAVEN	GA	UNISOURCE SOLUTIONS	HAYWARD	CA
MASON INC	SAVANNAH	GA	SAMCO BUSINESS PRODUCTS	JEFFERSON CITY	MO
WEINBERGERS FURNITURE	AUGUSTA	GA	INSIDE THE LINES	COLUMBIA	MO
BA DESIGNS	TOPEKA	KS	SHIFFLER EQUIPMENT SALES INC	CHARDON	OH
MUNSON BUSINESS INTERIORS	LOUISVILLE	KY	KBM-HOGUE SAN JOSE	SAN JOSE	CA
OFFICE INNOVATIONS	RIDGELAND	MS	CRIDER CONTRACT INTERIORS	FULLERTON	CA
MAINSOURCE OFFICE SOLUTIONS LLC	HATTIESBURG	MS	INSIDE SOURCE	SAN CARLOS	CA
INDOFF WILMINGTON NC	WILMINGTON	NC	KBM-HOGUE SACRAMENTO	SACRAMENTO	CA
STORR OFFICE ENVIRONMENTS	RALEIGH	NC	TRADER BOYS INC	LOS ANGELES	CA
STORR OFFICE ENVIRONMENTS-GREENSBORO	GREENSBORO	NC	RDG PLANNING & DESIGN	SAINT LOUIS	MO
COUNTY BUSINESS SYSTEMS INC	PENNINGTON	NJ	COMPLETE OFFICE	SEATTLE	WA
WS GOFF CO INC	MAYS LANDING	NJ	WESTERN OFFICE INTERIORS	LOS ANGELES	CA
ALLSTATE OFFICE INTERIORS INC	ROBBINSVILLE	NJ	PEOPLESOURCE	PORTLAND	OR
MILLINGTON LOCKWOOD BUSINESS INTERIORS	BUFFALO	NY	SOLUTION 65	ROANOKE	VA
KING BUSINESS INTERIORS	COLUMBUS	OH	ERNIE MORRIS ENTERPRISES INC	GREENVILLE	SC
APG OFFICE FURNISHINGS	CINCINNATI	OH	WESTERN OFFICE INTERIORS	COSTA MESA	CA
INDOFF INC	PITTSBURGH	PA	SMART OFFICE ENVIRONMENTS	BELLEVUE	WA
SUPPLYSOURCE OFFICE INTERIORS	WILLIAMSPORT	PA	FURNITURELAND SOUTH	JAMESTOWN	NC
BENJAMIN ROBERTS LTD	LANCASTER	PA	JKAISER WORKSPACES	TUCSON	AZ
CORPORATE ENVIRONMENTS A ONE POINT	BETHLEHEM	PA	FENTON OFFICE SUPPLY CO INC	STILLWATER	OK
DAKOTA BUSINESS CENTER	RAPID CITY	SD	INTERIOR SOLUTIONS INC	SALT LAKE CITY	UT
ROLIJO INC	TEXARKANA	TX	CATALYST WORKPLACE ACTIVATION	TACOMA	WA
OFFICESOURCE LTD	SAN ANTONIO	TX	MACHABEE OFFICE ENVIRONMENTS	SPARKS	NV
CORE OFFICE INTERIORS-HOUSTON	HOUSTON	TX	BROWN MANNSCHRECK	SAINT JOSEPH	MO
DEBNER & COMPANY	HOUSTON	TX	INTERIOR SYSTEMS CONTRACT GROUP	ROYAL OAK	MI

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GATEWAY PRINTING & OFFICE SUPPLY IN	SAN ANTONIO	TX	HOFFMAN OFFICE SUPPLY	JASPER	IN
MANNINGS OFFICE SOLUTIONS	BEAUMONT	TX	BUSINESS FURNITURE CORP	INDIANAPOLIS	IN
LEDWELL OFFICE SOLUTIONS	TEXARKANA	TX	WILEY OFFICE EQUIPMENT	SPRINGFIELD	IL
METRO POWER INC	ALBANY	GA	AFFORDABLE OFFICE INTERIORS	ROSELLE	IL
KERSHNER OFFICE FURN	KING OF PRUSSIA	PA	OFFICE FURNITURE GROUP	IRVINE	CA
ADVANCED OFFICE ENVIRONMENTS	MALVERN	PA	FENS ASSOCIATES LLC	GROVELAND	MA
ATMOSPHERE COMMERCIAL INTERIORS	MADISON	WI	BUSINESS INTERIORS OF IDAHO	BOISE	ID
ATMOSPHERE COMMERCIAL INTERIORS	PHOENIX	AZ	HENRICKSEN & CO INC	PEORIA	IL
KIRK GROSS COMPANY	WATERLOO	IA	PARAGON COMMERCIAL INTERIORS	DAVENPORT	IA
INNOVATIVE INTELLIGENT DESIGN	LAFAYETTE	LA	ENVIRONMENTS	PORTLAND	OR
FLUID INTERIORS	MINNEAPOLIS	MN	PRICE MODERN	BALTIMORE	MD
D & R OFFICE WORKS	EL MONTE	CA	SYSTEMS SOURCE INC	LOS ANGELES	CA
INNOVATIVE OFFICE SOLUTIONS	BURNSVILLE	MN	BUSINESS FURNISHINGS	SOUTH BEND	IN
CORPORATE ENVIRONMENTS	LAKEWOOD	CO	ESPLANADE OFFICE FURNITURE	CHICO	CA
FACILITY INTERIORS OKC	OKLAHOMA CITY	OK	CUSTER OFFICE ENVIRONMENTS	GRAND RAPIDS	MI
ATMOSPHERE COMMERCIAL INTERIORS	MINNEAPOLIS	MN	COMMERCIAL ENVIRONMENTS INC	KNOXVILLE	TN
ATMOSPHERE COMMERCIAL INTERIORS	ROCKFORD	IL	WASHINGTON GROUP SOLUTIONS	FALLS CHURCH	VA
STILES OFFICE SOLUTIONS INC	CARBONDALE	IL	WORKPLACE RESOURCE OF OREGON	PORTLAND	OR
CORPORATE CONCEPTS INC	LOMBARD	IL	FINELINE FURNITURE	INDIANAPOLIS	IN
MOI INC	BALTIMORE	MD	INNOVATIVE BUSINESS FURNITURE	SPRINGDALE	AR
VERTEX BUSINESS INTERIORS	BALTIMORE	MD	MDM OFFICE SYSTEMS INC	WASHINGTON	DC
AOI CORPORATION	OMAHA	NE	KAI IL COMMERCIAL INTERIORS INC	RENO	NV
AMERICAN OFFICE EQUIPMENT CO	BALTIMORE	MD	GOODMANS INTERIOR STRUCTURES	PHOENIX	AZ
THE BIALEK CORP OF MD	ROCKVILLE	MD	TROPE GROUP INC	SANTA ROSA	CA
WORKING SPACES	SAINT LOUIS	MO	AAA BUSINESS SUPPLIES & INTERIORS	SAN FRANCISCO	CA
METRO OFFICE SOLUTIONS	BELCAMP	MD	BILL WARREN OFFICE PRODUCTS	OKLAHOMA CITY	OK
HENRICKSEN	MINNEAPOLIS	MN	LEGACY GROUP	RENTON	WA
ENVIRONMENTS AT WORK	BOSTON	MA	FORRER BUSINESS INTERIORS INC	MILWAUKEE	WI
CAPITOL BUSINESS INTERIORS	MORGANTOWN	WV	OFFICE ELEMENTS	SIOUX CITY	IA
GOVSOLUTIONS INC	VIRGINIA BEACH	VA	WASHINGTON WORKPLACE	ARLINGTON	VA
OMEGA COMMERCIAL INTERIORS	MORGANTOWN	WV	TACTICAL OFFICE SOLUTIONS	HAMPTON	VA
JOHN A MARSHALL CO	TULSA	OK	CAPITOL BUSINESS INTERIORS	CHARLESTON	WV
TOTAL OFFICE SOLUTIONS	COLORADO SPRINGS	CO	OFFICEWORKS	FISHERS	IN
FURNITURE MARKETING GROUP	OKLAHOMA CITY	OK	FREEFORM INTERIORS	SPOKANE	WA
HENRIKSEN BUTLER-RENO	RENO	NV	AMERICAN INTERIORS	NOVI	MI
FRANK COONEY CO	WOOD DALE	IL	BC INTERIORS	BOULDER	CO
WORKSPACE ELEMENTS	SALT LAKE CITY	UT	HANNAHERS OFFICE ENVIRONMENTS INC	FARGO	ND
MODERN BUSINESS INTERIORS	SAINT CHARLES	MO	SPACE INC	MIDLAND	MI
PMC COMMERCIAL INTERIORS	GREENVILLE	SC	BULLDOG OFFICE PRODUCTS INC	PITTSBURGH	PA
MIDWEST OFFICE INTERIORS	WOODBRIDGE	IL	BKM OFFICE WORKS	SAN DIEGO	CA
AGILE OFFICE LLC	GREENBELT	MD	MOI INC	VIRGINIA BEACH	VA

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NEW TANGRAM LLC	NEWPORT BEACH	CA	FM OFFICE EXPRESS INC	EAST ROCHESTER	NY
OFFICE FURNITURE SOLUTIONS LLC	GULFPORT	MS	HENRIKSEN BUTLER	LAS VEGAS	NV
FACILITEC	SAINT LOUIS	MO	BLUESPACE INTERIORS OC	YORBA LINDA	CA
METEOR EDUCATION-E NC	WALLACE	NC	EDWARDS & HILL COMMUNICATIONS LLC	ANNAPOLIS JUNCTION	MD
METEOR EDUCATION-NYC	CHESTER	NY	SHORE TOTAL OFFICE	SAN DIEGO	CA
METEOR EDUCATION-CT	CHESTER	NY	EON OFFICE	DENVER	CO
METEOR EDUCATION-UPSTATE NY	CHESTER	NY	OFFICE DESIGN & FURNISHINGS	YPSILANTI	MI
METEOR EDUCATION-W & UPSTATE NY	LIVERPOOL	NY	INTERIORS FOR BUSINESS INC	BATAVIA	IL
METEOR EDUCATION-CENTRAL CA	CLOVIS	CA	MOI RICHMOND	RICHMOND	VA
METEOR EDUCATION-SAN FRANCISCO CA	BRENTWOOD	CA	OPEN SQUARE	SEATTLE	WA
METEOR EDUCATION-HOUSTON TX	NEW BRAUNFELS	TX	PIVOT INTERIORS	COSTA MESA	CA
METEOR EDUCATION-DALLAS/FT WORTH	FORT WORTH	TX	REDISTRICT	ALEXANDRIA	VA
METEOR EDUCATION-AUSTIN & SAN ANTON	NEW BRAUNFELS	TX	NEW TANGRAM LLC	FRESNO	CA
METEOR EDUCATION-CO & WY	ERIE	CO	CORE	TUCSON	AZ
METEOR EDUCATION-NM & W TX	WOLFFORTH	TX	IMPACT OFFICE/GEORGE W ALLEN	BELTSVILLE	MD
METEOR EDUCATION-FRESNO CA	FRESNO	CA	OFFICE 360	INDIANAPOLIS	IN
METEOR EDUCATION-N FLORIDA	GAINESVILLE	FL	D&D SECURITY RESOURCES INC	CONCORD	CA
METEOR EDUCATION-IOWA	WAVERLY	IA	JC INTERIORS LLC	NOBLESVILLE	IN
METEOR EDUCATION-N MO & S IL	WAVERLY	IA	CENTER LINE ASSOCIATES	FORT WALTON BEACH	FL
METEOR EDUCATION-TN	RUSSELLVILLE	AR	INTEGRITY INTERIOR SOLUTIONS	KENT	WA
METEOR EDUCATION-ARKANSAS	RUSSELLVILLE	AR	PEAR WORKPLACE SOLUTIONS	DENVER	CO
METEOR EDUCATION-MISSOURI	RUSSELLVILLE	AR	PEOPLESPLACE	SEATTLE	WA
METEOR EDUCATION-SD	TWO HARBORS	MN	FACILITEQ	LAS VEGAS	NV
METEOR EDUCATION-ND & MN	TWO HARBORS	MN	BLUESPACE INTERIORS LA	BURBANK	CA
METEOR EDUCATION-N GA & E TN	AUBURN	GA	PHILLIPS WORKPLACE INTERIORS	HARRISBURG	PA
METEOR EDUCATION-NW WA	EDGEWOOD	WA	STEVENS OFFICE INTERIORS	EAST SYRACUSE	NY
METEOR EDUCATION-S WA & OREGON	VANCOUVER	WA	CORPORATE DESIGN CHOICE	MIAMI	FL
METEOR EDUCATION-VIRGINIA	WALLACE	NC	PIVOT INTERIORS	LOS ANGELES	CA
METEOR EDUCATION-E MA	LIVERPOOL	NY	OFFICE FURNITURE GROUP	LOS ANGELES	CA
METEOR EDUCATION-W MA	LIVERPOOL	NY	A - Z OFFICE RESOURCE INC	JOHNSON CITY	TN
METEOR EDUCATION-UTAH	GRAND JUNCTION	CO	PARTNR HAUS INTERIORS	BIRMINGHAM	MI
METEOR EDUCATION-S GA & AL	AUBURN	GA	PRENTICE OFFICE ENVIRONMENTS	BUFFALO	NY
METEOR EDUCATION-W NC & SC	CHARLOTTE	NC	CSI FULLMER	PASADENA	CA
METEOR EDUCATION-ARIZONA	PHOENIX	AZ	WORKING SPACES	DENVER	CO
METEOR EDUCATION-BAY AREA CA	SACRAMENTO	CA	INTEREUM	PLYMOUTH	MN
METEOR EDUCATION-SANTA BARBARA	SANTA BARBARA	CA	JORDY CARTER INC	DENVER	CO
METEOR EDUCATION-LA & MS	RUSSELLVILLE	AR	WORKPLACE SOLUTIONS	HOUSTON	TX
METEOR EDUCATION - EAST PA	STAMFORD	CT	STAPLES BIRMINGHAM	BESSEMER	AL
METEOR EDUCATION-NJ	CHESTER	NY	STAPLES STRATFORD	STRATFORD	CT
NATIONAL BUSINESS FURN ATLANTA	MILWAUKEE	WI	STAPLES MIRAMAR	MIRAMAR	FL
NATIONAL BUSINESS FURNITURE NEW YOR	MILWAUKEE	WI	STAPLES TAMPA	TAMPA	FL

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ALFAX WHOLESALE FURNITURE INC	FARMERS BRANCH	TX	STAPLES PENSACOLA	PENSACOLA	FL
OFI ACQUISITION INC	MILWAUKEE	WI	STAPLES ATLANTA	ATLANTA	GA
NATIONAL BUSINESS FURN SEATTLE	MILWAUKEE	WI	STAPLES MEMPHIS	MEMPHIS	TN
NATIONAL BUSINESS FURN ST LOUIS	MILWAUKEE	WI	STAPLES ALBUQUERQUE	ALBUQUERQUE	NM
NATIONAL BUSINESS FURN KANSAS CITY	MILWAUKEE	WI	STAPLES ASTON	ASTON	PA
NATIONAL BUSINESS FURN DENVER	MILWAUKEE	WI	STAPLES PITTSBURGH	PITTSBURGH	PA
NATIONAL BUSINESS FURN HOUSTON	MILWAUKEE	WI	STAPLES CORPUS CHRISTI	CORPUS CHRISTI	TX
NATIONAL BUSINESS FURN PHOENIX	LOS ANGELES	CA	STAPLES HOUSTON	HOUSTON	TX
NATIONAL BUSINESS FURN DC/MD	MILWAUKEE	WI	STAPLES IRVING	IRVING	TX
NATIONAL BUSINESS FURN SAN ANTONIO	ATLANTA	GA	STAPLES AUSTIN	AUSTIN	TX
NATIONAL BUSINESS FURN NORTH CAROLINA	ATLANTA	GA	STAPLES DENVER	AURORA	CO
NATIONAL BUSINESS FURN MINNESOTA	MILWAUKEE	WI	STAPLES ORLANDO	ORLANDO	FL
NATIONAL BUSINESS FURN MICHIGAN	MILWAUKEE	WI	STAPLES FORT MYERS	FORT MYERS	FL
NATIONAL BUSINESS FURN NASHVILLE	MILWAUKEE	WI	STAPLES JACKSONVILLE	JACKSONVILLE	FL
NATIONAL BUSINESS FURN CINCINNATI	MILWAUKEE	WI	STAPLES HENDERSON	RALEIGH	NC
NATIONAL BUSINESS FURN PHILADELPHIA	MILWAUKEE	WI	STAPLES CHARLOTTE	CHARLOTTE	NC
NATIONAL BUSINESS FURN CLEVELAND	MILWAUKEE	WI	STAPLES NEW YORK	NEW YORK	NY
NATIONAL BUSINESS FURN COLUMBUS	MILWAUKEE	WI	STAPLES DEWITT/SYRACUSE	SYRACUSE	NY
NATIONAL BUSINESS FURN SO FLORIDA	MILWAUKEE	WI	STAPLES COLUMBIA SC	COLUMBIA	SC
NATIONAL BUSINESS FURN ORLANDO	MILWAUKEE	WI	STAPLES WEST ALLIS	WEST ALLIS	WI
NATIONAL BUSINESS FURN JACKSONVILLE	MILWAUKEE	WI	STAPLES PHOENIX	TOLLESON	AZ
NATIONAL BUSINESS FURN SALT LAKE	MILWAUKEE	WI	STAPLES HANOVER	HANOVER	MD
NATIONAL BUSINESS FURN KENTUCKY	MILWAUKEE	WI	STAPLES LAWRENCE	STONEHAM	MA
NATIONAL BUSINESS FURN LOS ANGELES	LOS ANGELES	CA	STAPLES RENO	RENO	NV
NATIONAL BUSINESS FURN DALLAS	DALLAS	TX	STAPLES SAINT LOUIS	SAINT LOUIS	MO
NATIONAL BUSINESS FURN MILWAUKEE	MILWAUKEE	WI	STAPLES LOMBARD	LOMBARD	IL
NATIONAL BUSINESS FURN CHICAGO	MILWAUKEE	WI	STAPLES DAVENPORT	DAVENPORT	IA
NATIONAL BUSINESS FURN NEW ENGLAND	MILWAUKEE	WI	STAPLES TULSA	TULSA	OK
NATIONAL BUSINESS FURN SAN FRANCISCO	LOS ANGELES	CA	STAPLES BRENTWOOD	BRENTWOOD	TN
NATIONAL BUSINESS FURN PITTSBURGH/PA	MILWAUKEE	WI	STAPLES BROOMFIELD	BROOMFIELD	CO
NATIONAL BUSINESS FURN SE VIRGINIA	MILWAUKEE	WI	STAPLES AUBURN	AUBURN	WA
NATIONAL BUSINESS FURN INDIANAPOLIS	MILWAUKEE	WI	STAPLES ADV FRAMINGHAM	FRAMINGHAM	MA
NATIONAL BUSINESS FURN SACRAMENTO	LOS ANGELES	CA	STAPLES SAN ANTONIO	SAN ANTONIO	TX
NATIONAL BUSINESS FURN CENTRAL CA	MILWAUKEE	WI	STAPLES LITTLE ROCK	LITTLE ROCK	AR
NATIONAL BUSINESS FURN SAN DIEGO	MILWAUKEE	WI	STAPLES INDIANAPOLIS	INDIANAPOLIS	IN
LAHARDES OFFICE FURNITURE	LITTLE ROCK	AR	STAPLES CHESAPEAKE	VIRGINIA BEACH	VA
TRI COUNTY OFFICE FURNITURE	SANTA BARBARA	CA	STAPLES SACRAMENTO	SACRAMENTO	CA
FACILITY DESIGNS	FRESNO	CA	STAPLES RICHFIELD	RICHFIELD	OH
ONE WORKPLACE L FERRARI	SANTA CLARA	CA	STAPLES OMAHA	OMAHA	NE
PEOPLESPLACE	IRVINE	CA	HI TOUCH BUSINESS SERVICES	SADDLE BROOK	NJ
PENINSULA BUSINESS INTERIORS	SALINAS	CA	STAPLES FRAMINGHAM	FRAMINGHAM	MA

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WORKSCAPES INC	ORLANDO	FL	STAPLES KNOXVILLE	KNOXVILLE	TN
EMPIRE OFFICE INC	HOLLYWOOD	FL	STAPLES FRESENIUS	STONEHAM	MA
EMPIRE OFFICE INC	TAMPA	FL	STAPLES FRESENIUS ONLINE ORDER	STONEHAM	MA
EMPIRE OFFICE INC	ORLANDO	FL	STAPLES LA MIRADA	LA MIRADA	CA
WORKSCAPES INC	TAMPA	FL	STAPLES BATON ROUGE	BATON ROUGE	LA
WORKSCAPES INC	JACKSONVILLE	FL	STAPLES COLUMBUS	COLUMBUS	OH
DEKALB OFFICE ENVIRONMENTS	ALPHARETTA	GA	STAPLES ALEXANDRIA	VIENNA	VA
ASSOCIATED OFFICE SYSTEMS OF LA	NEW ORLEANS	LA	STAPLES KANSAS CITY	KANSAS CITY	MO
AFD CONTRACT FURNITURE INC	NEW YORK	NY	STAPLES ARDEN HILLS	ARDEN HILLS	MN
EMPIRE OFFICE INC	NEW YORK	NY	STAPLES LIVONIA	LIVONIA	MI
WALDNER'S BUSINESS ENVIRONMENTS	FARMINGDALE	NY	STAPLES SALT LAKE CITY	SALT LAKE CITY	UT
INNERSPACE OFFICE INTERIORS	BUFFALO	NY	STAPLES OKLAHOMA CITY	OKLAHOMA CITY	OK
WORKPLACE INTERIORS LLC	FAIRPORT	NY	STAPLES PORTLAND	PORTLAND	OR
EASLEY & RIVERS INC	MONROEVILLE	PA	STAPLES NEWARK	NEWARK	CA
OFFICE ENVIRONMENTS INC	ROCK HILL	SC	STAPLES CHULA VISTA	CHULA VISTA	CA
ABLES LAND INC	TYLER	TX	STAPLES LAS VEGAS	LAS VEGAS	NV
SPENCER + COMPANY	DALLAS	TX	STAPLES LOUISVILLE	CINCINNATI	OH
BKM TOTAL OFFICE OF TEXAS LLC	DALLAS	TX	STAPLES LOWELL	LOWELL	AR
VANGUARD ENVIRONMENTS INC	HOUSTON	TX	STAPLES WOODLAND HILLS	WOODLAND HILLS	CA
CORPORATE SOURCE LTD	DALLAS	TX	STAPLES ORANGE/RIVERSIDE	LA MIRADA	CA
WORKPLACE RESOURCE GROUP	CARROLLTON	TX	STAPLES MORRISTOWN	MORRISTOWN	NJ
EMMONS BUSINESS INTERIORS LLC	GERMANTOWN	WI	STAPLES CINCINNATI	CINCINNATI	OH
WORKPLACE RESOURCE	DENVER	CO	STAPLES VANCOUVER	VANCOUVER	BC
OFFICE RESOURCES INC	BOSTON	MA	STAPLES EDMONTON	EDMONTON	AB
DEKALB OFFICE ALABAMA	BIRMINGHAM	AL	STAPLES MISSISSAUGA	MISSISSAUGA	ON
ERNIE MORRIS ENTERPRISES	CUMMING	GA	VARIDESK LLC	COPPELL	TX
WRK LAB INC	DORAL	FL	WB MASON CO INC ALBANY NY	ALBANY	NY
INDEPENDENCE BUSINESS SUPPLY	CLEVELAND	OH	WB MASON CO INC NORTH VERSAILLES PA	LEETSDALE	PA
WILSON OFFICE INTERIORS	DALLAS	TX	WB MASON CO INC ERIE PA	ERIE	PA
CREATIVE OFFICE ENVIRONMENTS	ASHLAND	VA	WB MASON CO INC MERIDEN CT	MERIDEN	CT
PEOPLESPLACE	LOS ANGELES	CA	WB MASON CO INC CLEVELAND OH	CLEVELAND	OH
A - Z OFFICE RESOURCE INC	ANN ARBOR	IN	WB MASON CO INC JACKSONVILLE FL	JACKSONVILLE	FL
INTERIOR INVESTMENTS	LINCOLNSHIRE	IL	WB MASON CO INC ALTOONA PA	ALTOONA	PA
GENERAL OFFICE PRODUCTS	MINNEAPOLIS	MN	WB MASON CO INC BUFFALO NY	BUFFALO	NY
CREATIVE OFFICE ENVIRONMENTS	CHESAPEAKE	VA	WB MASON CO INC SOUTHAMPTON NY	SOUTHAMPTON	NY
KENTWOOD OFFICE FURNITURE LLC	GRAND RAPIDS	MI	WB MASON CO INC WINCHESTER VA	WINCHESTER	VA
UNION OFFICE INTERIORS	WILMINGTON	MA	WB MASON CO INC ROCHESTER	ROCHESTER	NY
OFFICE ENVIRONMENTS INC	CHARLOTTE	NC	WB MASON CO INC HARRISONBURG VA	HARRISONBURG	VA
AMERICAN OFFICE OF RICHMOND LLC	GLEN ALLEN	VA	WB MASON CO INC PLATTSBURGH NY	PLATTSBURGH	NY
AMERICAN OFFICE OF NORFOLK LLC	VIRGINIA BEACH	VA	WB MASON CO INC SYRACUSE	SYRACUSE	NY
INTERIOR INVESTMENTS OF ST LOUIS LL	SAINT LOUIS	MO	WB MASON CO INC COLUMBIA MD	COLUMBIA	MD

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FORWARD SPACE LLC	CHICAGO	IL	WB MASON CO INC WATERTOWN NY	WATERTOWN	NY
MARXMODA INC	DETROIT	MI	WB MASON CO INC UTICA NY	MARCY	NY
MODULAR SYSTEMS SPECIALISTS	VENTURA	CA	WB MASON CO INC WAVERLY NY	WAVERLY	NY
CI SELECT	SAINT LOUIS	MO	WB MASON COMPANY INC BROCKTON MA	BROCKTON	MA
BUSINESS INTERIORS INC	BIRMINGHAM	AL	WB MASON CO INC HAMDEN CT	HAMDEN	CT
MILES TREASTER & ASSOC	SACRAMENTO	CA	WB MASON CO INC NORWALK CT	NORWALK	CT
G/M BUSINESS INTERIORS SAN DIEGO	SAN DIEGO	CA	WB MASON CO INC EAST WINDSOR CT	EAST WINDSOR	CT
RED THREAD SPACES LLC	EAST HARTFORD	CT	WB MASON CO INC SECAUCUS NJ	SECAUCUS	NJ
OFFICE FURNITURE INC	NEWINGTON	CT	WB MASON CO INC BELL MAWR NJ	BELL MAWR	NJ
OFFICE ENVIRONMENTS & SERVICES INC	JACKSONVILLE	FL	WB MASON CO INC EGG HARBOR TWP NJ	EGG HARBOR TOWNSHIP	NJ
OEC BUSINESS INTERIORS	GAINESVILLE	FL	WB MASON CO INC CRANBURY NJ	CRANBURY	NJ
COMMERCIAL DESIGN SERVICES TAMPA	TAMPA	FL	WB MASON CO INC NEW YORK NY	NEW YORK	NY
COMMERCIAL DESIGN SERVICES ORLANDO	ALTAMONTE SPRINGS	FL	WB MASON CO INC HAUPPAUGE NY	HAUPPAUGE	NY
COMMERCIAL DESIGN SERVICES TALLAHAS	TALLAHASSEE	FL	WB MASON CO INC NEWBURGH NY	NEWBURGH	NY
COMMERCIAL DESIGN SERVICES-JACKSONV	JACKSONVILLE	FL	WB MASON CO INC PHILADELPHIA PA	PHILADELPHIA	PA
CARITHERS WALLACE COURTENAY LLC	DORAVILLE	GA	WB MASON CO INC ALLENTOWN PA	ALLENTOWN	PA
JOHN A MARSHALL	LENEXA	KS	WB MASON CO INC YORK PA	YORK	PA
INTERIOR LANDSCAPES	KANSAS CITY	MO	WB MASON CO INC NEWARK DE	NEWARK	DE
ORI ACQUISITIONS INC	LOUISVILLE	KY	WB MASON COMPANY INC TAMPA FL	TAMPA	FL
ALFRED WILLIAMS & COMPANY	COLFAX	NC	WB MASON COMPANY INC ORLANDO FL	ORLANDO	FL
ALFRED WILLIAMS & COMPANY	RALEIGH	NC	WB MASON COMPANY INC MIAMI FL	MIAMI	FL
ALFRED WILLIAMS & COMPANY	CHARLOTTE	NC	WB MASON CO INC NORWICH CT	NORWICH	CT
CREATIVE OFFICE PAVILION	PORTLAND	ME	WB MASON CO INC FRAMINGHAM MA	FRAMINGHAM	MA
CREATIVE OFFICE PAVILION	MANCHESTER	NH	WB MASON CO INC AUGUSTA ME	AUGUSTA	ME
DANCKER	SOMERVILLE	NJ	WB MASON CO INC BANGOR ME	BANGOR	ME
BFI	ELIZABETH	NJ	WB MASON COMPANY INC BOSTON MA	BOSTON	MA
COFCO	PHILADELPHIA	PA	WB MASON CO INC HYANNIS MA	HYANNIS	MA
CONTINENTAL OFFICE FURNITURE CORP	COLUMBUS	OH	WB MASON CO INC MANCHESTER NH	MANCHESTER	NH
NATIONAL BUSINESS SUPPLY INC	TROY	MI	WB MASON CO INC NEW BEDFORD MA	NEW BEDFORD	MA
APG OFFICE FURNISHINGS	CLEVELAND	OH	WB MASON CO INC OAKS PA	PHOENIXVILLE	PA
OSTERMAN CRON INC	CINCINNATI	OH	WB MASON CO INC GREENFIELD	GREENFIELD	MA
OHIO DESK CO	CLEVELAND	OH	WB MASON CO INC PORTLAND ME	PORTLAND	ME
ALFRED WILLIAMS & CO	COLUMBIA	SC	WB MASON CO INC WORCESTER MA	WORCESTER	MA
YOUNG OFFICE ENVIRONMENTS INC	GREENVILLE	SC	WB MASON CO INC BRONX	BRONX	NY
NASHVILLE OFFICE INTERIORS CHATTANO	CHATTANOOGA	TN	WB MASON CO INC CRANSTON RI	CRANSTON	RI
ROYER COMMERCIAL INTERIORS	FORT WORTH	TX	WB MASON CO INC LYNDONVILLE VT	LYNDONVILLE	VT
BUSINESS INTERIORS	IRVING	TX	WB MASON CO INC WOBURN	WOBURN	MA
OFFICEWISE FURNITURE AND SUPPLY	AMARILLO	TX	WB MASON CO INC S BURLINGTON	SOUTH BURLINGTON	VT
FURNITURE MARKETING GROUP	HOUSTON	TX	DOANE KEYES ASSOCIATES INC	PERU	IN
FACILITY INTERIORS INC	HOUSTON	TX	T & O ASSOCIATES LTD	WESTBURY	NY
WORKPLACE RESOURCE LLC	SAN ANTONIO	TX	SP RICHARDS - DC	JESSUP	MD

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J TYLER OFFICE FURNITURE & SERVICES	HOUSTON	TX	SP RICHARDS	CRANBURY	NJ
BECK TOTAL OFFICE INTERIORS	ALBUQUERQUE	NM	KMJ AGENCY INC	TORONTO	ON
HENRIKSEN/BUTLER DESIGN GROUP	SALT LAKE CITY	UT	NDI OFFICE FURNITURE LLC	NASHVILLE	TN
HENRIKSEN & CO INC	BROOKFIELD	WI	NDI OFFICE FURNITURE LLC	DALLAS	TX
LERDAHL BUSINESS INTERIORS	MIDDLETON	WI	NDI OFFICE FURNITURE LLC	BIRMINGHAM	AL
BUILDING SERVICE INC	WAUKESHA	WI	NDI OFFICE FURNITURE LLC - HOUSTON	DALLAS	TX
OFFICESCAPES	DENVER	CO	NDI OFFICE FURNITURE LLC	OCALA	FL
ARIZONA FURNISHINGS	PHOENIX	AZ	NDI OFFICE FURNITURE LLC - ARKANSAS	DALLAS	TX
CREATIVE OFFICE PAVILION	BOSTON	MA	NDI OFFICE FURNITURE LLC-OKLAHOMA	DALLAS	TX
CONTINENTAL OFFICE ENVIRONMENTS	TOLEDO	OH	WORKSPACE INTS BY OD ALABAMA	NORCROSS	GA
NAVAJO OFFICE PRODUCTS LLC	AMARILLO	TX	WORKSPACE INTS BY OD ATLANTA	NORCROSS	GA
RED THREAD SPACES LLC	MANCHESTER	NH	WORKSPACE INTS BY OD MORRISVILLE	MORRISVILLE	NC
OFFICE REVOLUTION LLC	BANNOCKBURN	IL	WORKSPACE INTS BY OD NAUGATUCK	NAUGATUCK	CT
CREATIVE OFFICE PAVILION RI	PROVIDENCE	RI	WORKSPACE INTS BY OD ROCHESTER	ROCHESTER	NY
CONTINENTAL OFFICE FURNITURE	MASON	OH	WORKSPACE INTS BY OD PITTSBURGH	CRANBERRY TOWNSHIP	PA
CONTINENTAL OFFICE - CLEVELAND	COLUMBUS	OH	WORKSPACE INTS BY OD PHILADELPHIA	BRISTOL	PA
GROOMS OFFICE ENVIRONMENTS	SPRINGFIELD	MO	WORKSPACE INTS BY OD DENVER	DENVER	CO
G/M BUSINESS INTERIORS RIVERSIDE	RIVERSIDE	CA	WORKSPACE INTS BY OD SIGNAL HILL	SIGNAL HILL	CA
ORI - OFFICE RESOURCES INC	NASHVILLE	TN	WORKSPACE INTS BY OD BOCA RATON	BOCA RATON	FL
HENRIKSEN & CO INC	ITASCA	IL	WORKSPACE INTS BY OD ORLANDO	ORLANDO	FL
RED THREAD SPACES LLC	BOSTON	MA	WORKSPACE INTS BY OD JACKSONVILLE	JACKSONVILLE	FL
JMJ CORPORATION	RICHMOND	VA	WORKSPACE INTS BY OD MIAMI	WESTON	FL
NASHVILLE OFFICE INTERIORS	NASHVILLE	TN	WORKSPACE INTS BY OD LOUISVILLE	LOUISVILLE	KY
MACHABEE OFFICE ENVIRONMENTS	LAS VEGAS	NV	WORKSPACE INTS BY OD FRESNO	FRESNO	CA
ALL MAKES OFFICE EQUIPMENT	LINCOLN	NE	WORKSPACE INTS BY OD SACRAMENTO	SACRAMENTO	CA
ALL MAKES OFFICE EQUIPMENT	OMAHA	NE	WORKSPACE INTS BY OD MARLBOROUGH	MARLBOROUGH	MA
STOREY KENWORTHY COMPANY	DES MOINES	IA	WORKSPACE INTS BY OD CLEVELAND	CLEVELAND	OH
OFFICE INTERIORS INC	GRANGER	IN	WORKSPACE INTS BY OD SALT LAKE CITY	SALT LAKE CITY	UT
WIDMER INTERIORS	PEORIA	IL	WORKSPACE INTS BY OD NORFOLK	CHESAPEAKE	VA
ALFRED WILLIAMS & COMPANY	NASHVILLE	TN	WORKSPACE INTS BY OD FORT WORTH	FORT WORTH	TX
COLOR ART INTEGRATED INTERIORS INC	SAINT LOUIS	MO	WORKSPACE INTS BY OD ST LOUIS	EDWARDSVILLE	KS
WORKPLACE RESOURCE LLC	BATON ROUGE	LA	WORKSPACE INTS BY OD PLYMOUTH	PLYMOUTH	MN
RJE BUSINESS INTERIORS	INDIANAPOLIS	IN	WORKSPACE INTS BY OD DETROIT	NORTHVILLE	MI
WIDMER INTERIORS	ROCKFORD	IL	WORKSPACE INTS BY OD HAWAII	WAIPAHU	HI
L & M OFFICE FURNITURE LLC	TULSA	OK	WORKSPACE INTS BY OD PHOENIX	PHOENIX	AZ
IMAGE BUSINESS INTERIORS	VIRGINIA BEACH	VA	WORKSPACE INTS BY OD HOUSTON	HOUSTON	TX
CONTEMPORARY OFFICE INTERIORS	VANCOUVER	BC	WORKSPACE INTS BY OD INDIANAPOLIS	INDIANAPOLIS	IN
CONTEMPORARY OFFICE INTERIORS	CALGARY	AB	WORKSPACE INTS BY OD IRVINE	IRVINE	CA
RGD PRODUCTS LTD	CALGARY	AB	WORKSPACE INTS BY OD HAMILTON	WEST CHESTER	OH
ACCENT WORKPLACE ENVIRONMENTS	STONEWALL	MB	WORKSPACE INTS BY OD SAN DIEGO	SAN DIEGO	CA
RGD OFFICE FURNISHINGS	EDMONTON	AB	WORKSPACE INTS BY OD PORT CHARLOTTE	PORT CHARLOTTE	FL

