

# CREATIVE OFFICE PAVILION



Furniture Proposal for University of Rhode Island Center for Chemistry & Forensic Science  
Project: 7550280  
March 11, 2016

THE  
UNIVERSITY  
OF RHODE ISLAND

March 11, 2016

Mr. Thomas Bovi  
Rhode Island Department of Administration  
Division of Purchases  
One Capitol Hill, Second Floor  
Providence, RI 02908-5855  
Project: 7550280  
University of Rhode Island Furniture Chemistry and Forensic Science Center

Dear Thomas,

On behalf of the team at Creative Office Pavilion, I'd like to thank you for the opportunity to respond to your request for pricing for University of Rhode Island's, Chemistry and Forensic Science Center project. We have thoroughly analyzed the RFP requirements, and are submitting a comprehensive response which offers the highest quality product solutions competitively priced.

Our team at Creative Office Pavilion has implemented projects of similar size and scope for higher education institutions in Rhode Island and Greater Boston. The project team dedicated to your project is made up of members with experience with the manufacturers we are submitting and also bring skills in the planning and implementation of projects at URI. We are confident our team will work with the URI team to see the Chemistry and Forensic Science Center project through to a successful completion.

We believe the combination of our team, our sophisticated use of technology, and the established project process Creative Office Pavilion employs make us a great partner for the University of Rhode Island.

We value our relationship with you and University of Rhode Island and look forward to discussing our response with you. Thank you again for your time and consideration.

Sincerely,



Cynthia Bartley  
Account Executive  
Creative Office Pavilion

## **Table of Contents:**

### **1. Overview**

- Company Background
- Services
- Environmental
- References
- Bidder Certification Cover Forms
- Bid Bond
- Bid Form
- W-9
- Insurance Coverage

### **2. Pricing**

- Pricing
- Lead Times

### **3. Project Approach**

- Project Team

### **4. Product Information**

### **5. Design**

### **6. Warranties**

# CREATIVE OFFICE PAVILION



Overview



Creative Office Pavilion has the experience, resources and the personnel to make a project of any size a success. Here are some of the critical differences that set us apart from our competition.

**About Us.**

With seven locations in New England and New York, Creative Office Pavilion is a leading Herman Miller, National, DIRT, Sit On It, and Global dealer. We participate in the Herman Miller Certified Network Dealer program for seamless communication and unprecedented sharing of best practices.

**Our Experience.**

We work with leading businesses and institutions ranging from Fortune 500 companies to small startups. We are active in the following markets: corporate, healthcare, academic, government, and interior construction products.

**Our People.**

We customize our project teams with the industry’s best account and project managers, designers, installers, customer service people, and technical wizards to assure a smooth project process from beginning to move-in. Our designers and installers are cross-trained in multiple manufacturers’ systems, and our flexibility in providing the highest level of professional services applies to all of your furniture assets.



**Our Partners.**

We are seamlessly integrated, working together to make it happen for you. Some of our largest accounts are part of Herman Miller’s Global Accounts program, accessing dedicated resources and consulting services, delivered worldwide.

**Our Services.**

The services we provide to our clients set us apart from other dealers. Nothing is too difficult. We work hand-in-hand with our clients to meet their individual project needs. For one major client, we outsource their entire facility management department. For another we specialize in large complex projects with late night delivery schedules and mission critical timing. We will work with you to meet your demands and schedule for this project.

**We Provide.**

- Space Planning/Design
- Installation: Union and Nonunion
- Project Management
- Asset Inventory Management and Long-Term Storage
- Service Net (National Certified Dealer Network)
- Custom Websites/E-Procurement
- Standards Manual
- Purchase Order Status Reporting
- Training on installation, ergonomics and product ownership





**We help you get your work done.**

In this day and age of increased corporate reporting, we provide you with the information you need. Whether you need customized order status reports, quarterly furniture and labor expenditure studies, and/or supplier diversity statistics, we will develop your reports using our sophisticated in-house tools. If you prefer, we can make this information available to you 24 hours a day on a secure website.

At Creative Office Pavilion we don't just plan and install furniture that performs, we **make space happen.**

**Financial Information**

Creative Office Pavilion is the result of a merger between Herman Miller's two dealers in the Boston area in 1996. The dealers were Office Pavilion and Creative Office Interiors. Today we currently have seven locations, which include 6 New England locations and a New York City location. As one of Herman Miller's largest network dealer in the US, we currently employ over 250 people.

COP Revenue: 2011- \$141 Million

COP Revenue: 2012- \$160 Million

COP Revenue: 2013- \$220 Million

COP Revenue: 2014- \$231 Million





### Customer Service Overview

Creative Office Pavilion has built our company into the most fully integrated service provider in the region. Our services outlined add value to our large complex clients. Service programs are designed, managed, implemented and monitored in-house. The following is a listing of brief descriptions of our services.

### Design

We have 19 full time designers and 2 part-time designers planning space, performing studies and specifying furniture products for our clients. We feel that providing quality space planning and design is a basic and critical element in the value we bring to our clients. We utilize the latest in design and specification technology to aid in fast, efficient and accurate plan and specification development.

### Project Management/Account Management

Creative Office Pavilion's emphasis on Project Management is one of the major reasons we have successfully maintained relationships with clients for the long term. We have assembled experienced industry professionals who will become part of your project team. This team and our proven methodology ensure the timely and successful completion of your project.

Each client is assigned a Project Manager or Account Manager with project management capability to oversee each project. They will develop and implement a timeline based specifically on your expectations and requirements. Our objective is to work together with your institution to ensure your expectations and goals are met.

The key elements to our success are:

- Communication
- Documentation
- Proactive Supervision

### Warehousing and Distribution

#### Distribution

Creative Office Pavilion has several spaces which make up our distribution center located in Woburn, MA, containing 300,000 square feet allocated for receiving and inspecting product, client asset management and shop services. Product shipments for the Boston and Worcester area are dispatched to Woburn, where they are received, inspected, and stored.

#### Delivery

Creative Office Pavilion provides a professional delivery team that responds quickly and courteously.





**This service includes:**

- 5 day delivery of non-systems product from receipt in our warehouse
- 3 delivery routes with dedicated driver and helper to enhance consistency and customer relations
- Factory trained delivery personnel
- 48 hour advance notice
- Flexible scheduling

**AIM - Asset Inventory Management**

More than just storing your furniture and equipment, you need a way to control inventory and reduce costs while handling your daily churn requirements. Creative Office Pavilion’s consultative approach provides real solutions to your asset and churn management challenges.

Our Client Asset Management Program features 300,000 square feet of environmentally controlled, secure, racked space. Our inventory specialists receive, format, store and enter inventory data into our AIM, Asset Inventory Management Software.

AIM software will allow clients the flexibility to view and transact inventory over a secure Internet connection. In addition, the AIM system provides a powerful reporting function that helps to effectively control inventory and reduce cost. Designed with the end user in mind, the robust search features help find the product you’re looking for quickly and efficiently. All of your inventory assets are shown in detailed information and digital pictures are provided.

**Installation**

Creative Office Pavilion provides comprehensive installation services with either a union or non-union labor force.

**This service includes:**

- Herman Miller certified, full time installers and foremen
- Installation coordinator to review job details with crew prior to installation
- Dedicated on-site supervision



**Inventory Report**

7/27/2011

Clients: AIM Demo Client

Client: AIM Demo Client Warehouse: 90 Commerce Way							
Syscode	Partnumber	Description	Category	Mfg	First Mat	Avl Qty	Location
2813			Tables	Knoll		7	***
2845	A1311.ABU	+Duplex Rcp,4-Circ A (singles)	Workstations	Herman Miller		7	***
2846	A1311.BBU	+Duplex Rcp,4-Circ B (Singles)	Workstations	Herman Miller		1	***
2848	A1311.DBU	+Duplex Rcp,4-Circ D Dedicated (singles)	Workstations	Herman Miller		2	***
22624	K1211.63	+Draw Rod 63H	Workstations	Herman Miller		1	***
40205	73-1516-PT	+Pencil Tray for 15W Box Dwr	Workstations	Herman Miller		1	***
150056	A0215.57	+Draw Rod 57H	Workstations	Herman Miller		2	***
173807	A3610.48MT	+Tool Bar,B-Style 4H 48W	Workstations	Herman Miller		1	***
186018	A1230.62HBUBU	+Conn,3-Way 90 Deg Hard 62H	Workstations	Herman Miller		1	***
188540	EN122PASN2MTBCMTCO MTOR	+Wk Chair,Equa 2,Pneu,Knee Tilt,Fixed Arms,Split-Pad,Sz A	Seating	Herman Miller		1	***
189509	40M.A15.26-650	Transit Multi Function Task Chair w/ Adj Arms and Back Color	Seating	Sit on It		5	***
189510	34961	Desk, Left BBB Ped Right BF Ped w/ Ctr Drawer Color: ML-Medi	Casegoods	Hon		1	***



- Our scheduling software automates the installation process from inception to completion
- Follow-up services including customer satisfaction surveys, punchlist completion, and tune-ups
- Fleet of 20 Creative Office Pavilion branded vehicles
- 27 Full time Creative Office Pavilion installers - 14 foremen
- Average crew size of 35 installers per day
- Professional, courteous demeanor

**Technology**

Creative Office Pavilion continues to be at the forefront of technology in our industry. Technology plays a part in every aspect of our business. We use the latest technology tools to specify product, design spaces, schedule deliveries, update clients on the status of their orders, and manage the product in our warehouses. Secure, Internet-based applications allow us to provide instant information. Our custom-built applications streamline our process and set us apart in the marketplace.

Creative Office Pavilion has developed numerous custom applications for our clients. Many of these are now available from the interactive Customer Center on our corporate web site.

**Service**

Creative Office Pavilion is dedicated to ensuring our customers' complete satisfaction with their furniture purchases. Our post sale package includes a quality audit to ensure your expectations were met. Our user training program and quality assurance plan reinforce our dedication.

To keep your office functioning in top condition, Creative Office Pavilion provides comprehensive maintenance services such as cleaning, lubrication, and touch-ups, which are available right from our web page in the interactive customer center.

**This service includes:**

- On-site evaluation and product repair
- One hour emergency response time for electrical issues and file lock-outs
- 24 hour response for standard service calls
- A network of "specialists" to solve any service need
- Full-time service technician with a fully stocked van to expedite repairs
- Demo chair program





Herman Miller is a different kind of company. Who we are is a reflection of our work and the way we do it, our history and our values, and our commitment to innovation and design. Our people and the designers we work with are concerned with larger issues of humanity and equality and bettering the world in which we work. What arrives on the truck is furniture. What went into the truck is the sum of what sets us apart from our competition.



**About Us.**

Herman Miller is a 100-year-old-plus company that places great importance on design, the environment, community service, and the health and well-being of our customers and our employees. Innovative ways to improve the performance of our customers' organizations have become our hallmark. Our award-winning furniture and related services and technologies are available through dealers and retailers around the world. Whether your world is an office, a school, a home, or a hospital—and whether you are a customer, an employee, a shareholder, or a member of our community—we work hard to create a better world around you.

**Our Experience.**

We've been around since 1923, which speaks well for our stability. The strengths of our business model are responsiveness and flexibility. Over the years, through economic ups and downs and in response to enormous changes in the world of work, we have been flexible enough to respond in ways that have not only steadied our business, but improved it.





### Our People and Culture.

Our strategies will change as the needs of our business change; our core values will not. Because we build and run our business on those values, and we always have, our values and culture define who we are and how we differ from other companies. They underlie what we call “the Herman Miller way.”

For more than half a century, we have involved our people in our business decisions. In 1950, we instituted a formal program of participative management, and in 1983, we began an employee stock ownership program. Every month, we study our performance in terms of EVA® (Economic Value Added), a measurement of operating and financial performance linked to incentive compensation for all employee-owners. This approach lets us shift our company focus from budget performance to long-term continuous improvements and the creation of economic value. The result is a highly motivated and business-literate workforce that challenges convention and strives to create increasingly greater value for both customers and owners. Our people helped us win these awards:

- *In 2013, Herman Miller was named one of FORTUNE magazine's Most Admired Companies for the 23rd year.*
- *In 2014, Herman Miller was named one of the “100 Best Companies” for working moms according to Working Mother Magazine.*



**Our Partners.**

Our dealers are the local links to our customers. As members of their communities, they understand their markets and the unique needs and business conditions within them. Like their customers, dealers work hard to run profitable, successful businesses. Because we understand these partnerships are critical to the success of our business, we make sure they have the products, tools, and resources they need. It's called teamwork, and we believe in it.

Members of our dealer network must meet specific qualifications in order to represent Herman Miller. A certification process ensures that dealers perform services with high levels of expertise, focusing on quality and customer service, that the autonomy to develop offerings and areas of expertise unique to their individual dealers. When our dealers succeed in being profitable businesses as well as good neighbors, Herman Miller succeeds.

**Our Approach.**

Most organizations have a business strategy—a clear vision about where they want to go, how they expect to get there, and how to know when they've arrived. A well designed and managed workplace can help attract and retain talented people. It can foster collaboration and innovation, hasten the process of cultural change, and enhance brand image, among other things. Herman Miller is a proven partner to realize your organization's business objectives. We have long been recognized as a leader in workplace research. What's more, we've worked with thousands of organizations, including many of the Fortune 500. Our lineup of services leverages that knowledge and experience to help you envision, create, and sustain an effective workplace.

Through interactive workshops, consulting engagements, and partnering, we can assist you in planning, building, and managing a workplace that offers your employees a space to innovate, collaborate, and connect to your organization.



### Financial Information.

Right now, like virtually every organization, we are guiding our business through a period of economic uncertainty. Our already lean structure and variable-cost business model, coupled with prudent staff reductions to better match near-term order demand, have ensured our financial strength and the ability to continue to invest in our key strategic initiatives.

	2015	2014	2013	2012	2011
Sales (in millions)	\$ 2,142.2	\$ 1,882.0	\$ 1,774.9	\$ 1,724.1	\$ 1,649.2
Sales growth	13.8%	6.0%	2.9%	4.5%	25.1%
Gross margin <sup>(1) (3)</sup>	36.9%	33.5%	34.1%	34.3%	32.6%
Selling, general and administrative expense <sup>(1) (3) (4)</sup>	26.0%	31.4%	24.3%	23.2%	22.4%
Design and research expense <sup>(1)</sup>	3.3%	3.5%	3.4%	3.1%	2.8%
Operating earnings <sup>(1) (3)</sup>	7.6%	-1.4%	8.1%	8.3%	6.7%
Return on equity <sup>(2) (3)</sup>	24.5%	-6.4%	24.0%	33.2%	49.7%

(1) Shown as a percent of net sales.

(2) Calculated as net earnings divided by average equity.

(3) 2014 included certain non-recurring pension-related charges.

(4) Selling, general and administrative expenses include restructuring and impairment expenses in years that are applicable.

At Creative Office Pavilion, we charge each employee with being a steward of the environment, from warehouse to workplace. We develop operating processes and procedures to execute our business in the most environmentally efficient manner, which has contributed to our environmental achievements, such as the Commonwealth of Massachusetts EPP Award. Our close partnership with Herman Miller has proven to us that adopting a strong environmental focus on all our business practices is good for the environment and good for business.

Creative Office Pavilion has developed our environmental program around three key components of our business:

- Our project approach with our customers
- Our warehouse operations
- Our office operations

**Approach**

**Creative Office Pavilion takes several steps to deliver environmentally friendly projects for our clients:**

- Customers are actively guided to product selections that are environmentally preferable and will assist with achieving project LEED accreditation.
- Product environmental summaries are supplied, which address Design Protocol (material composition and recyclability); Level Certification, FSC Certification and Greenguard Certification; and potential LEED credits that may be achieved.
- Products are ordered with “minimal packaging” and blanket wrapped whenever possible to reduce the amount of packaging materials.
- The project site is analyzed to determine if product can be shipped direct from the manufacturer to site, eliminating the need to receive at Creative Office Pavilion’s warehouse and re-deliver, thus reducing carbon emissions.
- If products cannot be shipped direct to site, they will be “open and prepped” at Creative Office Pavilion’s warehouse and the packaging will be picked up by our local recycling partner (three times per week) to avoid transporting packaging materials to site and then delivering to the local recycling facility.



**Warehouse Operations**

**Trucking:**

- We have 11 new trucks that meet the 2010 EPA emissions standards, requiring the use of Diesel Exhaust Fluid (DEF). The EPA



## Environmental Overview

- set these standards to improve air quality, which addresses a wide range of health problems.
- All of our drivers are trained to shut off all vehicles if they will be idling more than one minute. This policy is enforced by our Operations Leadership team, by our job foremen, and by each individual installer/driver/helper.

### **Recycling: Creative Office Pavilion's standard operating procedure is to maximize the use of local recycling vendors.**

- All cardboard, plastic, Styrofoam, metal and paper is recycled through "Woburn Recycling & Converting" in Woburn, MA.
- All wood product materials are recycled on a weekly basis by "Landscape Xpress" in Woburn, MA.
- All scrap metal is recycled through Scrap It in Everett, MA. In 2014, we recycled 75,880 pounds of scrap metal.

### **Excess Product:**

All product overages that are in usable condition are donated to several nonprofit organizations, such as EXCL (Extras for Creative Learning) located in Dorchester, MA, the MA United Way in South Boston, and The Greater Boston Food Bank, among others. Our donations allow us to avoid sending excess product to a landfill.

### **Hazardous Materials:**

We subscribe to an online service to manage all our MSDS sheets for all hazardous materials used at the warehouse. As we purchase new products, we are able to maintain accurate information related to health and safety. This service guides us through a hazard communication program, which includes proper use/product disposal.

## Facility

Our 300,000 square foot climate-controlled, secure distribution facility is located at 90 Commerce Way in Woburn, MA. The facility includes:

- Energy efficient "motion sensor on/off" warehouse lighting that ensures lighting in storage aisles are only on when necessary.
- Shipping/receiving area with dedicated recycling stations and furniture pad storage to encourage easy recycling and use of "blanket wrapped" delivery shipments of both client long-term storage assets and new products that were received by manufacturers with minimal packaging, thus requiring blanket wrap for re-delivery to end user.
- A large "open and prep" area that allows us to open, de-trash/recycle shipping materials as required and blanket wrap product for re-delivery. This program allows COP to minimize the delivery of trash to client installation sites /transporting packing again to the recycling site thus reducing the trucks required and the overall carbon footprint.
- 150,000 square feet of long-term client storage managed with an Internet-based tool named AIM (Asset Inventory Management). This sophisticated program allows clients to store /re-deploy furniture and track their cost avoidance in the process.

### Warehouse Shop/Product Re-Use

Creative Office Pavilion has developed a program that helps extend the useful life of our office furniture. This program keeps the furniture in service and out of a landfill. When a client is moving to new space or re-working their existing space, COP can redeploy/re-size/refresh modular furniture panels and components to be reused in the new application. Wasteful disposal is avoided. Our 10,000 foot warehouse shop can provide a variety of services to enable product reuse:

- Panel cleaning/re-fabrication/size modification
- Work surface size modification/add power and/or data options
- Conference tables size modification/add power and data options
- Re-upholstery /cleaning of seating/lounge furniture
- Wood touch ups/refinishing

An example of this practice is at OSD's current location. This furniture was sold to the Division of Insurance (DOI) in 2000. Ten years later, DOI's furniture was put onto the State surplus list; Creative Office Pavilion worked with DCAMM/OSD to reconfigure the existing product and supplement with new to allow OSD to successfully repurpose all of the existing inventory. Currently (15 years after the furniture was originally purchased by the state), COP is again reconfiguring this furniture.

Other clients who have used COP Furniture Reuse Services to repurpose and extend the life of their furniture investment (much of which has been in service since 1988) include:

- Department of Revenue - Worcester (150 workstations)
- EOHHS/Department of Transitional Assistance - Quincy (500 workstations), Brockton (110 workstations), Worcester (140 workstations), Boston (600 workstations), 1 Ashburton Place (84 workstations) - please see case study attachment for additional details
- Mass. Trial Court - New Bedford (20 workstations), Boston (100 workstations)
- Executive Office of Labor and Workforce - Boston (50 workstations)
- Operational Services Division - (50 workstations)

### Office Operations

#### Recycling:

Creative Office Pavilion has had a recycling program for 12+ years administered by Earthworm. Originally started as an employee initiative, everyone participates in this effort that is overseen by a core group of volunteers. In 2014, recycling achievements included:

- Carbon Footprint - 5.95 estimate metric tons of carbon saved from the atmosphere (based on the Northeast Recycling Council's "Environmental Benefits Calculator" at [www.nerc.org](http://www.nerc.org))
- Paper Recycling - 12,802 pounds of paper /108.84 trees saved (average 17 pulp trees per ton)

\* Data provided by Earthworm.

**Energy Usage:**

- Office lighting has been converted to energy efficient “motion sensor on/off” lighting and our foot candles per square foot have been decreased.
- All copier/printer/scanners are Energy Star rated and will print double sided to reduce paper usage.
- All office supplies are bulk ordered to reduce deliveries to our office.
- Printer toner cartridges are recycled after use.
- All employees are issued laptops (not desktops – 90% more energy efficient).
- Our showroom team has a process for ensuring all equipment is shut off at the end of the business day to avoid “phantom power load draw”.
- Our Marketing department focuses heavily on email marketing campaigns instead of traditional mail (including holiday eCards) to reduce environmental impact.

**COP’s Business System:**

COP adopted CORE, a new “paperless” business operating system in September 2014. Unlike our prior paper intensive system, CORE is a completely electronic system. Customer orders, vendor orders/acknowledgments/correspondence/tracking and warehouse receiving information is all handled electronically. Only customer “delivery tickets” (acceptance paperwork) and customer invoices are printed and the next module for our CORE rollout will feature an electronic customer acceptance system and electronic invoices (upon request). One of the goals of the CORE system implementation is to reduce our paper consumption by 75%.

## Designing For The Environment



As Herman Miller continues its Journey to Sustainability, designing our products with consideration for their environmental impact remains a central corporate strategy. Our long-term emphasis on product durability, innovation, and quality demonstrates the fact that we have effectively designed for the environment for decades.

Our focus now is on maintaining our high standards while incorporating increasingly more environmentally sustainable materials, features, and manufacturing processes into new product designs. Our Design for Environment (DfE) team, responsible for developing environmentally sensitive design standards for new and existing products, has adopted a protocol that goes beyond regulatory compliance to thoroughly evaluate new product designs in four key areas:

- **Material Chemistry and Safety of Inputs - What chemicals are in the materials we specify, and are they the safest available?**
- **Disassembly - Can we take products apart at the end of their useful life to recycle their materials?**
- **Recyclability - Do the materials contain recycled content, and more importantly, can they be recycled at the end of the product's useful life?**
- **Life Cycle Assessment (LCA) - Have we optimized the product based on the entire life cycle?**

During the new product design process, the DfE team meets with the designers and engineers to review material chemistry, disassembly, and recyclability, as well as incoming packaging and potential waste generation. Our goal is to ensure that all new Herman Miller products will help human habitats perform at a higher level, while also respecting and protecting our natural environment. Our commitment to designing for the environment extends beyond a single token product to incorporate a comprehensive, holistic approach.



Advocating for the Environment- Buildings

CREATIVE OFFICE PAVILION



**We helped found the green building movement.**

In 1993, we invited a group of environmentally-minded people to a meeting at our Marigold Lodge near Lake Michigan. It resulted in the founding of the U.S. Green Building Council. Later, the Council published its LEED standards for sustainable buildings. Those standards confirm a philosophy we've pursued since 1960, when George Nelson and Gordon Chadwick designed our Main Site buildings: Put people at the center. That approach has prompted us to build naturally, and it has earned 13 of our facilities LEED certification, nine of them Gold, and a LEED Pioneer award for our GreenHouse facility. By 2020, all our spaces will meet LEED Silver certification or the equivalent.



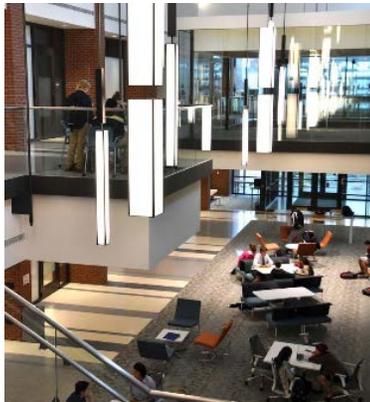
**University of Rhode Island**

School of Pharmacy  
144,000 sq ft building  
Completed 2012



**Brown University**

Hunter Lab/BERT Environmental Research and Teaching  
35ML renovation project  
Completed 2013



**St. George's School**

Science and Academic Center  
Renovation/30,000 sq ft addition  
Completed 2016

*See Attached Bidder Certification Cover Forms*

State of Rhode Island and Providence Plantations  
Department of Administration  
Division of Purchases

**RIVIP BIDDER CERTIFICATION COVER FORM**

**SECTION 1 - BIDDER INFORMATION**

*Bidder must be registered as a vendor on the RIVIP system at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) to submit a bid proposal.*

**Solicitation Number:** 7550280  
**Solicitation Title:** FURNITURE CHEMISTRY AND FORENSIC SCIENCE CENTER, UNIVERSITY OF RHODE ISLAND (30 PGS)  
**Bid Proposal Submission Deadline Date & Time:** 3/9/2016 11:30 AM  
**RIVIP Vendor ID #:** 44149  
**Bidder Name:** creative office pavilion  
**Address:** 10 Mutual Place  
Providence , RI 02906  
USA  
**Telephone:** 401-274-2444  
**Fax:** 401-374-3548  
**Contact Name:** Cynthia Bartley  
**Contact Title:** Account Executive  
**Contact Email:** cbartley@cop-inc.com

**SECTION 2 —DISCLOSURES**

**Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.**

*Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below. Complete Disclosure 5. If the Bidder is publicly held, the Bidder may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Bidder.*

- N 1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.
- N 2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.
- N 3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

- N
4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.
  5. List each officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):

Sam Scialabba	Owner	49.7%	One Design Center Place, Suite 734
Joe Gardiner	Owner	22.65%	Boston, MA 02210
Jerry Weber	Owner	22.65%	
Denise Horn	Owner	5%	

### SECTION 3 — CERTIFICATIONS

**Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.**

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

**THE BIDDER CERTIFIES THAT:**

- Y 1. The Bidder will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.
- Y 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the State Purchasing Agent in writing.
- Y 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the State Purchasing Agent in writing.
- Y 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.
- Y 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.
- Y 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.
- Y 7. The Bidder: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.
- Y 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.