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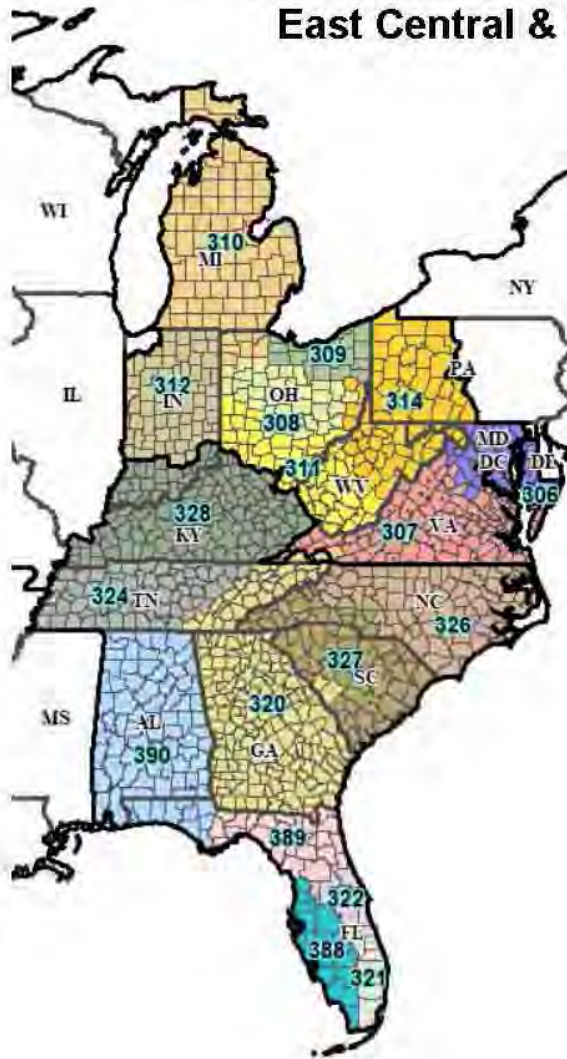
CONTEMPORARY OFFICE INTERIORS-EDMON	EDMONTON	AB	WORKSPACE INTS BY OD AUSTIN	AUSTIN	TX
HARKEL OFFICE FURNITURE	VAUGHAN	ON	WORKSPACE INTS BY OD CHARLOTTE	CHARLOTTE	NC
CONTEMPORARY OFFICE INTERIORS	WINNIPEG	MB	WORKSPACE INTS BY OD NEW YORK	NEW YORK	NY
ATLANTIC BUSINESS INTERIORS	DARTMOUTH	NS	WORKSPACE INTS BY OD LOUISIANA-MISS	HOUSTON	TX
OTTAWA BUSINESS INTERIORS	OTTAWA	ON	WORKSPACE INTS BY OD IOWA-SD	EDWARDSVILLE	KS
WORKPLACE RESOURCE TORONTO	TORONTO	ON	WORKSPACE INTS BY OD ARKANSAS-OKLA	FORT WORTH	TX
DREHSEL BUSINESS INTERIORS	TORONTO	ON	WORKSPACE INTS BY OD CARLSTADT	CARLSTADT	NJ
BRITACAN FACILITIES MANAGEMENT GROU	TORONTO	ON	WORKSPACE INTS BY OD BILLERICA	BILLERICA	MA
RAVEN STUDIO	LONDON	ON	WORKSPACE INTS BY OD COLUMBUS	COLUMBUS	OH
NUA OFFICE INC	VAUDREUIL-DORION	QC	WORKSPACE INTS BY OD NEW BERLIN	NEW BERLIN	WI
GRAPHIC OFFICE	SAANICHTON	BC	WORKSPACE INTS BY OD HOUSTON	HOUSTON	TX
ALLWEST FURNISHINGS	EDMONTON	AB	WORKSPACE INTS BY OD ST LOUIS	SAINT LOUIS	MO
TOPS TOTAL OFFICE PRODUCTS LTD	KELOWNA	BC	WORKSPACE INTS BY OD GARLAND	GARLAND	TX
BROOKS CORNING	VANCOUVER	BC	WORKSPACE INTS BY OD PUERTO RICO	CAROLINA	
SOLUTIONS BUSINESS INTERIORS	EDMONTON	AB	WORKSPACE INTS BY OD RICHMOND	RICHMOND	VA
A - Z OFFICE RESOURCE INC	MADISON	AL	WORKSPACE INTS BY OD WARREN	WARREN	MI
COX COMMERCIAL INTERIORS	BIRMINGHAM	AL	WORKSPACE INTS BY OD LAS VEGAS	SEATTLE	WA
MC ALEERS OFFICE FURNITURE	MOBILE	AL	WORKSPACE INTS BY OD COLUMBIA	COLUMBIA	MD
OEC	MOBILE	AL	WORKSPACE INTS BY OD MILWAUKEE	NEW BERLIN	WI
FACILITIES RESOURCE GROUP INC	SPANISH FORT	AL	WORKSPACE INTS BY OD CLIFTON	CLIFTON	NJ
EMERALD COAST OFFICE PRODUCTS INC	GULF BREEZE	FL	WORKSPACE INTS BY OD KANSAS CITY	EDWARDSVILLE	KS
DAVID MARTIN INC	JONESBORO	AR	WORKSPACE INTS BY OD CHICAGO	LOMBARD	IL
INNERPLAN	NORTH LITTLE ROCK	AR	WORKSPACE INTS BY OD NAPERVILLE	NAPERVILLE	IL
IMAGEWORKS LLC	LITTLE ROCK	AR	WORKSPACE INTS BY OD MENLO PARK	MENLO PARK	CA
BERNARDS OFFICE FURNITURE INC	WOODLAND HILLS	CA	WORKSPACE INTS BY OD MEMPHIS	MEMPHIS	TN
CORPORATE BUSINESS INTERIORS INC	NEWPORT BEACH	CA	WORKSPACE INTS BY OD SEATTLE	SEATTLE	WA
PARRON HALL OFFICE INTERIORS	SAN DIEGO	CA	WORKSPACE INTS BY OD COLUMBUS	COLUMBUS	OH

# NATIONAL



# NATIONAL OFFICE FURNITURE

## East Central & South Division



### EAST CENTRAL

Division Manager: Orbie.Day 812-630-6783

\*\*\*Email addresses are:

[First.LastName@NationalOfficeFurniture.com](mailto:First.LastName@NationalOfficeFurniture.com)

<u>Terr</u>	<u>Name</u>	<u>Phone</u>
306/307	Detra.Knight	202-253-4848
306	Monika.Burzy	703-201-1634 (A&D)
307	Brandi.Allen	434-981-6056
307	Salina.Traynham	757-725-2694
308	Betsy.McKittrick	614-557-8448
309	Kirt.Bachman	330-466-5645
310	Bill.Bock	248-514-4977
310	Kaelynn.Lohmeyer	313-614-8924 (A&D)
311	Sue.Burghard	513-785-8355
312	Allison.Dill	321-332-8792
314	Rob.Karl	724-757-3596

### SOUTH

Division Manager: Jennie.Tatum 615-542-6655

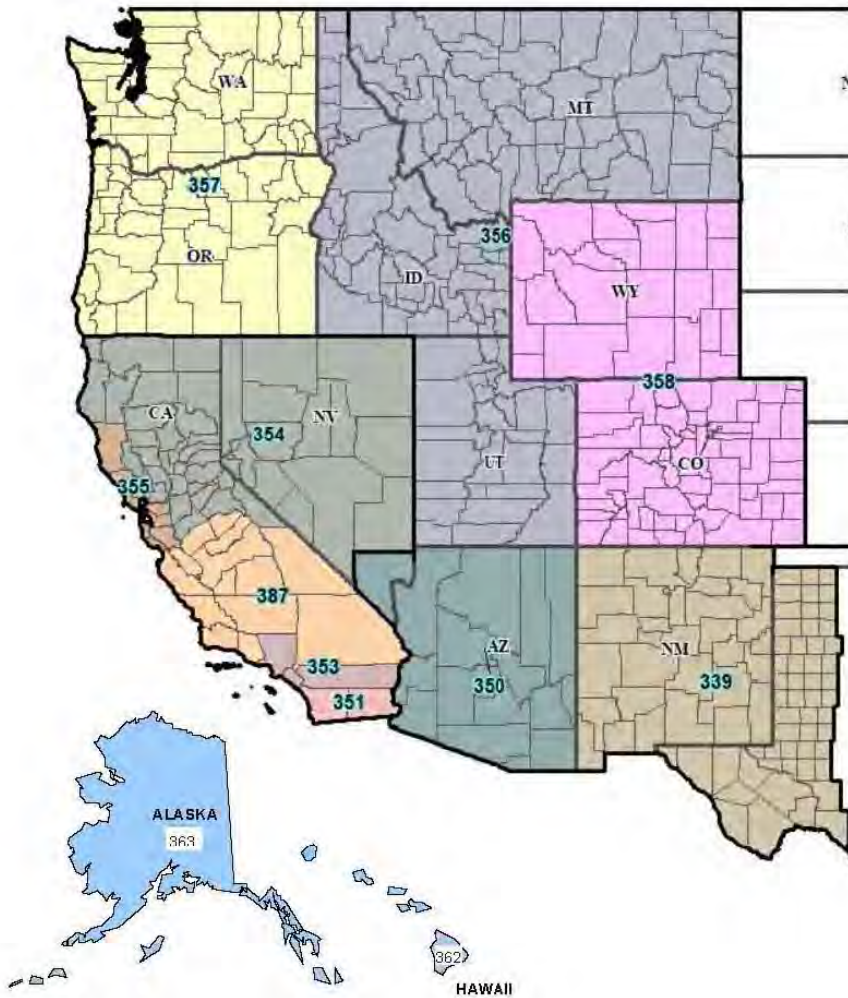
\*\*\*Email addresses are:

[First.LastName@NationalOfficeFurniture.com](mailto:First.LastName@NationalOfficeFurniture.com)

<u>Terr</u>	<u>Name</u>	<u>Phone</u>
320	Victor.Greene	404-483-0846
320	Chris.Watson	404-434-8246
320	Sara.Liese	404-782-4496 (A&D)
321	Asela.Alvarez	305-733-0017
322	Amanda.Craig	386-341-8849
324	Hannah.Whalen	404-216-0186
324	Amanda.Norton	615-920-0593 (A&D)
326	Jennie.Hagenberger	919-816-2096
327	Denise.Zoratti-Hill	608-692-9601
328	Lisa.DeFreese	502-741-4397
388	Kyleigh.Johnson	813-523-2051
389	Taylor.Frier	904-502-3186
390	Katie.Matkosky	205-229-0048
SM	Alexis.Emerson	404-823-7423 (Showrm Mgr)

# NATIONAL OFFICE FURNITURE

## Mountain & West Division



### MOUNTAIN

Division Manager: Andy.Wilson 303-319-9778

\*\*\*Email addresses are:

[First.LastName@NationalOfficeFurniture.com](mailto:First.LastName@NationalOfficeFurniture.com)

<u>Terr</u>	<u>Name</u>	<u>Phone</u>
339	Keesha.Erdmann	806-252-5423
356	Connie.Pinnell	801-889-9933
357	Emily.Moore (11-4)	503-308-0904
358	Jenn.Vitella	720-256-1438
350	Mike.Neis	918-606-2184

### WEST

Division Manager: Lyndee.Cook 916-591-8395

\*\*\*Email addresses are:

[First.LastName@NationalOfficeFurniture.com](mailto:First.LastName@NationalOfficeFurniture.com)

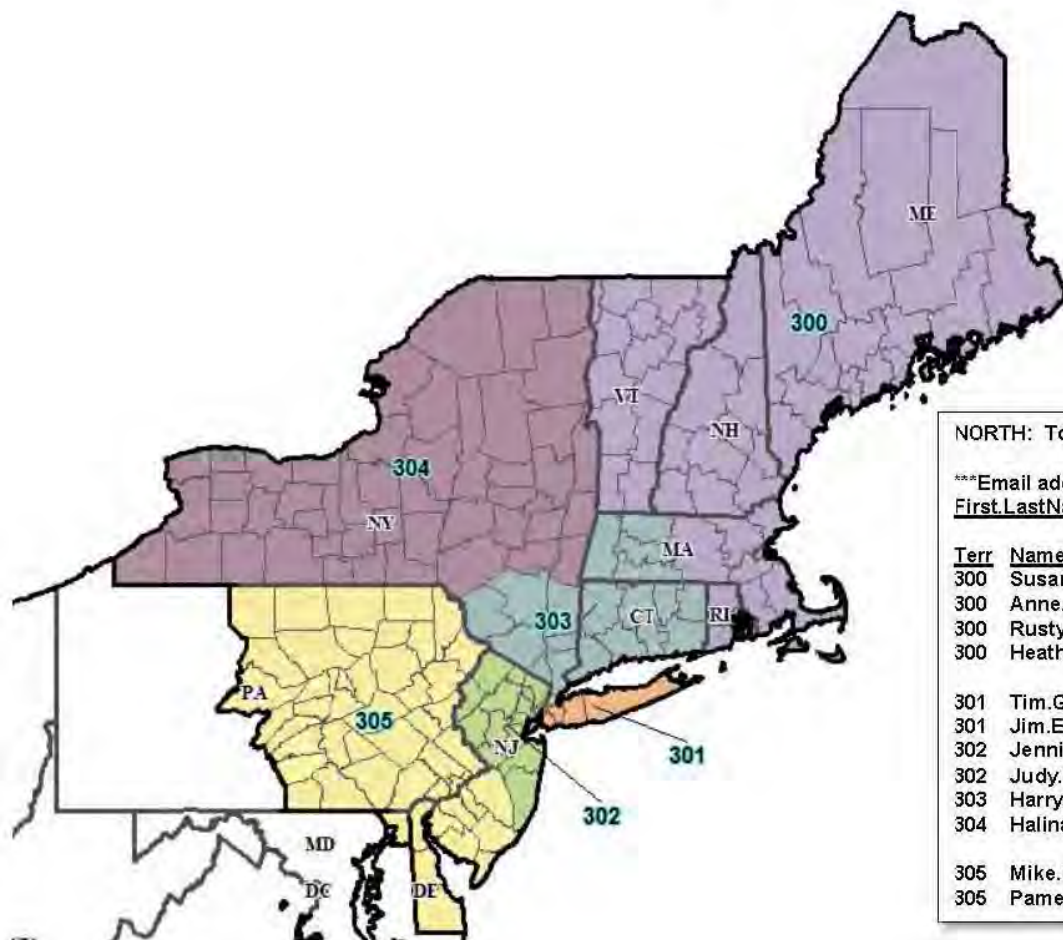
<u>Terr</u>	<u>Name</u>	<u>Phone</u>
351	Barbara.Cavanaugh	858-349-2318
353	Kaylee.Moroski	323-394-1269
353	Annie.Fitzpatrick	949-613-0365
354	Hortencia.Ruivivar	916-919-7447
355	Angela.Fulton	615-429-1054
355	Taylor.VanWagner	415-635-7071
387	Charlene.Morien	661-513-6451

### ALASKA/HAWAII:

<u>Terr</u>	<u>Name</u>	<u>Phone</u>
362/363	Candice.Helming	812-639-0250



# NATIONAL OFFICE FURNITURE North Division



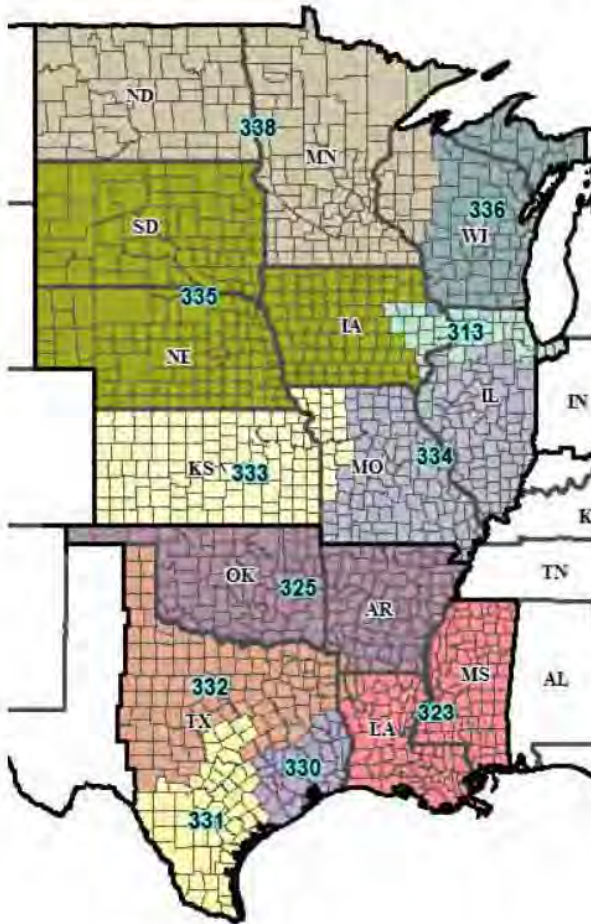
NORTH: Tom.Mitchell 203-470-8015

\*\*\*Email addresses are:

First.LastName@NationalOfficeFurniture.com

<u>Terr</u>	<u>Name</u>	<u>Phone</u>
300	Susannah.DeckerBowers	781-710-3258
300	Anne.Heffernan	508-726-0992
300	Rusty.Babb	207-891-3648
300	Heather.Eddington	800-678-4436 (Showrm Mgr)
301	Tim.Gallagher	646-593-1313
301	Jim.Egan	516-317-4979
302	Jennifer.Faber	215-262-4531
302	Judy.Ferri	845-235-4888
303	Harry.Greenfield	860-604-4695
304	Halina.Blaszkowiak	716-601-9068
305	Mike.Bradley	215-896-9475
305	Pamela.Sullivan	610-442-6112

## NATIONAL OFFICE FURNITURE West Central & South Central Division



WEST CENTRAL: Danny.Stingley 913-269-6628

\*\*\*Email addresses are:

First.LastName@NationalOfficeFurniture.com

<u>Terr</u>	<u>Name</u>	<u>Phone</u>
313	Randy.Furio	312-805-0699
313	Veronica.Ellis	312-683-6443
313	Christine.Gould	773-230-8024 (A&D)
333	Candle.Thurman	816-719-1520
334	Steve.Levers	314-651-5986
334	Kim.Dolinar	314-616-5838
335	Martin.Thoedel	402-218-6069
336	Kevin.Carmody	608-354-1551
336	Jennifer.Drake	414-316-7727
338	Megan.Sudbeck	701-371-3168

SOUTH CENTRAL: Randy.Rowe 817-504-0019

\*\*\*Email addresses are:

First.LastName@NationalOfficeFurniture.com

<u>Terr</u>	<u>Name</u>	<u>Phone</u>
323	Adam.Graff	504-905-6799
325	Brenda.Smith	918-606-0245
330	Cynthia.Flores	832-643-9920
330	Babbie.Patin	281-705-4569
330	Jessica.Barrios	281-687-9022
331	Kim.Zeiler	512-636-8483
331	Dawn.Sweatt	314-9





EXHIBIT B

**EXHIBIT B**  
**ADMINISTRATION AGREEMENT, EXAMPLE**

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**ADMINISTRATION AGREEMENT**

THIS ADMINISTRATION AGREEMENT (this "Agreement") is made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector ("OMNIA Partners, Public Sector"), and \_\_\_\_\_ ("Supplier").

**RECITALS**

**WHEREAS**, the \_\_\_\_\_ (the "Principal Procurement Agency") has entered into a Master Agreement effective \_\_\_\_\_, Agreement No \_\_\_\_\_, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of \_\_\_\_\_ (the "Product");

**WHEREAS**, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (collectively, "Public Agencies"), that register (either via registration on the OMNIA Partners, Public Sector website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (each, hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

**WHEREAS**, Participating Public Agencies may access the Master Agreement which is offered through OMNIA Partners, Public Sector to Public Agencies;

**WHEREAS**, OMNIA Partners, Public Sector serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

**WHEREAS**, Principal Procurement Agency desires OMNIA Partners, Public Sector to proceed with administration of the Master Agreement; and

**WHEREAS**, OMNIA Partners, Public Sector and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between OMNIA Partners, Public Sector and Supplier.

**NOW, THEREFORE**, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, OMNIA Partners, Public Sector and Supplier hereby agree as follows:

**DEFINITIONS**

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.



## **TERMS AND CONDITIONS**

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. OMNIA Partners, Public Sector shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to OMNIA Partners, Public Sector, its agents, employees, directors, and representatives under this Agreement including, but not limited to, Supplier's obligation to obtain appropriate insurance.

4. OMNIA Partners, Public Sector shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by OMNIA Partners, Public Sector solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, OMNIA Partners, Public Sector shall not be: (i) construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. OMNIA Partners, Public Sector makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

6. OMNIA Partners, Public Sector shall not be responsible for Supplier's performance under the Master Agreement, and Supplier shall hold OMNIA Partners, Public Sector harmless from any liability that may arise from the acts or omissions of Supplier in connection with the Master Agreement.

7. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, OMNIA PARTNERS, PUBLIC SECTOR EXPRESSLY DISCLAIMS ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING OMNIA PARTNERS, PUBLIC SECTOR'S PERFORMANCE AS A CONTRACT ADMINISTRATOR OF THE MASTER AGREEMENT. OMNIA PARTNERS, PUBLIC SECTOR SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF OMNIA PARTNERS, PUBLIC SECTOR IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

## **TERM OF AGREEMENT; TERMINATION**

8. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of Sections 3 – 8 and 12 – 23, hereof and the

indemnifications afforded by the Supplier to OMNIA Partners, Public Sector in the Master Agreement, to the extent such provisions survive any expiration or termination of the Master Agreement, shall survive the expiration or termination of this Agreement.

9. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement. If such breach is not cured within thirty (30) days of written notice to Supplier, in addition to any and all remedies available at law or equity, OMNIA Partners, Public Sector shall have the right to terminate this Agreement, at OMNIA Partners, Public Sector's sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

## **NATIONAL PROMOTION**

10. OMNIA Partners, Public Sector and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier shall require each Public Agency to register its participation in the OMNIA Partners, Public Sector program by either registering on the OMNIA Partners, Public Sector website ([www.omniapartners.com/publicsector](http://www.omniapartners.com/publicsector)), or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases.

11. Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and OMNIA Partners, Public Sector. Supplier shall be responsible for obtaining permission or license of use and payment of any license fees for all content and images Supplier provides to OMNIA Partners, Public Sector or posts on the OMNIA Partners, Public Sector website. Supplier shall indemnify, defend and hold harmless OMNIA Partners, Public Sector for use of all such content and images including copyright infringement claims. Supplier and OMNIA Partners, Public Sector each hereby grant to the other party a limited, revocable, non-transferable, non-sublicensable right to use such party's logo (each, the "Logo") solely for use in marketing the Master Agreement. Each party shall provide the other party with the standard terms of use of such party's Logo, and such party shall comply with such terms in all material respects. Both parties shall obtain approval from the other party prior to use of such party's Logo. Notwithstanding the foregoing, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

## **ADMINISTRATIVE FEE, REPORTING & PAYMENT**

12. An "Administrative Fee" shall be defined and due to OMNIA Partners, Public Sector from Supplier in the amount of two percent (2%) ("Administrative Fee Percentage") until volume reaches \$55,000,000 in a twelve (12) month period from contract start date at which point supplier will then pay three percent (3%) on actual contract sales above \$55,000,000 for the remainder of the yearly contract term on actual contract sales. "Administrative Fee Percentage" will revert back to two percent (2%) on the anniversary date of contract term increasing to three percent (3%) once actual contract sales meet the \$55,000,000 threshold. "Administrative Fee Percentage" will be multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.



13. Supplier shall provide OMNIA Partners, Public Sector with an electronic accounting report monthly, in the format prescribed by OMNIA Partners, Public Sector, summarizing all Contract Sales for each calendar month. The Contract Sales reporting format is provided as Exhibit C ("Contract Sales Report"), attached hereto and incorporated herein by reference. Contract Sales Reports for each calendar month shall be provided by Supplier to OMNIA Partners, Public Sector by the 10 day of the following month. Failure to provide a Contract Sales Report within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners, Public Sector's sole discretion.

14. Administrative Fee payments are to be paid by Supplier to OMNIA Partners, Public Sector at the frequency and on the due date stated in Section 13, above, for Supplier's submission of corresponding Contract Sales Reports. Administrative Fee payments are to be made via Automated Clearing House (ACH) to the OMNIA Partners, Public Sector designated financial institution identified in Exhibit D. Failure to provide a payment of the Administrative Fee within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners, Public Sector's sole discretion. All Administrative Fees not paid when due shall bear interest at a rate equal to the lesser of one and one-half percent (1 1/2%) per month or the maximum rate permitted by law until paid in full.

15. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. OMNIA Partners, Public Sector, or its designee, in OMNIA Partners, Public Sector's sole discretion, reserves the right to compare Participating Public Agency records with Contract Sales Reports submitted by Supplier for a period of four (4) years from the date OMNIA Partners, Public Sector receives such report. In addition, OMNIA Partners, Public Sector may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by OMNIA Partners, Public Sector at the location designated by OMNIA Partners, Public Sector. In the event an underreporting of Contract Sales and a resulting underpayment of Administrative Fees is revealed, OMNIA Partners, Public Sector will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to OMNIA Partners, Public Sector's reasonable satisfaction, including payment of any Administrative Fees due and owing, together with interest thereon in accordance with Section 13, and reimbursement of OMNIA Partners, Public Sector's costs and expenses related to such audit.

## **GENERAL PROVISIONS**

16. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between OMNIA Partners, Public Sector and Supplier, the provisions of this Agreement shall prevail.

17. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any Administrative Fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

18. This Agreement and OMNIA Partners, Public Sector's rights and obligations hereunder may be assigned at OMNIA Partners, Public Sector's sole discretion to an affiliate of OMNIA Partners, Public Sector, any purchaser of any or all or substantially all of the assets of

OMNIA Partners, Public Sector, or the successor entity as a result of a merger, reorganization, consolidation, conversion or change of control, whether by operation of law or otherwise. Supplier may not assign its obligations hereunder without the prior written consent of OMNIA Partners, Public Sector.

19. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

A. OMNIA Partners, Public Sector:

OMNIA Partners, Public Sector  
Attn: President  
840 Crescent Centre Drive  
Suite 600  
Franklin, TN 37067

B. Supplier:

National Office Furniture, Inc.  
Attn: Strategic Contracts Manager  
1610 Royal Street  
Jasper, IN 47546

20. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

21. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

22. This Agreement shall inure to the benefit of and shall be binding upon OMNIA Partners, Public Sector, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

23. This Agreement will be construed under and governed by the laws of the State of Delaware, excluding its conflicts of law provisions and any action arising out of or related to this Agreement shall be commenced solely and exclusively in the state or federal courts in Williamson County Tennessee.

24. This Agreement may be executed in counterparts, each of which is an original but all of which, together, shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.



[INSERT SUPPLIER ENTITY NAME]

NATIONAL  
INTERGOVERNMENTAL  
PURCHASING ALLIANCE  
COMPANY, A DELAWARE  
CORPORATION D/B/A OMNIA  
PARTNERS, PUBLIC SECTOR

\_\_\_\_\_  
Signature

Kourtney Smith

\_\_\_\_\_  
Name

President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Sarah Vavra

\_\_\_\_\_  
Name

Sr. Vice President, Public Sector

Contracting

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



EXHIBIT C



EXHIBIT C  
MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT,  
EXAMPLE

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**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (this “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector and/or Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities (collectively, “**OMNIA Partners, Public Sector**”) to be appended and made a part hereof and such other public agencies (“**Participating Public Agencies**”) who register to participate in the cooperative purchasing programs administered by OMNIA Partners, Public Sector and its affiliates and subsidiaries (collectively, the “**OMNIA Partners Parties**”) by either registering on the OMNIA Partners, Public Sector website ([www.omniapartners.com/publicsector](http://www.omniapartners.com/publicsector) or any successor website), or by executing a copy of this Agreement.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into “**Master Agreements**” (herein so called) to provide a variety of goods, products and services (“**Products**”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

**WHEREAS**, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

**WHEREAS**, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(h), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable “safe harbor” regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program provided the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency's sole discretion.

7. The Participating Public Agencies (each a "**Procuring Party**") that procure Products through any Master Agreement or GPO Product supply agreement (each a "**GPO Contract**") will make timely payments to the distributor, manufacturer or other vendor (collectively, "**Supplier**") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES



THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) registration on the OMNIA Partners, Public Sector website or the execution of this Agreement by a Participating Public Agency, as applicable.

**NATIONAL INTERGOVERNMENTAL  
PURCHASING ALLIANCE COMPANY, A  
DELAWARE CORPORATION D/B/A OMNIA  
PARTNERS, PUBLIC SECTOR AND/OR  
COMMUNITIES PROGRAM MANAGEMENT,  
LLC, A CALIFORNIA LIMITED LIABILITY  
COMPANY D/B/A U.S. COMMUNITIES**

_____
Authorized Signature
_____
Name
_____
Title and Agency Name
_____
Date

_____
Signature
Sarah E. Vavra
_____
Name
Sr. Vice President, Public Sector Contracting
_____
Title
_____
Date



EXHIBIT D



EXHIBIT D  
PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

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**PRINCIPAL PROCUREMENT AGENCY CERTIFICATE**

In its capacity as a Principal Procurement Agency (as defined below) for National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector ("OMNIA Partners, Public Sector"), [NAME OF PPA] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as \_\_\_\_\_ of and on behalf of [NAME OF PPA] ("Principal Procurement Agency"), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through OMNIA Partners, Public Sector.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PRINCIPAL PROCUREMENT AGENCY]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



EXHIBIT E



OMNIA PARTNERS, PUBLIC SECTOR EXHIBITS  
EXHIBIT C - CONTRACT SALES REPORTING TEMPLATE  
(to be submitted electronically in Microsoft Excel format)

## Supplier Name:

**Contract ID:**

**Title:**

Email:

[illegible]



**EXHIBIT F**  
**EXHIBIT G**



**EXHIBIT F**  
**FEDERAL FUNDS CERTIFICATIONS**

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**FEDERAL CERTIFICATIONS**  
ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

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**TO WHOM IT MAY CONCERN:**

**Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.**

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**DEFINITIONS**

**Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward

**Contractor** means an entity that receives a contract as defined in Contract.

**Cooperative agreement** means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302–6305:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;
- (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
- (c) The term does not include:
  - (1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or
  - (2) An agreement that provides only:
    - (i) Direct United States Government cash assistance to an individual;
    - (ii) A subsidy;
    - (iii) A loan;
    - (iv) A loan guarantee; or
    - (v) Insurance.

**Federal awarding agency** means the Federal agency that provides a Federal award directly to a non-Federal entity

**Federal award** has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

- (a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability; or
- (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability.
- (b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
- (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).
- (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

**Non-Federal entity** means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Nonprofit organization** means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

- (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- (b) Is not organized primarily for profit; and

(c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

**Obligations** means, when used in connection with a non-Federal entity's utilization of funds under a Federal award, orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

**Pass-through entity** means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

**Recipient** means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

**Simplified acquisition threshold** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of § 200.67 Micro-purchase.)

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient** means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Termination** means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

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

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#### APPENDIX II TO 2 CFR PART 200

**(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

**(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30**



CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

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

Does offeror agree to abide by the above? YES KS Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror



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

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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#### RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

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When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that



offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

Certified on a per project basis. Certification is dependent on product specifications.

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**CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336**

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS**

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

Does offeror agree? YES KS Initials of Authorized Representative of offeror

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

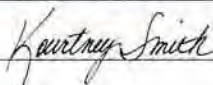
Offeror's Name: National Office Furniture, Inc.

Address, City, State, and Zip Code: 1610 Royal Street, Jasper, IN 47546

Phone Number: (800) 482-1717 Fax Number:  
(812) 482-8800

Printed Name and Title of Authorized  
Representative: Kourtney Smith

Email Address: Kourtney.Smith@NationalOfficeFurniture.com

Signature of Authorized Representative: 

Date: 12/10/2019

**EXHIBIT G**  
**NEW JERSEY BUSINESS COMPLIANCE**

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**NEW JERSEY BUSINESS COMPLIANCE**

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statutes. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners, Public Sector's ability to promote the Master Agreement in the State of New Jersey.

- DOC #1    Ownership Disclosure Form
- DOC #2    Non-Collusion Affidavit
- DOC #3    Affirmative Action Affidavit
- DOC #4    Political Contribution Disclosure Form
- DOC #5    Stockholder Disclosure Certification
- DOC #6    Certification of Non-Involvement in Prohibited Activities in Iran
- DOC #7    New Jersey Business Registration Certificate

New Jersey suppliers are required to comply with the following New Jersey statutes when applicable:

- all anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- Bid and Performance Security, as required by the applicable municipal or state statutes.



**OWNERSHIP DISCLOSURE FORM  
(N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

**Company Name:** National Office Furniture, Inc.

**Street:** 1610 Royal Street

**City, State, Zip Code:** Jasper, IN 47546

**Complete as appropriate:**

I \_\_\_\_\_, certify that I am the sole owner of \_\_\_\_\_, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

**OR:**

I \_\_\_\_\_, a partner in \_\_\_\_\_, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

**OR:**

I Kourtney Smith, an authorized representative of \_\_\_\_\_, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

**(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)**

Name	Address	Interest
<u>Kimball Furniture Group, Inc.</u>	<u>1600 Royal Street, Jasper, IN 47546</u>	<u>100%</u>

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

12/10/2019

**Date**

*Kourtney Smith*

President

**Authorized Signature and Title**

## NON-COLLUSION AFFIDAVIT

Company Name: National Office Furniture, Inc.Street: 1610 Royal StreetCity, State, Zip Code: Jasper, IN 47546State of IndianaCounty of DuboisI, Kourtney Smith of  
the \_\_\_\_\_ of \_\_\_\_\_  
Name Cityin the County of Dubois, State of  
Indiana

of full age, being duly sworn according to law on my oath depose and say that:

I am the President of the firm ofNational Office Furniture, Inc.