*See Attached Bid Bond*

**BID BOND**

Conforms with The American Institute of Architects, A.I.A. Document No. A-310

KNOW ALL BY THESE PRESENTS, That we, Creative Office Interiors, Inc. d/b/a Creative Office Pavilion  
One Design Center Place, Boston, Massachusetts 02210

\_\_\_\_\_ as Principal, hereinafter called the Principal,  
and the International Fidelity Insurance Company,

of 800 Hingham Street, Suite 205S, Rockland, MA 02370, a corporation duly organized under  
the laws of the State of New Jersey, as Surety, hereinafter called the Surety, are held and firmly bound unto

State of Rhode Island Department of Administration Division of Purchases,  
One Capitol Hill, Providence, RI 02908-5855 as Obligee, hereinafter called the Obligee,

in the sum of 5% of Bid Amount

Dollars (\$ 5% of Bid Amount ) , for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Furniture Chemistry and Forensic Science Center at the University of Rhode Island - Solicitation No. 7550280

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 9th day of March, 2016

[Signature]  
\_\_\_\_\_  
Witness

Creative Office Interiors, Inc. d/b/a Creative Office Pavilion (Seal)  
\_\_\_\_\_  
Principal  
[Signature]  
\_\_\_\_\_  
Title

Jana L. Clifford  
\_\_\_\_\_  
Witness

International Fidelity Insurance Company  
By [Signature]  
Ellen J. Young Attorney-in-Fact

# POWER OF ATTORNEY

## INTERNATIONAL FIDELITY INSURANCE COMPANY ALLEGHENY CASUALTY COMPANY

ONE NEWARK CENTER, 20TH FLOOR NEWARK, NEW JERSEY 07102-5207

**KNOW ALL MEN BY THESE PRESENTS:** That INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and ALLEGHENY CASUALTY COMPANY a corporation organized and existing under the laws of the State of New Jersey, having their principal office in the City of Newark, New Jersey, do hereby constitute and appoint

EILEEN M. RYAN, CHRISTINA D. HICKEY, ROSEMARY W. FULHAM, WILLIAM J. DOBBINS, JR,  
FRANK J. SMITH, DONNA M. ROBIE, ELLEN J. YOUNG

Natick, MA.

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 20th day of July, 2010 and by the Board of Directors of ALLEGHENY CASUALTY COMPANY at a meeting duly held on the 15th day of August, 2000:

"RESOLVED, that (1) the President, Vice President, Chief Executive Officer or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY have each executed and attested these presents on this 31st day of December, 2015.



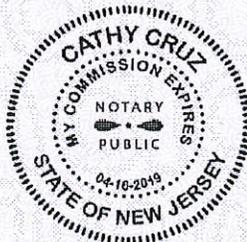
STATE OF NEW JERSEY  
County of Essex

ROBERT W. MINSTER  
Chief Executive Officer (International Fidelity Insurance Company) and President (Allegheny Casualty Company)



On this 31st day of December 2015, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.



A NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires April 16, 2019

### CERTIFICATION

I, the undersigned officer of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 9th day of March, 2016.

MARIA BRANCO, Assistant Secretary

*See Attached Bid Form*

**Solicitation #: 7550280**

**Solicitation Title: URI – New Center for Chemistry & Forensic Science – Furniture Package**

**BID FORM**

To: The Department of Administration, Division of Purchases  
One Capitol Hill, Providence, RI 02908

Project: The University of Rhode Island  
New Center for Chemistry & Forensic Science  
Furniture Package  
Kingston Campus

Bidder: Creative Office Interiors dba Creative Office Pavilion

---

Legal name of entity

10 Mutual Place Providence, RI 02906

---

Address

Cynthia Bartley

cbartley@cop-inc.com

---

Contact name

401-274-2444

Contact email

401-274-5828

---

Contact telephone

Contact fax

**1. BASE BID PRICE**

The Bidder submits this bid proposal to perform all of the work (including labor and materials) as described in the solicitation for this Base Bid Price, (including the costs for all Bonds, and Addenda). The Bid Form shall include the completed DEALER/VENDOR QUOTATION SUMMARY form following this Bid Form as Attachment A.

**A. Bid Category**

**Bid Category 01: Office Work Stations & Storage**

\$ NO BID

(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

---

(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 02: Writeup & Carrel Stations**

\$ 115,449.55

(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

---

One Hundred Fifteen thousand, four hundred forty-nine, fifty-five cents

(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Solicitation #: 7550280**

**Solicitation Title: URI – New Center for Chemistry & Forensic Science – Furniture Package**

**Bid Category 03: Chairs & Task Chairs**

\$ 138,647.03  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

One hundred thirty eight thousand, six hundred forty-seven, three cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 04: Seating - Lab**

\$ 85,802.02  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Eighty five thousand, eight hundred-two, two cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 05: Public Lounge and Café**

\$ 64,762.26  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Sixty four thousand, seven hundred sixty-two, twenty six cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 06: Conference Tables and Credenzas**

\$ 45,905.58  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Fourty five thousand, nine hundred five , fifty eight cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 07: Modular & Classroom Furniture**

\$ 56,114.55  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Fifty six thousand, one hundred fourteen, fifty-five cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 08: Corridor Bench Seating**

\$ 55,498.91  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Fifty-five thousand, Four hundred ninety eight, ninety one cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 09: Outdoor Furniture**

\$ 27,258.48  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Twenty-seven thousand, two hundred fifty-eight, forty-eight cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Solicitation #: 7550280**

**Solicitation Title: URI – New Center for Chemistry & Forensic Science – Furniture Package**

**Bid Category 10: Chemical Storage Shelving**

\$ 36,549.40  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Thirty-six thousand, five hundred forty-nine, forty cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 11: Utilitarian & Miscellaneous**

\$ 5928.79  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Five thousand nine hundred twenty-eight, seventy-nine cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**Bid Category 12: Trash & Recycling Receptacles**

\$ NONE  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**B. BONDS**

The Base Bid Price ***includes*** the costs for all Bid and Payment and Performance Bonds required by the solicitation.

*Bids received from RI Correctional Industries are not required to comport with the insurance, bid security and tax requirements per R.I.G.L.13-7-8 should items be available from RI Correctional Industries and if the cost is the most competitive price for an entire section or sections of the bid as defined herein.*

**C. ADDENDA**

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price ***includes*** the costs of any modifications required by the Addenda.

*All Addenda must be acknowledged.*

Addendum No. 1, dated: March 4, 2016

Addendum No. 2, dated: \_\_\_\_\_

Addendum No. 3, dated: \_\_\_\_\_

**Solicitation #: 7550280**

**Solicitation Title: URI – New Center for Chemistry & Forensic Science – Furniture Package**

**2. ALTERNATES** (*Additions to Base Bid Price*)

The Bidder offers to: (i) perform the work described in these Alternates as selected by the State in the order of priority specified below, based on the availability of funds and the best interest of the State; and (ii) increase the Base Bid Price by the amount set forth below for each Alternate (further defined in Specification Section 01 2000) selected.

**A. Deduct Alternate #1: Chairs & Task Chairs**

\$ 14,259.90  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Fourteen thousand, two hundred fifty-nine, ninety cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**B. Deduct Alternate #2: Chair & Tasks Chairs**

\$35,519.58  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Thirty-five thousand, five hundred nineteen, fifty-eight cents  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**C. Deduct Alternate #3: Office Workstations and Storage**

\$ 44,480.26  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

Fourty-four thousand, four hundred eighty, twenty-six  
(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**D. Deduct Alternate #4: Conference Tables and Credenzas**

\$  
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

**3. CONTRACT TIME**

If this Bid(s) is accepted, the Bidder will achieve substantial completion of all the Work by June 3, 2016. The Bidder shall include all premium time or additional staffing required to accommodate this schedule.

**4. LIQUIDATED DAMAGES**

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for each calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: **Zero Dollars (\$0.00) per day.**

**Solicitation #: 7550280**

**Solicitation Title: URI – New Center for Chemistry & Forensic Science – Furniture Package**

**BID FORM SIGNATURE(S)**

This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.

If the Bidder is determined to be the successful bidder pursuant to this solicitation, the bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.

The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

**Date:** March 11, 2016

**BIDDER**

Creative Office Pavilion

Name of Bidder

*Cynthia A. Bartley*

Signature in ink

Cynthia Bartley

Printed name and title of person signing on behalf of Bidder



FORM W-9  
REV 8/15

STATE OF RHODE ISLAND  
FORM W-9 PAYER'S REQUEST FOR TAXPAYER  
IDENTIFICATION NUMBER AND CERTIFICATION



W-9

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

**Taxpayer Identification Number (T.I.N.)**

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

Employer ID No. (EIN)

--	--	--	--	--	--

07	3147560
----	---------

NAME Creative Office Pavilion Inc

ADDRESS 1 Resin on Plain

CITY, STATE AND ZIP CODE Providence, RI 02910

PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE
ADDRESS
CITY, STATE AND ZIP CODE

**CERTIFICATION:** Under penalties of perjury, I certify that:

- The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because either: (A) I am exempt from backup withholding, or (B) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (C) the IRS has notified me that I am no longer subject to backup withholding.
- I am a U.S. citizen or other U.S. person (as defined by the IRS).

**Certification Instructions** -- You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item (2) does not apply.

Please sign here and provide title, date and telephone number:

SIGNATURE [Signature] TITLE SWP DATE 3/14/16 TEL NO 671-856-1000  
*Original Signature Required (Digital Signature Not Acceptable)*

**BUSINESS DESIGNATION:**

- Please Check One: Individual  Corporation  Trust/Estate  Government/Nonprofit Corporation   
Partnership  Medical Services Corporation  Legal Services Corporation   
LLC Tax Classification: Single Member (Individual)  Partnership  Corporation

**TIPS:**

- NAME:** Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.  
**ADDRESS, CITY, STATE AND ZIP CODE:** If you operate a business at more than one location, adhere to the following:  
1) Same EIN with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.  
2) Different EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

Mail Completed Form To:  
Supplier Coordinator  
Purchasing Department  
One Capitol Hill, 2nd Floor  
Providence RI 02908

Or Email To: [doa.pursuppliercoordinator@purchasing.ri.gov](mailto:doa.pursuppliercoordinator@purchasing.ri.gov)

For State Use Only:	
IRS	RI SOS
FED	Other
RI Supplier #	Approved
Date Entered	Entered By



# CREATIVE OFFICE PAVILION



Pricing

*See Attached Pricing Sheets*

DEALER NAME:	CREATIVE OFFICE PAVILION
--------------	--------------------------

<b>BID CATEGORY 01: Office Workstations and Storage</b>							
A	B	C	D	E	F	G	H
CODE	ITEM	MANUFACTURER	STYLE	QTY	LIST PRICE	UNIT PRICE	EXTENDED PRICE
CAB	CABINET- METAL	NO BID	dealer to complete	2	\$0.00	\$0.00	\$0.00
FC-1	FILE CAP	NO BID	dealer to complete	4	\$0.00	\$0.00	\$0.00
FC-2	FILE CAP	NO BID	dealer to complete	1	\$0.00	\$0.00	\$0.00
FL-230	FILE - LATERAL	NO BID	dealer to complete	3	\$0.00	\$0.00	\$0.00
FL-242	FILE - LATERAL	NO BID	dealer to complete	15	\$0.00	\$0.00	\$0.00
FL-330	FILE - LATERAL	NO BID	dealer to complete	30	\$0.00	\$0.00	\$0.00
FM-za	FILE - MOBILE	NO BID	dealer to complete	20	\$0.00	\$0.00	\$0.00
FM-zb	FILE - MOBILE	NO BID	dealer to complete	9	\$0.00	\$0.00	\$0.00
FM-zc	FILE - MOBILE	NO BID	dealer to complete	138	\$0.00	\$0.00	\$0.00
KB	KEYBOARD TRAY	NO BID	dealer to complete	9	\$0.00	\$0.00	\$0.00
YD-1	DESK - CUSTOM	NO BID	dealer to complete	1	\$0.00	\$0.00	\$0.00
YD-2	DESK - CUSTOM	NO BID	dealer to complete	1	\$0.00	\$0.00	\$0.00
YOFF	FACULTY OFFICE - CUSTOM	NO BID	dealer to complete	32	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$0.00</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$0.00
						<b>Installation</b>	\$0.00
						<b>Additional costs (clarify in qualifications)</b>	\$0.00
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$0.00</b>

<b>DEDUCT ALTERNATE #3</b>							
A	B	C	D	E	F	G	H
CODE	ITEM	MANUFACTURER	STYLE	QTY	LIST PRICE	UNIT PRICE	EXTENDED PRICE
CAB	CABINET- METAL	NO BID	dealer to complete	2	\$0.00	\$0.00	\$0.00
FC-1	FILE CAP	NO BID	dealer to complete	4	\$0.00	\$0.00	\$0.00
FC-2	FILE CAP	NO BID	dealer to complete	1	\$0.00	\$0.00	\$0.00
FL-230	FILE - LATERAL	NO BID	dealer to complete	3	\$0.00	\$0.00	\$0.00
FL-242	FILE - LATERAL	NO BID	dealer to complete	15	\$0.00	\$0.00	\$0.00
FL-330	FILE - LATERAL	NO BID	dealer to complete	30	\$0.00	\$0.00	\$0.00
FM-za	FILE - MOBILE	NO BID	dealer to complete	20	\$0.00	\$0.00	\$0.00
FM-zb	FILE - MOBILE	NO BID	dealer to complete	9	\$0.00	\$0.00	\$0.00
FM-zc	FILE - MOBILE	NO BID	dealer to complete	138	\$0.00	\$0.00	\$0.00
KB	KEYBOARD TRAY	NO BID	dealer to complete	9	\$0.00	\$0.00	\$0.00
YD-1	DESK - CUSTOM	NO BID	dealer to complete	1	\$0.00	\$0.00	\$0.00
YD-2	DESK - CUSTOM	NO BID	dealer to complete	1	\$0.00	\$0.00	\$0.00
YOFF	FACULTY OFFICE - CUSTOM	NO BID	dealer to complete	32	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$0.00</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$0.00
						<b>Installation</b>	\$0.00
						<b>Additional costs (clarify in qualifications)</b>	\$0.00
<b>GRAND TOTAL - DEDUCT ALTERNATE #3</b>							<b>\$0.00</b>
<b>BID CATEGORY 01: Office Workstations and Storage</b>							

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G for both Original and Alternate #1
- 2 Dealer to complete Columns C and D where indicated.
- 3 Additional costs - include a detailed description of any additional costs associated with the items.
- 4 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 5 ADJUSTED GRAND TOTAL is the sum of the subtotal of Alternate #3 plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

CREATIV OFFICE PAVIL	dealer to complete
----------------------	--------------------

<b>BID CATEGORY 02: Writeup &amp; Carrel Workstations</b>							
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
YCRL-1	CARREL- WRITE UP	HERMAN MILLER	CANVAS	68	\$3,421.86	\$1,120.56	\$76,198.08
YCRL-2	CARREL - TESTING	HERMAN MILLER	CANVAS	8	\$1,012.75	\$267.08	\$2,136.64
YCRL-3	CARREL - TESTING	HERMAN MILLER	CANVAS	2	\$728.00	\$118.06	\$236.12
						<b>SUBTOTAL</b>	\$78,570.84
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$20.00
						<b>Installation</b>	\$35,300.00
						<b>Additional costs (clarify in qualifications)</b>	\$1,558.71
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$115,449.55</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G
- 2 Dealer to complete Columns C and D where indicated.
- 3 Additional costs - include a detailed description of any additional costs associated with the items.
- 4 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 5 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

DEALER NAME:	dealer to complete
--------------	--------------------

<b>BID CATEGORY 03: Chairs &amp; Task Chairs</b>							
A	B	C	D	E	F	G	H
CODE	ITEM	MANUFACTURER	STYLE	QTY	LIST PRICE	UNIT PRICE	EXTENDED PRICE
CC-1	CHAIR - CONFERENCE	Gordon International	BRNO	30	\$1,050.00	\$639.56	\$19,186.80
CC-1* Sub	CHAIR - CONFERENCE	dealer to complete	dealer to complete	0	\$0.00	\$0.00	\$0.00
CC-2	CHAIR - CONFERENCE	Bernhardt Design		54	\$0.00	\$777.58	\$41,989.32
CC-2* Sub	CHAIR - CONFERENCE	dealer to complete	dealer to complete	0	\$0.00	\$0.00	\$0.00
CD	CHAIR - DESK	Highmark	Bolero	35	\$893.00	\$441.98	\$15,469.30
CD* Sub	CHAIR - DESK	dealer to complete	dealer to complete	0	\$0.00	\$0.00	\$0.00
CG-za	CHAIR - GUEST	Keilhauer	Flit	37	\$0.00	\$302.31	\$11,185.47
CG-zb	CHAIR - GUEST	Keilhauer	Flit	19	\$0.00	\$294.82	\$5,601.58
CG-za* Sub	CHAIR - GUEST	ALLSEATING	INERTIA SIDE	0	\$0.00	\$175.72	\$0.00
CG-zb* Sub	CHAIR - GUEST	ALLSEATING	INERTIA SIDE	0	\$0.00	\$168.23	\$0.00
CT	CHAIR - TASK/BASIC	9 to 5	Vault	139	\$0.00	\$255.75	\$35,549.25
CT* Sub	CHAIR - TASK/BASIC	dealer to complete	dealer to complete	0	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$128,981.72</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$4,458.08
						<b>Installation</b>	\$3,211.00
						<b>Additional costs (clarify in qualifications)</b>	\$1,996.23
						<b>GRAND TOTAL- ORIGINAL</b>	<b>\$138,647.03</b>

<b>DEDUCT ALTERNATE #1</b>							
A	B	C	D	E	F	G	H
CODE	ITEM	MANUFACTURER	STYLE	QTY	LIST PRICE	UNIT PRICE	EXTENDED PRICE
CC-1	CHAIR - CONFERENCE	Dauphin	Visita	30	\$0.00	\$475.33	\$14,259.90
CC-1* Sub	CHAIR - CONFERENCE	dealer to complete	dealer to complete	0	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$14,259.90</b>
<b>Additional Charges:</b>						<b>Adjusted Freight/Delivery</b>	\$0.00
						<b>Adjusted Installation</b>	\$0.00
						<b>Additional costs (clarify in qualifications)</b>	\$0.00
						<b>ADJUSTED GRAND TOTAL - DEDUCT ALTERNATE #1</b>	<b>\$14,259.90</b>

<b>BID CATEGORY 03: Chairs &amp; Task Chairs</b>							
<b>DEDUCT ALTERNATE #2</b>							
A	B	C	D	E	F	G	H
CODE	ITEM	MANUFACTURER	STYLE	QTY	LIST PRICE	UNIT PRICE	EXTENDED PRICE
CC-2	CHAIR - CONFERENCE	Keilhauer	Aesync	54	\$0.00	\$657.77	\$35,519.58
CC-2* Sub	CHAIR - CONFERENCE	dealer to complete	dealer to complete	0	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$35,519.58</b>
<b>Additional Charges:</b>						<b>Adjusted Freight/Delivery</b>	\$0.00
						<b>Adjusted Installation</b>	\$0.00
						<b>Additional costs (clarify in qualifications)</b>	\$0.00
						<b>ADJUSTED GRAND TOTAL - DEDUCT ALTERNATE #2</b>	<b>\$35,519.58</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G for both Original and Alternate #2
- 2 If applicable, Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: for each substitute, dealer shall change the quantity of the item's BOD to 0.
- 3 Additional costs - include a detailed description of any additional costs associated with the items.
- 4 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 5 ADJUSTED GRAND TOTAL is the sum of the subtotal of the Alternate item plus the subtotal of all items in this bid category not affected by the alternate, plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

<b>BID CATEGORY 04: Seating - Lab</b>							
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
CZ	CHAIR - NON MAGNETIC	MRlequip.com	MRI Adjustable Stool with Arms	4	\$0.00	\$538.44	\$2,153.76
CZ* Sub	CHAIR - NON MAGNETIC	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
ST-1	STOOL - PERCH	KI	Ivy League	277	\$84.00	\$41.54	\$11,506.58
ST-1* Sub	STOOL - PERCH	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
ST-2	STOOL - LAB	Cramer	Rhino Stool	217	\$647.00	\$284.40	\$61,714.80
ST-2* Sub	STOOL - LAB	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
ST-3	STOOL - NON MAGNETIC	MRlequip.com	Adj. Ht. Doctor Stool	6	\$0.00	\$390.73	\$2,344.38
XST-2	STEP STOOL - NON MAGNETIC	MRlequip.com	Double Sided Alum. Step Stool Ladder	1	\$0.00	\$386.70	\$386.70
						<b>SUBTOTAL</b>	<b>\$78,106.22</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	<b>\$1,948.30</b>
						<b>Installation</b>	<b>\$4,595.00</b>
						<b>Additional costs (clarify in qualifications)</b>	<b>\$1,152.50</b>
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$85,802.02</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name," and Columns F and G.
- 2 If applicable, Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: for each substitute, dealer shall change the quantity of the item's BOD to 0.
- 3 Additional costs - include a detailed description of any additional costs associated with the items.
- 4 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 5 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

<b>BID CATEGORY 05: Public Lounge and Café</b>							
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
CP	CHAIR - PUBLIC	Kusch	Trio	15	\$879.00	\$434.67	\$6,520.05
CP* Sub	CHAIR - PUBLIC	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LC	LOUNGE - CLUB CHAIR	Davis	Soft	9	\$0.00	\$1,563.00	\$14,067.00
LC* Sub	LOUNGE - CLUB CHAIR	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-1	LOUNGE - OTTOMAN	Davis	Kontour	1	\$0.00	\$1,316.92	\$1,316.92
LO-1* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-2za	LOUNGE - OTTOMAN	Bernhardt Design	Colours	1	\$0.00	\$833.58	\$833.58
LO-2za* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-2zb	LOUNGE - OTTOMAN	Bernhardt Design	Colours	1	\$0.00	\$833.58	\$833.58
LO-2zb* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-3za	LOUNGE - OTTOMAN	Bernhardt Design	Colours	2	\$0.00	\$812.15	\$1,624.30
LO-3za* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-3zb	LOUNGE - OTTOMAN	Bernhardt Design	Colours	1	\$0.00	\$833.58	\$833.58
LO-3zb* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-4za	LOUNGE - OTTOMAN	Bernhardt Design	Colours	1	\$0.00	\$935.45	\$935.45
LO-4za* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-4zb	LOUNGE - OTTOMAN	Bernhardt Design	Colours	1	\$0.00	\$935.45	\$935.45
LO-4zb* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-5	LOUNGE - OTTOMAN	Bernhardt Design	Colours	1	\$0.00	\$1,088.25	\$1,088.25
LO-5* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LO-6	LOUNGE - OTTOMAN	Bernhardt Design	Colours	2	\$0.00	\$1,232.98	\$2,465.96
LO-6* Sub	LOUNGE - OTTOMAN	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
ST-P	STOOL - PUBLIC	Kusch	Duo	22	\$998.00	\$493.52	\$10,857.44
ST-P* Sub	STOOL - PUBLIC	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TP-1	TABLE - PUBLIC	Leland	Marquette	5	\$416.80	\$1,040.13	\$5,200.65
TP-1* Sub	TABLE - PUBLIC	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TP-2	TABLE - PUBLIC	Leland	Marquette	8	\$185.63	\$773.55	\$6,188.40
TP-2* Sub	TABLE - PUBLIC	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TTC	TABLE - OCCASIONAL COFFEE	Davis	Kontour	2	\$0.00	\$886.73	\$1,773.46
TTC* Sub	TABLE - OCCASIONAL COFFEE	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TTS	TABLE - OCCASIONAL SIDE	Bernhardt Design	Quiet	7	\$0.00	\$398.08	\$2,786.56
TTS* Sub	TABLE - OCCASIONAL SIDE	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$58,260.63</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	<b>\$4,016.70</b>
						<b>Installation</b>	<b>\$1,717.00</b>
						<b>Additional costs (clarify in qualifications)</b>	<b>\$767.93</b>
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$64,762.26</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G.
- 2 If applicable, Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: for each substitute, dealer shall change the quantity of the item's BOD to 0.
- 4 Additional costs - include a detailed description of any additional costs associated with the items.
- 5 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

**BID CATEGORY 06: Conference Tables and Credenzas**

A	B	C	D	E	F	G	H
CODE	ITEM	MANUFACTURER	STYLE	QTY	LIST PRICE	UNIT PRICE	EXTENDED PRICE
TC-1	TABLE - CONFERENCE	Nucraft	Flow	1	\$14,262.00	\$6,700.00	\$6,700.00
TC-1* Sub	TABLE - CONFERENCE	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TC-2	TABLE - CONFERENCE	Nucraft	Flow	5	\$8,065.00	\$3,788.77	\$18,943.85
TC-2* Sub	TABLE - CONFERENCE	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TC-3	TABLE - CONFERENCE	Nucraft	Flow	1	\$5,482.00	\$2,575.33	\$2,575.33
TC-3* Sub	TABLE - CONFERENCE	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TCR	TABLE - CREDENZA	Nucraft	Flow	5	\$6,352.00	\$2,984.04	\$14,920.20
TCR* Sub	TABLE - CREDENZA	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$43,139.38</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$0.00
						<b>Installation</b>	\$2,149.00
						<b>Additional costs (clarify in qualifications)</b>	\$617.20
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$45,905.58</b>

**DEDUCT ALTERNATE #4**

A	B	C	D	E	F	G	H
CODE	ITEM	MANUFACTURER	STYLE	QTY	LIST PRICE	UNIT PRICE	EXTENDED PRICE
TC-1	TABLE - CONFERENCE	Nucraft	Flow	1	\$0.00	\$0.00	\$0.00
TC-1* Sub	TABLE - CONFERENCE	<i>NUCRAFT LAMINATE</i>	<i>FLOW</i>	1	\$13,516.00	\$6,349.54	\$6,349.54
TC-2	TABLE - CONFERENCE	Nucraft	Flow	0	\$0.00	\$0.00	\$0.00
TC-2* Sub	TABLE - CONFERENCE	<i>NUCRAFT LAMINATE</i>	<i>Flow</i>	5	\$7,660.00	\$3,598.51	\$17,992.55
TC-3	TABLE - CONFERENCE	Nucraft	Flow	0	\$0.00	\$0.00	\$0.00
TC-3* Sub	TABLE - CONFERENCE	<i>NUCRAFT LAMINATE</i>	<i>Flow</i>	1	\$5,219.00	\$2,451.77	\$2,451.77
TCR	TABLE - CREDENZA	Nucraft	Flow	0	\$0.00	\$0.00	\$0.00
TCR* Sub	TABLE - CREDENZA	<i>NUCRAFT LAMINATE</i>	<i>Flow</i>	5	\$6,352.00	\$2,984.04	\$14,920.20
						<b>SUBTOTAL</b>	<b>\$41,714.06</b>
<b>Additional Charges:</b>						<b>Adjusted Freight/Delivery</b>	\$0.00
						<b>Adjusted Installation</b>	\$2,149.00
						<b>Additional costs (clarify in qualifications)</b>	\$617.20
<b>ADJUSTED GRAND TOTAL - DEDUCT ALTERNATE #4</b>							<b>\$44,480.26</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name," Columns F, and G for both Original and Alternate #2
- 2 If applicable, Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: for each substitute, dealer shall change the quantity of the item's BOD to 0.
- 3 Additional costs - include a detailed description of any additional costs associated with the items.
- 4 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 5 ADJUSTED GRAND TOTAL is the sum of the subtotal of Alternate #4 plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