Title

Company Name

the Offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said Offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

National Office Furniture, Inc.

Company Name

Kourtney Smith President  
Authorized Signature & Title

Subscribed and sworn before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public of \_\_\_\_\_

My commission expires \_\_\_\_\_, 20\_\_\_\_

SEAL



**AFFIRMATIVE ACTION AFFIDAVIT  
(P.L. 1975, C.127)**

**Company Name:** National Office Furniture, Inc.  
**Street:** 1610 Royal Street  
**City, State, Zip Code:** Jasper, IN 47546

**Proposal Certification:**

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302)

**Public Work – Over \$50,000 Total Project Cost:**

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the
- B. Approved Federal or New Jersey Plan – certificate enclosed

*I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.*

Kourtney Smith  
12/10/2019 President  
**Date**

**Authorized Signature and Title**

**P.L. 1995, c. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**  
**PROCUREMENT, PROFESSIONAL AND SERVICE**  
**CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these



regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

  
\_\_\_\_\_  
Signature of Procurement Agent

Certification 48949

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT  
RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-JUL-2018** to **15-JUL-2021**

**NATIONAL OFFICE FURNITURE, INC.**  
**1610 ROYAL STREET**  
**JASPER**

**IN 47549**



*Elizabeth Maher Muoio*

ELIZABETH MAHER MUOIO  
State Treasurer





State of New Jersey  
Department of Labor and Workforce Development  
Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

**2018**  
National Office Furniture, Inc.

**Responsible Representative(s):**

Kevin D. McCoy, President  
Kourtney L. Smith, Vice-President  
Michelle R. Schroeder, Vice-President  
Robert F. Schneider, CEO

**Responsible Representative(s):**

Michael J. Roch, Vice-President  
Richard C. Farr, Vice-President  
R. Gregory Kincer, Vice-President  
Donald W. Van Winkle, COO

A handwritten signature in cursive script, reading "Roberi Asaro-Angelo".

Roberi Asaro-Angelo, Acting Commissioner  
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned  
and may be revoked for cause by the Commissioner  
of Labor and Workforce Development.



## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract (See Local Finance Notice 2006-7 for additional information on this obligation at [http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.



## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."



### C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

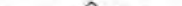
Required Pursuant to N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

Vendor Name:	National Office Furniture, Inc.		
Address:	1610 Royal Street		
City:	Jasper	State:	IN Zip: 47546

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

	Kourtney Smith	President
Signature	Printed Name	Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form

[illegible]

☐ Check here if the information is continued on subsequent page(s)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM  
THE PAY TO PLAY SECTION OF THE DLGS WEBSITE A COUNTY-  
BASED, CUSTOMIZABLE FORM.**



**BUSINESS ENTITY ANNUAL STATEMENT**  
**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**  
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)  
**THIS FORM MUST BE ELECTRONICALLY FILED AT:**  
**www.elec.nj.gov**

**FORM BE**

FOR STATE USE ONLY

This statement is required to be filed by a business entity which has received \$50,000 or more in the aggregate during a calendar year through agreements or contracts with a public entity or public entities.

**Part 1: General Information**

Date of Statement July 30, 2019

Activity for Calendar Year 2018

☐ Check if  
Amendment

**Part 2: Business Entity Information**

Business Name National Office Furniture, Inc

Business Type Other Business Organization

Address 1 1610 Royal Street

Address 2 \_\_\_\_\_

City Jasper

State Indiana

Zip 47546

\*(Area Code) Telephone Number (800) 482-1717

**ACKNOWLEDGEMENT**

I have been authorized by the above named business entity to complete the annual statement, and certify that the statements and/or information contained herein are true. I am aware that if any of the statements or information are willfully false, I may be subject to punishment.

First Name Melissa

Last Name Fuller

Title/Position Strategic Contracts Manager

Date July 30, 2019

\*(Area Code) Telephone Number (812) 481-6479

☒ Check this box to certify the above acknowledgement.

A business entity which has received \$50,000 or more in the aggregate during a calendar year through agreements or contracts with a public entity or public entities, but has made no contributions to candidates or committees, shall file the business entity annual disclosure statement with the Commission to report that no contributions were made during the calendar year.

☒ Check this box if the business entity has not made any reportable contributions during the calendar year.





State of New Jersey

New Jersey Election Law Enforcement Commission

Governor Phil Murphy Lt. Governor Sheila Oliver

Search All of NJ select Submit

NJ Home | Services A to Z | Departments/Agencies | FAQs

## Pay-to-Play

### Filing Confirmation

Thank you for filing electronically.

The Commission has received the following report: Form BE\_National\_Complete.pdf


Confirmation number : 20183030857

Business Entity Name : National Office Furniture, Inc.

Filing Year : 2018

The information was received on : 07/30/2019

If you used a software other than the Official Adobe Reader to open and fill-in the Form BE, there is a high probability that your filing will be rejected. If you have any questions or concern, refer back to the detailed instructions on the download page.

 Print this page for your records.

[TOP](#)

### Pay-to-Play

[Legal References](#)

[Filing Deadlines](#)

[Forms and Instructions](#)

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**STOCKHOLDER DISCLOSURE CERTIFICATION****Name of Business:**

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

☒ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

☐ Partnership      ☒ Corporation      ☐ Sole Proprietorship

☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

☐ Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

**Stockholders:**

<b>Name:</b> Kimball Furniture Group, Inc. <b>Home Address:</b> 1600 Royal Street Jasper, IN 47546	<b>Name:</b>  <b>Home Address:</b> 
<b>Name:</b>  <b>Home Address:</b> 	<b>Name:</b>  <b>Home Address:</b> 
<b>Name:</b>  <b>Home Address:</b> 	<b>Name:</b>  <b>Home Address:</b> 

Subscribed and sworn before me this ____ day of _____, 2____. (Notary Public) My Commission expires:	_____ (Affiant) _____ (Print name & title of affiant) _____ (Corporate Seal)
--	---



**Certification of Non-Involvement in Prohibited Activities in Iran**

Pursuant to N.J.S.A. 52:32-58, Offerors must certify that neither the Offeror, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32 – 56(e) (3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32 – 56(f).

Offerors wishing to do business in New Jersey through this contract must fill out the Certification of Non-Involvement in Prohibited Activities in Iran here:

[http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure\\_investmentact.pdf](http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmentact.pdf).

Offerors should submit the above form completed with their proposal.

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: 19-18

Bidder/Offeror: National Office Furniture, Inc.

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

**OR**



I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Kourtney Smith Signature: \_\_\_\_\_

Title: President Date: \_\_\_\_\_



**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE  
(N.J.S.A. 52:32-44)**

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

<http://www.state.nj.us/treasury/revenue/forms/njreg.pdf>



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** NATIONAL OFFICE FURNITURE, INC.  
**Trade Name:**  
**Address:** 1600 ROYAL ST GOX-201  
JASPER, IN 47549-0001  
**Certificate Number:** 1376306  
**Effective Date:** January 18, 2008  
**Date of Issuance:** October 30, 2017

**For Office Use Only:**  
20171030161839581



**State of New Jersey**  
**Division of Purchase and Property**  
Standard Forms Certification

This certification will serve as your official signature for the following forms presented within this document packet.

1. Ownership Disclosure Form
2. Disclosure of Investigations and Actions Involving Bidder Form

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

I certify that the signature on this page has the effect of and constitutes a signature on every page.

**Company Name:** National Office Furniture, Inc.

**Address:** 1205 Kimball Blvd.

Jasper, IN 47549

**FEIN/SSN:** 63-0577594



Kevin McCoy

Vice President, General Manager

3/6/2012

**(Signature)**

**(Name)**

**(Title)**

**(Date)**

**State of New Jersey**  
**Division of Purchase and Property**  
**Disclosure of Investigations and Actions Involving Bidder**

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition.

**Investigation:**

Indicate "NONE" in the "Person or Entity" field if no investigations were undertaken.

Person or Entity <u>NONE</u>	Date of Inception _____
Disposition Status (If applicable) _____	
Brief Description _____	
Bidder Contact _____	Bidder Phone _____
Additional Information _____	

Add Investigation Info



**Litigation/Administrative Complaints:**

Indicate "NONE" in the "Person or Entity" field if no Litigation/Administrative Complaints.

Person or Entity	NONE	Date of Inception	
Disposition Status (If applicable)		Caption of Action	
Brief Description			
Bidder Contact		Bidder Phone	
Additional Information			

Add Litigation Info

**MACBRIDE PRINCIPLES FORM**

**BIDDER'S REQUIREMENT: TO PROVIDE A CERTIFICATION  
IN COMPLIANCE WITH MACBRIDE PRINCIPLES  
AND NORTHERN IRELAND ACT OF 1989**

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

- ☒ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or
- ☐ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Vice President, General Manager

Firm Name: \_\_\_\_\_

National Office Furniture, Inc.

Date: \_\_\_\_\_

3/6/2012





**State of New Jersey**  
**Division of Purchase and Property**  
**Two-Year Chapter 51 / Executive Order 117 Vendor Certification and**  
**Disclosure of Political Contributions**

**For AGENCY USE ONLY**

**General Information**

Solicitation, RFP or Contract No. \_\_\_\_\_ Award Amount \_\_\_\_\_

Description of Services \_\_\_\_\_

**Agency Contact Information**

Agency \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Agency Email \_\_\_\_\_

**Part 1: Vendor Information**

Full Legal Business Name National Office Furniture, Inc.  
(Including trade name if applicable)

**Business Type**    ☒ Corporation    ☐ Limited Partnership    ☐ Professional Corporation    ☐ General Partnership  
                         ☐ Limited Liability Company    ☐ Sole Proprietorship    ☐ Limited Liability Partnership

Address 1 1205 Kimball Blvd.    Address 2 \_\_\_\_\_

City Jasper    State Indiana    Zip 47549    Phone (800) 482-1213

Vendor Email Gov@NationalOfficeFurniture.com    Vendor FEIN 630577594

**Part 2: Public Law 2005, Chapter 51/ Executive Order 117 (2008) Certification**

I hereby certify as follows:

1. On or after October 15, 2004, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order 117 (2008) has solicited or made any contribution of money, pledge of contribution, including in-kind contributions, company or organization contributions, as set forth below that would bar the award of a contract to the vendor, pursuant to the terms of Executive Order 117 (2008).
  - a) **Within the preceding 18 months**, the below-named person or organization has not made a contribution to:
    - (i) Any candidate committee and/or election fund of any candidate for or holder of the public office of Governor or **Lieutenant Governor**,
    - (ii) Any State, county, **municipal** political party committee; OR
    - (iii) Any **legislative leadership committee**.
  - b) **During the term of office of the current Governor(s)**, the below-named person or organization has not made a contribution to:
    - (i) Any candidate, committee and/or election fund of the Governor or **Lieutenant Governor**, OR
    - (ii) Any State, county or **municipal** political party committee nominating such Governor in the election preceding the commencement of said Governor's term.
  - c) **Within the 18 months immediately prior to the first day of the term of office of the Governor(s)**, the below-named person or organization has not made a contribution to:
    - (i) Any candidate, committee and/or election fund of the Governor or **Lieutenant Governor**, OR  
Any State, county, **municipal** political party committee of the political party nominating the successful gubernatorial candidate(s) in the last gubernatorial election.

**PLEASE NOTE: Prior to November 15, 2008**, the only disqualifying contributions include those made by the vendor or a principal owning or controlling more than 10 percent of the profits or assets of a business entity (or 10 percent of the stock in the case of a business entity that is a corporation for profit) to any candidate committee and/or election fund of the Governor or to any state or county political party within the preceding 18 months, during the term of office of the current Governor or within the 18 months immediately prior to the first day of the term of Office of Governor.

### Part 3: Disclosure of Contributions Made

☒ Check this box if no reportable contributions have been made by the above-named business entity or individual.

Name of Recipient _____	Address of Recipient _____
Date of Contribution _____	Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____	
Contributor Name _____	
Relationship of Contributor to the Vendor _____	
Contributor Address _____	
City _____	State _____ Zip _____

If this form is not being completed electronically, please attach pages for additional contributions as necessary. Otherwise click "Add a Contribution" to enter additional contributions.



#### Part 4: Certification

I have read the instructions accompanying this form prior to completing this certification on behalf of the above-named business entity. I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

**I understand that this certification will be in effect for two (2) years from the date of approval, provided the ownership status does not change and/or additional contributions are not made.** If there are any changes in the ownership of the entity or additional contributions are made, a new full set of documents are required to be completed and submitted. By submitting this Certification and Disclosure, the person or entity named herein acknowledges this continuing reporting responsibility and certifies that it will adhere to it.

(CHECK ONE BOX A, B or C)

(A) ☐ I am certifying on behalf of the above-named business entity and all individuals and/or entities whose contributions are attributable to the entity pursuant to Executive Order 117 (2008).

(B) ☒ I am certifying on behalf of the above-named business entity only.

(C) ☐ I am certifying on behalf of an individual and/or entity whose contributions are attributable to the vendor.

Signed Name



Print Name

Kevin McCue

Phone Number

(800) 482-1213

Date

3/6/2012

Title/Position

Vice President, General Manager

#### Agency Submission of Forms

The agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms, together with a completed Ownership Disclosure form, either electronically to [cd134@treas.state.nj.us](mailto:cd134@treas.state.nj.us), or regular mail at Chapter 51 Review Unit, P.O. Box 039, 33 West State Street, 9<sup>th</sup> Floor, Trenton, NJ 08625. The agency should save the forms locally and keep the original forms on file, and submit copies to the Chapter 51 Review Unit.



EXHIBIT H



## EXHIBIT H

### ADVERTISING COMPLIANCE REQUIREMENT

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with OMNIA Partners, Public Sector and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

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

Lists of political subdivisions and local governments in the above referenced states / districts may be found at [http://www.usa.gov/Agencies/State\\_and\\_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml) and <https://www.usa.gov/local-governments>.

Certain Public Agencies and Political Subdivisions:

**CITIES, TOWNS, VILLAGES AND BOROUGHES INCLUDING BUT NOT LIMITED TO:**

BAKER CITY GOLF COURSE, OR  
CITY OF ADAIR VILLAGE, OR  
CITY OF ASHLAND, OR  
CITY OF AUMSVILLE, OR  
CITY OF AURORA, OR  
CITY OF BAKER, OR  
CITY OF BATON ROUGE, LA  
CITY OF BEAVERTON, OR  
CITY OF BEND, OR  
CITY OF BOARDMAN, OR  
CITY OF BONANAZA, OR  
CITY OF BOSSIER CITY, LA  
CITY OF BROOKINGS, OR  
CITY OF BURNS, OR  
CITY OF CANBY, OR  
CITY OF CANYONVILLE, OR  
CITY OF CLATSKANIE, OR  
CITY OF COBURG, OR  
CITY OF CONDON, OR  
CITY OF COQUILLE, OR  
CITY OF CORVALLI, OR  
CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR  
CITY OF COTTAGE GROVE, OR  
CITY OF DONALD, OR  
CITY OF EUGENE, OR  
CITY OF FOREST GROVE, OR  
CITY OF GOLD HILL, OR  
CITY OF GRANTS PASS, OR  
CITY OF GRESHAM, OR  
CITY OF HILLSBORO, OR  
CITY OF INDEPENDENCE, OR  
CITY AND COUNTY OF HONOLULU, HI  
CITY OF KENNER, LA  
CITY OF LA GRANDE, OR  
CITY OF LAFAYETTE, LA  
CITY OF LAKE CHARLES, OR  
CITY OF LEBANON, OR  
CITY OF MCMINNVILLE, OR  
CITY OF MEDFORD, OR  
CITY OF METAIRIE, LA  
CITY OF MILL CITY, OR  
CITY OF MILWAUKIE, OR  
CITY OF MONROE, LA  
CITY OF MOSIER, OR  
CITY OF NEW ORLEANS, LA  
CITY OF NORTH PLAINS, OR  
CITY OF OREGON CITY, OR  
CITY OF PILOT ROCK, OR  
CITY OF PORTLAND, OR  
CITY OF POWERS, OR  
CITY OF PRINEVILLE, OR  
CITY OF REDMOND, OR  
CITY OF REEDSPORT, OR  
CITY OF RIDDLE, OR  
CITY OF ROGUE RIVER, OR  
CITY OF ROSEBURG, OR  
CITY OF SALEM, OR  
CITY OF SANDY, OR  
CITY OF SCAPPOOSE, OR  
CITY OF SHADY COVE, OR  
CITY OF SHERWOOD, OR  
CITY OF SHREVEPORT, LA  
CITY OF SILVERTON, OR  
CITY OF SPRINGFIELD, OR  
CITY OF ST. HELENS, OR  
CITY OF ST. PAUL, OR



CITY OF SULPHUR, LA  
CITY OF TIGARD, OR  
CITY OF TROUTDALE, OR  
CITY OF TUALATIN, OR  
CITY OF WALKER, LA  
CITY OF WARRENTON, OR  
CITY OF WEST LINN, OR  
CITY OF WILSONVILLE, OR  
CITY OF WINSTON, OR  
CITY OF WOODBURN, OR  
LEAGUE OF OREGON CITIES  
THE CITY OF HAPPY VALLEY OREGON  
ALPINE, UT  
ALTA, UT  
ALTAMONT, UT  
ALTON, UT  
AMALGA, UT  
AMERICAN FORK CITY, UT  
ANNABELLA, UT  
ANTIMONY, UT  
APPLE VALLEY, UT  
AURORA, UT  
BALLARD, UT  
BEAR RIVER CITY, UT  
BEAVER, UT  
BICKNELL, UT  
BIG WATER, UT  
BLANDING, UT  
BLUFFDALE, UT  
BOULDER, UT  
CITY OF BOUNTIFUL, UT  
BRIAN HEAD, UT  
BRIGHAM CITY CORPORATION, UT  
BRYCE CANYON CITY, UT  
CANNONVILLE, UT  
CASTLE DALE, UT  
CASTLE VALLEY, UT  
CITY OF CEDAR CITY, UT  
CEDAR FORT, UT  
CITY OF CEDAR HILLS, UT  
CENTERFIELD, UT  
CENTERVILLE CITY CORPORATION, UT  
CENTRAL VALLEY, UT  
CHARLESTON, UT  
CIRCLEVILLE, UT  
CLARKSTON, UT  
CLAWSON, UT  
CLEARFIELD, UT  
CLEVELAND, UT  
CLINTON CITY CORPORATION, UT  
COALVILLE, UT  
CORINNE, UT  
CORNISH, UT  
COTTONWOOD HEIGHTS, UT  
DANIEL, UT  
DELTA, UT  
DEWEYVILLE, UT  
DRAPER CITY, UT  
DUCHESNE, UT  
EAGLE MOUNTAIN, UT  
EAST CARBON, UT  
ELK RIDGE, UT  
ELMO, UT  
ELSINORE, UT  
ELWOOD, UT

EMERY, UT  
ENOCH, UT  
ENTERPRISE, UT  
EPHRAIM, UT  
ESCALANTE, UT  
EUREKA, UT  
FAIRFIELD, UT  
FAIRVIEW, UT  
FARMINGTON, UT  
FARR WEST, UT  
FAYETTE, UT  
FERRON, UT  
FIELDING, UT  
FILLMORE, UT  
FOUNTAIN GREEN, UT  
FRANCIS, UT  
FRUIT HEIGHTS, UT  
GARDEN CITY, UT  
GARLAND, UT  
GENOLA, UT  
GLENDALE, UT  
GLENWOOD, UT  
GOSHEN, UT  
GRANTSVILLE, UT  
GREEN RIVER, UT  
GUNNISON, UT  
HANKSVILLE, UT  
HARRISVILLE, UT  
HATCH, UT  
HEBER CITY CORPORATION, UT  
HELPER, UT  
HENEFER, UT  
HENRIEVILLE, UT  
HERRIMAN, UT  
HIDEOUT, UT  
HIGHLAND, UT  
HILDALE, UT  
HINCKLEY, UT  
HOLDEN, UT  
HOLLADAY, UT  
HONEYVILLE, UT  
HOOPER, UT  
HOWELL, UT  
HUNTINGTON, UT  
HUNTSVILLE, UT  
CITY OF HURRICANE, UT  
HYDE PARK, UT  
HYRUM, UT  
INDEPENDENCE, UT  
IVINS, UT  
JOSEPH, UT  
JUNCTION, UT  
KAMAS, UT  
KANAB, UT  
KANARRAVILLE, UT  
KANOSH, UT  
KAYSVILLE, UT  
KINGSTON, UT  
KOOSHAREM, UT  
LAKETOWN, UT  
LA VERKIN, UT  
LAYTON, UT  
LEAMINGTON, UT  
LEEDS, UT  
LEHI CITY CORPORATION, UT



LEVAN, UT  
LEWISTON, UT  
LONDON, UT  
LOA, UT  
LOGAN CITY, UT  
LYMAN, UT  
LYNN DYL, UT  
MANILA, UT  
MANTI, UT  
MANTUA, UT  
MAPLETON, UT  
MARRIOTT-SLATERVILLE, UT  
MARYSVALE, UT  
MAYFIELD, UT  
MEADOW, UT  
MENDON, UT  
MIDVALE CITY INC., UT  
MIDWAY, UT  
MILFORD, UT  
MILLVILLE, UT  
MINERSVILLE, UT  
MOAB, UT  
MONA, UT  
MONROE, UT  
CITY OF MONTICELLO, UT  
MORGAN, UT  
MORONI, UT  
MOUNT PLEASANT, UT  
MURRAY CITY CORPORATION, UT  
MYTON, UT  
NAPLES, UT  
NEPHI, UT  
NEW HARMONY, UT  
NEWTON, UT  
NIBLEY, UT  
NORTH LOGAN, UT  
NORTH OGDEN, UT  
NORTH SALT LAKE CITY, UT  
OAK CITY, UT  
OAKLEY, UT  
OGDEN CITY CORPORATION, UT  
OPHIR, UT  
ORANGEVILLE, UT  
ORDERVILLE, UT  
OREM, UT  
PANGUITCH, UT  
PARADISE, UT  
PARAGONAH, UT  
PARK CITY, UT  
PAROWAN, UT  
PAYSON, UT  
PERRY, UT  
PLAIN CITY, UT  
PLEASANT GROVE CITY, UT  
PLEASANT VIEW, UT  
PLYMOUTH, UT  
PORTAGE, UT  
PRICE, UT  
PROVIDENCE, UT  
PROVO, UT  
RANDOLPH, UT  
REDMOND, UT  
RICHFIELD, UT  
RICHMOND, UT  
RIVERDALE, UT

RIVER HEIGHTS, UT  
RIVERTON CITY, UT  
ROCKVILLE, UT  
ROCKY RIDGE, UT  
ROOSEVELT CITY CORPORATION, UT  
ROY, UT  
RUSH VALLEY, UT  
CITY OF ST. GEORGE, UT  
SALEM, UT  
SALINA, UT  
SALT LAKE CITY CORPORATION, UT  
SANDY, UT  
SANTA CLARA, UT  
SANTAQUIN, UT  
SARATOGA SPRINGS, UT  
SCIPIO, UT  
SCOFIELD, UT  
SIGURD, UT  
SMITHFIELD, UT  
SNOWVILLE, UT  
CITY OF SOUTH JORDAN, UT  
SOUTH OGDEN, UT  
CITY OF SOUTH SALT LAKE, UT  
SOUTH WEBER, UT  
SPANISH FORK, UT  
SPRING CITY, UT  
SPRINGDALE, UT  
SPRINGVILLE, UT  
STERLING, UT  
STOCKTON, UT  
SUNNYSIDE, UT  
SUNSET CITY CORP, UT  
SYRACUSE, UT  
TABIONA, UT  
CITY OF TAYLORSVILLE, UT  
TOOELE CITY CORPORATION, UT  
TOQUERVILLE, UT  
TORREY, UT  
TREMONTON CITY, UT  
TRENTON, UT  
TROPIC, UT  
UINTAH, UT  
VERNAL CITY, UT  
VERNON, UT  
VINEYARD, UT  
VIRGIN, UT  
WALES, UT  
WALLSBURG, UT  
WASHINGTON CITY, UT  
WASHINGTON TERRACE, UT  
WELLINGTON, UT  
WELLSVILLE, UT  
WENDOVER, UT  
WEST BOUNTIFUL, UT  
WEST HAVEN, UT  
WEST JORDAN, UT  
WEST POINT, UT  
WEST VALLEY CITY, UT  
WILLARD, UT  
WOODLAND HILLS, UT  
WOODRUFF, UT  
WOODS CROSS, UT

**COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:**  
ASCENSION PARISH, LA



ASCENSION PARISH, LA, CLEAR OF COURT  
CADDO PARISH, LA  
CALCASIEU PARISH, LA  
CALCASIEU PARISH SHERIFF'S OFFICE, LA  
CITY AND COUNTY OF HONOLULU, HI  
CLACKAMAS COUNTY, OR  
CLACKAMAS COUNTY DEPT OF TRANSPORTATION, OR  
CLATSOP COUNTY, OR  
COLUMBIA COUNTY, OR  
COOS COUNTY, OR  
COOS COUNTY HIGHWAY DEPARTMENT, OR  
COUNTY OF HAWAII, OR  
CROOK COUNTY, OR  
CROOK COUNTY ROAD DEPARTMENT, OR  
CURRY COUNTY, OR  
DESCHUTES COUNTY, OR  
DOUGLAS COUNTY, OR  
EAST BATON ROUGE PARISH, LA  
GILLIAM COUNTY, OR  
GRANT COUNTY, OR  
HARNEY COUNTY, OR  
HARNEY COUNTY SHERIFFS OFFICE, OR  
HAWAII COUNTY, HI  
HOOD RIVER COUNTY, OR  
JACKSON COUNTY, OR  
JEFFERSON COUNTY, OR  
JEFFERSON PARISH, LA  
JOSEPHINE COUNTY GOVERNMENT, OR  
LAFAYETTE CONSOLIDATED GOVERNMENT, LA  
LAFAYETTE PARISH, LA  
LAFAYETTE PARISH CONVENTION & VISITORS COMMISSION  
LAFOURCHE PARISH, LA  
KAUAI COUNTY, HI  
KLAMATH COUNTY, OR  
LAKE COUNTY, OR  
LANE COUNTY, OR  
LINCOLN COUNTY, OR  
LINN COUNTY, OR  
LIVINGSTON PARISH, LA  
MALHEUR COUNTY, OR  
MAUI COUNTY, HI  
MARION COUNTY, SALEM, OR  
MORROW COUNTY, OR  
MULTNOMAH COUNTY, OR  
MULTNOMAH COUNTY BUSINESS AND COMMUNITY SERVICES, OR  
MULTNOMAH COUNTY SHERIFFS OFFICE, OR  
MULTNOMAH LAW LIBRARY, OR  
ORLEANS PARISH, LA  
PLAQUEMINES PARISH, LA  
POLK COUNTY, OR  
RAPIDES PARISH, LA  
SAINT CHARLES PARISH, LA  
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA  
SAINT LANDRY PARISH, LA  
SAINT TAMMANY PARISH, LA  
SHERMAN COUNTY, OR  
TERREBONNE PARISH, LA  
TILLAMOOK COUNTY, OR  
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR  
TILLAMOOK COUNTY GENERAL HOSPITAL, OR  
UMATILLA COUNTY, OR  
UNION COUNTY, OR  
WALLOWA COUNTY, OR  
WASCO COUNTY, OR  
WASHINGTON COUNTY, OR

WEST BATON ROUGE PARISH, LA  
WHEELER COUNTY, OR  
YAMHILL COUNTY, OR  
COUNTY OF BOX ELDER, UT  
COUNTY OF CACHE, UT  
COUNTY OF RICH, UT  
COUNTY OF WEBER, UT  
COUNTY OF MORGAN, UT  
COUNTY OF DAVIS, UT  
COUNTY OF SUMMIT, UT  
COUNTY OF DAGGETT, UT  
COUNTY OF SALT LAKE, UT  
COUNTY OF TOOELE, UT  
COUNTY OF UTAH, UT  
COUNTY OF WASATCH, UT  
COUNTY OF DUCHESNE, UT  
COUNTY OF Uintah, UT  
COUNTY OF CARBON, UT  
COUNTY OF SANPETE, UT  
COUNTY OF JUAB, UT  
COUNTY OF MILLARD, UT  
COUNTY OF SEVIER, UT  
COUNTY OF EMERY, UT  
COUNTY OF GRAND, UT  
COUNTY OF BEVER, UT  
COUNTY OF PIUTE, UT  
COUNTY OF WAYNE, UT  
COUNTY OF SAN JUAN, UT  
COUNTY OF GARFIELD, UT  
COUNTY OF KANE, UT  
COUNTY OF IRON, UT  
COUNTY OF WASHINGTON, UT

**OTHER AGENCIES INCLUDING ASSOCIATIONS, BOARDS, DISTRICTS, COMMISSIONS, COUNCILS, PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT AUTHORITIES, RESERVATIONS AND UTILITIES INCLUDING BUT NOT LIMITED TO:**

ADAIR R.F.P.D., OR  
ADEL WATER IMPROVEMENT DISTRICT, OR  
ADRIAN R.F.P.D., OR  
AGNESS COMMUNITY LIBRARY, OR  
AGNESS-ILLAHE R.F.P.D., OR  
AGRICULTURE EDUCATION SERVICE EXTENSION DISTRICT, OR  
ALDER CREEK-BARLOW WATER DISTRICT NO. 29, OR  
ALFALFA FIRE DISTRICT, OR  
ALSEA R.F.P.D., OR  
ALSEA RIVIERA WATER IMPROVEMENT DISTRICT, OR  
AMITY FIRE DISTRICT, OR  
ANTELOPE MEADOWS SPECIAL ROAD DISTRICT, OR  
APPLE ROGUE DISTRICT IMPROVEMENT COMPANY, OR  
APPLEGATE VALLEY R.F.P.D. #9, OR  
ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT, OR  
ARCH CAPE SANITARY DISTRICT, OR  
ARNOLD IRRIGATION DISTRICT, OR  
ASH CREEK WATER CONTROL DISTRICT, OR  
ATHENA CEMETERY MAINTENANCE DISTRICT, OR  
AUMSVILLE R.F.P.D., OR  
AURORA R.F.P.D., OR  
AZALEA R.F.P.D., OR  
BADGER IMPROVEMENT DISTRICT, OR  
BAILEY-SPENCER R.F.P.D., OR  
BAKER COUNTY LIBRARY DISTRICT, OR  
BAKER R.F.P.D., OR  
BAKER RIVERTON ROAD DISTRICT, OR  
BAKER VALLEY IRRIGATION DISTRICT, OR  
BAKER VALLEY S.W.C.D., OR



BAKER VALLEY VECTOR CONTROL DISTRICT, OR  
BANDON CRANBERRY WATER CONTROL DISTRICT, OR  
BANDON R.F.P.D., OR  
BANKS FIRE DISTRICT, OR  
BANKS FIRE DISTRICT #13, OR  
BAR L RANCH ROAD DISTRICT, OR  
BARLOW WATER IMPROVEMENT DISTRICT, OR  
BASIN AMBULANCE SERVICE DISTRICT, OR  
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT, OR  
BATON ROUGE WATER COMPANY  
BAY AREA HEALTH DISTRICT, OR  
BAYSHORE SPECIAL ROAD DISTRICT, OR  
BEAR VALLEY SPECIAL ROAD DISTRICT, OR  
BEAVER CREEK WATER CONTROL DISTRICT, OR  
BEAVER DRAINAGE IMPROVEMENT COMPANY, INC., OR  
BEAVER SLOUGH DRAINAGE DISTRICT, OR  
BEAVER SPECIAL ROAD DISTRICT, OR  
BEAVER WATER DISTRICT, OR  
BELLE MER S.I.G.L. TRACTS SPECIAL ROAD DISTRICT, OR  
BEND METRO PARK AND RECREATION DISTRICT  
BENTON S.W.C.D., OR  
BERNDT SUBDIVISION WATER IMPROVEMENT DISTRICT, OR  
BEVERLY BEACH WATER DISTRICT, OR  
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6, LA  
BIG BEND IRRIGATION DISTRICT, OR  
BIGGS SERVICE DISTRICT, OR  
BLACK BUTTE RANCH DEPARTMENT OF POLICE SERVICES, OR  
BLACK BUTTE RANCH R.F.P.D., OR  
BLACK MOUNTAIN WATER DISTRICT, OR  
BLODGETT-SUMMIT R.F.P.D., OR  
BLUE MOUNTAIN HOSPITAL DISTRICT, OR  
BLUE MOUNTAIN TRANSLATOR DISTRICT, OR  
BLUE RIVER PARK & RECREATION DISTRICT, OR  
BLUE RIVER WATER DISTRICT, OR  
BLY R.F.P.D., OR  
BLY VECTOR CONTROL DISTRICT, OR  
BLY WATER AND SANITARY DISTRICT, OR  
BOARDMAN CEMETERY MAINTENANCE DISTRICT, OR  
BOARDMAN PARK AND RECREATION DISTRICT  
BOARDMAN R.F.P.D., OR  
BONANZA BIG SPRINGS PARK & RECREATION DISTRICT, OR  
BONANZA MEMORIAL PARK CEMETERY DISTRICT, OR  
BONANZA R.F.P.D., OR  
BONANZA-LANGELL VALLEY VECTOR CONTROL DISTRICT, OR  
BORING WATER DISTRICT #24, OR  
BOULDER CREEK RETREAT SPECIAL ROAD DISTRICT, OR  
BRIDGE R.F.P.D., OR  
BROOKS COMMUNITY SERVICE DISTRICT, OR  
BROWNSVILLE R.F.P.D., OR  
BUELL-RED PRAIRIE WATER DISTRICT, OR  
BUNKER HILL R.F.P.D. #1, OR  
BUNKER HILL SANITARY DISTRICT, OR  
BURLINGTON WATER DISTRICT, OR  
BURNT RIVER IRRIGATION DISTRICT, OR  
BURNT RIVER S.W.C.D., OR  
CALAPOOCIA R.F.P.D., OR  
CAMAS VALLEY R.F.P.D., OR  
CAMELLIA PARK SANITARY DISTRICT, OR  
CAMMANN ROAD DISTRICT, OR  
CAMP SHERMAN ROAD DISTRICT, OR  
CANBY AREA TRANSIT, OR  
CANBY R.F.P.D. #62, OR  
CANBY UTILITY BOARD, OR  
CANNON BEACH R.F.P.D., OR  
CANYONVILLE SOUTH UMPQUA FIRE DISTRICT, OR