**BID CATEGORY 07: Modular & Classroom Tables**

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
CX-za	CHAIR - MULTI-USE	Sitland	Mikado	66	\$0.00	\$309.29	\$20,413.14
CX-zb	CHAIR - MULTI-USE	Sitland	Mikado	12	\$0.00	\$313.49	\$3,761.88
CX-za* Sub	CHAIR - MULTI-USE	<i>NATIONAL OFFICE FURNITURE</i>	<i>JIMINY</i>	0	\$0.00	\$307.60	\$0.00
CX-zb* Sub	CHAIR - MULTI-USE	<i>NATIONAL OFFICE FURNITURE</i>	<i>JIMINY</i>	0	\$0.00	\$316.63	\$0.00
TCH	TABLE - TEACHER	<i>HERMAN MILLER</i>	<i>RENEW</i>	14	\$2,167.00	\$619.14	\$8,667.96
TL	TABLE - LEARNING	Virco	Text	32	\$0.00	\$190.58	\$6,098.56
TL* Sub	TABLE - LEARNING	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TM-1	TABLE - MODULAR	<i>BERCO</i>	<i>ANYWAY</i>	16	\$898.00	\$394.73	\$6,315.68
TM-2	TABLE - MODULAR	<i>BERCO</i>	<i>ANYWAY</i>	6	\$1,581.00	\$694.94	\$4,169.64
						<b>SUBTOTAL</b>	<b>\$49,426.86</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	<b>\$1,151.01</b>
						<b>Installation</b>	<b>\$4,820.00</b>
						<b>Additional costs (clarify in qualifications)</b>	<b>\$716.68</b>
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$56,114.55</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name," Columns F, and G
- 2 If applicable, Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: for each substitute, dealer shall change the quantity of the item's BOD to 0.
- 4 Additional costs - include a detailed description of any additional costs associated with the items.
- 5 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

<b>BID CATEGORY 08: Corridor Bench Seating</b>							
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
LB-3	LOUNGE - BENCH	Leland	Cricket	6	\$4,232.00	\$1,883.48	\$11,300.88
LB-3* Sub	LOUNGE - BENCH	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LB-4	LOUNGE - BENCH	Leland	Cricket	4	\$4,696.00	\$2,089.98	\$8,359.92
LB-4* Sub	LOUNGE - BENCH	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
LB-5	LOUNGE - BENCH	Leland	Cricket	12	\$5,766.00	\$2,566.20	\$30,794.40
LB-5* Sub	LOUNGE - BENCH	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$50,455.20</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	<b>\$2,721.98</b>
						<b>Installation</b>	<b>\$1,575.00</b>
						<b>Additional costs (clarify in qualifications)</b>	<b>\$746.73</b>
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$55,498.91</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G.
- 2 If applicable, Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: for each substitute, dealer shall change the quantity of the item's BOD to 0.
- 4 Additional costs - include a detailed description of any additional costs associated with the items.
- 5 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

**BID CATEGORY 09: Outdoor Furniture**

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
CO	CHAIR - OUTDOOR	Janus et Cie	KOKO II	52	\$0.00	\$293.74	\$15,274.48
CO* Sub	CHAIR - OUTDOOR	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
TO	TABLE - OUTDOOR	Janus et Cie	KOKO II	13	\$0.00	\$668.57	\$8,691.41
TO* Sub	TABLE - OUTDOOR	<i>dealer to complete</i>	<i>dealer to complete</i>	0	\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	<b>\$23,965.89</b>
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	<b>\$1,825.91</b>
						<b>Installation</b>	<b>\$1,100.00</b>
						<b>Additional costs (clarify in qualifications)</b>	<b>\$366.68</b>
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$27,258.48</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G.
- 2 If applicable, Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: for each substitute, dealer shall change the quantity of the item's BOD to 0.
- 4 Additional costs - include a detailed description of any additional costs associated with the items.
- 5 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

**BID CATEGORY 10: Chemical Storage Shelving**

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
STR-1	STORAGE - PLASTIC SHELVING	<i>ULINE</i>	<i>SPC INDUSTRIAL DURASHELF</i>	42	\$0.00	\$390.11	\$16,384.62
STR-2	STORAGE - PLASTIC SHELVING	<i>ULINE</i>	<i>SPC INDUSTRIAL DURASHELF</i>	42	\$0.00	\$439.56	\$18,461.52
						<b>SUBTOTAL</b>	\$34,846.14
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$736.26
						<b>Installation</b>	\$475.00
						<b>Additional costs (clarify in qualifications)</b>	\$492.00
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$36,549.40</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G.
- 2 Dealer to complete Columns C and D where indicated.
- 3 Additional costs - include a detailed description of any additional costs associated with the items.
- 4 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 5 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

**BID CATEGORY 11: Utilitarian & Miscellaneous**

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
MS	MAIL SLOTS	<i>MAYLINE</i>	<i>SORTER</i>	1	\$6,123.00	\$2,476.08	\$2,476.08
XST-1	STEP STOOL	<i>ESSENDANT</i>	<i>HAILO</i>	41	\$0.00	\$61.54	\$2,523.14
						<b>SUBTOTAL</b>	\$4,999.22
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$144.04
						<b>Installation</b>	\$706.00
						<b>Additional costs (clarify in qualifications)</b>	\$79.53
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$5,928.79</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G.
- 2 Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: the quantity of the item's BOD line should be changed to 0.
- 4 Additional costs - include a detailed description of any additional costs associated with the items.
- 5 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

<b>DEALER NAME:</b>	<i>dealer to complete</i>
---------------------	---------------------------

**BID CATEGORY 12: Trash Receptacles**

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<b>CODE</b>	<b>ITEM</b>	<b>MANUFACTURER</b>	<b>STYLE</b>	<b>QTY</b>	<b>LIST PRICE</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
		<i>dealer to complete</i>	<i>dealer to complete</i>		\$0.00	\$0.00	\$0.00
		<i>dealer to complete</i>	<i>dealer to complete</i>		\$0.00	\$0.00	\$0.00
						<b>SUBTOTAL</b>	\$0.00
<b>Additional Charges:</b>						<b>Freight/Delivery</b>	\$0.00
						<b>Installation</b>	\$0.00
						<b>Additional costs (clarify in qualifications)</b>	\$0.00
<b>GRAND TOTAL- ORIGINAL</b>							<b>\$0.00</b>

**INSTRUCTIONS**

- 1 Dealer to complete "Dealer Name" and Columns F and G.
- 2 Dealer to complete Columns C and D where indicated.
- 3 Should Dealer propose a substitute, complete Columns C and D in that item's Substitution (gray) line, then adjust the quantity in Column E. Note: the quantity of the item's BOD line should be changed to 0.
- 4 Additional costs - include a detailed description of any additional costs associated with the items.
- 5 GRAND TOTAL is the sum of the subtotal per Bid Category plus freight, delivery, installation and any additional costs (if applicable).
- 6 NOTE! Each dealer is responsible for verifying formulas and calculations on the quotation form (EXCEL SPREADSHEET).

**Manufacturer**

Gordon International  
9to5 Seating  
Nucraft  
Berco  
Bernhardt  
Sitland  
Kusch  
Leland  
Davis  
Herman Miller  
KI  
Keilhauer  
Dauphin  
Mayline  
Janus et Cie  
MRIE  
Uline  
Essendant  
Cramer  
Virco

**Lead Time**

8-10 Weeks  
3-4 Weeks  
5 Weeks  
4 Weeks  
7-9 Weeks  
8-12 Weeks  
8-12 Weeks  
8-10 Weeks  
9-11 Weeks  
5 Weeks  
5-6 Weeks  
6-8 Weeks  
5 Weeks  
4 Weeks  
16 Weeks if not in stock  
3 Weeks  
2 Weeks  
2 Weeks  
3 Weeks  
4-6 Weeks

# CREATIVE OFFICE PAVILION



Project Approach



**Title**

**Mike Clancy**  
 Vice President of Sales  
 617.956.4125  
 mclancy@cop-inc.com

**Experience and Project Responsibilities**

- 20 years industry experience.
- Manages Creative Office Pavilion’s commercial sales efforts in Boston and Rhode Island.
- 12 year IFMA member.
- Vice President of Professional Development for IFMA Boston’s Board of Directors.
- Responsible for resource allocation, project overview and ultimately client satisfaction.
- Mentors and supports the sales team.



**Cynthia Bartley**  
 Account Executive  
 401.274.2444 x248  
 cbartley@cop-inc.com

- 8 years industry experience.
- Experienced in Design, Sales and Consultation.
- Responsible for developing and managing corporate accounts.
- Interior Design Degree at New England Institute of Technology.
- Project Highlights: Brown University, Wheaton College, RISD, St. George’s School.



**Norbert Medeiros**  
 Project Manager  
 401.274.2444 x227  
 nmedeiros@cop-inc.com

- 25 years industry experience.
- 19 years experience with Creative Office Pavilion.
- Responsible for creating job schedules and proposals and for maintaining total job supervision.
- Interfaces with external cabling, electricians and general contractors to facilitate a smooth installation process.



**Lucynda Slattery**  
 Interior Designer  
 617.956.4167  
 lslattery@cop-inc.com

- 3 years industry experience.
- 1 year experience with Creative Office Pavilion.
- Proficient in AutoCAD, CAP studio for space planning.
- Responsible for schematic design and space planning, drawings for installation of furniture and specification of Herman Miller workstations.



**Donna Alfiero**  
 Account Administrator  
 401.274.2444x228  
 dalfiero@cop-inc.com

- 19 years industry experience.
- 17 years experience with Creative Office Pavilion.
- Responsible for the efficient processing and handling of customer orders.
- Provides support to sales personnel as well as accurate and timely service to clients.
- Coordinates ordering and receiving process, expedites orders, maintains order status, and punch-list follow up to ensure a high level of customer satisfaction.
- Responsible to work as a sales support team and to be the liaison between all departments.



# CREATIVE OFFICE PAVILION



Product Information

**INERTIA<sup>®</sup> MESH**  
Breadth and depth.



With its broad range of interchangeable design options, the Inertia family makes itself right at home no matter the job – or budget.

Inertia Mesh features a lightweight woven mesh back that is breathable, comfortable, and stylish. Available in Plus, Conference, Task, Side, Task Stool and Bar Stool, and a range of arm options, Inertia Mesh provides support and comfort whether you're sitting straight or leaning back.

Inertia Task Stool, Inertia Side, Inertia Task Highback and Inertia Bar Stool  
Featured Fabrics: Grey Mesh, Sky Blue Mesh, Free Evening and Via Slate by Momentum



To learn more about Inertia Mesh, visit [allseating.com](http://allseating.com).

Toronto Office: 5800 Avebury Road, Unit 3, Mississauga, ON L5R 3M3  
Chicago Office: \* Suite 210, 325 North Wells Street, Chicago, IL 60654  
[www.allseating.com](http://www.allseating.com) T 1 800 563 3502 F 1 800 272 9911

\*By appointment only. LITERATURE CODE B9930 Printed in Canada 09/2014 Design: parceldesign.com



ebrc

sustainable elements

- ✓ We've been in business for 35 years.
- ✓ Private company with modern manufacturing facilities in Georgetown, Ontario, Canada.
- ✓ Manufacturer of:
  - Quality Laminate Casegoods
  - Height Adjustable Tables
  - Architectural Walls
- ✓ Leader in environmental sustainability.

- 1) BRC will create & engineer similar to OEM
- 2) Selected OEM products produced at competitive pricing and high quality finishes.
- 3) Intended to lower overall costs, drive dealer margin. and increase close ratios on large projects.
- 4) To be used in conjunction with OEM offering.
- 5) Products can be marketed as OEM or BRC.
- 6) Our specialty is casegoods and cabinetry.





abrc  
sustainable elements





QUALITY  
FINISHES



HIGHER CLOSE  
RATIO



- 1) BRC Natural Series is bred from 25 years of innovation, high quality standard features which can be easily customized.
- 2) Offering traditional shapes with modern twists.
- 3) Infinite options and choices from our large offering of laminate finishes & veneer.
- 4) Layouts can include electric or crank height adjustable table options.