CAPE FERRELO R.F.P.D., OR  
 CAPE FOULWEATHER SANITARY DISTRICT, OR  
 CARLSON PRIMROSE SPECIAL ROAD DISTRICT, OR  
 CARMEL BEACH WATER DISTRICT, OR  
 CASCADE VIEW ESTATES TRACT 2, OR  
 CEDAR CREST SPECIAL ROAD DISTRICT, OR  
 CEDAR TRAILS SPECIAL ROAD DISTRICT, OR  
 CEDAR VALLEY - NORTH BANK R.F.P.D., OR  
 CENTRAL CASCADES FIRE AND EMS, OR  
 CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA  
 CENTRAL LINCOLN P.U.D., OR  
 CENTRAL OREGON COAST FIRE & RESCUE DISTRICT, OR  
 CENTRAL OREGON INTERGOVERNMENTAL COUNCIL  
 CENTRAL OREGON IRRIGATION DISTRICT, OR  
 CHAPARRAL WATER CONTROL DISTRICT, OR  
 CHARLESTON FIRE DISTRICT, OR  
 CHARLESTON SANITARY DISTRICT, OR  
 CHARLOTTE ANN WATER DISTRICT, OR  
 CHEHALEM PARK & RECREATION DISTRICT, OR  
 CHEHALEM PARK AND RECREATION DISTRICT  
 CHEMULT R.F.P.D., OR  
 CHENOWITH WATER P.U.D., OR  
 CHERRIOTS, OR  
 CHETCO COMMUNITY PUBLIC LIBRARY DISTRICT, OR  
 CHILOQUIN VECTOR CONTROL DISTRICT, OR  
 CHILOQUIN-AGENCY LAKE R.F.P.D., OR  
 CHINOOK DRIVE SPECIAL ROAD DISTRICT, OR  
 CHR DISTRICT IMPROVEMENT COMPANY, OR  
 CHRISTMAS VALLEY DOMESTIC WATER DISTRICT, OR  
 CHRISTMAS VALLEY PARK & RECREATION DISTRICT, OR  
 CHRISTMAS VALLEY R.F.P.D., OR  
 CITY OF BOGALUSA SCHOOL BOARD, LA  
 CLACKAMAS COUNTY FIRE DISTRICT #1, OR  
 CLACKAMAS COUNTY SERVICE DISTRICT #1, OR  
 CLACKAMAS COUNTY VECTOR CONTROL DISTRICT, OR  
 CLACKAMAS RIVER WATER  
 CLACKAMAS RIVER WATER, OR  
 CLACKAMAS S.W.C.D., OR  
 CLATSKANIE DRAINAGE IMPROVEMENT COMPANY, OR  
 CLATSKANIE LIBRARY DISTRICT, OR  
 CLATSKANIE P.U.D., OR  
 CLATSKANIE PARK & RECREATION DISTRICT, OR  
 CLATSKANIE PEOPLE'S UTILITY DISTRICT  
 CLATSKANIE R.F.P.D., OR  
 CLATSOP CARE CENTER HEALTH DISTRICT, OR  
 CLATSOP COUNTY S.W.C.D., OR  
 CLATSOP DRAINAGE IMPROVEMENT COMPANY #15, INC., OR  
 CLEAN WATER SERVICES  
 CLEAN WATER SERVICES, OR  
 CLOVERDALE R.F.P.D., OR  
 CLOVERDALE SANITARY DISTRICT, OR  
 CLOVERDALE WATER DISTRICT, OR  
 COALEDO DRAINAGE DISTRICT, OR  
 COBURG FIRE DISTRICT, OR  
 COLESTIN RURAL FIRE DISTRICT, OR  
 COLTON R.F.P.D., OR  
 COLTON WATER DISTRICT #11, OR  
 COLUMBIA 911 COMMUNICATIONS DISTRICT, OR  
 COLUMBIA COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR  
 COLUMBIA DRAINAGE VECTOR CONTROL, OR  
 COLUMBIA IMPROVEMENT DISTRICT, OR  
 COLUMBIA R.F.P.D., OR  
 COLUMBIA RIVER FIRE & RESCUE, OR  
 COLUMBIA RIVER PUD, OR  
 COLUMBIA S.W.C.D., OR



COLUMBIA S.W.C.D., OR  
CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
COOS COUNTY AIRPORT DISTRICT, OR  
COOS COUNTY AIRPORT DISTRICT, OR  
COOS COUNTY AREA TRANSIT SERVICE DISTRICT, OR  
COOS COUNTY AREA TRANSIT SERVICE DISTRICT, OR  
COOS FOREST PROTECTIVE ASSOCIATION  
COOS S.W.C.D., OR  
COQUILLE R.F.P.D., OR  
COQUILLE VALLEY HOSPITAL DISTRICT, OR  
CORBETT WATER DISTRICT, OR  
CORNELIUS R.F.P.D., OR  
CORP RANCH ROAD WATER IMPROVEMENT, OR  
CORVALLIS R.F.P.D., OR  
COUNTRY CLUB ESTATES SPECIAL WATER DISTRICT, OR  
COUNTRY CLUB WATER DISTRICT, OR  
COUNTRY ESTATES ROAD DISTRICT, OR  
COVE CEMETERY MAINTENANCE DISTRICT, OR  
COVE ORCHARD SEWER SERVICE DISTRICT, OR  
COVE R.F.P.D., OR  
CRESCENT R.F.P.D., OR  
CRESCENT SANITARY DISTRICT, OR  
CRESCENT WATER SUPPLY AND IMPROVEMENT DISTRICT, OR  
CROOK COUNTY AGRICULTURE EXTENSION SERVICE DISTRICT, OR  
CROOK COUNTY CEMETERY DISTRICT, OR  
CROOK COUNTY FIRE AND RESCUE, OR  
CROOK COUNTY PARKS & RECREATION DISTRICT, OR  
CROOK COUNTY S.W.C.D., OR  
CROOK COUNTY VECTOR CONTROL DISTRICT, OR  
CROOKED RIVER RANCH R.F.P.D., OR  
CROOKED RIVER RANCH SPECIAL ROAD DISTRICT, OR  
CRYSTAL SPRINGS WATER DISTRICT, OR  
CURRY COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR  
CURRY COUNTY PUBLIC TRANSIT SERVICE DISTRICT, OR  
CURRY COUNTY S.W.C.D., OR  
CURRY HEALTH DISTRICT, OR  
CURRY PUBLIC LIBRARY DISTRICT, OR  
DALLAS CEMETERY DISTRICT #4, OR  
DARLEY DRIVE SPECIAL ROAD DISTRICT, OR  
DAVID CROCKETT STEAM FIRE COMPANY #1, LA  
DAYS CREEK R.F.P.D., OR  
DAYTON FIRE DISTRICT, OR  
DEAN MINARD WATER DISTRICT, OR  
DEE IRRIGATION DISTRICT, OR  
DEER ISLAND DRAINAGE IMPROVEMENT COMPANY, OR  
DELL BROGAN CEMETERY MAINTENANCE DISTRICT, OR  
DEPOE BAY R.F.P.D., OR  
DESCHUTES COUNTY 911 SERVICE DISTRICT, OR  
DESCHUTES COUNTY R.F.P.D. #2, OR  
DESCHUTES PUBLIC LIBRARY DISTRICT, OR  
DESCHUTES S.W.C.D., OR  
DESCHUTES VALLEY WATER DISTRICT, OR  
DEVILS LAKE WATER IMPROVEMENT DISTRICT, OR  
DEXTER R.F.P.D., OR  
DEXTER SANITARY DISTRICT, OR  
DORA-SITKUM R.F.P.D., OR  
DOUGLAS COUNTY FIRE DISTRICT #2, OR  
DOUGLAS S.W.C.D., OR  
DRAKES CROSSING R.F.P.D., OR  
DRRH SPECIAL ROAD DISTRICT #6, OR  
DRY GULCH DITCH DISTRICT IMPROVEMENT COMPANY, OR  
DUFUR RECREATION DISTRICT, OR  
DUMBECK LANE DOMESTIC WATER SUPPLY, OR  
DUNDEE R.F.P.D., OR  
DURKEE COMMUNITY BUILDING PRESERVATION DISTRICT, OR

EAGLE POINT IRRIGATION DISTRICT, OR  
EAGLE VALLEY CEMETERY MAINTENANCE DISTRICT, OR  
EAGLE VALLEY R.F.P.D., OR  
EAGLE VALLEY S.W.C.D., OR  
EAST FORK IRRIGATION DISTRICT, OR  
EAST MULTNOMAH S.W.C.D., OR  
EAST SALEM SERVICE DISTRICT, OR  
EAST UMATILLA CHEMICAL CONTROL DISTRICT, OR  
EAST UMATILLA COUNTY AMBULANCE AREA HEALTH DISTRICT, OR  
EAST UMATILLA COUNTY R.F.P.D., OR  
EAST VALLEY WATER DISTRICT, OR  
ELGIN COMMUNITY PARKS & RECREATION DISTRICT, OR  
ELGIN HEALTH DISTRICT, OR  
ELGIN R.F.P.D., OR  
ELKTON ESTATES PHASE II SPECIAL ROAD DISTRICT, OR  
ELKTON R.F.P.D., OR  
EMERALD P.U.D., OR  
ENTERPRISE IRRIGATION DISTRICT, OR  
ESTACADA CEMETERY MAINTENANCE DISTRICT, OR  
ESTACADA R.F.P.D. #69, OR  
EUGENE R.F.P.D. # 1, OR  
EUGENE WATER AND ELECTRIC BOARD  
EVANS VALLEY FIRE DISTRICT #6, OR  
FAIR OAKS R.F.P.D., OR  
FAIRVIEW R.F.P.D., OR  
FAIRVIEW WATER DISTRICT, OR  
FALCON HEIGHTS WATER AND SEWER, OR  
FALCON-COVE BEACH WATER DISTRICT, OR  
FALL RIVER ESTATES SPECIAL ROAD DISTRICT, OR  
FARGO INTERCHANGE SERVICE DISTRICT, OR  
FARMERS IRRIGATION DISTRICT, OR  
FAT ELK DRAINAGE DISTRICT, OR  
FERN RIDGE PUBLIC LIBRARY DISTRICT, OR  
FERN VALLEY ESTATES IMPROVEMENT DISTRICT, OR  
FOR FAR ROAD DISTRICT, OR  
FOREST GROVE R.F.P.D., OR  
FOREST VIEW SPECIAL ROAD DISTRICT, OR  
FORT ROCK-SILVER LAKE S.W.C.D., OR  
FOUR RIVERS VECTOR CONTROL DISTRICT, OR  
FOX CEMETERY MAINTENANCE DISTRICT, OR  
GARDINER R.F.P.D., OR  
GARDINER SANITARY DISTRICT, OR  
GARIBALDI R.F.P.D., OR  
GASTON R.F.P.D., OR  
GATES R.F.P.D., OR  
GEARHART R.F.P.D., OR  
GILLIAM S.W.C.D., OR  
GLENDALE AMBULANCE DISTRICT, OR  
GLENDALE R.F.P.D., OR  
GLENEDEN BEACH SPECIAL ROAD DISTRICT, OR  
GLENEDEN SANITARY DISTRICT, OR  
GLENWOOD WATER DISTRICT, OR  
GLIDE - IDLEYLD SANITARY DISTRICT, OR  
GLIDE R.F.P.D., OR  
GOLD BEACH - WEDDERBURN R.F.P.D., OR  
GOLD HILL IRRIGATION DISTRICT, OR  
GOLDFINCH ROAD DISTRICT, OR  
GOSHEN R.F.P.D., OR  
GOVERNMENT CAMP ROAD DISTRICT, OR  
GOVERNMENT CAMP SANITARY DISTRICT, OR  
GRAND PRAIRIE WATER CONTROL DISTRICT, OR  
GRAND RONDE SANITARY DISTRICT, OR  
GRANT COUNTY TRANSPORTATION DISTRICT, OR  
GRANT S.W.C.D., OR  
GRANTS PASS IRRIGATION DISTRICT, OR



GREATER BOWEN VALLEY R.F.P.D., OR  
 GREATER ST. HELENS PARK & RECREATION DISTRICT, OR  
 GREATER TOLEDO POOL RECREATION DISTRICT, OR  
 GREEN KNOLLS SPECIAL ROAD DISTRICT, OR  
 GREEN SANITARY DISTRICT, OR  
 GREENACRES R.F.P.D., OR  
 GREENBERRY IRRIGATION DISTRICT, OR  
 GREENSPRINGS RURAL FIRE DISTRICT, OR  
 HAHLEN ROAD SPECIAL DISTRICT, OR  
 HAINES CEMETERY MAINTENANCE DISTRICT, OR  
 HAINES FIRE PROTECTION DISTRICT, OR  
 HALSEY-SHEDD R.F.P.D., OR  
 HAMLET R.F.P.D., OR  
 HARBOR R.F.P.D., OR  
 HARBOR SANITARY DISTRICT, OR  
 HARBOR WATER P.U.D., OR  
 HARNEY COUNTY HEALTH DISTRICT, OR  
 HARNEY S.W.C.D., OR  
 HARPER SOUTH SIDE IRRIGATION DISTRICT, OR  
 HARRISBURG FIRE AND RESCUE, OR  
 HAUSER R.F.P.D., OR  
 HAZELDELL RURAL FIRE DISTRICT, OR  
 HEBO JOINT WATER-SANITARY AUTHORITY, OR  
 HECETA WATER P.U.D., OR  
 HELIX CEMETERY MAINTENANCE DISTRICT #4, OR  
 HELIX PARK & RECREATION DISTRICT, OR  
 HELIX R.F.P.D. #7-411, OR  
 HEPPNER CEMETERY MAINTENANCE DISTRICT, OR  
 HEPPNER R.F.P.D., OR  
 HEPPNER WATER CONTROL DISTRICT, OR  
 HEREFORD COMMUNITY HALL RECREATION DISTRICT, OR  
 HERMISTON CEMETERY DISTRICT, OR  
 HERMISTON IRRIGATION DISTRICT, OR  
 HIDDEN VALLEY MOBILE ESTATES IMPROVEMENT DISTRICT, OR  
 HIGH DESERT PARK & RECREATION DISTRICT, OR  
 HIGHLAND SUBDIVISION WATER DISTRICT, OR  
 HONOLULU INTERNATIONAL AIRPORT  
 HOOD RIVER COUNTY LIBRARY DISTRICT, OR  
 HOOD RIVER COUNTY TRANSPORTATION DISTRICT, OR  
 HOOD RIVER S.W.C.D., OR  
 HOOD RIVER VALLEY PARKS & RECREATION DISTRICT, OR  
 HOODLAND FIRE DISTRICT #74  
 HOODLAND FIRE DISTRICT #74, OR  
 HORSEFLY IRRIGATION DISTRICT, OR  
 HOSKINS-KINGS VALLEY R.F.P.D., OR  
 HOUSING AUTHORITY OF PORTLAND  
 HUBBARD R.F.P.D., OR  
 HUDSON BAY DISTRICT IMPROVEMENT COMPANY, OR  
 I N (KAY) YOUNG DITCH DISTRICT IMPROVEMENT COMPANY, OR  
 ICE FOUNTAIN WATER DISTRICT, OR  
 IDAHO POINT SPECIAL ROAD DISTRICT, OR  
 IDANHA-DETROIT RURAL FIRE PROTECTION DISTRICT, OR  
 ILLINOIS VALLEY FIRE DISTRICT  
 ILLINOIS VALLEY R.F.P.D., OR  
 ILLINOIS VALLEY S.W.C.D., OR  
 IMBLER R.F.P.D., OR  
 INTERLACHEN WATER P.U.D., OR  
 IONE LIBRARY DISTRICT, OR  
 IONE R.F.P.D. #6-604, OR  
 IRONSIDE CEMETERY MAINTENANCE DISTRICT, OR  
 IRONSIDE RURAL ROAD DISTRICT #5, OR  
 IRRIGON PARK & RECREATION DISTRICT, OR  
 IRRIGON R.F.P.D., OR  
 ISLAND CITY AREA SANITATION DISTRICT, OR  
 ISLAND CITY CEMETERY MAINTENANCE DISTRICT, OR

JACK PINE VILLAGE SPECIAL ROAD DISTRICT, OR  
JACKSON COUNTY FIRE DISTRICT #3, OR  
JACKSON COUNTY FIRE DISTRICT #4, OR  
JACKSON COUNTY FIRE DISTRICT #5, OR  
JACKSON COUNTY LIBRARY DISTRICT, OR  
JACKSON COUNTY VECTOR CONTROL DISTRICT, OR  
JACKSON S.W.C.D., OR  
JASPER KNOLLS WATER DISTRICT, OR  
JEFFERSON COUNTY EMERGENCY MEDICAL SERVICE DISTRICT, OR  
JEFFERSON COUNTY FIRE DISTRICT #1, OR  
JEFFERSON COUNTY LIBRARY DISTRICT, OR  
JEFFERSON COUNTY S.W.C.D., OR  
JEFFERSON PARK & RECREATION DISTRICT, OR  
JEFFERSON R.F.P.D., OR  
JOB'S DRAINAGE DISTRICT, OR  
JOHN DAY WATER DISTRICT, OR  
JOHN DAY-CANYON CITY PARKS & RECREATION DISTRICT, OR  
JOHN DAY-FERNHILL R.F.P.D. #5-108, OR  
JORDAN VALLEY CEMETERY DISTRICT, OR  
JORDAN VALLEY IRRIGATION DISTRICT, OR  
JOSEPHINE COMMUNITY LIBRARY DISTRICT, OR  
JOSEPHINE COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR  
JOSEPHINE COUNTY 911 AGENCY, OR  
JUNCTION CITY R.F.P.D., OR  
JUNCTION CITY WATER CONTROL DISTRICT, OR  
JUNIPER BUTTE ROAD DISTRICT, OR  
JUNIPER CANYON WATER CONTROL DISTRICT, OR  
JUNIPER FLAT DISTRICT IMPROVEMENT COMPANY, OR  
JUNIPER FLAT R.F.P.D., OR  
JUNO NONPROFIT WATER IMPROVEMENT DISTRICT, OR  
KEATING R.F.P.D., OR  
KEATING S.W.C.D., OR  
KEIZER R.F.P.D., OR  
KELLOGG RURAL FIRE DISTRICT, OR  
KENO IRRIGATION DISTRICT, OR  
KENO PINES ROAD DISTRICT, OR  
KENO R.F.P.D., OR  
KENT WATER DISTRICT, OR  
KERBY WATER DISTRICT, OR  
K-GB-LB WATER DISTRICT, OR  
KILCHIS WATER DISTRICT, OR  
KLAMATH 9-1-1 COMMUNICATIONS DISTRICT, OR  
KLAMATH BASIN IMPROVEMENT DISTRICT, OR  
KLAMATH COUNTY DRAINAGE SERVICE DISTRICT, OR  
KLAMATH COUNTY EXTENSION SERVICE DISTRICT, OR  
KLAMATH COUNTY FIRE DISTRICT #1, OR  
KLAMATH COUNTY FIRE DISTRICT #3, OR  
KLAMATH COUNTY FIRE DISTRICT #4, OR  
KLAMATH COUNTY FIRE DISTRICT #5, OR  
KLAMATH COUNTY LIBRARY SERVICE DISTRICT, OR  
KLAMATH COUNTY PREDATORY ANIMAL CONTROL DISTRICT, OR  
KLAMATH DRAINAGE DISTRICT, OR  
KLAMATH FALLS FOREST ESTATES SPECIAL ROAD DISTRICT UNIT #2, OR  
KLAMATH INTEROPERABILITY RADIO GROUP, OR  
KLAMATH IRRIGATION DISTRICT, OR  
KLAMATH RIVER ACRES SPECIAL ROAD DISTRICT, OR  
KLAMATH S.W.C.D., OR  
KLAMATH VECTOR CONTROL DISTRICT, OR  
KNAPPA-SVENSEN-BURNSIDE R.F.P.D., OR  
LA GRANDE CEMETERY MAINTENANCE DISTRICT, OR  
LA GRANDE R.F.P.D., OR  
LA PINE PARK & RECREATION DISTRICT, OR  
LA PINE R.F.P.D., OR  
LABISH VILLAGE SEWAGE & DRAINAGE, OR  
LACOMB IRRIGATION DISTRICT, OR



LAFAYETTE AIRPORT COMMISSION, LA  
 LAFORCHE PARISH HEALTH UNIT – DHH-OPH REGION 3  
 LAIDLAW WATER DISTRICT, OR  
 LAKE CHINOOK FIRE & RESCUE, OR  
 LAKE COUNTY 4-H & EXTENSION SERVICE DISTRICT, OR  
 LAKE COUNTY LIBRARY DISTRICT, OR  
 LAKE CREEK R.F.P.D. - JACKSON, OR  
 LAKE CREEK R.F.P.D. - LANE COUNTY, OR  
 LAKE DISTRICT HOSPITAL, OR  
 LAKE GROVE R.F.P.D. NO. 57, OR  
 LAKE GROVE WATER DISTRICT, OR  
 LAKE LABISH WATER CONTROL DISTRICT, OR  
 LAKE POINT SPECIAL ROAD DISTRICT, OR  
 LAKESIDE R.F.P.D. #4, OR  
 LAKESIDE WATER DISTRICT, OR  
 LAKEVIEW R.F.P.D., OR  
 LAKEVIEW S.W.C.D., OR  
 LAMONTAI IMPROVEMENT DISTRICT, OR  
 LANE FIRE AUTHORITY, OR  
 LANE LIBRARY DISTRICT, OR  
 LANE TRANSIT DISTRICT, OR  
 LANGELL VALLEY IRRIGATION DISTRICT, OR  
 LANGLOIS PUBLIC LIBRARY, OR  
 LANGLOIS R.F.P.D., OR  
 LANGLOIS WATER DISTRICT, OR  
 LAZY RIVER SPECIAL ROAD DISTRICT, OR  
 LEBANON AQUATIC DISTRICT, OR  
 LEBANON R.F.P.D., OR  
 LEWIS & CLARK R.F.P.D., OR  
 LINCOLN COUNTY LIBRARY DISTRICT, OR  
 LINCOLN S.W.C.D., OR  
 LINN COUNTY EMERGENCY TELEPHONE AGENCY, OR  
 LINN S.W.C.D., OR  
 LITTLE MUDDY CREEK WATER CONTROL, OR  
 LITTLE NESTUCCA DRAINAGE DISTRICT, OR  
 LITTLE SWITZERLAND SPECIAL ROAD DISTRICT, OR  
 LONE PINE IRRIGATION DISTRICT, OR  
 LONG PRAIRIE WATER DISTRICT, OR  
 LOOKINGGLASS OLALLA WATER CONTROL DISTRICT, OR  
 LOOKINGGLASS RURAL FIRE DISTRICT, OR  
 LORANE R.F.P.D., OR  
 LOST & BOULDER DITCH IMPROVEMENT DISTRICT, OR  
 LOST CREEK PARK SPECIAL ROAD DISTRICT, OR  
 LOUISIANA PUBLIC SERVICE COMMISSION, LA  
 LOUISIANA WATER WORKS  
 LOWELL R.F.P.D., OR  
 LOWER MCKAY CREEK R.F.P.D., OR  
 LOWER MCKAY CREEK WATER CONTROL DISTRICT, OR  
 LOWER POWDER RIVER IRRIGATION DISTRICT, OR  
 LOWER SILETZ WATER DISTRICT, OR  
 LOWER UMPQUA HOSPITAL DISTRICT, OR  
 LOWER UMPQUA PARK & RECREATION DISTRICT, OR  
 LOWER VALLEY WATER IMPROVEMENT DISTRICT, OR  
 LUCE LONG DITCH DISTRICT IMPROVEMENT CO., OR  
 LUSTED WATER DISTRICT, OR  
 LYONS R.F.P.D., OR  
 LYONS-MEHAMA WATER DISTRICT, OR  
 MADRAS AQUATIC CENTER DISTRICT, OR  
 MAKAI SPECIAL ROAD DISTRICT, OR  
 MALHEUR COUNTY S.W.C.D., OR  
 MALHEUR COUNTY VECTOR CONTROL DISTRICT, OR  
 MALHEUR DISTRICT IMPROVEMENT COMPANY, OR  
 MALHEUR DRAINAGE DISTRICT, OR  
 MALHEUR MEMORIAL HEALTH DISTRICT, OR  
 MALIN COMMUNITY CEMETERY MAINTENANCE DISTRICT, OR

MALIN COMMUNITY PARK & RECREATION DISTRICT, OR  
MALIN IRRIGATION DISTRICT, OR  
MALIN R.F.P.D., OR  
MAPLETON FIRE DEPARTMENT, OR  
MAPLETON WATER DISTRICT, OR  
MARCOLA WATER DISTRICT, OR  
MARION COUNTY EXTENSION & 4H SERVICE DISTRICT, OR  
MARION COUNTY FIRE DISTRICT #1, OR  
MARION JACK IMPROVEMENT DISTRICT, OR  
MARION S.W.C.D., OR  
MARY'S RIVER ESTATES ROAD DISTRICT, OR  
MCDONALD FOREST ESTATES SPECIAL ROAD DISTRICT, OR  
MCKAY ACRES IMPROVEMENT DISTRICT, OR  
MCKAY DAM R.F.P.D. # 7-410, OR  
MCKENZIE FIRE & RESCUE, OR  
MCKENZIE PALISADES WATER SUPPLY CORPORATION, OR  
MCMINNVILLE R.F.P.D., OR  
MCNULTY WATER P.U.D., OR  
MEADOWS DRAINAGE DISTRICT, OR  
MEDFORD IRRIGATION DISTRICT, OR  
MEDFORD R.F.P.D. #2, OR  
MEDFORD WATER COMMISSION  
MEDICAL SPRINGS R.F.P.D., OR  
MELHEUR COUNTY JAIL, OR  
MERLIN COMMUNITY PARK DISTRICT, OR  
MERRILL CEMETERY MAINTENANCE DISTRICT, OR  
MERRILL PARK DISTRICT, OR  
MERRILL R.F.P.D., OR  
METRO REGIONAL GOVERNMENT  
METRO REGIONAL PARKS  
METROPOLITAN EXPOSITION RECREATION COMMISSION  
METROPOLITAN SERVICE DISTRICT (METRO)  
MID COUNTY CEMETERY MAINTENANCE DISTRICT, OR  
MID-COLUMBIA FIRE AND RESCUE, OR  
MIDDLE FORK IRRIGATION DISTRICT, OR  
MIDLAND COMMUNITY PARK, OR  
MIDLAND DRAINAGE IMPROVEMENT DISTRICT, OR  
MILES CROSSING SANITARY SEWER DISTRICT, OR  
MILL CITY R.F.P.D. #2-303, OR  
MILL FOUR DRAINAGE DISTRICT, OR  
MILLICOMA RIVER PARK & RECREATION DISTRICT, OR  
MILLINGTON R.F.P.D. #5, OR  
MILO VOLUNTEER FIRE DEPARTMENT, OR  
MILTON-FREEWATER AMBULANCE SERVICE AREA HEALTH DISTRICT, OR  
MILTON-FREEWATER WATER CONTROL DISTRICT, OR  
MIROCO SPECIAL ROAD DISTRICT, OR  
MIST-BIRKENFELD R.F.P.D., OR  
MODOC POINT IRRIGATION DISTRICT, OR  
MODOC POINT SANITARY DISTRICT, OR  
MOHAWK VALLEY R.F.P.D., OR  
MOLALLA AQUATIC DISTRICT, OR  
MOLALLA R.F.P.D. #73, OR  
MONITOR R.F.P.D., OR  
MONROE R.F.P.D., OR  
MONUMENT CEMETERY MAINTENANCE DISTRICT, OR  
MONUMENT S.W.C.D., OR  
MOOREA DRIVE SPECIAL ROAD DISTRICT, OR  
MORO R.F.P.D., OR  
MORROW COUNTY HEALTH DISTRICT, OR  
MORROW COUNTY UNIFIED RECREATION DISTRICT, OR  
MORROW S.W.C.D., OR  
MOSIER FIRE DISTRICT, OR  
MOUNTAIN DRIVE SPECIAL ROAD DISTRICT, OR  
MT. ANGEL R.F.P.D., OR  
MT. HOOD IRRIGATION DISTRICT, OR



MT. LAKE CEMETERY DISTRICT, OR  
MT. VERNON R.F.P.D., OR  
MULINO WATER DISTRICT #1, OR  
MULTNOMAH COUNTY DRAINAGE DISTRICT #1, OR  
MULTNOMAH COUNTY R.F.P.D. #10, OR  
MULTNOMAH COUNTY R.F.P.D. #14, OR  
MULTNOMAH EDUCATION SERVICE DISTRICT  
MYRTLE CREEK R.F.P.D., OR  
NEAH-KAH-NIE WATER DISTRICT, OR  
NEDONNA R.F.P.D., OR  
NEHALEM BAY FIRE AND RESCUE, OR  
NEHALEM BAY HEALTH DISTRICT, OR  
NEHALEM BAY WASTEWATER AGENCY, OR  
NESIKA BEACH-OPHIR WATER DISTRICT, OR  
NESKOWIN REGIONAL SANITARY AUTHORITY, OR  
NESKOWIN REGIONAL WATER DISTRICT, OR  
NESTUCCA R.F.P.D., OR  
NETARTS WATER DISTRICT, OR  
NETARTS-OCEANSIDE R.F.P.D., OR  
NETARTS-OCEANSIDE SANITARY DISTRICT, OR  
NEW BRIDGE WATER SUPPLY DISTRICT, OR  
NEW CARLTON FIRE DISTRICT, OR  
NEW ORLEANS REDEVELOPMENT AUTHORITY, LA  
NEW PINE CREEK R.F.P.D., OR  
NEWBERG R.F.P.D., OR  
NEWBERRY ESTATES SPECIAL ROAD DISTRICT, OR  
NEWPORT R.F.P.D., OR  
NEWT YOUNG DITCH DISTRICT IMPROVEMENT COMPANY, OR  
NORTH ALBANY R.F.P.D., OR  
NORTH BAY R.F.P.D. #9, OR  
NORTH CLACKAMAS PARKS & RECREATION DISTRICT, OR  
NORTH COUNTY RECREATION DISTRICT, OR  
NORTH DOUGLAS COUNTY FIRE & EMS, OR  
NORTH DOUGLAS PARK & RECREATION DISTRICT, OR  
NORTH GILLIAM COUNTY HEALTH DISTRICT, OR  
NORTH GILLIAM COUNTY R.F.P.D., OR  
NORTH LAKE HEALTH DISTRICT, OR  
NORTH LEBANON WATER CONTROL DISTRICT, OR  
NORTH LINCOLN FIRE & RESCUE DISTRICT #1, OR  
NORTH LINCOLN HEALTH DISTRICT, OR  
NORTH MORROW VECTOR CONTROL DISTRICT, OR  
NORTH SHERMAN COUNTY R.F.P.D., OR  
NORTH UNIT IRRIGATION DISTRICT, OR  
NORTHEAST OREGON HOUSING AUTHORITY, OR  
NORTHEAST WHEELER COUNTY HEALTH DISTRICT, OR  
NORTHERN WASCO COUNTY P.U.D., OR  
NORTHERN WASCO COUNTY PARK & RECREATION DISTRICT, OR  
NYE DITCH USERS DISTRICT IMPROVEMENT, OR  
NYSSA ROAD ASSESSMENT DISTRICT #2, OR  
NYSSA RURAL FIRE DISTRICT, OR  
NYSSA-ARCADIA DRAINAGE DISTRICT, OR  
OAK LODGE WATER SERVICES, OR  
OAKLAND R.F.P.D., OR  
OAKVILLE COMMUNITY CENTER, OR  
OCEANSIDE WATER DISTRICT, OR  
OCHOCO IRRIGATION DISTRICT, OR  
OCHOCO WEST WATER AND SANITARY AUTHORITY, OR  
ODELL SANITARY DISTRICT, OR  
OLD OWYHEE DITCH IMPROVEMENT DISTRICT, OR  
OLNEY-WALLUSKI FIRE & RESCUE DISTRICT, OR  
ONTARIO LIBRARY DISTRICT, OR  
ONTARIO R.F.P.D., OR  
OPHIR R.F.P.D., OR  
OREGON COAST COMMUNITY ACTION  
OREGON HOUSING AND COMMUNITY SERVICES

OREGON INTERNATIONAL PORT OF COOS BAY, OR  
OREGON LEGISLATIVE ADMINISTRATION  
OREGON OUTBACK R.F.P.D., OR  
OREGON POINT, OR  
OREGON TRAIL LIBRARY DISTRICT, OR  
OTTER ROCK WATER DISTRICT, OR  
OWW UNIT #2 SANITARY DISTRICT, OR  
OWYHEE CEMETERY MAINTENANCE DISTRICT, OR  
OWYHEE IRRIGATION DISTRICT, OR  
PACIFIC CITY JOINT WATER-SANITARY AUTHORITY, OR  
PACIFIC COMMUNITIES HEALTH DISTRICT, OR  
PACIFIC RIVIERA #3 SPECIAL ROAD DISTRICT, OR  
PALATINE HILL WATER DISTRICT, OR  
PALMER CREEK WATER DISTRICT IMPROVEMENT COMPANY, OR  
PANORAMIC ACCESS SPECIAL ROAD DISTRICT, OR  
PANTHER CREEK ROAD DISTRICT, OR  
PANTHER CREEK WATER DISTRICT, OR  
PARKDALE R.F.P.D., OR  
PARKDALE SANITARY DISTRICT, OR  
PENINSULA DRAINAGE DISTRICT #1, OR  
PENINSULA DRAINAGE DISTRICT #2, OR  
PHILOMATH FIRE AND RESCUE, OR  
PILOT ROCK CEMETERY MAINTENANCE DISTRICT #5, OR  
PILOT ROCK PARK & RECREATION DISTRICT, OR  
PILOT ROCK R.F.P.D., OR  
PINE EAGLE HEALTH DISTRICT, OR  
PINE FLAT DISTRICT IMPROVEMENT COMPANY, OR  
PINE GROVE IRRIGATION DISTRICT, OR  
PINE GROVE WATER DISTRICT-KLAMATH FALLS, OR  
PINE GROVE WATER DISTRICT-MAUPIN, OR  
PINE VALLEY CEMETERY DISTRICT, OR  
PINE VALLEY R.F.P.D., OR  
PINWOOD COUNTRY ESTATES SPECIAL ROAD DISTRICT, OR  
PIONEER DISTRICT IMPROVEMENT COMPANY, OR  
PISTOL RIVER CEMETERY MAINTENANCE DISTRICT, OR  
PISTOL RIVER FIRE DISTRICT, OR  
PLEASANT HILL R.F.P.D., OR  
PLEASANT HOME WATER DISTRICT, OR  
POCAHONTAS MINING AND IRRIGATION DISTRICT, OR  
POE VALLEY IMPROVEMENT DISTRICT, OR  
POE VALLEY PARK & RECREATION DISTRICT, OR  
POE VALLEY VECTOR CONTROL DISTRICT, OR  
POLK COUNTY FIRE DISTRICT #1, OR  
POLK S.W.C.D., OR  
POMPADOUR WATER IMPROVEMENT DISTRICT, OR  
PONDEROSA PINES EAST SPECIAL ROAD DISTRICT, OR  
PORT OF ALSEA, OR  
PORT OF ARLINGTON, OR  
PORT OF ASTORIA, OR  
PORT OF BANDON, OR  
PORT OF BRANDON, OR  
PORT OF BROOKINGS HARBOR, OR  
PORT OF CASCADE LOCKS, OR  
PORT OF COQUILLE RIVER, OR  
PORT OF GARIBALDI, OR  
PORT OF GOLD BEACH, OR  
PORT OF HOOD RIVER, OR  
PORT OF MORGAN CITY, LA  
PORT OF MORROW, OR  
PORT OF NEHALEM, OR  
PORT OF NEWPORT, OR  
PORT OF PORT ORFORD, OR  
PORT OF PORTLAND, OR  
PORT OF SIUSLAW, OR  
PORT OF ST. HELENS, OR



PORT OF THE DALLES, OR  
PORT OF TILLAMOOK BAY, OR  
PORT OF TOLEDO, OR  
PORT OF UMATILLA, OR  
PORT OF UMPQUA, OR  
PORT ORFORD CEMETERY MAINTENANCE DISTRICT, OR  
PORT ORFORD PUBLIC LIBRARY DISTRICT, OR  
PORT ORFORD R.F.P.D., OR  
PORTLAND DEVELOPMENT COMMISSION, OR  
PORTLAND FIRE AND RESCUE  
PORTLAND HOUSING CENTER, OR  
POWDER R.F.P.D., OR  
POWDER RIVER R.F.P.D., OR  
POWDER VALLEY WATER CONTROL DISTRICT, OR  
POWERS HEALTH DISTRICT, OR  
PRAIRIE CEMETERY MAINTENANCE DISTRICT, OR  
PRINEVILLE LAKE ACRES SPECIAL ROAD DISTRICT #1, OR  
PROSPECT R.F.P.D., OR  
QUAIL VALLEY PARK IMPROVEMENT DISTRICT, OR  
QUEENER IRRIGATION IMPROVEMENT DISTRICT, OR  
RAINBOW WATER DISTRICT, OR  
RAINIER CEMETERY DISTRICT, OR  
RAINIER DRAINAGE IMPROVEMENT COMPANY, OR  
RALEIGH WATER DISTRICT, OR  
REDMOND AREA PARK & RECREATION DISTRICT, OR  
REDMOND FIRE AND RESCUE, OR  
RIDDLE FIRE PROTECTION DISTRICT, OR  
RIDGEWOOD DISTRICT IMPROVEMENT COMPANY, OR  
RIDGEWOOD ROAD DISTRICT, OR  
RIETH SANITARY DISTRICT, OR  
RIETH WATER DISTRICT, OR  
RIMROCK WEST IMPROVEMENT DISTRICT, OR  
RINK CREEK WATER DISTRICT, OR  
RIVER BEND ESTATES SPECIAL ROAD DISTRICT, OR  
RIVER FOREST ACRES SPECIAL ROAD DISTRICT, OR  
RIVER MEADOWS IMPROVEMENT DISTRICT, OR  
RIVER PINES ESTATES SPECIAL ROAD DISTRICT, OR  
RIVER ROAD PARK & RECREATION DISTRICT, OR  
RIVER ROAD WATER DISTRICT, OR  
RIVERBEND RIVERBANK WATER IMPROVEMENT DISTRICT, OR  
RIVERDALE R.F.P.D. 11-JT, OR  
RIVERGROVE WATER DISTRICT, OR  
RIVERSIDE MISSION WATER CONTROL DISTRICT, OR  
RIVERSIDE R.F.P.D. #7-406, OR  
RIVERSIDE WATER DISTRICT, OR  
ROBERTS CREEK WATER DISTRICT, OR  
ROCK CREEK DISTRICT IMPROVEMENT, OR  
ROCK CREEK WATER DISTRICT, OR  
ROCKWOOD WATER P.U.D., OR  
ROCKY POINT FIRE & EMS, OR  
ROGUE RIVER R.F.P.D., OR  
ROGUE RIVER VALLEY IRRIGATION DISTRICT, OR  
ROGUE VALLEY SEWER SERVICES, OR  
ROGUE VALLEY SEWER, OR  
ROGUE VALLEY TRANSPORTATION DISTRICT, OR  
ROSEBURG URBAN SANITARY AUTHORITY, OR  
ROSEWOOD ESTATES ROAD DISTRICT, OR  
ROW RIVER VALLEY WATER DISTRICT, OR  
RURAL ROAD ASSESSMENT DISTRICT #3, OR  
RURAL ROAD ASSESSMENT DISTRICT #4, OR  
SAINT LANDRY PARISH TOURIST COMMISSION  
SAINT MARY PARISH REC DISTRICT 2  
SAINT MARY PARISH REC DISTRICT 3  
SAINT TAMMANY FIRE DISTRICT 4, LA  
SALEM AREA MASS TRANSIT DISTRICT, OR

SALEM MASS TRANSIT DISTRICT  
 SALEM SUBURBAN R.F.P.D., OR  
 SALISHAN SANITARY DISTRICT, OR  
 SALMON RIVER PARK SPECIAL ROAD DISTRICT, OR  
 SALMON RIVER PARK WATER IMPROVEMENT DISTRICT, OR  
 SALMONBERRY TRAIL INTERGOVERNMENTAL AGENCY, OR  
 SANDPIPER VILLAGE SPECIAL ROAD DISTRICT, OR  
 SANDY DRAINAGE IMPROVEMENT COMPANY, OR  
 SANDY R.F.P.D. #72, OR  
 SANTA CLARA R.F.P.D., OR  
 SANTA CLARA WATER DISTRICT, OR  
 SANTIAM WATER CONTROL DISTRICT, OR  
 SAUVIE ISLAND DRAINAGE IMPROVEMENT COMPANY, OR  
 SAUVIE ISLAND VOLUNTEER FIRE DISTRICT #30J, OR  
 SCAPPOOSE DRAINAGE IMPROVEMENT COMPANY, OR  
 SCAPPOOSE PUBLIC LIBRARY DISTRICT, OR  
 SCAPPOOSE R.F.P.D., OR  
 SCIO R.F.P.D., OR  
 SCOTTSBURG R.F.P.D., OR  
 SEAL ROCK R.F.P.D., OR  
 SEAL ROCK WATER DISTRICT, OR  
 SEWERAGE AND WATER BOARD OF NEW ORLEANS, LA  
 SHANGRI-LA WATER DISTRICT, OR  
 SHASTA VIEW IRRIGATION DISTRICT, OR  
 SHELLEY ROAD CREST ACRES WATER DISTRICT, OR  
 SHERIDAN FIRE DISTRICT, OR  
 SHERMAN COUNTY HEALTH DISTRICT, OR  
 SHERMAN COUNTY S.W.C.D., OR  
 SHORELINE SANITARY DISTRICT, OR  
 SILETZ KEYS SANITARY DISTRICT, OR  
 SILETZ R.F.P.D., OR  
 SILVER FALLS LIBRARY DISTRICT, OR  
 SILVER LAKE IRRIGATION DISTRICT, OR  
 SILVER LAKE R.F.P.D., OR  
 SILVER SANDS SPECIAL ROAD DISTRICT, OR  
 SILVERTON R.F.P.D. NO. 2, OR  
 SISTERS PARKS & RECREATION DISTRICT, OR  
 SISTERS-CAMP SHERMAN R.F.P.D., OR  
 SIUSLAW PUBLIC LIBRARY DISTRICT, OR  
 SIUSLAW S.W.C.D., OR  
 SIUSLAW VALLEY FIRE AND RESCUE, OR  
 SIXES R.F.P.D., OR  
 SKIPANON WATER CONTROL DISTRICT, OR  
 SKYLINE VIEW DISTRICT IMPROVEMENT COMPANY, OR  
 SLEEPY HOLLOW WATER DISTRICT, OR  
 SMITH DITCH DISTRICT IMPROVEMENT COMPANY, OR  
 SOUTH CLACKAMAS TRANSPORTATION DISTRICT, OR  
 SOUTH COUNTY HEALTH DISTRICT, OR  
 SOUTH FORK WATER BOARD, OR  
 SOUTH GILLIAM COUNTY CEMETERY DISTRICT, OR  
 SOUTH GILLIAM COUNTY HEALTH DISTRICT, OR  
 SOUTH GILLIAM COUNTY R.F.P.D. VI-301, OR  
 SOUTH LAFOURCHE LEVEE DISTRICT, LA  
 SOUTH LANE COUNTY FIRE & RESCUE, OR  
 SOUTH SANTIAM RIVER WATER CONTROL DISTRICT, OR  
 SOUTH SHERMAN FIRE DISTRICT, OR  
 SOUTH SUBURBAN SANITARY DISTRICT, OR  
 SOUTH WASCO PARK & RECREATION DISTRICT, OR  
 SOUTHERN COOS HEALTH DISTRICT, OR  
 SOUTHERN CURRY CEMETERY MAINTENANCE DISTRICT, OR  
 SOUTHVIEW IMPROVEMENT DISTRICT, OR  
 SOUTHWEST LINCOLN COUNTY WATER DISTRICT, OR  
 SOUTHWESTERN POLK COUNTY R.F.P.D., OR  
 SOUTHWOOD PARK WATER DISTRICT, OR  
 SPECIAL ROAD DISTRICT #1, OR



SPECIAL ROAD DISTRICT #8, OR  
SPRING RIVER SPECIAL ROAD DISTRICT, OR  
SPRINGFIELD UTILITY BOARD, OR  
ST. PAUL R.F.P.D., OR  
STANFIELD CEMETERY DISTRICT #6, OR  
STANFIELD IRRIGATION DISTRICT, OR  
STARR CREEK ROAD DISTRICT, OR  
STARWOOD SANITARY DISTRICT, OR  
STAYTON FIRE DISTRICT, OR  
SUBLIMITY FIRE DISTRICT, OR  
SUBURBAN EAST SALEM WATER DISTRICT, OR  
SUBURBAN LIGHTING DISTRICT, OR  
SUCCOR CREEK DISTRICT IMPROVEMENT COMPANY, OR  
SUMMER LAKE IRRIGATION DISTRICT, OR  
SUMMERVILLE CEMETERY MAINTENANCE DISTRICT, OR  
SUMNER R.F.P.D., OR  
SUN MOUNTAIN SPECIAL ROAD DISTRICT, OR  
SUNDOWN SANITATION DISTRICT, OR  
SUNFOREST ESTATES SPECIAL ROAD DISTRICT, OR  
SUNNYSIDE IRRIGATION DISTRICT, OR  
SUNRISE WATER AUTHORITY, OR  
SUNRIVER SERVICE DISTRICT, OR  
SUNSET EMPIRE PARK & RECREATION DISTRICT, OR  
SUNSET EMPIRE TRANSPORTATION DISTRICT, OR  
SURFLAND ROAD DISTRICT, OR  
SUTHERLIN VALLEY RECREATION DISTRICT, OR  
SUTHERLIN WATER CONTROL DISTRICT, OR  
SWALLEY IRRIGATION DISTRICT, OR  
SWEET HOME CEMETERY MAINTENANCE DISTRICT, OR  
SWEET HOME FIRE & AMBULANCE DISTRICT, OR  
SWISSHOME-DEADWOOD R.F.P.D., OR  
TABLE ROCK DISTRICT IMPROVEMENT COMPANY, OR  
TALENT IRRIGATION DISTRICT, OR  
TANGENT R.F.P.D., OR  
TENMILE R.F.P.D., OR  
TERREBONNE DOMESTIC WATER DISTRICT, OR  
THE DALLES IRRIGATION DISTRICT, OR  
THOMAS CREEK-WESTSIDE R.F.P.D., OR  
THREE RIVERS RANCH ROAD DISTRICT, OR  
THREE SISTERS IRRIGATION DISTRICT, OR  
TIGARD TUALATIN AQUATIC DISTRICT, OR  
TIGARD WATER DISTRICT, OR  
TILLAMOOK BAY FLOOD IMPROVEMENT DISTRICT, OR  
TILLAMOOK COUNTY EMERGENCY COMMUNICATIONS DISTRICT, OR  
TILLAMOOK COUNTY S.W.C.D., OR  
TILLAMOOK COUNTY TRANSPORTATION DISTRICT, OR  
TILLAMOOK FIRE DISTRICT, OR  
TILLAMOOK P.U.D., OR  
TILLER R.F.P.D., OR  
TOBIN DITCH DISTRICT IMPROVEMENT COMPANY, OR  
TOLEDO R.F.P.D., OR  
TONE WATER DISTRICT, OR  
TOOLEY WATER DISTRICT, OR  
TRASK DRAINAGE DISTRICT, OR  
TRI CITY R.F.P.D. #4, OR  
TRI-CITY WATER & SANITARY AUTHORITY, OR  
TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON  
TRIMET, OR  
TUALATIN HILLS PARK & RECREATION DISTRICT  
TUALATIN HILLS PARK & RECREATION DISTRICT, OR  
TUALATIN S.W.C.D., OR  
TUALATIN VALLEY FIRE & RESCUE  
TUALATIN VALLEY FIRE & RESCUE, OR  
TUALATIN VALLEY IRRIGATION DISTRICT, OR  
TUALATIN VALLEY WATER DISTRICT

TUALATIN VALLEY WATER DISTRICT, OR  
TUMALO IRRIGATION DISTRICT, OR  
TURNER FIRE DISTRICT, OR  
TWIN ROCKS SANITARY DISTRICT, OR  
TWO RIVERS NORTH SPECIAL ROAD DISTRICT, OR  
TWO RIVERS S.W.C.D., OR  
TWO RIVERS SPECIAL ROAD DISTRICT, OR  
TYGH VALLEY R.F.P.D., OR  
TYGH VALLEY WATER DISTRICT, OR  
UMATILLA COUNTY FIRE DISTRICT #1, OR  
UMATILLA COUNTY S.W.C.D., OR  
UMATILLA COUNTY SPECIAL LIBRARY DISTRICT, OR  
UMATILLA HOSPITAL DISTRICT, OR  
UMATILLA R.F.P.D. #7-405, OR  
UMATILLA-MORROW RADIO AND DATA DISTRICT, OR  
UMPQUA S.W.C.D., OR  
UNION CEMETERY MAINTENANCE DISTRICT, OR  
UNION COUNTY SOLID WASTE DISPOSAL DISTRICT, OR  
UNION COUNTY VECTOR CONTROL DISTRICT, OR  
UNION GAP SANITARY DISTRICT, OR  
UNION GAP WATER DISTRICT, OR  
UNION HEALTH DISTRICT, OR  
UNION R.F.P.D., OR  
UNION S.W.C.D., OR  
UNITY COMMUNITY PARK & RECREATION DISTRICT, OR  
UPPER CLEVELAND RAPIDS ROAD DISTRICT, OR  
UPPER MCKENZIE R.F.P.D., OR  
UPPER WILLAMETTE S.W.C.D., OR  
VALE OREGON IRRIGATION DISTRICT, OR  
VALE RURAL FIRE PROTECTION DISTRICT, OR  
VALLEY ACRES SPECIAL ROAD DISTRICT, OR  
VALLEY VIEW CEMETERY MAINTENANCE DISTRICT, OR  
VALLEY VIEW WATER DISTRICT, OR  
VANDEVERT ACRES SPECIAL ROAD DISTRICT, OR  
VERNONIA R.F.P.D., OR  
VINEYARD MOUNTAIN PARK & RECREATION DISTRICT, OR  
VINEYARD MOUNTAIN SPECIAL ROAD DISTRICT, OR  
WALLA WALLA RIVER IRRIGATION DISTRICT, OR  
WALLOWA COUNTY HEALTH CARE DISTRICT, OR  
WALLOWA LAKE COUNTY SERVICE DISTRICT, OR  
WALLOWA LAKE IRRIGATION DISTRICT, OR  
WALLOWA LAKE R.F.P.D., OR  
WALLOWA S.W.C.D., OR  
WALLOWA VALLEY IMPROVEMENT DISTRICT #1, OR  
WAMIC R.F.P.D., OR  
WAMIC WATER & SANITARY AUTHORITY, OR  
WARMSPRINGS IRRIGATION DISTRICT, OR  
WASCO COUNTY S.W.C.D., OR  
WATER ENVIRONMENT SERVICES, OR  
WATER WONDERLAND IMPROVEMENT DISTRICT, OR  
WATERBURY & ALLEN DITCH IMPROVEMENT DISTRICT, OR  
WATSECO-BARVIEW WATER DISTRICT, OR  
WAUNA WATER DISTRICT, OR  
WEDDERBURN SANITARY DISTRICT, OR  
WEST EAGLE VALLEY WATER CONTROL DISTRICT, OR  
WEST EXTENSION IRRIGATION DISTRICT, OR  
WEST LABISH DRAINAGE & WATER CONTROL IMPROVEMENT DISTRICT, OR  
WEST MULTNOMAH S.W.C.D., OR  
WEST SIDE R.F.P.D., OR  
WEST SLOPE WATER DISTRICT, OR  
WEST UMATILLA MOSQUITO CONTROL DISTRICT, OR  
WEST VALLEY FIRE DISTRICT, OR  
WESTERN HEIGHTS SPECIAL ROAD DISTRICT, OR  
WESTERN LANE AMBULANCE DISTRICT, OR  
WESTLAND IRRIGATION DISTRICT, OR



WESTON ATHENA MEMORIAL HALL PARK & RECREATION DISTRICT, OR  
WESTON CEMETERY DISTRICT #2, OR  
WESTPORT FIRE AND RESCUE, OR  
WESTRIDGE WATER SUPPLY CORPORATION, OR  
WESTWOOD HILLS ROAD DISTRICT, OR  
WESTWOOD VILLAGE ROAD DISTRICT, OR  
WHEELER S.W.C.D., OR  
WHITE RIVER HEALTH DISTRICT, OR  
WIARD MEMORIAL PARK DISTRICT, OR  
WICKIUP WATER DISTRICT, OR  
WILLAKENZIE R.F.P.D., OR  
WILLAMALANE PARK & RECREATION DISTRICT, OR  
WILLAMALANE PARK AND RECREATION DISTRICT  
WILLAMETTE HUMANE SOCIETY  
WILLAMETTE RIVER WATER COALITION, OR  
WILLIAMS R.F.P.D., OR  
WILLOW CREEK PARK DISTRICT, OR  
WILLOW DALE WATER DISTRICT, OR  
WILSON RIVER WATER DISTRICT, OR  
WINCHESTER BAY R.F.P.D., OR  
WINCHESTER BAY SANITARY DISTRICT, OR  
WINCHUCK R.F.P.D., OR  
WINSTON-DILLARD R.F.P.D., OR  
WINSTON-DILLARD WATER DISTRICT, OR  
WOLF CREEK R.F.P.D., OR  
WOOD RIVER DISTRICT IMPROVEMENT COMPANY, OR  
WOODBURN R.F.P.D. NO. 6, OR  
WOODLAND PARK SPECIAL ROAD DISTRICT, OR  
WOODS ROAD DISTRICT, OR  
WRIGHT CREEK ROAD WATER IMPROVEMENT DISTRICT, OR  
WY'EAST FIRE DISTRICT, OR  
YACHATS R.F.P.D., OR  
YAMHILL COUNTY TRANSIT AREA, OR  
YAMHILL FIRE PROTECTION DISTRICT, OR  
YAMHILL SWCD, OR  
YONCALLA PARK & RECREATION DISTRICT, OR  
YOUNGS RIVER-LEWIS & CLARK WATER DISTRICT, OR  
ZUMWALT R.F.P.D., OR

**K-12 INCLUDING BUT NOT LIMITED TO:**

ACADIA PARISH SCHOOL BOARD  
BEAVERTON SCHOOL DISTRICT  
BEND-LA PINE SCHOOL DISTRICT  
BOGALUSA HIGH SCHOOL, LA  
BOSSIER PARISH SCHOOL BOARD  
BROOKING HARBOR SCHOOL DISTRICT  
CADDO PARISH SCHOOL DISTRICT  
CALCASIEU PARISH SCHOOL DISTRICT  
CANBY SCHOOL DISTRICT  
CANYONVILLE CHRISTIAN ACADEMY  
CASCADE SCHOOL DISTRICT  
CASCADES ACADEMY OF CENTRAL OREGON  
CENTENNIAL SCHOOL DISTRICT  
CENTRAL CATHOLIC HIGH SCHOOL  
CENTRAL POINT SCHOOL DISTRICT NO.6  
CENTRAL SCHOOL DISTRICT 13J  
COOS BAY SCHOOL DISTRICT NO.9  
CORVALLIS SCHOOL DISTRICT 509J  
COUNTY OF YAMHILL SCHOOL DISTRICT 29  
CULVER SCHOOL DISTRICT  
DALLAS SCHOOL DISTRICT NO.2  
DAVID DOUGLAS SCHOOL DISTRICT  
DAYTON SCHOOL DISTRICT NO.8  
DE LA SALLE N CATHOLIC HS

DESCHUTES COUNTY SCHOOL DISTRICT NO.6  
 DOUGLAS EDUCATIONAL DISTRICT SERVICE  
 DUFUR SCHOOL DISTRICT NO.29  
 EAST BATON ROUGE PARISH SCHOOL DISTRICT  
 ESTACADA SCHOOL DISTRICT NO.10B  
 FOREST GROVE SCHOOL DISTRICT  
 GEORGE MIDDLE SCHOOL  
 GLADSTONE SCHOOL DISTRICT  
 GRANTS PASS SCHOOL DISTRICT 7  
 GREATER ALBANY PUBLIC SCHOOL DISTRICT  
 GRESHAM BARLOW JOINT SCHOOL DISTRICT  
 HEAD START OF LANE COUNTY  
 HIGH DESERT EDUCATION SERVICE DISTRICT  
 HILLSBORO SCHOOL DISTRICT  
 HOOD RIVER COUNTY SCHOOL DISTRICT  
 JACKSON CO SCHOOL DIST NO.9  
 JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
 JEFFERSON PARISH SCHOOL DISTRICT  
 JEFFERSON SCHOOL DISTRICT  
 JUNCTION CITY SCHOOLS, OR  
 KLAMATH COUNTY SCHOOL DISTRICT  
 KLAMATH FALLS CITY SCHOOLS  
 LAFAYETTE PARISH SCHOOL DISTRICT  
 LAKE OSWEGO SCHOOL DISTRICT 7J  
 LANE COUNTY SCHOOL DISTRICT 4J  
 LINCOLN COUNTY SCHOOL DISTRICT  
 LINN CO. SCHOOL DIST. 95C  
 LIVINGSTON PARISH SCHOOL DISTRICT  
 LOST RIVER JR/SR HIGH SCHOOL  
 LOWELL SCHOOL DISTRICT NO.71  
 MARION COUNTY SCHOOL DISTRICT  
 MARION COUNTY SCHOOL DISTRICT 103  
 MARIST HIGH SCHOOL, OR  
 MCMINNVILLE SCHOOL DISTRICT NOAO  
 MEDFORD SCHOOL DISTRICT 549C  
 MITCH CHARTER SCHOOL  
 MONROE SCHOOL DISTRICT NO.1J  
 MORROW COUNTY SCHOOL DIST, OR  
 MULTNOMAH EDUCATION SERVICE DISTRICT  
 MULTISENSORY LEARNING ACADEMY  
 MYRTLE PINT SCHOOL DISTRICT 41  
 NEAH-KAH-NIE DISTRICT NO.56  
 NEWBERG PUBLIC SCHOOLS  
 NESTUCCA VALLEY SCHOOL DISTRICT NO.101  
 NOBEL LEARNING COMMUNITIES  
 NORTH BEND SCHOOL DISTRICT 13  
 NORTH CLACKAMAS SCHOOL DISTRICT  
 NORTH DOUGLAS SCHOOL DISTRICT  
 NORTH WASCO CITY SCHOOL DISTRICT 21  
 NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT  
 ONTARIO MIDDLE SCHOOL  
 OREGON TRAIL SCHOOL DISTRICT NOA6  
 ORLEANS PARISH SCHOOL DISTRICT  
 PHOENIX-TALENT SCHOOL DISTRICT NOA  
 PLEASANT HILL SCHOOL DISTRICT  
 PORTLAND JEWISH ACADEMY  
 PORTLAND PUBLIC SCHOOLS  
 RAPIDES PARISH SCHOOL DISTRICT  
 REDMOND SCHOOL DISTRICT  
 REYNOLDS SCHOOL DISTRICT  
 ROGUE RIVER SCHOOL DISTRICT  
 ROSEBURG PUBLIC SCHOOLS  
 SCAPPOOSE SCHOOL DISTRICT 1J  
 SAINT TAMMANY PARISH SCHOOL BOARD, LA  
 SEASIDE SCHOOL DISTRICT 10



SHERWOOD SCHOOL DISTRICT 88J  
 SILVER FALLS SCHOOL DISTRICT 4J  
 SOUTH LANE SCHOOL DISTRICT 45J3  
 SOUTHERN OREGON EDUCATION SERVICE DISTRICT  
 SPRINGFIELD PUBLIC SCHOOLS  
 SUTHERLIN SCHOOL DISTRICT  
 SWEET HOME SCHOOL DISTRICT NO.55  
 TERREBONNE PARISH SCHOOL DISTRICT  
 THE CATLIN GABEL SCHOOL  
 TIGARD-TUALATIN SCHOOL DISTRICT  
 UMATILLA MORROW ESD  
 WEST LINN WILSONVILLE SCHOOL DISTRICT  
 WILLAMETTE EDUCATION SERVICE DISTRICT  
 WOODBURN SCHOOL DISTRICT  
 YONCALLA SCHOOL DISTRICT  
 ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES), UT  
 ALIANZA ACADEMY, UT  
 ALPINE DISTRICT, UT  
 AMERICAN LEADERSHIP ACADEMY, UT  
 AMERICAN PREPARATORY ACADEMY, UT  
 BAER CANYON HIGH SCHOOL FOR SPORTS & MEDICAL SCIENCES, UT  
 BEAR RIVER CHARTER SCHOOL, UT  
 BEAVER SCHOOL DISTRICT, UT  
 BEEHIVE SCIENCE & TECHNOLOGY ACADEMY (BSTA) , UT  
 BOX ELDER SCHOOL DISTRICT, UT  
 CBA CENTER, UT  
 CACHE SCHOOL DISTRICT, UT  
 CANYON RIM ACADEMY, UT  
 CANYONS DISTRICT, UT  
 CARBON SCHOOL DISTRICT, UT  
 CHANNING HALL, UT  
 CHARTER SCHOOL LEWIS ACADEMY, UT  
 CITY ACADEMY, UT  
 DAGGETT SCHOOL DISTRICT, UT  
 DAVINCI ACADEMY, UT  
 DAVIS DISTRICT, UT  
 DUAL IMMERSION ACADEMY, UT  
 DUCHESNE SCHOOL DISTRICT, UT  
 EARLY LIGHT ACADEMY AT DAYBREAK, UT  
 EAST HOLLYWOOD HIGH, UT  
 EDITH BOWEN LABORATORY SCHOOL, UT  
 EMERSON ALCOTT ACADEMY, UT  
 EMERY SCHOOL DISTRICT, UT  
 ENTHEOS ACADEMY, UT  
 EXCELSIOR ACADEMY, UT  
 FAST FORWARD HIGH, UT  
 FREEDOM ACADEMY, UT  
 GARFIELD SCHOOL DISTRICT, UT  
 GATEWAY PREPARATORY ACADEMY, UT  
 GEORGE WASHINGTON ACADEMY, UT  
 GOOD FOUNDATION ACADEMY, UT  
 GRAND SCHOOL DISTRICT, UT  
 GRANITE DISTRICT, UT  
 GUADALUPE SCHOOL, UT  
 HAWTHORN ACADEMY, UT  
 INTECH COLLEGIATE HIGH SCHOOL, UT  
 IRON SCHOOL DISTRICT, UT  
 ITINERIS EARLY COLLEGE HIGH, UT  
 JOHN HANCOCK CHARTER SCHOOL, UT  
 JORDAN DISTRICT, UT  
 JUAB SCHOOL DISTRICT, UT  
 KANE SCHOOL DISTRICT, UT  
 KARL G MAESER PREPARATORY ACADEMY, UT  
 LAKEVIEW ACADEMY, UT  
 LEGACY PREPARATORY ACADEMY, UT

LIBERTY ACADEMY, UT  
LINCOLN ACADEMY, UT  
LOGAN SCHOOL DISTRICT, UT  
MARIA MONTESSORI ACADEMY, UT  
MERIT COLLEGE PREPARATORY ACADEMY, UT  
MILLARD SCHOOL DISTRICT, UT  
MOAB CHARTER SCHOOL, UT  
MONTICELLO ACADEMY, UT  
MORGAN SCHOOL DISTRICT, UT  
MOUNTAINVILLE ACADEMY, UT  
MURRAY SCHOOL DISTRICT, UT  
NAVIGATOR POINTE ACADEMY, UT  
NEBO SCHOOL DISTRICT, UT  
NO UT ACAD FOR MATH ENGINEERING & SCIENCE (NUAMES), UT  
NOAH WEBSTER ACADEMY, UT  
NORTH DAVIS PREPARATORY ACADEMY, UT  
NORTH SANPETE SCHOOL DISTRICT, UT  
NORTH STAR ACADEMY, UT  
NORTH SUMMIT SCHOOL DISTRICT, UT  
ODYSSEY CHARTER SCHOOL, UT  
OGDEN PREPARATORY ACADEMY, UT  
OGDEN SCHOOL DISTRICT, UT  
OPEN CLASSROOM, UT  
OPEN HIGH SCHOOL OF UTAH, UT  
OQUIRRH MOUNTAIN CHARTER SCHOOL, UT  
PARADIGM HIGH SCHOOL, UT  
PARK CITY SCHOOL DISTRICT, UT  
PINNACLE CANYON ACADEMY, UT  
PIUTE SCHOOL DISTRICT, UT  
PROVIDENCE HALL, UT  
PROVO SCHOOL DISTRICT, UT  
QUAIL RUN PRIMARY SCHOOL, UT  
QUEST ACADEMY, UT  
RANCHES ACADEMY, UT  
REAGAN ACADEMY, UT  
RENAISSANCE ACADEMY, UT  
RICH SCHOOL DISTRICT, UT  
ROCKWELL CHARTER HIGH SCHOOL, UT  
SALT LAKE ARTS ACADEMY, UT  
SALT LAKE CENTER FOR SCIENCE EDUCATION, UT  
SALT LAKE SCHOOL DISTRICT, UT  
SALT LAKE SCHOOL FOR THE PERFORMING ARTS, UT  
SAN JUAN SCHOOL DISTRICT, UT  
SEVIER SCHOOL DISTRICT, UT  
SOLDIER HOLLOW CHARTER SCHOOL, UT  
SOUTH SANPETE SCHOOL DISTRICT, UT  
SOUTH SUMMIT SCHOOL DISTRICT, UT  
SPECTRUM ACADEMY, UT  
SUCCESS ACADEMY, UT  
SUCCESS SCHOOL, UT  
SUMMIT ACADEMY, UT  
SUMMIT ACADEMY HIGH SCHOOL, UT  
SYRACUSE ARTS ACADEMY, UT  
THOMAS EDISON - NORTH, UT  
TIMPANOGOS ACADEMY, UT  
TINTIC SCHOOL DISTRICT, UT  
TOOELE SCHOOL DISTRICT, UT  
TUACAHN HIGH SCHOOL FOR THE PERFORMING ARTS, UT  
UINTAH RIVER HIGH, UT  
UINTAH SCHOOL DISTRICT, UT  
UTAH CONNECTIONS ACADEMY, UT  
UTAH COUNTY ACADEMY OF SCIENCE, UT  
UTAH ELECTRONIC HIGH SCHOOL, UT  
UTAH SCHOOLS FOR DEAF & BLIND, UT  
UTAH STATE OFFICE OF EDUCATION, UT



UTAH VIRTUAL ACADEMY, UT  
VENTURE ACADEMY, UT  
VISTA AT ENTRADA SCHOOL OF PERFORMING ARTS AND TECHNOLOGY, UT  
WALDEN SCHOOL OF LIBERAL ARTS, UT  
WASATCH PEAK ACADEMY, UT  
WASATCH SCHOOL DISTRICT, UT  
WASHINGTON SCHOOL DISTRICT, UT  
WAYNE SCHOOL DISTRICT, UT  
WEBER SCHOOL DISTRICT, UT  
WEILENMANN SCHOOL OF DISCOVERY, UT

#### **HIGHER EDUCATION**

ARGOSY UNIVERSITY  
BATON ROUGE COMMUNITY COLLEGE, LA  
BIRTHINGWAY COLLEGE OF MIDWIFERY  
BLUE MOUNTAIN COMMUNITY COLLEGE  
BRIGHAM YOUNG UNIVERSITY - HAWAII  
CENTRAL OREGON COMMUNITY COLLEGE  
CENTENARY COLLEGE OF LOUISIANA  
CHEMEKETA COMMUNITY COLLEGE  
CLACKAMAS COMMUNITY COLLEGE  
COLLEGE OF THE MARSHALL ISLANDS  
COLUMBIA GORGE COMMUNITY COLLEGE  
CONCORDIA UNIVERSITY  
GEORGE FOX UNIVERSITY  
KLAMATH COMMUNITY COLLEGE DISTRICT  
LANE COMMUNITY COLLEGE  
LEWIS AND CLARK COLLEGE  
LINFIELD COLLEGE  
LINN-BENTON COMMUNITY COLLEGE  
LOUISIANA COLLEGE, LA  
LOUISIANA STATE UNIVERSITY  
LOUISIANA STATE UNIVERSITY HEALTH SERVICES  
MARYLHURST UNIVERSITY  
MT. HOOD COMMUNITY COLLEGE  
MULTNOMAH BIBLE COLLEGE  
NATIONAL COLLEGE OF NATURAL MEDICINE  
NORTHWEST CHRISTIAN COLLEGE  
OREGON HEALTH AND SCIENCE UNIVERSITY  
OREGON INSTITUTE OF TECHNOLOGY  
OREGON STATE UNIVERSITY  
OREGON UNIVERSITY SYSTEM  
PACIFIC UNIVERSITY  
PIONEER PACIFIC COLLEGE  
PORTLAND COMMUNITY COLLEGE  
PORTLAND STATE UNIVERSITY  
REED COLLEGE  
RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII  
ROGUE COMMUNITY COLLEGE  
SOUTHEASTERN LOUISIANA UNIVERSITY  
SOUTHERN OREGON UNIVERSITY (OREGON UNIVERSITY SYSTEM)  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
TULANE UNIVERSITY  
TILLAMOOK BAY COMMUNITY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII BOARD OF REGENTS  
UNIVERSITY OF HAWAII-HONOLULU COMMUNITY COLLEGE  
UNIVERSITY OF OREGON-GRADUATE SCHOOL  
UNIVERSITY OF PORTLAND  
UNIVERSITY OF NEW ORLEANS  
WESTERN OREGON UNIVERSITY  
WESTERN STATES CHIROPRACTIC COLLEGE  
WILLAMETTE UNIVERSITY  
XAVIER UNIVERSITY  
UTAH SYSTEM OF HIGHER EDUCATION, UT

UNIVERSITY OF UTAH, UT  
UTAH STATE UNIVERSITY, UT  
WEBER STATE UNIVERSITY, UT  
SOUTHERN UTAH UNIVERSITY, UT  
SNOW COLLEGE, UT  
DIXIE STATE COLLEGE, UT  
COLLEGE OF EASTERN UTAH, UT  
UTAH VALLEY UNIVERSITY, UT  
SALT LAKE COMMUNITY COLLEGE, UT  
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

**STATE AGENCIES**

ADMIN. SERVICES OFFICE  
BOARD OF MEDICAL EXAMINERS  
HAWAII CHILD SUPPORT ENFORCEMENT AGENCY  
HAWAII DEPARTMENT OF TRANSPORTATION  
HAWAII HEALTH SYSTEMS CORPORATION  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OFFICE OF THE STATE TREASURER  
OREGON BOARD OF ARCHITECTS  
OREGON CHILD DEVELOPMENT COALITION  
OREGON DEPARTMENT OF EDUCATION  
OREGON DEPARTMENT OF FORESTRY  
OREGON DEPT OF TRANSPORTATION  
OREGON DEPT. OF EDUCATION  
OREGON LOTTERY  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
OREGON STATE DEPT OF CORRECTIONS  
OREGON STATE POLICE  
OREGON TOURISM COMMISSION  
OREGON TRAVEL INFORMATION COUNCIL  
SANTIAM CANYON COMMUNICATION CENTER  
SEIU LOCAL 503, OPEU  
SOH- JUDICIARY CONTRACTS AND PURCH  
STATE DEPARTMENT OF DEFENSE, STATE OF HAWAII  
STATE OF HAWAII  
STATE OF HAWAII, DEPT. OF EDUCATION  
STATE OF LOUISIANA  
STATE OF LOUISIANA DEPT. OF EDUCATION  
STATE OF LOUISIANA, 26 JUDICIAL DISTRICT ATTORNEY  
STATE OF UTAH



# REGION 4 EDUCATION SERVICE CENTER

NATIONAL<sup>®</sup>



Furniture, Installation,  
and Related Services



QUALIFICATION +  
**EXPERIENCE**



**i. Provide a brief history of the Offeror, including year it was established and corporate office location.**

In 1980, National Office Furniture joined the contract office furniture market with a goal to be a standout. Determined to offer customers a better value with shorter lead times, National created a brand by successfully delivering products that were on budget and on time. Customers were drawn to our ability to design and develop innovative products, while offering personal support and extraordinary experiences. Today, that foundation still holds true. Our exceptional value, combined with design-driven products, on-time delivery, and our dedication to customer experiences have made us a standout in the furniture industry.