BRC Natural Product Line includes:

- Private offices
- Desks and workstations (benching)
- Boardroom tables
- Credenzas
- Meeting room tables
- Casual tables

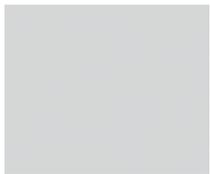
**abrc**  
sustainable elements

Natural Series  
Private Office

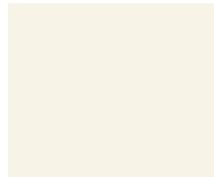




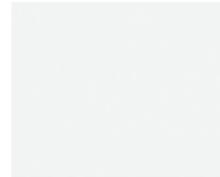
nova white



white lace



cotton



calamare

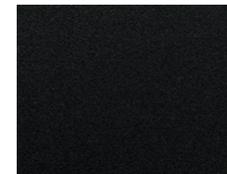
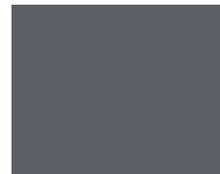


fashion grey

canadian grey

storm

black



hardrock maple



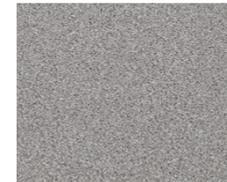
inspiration



finesse



spring blossom



monticello maple



regal cherry



light brown walnut



chocolate pear tree



fusion maple



pear



summer flame



port



hardrock maple



inspiration



finesse



spring blossom



ginger root



twilight



stormy night



chill



haze



kindle



BRC products carry the BRC warranty:

- 10 years limited structural warranty
- 5 years on adjustable components
- 5 years on panel and table 8 wire electrical cabling
- 1 year on all other electrical and electrical components

ebrc

sustainable elements

HermanMiller  
Canvas Office Landscape®



## Choice, Harmony, Connection

Canvas Office Landscape is the result of our holistic perspective on work, and the importance of providing choice, harmony, and connection in the workplace. Settings created with Canvas contribute to landscapes designed to support individuals' work activities and raise their performance, while mirroring an organization's culture.

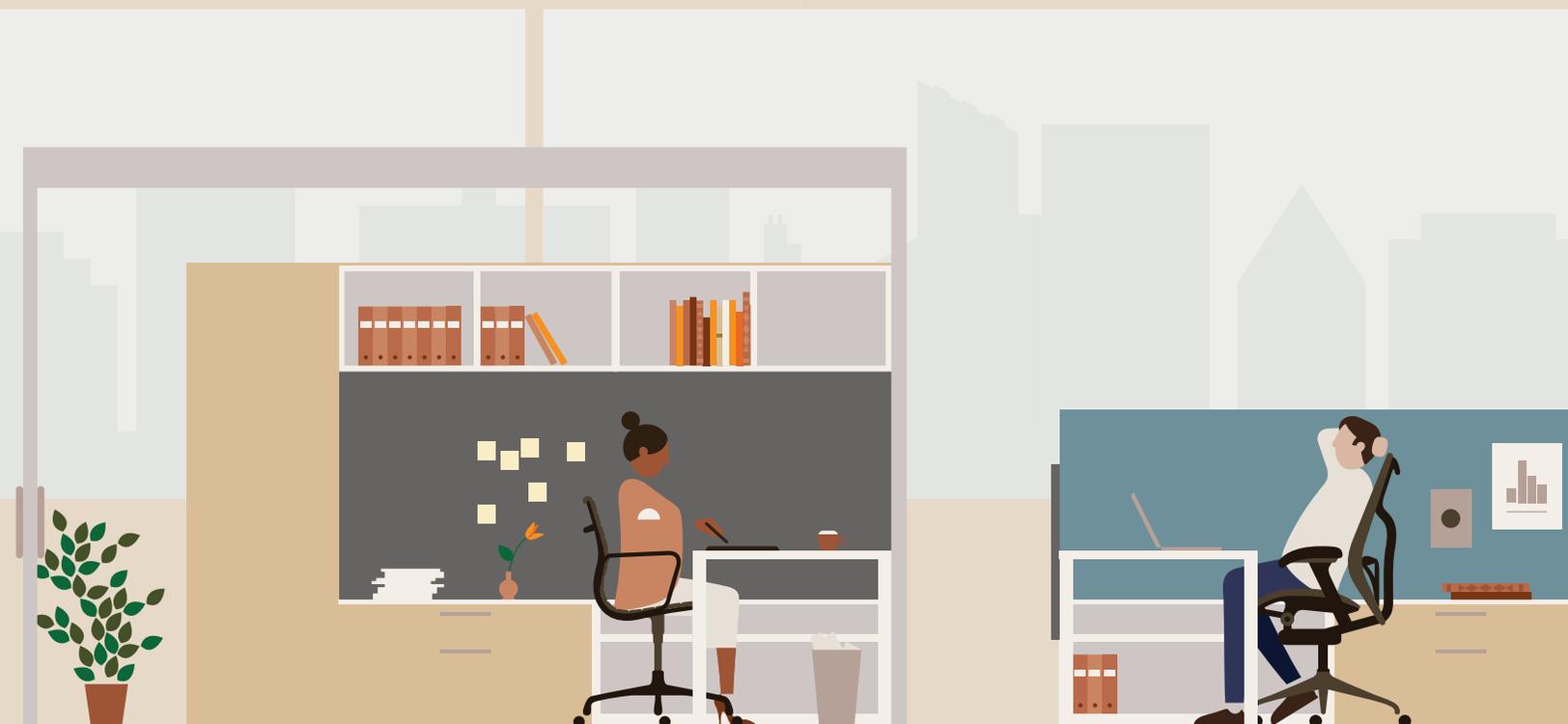


## Canvas Office Landscape

Designed by Douglas Ball, Joey Ruiters,  
Jeffrey Bennett and Nicholas Dodziuk

Canvas Office Landscape is an adaptive solution for creating human-centered workplaces. Consisting of a concise set of elements, Canvas simplifies the creation of varied settings to support the activities of individuals and groups.

Its elements combine harmoniously in many different ways, so Canvas can address the widest possible range of workplace needs. The office becomes a place people want to be, where they have the connections they need—with others and their tools—to do their best work.





## Design Story

In the decades following the introduction of the Action Office® System, our thinking, informed by our research into the changing nature of work, has continued to evolve. So have our solutions. With the new millennium, we came to realize that our customers needed a furniture solution that was holistic and that provided a simple, integrated way to furnish an entire floorplate.

That realization was the impetus for Canvas. The solution benefitted from the input of a variety of designers along the way, drawing on existing systems designed by Doug Ball and Joey Ruiter, and new designs from Jeffrey Bernett and Nicholas Dodziuk of the New York firm, Consultants for Design Strategy. Ultimately, Bernett and Dodziuk created a kit-of-parts solution that accommodated all needs—from private offices to group space to open layouts—equally well.

The two understood that to achieve a workable simplicity, you first have to understand complexity. “The best products anticipate and define future needs and behaviors,” says Bernett, “and ultimately promote balance, harmony, and simplification of our complicated lives.”





Choice



Providing choices—to organizations and planners—is integral to Canvas. Perhaps more important, Canvas gives organizations the freedom to create a variety of settings geared to the activities of workers, which fosters their engagement.

Private offices, individual workspaces, and open team and group areas that achieve a balance between privacy and connection—Canvas can do them all.

## Harmony

The most successful organizations integrate workplace, work, and worker into a balanced whole. The cohesive solution offered by Canvas creates anything from public spaces to private offices. Achieving aesthetic, social, and visual harmony across an entire office landscape to a degree that is unmatched, Canvas supports human connections that encourage creativity.











Connection



Canvas enables the creation of settings that bring people together and promote interaction. Equally important, Canvas supports all the forms of technology people use in the office, facilitating its use without being defined by it.

By supporting and enabling technology, Canvas furthers the use of these tools to achieve a more desirable workplace where interaction can happen naturally.









## **Design for the Environment**

Visit [hermanmiller.com/canvas-office-landscape](http://hermanmiller.com/canvas-office-landscape) for the latest information on Canvas' sustainable design.

# Materials

Visit [hermanmiller.com/materials](http://hermanmiller.com/materials) to see representational samples of our complete textile and materials offering for Canvas Office Landscape.

<b>Finish</b>									
	Metallic Champagne CN	Metallic Bronze EH	Metallic Silver MS	White 91	Warm Grey Neutral WN	Cool Grey Neutral CL	Graphite G1		
<b>Accent Finish</b>									
	Dune 7L	Cappuccino 2K	Mink 7Z	Chai 7M	Sedona 7Y	Napa 7W			
									
	Grass 7N	Loden 7V	Blue Medium B4	Blue Ridge 7U	Moonbeam 8Y	Gull 8T			
<b>Formcoat™</b>									
	White 91	Soft White LU	Sandstone WL	Warm Grey Neutral WN	Folkstone Grey 8Q	Cool Grey Neutral CL			
									
	Natural Maple Fleck 7F	Light Anigre Fleck 7G	Aged Cherry Fleck 7H						
<b>Patterned Laminate</b>									
	Crisp Linen LBM	Classic Linen LBN	Casual Linen LBP	Pewter Mesh LBK	Steel Mesh LBL				
									
	White Twill LBQ	Neutral Twill LBF	Sarum Twill LBG	Earthen Twill LBH	Graphite Twill LBJ	Canyon Zephyr 28/D1	Misted Zephyr 29/DC		
<b>Solid Laminate</b>									
	White 91	Soft White LU	Sandstone WL	Warm Grey Neutral WN	Studio White 98	Folkstone Grey 8Q	Cool Grey Neutral CL		
<b>Woodgrain Laminate</b>									
	Clear on Ash LBA	Natural Maple HM	Light Anigre HP	Oak on Ash LBB					
									
	Aged Cherry HX	Light Brown Walnut 76	Walnut on Cherry HY	Medium Red Walnut LBE	Walnut on Ash LBC	Dark Brown Walnut LBD			
<b>Wood &amp; Veneer</b>									
	Clear on Ash ET	Natural Maple UL	Oak on Ash EU	Aged Cherry ED	Light Brown Walnut 2U	Walnut on Cherry UX	Medium Red Walnut EK	Walnut on Ash EV	Dark Brown Walnut 40
<b>Translucent</b>									
	Clear Glass TR	Opal Glaze Glass 5A	Opal Etch Glass 34	Opal Frosted Acrylic J9					

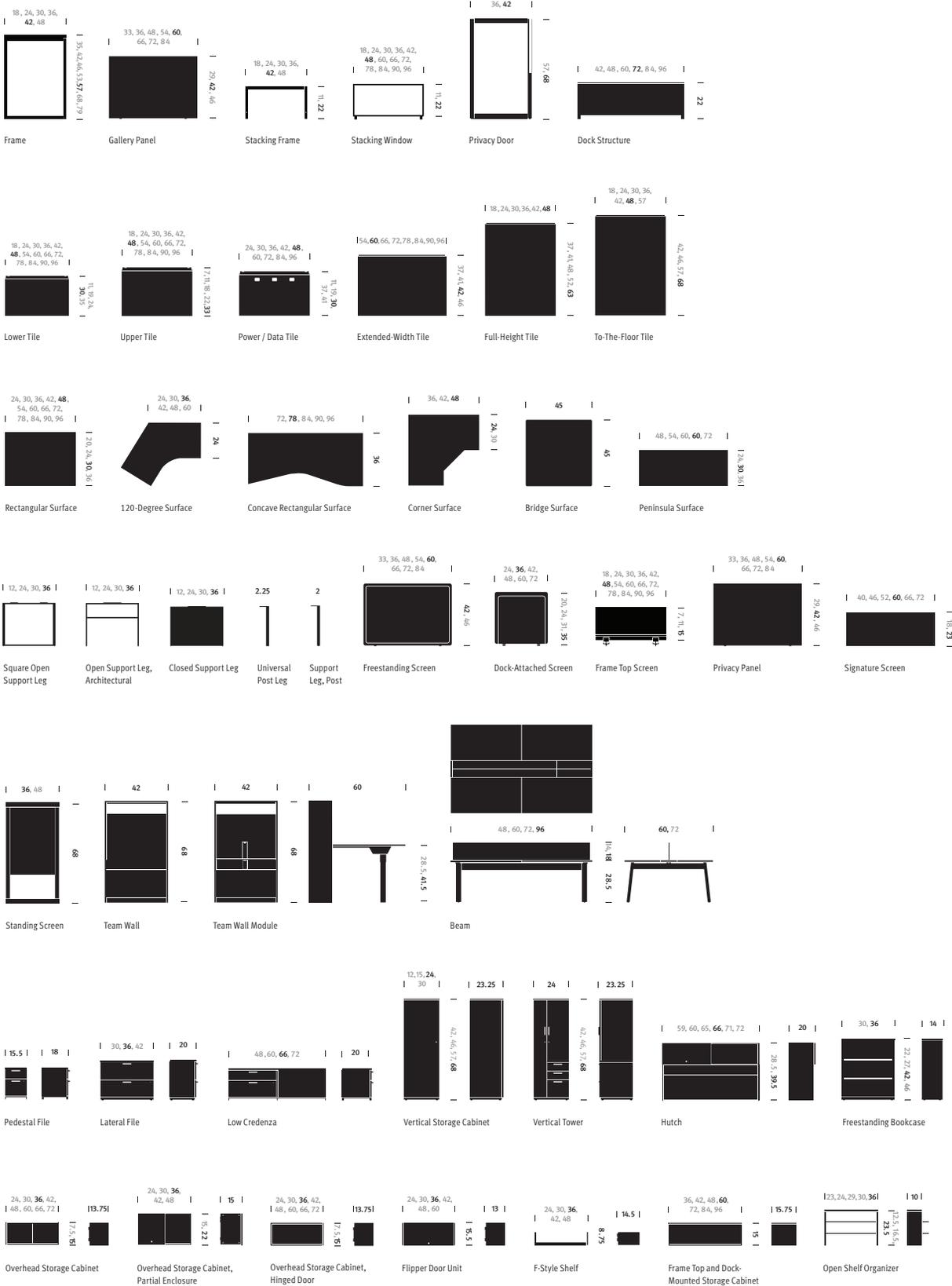
**For more information, please visit [hermanmiller.com](http://hermanmiller.com) or call 888 443 4357.**

HermanMiller, , Action Office, and Canvas Office Landscape are among the registered trademarks of Herman Miller, Inc. Formcoat is among the trademarks of Herman Miller, Inc.