As a unit of Kimball International, we are fortunate to have a rich heritage in wood manufacturing, environmental responsibility, and pride in craftsmanship. Along with our parent company, our values and integrity are demonstrated daily by living our Guiding Principles and creating a culture of caring that establishes us as an employer of choice. "We Build Success" by establishing long-term relationships with customers, employees, suppliers, shareowners, and the communities in which we operate. By nurturing those relationships and making it a priority to do the right thing, we continue to prove that we have the right solutions for any space.

Our Corporate Headquarters, located in Jasper, IN, is a prime example of how furniture from National can be used in any space. The 50,000 square foot facility, designed by the world renowned Gensler design firm, is full of innovative furniture, progressive work environments, and splashed with whimsy and humor throughout the space. With areas and furniture which help individuals collaborate, learn, interact, and focus, the Headquarters represents how customers can use National's solutions in their own spaces.

At National, we are Furniture with Personality. We take pride in our performance and know that our success is due to our employees. Our people create products; our people create experiences; our people are National. We believe it is important to embrace individuality and to nurture an atmosphere that encourages expression. With a diverse mixture of personalities, we can't wait to share our excitement, our energy, and our solutions with you.

**ii. Describe Offeror's reputation in the marketplace.**

We understand that furniture is about a personal experience. In an industry where there are literally thousands of choices, the National experience is the differentiator. Our products and their performance regarding quality, reliability, and sustainability are

second-to-none, as evidenced by our on-time delivery rates, durability testing results, and environmental certifications. However, nothing speaks more clearly to our commitment to creating an extraordinary experience than our customers.

"We needed furniture that would be appealing, practical, and safe for the children, and feature very vibrant colors. We are very happy with the way things came out. The furniture creates a child-friendly environment and we feel great about the design and selections we made."

— Associate Administrator, Joe DiMaggio Children's Hospital

"We wanted high quality product that looked good but was also functional. We also desired uniformity in colors and finishes. It reflects what we needed...the function, the look, the feel, everything."

— Captain, Division West, First Army Headquarters

"Whether the office layout is simple or elaborate, National is my go-to company. They make it happen."

— Facility Manager, Boston University School of Law

**iii. Describe Offeror's reputation of products and services in the marketplace.**

Our products are third-party certified assuring you that they are sustainable, produced in an environmentally and socially-friendly manner and come from a responsible manufacturer. 100% of National produced products earn level 2 or 3 certification which are the highest marks contract furnishings can earn. Over 90% of our products earn SCS Indoor Advantage™ Gold for low-emitting furnishings by meeting and exceeding strict emission criteria to contribute to indoor air quality. Our facilities are ISO 14001 (Environmental Management System) and FSC Chain-of-Custody certified as well as the majority of our products being available with FSC-Certified Wood. Additionally, we have determined our annual greenhouse gas emissions and established goals to lessen them to further reduce our impact to the environment.

We strive to deliver an extraordinary experience through our people and products. Our goal is to provide a package of value through a fair price, quality and sustainability. We listen to your needs and take the appropriate actions to accommodate them. We are flexible and stand behind our products. In the event you are not completely satisfied with your National experience, call us and



together we'll create a solution. We pride ourselves on being easy to do business with and making your job easier

**iv. Describe the experience and qualification of key employees.**

VICE PRESIDENT, SALES

MICHAEL ROCH P: 312.753.9428

[Michael.Roch@NationalOfficeFurniture.com](mailto:Michael.Roch@NationalOfficeFurniture.com)

Michael has worked in the furniture industry for nearly 20 years and has been a part of National for 13 years. Joining National in a front-line sales role as a District Manager, Michael has since transitioned into various customer-facing leadership roles within the organization: West Central Division Manager, followed by West Region Director of Sales, and for the past 3 years has served as the Vice President of Sales. Michael graduated from Miami University with a degree in Business Economics (B.S.), Cum Laude. Michael Roch will serve as your Executive Corporate Sponsor. With ultimate responsibility for the selling organization, Michael is involved in all aspects of the business and will be actively involved in the relationship with the City of Charlotte and OMNIA Partners, Public Sector. Michael's involvement shall include the following:

- Establish a solid foundation to fully support the partnership with OMNIA Partners, Public Sector and foster growth of the relationship and ultimately exceed the needs of the customer.
- Assure that all areas of the National organization are aligned to customer needs.
- Develop a business relationship with OMNIA Partners Executive Leadership
- Promote and develop supporting relationships within National's authorized dealer network.
- Develop, manage, and review business and continuous improvement plans for OMNIA Partners.
- Meet with OMNIA Partners to evaluate National's performance standard as well as strategic planning.
- Develop and communicate plans to support the nationwide contract with OMNIA Partners

**Sales:**

GOVERNMENT MARKET MANAGER

DEB SCHMITZ P: 812.634.3215

[Deb.Schmitz@NationalOfficeFurniture.com](mailto:Deb.Schmitz@NationalOfficeFurniture.com)

Deb has worked in the office furniture market for over 20 years, and has been on the National team for 5. Joining National as the Inside Federal Government Program Manager, Deb has since been given

increasing responsibilities and now is the market manager for all public sector sales

Deb's educational background was in nursing early in her career, moving to a sales role in the office products industry. From there she worked for another office furniture manufacturer as Government Sales and Operations Manager and Compliance Officer for ten years. Currently she attends Ivy Tech University pursuing a paralegal studies degree.

Deb works with the current Omnia contract with her main focus on dealer education and training, working with end users and helping to facilitate those relationships. Deb's involvement would include the following:

- Working with the strategic programs team to fully support the partnership with OMNIA Partners in the public sector arena
- Helping to train and develop our dealers and our district managers regarding the cooperative purchasing story and how they can bring that resource to public sector customers
- Working with the team to develop marketing strategies to promote sales on the Omnia Partners contract.
- Meet with OMNIA partners to be assured our teams are aligned for optimal growth
- Attending educational opportunities with NIPA and OMNIA to effectively share the information gleaned to our field

**STRATEGIC CONTRACTS MANAGER**

MELISSA FULLER P: 812.481.6479

[Melissa.Fuller@NationalOfficeFurniture.com](mailto:Melissa.Fuller@NationalOfficeFurniture.com)

Melissa has worked in the furniture industry for nearly 18 years and has been part of National for that entire 18 years. Joining National as a Customer Service Coordinator, Melissa has since transitioned to a Strategic Contracts Manager after transitioning into other roles such as Bid Response Manager and Sales Operations Manager. Melissa graduated from Vincennes University with a degree in Paralegal. Melissa will serve as the National Account Manager. Through her industry knowledge and cheery personality, she's established relationships with our dealer partners, field sales organization, and contract managers throughout various GPOs. Melissa will meet with the OMNIA team to share successes, identify obstacles, and plan an attack as a team approach. With a new and expanded emphasis being placed on the markets covered, Melissa will be dedicated to educate over 800 National dealer partners and 80 National field



sales managers. She will work with National's sales management and further enhance all aspects of shorter-term strategies including all promotions. Melissa will be responsible for using current information available to pinpoint opportunity areas, as well as own and update several key information resources.

**v. Describe Offeror's experience working with the government sector.**

For many years, National Office Furniture has held multiple contracts within the government/public sector segment. NOF holds 19 state contracts, a GSA Schedule 71 contract and multiple city and local government contracts.

Our commitment to safety tested and fully warranted product leads to our continued success in this marketplace. In addition, we have a committed team both internally and externally to work with end users to determine their needs, provide product and placement recommendations and provide a national network of authorized dealers to provide services like installation and design.

**vi. Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors.**

National is not currently involved as a party, nor has it been a party in the last ten years to any litigation that had or is likely to have any material impact on National. National has never sought bankruptcy protection, nor has National otherwise pursued any form of legal reorganization based on opportunities to reorganize to address financial issues that may be afforded under any federal or state law.

**vii. Provide a minimum of 10 customer references relating to the products and services within this RFP. Include entity name, contact name and title, contact phone and email, city, state, years serviced, description of services and annual volume.**

**viii. See succeeding pages for additional information relevant to this section.**

# HISTORY IN THE MAKING.

In 1980, National Office Furniture joined the contract office furniture market. Determined to offer customers a better value, exceptional quality, and reliability, with shorter lead times, National created a brand by successfully delivering products that were on budget and on time. Customers were drawn to National's ability to design and develop innovative products, while offering personal support and extraordinary experiences. Today, that foundation still holds true. Our exceptional value, combined with design-driven products, on-time delivery, and our dedication to customer experiences have made us a standout in the furniture industry.

As a unit of Kimball International, we are fortunate to have a rich heritage in wood manufacturing, environmental responsibility, and pride in craftsmanship. With our parent company, we share Guiding Principles including a dedication to providing innovative products that exceed expectations, realizing that our people are the company, **valuing a sense of family and good humor, and knowing that profits are the ultimate measure of how efficiently and effectively we serve our customers.**

We are dedicated to delivering quality, reliability, safety, style, sustainability, and affordability to our customers, partners, employees, and community neighbors. By nurturing relationships and making it a priority to do the right thing, we have established ourselves in the industry as a company of dedicated employees that take pride in designing, developing, and manufacturing furniture solutions that make a difference.



# A HISTORY OF DEDICATION TO QUALITY PRODUCTS

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## **1857** W.W. KIMBALL COMPANY

William Wallace Kimball founded the W.W. Kimball Piano Company in 1857 in Chicago. The original W.W. Kimball piano factory was located at 26th and California Streets in Chicago. Destroyed by fire with the loss of many historical records, a new factory was later built in Melrose Park, Illinois. The W.W. Kimball piano factory was one of the largest manufacturing operations in the world, with rail lines running through the facility, dropping off raw materials and picking up finished pianos for shipment.

W.W. Kimball Company was the world's largest piano manufacturer from the late 1800s until the Great Depression of the 1930s. Despite pursuing War Department contracts to manufacture needed items for the war effort during World War II, the company was never able to fully recover.

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## **1950** THE JASPER CORPORATION

Mr. Arnold F. Habig led a small group of investors in the purchase of a struggling Jasper, Indiana, company known as Midwest Manufacturing with sales in 1949 of a mere \$152,163.

In 1950, the company was reorganized and renamed the Jasper Corporation. The company was a contract manufacturer of residential furniture and television cabinets. The Jasper Corporation ended the year 1950 with sales of \$748,000 and the promising potential for even stronger growth.

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## **1952** THE FIRST ACQUISITION

In 1952, the Jasper Corporation made its first acquisition, a kitchen cabinet manufacturer, and began a process of self-funded growth and strategically adding and expanding production capabilities to broaden its scope.

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## **1959** LAST KIMBALL FAMILY HEIR

In 1959, the W.W. Kimball Company, a century-old piano maker, was purchased from the last remaining Kimball family heir by Mr. Arnold F. Habig, becoming a wholly-owned subsidiary of the Jasper Corporation.

Prior to Mr. Habig purchasing the W.W. Kimball Company in 1959, the piano company had slipped to seventh place in global rankings of piano makers. At the time it was purchased, the W.W. Kimball Company was producing only 15-25 pianos per day in Melrose Park, Illinois.

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## **1960** MUSIC FOR MILLIONS

During the 1960s and 1970s, the company manufactured approximately 100,000 pianos and organs per year, remaining true to the piano company's original sales slogan, "Music For The Millions." Kimball Piano and Organ produced 250 pianos and 150 electronic organs per day.

This success further fueled the growth of the Jasper Corporation into other markets. Based on the quality reputation associated with the Kimball name, the company was poised to develop other product lines.

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## **1970** BUILDING A REPUTATION

In 1970, the company decided to manufacture and market office furniture under the Kimball brand name. This strategic decision profoundly affected the company's future. Upon its introduction, the Kimball Office Furniture brand quickly achieved success in the marketplace, building a reputation for fine craftsmanship, high-quality products and quick delivery.



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#### **1974 KIMBALL INTERNATIONAL**

In July 1974, the Jasper Corporation changed its name to Kimball International, in part because of the strength and reputation of the Kimball brand name. The company made its initial public offering (IPO) of 500,000 shares of common stock in September 1976, becoming a publicly-held company and trading on the NASDAQ Exchange under the ticker symbol KBALB.

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#### **1980 NATIONAL WAS FORMED**

In 1980, Kimball International again expanded its influence in the office furniture market. National Office Furniture was formed to service the large mid-market segment.

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#### **2000 MOVING FORWARD**

The challenges of global competition, changing markets, and a softened economy in the early 2000s were met head on by Kimball International, as the company adapted and kept moving forward. A company-wide restructuring and business consolidation was announced in 2001. The company exited the metal stamping, polyurethane plastics, contract store fixtures, and dimension wood products portions of its business.

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#### **2006 A SHARPENED FOCUS**

By 2006, the company had clearly sharpened its focus on two market segments: commercial office furniture and contract electronics.

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#### **2014 FOCUSED FURNITURE COMPANY**

On November 1, 2014, Kimball International spun-off its Kimball Electronics business segment to an independent publicly-traded company. Kimball International transformed again into a focused furniture company and continued as a publicly-traded company on the NASDAQ Exchange under the ticker symbol KBAL. Kimball International creates design driven, innovative furnishings sold through the family of brands: Kimball, National, and Kimball Hospitality. The diverse portfolio offers solutions for the workplace, learning, healing, and hospitality environments.







# OUR GUIDING PRINCIPLES



# CUSTOMER

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Our customer is our business. We must provide innovative products and services that excite our customers and exceed their expectations of quality, features, and enduring value. We also must recognize and respond quickly and creatively to ideas of others, both internally and externally.

Long-term customers are more important than short-term results. We will promise only what we know can be delivered; we will strive to deliver more than was promised.

We seek to consistently demonstrate a sense of warmth, humor, and mutual respect in our relationships with our customers, to be the company with which they most enjoy working.

# CITIZENSHIP

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The environment is our home. We will be leaders in not only protecting but enhancing our world. Recognizing that an attitude of pride in the company and the community are intertwined, we seek to share, but not impose, our values within the communities in which we live. We also strive to help our communities be great places to live.

We believe the greatest contribution we can make to the prosperity and quality of life of the communities in which we operate lies in being a dynamic, growing company.

# PROFITS

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Profits are the ultimate measure of how efficiently and effectively we serve our customers and are the only true source of long-term job security. Profitability and financial resources give us the freedom to shape our future and achieve our vision.

# PEOPLE

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Our people are the company. Kimball International has been built upon the tradition of pride in craftsmanship, mutual trust, personal integrity, respect for dignity of the individual, a spirit of cooperation, and a sense of family and good humor. We seek to enhance this culture as we grow.

We cultivate a leadership style that embraces the attitudes of personal autonomy and empowerment; individual initiative and teamwork; employee involvement and continuous improvement; and open, non-defensive communication. We shall foster an organizational structure, information systems, and development of personal skills that maximize our peoples' flexibility to respond to our customers on their own terms.

We want employees to share in their company's success, both financially and through personal growth and fulfillment.

The most unfair system of all is one that blindly treats all situations the same. Therefore, we discourage rigid rules and policies in favor of a philosophy of individual responsibility and flexibility, so that real needs, rather than the rules, are met.

Offering ideas for improvements and new products is an opportunity we all share, a responsibility we must all accept. We seek to promote and reinforce an entrepreneurial spirit – a conviction that growth and continuous improvement is everyone's job.

We seek a diversified group of employees who can be committed to preserving and enhancing these values. Suppliers are our partners, an extension of our company. They must share our commitment to total quality that exceeds our customers' expectations.



# LOCATIONS

## CORPORATE HEADQUARTERS

1610 Royal Street  
Jasper, IN 47549

- **Fitwell Certified**
- American Heart Association Workplace Health Achievement Award
- Green GOOD DESIGN Award

## SHOWROOMS

ATLANTA  
201 17th Street, Suite 150  
Atlanta, GA 30363

BOSTON  
60 South Street, Suite 110  
Boston, MA 02111  
LEED CI Silver

CHICAGO  
325 North Wells Street, Suite 110  
Chicago, IL 60654  
LEED CI Silver

DALLAS  
1617 Hi Line Drive, Suite 440  
Dallas, TX 75207  
LEED CI Gold

WASHINGTON, D.C.  
901 K Street NW, Suite 210  
Washington, DC 20001

TORONTO  
20 Valleywood Drive, Unit 112  
Markham, ON L3R 6G1

## MANUFACTURING FACILITIES\*

SANTA CLAUS (Casegoods Facility)  
1255 West Christmas Boulevard  
Santa Claus, IN 47579  
324,320 sq. ft.

- LEED EB Silver
- OSHA Voluntary Protection Program (VPP), Star Level
- Indiana Department of Environmental Management (IDEM) Partners for Pollution Prevention
- IDEM Environmental Stewardship Program

FORDSVILLE (Casegoods Facility)  
16968 KY-69  
Fordsville, KY 42343  
194,566 sq. ft.

- OSHA Safety and Health Achievement Recognition Program (SHARP)
- Kentucky Excellence in Environmental Leadership (EXCEL) Program, Beacon Award

DANVILLE (Seating Facility)  
401-576 Stewarts Lane  
Danville, KY 40422  
158,307 sq. ft.

- OSHA Safety and Health Achievement Recognition Program (SHARP)
- Kentucky Excellence in Environmental Leadership (EXCEL) Program, Beacon Award

11TH AVENUE (Seating Facility)  
340 11th Avenue  
Jasper, IN 47549  
282,634 sq. ft.

- OSHA Voluntary Protection Program (VPP), Star Level
- Indiana Department of Environmental Management (IDEM) Partners for Pollution Prevention
- IDEM Environmental Stewardship Program

\* All manufacturing sites are ISO9001 and ISO14001 certified



# OWNERSHIP STRUCTURE

Kimball International sells furnishings through its three family of brands: National, Kimball, and Kimball Hospitality. The three brands offer a diverse portfolio of solutions for the workplace, learning spaces, healing areas, and hospitality environments. Dedicated to the Guiding Principles, Kimball International's values and integrity are evidenced by public recognition as a highly trusted company and an employer of choice. The phrase "We Build Success" is used because of the established, long-term relationships with customers, employees, suppliers, share owners, and the communities in which the brands operate.

National, Kimball, and Kimball Hospitality have built off of Kimball International's rich heritage in wood manufacturing and have transformed the individual brands to serve each of the markets. National brings a nimble and fresh perspective to furniture design by developing innovative and relevant furniture and delivering unique customer experiences to create a complete solution.







# MEET OUR LEADERS

**PRESIDENT**

KOURTNEY SMITH

P: 812.634.3578

Kourtney.Smith@NationalOfficeFurniture.com

Kourtney has been with Kimball International for 28 years and is the President of National. She was previously the President of Kimball Hospitality and prior to that served as Vice President of Marketing at National. She holds the distinction of being awarded an Executive Scholar Certificate of Professional Achievement in Marketing and Sales Management from Kellogg School of Management at Northwestern University.

**VICE PRESIDENT, SALES**

MICHAEL ROCH

P: 812.753.9428

Michael.Roch@NationalOfficeFurniture.com

Michael has worked in the furniture industry for nearly 20 years and has been a part of National for 13 years. Joining National in a front-line sales role as a District Manager, Michael has since transitioned into various customer-facing leadership roles within the organization: West Central Division Manager, followed by West Region Director of Sales, and for the past 3 years has served as the Vice President of Sales. Michael graduated from Miami University with a degree in Business Economics (B.S.), Cum Laude.

**VICE PRESIDENT,  
GLOBAL OPERATIONS**

GREG MEUNIER

P: 812.482.8316

Greg.Meunier@NationalOfficeFurniture.com

Greg has been with Kimball International for 30 years, and with National for 29 years. As the Vice President of Global Operations, Greg is responsible for National's manufacturing facilities, supply chain, engineering, finish operations, continuous improvement, and safety. Greg's passion for improved performance drives National's reputation as an operationally superior company. Greg is a graduate of the University of Phoenix with a degree in Business Management.

**DIRECTOR, MARKETING**

ANGIE SCHUCH

P: 812.481.6664

Angie.Schuch@NationalOfficeFurniture.com

As the Director of Marketing, Angie is responsible for product development, marketing, and sustainability initiatives within National. Angie has been with National for 27 years and has held various roles within National's service, product development, and marketing teams. Angie is a graduate of Indiana University and has continued her executive education in leadership, product development, and marketing at the Kellogg School of Management at Northwestern University as well as Indiana University.



# A HISTORY OF OUR AWARDS+ RECOGNITION

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## PRODUCT DESIGN AND BRAND

- Tessera Casegoods and Mio Collaborative Tables named Honorees in Interior Design Magazine's Best of Year Awards. This premier design award program **honors the most significant work of the year, as well as recognizes designers, architects, and manufacturers from around the globe.**
- Kozmic Collaborative Collection received the GOOD DESIGN Award from the Chicago Athenaeum Museum of Architecture and Design in the furniture category. This award is presented to the most innovative and cutting-edge industrial, product, and graphic designs produced around the world.
- Farrah Seating chosen by readers of Interiors and Sources Magazine as Best Furniture Product of the year. This contest highlights the latest and most innovative products in the market.
- Essay Seating, Fold Tables, and Whimsy Impromptu Seating each earned the GEI Seal of Endorsement, which places them among the best teaching products available today. Each product was tested in classrooms in 5 school systems and the teachers provided detailed feedback after 6 weeks in the following categories: Educational Impact, Effectiveness, Design, Durability, Functionality, and Value.
- Essay Seating recognized as a Platinum Award winner for New Product of the Year by College Planning and Management Magazine and School Planning and Management Magazine. This award is designed to honor the outstanding product development achievements of manufacturers and suppliers whose product or services are considered particularly noteworthy in helping to improve the learning environment.
- Top Recognized Brand in Contract Magazine's Brand Report Survey. National was recognized as one of the top brands within 7 furniture categories, based on who their readers specify, recommend, and purchase.

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## ENVIRONMENTAL

- National's Corporate Headquarters received the Green GOOD DESIGN Award from the Chicago Athenaeum Museum of Architecture and Design. National **was identified as one of the world's most important and influential examples of sustainable design, which was judged on innovation, sustainability, and ecologically responsible design.**
- Corporate Responsibility Magazine names National's Corporate Headquarters as one of the Most Sustainable Corporate Headquarters.
- **Boston Showroom receives LEED CI Silver Certification for energy and water usage, lighting, and material selections, as well as incorporating a variety of other sustainable strategies.**
- **National received ISO 14001:2015 Certification, which recognizes companies that have adopted environmentally responsible practices in their business processes.**
- Beacon Award for Dedication to Environmental Protection from the Kentucky Excellence in Environmental Leadership program in the Performance Improvement category. National was recognized for their noteworthy 30% absolute emission reduction in VOCs and their exemplary achievements in the reduction of air pollution. (Danville, KY, facility)
- Governor's Award for Environmental Excellence and Pollution Prevention from the Indiana Department of Environmental Excellence. (Santa Claus, IN, facility)

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## WELLNESS

- **Fitwel Certification by the U.S. Centers for Disease Control and Prevention and the General Services Administration. National was the first office furniture manufacturing company to receive this certification, which honors workplaces that promote positive health outcomes for occupants.**
- Fit-Friendly Worksite by the American Heart Association for their dedication to employee health and making well-being a priority. (Platinum - 2 consecutive years, Gold - 1 year)
- **Bronze Workplace Health Achievement Index Award by the American Heart Association. Awarded to companies that take significant steps to build a culture of health in the workplace.**



## SAFETY

- **One of America's Safest Companies by EHS Today Magazine.** National received this honor because it has injury and illness rates significantly lower than the average for its industry while supporting comprehensive training programs and integrating safety into its corporate culture from the management level to employee involvement.
- Governor's Workplace Safety Award for Early Intervention Program for the General Industry, large-sized company category. National was recognized by the Indiana Department of Labor for their exemplary efforts to protect workers from occupational safety and health hazards.
- Governor's Safety and Health Award for outstanding safety and health performance. (Danville, KY, facility)
- Safety and Health Achievement Recognition Program from the U.S. Department of Labor's Occupational Safety and Health Administration. This award encourages and recognizes excellence in occupational safety and health. (Danville, KY, facility)
- Employees invited to present their SEEM (Safety Employee Engagement Model) as a Best Practice at the Kentucky Governor's Safety and Health Conference. (Danville and Fordsville, KY, facilities)
- **SHARP Recertification for Workplace Safety.** This is a certification by the U.S. Department of Labor's Occupational Safety and Health Administration for the Safety and Health Achievement Recognition Program (SHARP) for excellence in workplace safety. (Fordsville, KY, facility)

## MANUFACTURING

- Fordsville, Kentucky, facility received the Ohio County Chamber of Commerce Entrepreneur of the Year Award for their dedication to creating employment opportunities, commitment to the community, and ongoing growth and success throughout the past year of operation.
- Fordsville, Kentucky, facility received the Ohio County Chamber of Commerce Large Business of the Year Award for their sound business practices, leadership, productivity, quality, employee relations, and commitment to the broader community.

## GROUP PURCHASING ORGANIZATIONS

- Continuum of Care Award from Premier, Inc., for top performance and growth, and support of Premier's non-acute care members, which includes senior living facilities, physician practices, ambulatory care centers, surgery centers, home health organizations, imaging centers, and labs.
- Horizon Award from Premier, Inc., for support of Premier members through exceptional local customer service and engagement, value creation through organizational excellence, and commitment to lower costs.
- REACH Award from Premier, Inc., for being a top performer, and also for growth and support of Premier's REACH program which includes education, hospitality, recreation, community, and business organizations.
- Awarded 'Furniture and Systems, Casegoods, Seating, and Accessories' Agreement with Premier, Inc., allowing Premier members to take advantage of special pricing and terms, pre-negotiated by Premier.
- Gold Partner-Status Award from MeTEOR Education based on National's sales support, operational excellence, growth potential, and product innovation.

## KIMBALL INTERNATIONAL, INC.

- Recognized by Forbes as a Trustworthy Company (3 consecutive years)
- Recognized as a Great Place to Work (3 consecutive years)
- Recognized by the Indiana Wellness Council as an AchieveWell Worksite (2 consecutive years)



AWARDS





# REFERENCES

### Reference 1

Entity Name \_\_\_\_\_

Entity City &  
State \_\_\_\_\_

Contact  
Name & Title \_\_\_\_\_

Contact  
Phone \_\_\_\_\_

Contact  
Email \_\_\_\_\_

Years &  
Description  
of Services     10+ years \_\_\_\_\_

Annual  
Volume     \$300,000+ \_\_\_\_\_



### Reference 1

Entity Name \_\_\_\_\_

Entity City &  
State \_\_\_\_\_

Contact  
Name & Title \_\_\_\_\_

Contact  
Phone \_\_\_\_\_

Contact  
Email \_\_\_\_\_

Years &  
Description  
of Services     12+ years \_\_\_\_\_

Annual  
Volume     \$600,000 \_\_\_\_\_

### Reference 1

Entity Name \_\_\_\_\_

Entity City &  
State \_\_\_\_\_

Contact  
Name & Title \_\_\_\_\_

Contact  
Phone \_\_\_\_\_

Contact  
Email \_\_\_\_\_

Years &  
Description  
of Services      5+ \_\_\_\_\_

Annual  
Volume      \$1Mil+ \_\_\_\_\_



### Reference 1

Entity Name	_____
Entity City & State	_____
Contact Name & Title	_____
Contact Phone	_____
Contact Email	_____
Years & Description of Services	5+ years. Supply office furniture to customers of the state through our authorized dealer network. Installation, design are also offered on the contract
Annual Volume	\$400,000

### Reference 1

Entity Name \_\_\_\_\_

Entity City &  
State \_\_\_\_\_

Contact  
Name & Title \_\_\_\_\_

Contact  
Phone \_\_\_\_\_

Contact  
Email \_\_\_\_\_

Years &  
Description  
of Services      5+ \_\_\_\_\_

Annual  
Volume      \$100,000+ \_\_\_\_\_



### Reference 1

Entity Name \_\_\_\_\_

Entity City &  
State \_\_\_\_\_

Contact  
Name & Title \_\_\_\_\_

Contact  
Phone \_\_\_\_\_

Contact  
Email \_\_\_\_\_

Years &  
Description  
of Services      5+ \_\_\_\_\_

Annual  
Volume      \$50,000+ \_\_\_\_\_

### Reference 1

Entity Name \_\_\_\_\_

Entity City &  
State \_\_\_\_\_

Contact  
Name & Title \_\_\_\_\_

Contact  
Phone \_\_\_\_\_

Contact  
Email \_\_\_\_\_

Years &  
Description  
of Services      10+ \_\_\_\_\_

Annual  
Volume      \$100,000+ \_\_\_\_\_



### Reference 1

Entity Name	_____
Entity City & State	_____
Contact Name & Title	_____
Contact Phone	_____
Contact Email	_____
Years & Description of Services	5+ _____
Annual Volume	\$100,000+ _____

### Reference 1

Entity Name	_____
Entity City & State	_____
Contact Name & Title	_____
Contact Phone	_____
Contact Email	_____
Years & Description of Services	5+ _____
Annual Volume	\$100,000+ _____





## Region 4 ESC References

### Reference 1

Entity Name \_\_\_\_\_

Entity City &  
State \_\_\_\_\_

Contact  
Name & Title \_\_\_\_\_

Contact  
Phone \_\_\_\_\_

Contact  
Email \_\_\_\_\_

Years &  
Description  
of Services 27 years. Sales and Service of Office Furniture

Annual  
Volume 4m to 5m



VALUE  
ADD





**SHARE,  
LEARN, +  
ALWAYS  
IMPROVE**



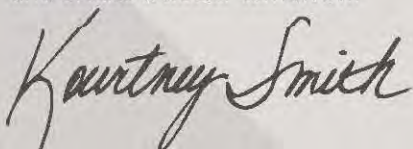
# SOCIAL AND ENVIRONMENTAL STEWARDSHIP IS NOT PERPETUAL, BUT IT IS INFECTIOUS, ESPECIALLY WHEN PEOPLE CAN SEE OR EXPERIENCE THE POSITIVE RESULTS THEIR EFFORTS ARE PRODUCING TO KEEP THE MOMENTUM GOING.

At National, we have an undeniable passion for doing the right thing. With a deep-rooted history of stewardship, inherited from our parent company Kimball International, we are proud to say that social responsibility is engrained in everything we do. When we opened our doors in 1980, we were committed to positively impact people and the environment. Today, that core value still remains.

**We believe that our furniture is second to none. As you read through this report, I think you'll also find that our commitment to our people and the communities in which we thrive is also second to none.**

**We are not satisfied to simply produce the best furniture solutions. We choose to positively impact the environment and our employees. With well-being also in the forefront of our priorities, we believe in providing a safe work environment that promotes positive actions.**

During the 2017 calendar year, we concentrated our efforts in six categories: Product Stewardship, Environmental Preservation, Green Building Development, Regulatory Compliance, Social Accountability, and Economic Responsibility. By focusing on these key segments, National continues to enhance the lives of our customers and employees, and bring value to the markets we serve. We focus our energies toward impactful strategies and actions to reduce our environmental footprint and create a better tomorrow.



**KOURTNEY SMITH**  
President



## OUR PEOPLE

At National, we believe the most important contributor of our success is our people.



We were awarded the **Fit-Friendly Worksite Bronze Achievement** by the American Heart Association.



## SOLES4SOULS

Across the nation, National's employees collected new and gently used shoes to donate to Soles4Souls. Our manufacturing facilities, HQ, Design Facility, and showrooms collected over 1,300 pairs of shoes. This is the third year that National has partnered with Soles4Souls to collect shoes. Soles4Souls distributes shoes to those in need in all 50 U.S. states and 127 other countries. Every day, children are prevented from attending school and adults are unable to work because they don't have shoes. We are proud to have helped make a difference.

### AVERAGE EMPLOYEE TENURE

**12.71**  
YEARS

### Our Goal: To be an Employer of Choice

When we hire new employees, we not only review candidates for their experience and job compatibility, we also want to ensure that the candidate will have a successful and long-lived future with us. By looking at the individual as a whole, we hope they will have long-term success with our company because they are happy with their job, co-workers, and the culture we provide. When meeting candidates, we hope to understand their abilities, as well as their future desires, personality, and all parts that make them unique.

### AN INJURY-FREE ENVIRONMENT

Our Safety Vision states, "We strive for an injury-free working environment for our people," and we back that up with resources, education, and the appropriate performance metrics to ensure safety remains top of mind for our employees.

## CHOICES

Safety is a choice Make it count

### PER 100 EMPLOYEES 2017 INJURY INCIDENT RATE



## OUR PRODUCTS

Our furniture earns the stringent Indoor Advantage™ Gold mark from the independent third-party SCS Global Services for meeting Indoor Air Quality criteria. This can assist organizations seeking the low-emitting furniture credit in the LEED® Rating System.



### VIRTUALLY ALL PRODUCTS ARE CERTIFIED TO LEVEL® 2 OR 3

Our products meet the multi-attribute criteria set forth in the ANSI/BIFMA e3 Sustainability Standard and are certified to level, the sustainability certification program for furniture from BIFMA (Business and Institutional Furniture Manufacturers Association). Products can be awarded level 1, level 2, or level 3 based on their score, with level 3 being the highest award a product can achieve.

Many of National's products meet the Safer Chemicals Challenge by the Healthier Hospitals Program Version 2.0.



## National has partnered with ANEW to provide a TAKE BACK PROGRAM

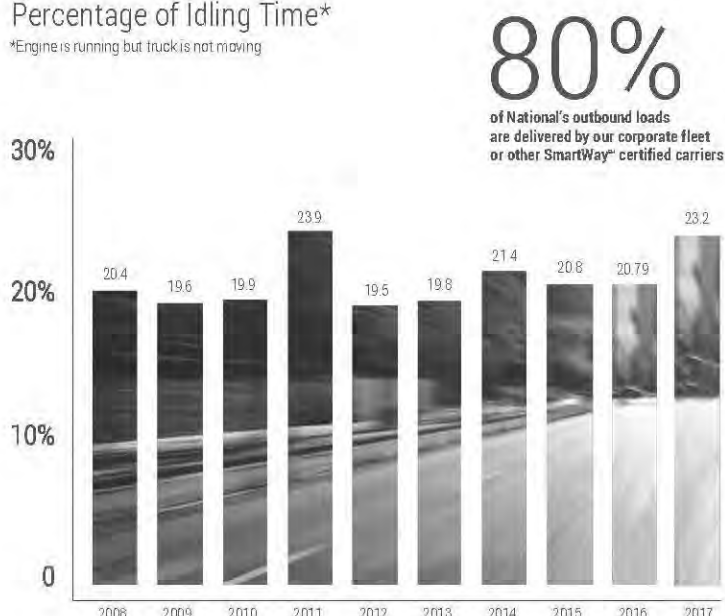
## OUR TRANSPORTATION

### REDUCING OUR TIRE TRACKS

At National, we recognize the environmental impact produced by commercial freight. We continuously work to reduce our carbon footprint as materials ship into our facilities and products ship to our customers. Our corporate fleet participates in a number of programs, including the U.S. EPA's SmartWay® Transport Partnership.