Printed in the USA. Please recycle.  
© 2015 Herman Miller, Inc. Zeeland, Michigan O.F202  
All rights reserved.

# Components

Canvas components can be configured into individual and group settings where people can do a variety of tasks. Below is a sampling of those components. To see the full offering, including dimensions, visit [hermanmiller.com/canvas-office-landscape](http://hermanmiller.com/canvas-office-landscape).



## Details



Team Bridge Surface



Dock-Mounted Screen



Architectural Foot



Powered Storage



Beam Power / Data Channel



Organizer



Frame Top Screen



Architectural Trim



Team Wall and Peninsula

# Jiminy®

Nesting Seating



NATIONAL®

Furniture with Personality®

Introducing Jiminy, the nifty little nester that hops into action whenever needed; then smartly flips and nests for convenient, compact storage.



**Jiminy Genius.** Who knew seating could be so smart?



Need seating that's comfortable, affordable and a snap to store? Meet Jiminy. Helping to furnish a variety of environments, whether it be a lab or library, cafeteria or conference room, Jiminy can jump into place, provide a stylish sit, then quickly flip and nest making storage a snap. Jiminy also plays well with WaveWorks® Flip/Nest tables, easily outfitting spaces such as training rooms, education environments and meeting facilities. Slip into comfort and convenience while satisfying your sustainable side with versatile Jiminy. And even more satisfying, Jiminy is certified to SCS Indoor Advantage™ Gold and level® 2 which can contribute to LEED® points.



Jiminy® Seating, Arc-Com Pinpoint Sky, PLatinum Metallic  
WaveWorks® Flip/Nest Tables, Caramel Finish  
Exhibit™ Wall Rail Solution, Platinum Metallic Wall Rails, Pact Coastal Tack Board Inserts





## Form following function.

Jiminy begins with a sleek, modern profile that incorporates a sturdy X-style frame capable of standing up to vigorous use in a multitude of environments. Next, its flexing black mesh back offers support, comfort and style to its potential guest. Pair this with optional casters, as well as your choice of armless or depth adjustable arms, and Jiminy is your solid choice for seating that's both handsome and handy.





Jiminy® Seating, Twilight Saucy, Platinum Metallic



Jiminy® Seating, Arc-Com Chit Chat Fog, Cinder  
WaveWorks® Rectangular Top, Antique White Laminate, Cinder  
Exhibit™ Wall Rail Solution, Cinder Wall Rails, Dune Erosion Tack Board Insert



**Jiminy®** Seating, Strand Red Licorice, Platinum Metallic  
**Gotcha™** Task Seating, Sedona Poppy  
**WaveWorks®** Round Tops, Cloud Laminate, Four Star Static Bases, Cinder  
**WaveWorks®** Metal Casegoods, Platinum Metallic Paint and Cloud Laminate

Jumping with personality, Jiminy is ready to fit any need or application. As durable as it is versatile, Jiminy flips and nests, sits with undeniable comfort, and is smartly sustainable.



**Flexible Back Mechanism**  
 Allows for 9 degrees of recline



**Flexing Mesh Back**  
 Back flexes for added comfort



**Flip Seat**  
 Seat flips up to allow chairs to nest



Jiminy® Seating, Connect Four Blueberry, Platinum Metallic  
WaveWorks® Flip/Nest Tables, Cloud Thermofoil

## Jiminy® Models



**Mobile**  
D21" W24" H34"



**Mobile Armless**  
D21" W24" H34"



**Static**  
D21" W24" H34"



**Static Armless**  
D21" W24" H34"

## Jiminy® Features



Armless



Arm Depth Adjustment



Static Models with Hard  
Glides Feature Back  
Roller Glides



Mobile Models Feature  
Double Wheel Casters



Chairs Nest for  
Convenient Storage



Platinum Metallic Frame  
Cinder Frame

Please reference the National® Seating Price List or our website at [www.NationalOfficeFurniture.com](http://www.NationalOfficeFurniture.com) for additional product information.



ecoScorecard<sup>SM</sup>

Green product information made simple  
[NationalOfficeFurniture.ecoScorecard.com](http://NationalOfficeFurniture.ecoScorecard.com)

### On the Cover

Jiminy® Seating, Momentum Flexion Foil, Cinder Frame

Jiminy® Seating, Momentum Flexion Foil, Platinum Metallic Frame



# NATIONAL

Furniture with Personality®

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

1205 Kimball Boulevard, Jasper, IN 47549

800.482.1717 Fax 812.482.8800

© Kimball International, Inc. 2012

Printed in the USA

Form No. NBRJIM Ver. 14

A Unit of Kimball International

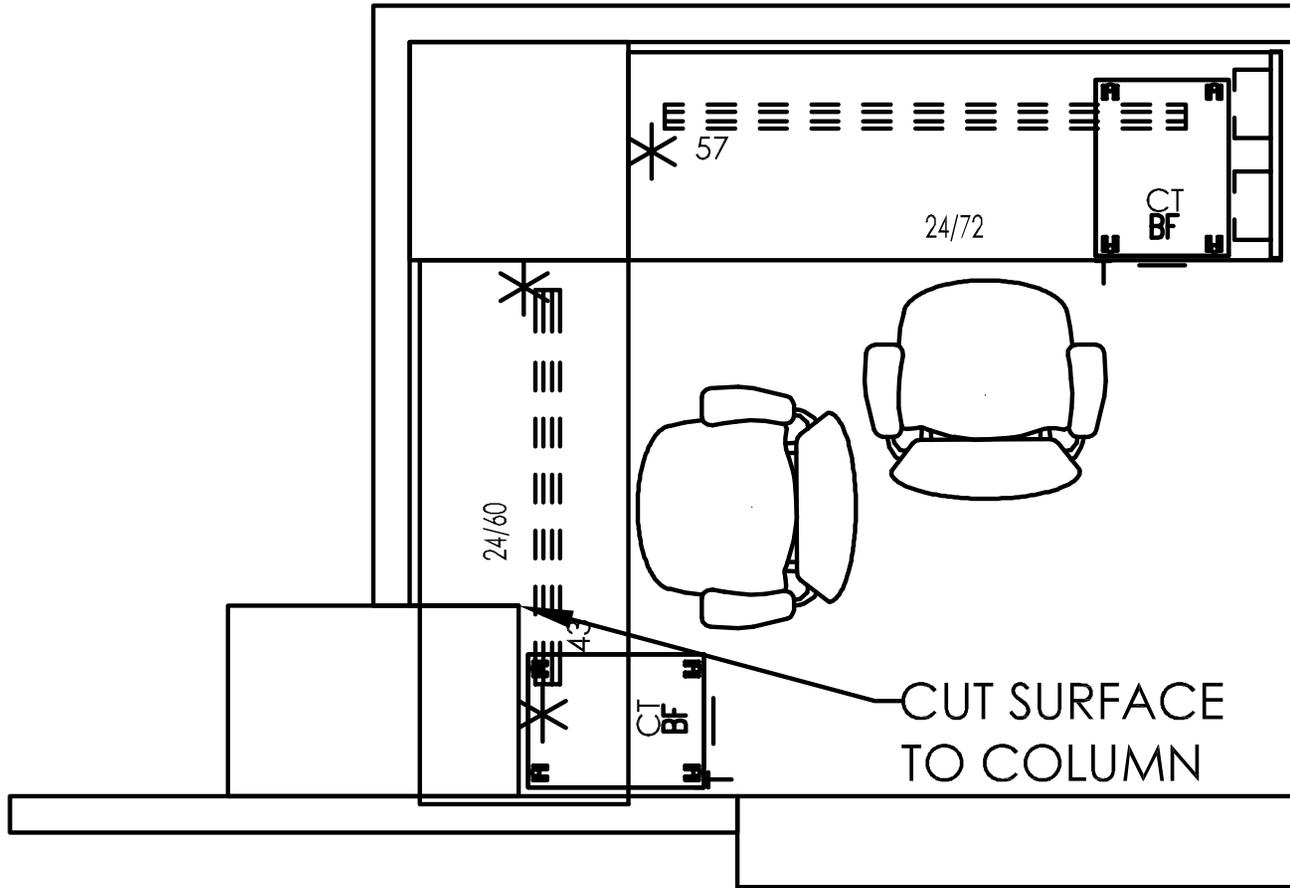


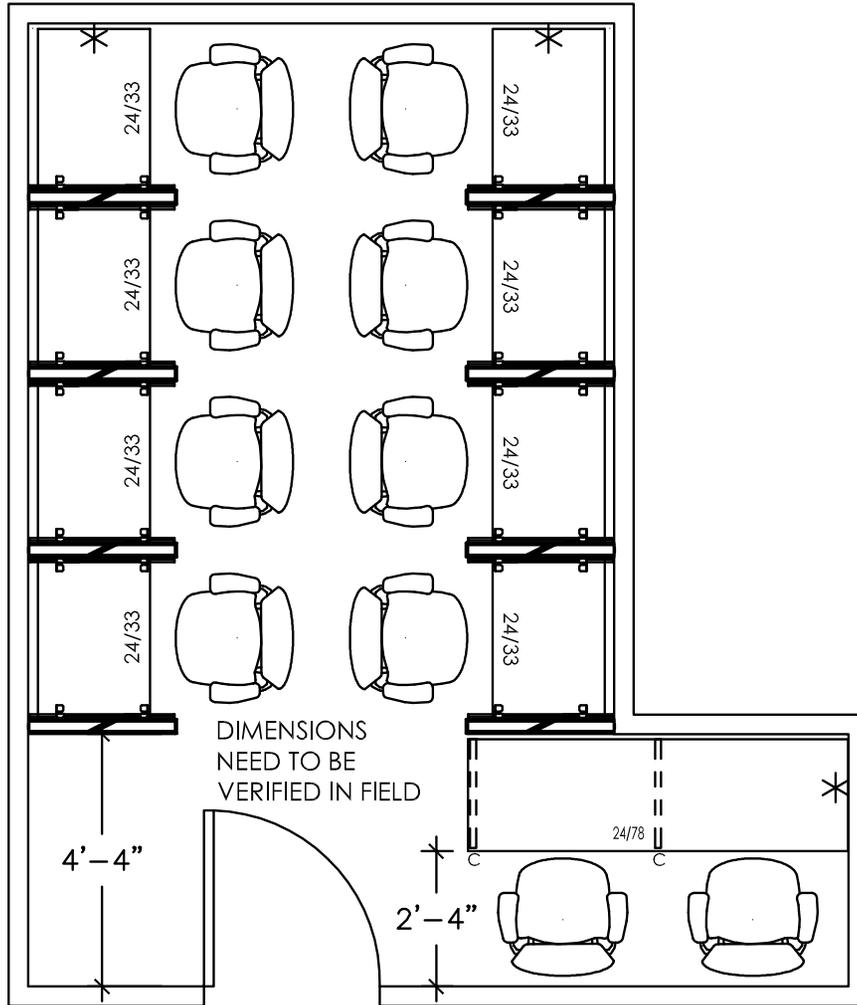
To protect the environment, this brochure is printed on FSC® Certified paper using SOYOIL™ inks.

# CREATIVE OFFICE PAVILION



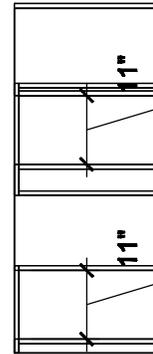
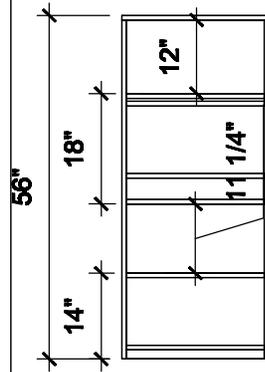
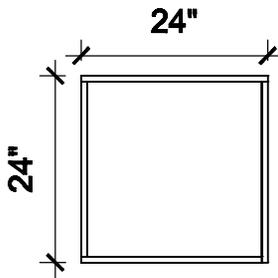
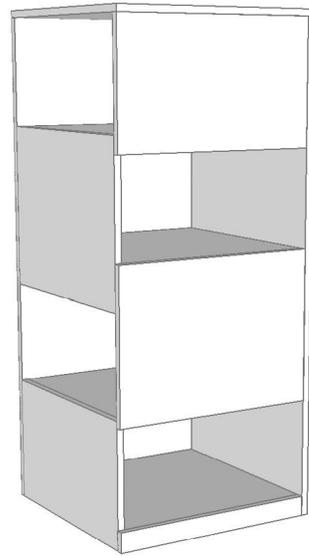
Design







Bid Category 02: Writeup and Carrel Workstation  
Corner Bookcases



24 Armstrong Avenue, Georgetown, Ontario L7G 4R9  
 905.873.8808 phone 905.873.9105 fax info@creativemedia.com

QUOTE NO: BRC Quote Number	DATE: 2016-03-17
CLIENT: Client Name	DRAWN BY: X.X
	SALES REP: X.X

# CREATIVE OFFICE PAVILION



Warranties

## Warranty | 9 to 5 Seating

---

9 to 5 Seating products are manufactured with meticulous attention to detail to achieve a level of quality that is free from defects in material and workmanship. In an effort to stand behind this philosophy, 9 to 5 Seating warrants to the original user of the product and from the original date of purchase, the following:

**For All Series Except Enduro™ and Strata™ Heavy Duty (HD) Series:**

Lifetime Warranty to the original end user, the company will repair or replace, at its option, without charge to the original purchaser only, defective structural and mechanical parts. This warranty is for single shift, standard commercial usage, defined as a standard 8 hour work day, five days a week, when the product is used by a person weighing less than 250 lbs.