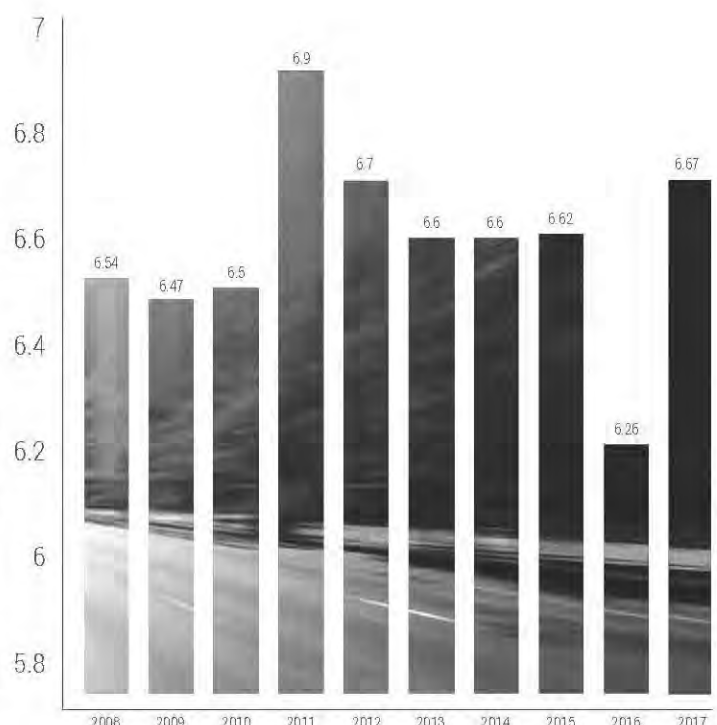
#### Percentage of Idling Time\*

\*Engine is running but truck is not moving



#### Over-the-Road Fleet Average Miles per Gallon

\*Industry average is 6% for heavy duty trucks





## OUR FACILITIES AND OPERATIONS

**93%** of Solid Waste generated by National was **Recycled** or **Reused** in 2017

WE HAVE REDUCED VOC EMISSIONS BY...

**19.3%**  
OF PRODUCED UNITS FROM 2015

**100%** of National Manufactured Products from ISO 14001 Facilities

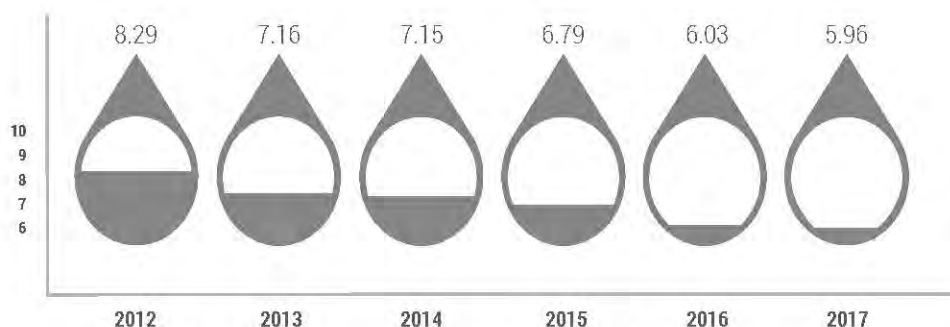
### WASTE NOT, WANT NOT

At National, we continue to tackle waste from all angles to mitigate its effect on the environment and operations. Waste can be costly in more ways than one, so we measure it by total weight, and also by units produced to ensure progress is being made even when we are producing more product year over year. Our Design for the Environment (DfE), Significant Environment Aspects, and education programs help reduce waste, energy use, and water during the manufacturing of our products and our general operations.

**261**

**TONS OF WOOD RECLAIMED FOR BOILER FUEL  
PROVIDING ENERGY FOR PRODUCTION FACILITIES**

### GALLONS PER UNIT PRODUCED WATER USED



**ALL OUR MANUFACTURING SITES ARE  
OSHA CERTIFIED TO EITHER VPP  
OR SHARPS.**





## MANUFACTURING FACILITIES\*

SANTA CLAUS (Casegoods Facility)  
1255 West Christmas Boulevard  
Santa Claus, IN 47579  
324,320 sq. ft.  
• LEED EB Silver

- OSHA Voluntary Protection Program (VPP), Star Level
- Indiana Department of Environmental Management (IDEM) Partners for Pollution Prevention
- IDEM Environmental Stewardship Program

FORDSVILLE (Casegoods Facility)  
16968 KY-69  
Fordsville, KY 42343  
194,566 sq. ft.

- OSHA Safety and Health Achievement Recognition Program (SHARP)
- Kentucky Excellence in Environmental Leadership (EXCEL) Program, Beacon Award

DANVILLE (Seating Facility)  
401-576 Stewarts Lane  
Danville, KY 40422  
158,307 sq. ft.

- OSHA Safety and Health Achievement Recognition Program (SHARP)
- Kentucky Excellence in Environmental Leadership (EXCEL) Program, Beacon Award

11TH AVENUE (Seating Facility)  
340 11th Avenue  
Jasper, IN 47549  
282,634 sq. ft.

- OSHA Voluntary Protection Program (VPP), Star Level
- Indiana Department of Environmental Management (IDEM) Partners for Pollution Prevention
- IDEM Environmental Stewardship Program

\* All manufacturing sites are ISO9001 and ISO14001 certified

# SUSTAINABILITY STATEMENT

We aim to create lasting stakeholder value through responsible growth and deep commitment to the well-being of future generations. We cherish the earth's natural resources and hold sustainability and environmental protection as our key priorities.

## OUR COMMITMENTS

These six commitments provide a framework for focusing our energies toward the greatest good:

- Product Stewardship
- Environmental Preservation
- Green Building Development
- Regulatory Compliance
- Social Accountability
- Economic Responsibility

## ECOCHECKER TOOL

Explore National's portfolio with the easy-to-use ecoChecker tool. This tool provides the sustainable attributes for all of our products. It provides calculations and documentations for LEED, the Living Building Challenge, and other green building rating systems.

## WELL BUILDING STANDARD

The WELL Building Standard is a performance-based system for measuring, certifying, and monitoring features of the built environment that impact human health and well-being, through air, water, nourishment, light, fitness, comfort, and mind. Many National products contribute to the overall requirements for this certification. WELL is managed and administered by the International WELL Building Institute (IWBI), a public benefit corporation whose mission is to improve human health and well-being through the built environment.

The WELL Building Standard is third-party certified by the Green Business Certification Incorporation (GBCI), which administers the LEED certification program.

# LEAN MANUFACTURING

Employees that join our manufacturing teams are introduced to the concept of Lean during their new hire orientation. We believe that the Lean process is a foundation to our success and want to instill that concept into all of our employees. Our employees are trained on 6S and are a part of 6S teams that complete audits to identify and address potential waste. In addition to the manufacturing facilities, our non-manufacturing employees also participate in Kaizen Events to improve processes and ensure success.



WE'VE COMPLETED

# 328

KAIZEN EVENTS FROM  
JULY 1, 2017 - MARCH 31, 2018

<b>NON-MANUFACTURING</b>	<b>24 EVENTS</b>
<b>CASEGOODS FOCUSED</b>	<b>96 EVENTS</b>
<b>SEATING FOCUSED</b>	<b>138 EVENTS</b>



National continues a program that was established in 2007, where select employees are sponsored to go through a very intensive program that teaches them an advanced level of Lean. This elite Lean Leader Program requires a year-long dedication from employees. Focused on Lean and Continuous Improvement activities, **this college af** and address waste and target ways to reduce non-value added work. To date, we have trained 110 Lean Leaders.

In 2016, National partnered with another manufacturing facility located in Jasper, IN, (Jasper Engines and Transmissions) to charter a community Lean think tank called Local Lean Leaders Against Waste (LLAW). Other local businesses were invited to participate, and members still meet bi-monthly to discuss processes, issues, and theories around Lean. Currently, there are 11 businesses that participate in LLAW.



# Product Lead Times

Estimated Lead Times as of December 04, 2019

For important information before placing an order, see **Lead Time Details**. Contact National Customer Service with any questions at 800.482.1717.

## SWIFT

PLUSH COMFORT AND ENDLESS CONFIGURABILITY.

## Casegoods

\*Any cushions requested in Maharam/Momentum/CF Stinson/Arc Com; all receive additional lead time.

\*Pre-approved Customer Specified Laminate (CSL).....4 weeks

\*Material selections may influence lead times, please reference the Casegoods Materials section below for details.

PRODUCT SERIES	STANDARD LEAD TIME (SHIP DATE)	QUICK DELIVERY LEAD TIME (DELIVERY DATE)
ACCESSORIES-CG	3 WEEKS	2 WEEKS
ALLOY™	3 WEEKS	2 WEEKS
ARROWOOD™	3 WEEKS	2 WEEKS
BARRINGTON®	3 WEEKS	2 WEEKS
CAPTIVATE®	3 WEEKS	DELETION DATE: 12/31/2019
CASBAH®	3 WEEKS	DELETION DATE: 12/31/2019
CLEVER®	3 WEEKS	2 WEEKS

<b>CONFERENCE TABLE BASES</b>	<b>3 WEEKS</b>	<b>2 WEEKS</b>
NEW BASES - 10N1827TPBW, 10N1827TPBP	12 WEEKS	
NEW TAPERED BASES 11/18/19 INTRO	5 WEEKS	
<b>CONFERENCE TABLE SOLID SURFACES (CORIAN)</b>	<b>4 WEEKS</b>	
<b>CONFERENCE TABLE TOPS</b>	<b>3 WEEKS</b>	<b>2 WEEKS</b>
<b>EPIC®</b>	<b>3 WEEKS</b>	
SUPPORT BASE KIT U & H- STYLE W/O INSERT	6 1/2 WEEKS	
SUPPORT BASE KIT U & H- STYLE WITH INSERT	6 1/2 WEEKS	
SUPPORT BASE U-STYLE WITH INSERT	6 1/2 WEEKS	
<b>EPICENTER®</b>	<b>3 WEEKS</b>	
<b>ESCALADE®</b>	<b>3 WEEKS</b>	<b>2 WEEKS</b>
<b>EXHIBIT™</b>	<b>3 WEEKS</b>	
<b>FLOURISH®</b>	<b>3 WEEKS</b>	<b>2 WEEKS</b>
<b>FOLD™</b>	<b>3 WEEKS</b>	
<b>FOOTINGS™</b>	<b>3 WEEKS</b>	
<b>LOCHLYN</b>	<b>3 WEEKS</b>	
<b>MANEUVER®</b>	<b>3 WEEKS</b>	
<b>MARNIA™</b>	<b>3 WEEKS</b>	
<b>MARNIA™ SOLID SURFACES (CORIAN)</b>	<b>4 WEEKS</b>	
<b>MIO™</b>	<b>3 WEEKS</b>	



<b>MYRIAD™</b>	3 WEEKS	
<b>PEGOS®</b>	3 WEEKS	
<b>RENEGADE™</b>	3 WEEKS	2 WEEKS
<b>ROOSEVELT™</b>	3 WEEKS	2 WEEKS
<b>STACCATO®</b>	3 WEEKS	
<b>STRASSA®</b>	3 WEEKS	2 WEEKS
<b>TESSERA®</b>	3 WEEKS	
<b>TESSERA® WITH GLASS</b>	4 WEEKS	
<b>UNIVERSAL BOOKCASES</b> DELETION DATE: 12/31/2019	3 WEEKS	2 WEEKS
<b>UNIVERSAL LATERAL FILES</b> DELETION DATE: 12/31/2019	3 WEEKS	2 WEEKS
<b>WAVEWORKS®</b>	3 WEEKS	2 WEEKS
SUPPORT BASE KIT U & H- STYLE W/O INSERT	6 1/2 WEEKS	

SUPPORT BASE KIT U & H- STYLE WITH INSERT	6 1/2 WEEKS
SUPPORT BASE U-STYLE WITH INSERT	6 1/2 WEEKS
WAVEWORKS® FLIP/NEST TRAINING TABLES	3 WEEKS
WAVEWORKS® SOLID SURFACES (CORIAN)	4 WEEKS
WIXLER™	3 WEEKS
WIXLER™ GLASS	5 WEEKS
WIXLER™ SOLID SURFACES (CORIAN)	4 WEEKS

## Casegoods Materials

MATERIAL	AVAILABILITY	
CONCRETE	4 WEEKS	TESSERA WALL
METAL FINISHES - CASEGOODS		
CONCRETE PAINT ON METAL INCLUDES BASES, LEGS, FEET, PULLS, SLAT WALLS, TRIM, ETC.	4 WEEKS	
IRON PAINT ON METAL INCLUDES BASES, LEGS, FEET, PULLS, SLAT WALLS, TRIM, ETC.	4 WEEKS	
STONE	4 WEEKS	TESSERA WALL

## Seating

\*Seating requested in Maharam/Momentum/CF Stinson/Arc Com; all receive additional lead time.

\*Material selections may influence lead times, please reference the Seating Materials section below for details.



PRODUCT SERIES	STANDARD LEAD TIME (SHIP DATE)	QUICK DELIVERY LEAD TIME (DELIVERY DATE)
ACQUAINT®	2 WEEKS	2 WEEKS
ADMIRE®	2 WEEKS	2 WEEKS
ARALDO	5 WEEKS	5 WEEKS
ARLINGTON™	2 WEEKS	
AURORA®	2 WEEKS	
CINCH®	2 WEEKS	2 WEEKS
N45K2P,N45K3P,N45L2P,N45MAR	7 WEEKS	7 WEEKS
COLLETTE®	2 WEEKS	2 WEEKS
COLLETTE® SOLID SURFACES (CORIAN)	5 WEEKS	
COLLETTE® SOLID SURFACES (LAMINATE)	4 WEEKS	
CONFIDE®	2 WEEKS	2 WEEKS
DAVARI®	2 WEEKS	2 WEEKS
ALL ARM MODELS	8 WEEKS	8 WEEKS
DELGADO®	2 WEEKS	
DITTO™	2 WEEKS	2 WEEKS
ALL UPHOLSTERED SEAT PAD MODELS	9 WEEKS	
LIGHT GREY SHELL OPTION	9 WEEKS	9 WEEKS
ELOQUENCE®	2 WEEKS	2 WEEKS
MODEL N85CAC	5 1/2 WEEKS	5 1/2 WEEKS
ESSAY®	2 WEEKS	2 WEEKS

<b>FARRAH®</b>	2 WEEKS	2 WEEKS
<b>FARRAH® SOLID SURFACES (CORIAN)</b>	4 WEEKS	
<b>FRINGE®</b>	2 WEEKS	2 WEEKS
<b>FRINGE® BISTRO LAMINATE MODELS</b>	5 WEEKS	
<b>FRINGE® SOLID SURFACE (CORIAN )</b>	4 WEEKS	
<b>FUEL®</b> NO LONGER AVAILABLE LOW BACK MODELS	2 WEEKS	2 WEEKS
<b>GOTCHA™</b>	2 WEEKS	2 WEEKS
<b>GRIN®</b>	2 WEEKS	2 WEEKS
ALL COUNTER AND BAR STOOLS	8 1/2 WEEKS	8 1/2 WEEKS
ALL GUEST CHAIR MODELS - N49GU*	8 1/2 WEEKS	8 1/2 WEEKS
<b>HOBSEN</b>	9 WEEKS	9 WEEKS
<b>IDARA</b>	2 WEEKS	2 WEEKS
<b>JEWEL™</b>	2 WEEKS	2 WEEKS
<b>JIMINY®</b>	2 WEEKS	2 WEEKS
<b>KOZMIC™</b>	2 WEEKS	
<b>KOZMIC™ BISTRO TABLES</b>	6 WEEKS	
<b>LAUDIO™</b>	2 WEEKS	2 WEEKS
N27MM3PSB SHIPS IN 2 DAYS	2 DAYS	
<b>LAVORO®</b>	2 WEEKS	2 WEEKS
<b>MABEL®</b>	2 WEEKS	2 WEEKS



<b>MARCELO®</b>	2 WEEKS	
MODEL N33MIN9G	4 1/2 WEEKS	4 1/2 WEEKS
<b>MIX-IT®</b>	2 WEEKS	2 WEEKS
<b>MONTERREY™</b>	2 WEEKS	2 WEEKS
<b>PENNANT™</b>	2 WEEKS	
<b>RALLA™</b>	2 WEEKS	2 WEEKS
<b>RENO®</b>	2 WEEKS	2 WEEKS
<b>RESPECT®</b>	2 WEEKS	2 WEEKS
ALL HIGH AND MID BACK MODELS	8 WEEKS	8 WEEKS
<b>RIZORA®</b>	2 WEEKS	2 WEEKS
<b>SWIFT™</b>	2 WEEKS	2 WEEKS
ALL VERTICAL TUFTED MODELS	5 1/2 WEEKS	
<b>TAG®</b>	2 WEEKS	2 WEEKS
<b>TELLARO®</b>	2 WEEKS	2 WEEKS
<b>TIMBERLANE™</b>	2 WEEKS	2 WEEKS
<b>TOSS™</b>	2 WEEKS	2 WEEKS
<b>TRIUMPH™</b>	2 WEEKS	2 WEEKS
<b>UNIVERSAL</b>	2 WEEKS	
10N1120RTPU2SS, 10N1620RTPU2SB	5 WEEKS	5 WEEKS
<b>VOLUTE®</b>	2 WEEKS	2 WEEKS
<b>VORA</b>	2 WEEKS	2 WEEKS
N54BMM3KT	2 DAYS	

SHIPS IN 2 DAYS		
N54BMM3ST SHIPS IN 2 DAYS	2 DAYS	
WANDER™	2 WEEKS	2 WEEKS
N22HMAB	5 1/2 WEEKS	
WEITZ	2 WEEKS	2 WEEKS
WELI™	2 WEEKS	2 WEEKS
21" EASY ACCESS CHAIRS	2 1/2 WEEKS	2 1/2 WEEKS
SATIN NICKEL FRAMES ON ALL ARM MODELS	4 WEEKS	
WELI™ SOLID SURFACE (CORIAN )	5 WEEKS	
WHIMSY®	2 WEEKS	2 WEEKS
NOVEMBER 18TH NEW INTRODUCTIONS	5 WEEKS	5 WEEKS
WHIRL	2 WEEKS	2 WEEKS
N28BMML33LSS SHIPS IN 2 DAYS	2 DAYS	
N28HRB SHIPS IN 2 DAYS	2 DAYS	

## Seating Materials

MATERIALS	AVAILABILITY
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### METAL FINISHES - SEATING

CONCRETE PAINT ON METAL INCLUDES BASES, LEGS, FEET, ETC.	6 WEEKS
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IRON PAINT ON METAL INCLUDES BASES, LEGS, FEET, ETC.	6 WEEKS
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## SEATING UPHOLSTERIES

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MASQUERADE 41614	12/16/2019
MINGLE 11008	12/20/2019
MINGLE 11005	12/9/2019
MINGLE 11006	12/20/2019
PHRASE 23060	12/26/2019

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## Custom Quotes

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Quote lead times are the average response times for receiving a requested product modification quote. Product lead times are as quoted, and represent the estimated product ship dates. Extended lead times shown under product lead time are in addition to the quoted product lead times provided.

PRODUCT SERIES	QUOTE LEAD TIME (RESPONSE TIME)	PRODUCT LEAD TIME (SHIP DATE)
CASEGOODS	3 - 4 DAYS	AS QUOTED
SEATING	3 - 4 DAYS	EXTENDED 3 WEEKS

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## Etc.

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PRODUCT NAME	DELIVERY LEAD TIME	QUICK DELIVERY LEAD TIME DELIVERED
BERNADETTE	3 WEEKS	3 WEEKS
CHET	3 WEEKS	3 WEEKS
COHEN	9 WEEKS	9 WEEKS
DEKER	3 WEEKS	3 WEEKS
DORA	3 WEEKS	3 WEEKS

ELIZA	3 WEEKS	3 WEEKS
IRMA	3 WEEKS	3 WEEKS
KELLEN	9 WEEKS	9 WEEKS
SIREN	3 WEEKS	3 WEEKS
TARON	3 WEEKS	3 WEEKS
XANDER	3 WEEKS	3 WEEKS

## Lead Time Details

- The lead times above are approximate and based on current capacity and/or material availability
- Lead Time noted as "Lead Time to Ship" does not guarantee a ship date or delivery date.
- On any purchase order marked "ship complete", the lead time applied to the order will be based off of the Product Series with the longest leadtime.
- Quick Delivery lead times above include orders of up to 20 chairs and 10 office configurations. For greater quantities, please contact National Customer Service at 800.482.1717 to confirm availability.
- Large quantities of models on an order or larger dollar volume orders may receive lead-times greater than those posted on this website. Please work with your project management team to confirm availability on your specific project.
- Lead times will be confirmed after entry of your order at National via an acknowledgement to the ordering dealership.
- If placing an order for quick delivery products, please submit them on a separate purchase order. Please do not mix quick delivery and standard lead time items on the same purchase order.

### Subscribe to the Weekly Lead Time Report





# APPENDIX C

**Appendix C**  
**ADDITIONAL REQUIRED DOCUMENTS**

- DOC #1 Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy
- DOC #2 Antitrust Certification Statements (Tex. Government Code § 2155.005)
- DOC #3 Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295)
- DOC #4 Texas Government Code 2270 Verification Form
- DOC #5 Special Conditions
- DOC #6 Questionnaire
- DOC #7 For applicable construction/reconstruction/renovation and related services, a bid guarantee is required not less than five percent (5%) of the total bid. Surety shall provide a copy of the Power of Attorney authorizing the Executing Agent the authority to execute the bid bond documents and bind the Surety to the bid bond conditions. The bid bond shall have a corporate Surety that is licensed to conduct business in Texas and authorized to underwrite bonds in the amount of the bid bond.



**ACKNOWLEDGMENT AND ACCEPTANCE**  
**OF REGION 4 ESC's OPEN RECORDS POLICY**

**OPEN RECORDS POLICY**

All proposals, information and documents submitted are subject to the Public Information Act requirements governed by the State of Texas once a Contract(s) is executed. If an Offeror believes its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt and include detailed reasons to substantiate the exemption. Price is not confidential and will not be withheld. Any unmarked information will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

*Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).*

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- ☐ We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.
- ☒ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

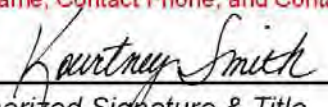
*(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must include detailed reasons to substantiate the exemption(s). Price is not confidential and will not be withheld. All information believed to be a trade secret or proprietary must be listed. It is further understood that failure to identify such information, in strict accordance with the instructions, will result in that information being considered public information and released, if requested under the Public Information Act.)*

1. Tab 3 - Top 10 Public Agencies -Page 195 - Do not disclose this entire page. National wishes to not disclose current customers to our competitors.

2. Tab 4 - References - 304-313 Do not disclose the Entity Name, Contact Name, Contact Phone, and Contact Email. National wishes to not disclose current customers to our competitors.

12/10/2018

Date

  
Authorized Signature & Title

Furniture, Installation, and Related Services  
Solicitation Number 19-18  
Addendum No. 1



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

<b>Company</b>	National Office Furniture, Inc.	<b>Contact</b>	<i>Melissa Fuller</i>
			<b>Signature</b>
			Melissa Fuller
			<b>Printed Name</b>
	1610 Royal Street		Strategic Contracts Manager
<b>Address</b>			<b>Position with Company</b>
	Jasper, IN 47546		
		<b>Official Authorizing Proposal</b>	<i>Kourtney Smith</i>
			<b>Signature</b>
			Kourtney Smith
			<b>Printed Name</b>
<b>Phone</b>	(800) 482-1717		President
			<b>Position with Company</b>
<b>Fax</b>	(866) 481-8516		

## **Implementation of House Bill 1295**

### **Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

### **Filing Process:**

Starting on January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. This process is known as acknowledging the certificate. The commission will post the acknowledged Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency. The posted acknowledged form does not contain the declaration of signature information provided by the business.

A certificate will stay in the pending state until it is acknowledged by the governmental agency. Only acknowledged certificates are posted to the commission's website.

### **Electronic Filing Application:**

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

### **Frequently Asked Questions:**

[https://www.ethics.state.tx.us/resources/FAQs/FAQ\\_Form1295.php](https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php)

**Changes to Form 1295:** <https://www.ethics.state.tx.us/data/filinginfo/1295Changes.pdf>



**Texas Government Code 2270 Verification Form**

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification that the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, Kourtney Smith, as an authorized representative of

National Office Furniture, Inc., a contractor engaged by

Insert Name of Company

Region 4 Education Service Center, 7145 West Tidwell Road, Houston, TX 77092, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>.

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

  
Signature of Named Authorized Company Representative

12/10/2019

Date



### **SPECIAL CONDITIONS**

Awarded Offerors may need to respond to events and losses where products and services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and/or wind damage during a disaster or emergency situation. By submitting a proposal, the Offeror is accepted these Special Conditions required by the Federal Emergency Management Agency (FEMA).

#### **Conflicts of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a FEMA award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 2 C.F.R. § 200.318(c)(1); See also Standard Form 424D, ¶ 7; Standard Form 424B, ¶ 3.

i. FEMA considers a “financial interest” to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from ownership of certain financial instruments or investments such as stock, bonds, or real estate, or from a salary, indebtedness, job offer, or similar interest that might be affected by the particular procurement.

ii. FEMA considers an “apparent” conflict of interest to exist where an actual conflict does not exist, but where a reasonable person with knowledge of the relevant facts would question the impartiality of the employee, officer, or agent participating in the procurement.

c. Gifts. The officers, employees, and agents of Region 4 ESC nor the Participating Public Agency (“NFE”) must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, NFE’s may set standards for situations in which the financial interest is de minimus, not substantial, or the gift is an unsolicited item of nominal value. 2 C.F.R. § 200.318(c)(1).

d. Violations. The NFE’s written standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the NFE. 2 C.F.R. § 200.318(c)(1). For example, the penalty for a NFE’s employee may be dismissal, and the penalty for a contractor might be the termination of the contract.

#### **Contractor Integrity**

A contractor must have a satisfactory record of integrity and business ethics. Contractors that are debarred or suspended as described in Chapter III, ¶ 6.d must be rejected and cannot receive contract awards at any level.

## **Public Policy**

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:

- a. Equal opportunity and nondiscrimination laws
- b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV- 7
- c. Applicable prevailing wage laws, regulations, and executive orders

## **Affirmative Steps**

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;

## **Bid Guarantee**

For proposals that are to include construction/reconstruction/renovation and related services, bids must be accompanied by Certified or Cashier's Check or an approved Bid Bond in the amount of not less than five percent (5%) of the total bid. Surety shall provide a copy of the Power of Attorney authorizing the Executing Agent the authority to execute the bid bond documents and bind the Surety to the bid bond conditions. The bid bond shall have a corporate Surety that is licensed to conduct business in the state of the lead agency and authorized to underwrite bonds in the amount of the bid bond.

## **Prevailing Wage Requirements**

When applicable, the awarded Contractor(s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

### **Alternative Pricing for Federal Funding**

When applicable, such as when products and services are used in response to an emergency or disaster recovery situation in which federal funding may be used, pricing may not include cost plus a percentage of cost or pricing based on time and materials. If time and materials is necessary in an applicable federal funding situation, a ceiling price that the contract exceeds at its own risk will be needed. In addition, Offeror is subject to and must comply with all federal requirements applicable to the funding including, but not limited, the to the 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses.

### **Federal Requirements**

If products and services are issued in response to an emergency or disaster recovery the items below, located in this Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

### **2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses**

#### **1. Termination for Convenience:**

The right to terminate this Contract for the convenience of Region 4 ESC is retained by Region 4 ESC. In the event of a termination for convenience by Region 4 ESC, Region 4 ESC shall, at least ten (10) calendar days in advance, deliver written notice of the termination for convenience to Contractor. Upon Contractor's receipt of such written notice, Contractor immediately shall cease the performance of the Work and shall take reasonable and appropriate action to secure and protect the Work then in place. Contractor shall then be paid by Region 4 ESC, in accordance with the terms and provisions of the Contract Documents, an amount not to exceed the actual labor costs incurred, the actual cost of all materials installed and the actual cost of all materials stored at the project site or away from the project site, as approved in writing by Region 4 ESC but not yet paid for and which cannot be returned, and actual, reasonable and documented demobilization costs, if any, paid by Contractor and approved by Region 4 ESC in connection with the Scope of Work in place which is completed as of the date of termination by Region 4 ESC and that is in conformance with the Contract Documents, less all amounts previously paid for the Work. No amount ever shall be owed or paid to Contractor for lost or anticipated profits on any part of the Scope of Work not performed or for consequential damages of any kind.

#### **2. Equal Employment Opportunity:**

Region 4 ESC highly encourages Contractors to implement Affirmative Action practices in their employment programs. This means Contractor should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, political belief or affiliation, age, disability or genetic information.

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:



Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the

contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. "During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

4. Davis Bacon Act and Copeland Anti-Kickback Act.

- a. Applicability of Davis-Bacon Act. The Davis-Bacon Act only applies to the emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. It does not apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.
- b. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)). See 2 C.F.R. Part 200, Appendix II, ¶ D.
- c. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.
- d. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- e. In contracts subject to the Davis-Bacon Act, the contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the



compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

- f. The regulation at 29 C.F.R. § 5.5(a) does provide the required contract clause that applies to compliance with both the Davis-Bacon and Copeland Acts. However, as discussed in the previous subsection, the Davis-Bacon Act does not apply to Public Assistance recipients and subrecipients. In situations where the Davis-Bacon Act does not apply, neither does the Copeland "Anti-Kickback Act." However, for purposes of grant programs where both clauses do apply, FEMA requires the following contract clause:

"Compliance with the Copeland "Anti-Kickback" Act.

- (1) Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- (2) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses
- (3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

5. Contract Work Hours and Safety Standards Act.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Where applicable (see 40 U.S.C. § 3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 29 C.F.R. Part 200, Appendix II, ¶ E.
- c. Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek.
- d. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or

articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- e. The regulation at 29 C.F.R. § 5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

"Compliance with the Contract Work Hours and Safety Standards Act.

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier

subcontractor with the clauses set forth in paragraphs (1) through (4) of this section."

6. Rights to Inventions Made Under a Contract or Agreement.

- a. Stafford Act Disaster Grants. This requirement **does not apply to the Public Assistance**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as

FEMA awards under these programs do not meet the definition of "funding agreement."

b. If the FEMA award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II, ¶ F.

- c. The regulation at 37 C.F.R. § 401.2(a) currently defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

7. Clean Air Act and the Federal Water Pollution Control Act. Contracts of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶ G.

- a. The following provides a sample contract clause concerning compliance for contracts of amounts in excess of \$150,000:

"Clean Air Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal



government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### Federal Water Pollution Control Act

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA."

#### 8. Debarment and Suspension.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Non-federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non procurement Debarment and Suspension).
- c. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, ¶ H; and *Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules): Supplement to the Public Assistance Procurement Disaster Assistance Team (PDAT) Field Manual Chapter IV, ¶ 6.d, and Appendix C, ¶ 2 [hereinafter PDAT Supplement]*. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by

agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov). See 2 C.F.R. § 180.530; *PDAT Supplement*, Chapter IV, ¶ 6.d and Appendix C, ¶ 2.

- d. In general, an “excluded” party cannot receive a Federal grant award or a contract within the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any non-procurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipient.
- e. Specifically, a covered transaction includes the following contracts for goods or services:
  - (1) The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
  - (2) The contract requires the approval of FEMA, regardless of amount.
  - (3) The contract is for federally required audit services.
  - (4) A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of \$25,000.
- d. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified:

“Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal

Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

9. Byrd Anti-Lobbying Amendment.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ I; 44 C.F.R. Part 18; *PDAT Supplement*, Chapter IV, 6.c; Appendix C, ¶ 4.
- c. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See *PDAT Supplement*, Chapter IV, ¶ 6.c and Appendix C, ¶ 4.
- d. The following provides a Byrd Anti-Lobbying contract clause:

"Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

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

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:



1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, National Office Furniture, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Kourtney Smith, President

Name and Title of Contractor's Authorized Official

12/10/2019

Date"

#### 10. Procurement of Recovered Materials.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.322; *PDAT Supplement*, Chapter V, ¶ 7.
- c. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- d. The following provides the clause that a state agency or agency of a political subdivision of a state and its contractors can include in contracts meeting the above contract thresholds:

“(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA- designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.”

#### 11. Additional FEMA Requirements.

- a. The Uniform Rules authorize FEMA to require additional provisions for non-Federal entity contracts. FEMA, pursuant to this authority, requires or recommends the following:
- b. Changes.

To be eligible for FEMA assistance under the non-Federal entity's FEMA grant or cooperative

agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

c. Access to Records.

All non-Federal entities must place into their contracts a provision that all contractors and their successors, transferees, assignees, and subcontractors acknowledge and

agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).

d. The following provides a contract clause regarding access to records:

“Access to Records. The following access to records requirements apply to this contract:

(1) The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.”

12. DHS Seal, Logo, and Flags.

a. All non-Federal entities must place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. See DHS Standard Terms and Conditions, v 3.0, ¶ XXV (2013).

b. The following provides a contract clause regarding DHS Seal, Logo, and Flags: “The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.”



13. Compliance with Federal Law, Regulations, and Executive Orders.

- a. All non-Federal entities must place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable federal law, regulations, executive orders, and FEMA policies, procedures, and directives.
- b. The following provides a contract clause regarding Compliance with Federal Law, Regulations, and Executive Orders: "This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives."

14. No Obligation by Federal Government.

- a. The non-Federal entity must include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- b. The following provides a contract clause regarding no obligation by the Federal Government: "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."

15. Program Fraud and False or Fraudulent Statements or Related Acts.

- a. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.
- b. The following provides a contract clause regarding Fraud and False or Fraudulent or Related Acts: "The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract."

Additional contract clauses per 2 C.F.R. § 200.325

For applicable construction/reconstruction/renovation and related services: A payment and performance bond are both required for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.

**Offeror agrees to comply with all terms and conditions outlined in the Special Conditions section of this solicitation.**


Offeror's Name:  
National Office Furniture, Inc.

Address, City, State, and Zip Code:  
1610 Royal Street, Jasper, IN 47546

Phone Number: 800.482.1717 Fax Number:  
866.418.8516

Printed Name and Title of Authorized  
Representative: Kourtney Smith

Email Address:  
Kourtney.Smith@NationalOfficeFurniture.com

Signature of Authorized Representative: 12/10/2019 Date:  


## **QUESTIONNAIRE**

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

### **1. Diversity Programs**

- Do you currently have a diversity program or any diversity partners that you do business with? ☒ Yes ☐ No  
*(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)*

### **2. Diverse Vendor Certification Participation**

Region 4 ESC encourages the use of under-utilized businesses (HUB), minority and women business enterprises (MWBE), and small and/or disadvantaged business enterprises (SBE) both as prime and subcontractors. Offerors shall indicate below whether or not they and/or any of their subcontractors (and if so which) hold certification in any of the classified areas and include proof of such certification with their response.

#### **a. Minority Women Business Enterprise**

Respondent certifies that this firm is an MWBE ☒ Yes ☐ No

List certifying agency: Women's Business Enterprise National Council and certify.SBA.gov

[Please see our attached statement, detailing our program and partnering subcontractors.](#)

#### **b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)**

Respondent certifies that this firm is a SBE or DBE ☒ Yes ☐ No

List certifying agency: U.S. Small Business Administration\_8(a) Business Development Program

[Please see our attached statement, detailing our program and partnering subcontractors.](#)

#### **c. Historically Underutilized Businesses (HUB)**

Respondent certifies that this firm is a HUB ☒ Yes ☐ No

List certifying agency: The Texas Comptroller of Public Accounts

[Please see our attached statement, detailing our program and partnering subcontractors.](#)

#### **d. Historically Underutilized Business Zone Enterprise (HUBZone)**

Respondent certifies that this firm is a HUBZone ☒ Yes ☐ No

List certifying agency: U.S. Small Business Administration

[Please see our attached statement, detailing our program and partnering subcontractors.](#)

#### **e. Other**

Respondent certifies that this firm is a recognized diversity certificate holder ☒ Yes ☐ No

List certifying agency: Southern California Minority Supplier Development Council

[Please see our attached statement, detailing our program and partnering subcontractors.](#)

3. Has Offeror made and is Offeror committed to continuing to take all affirmative steps set forth in 2 CFR 200.321 as it relates to the scope of work outlined in this solicitation? ☒ Yes ☐ No



**Date/Time:** 09/12/2019 11:57:07

**Account:** [REDACTED]

**Name:** Mark Williams

**Title:** President, CEO

**Email Address:** mwilliams@elementsiv.com

**Phone Number:** 9379181000

**NAICS Code:** 423210

**Employee Count:** 43

**Annual Revenue:**

**Business Type:** S

**Socioeconomic Information:**

- 8(A) CERTIFIED BUSINESS DEVELOPMENT PROGRAM

- 8A Certificate: [REDACTED]

- SMALL DISADVANTAGED BUSINESS

- SMALL DISADVANTAGED BUSINESS



**U.S. SMALL BUSINESS ADMINISTRATION**  
WASHINGTON, D.C. 20416

May 28, 2013

Mark S. Williams, President  
Space and Asset Management, Inc.  
3680 Wyse Road  
Dayton, Ohio 45414

Dear Mr. Williams:

Congratulations! Your firm has been certified as a Participant in the U.S. Small Business Administration's (SBA) 8(a) Business Development Program. Your nine (9) year program term begins on the date of this letter.

During participation in the 8(a) Business Development Program, you will receive business development assistance from an assigned Business Development Specialist in the Columbus District Office at 401 North Front Street, Suite 200, Columbus, Ohio, 43215-2240. The telephone number is 614-469-6860.

Your firm will become eligible to receive 8(a) Business Development contracts after you submit a business plan using SBA Form 1010C and receive SBA's approval of the plan. We are sending a copy of this certification letter to the SBA Columbus District Office. That office will send you the business plan form.

SBA requires that the 8(a) participant's President or Chief Executive Officer sign a Participation Agreement to show that he or she understands the conditions of 8(a) program participation. Please read the Agreement carefully, sign and date one copy and return it to the SBA Columbus District Office at the address shown in the second paragraph above. The second copy is for your records.

Even though your firm's approved North American Industry Classification System (NAICS) Code is 423210, your firm may be awarded contracts under other NAICS Codes, as long as the firm is qualified to perform the required service or task. In this regard, please note that contracts awarded under 8(a) Business Development Program authority generally result from the self-marketing efforts of participating firms. While your firm's acceptance into the 8(a) Business Development Program is not a guarantee of contract support, SBA will make every effort to assist you in your marketing efforts.

I welcome you as an 8(a) Business Development Program participant and wish you every possible success.

Sincerely,

A handwritten signature in dark ink, appearing to read 'D. Hairston', with a long horizontal flourish extending to the right.

Darryl K. Hairston  
Associate Administrator  
for Business Development



**Date/Time:** 09/11/2019 13:50:09

**Account:** [REDACTED]

**Name:** Erin Davison

**Title:** Controller

**Email Address:** erind@re-district.com

**Phone Number:** 7032768901

**NAICS Code:** 423210

**Employee Count:** 32

**Annual Revenue:**

**Business Type:** S

**Socioeconomic Information:**

- 8(A) CERTIFIED BUSINESS DEVELOPMENT PROGRAM

- 8A Certificate: 8a [REDACTED]

- SMALL DISADVANTAGED BUSINESS

- SMALL DISADVANTAGED BUSINESS



**U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416**

**October 7, 2015**

**Nicholas Thompson, President  
SupplySource DC, LLC  
dba reDISTRICT  
2107 Wilson Blvd., Suite 675  
Arlington, VA 22201**

**Dear Mr. Thompson:**

**Congratulations! Your firm has been certified as a Participant in the U.S. Small Business Administration's (SBA) 8(a) Business Development Program. Your nine (9) year program term begins on the date of this letter.**

**During participation in the 8(a) BD Program, you will receive business development assistance from an assigned Business Development Specialist in the Washington Metropolitan Area District Office located at 409 3rd Street, SW, Suite 2000, Washington, DC 20416. The phone number is (202) 205-8800. We are sending a copy of this certification letter to the SBA Washington Metropolitan Area District Office. That office will contact you to schedule an orientation session. This could take up to 4-6 weeks. In the meantime, there are steps you should take to start your participation in the program.**

**Next Steps**

- Read and Sign Participation Agreement:** SBA requires the 8(a) participant's President or Chief Executive Officer sign a Participation Agreement showing he or she understands the conditions of 8(a) BD program participation. Please find the Agreement attached to the approval email associated with this letter. Please read the Agreement carefully, sign and date it, and make a copy. Return one copy to the SBA Washington Metropolitan Area District Office at the address shown in the second paragraph above. The second copy is for your records.
- Develop Your Business Plan:** We encourage you to start developing your business plan. Current 8(a) BD program regulations require a firm, once certified, to promptly submit a business plan which must be approved by the SBA before the firm is eligible to receive 8(a) benefits; including 8(a) contracts. Once approved, the business plan will be reviewed annually and may be modified as needed. We offer an optional format for business plans. To consider the optional

8(a) Business Plan Form 1010C, please go to: <https://www.sba.gov/sites/default/files/SBA%201010C.pdf>.

• **Develop Your Strategy for Winning Contracts in Year 1:** Though your firm's approved North American Industry Classification System (NAICS) Code is 423210, your firm may be awarded contracts under other NAICS Codes, as long as your firm is qualified to perform the required service or task. In this regard, please note that contracts awarded under 8(a) Business Development Program authority generally result from the self-marketing efforts of participating firms. You must build relationships with potential federal customers, pursue federal prime contractors for subcontracts, and aggressively pursue prime contract opportunities to grow your business. Successful 8(a) firms regularly respond to competitive small business contracting opportunities posted on [www.FBO.gov](http://www.FBO.gov). Establish a goal and vision for winning at least two (2) competitive contracts during your first year.

• **Utilize Resources:** There are valuable FREE resources available to you right now that offer expertise in all areas of business operation including reviewing your business plan and strategy. Two resources that you can utilize today are:

- o **SBA Resource Partners:** I encourage you to locate your nearest Resource Partner, please go to: <https://www.sba.gov/tools/local-assistance>. This link will provide access to upcoming small business events and the webpage for your District SBA Office, also.

- o **7(j) Management and Technical Assistance:** While your firm's acceptance into the 8(a) Business Development program is not a guarantee for contracts, the SBA will make every effort to assist you in implementing your business plan and strategy. Your success in the program is dependent upon the extent to which you take advantage of SBA's efforts to support you. One of the agency's major tools for your success is the 7(j) Management and Technical Assistance Services Program. For more information, click on the following link: <https://www.sba.gov/about-sba/sba-initiatives/7j-management-and-technical-assistance-services-program>

I am excited about your future, and I welcome you as an 8(a) Business Development Program participant. Wishing you much success!

Sincerely,



Jackie Robinson-Burnette



**Associate Administrator  
Office of Business Development**



**GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority and woman-owned businesses as HUBs and is designed to facilitate the participation of minority and woman-owned businesses in state agency procurement opportunities.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <http://www.window.state.tx.us/procurement/cmb/hubonly.html>. Provided that your company continues to meet HUB eligibility requirements, the enclosed HUB certificate is valid for four years.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please reference the enclosed pamphlet for additional resources, such as the state's Centralized Master Bidders List (CMBL), that can increase your chance of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**



Certificate/VID Number:  
File/Vendor Number:  
Approval Date:  
Scheduled Expiration Date:

044051  
31-MAR-2016  
31-MAR-2020

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

**DARLENE CASIAS INTERIOR, L.P.**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 01-APR-2016, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Paul A. Gibson*

Paul Gibson, Statewide HUB Program Manager  
Texas Procurement and Support Services

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmb/cmbhub.html>) or by contacting the HUB Program at 1-888-863-5881 or 512-463-5872.

Rev. 01/15





**GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority, woman, and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing additional information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**



Certificate/VID Number:	[REDACTED]
File/Vendor Number:	009073
Approval Date:	29-MAR-2018
Scheduled Expiration Date:	29-MAR-2022

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

**VANGUARD ENVIRONMENTS INC**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 30-MAR-2018, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Laura Cagle-Hinojosa, Statewide HUB Program Manager  
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/16



THIS CERTIFIES THAT

# National Lighting Corp.



\* Nationally certified by the: **SOUTHERN CALIFORNIA MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 423610; 335121; 335122

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

11/01/2019

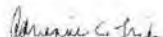
**Issued Date**

SC26129

**Certificate Number**

11/01/2020

**Expiration Date**

  
Adrienne Trimble



**Virginia Gomez, President**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

[Certify, Develop, Connect, Advocate](#)

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

**Date/Time:** 09/04/2019 10:12:51

**Account:** [REDACTED]

**Name:** Donna Heath

**Title:** President

**Email Address:** donna@cidesigns.net

**Phone Number:** 2284529540

**NAICS Code:** 423210

**Employee Count:**

**Annual Revenue:**

**Business Type:** S

**Socioeconomic Information:**

- SBA CERTIFIED FEDERAL HUBZONE FIRM

- **Certification Date:** 03/02/2017

- **Certification Number:** [REDACTED]

- **Certificate (PDF):** [REDACTED]

- SMALL DISADVANTAGED BUSINESS

- SMALL WOMEN-OWNED

SBA Profile

[Accessibility Options](#)

Profile

[Privacy Statement](#)[\(Back to Profile List, or use Back button\)](#)**Identification, Location & Contacts**

This profile was last updated: 02/23/2019  
Status: Active

User ID: [REDACTED]  
Name of Firm: COMMERCIAL INTERIORS, INC.  
Trade Name ("Doing Business As ..."): [REDACTED]  
DUNS Number: 067714842  
Parent DUNS Number: [612968024](#) (Opens parent's profile in a new window.)  
Address, line 1: 4277 ESPY AVE  
Address, line 2:  
City: LONG BEACH  
State: MS  
Zip: 39560-9611  
Phone Number: 228-452-9540  
Fax Number:  
E-mail Address: [donna@cidesigns.net](mailto:donna@cidesigns.net)  
WWW Page:  
E-Commerce Website:  
Contact Person: Donna Heath  
County Code (3 digit): 047  
Congressional District: 04  
Metropolitan Statistical Area: 0920  
CAGE Code: 7MXC9  
Year Established: 1990  
Accepts Government Credit Card? ☒ Yes ☐ No  
GSA Advantage Contract(s):

(Note: Size information is now under "NAICS Codes with Size Determinations by NAICS", below.)

**Organization, Ownership & Certifications**

Legal Structure: Subchapter S Corporation



Ownership and Self-Certifications:

Self-Certified Small Disadvantaged Business,  
Economically Disadvantaged Women-Owned Small  
Business, Women-Owned Small Business, Woman Owned

### **Current Principals**

1. Donna Heath, President

### **"Business Development Servicing Office" (for certifications)**

MISSISSIPPI DISTRICT OFFICE (SBA office code 0470)

### **8(a) Certification:**

SBA 8(a) Case Number:  
SBA 8(a) Entrance Date:  
SBA 8(a) Exit Date:

### **Small Disadvantaged Business Certification:**

SDB Entrance Date:  
SDB Exit Date:

### **HUBZone Certification:**

HUBZone Certified?: ☒ Yes ☐ No  
HUBZone Certification Date: 03/02/2017

### **8(a) Joint Venture Certification:**

8(a) JV Entrance Date:  
8(a) JV Exit Date:

### **Non-Federal-Government Certifications:**

(none given)

## **Products & Services**

### **Capabilities Narrative:**

We are a full service, woman-owned company providing all your interior design, furniture and construction needs.

### **Special Equipment/Materials:**

(none given)

**Business Type Percentages:**

Construction (50 %)

Service (50 %)

**Bonding Levels**Construction Bonding Level \$0  
(per contract)Construction Bonding Level \$0  
(aggregate)

Service Bonding Level (per contract) \$0

Service Bonding Level \$0  
(aggregate)**NAICS Codes with Size Determinations by NAICS:**

#	Primary?	Code	NAICS Code's Description	"Buy Green"? <sup>(1)</sup>	Small? <sup>(2)</sup>
1	Yes	337211	Wood Office Furniture Manufacturing		Yes
2		236115	New Single-Family Housing Construction (except For-Sale Builders)		Yes
3		236116	New Multifamily Housing Construction (except For-Sale Builders)		Yes
4		236118	Residential Remodelers		Yes
5		236210	Industrial Building Construction		Yes
6		236220	Commercial and Institutional Building Construction		Yes
7		238160	Roofing Contractors		Yes
8		238310	Drywall and Insulation Contractors		Yes
9		238320	Painting and Wall Covering Contractors		Yes
10		238330	Flooring Contractors		Yes
11		238340	Tile and Terrazzo Contractors		Yes
12		238350	Finish Carpentry Contractors		Yes
13		238390	Other Building Finishing Contractors		Yes
14		238910	Site Preparation Contractors		Yes
15		238990	All Other Specialty Trade Contractors General \$15.00m Small Business Size Standard: [Yes] Special \$15.00m Building and Property Specialty Trade Services: [Yes] <sup>(4)</sup>		Yes
16		321918	Other Millwork (including Flooring)		Yes
17		323111	Commercial Printing (except Screen and Books)		Yes

(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.

(2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.

(4) As seen above, the size standard can depend on subcategories within a NAICS code.

#	Primary?	Code	NAICS Code's Description	"Buy Green"? <sup>(1)</sup>	Small? <sup>(2)</sup>
18		327991	Cut Stone and Stone Product Manufacturing		Yes
19		337122	Nonupholstered Wood Household Furniture Manufacturing		Yes
20		337212	Custom Architectural Woodwork and Millwork Manufacturing		Yes
21		337214	Office Furniture (except Wood) Manufacturing		Yes
22		423210	Furniture Merchant Wholesalers		Yes
23		423220	Home Furnishing Merchant Wholesalers		Yes
24		423440	Other Commercial Equipment Merchant Wholesalers		Yes
25		423450	Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers		Yes
26		423490	Other Professional Equipment and Supplies Merchant Wholesalers		Yes
27		425110	Business to Business Electronic Markets		Yes
28		442110	Furniture Stores		Yes
29		442291	Window Treatment Stores		Yes
30		442299	All Other Home Furnishings Stores		Yes
31		453310	Used Merchandise Stores		Yes
32		453920	Art Dealers		Yes
33		484210	Used Household and Office Goods Moving		Yes
34		541310	Architectural Services		Yes
35		541320	Landscape Architectural Services		Yes
36		541330	Engineering Services General \$15.00m Small Business Size Standard: [Yes] Special \$38.50m Military and Aerospace Equipment and Military Weapons: [Yes] Special \$38.50m Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992: [Yes] Special \$38.50m Marine Engineering and Naval Architecture: [Yes] <sup>(4)</sup>		Yes
37		541340	Drafting Services		Yes
38		541370	Surveying and Mapping (except Geophysical) Services		Yes
39		541410	Interior Design Services		Yes
40		541420	Industrial Design Services		Yes
<p>(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.</p> <p>(2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.</p> <p>(4) As seen above, the size standard can depend on subcategories within a NAICS code.</p>					



#	Primary?	Code	NAICS Code's Description	"Buy Green"? <sup>(1)</sup>	Small? <sup>(2)</sup>
41		541430	Graphic Design Services		Yes
42		541490	Other Specialized Design Services		Yes
43		541613	Marketing Consulting Services		Yes
44		541620	Environmental Consulting Services		Yes
45		541870	Advertising Material Distribution Services		Yes
46		561730	Landscaping Services		Yes
47		561740	Carpet and Upholstery Cleaning Services		Yes
48		811420	Reupholstery and Furniture Repair		Yes
(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code. (2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard. (4) As seen above, the size standard can depend on subcategories within a NAICS code.					

### Keywords:

interior design, furniture, drapes, flooring, drywall, renovation, build, construct, landscape, carpet, tile, painting, roofing, HVAC, electrical, plumbing, ADA, blinds

### Miscellaneous:

Quality Assurance (none given)  
 Standards:  
 Electronic Data Interchange ☐ Yes ☐ No  
 capable?:

### Export Profile (Trade Mission Online)

Exporter?: ☐ Yes ☒ No ☐ Wants To Be  
 Export Business Activities: (none given)  
 Exporting to: (none given)  
 Desired Export Business (none given)  
 Relationships:  
 Description of Export (none given)  
 Objective(s):

### Performance History (References)

(none given)

The structure of this page was last updated 02/01/2013, as part of SBSS 8.1.1.

**Date/Time:** 09/11/2019 14:11:04

**Account:** [REDACTED]

**Name:** Brad Renick

**Title:** Principal

**Email Address:** brenick@enterprisefc.net

**Phone Number:** 410-342-0630

**NAICS Code:** 337214

**Employee Count:** 5

**Annual Revenue:** 8000000

**Business Type:** S

**Socioeconomic Information:**

- SBA CERTIFIED FEDERAL HUBZONE FIRM

- **Certification Date:** 05/15/2017

- **Certification Number:** [REDACTED]

- **Certificate (PDF):** [REDACTED]

- SERVICE DISABLED VETERAN OWNED

- SMALL VETERAN-OWNED

- SMALL DISADVANTAGED BUSINESS

SBA Profile

[Accessibility Options](#)

Profile

[Privacy Statement](#)[\(Back to Profile List, or use Back button\)](#)**Identification, Location & Contacts**

This profile was last updated: 08/14/2019  
Status: Active

User ID: [REDACTED]  
Name of Firm: Enterprise Furniture Consultants, Inc.  
Trade Name ("Doing Business As ..."): EFC  
DUNS Number: 178806928  
Parent DUNS Number:  
Address, line 1: 111 WATER ST STE 210  
Address, line 2:  
City: BALTIMORE  
State: MD  
Zip: 21202-1066  
Phone Number: 410-342-0630  
Fax Number: 410-342-0631  
E-mail Address: [brerick@enterprisefc.net](mailto:brerick@enterprisefc.net)  
WWW Page: <http://www.enterprisefc.net>  
E-Commerce Website: <http://www.enterprisefc.net>  
Contact Person: BRAD Renick  
County Code (3 digit): 510  
Congressional District: 07  
Metropolitan Statistical Area: 0720  
CAGE Code: 355N2  
Year Established: 2004  
Accepts Government Credit Card? ☒ Yes ☐ No  
GSA Advantage Contract(s): [GS-03F-0148X](#), [GS-28F-0023U](#)

(Note: Size information is now under "NAICS Codes with Size Determinations by NAICS", below.)

**Organization, Ownership & Certifications**

Legal Structure:



Ownership and Self-Certifications:

Hispanic American, Other Minority Owned, Self-Certified  
Small Disadvantaged Business, Service-Disabled Veteran,  
Veteran

### ***Current Principals***

1. John Rosales, President
2. Brad Renick, Vice President

### ***"Business Development Servicing Office" (for certifications)***

BALTIMORE DISTRICT OFFICE (SBA office code 0373)

### ***8(a) Certification:***

SBA 8(a) Case Number: 303810  
SBA 8(a) Entrance Date: 01/23/2010  
SBA 8(a) Exit Date: 01/23/2019

### ***Small Disadvantaged Business Certification:***

SDB Entrance Date: 01/23/2010  
SDB Exit Date: 01/23/2019

### ***HUBZone Certification:***

HUBZone Certified?: ☒ Yes ☐ No  
HUBZone Certification Date: 05/19/2005

### ***8(a) Joint Venture Certification:***

8(a) JV Entrance Date:  
8(a) JV Exit Date:

### ***Non-Federal-Government Certifications:***

(none given)

## ***Products & Services***

### ***Capabilities Narrative:***

EFC is a SBA certified 8(a), Service-Disabled Veteran-Owned (SDVOB), HUBZone, Small Business office furniture and fitness equipment dealership.

**Special Equipment/Materials:**

(none given)

**Business Type Percentages:**

(none given)

**Bonding Levels**Construction Bonding Level \$0  
(per contract)Construction Bonding Level \$0  
(aggregate)

Service Bonding Level (per contract) \$0

Service Bonding Level \$0  
(aggregate)**NAICS Codes with Size Determinations by NAICS:**

#	Primary?	Code	NAICS Code's Description	"Buy Green"? <sup>(1)</sup>	Small? <sup>(2)</sup>
1	Yes	337214	Office Furniture (except Wood) Manufacturing		Yes
2		236220	Commercial and Institutional Building Construction		Yes
3		238390	Other Building Finishing Contractors		Yes
4		337127	Institutional Furniture Manufacturing	Yes	Yes
5		337211	Wood Office Furniture Manufacturing		Yes
6		337215	Showcase, Partition, Shelving, and Locker Manufacturing	Yes	Yes
7		339920	Sporting and Athletic Goods Manufacturing		Yes
8		423210	Furniture Merchant Wholesalers		Yes
9		423430	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers		Yes
10		423910	Sporting and Recreational Goods and Supplies Merchant Wholesalers		Yes
11		493110	General Warehousing and Storage		Yes
12		541410	Interior Design Services		No
13		541611	Administrative Management and General Management Consulting Services		Yes
14		541614	Process, Physical Distribution, and Logistics Consulting Services		Yes

(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.

(2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.

**Keywords:**

office furniture, chairs, Rackmount enclosures, command consoles, wood casegoods, systems furniture, seating, filing, LAN racks, storage, conference tables, training tables, lounge furniture, cooled enclosures, ups power, fitness equipment, cardio equipment, strength equipment

**Miscellaneous:**

Quality Assurance (none given)  
Standards:  
Electronic Data Interchange [ ] Yes [ ] No  
capable?:

**Export Profile (Trade Mission Online)**

Exporter?: [ ] Yes [X] No [ ] Wants To Be  
Export Business Activities: (none given)  
Exporting to: (none given)  
Desired Export Business (none given)  
Relationships:  
Description of Export (none given)  
Objective(s):

**Performance History (References)**

Name:	Transportation Security Administration
Contract:	HSTS02-05-D-AOP507
Start:	09/23/2005
End:	09/23/2010
Value:	10,000,000
Contact:	Ron Shield
Phone:	571-227-2203

The structure of this page was last updated 02/01/2013, as part of SBSS 8.1.1.



**Date/Time:** 09/05/2019 08:33:42

**Account:** [REDACTED]

**Name:** Fred W Crandal III

**Title:** President

**Email Address:** fred@officedesignllc.com

**Phone Number:** 248-808-6859

**NAICS Code:** 337214

**Employee Count:** 5

**Annual Revenue:** 2000000

**Business Type:** S

**Socioeconomic Information:**

- SBA CERTIFIED FEDERAL HUBZONE FIRM

- **Certification Date:** 02/28/2011

- **Certification Number:** 4 [REDACTED]

- **Certificate (PDF):** [REDACTED]

- SMALL VETERAN-OWNED

[Accessibility Options](#)

SBA Profile

Profile

[Privacy Statement](#)[\(Back to Profile List, or use Back button\)](#)**Identification, Location & Contacts**

This profile was last updated: 07/12/2019  
Status: Active

User ID: [REDACTED]  
Name of Firm: OFFICE DESIGN & FURNISHINGS, LLC  
Trade Name ("Doing Business As ..."):  
DUNS Number: 962326851  
Parent DUNS Number:  
Address, line 1: 417 South Huroun St  
Address, line 2:  
City: Ypsilanti  
State: MI  
Zip: 48197-5424  
Phone Number: 734-217-2717  
Fax Number: 734-547-5436  
E-mail Address: [fred@officedesignllc.com](mailto:fred@officedesignllc.com)  
WWW Page: [www.officedesignllc.com](http://www.officedesignllc.com)  
E-Commerce Website: <http://www.officedesignllc.com>  
Contact Person: Fred Crandal  
County Code (3 digit): 161  
Congressional District: 12  
Metropolitan Statistical Area: 0440  
CAGE Code: 5ZDM8  
Year Established: 2010  
Accepts Government Credit Card?: ☒ Yes ☐ No  
GSA Advantage Contract(s): [GS-28F-0039Y](#), [GS-03F-008GA](#)

(Note: Size information is now under "NAICS Codes with Size Determinations by NAICS", below.)

**Organization, Ownership & Certifications**

Legal Structure: LLC  
Ownership and Self-Certifications: Veteran

**Current Principals**

1. Fred Crandal, President

**"Business Development Servicing Office" (for certifications)**

MICHIGAN DISTRICT OFFICE (SBA office code 0515)

**8(a) Certification:**

SBA 8(a) Case Number:  
SBA 8(a) Entrance Date:  
SBA 8(a) Exit Date:

**Small Disadvantaged Business Certification:**

SDB Entrance Date:  
SDB Exit Date:

**HUBZone Certification:**

HUBZone Certified?: ☒ Yes ☐ No  
HUBZone Certification Date: 02/28/2011

**8(a) Joint Venture Certification:**

8(a) JV Entrance Date:  
8(a) JV Exit Date:

**Non-Federal-Government Certifications:**

(none given)

**Products & Services****Capabilities Narrative:**

Od&F offers furniture, Space Planning, Interior Design, Project Management, Installation, Move and Move Management. We have assisted several organization with development, implementation and management of work station standards.

**Special Equipment/Materials:**

(none given)



**Business Type Percentages:**

(none given)

**Bonding Levels**

Construction Bonding Level \$0  
(per contract)  
Construction Bonding Level \$0  
(aggregate)  
Service Bonding Level (per contract) \$0  
Service Bonding Level \$0  
(aggregate)

**NAICS Codes with Size Determinations by NAICS:**

#	Primary?	Code	NAICS Code's Description	"Buy Green"? <sup>(1)</sup>	Small? <sup>(2)</sup>
1	Yes	337214	Office Furniture (except Wood) Manufacturing		Yes
2		337211	Wood Office Furniture Manufacturing		Yes
3		337212	Custom Architectural Woodwork and Millwork Manufacturing		Yes
4		337215	Showcase, Partition, Shelving, and Locker Manufacturing		Yes
5		484210	Used Household and Office Goods Moving		Yes
6		541410	Interior Design Services		Yes

(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.

(2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.

**Keywords:**

Office Furniture, Interior Design, Furniture Installer, Reupholster, Refinish Furniture, Crowd Control, Ballistic Material, renovations, reconfigure office, furniture rental, desks, chairs, systems furniture, cubicles, panels, files, cabinets, wardrobe, lockers, signage, project management, installation, moving, content moves, office moves

**Miscellaneous:**

Quality Assurance (none given)  
Standards:  
Electronic Data Interchange ☐ Yes ☐ No  
capable?:

**Export Profile (Trade Mission Online)**

Exporter?: ☐ Yes ☒ No ☐ Wants To Be

Export Business Activities: (none given)  
Exporting to: (none given)  
Desired Export Business (none given)  
Relationships:  
Description of Export (none given)  
Objective(s):

### ***Performance History (References)***

Name: US Army Corp of Engineers  
Contract: W91236-13-C-0019  
Start: 01/04/2013  
End: 09/20/2013  
Value: \$675,722.92  
Contact: Jennifer Wainwright  
Phone: 757-201-7142

Name: Department of Veterans  
Affairs  
Contract: VA119A-13-F-0275  
Start: 09/28/2013  
End: 12/20/2013  
Value: \$83,609.50  
Contact: Lisa R. Griffith (OIT)  
Phone: 208-640-3099

Name: McConnel AFB  
Contract: FA6643-13-F-0020  
Start: 09/05/2013  
End: 11/18/2013  
Value: \$94,236.21  
Contact: Michael W. Suchy  
Phone: 478-327-1610

The structure of this page was last updated 02/01/2013, as part of SBSS 8.1.1.

**Date/Time:** 09/06/2019 15:46:14

**Account:** [REDACTED]

**Name:** Rebecca A Phillips

**Title:** President

**Email Address:** bphillips@stilesos.com

**Phone Number:** 6185294950

**NAICS Code:** 442110

**Employee Count:** 22

**Annual Revenue:** 4300000

**Business Type:** S

**Socioeconomic Information:**

- SBA CERTIFIED FEDERAL HUBZONE FIRM
  - **Certification Date:** 07/16/2010
  - **Certification Number:** [REDACTED]
  - **Certificate (PDF):** 852a730e-c046-417e-a60c-38c8f2c5cab4.pdf
- SMALL DISADVANTAGED BUSINESS
- SMALL WOMEN-OWNED



## SBA Profile

[Accessibility Options](#)

## Profile

[Privacy Statement](#)[\(Back to Profile List\)](#), or use Back button)**Identification, Location & Contacts**

This profile was last updated: 07/28/2019  
Status: Active

User ID: [REDACTED]  
Name of Firm: STILES OFFICE SOLUTIONS, INC.  
Trade Name ("Doing Business As ..."): [REDACTED]  
DUNS Number: 024993099  
Parent DUNS Number: [REDACTED]  
Address, line 1: 601 W INDUSTRIAL PARK RD  
Address, line 2: [REDACTED]  
City: CARBONDALE  
State: IL  
Zip: 62901-5511  
Phone Number: 618-529-4950  
Fax Number: 617-457-7781  
E-mail Address: [rphillips@stilesos.com](mailto:rphillips@stilesos.com)  
WWW Page: <http://www.stilesofficesolutions.com>  
E-Commerce Website: <https://www.stilesofficesolutions.com>  
Contact Person: STILES OFFICE SOLUTIONS, INC./RANDY G. PHILLIPS  
Phillips  
County Code (3 digit): 077  
Congressional District: 12  
Metropolitan Statistical Area: [REDACTED]  
CAGE Code: 4DA82  
Year Established: 1955  
Accepts Government Credit Card?: ☒ Yes ☐ No  
GSA Advantage Contract(s): [REDACTED]

(Note: Size information is now under "NAICS Codes with Size Determinations by NAICS", below.)

**Organization, Ownership & Certifications**

Legal Structure: Subchapter S Corporation

Ownership and Self-Certifications:

Self-Certified Small Disadvantaged Business, Women-Owned Small Business, Woman Owned

### **Current Principals**

1. Rebecca Phillips, President
2. Lee Sanders, vice President

### **"Business Development Servicing Office" (for certifications)**

ILLINOIS DISTRICT OFFICE (SBA office code 0507)

### **8(a) Certification:**

SBA 8(a) Case Number:  
SBA 8(a) Entrance Date:  
SBA 8(a) Exit Date:

### **Small Disadvantaged Business Certification:**

SDB Entrance Date:  
SDB Exit Date:

### **HUBZone Certification:**

HUBZone Certified?: ☒ Yes ☐ No  
HUBZone Certification Date: 07/16/2010

### **8(a) Joint Venture Certification:**

8(a) JV Entrance Date:  
8(a) JV Exit Date:

### **Non-Federal-Government Certifications:**

(none given)

## **Products & Services**

### **Capabilities Narrative:**

(none given)

### **Special Equipment/Materials:**

(none given)

**Business Type Percentages:**

(none given)

**Bonding Levels**Construction Bonding Level \$0  
(per contract)Construction Bonding Level \$0  
(aggregate)

Service Bonding Level (per contract) \$0

Service Bonding Level \$0  
(aggregate)**NAICS Codes with Size Determinations by NAICS:**

#	Primary?	Code	NAICS Code's Description	"Buy Green"? <sup>(1)</sup>	Small? <sup>(2)</sup>
1	Yes	453210	Office Supplies and Stationery Stores	Yes	Yes
2		442110	Furniture Stores		Yes
3		532420	Office Machinery and Equipment Rental and Leasing		Yes
(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.					
(2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.					

**Keywords:**

Office Supplies

**Miscellaneous:**

Quality Assurance Standards: ANSI/ASQC Z1.4

Electronic Data Interchange [ ] Yes [ ] No  
capable?:**Export Profile (Trade Mission Online)**

Exporter?: [ ] Yes [X] No [ ] Wants To Be

Export Business Activities: (none given)

Exporting to: (none given)

Desired Export Business (none given)

Relationships:

Description of Export (none given)

Objective(s):



***Performance History (References)***

(none given)

The structure of this page was last updated 02/01/2013, as part of SBSS 8.1.1.

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**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

**Darlene Casias Interiors, L.P. DBA DC Interiors**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 423210

UNSPSC: 56111500, 56111501, 56111502, 56111503, 56111504, 56111505, 56111506, 56111507, 56111508, 56111509, 56111510, 56111511, 56111512, 56111513, 56111514, 56111700, 56111701, 56111702, 56111703, 56111704, 56111705, 56111706, 56111707, 56111800, 56111801, 56111802, 56111803, 56111804, 56111805, 56111806, 56112100, 56112101, 56112102, 56112103, 56112104, 56112105, 56112109

Certification Number: XXXXXXXXXX

Expiration Date: September 30, 2018



April Day, Women's Business Enterprise Alliance  
President


Pamela Prince-Eason, WBENC President & CEO

Candace Waterman, WBENC Vice President

Welcome Rebecca


LAST LOGGED IN AT 2016-08-18 15:05:54 UTC


 Dashboard

 Certification

EDWOSB

Self-Certification

 My Profile

 My Documents

My CO requests

## Business Profile

### STILES OFFICE SOLUTIONS, INC.

**DBA:**

**DUNS:** 024993099

**CAGE:** 4DA82

**Mailing Address:**

601 INDUSTRIAL PARK ROAD

CARBONDALE, IL 62901-5511

**Business Contact:**

STILES OFFICE SOLUTIONS,  
INC./RANDY G. PHILLIPS PHILLIPS

**Email:** rphillips@stilesos.com

**Phone:** 6185294950

**Address:**

601 W INDUSTRIAL PARK  
RD CARBONDALE, IL 62901-5511

**Corporate URL:**

http://www.stilesofficesolutions.com

**Current Certifications:**

EDWOSB Self-Certification

[View More +](#)



## RECEIPT OF ADDENDUM NO. 1 ACKNOWLEDGEMENT

Offeror shall acknowledge this addendum by signing below and include in their proposal response.

Company Name National Office Furniture, Inc.

Contact Person Melissa Fuller

Signature *Melissa Fuller*

Date 12/10/2019

Crystal Wallace  
Region 4 Education Service Center  
Business Operations Specialist



NATIONAL<sup>®</sup>

1610 ROYAL STREET, JASPER, IN 47549

TOLL FREE 800.482.1717

WEB NATIONALOFFICEFURNITURE.COM

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# CERTIFICATE OF INTERESTED PARTIES

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING****1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

LetourneauKeller  
Houston, TX United States

**Certificate Number:**  
2021-835672

**Date Filed:**  
12/29/2021

**Date Acknowledged:**  
01/04/2022

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Fort Bend County

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

R191811  
EOC Furniture

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.****6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)