Upholstery fabric and foam is warranted against wear through and deterioration during normal usage for a period of five (5) years. However, the company does not warrant leather against routine scratching and scuffing, as all leather is subject to minor blemishes during use. COM and COL are not warranted. Due to natural variations and/or irregularities of color, texture, and grain.

**For Enduro™ and Strata™ Heavy Duty (HD) Series:**

9 to 5 Seating warrants the Enduro and Strata HD series of multi-shift chairs for a period of ten (10) years to the original purchaser. The company will repair or replace, at its option, without charge, defective structural and mechanical parts. This warranty is for multishift applications with persons weighing less than 350 lbs.

Upholstery fabric with an abrasion resistance performance rating of 150,000 double rubs or more and foam are warranted against wear through and deterioration for a three (3) year period of multiple shift use.

Should parts fail for any model during normal use within the applicable warranty period, you must first provide 9 to 5 Seating with a description of the failure and proof of purchase and if necessary you may need to return the defective part freight or other shipping charges prepaid to 9 to 5 Seating for inspection, repair and/or replacement, together with a copy of original sales receipt. Labor and installation service is not covered under warranty.

**Send Parts to:**

9 to 5 Seating - Warranty Department  
3211 Jack Northrop Avenue  
Hawthorne, CA 90250

## Warranty | 9 to 5 Seating

---

9 to 5 Seating will inspect the part in question, repair or replace at its option any defective part at no charge to the original purchaser and return defective item thereafter. This warranty does not apply to product or parts of product that have been subjected to misuse or abuse, accident, alteration, or which have been damaged in transit. You agree to indemnify and hold harmless 9 to 5 Seating, its officers, directors, shareholders, employees, and agents from any actions, claims, demands, damages, liabilities, costs, and strict liability in tort or contract, or any other legal theory arising out of the misuse or abuse, alteration, or damage in transit of the product.

### **Limitation of Liability**

Under no circumstance, including but not limited to breach of contract, breach of warranty or negligence, shall 9 to 5 Seating be liable for lost profits, loss of goodwill, stored data, general, special, consequential or exemplary damages, even if 9 to 5 Seating had notice of these damages or they were foreseeable. 9 to 5 Seating shall not be responsible for verifying dealer's or customer's description of needs, data, or the fitness for a particular purpose of goods. 9 to 5 Seating's Liability in all cases shall be limited to repair or replacement of the defective parts, or the purchase price of the product. Damages resulting from misuse, abuse, alteration, negligence, or accidents are not covered under this warranty.

EXCEPT AS OTHERWISE PROVIDED, 9 TO 5 SEATING MAKES NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

### **ANSI/BIFMA**

The Business and Institutional Furniture Manufacturer's Association (BIFMA) has developed tests which have been approved by the American National Standards Institute (ANSI) for determining the strength and durability of seating in its everyday use. This statement does not serve as a warranty or guarantee, however 9 to 5 Seating products found within this price list generally meet or exceed applicable BIFMA and ANSI standards.

# Warranty | Allseating

---

## **Our Parts and Labor Warranty**

At Allseating, we pride ourselves on engineering products that stand up in today's demanding work environments. So if you receive a product from us that doesn't measure up to our quality standards, we promise to swiftly investigate and solve the problem.

## **Seating and Work Tools**

Our warranty is simple. We cover all of our products and the components we use to make them - for 10 years. This includes pneumatic cylinders, foam, thermoplastics, urethanes, arm pads and mechanisms. And we pay for all pre-approved labor costs.

## **Lighting**

Allseating lighting products are covered for 1 year, assuming normal use 8 hours per day 5 days a week.

## **Warranty Resolution**

We understand that dealing with warranties is often frustrating. So we developed a dedicated Warranty Response Team to eliminate headaches. They're specially trained to expedite warranty-related issues, so you can get back to business quickly and painlessly.

Contact our Warranty Response Team at [warranty@allseating.com](mailto:warranty@allseating.com) or toll free at 1 (800) 563-3502.

## **Applicable Provisions to All Products and Services**

Allseating products, including those designated for Multi-Shift, are warranted to be free from defects in materials and workmanship for a period of 10 years from original date of purchase. This warranty applies to all chair models and extends to original purchasers who acquire new product directly from Allseating or our authorized dealers.

# Warranty | Allseating

---

During the warranty period, Allseating, at its sole discretion, will repair or replace (at its option) any product, part or component covered by this warranty that fails under normal use due to defective materials or workmanship. Allseating will repair or replace the defective product, part or component with comparable product, part or component. To be eligible for this warranty coverage, all products, parts or components must be installed, used and maintained in accordance with Allseating's published instructions and must not have been subject to misuse or abuse.

Allseating does not warrant the following:

- Normal wear and tear
- Natural variations, scars, marks or wrinkles occurring in leather
- Colourfastness of textiles
- Colour matching of textiles exactly to samples or swatches or past purchases
- COM or COL fabrics
- Products exposed to extreme environmental conditions or improper storage conditions
- Chairs used by individuals who weigh in excess of 325 lbs.

Allseating's products meet the requirements of national and specific local codes as stated in the price book and other written publications. Please visit the company's website at [allseating.com](http://allseating.com) for further details regarding product specifications. This document inclusively describes Allseating's warranty and remedies available with respect to the company's products and services. Allseating disclaims any other warranty whether express or implied, statutory or otherwise, in relation to the company's products and services. To the extent allowed by law, any implied warranties, including any warranty of merchantability or fitness for a particular purpose, are disclaimed and to the extent they are legally required, are limited in duration to the duration of this written warranty. Allseating shall not be liable for loss of time, inconvenience, commercial loss, or incidental or consequential damages.

## Returns / Restock

Returns are coordinated and authorized by the Return Authorization Coordinator (RAC). Merchandise may not be returned without prior consent and a Return Authorization (RA) number. All returns must be securely packaged and boxes clearly marked with an assigned RA number on the outside. Carrier for return goods must be specified by

## Warranty | Allseating

---

Allseating. Goods returned without a RA number or by an unauthorized carrier will not be accepted. Unauthorized returned goods will be subject to a restock charge and/or a charge for any required reconditioning. Returns must be shipped prepaid, unless other arrangements have been made. Custom fabricated merchandise may not be returned.

<http://www.allseating.com/resources/warranty>

## Warranty | Berco

---

All items manufactured by Berco are guaranteed against manufacturing defects for the period of **THIRTY YEARS** from the date of shipment with the exception of the following products, which carry a **ONE YEAR** warranty:

Laminate self edges, Veneer Tops, Soft Molded Edge Tops, Rainbow and Quarry Resin Tops, Adjustable Height Pedestals, electrification and network accessories, and normal wear.

At Berco's sole discretion, we will repair or replace any item determined by Berco to be defective as a result of manufacturing defects. In no event shall liability under this warranty exceed the original purchase price of the defective product. We will not repair or replace any item which has been abused or subjected to any use other than that which was originally intended for our product.

Berco does not warranty the matching of color, grain and texture of wood due to natural variations, which cannot be controlled. Warranty on plastic laminate is not covered by Berco but it is covered only by the solid surface and veneer manufacturers under their warranties. There are no other warranties expressed or implied.

# Warranty | Bernhardt

---

## Casegoods Limited Warranty

Bernhardt Furniture Company warrants its wood products to be free from defects in material and workmanship under normal use and service for a period of five (5) years from the date of initial shipment to the dealer; however, certain components of the wood products are subject to shorter warranty periods which are described below. Furniture in which such defects occur will be repaired or replaced at Bernhardt's option or, if replacement or repairs are not possible, alternate financial remuneration may be paid at Bernhardt's option. This remedy is exclusive and Bernhardt does not authorize any person to create for it any other obligation or liability in connection with this furniture.

For clarification purposes only, the term "wood products" refers specifically to Bernhardt Case Goods products (including, without limitation, upholstered beds and dining room chairs) and has no implication, directly or indirectly, to any Bernhardt Upholstery products. Bernhardt Case Goods products are those products listed and displayed exclusively in the Bernhardt Case Goods products catalog, in printed form or as displayed on the Bernhardt internet web page.

This warranty applies under conditions of normal residential usage only and does not apply to defects or damage resulting from (a) negligence, abuse or misuse; (b) inadequate or improper maintenance, cleaning or care; (c) exposure to chemicals and/or liquids; (d) accidents; (e) any use for which the product was not designed; or (f) commercial usage, which includes rental, business, commercial, institutional or other non-residential use. Transportation or delivery damage is excluded.

Bernhardt furniture is made of naturally variable raw materials. Differences in grain character and color among wood and plant species and stones and minerals are naturally occurring variations and are not within the control of the manufacturer nor considered defects under this warranty. Natural color changes, variations, or movements in lumber or veneer products, and exposure to extreme temperature changes and direct sunlight, may cause color changes and/or surface damage and are not covered by this warranty.

Bernhardt Furniture Company warrants the stone and mineral components of its wood products to be free from de-

## Warranty | Bernhardt

---

fects in material and workmanship for a period of one (1) year from the date of initial shipment to the dealer.

Bernhardt sometimes uses crotch mahogany and other highly figured veneers which are taken from areas of the tree that grow in different directions. This natural characteristic of the veneer causes tension and pulls the fibers of the wood, which can result in hairline cracks over time. This condition is considered an enhancement to the product and is excluded from this warranty.

Fabrics/Leathers: Bernhardt Furniture Company warrants the fabrics, leathers, cushions and filling materials applied to its wood products to be free from defects in material and workmanship for a period of one (1) year from the date of initial shipment to the dealer. Any type of fabric/leather protectant or treatment not applied by the fabric/leather manufacturer voids the warranty. Pilling is a characteristic of fabrics resulting from normal use and wear and is not covered under any warranty. Improper cleaning voids any warranty.

Leather is a natural material, every hide uniquely enhanced by natural features. Wrinkles, scratches, insect bites, healed scars and other natural markings should not be considered flaws. Color variations occur normally within a hide and from hide to hide as no two hides are alike.

Washed Fabrics: Some fabrics are washed to achieve a more relaxed appearance and softer feel. Wrinkling, puckering and shade variations are a natural result of washing and should not be considered defects.

Television lift mechanisms, power supplies and other electronically related components are warranted by each respective manufacturer and are excluded from this warranty.

This warranty protects you only when you purchase Bernhardt furniture from a Bernhardt Authorized Dealer. Bernhardt's customer is the dealer. All complaints or requests for warranty service must be accompanied by your original dated proof of purchase, contain a brief written description of the defect and must be resolved through the dealer from which the furniture was purchased. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

# Warranty | Bernhardt

---

This warranty applies only when you purchase the Bernhardt furniture for your own normal household use and terminates in the event of resale or commercial use.

This warranty does not cover (a) floor samples or products designated “AS IS” at the time of purchase; (b) differences between floor samples and your furniture, (c) differences between printed illustrations, video or internet displays and your furniture; and (d) differences between marble items, since marble is a non-manufactured natural substance and no two pieces can be expected to match perfectly either in color or pattern.

## WARRANTY LIMITATIONS AND EXCLUSIONS

ANY AND ALL IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO THE DURATION OF THE EXPRESS WARRANTY ON THIS PRODUCT, AND ON THE PARTICULAR PORTION OR PART OF THE PRODUCT IN QUESTION. THE WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, ORAL OR WRITTEN, EXPRESS OR IMPLIED. IN NO EVENT WILL BERNHARDT BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING INCIDENTAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF THE USE OR INABILITY TO USE THIS PRODUCT.

Some states do not allow limitations on how long an implied warranty will last or the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you.

BERNHARDT FURNITURE COMPANY  
P.O. Box 740  
Lenoir, NC 28645

Effective March 1, 2010

Upholstery Limited Warranty

## Warranty | Bernhardt

---

This warranty applies to Bernhardt Furniture Company's residential upholstery products. The term "upholstery products" refers specifically to Bernhardt Upholstery products and has no implication, directly or indirectly, to any Bernhardt Case Goods products (which include, without limitation, upholstered beds and dining room chairs). Bernhardt Upholstery products are those products listed and displayed exclusively in any Bernhardt Upholstery products catalog, in printed form or as displayed on the Bernhardt internet web page.

This warranty applies under normal, non-commercial use and terminates in the event of resale. Improper cleaning voids any warranty. Re-covering the frame voids all warranties because in re-covering the frame, some or all components may be changed. This warranty does not cover damage as a result of misuse, abuse, accident, commercial use, institutional use, or shipping damage. Because of the craftsmanship involved and the natural materials used in the manufacturing process, minor variations will occur from piece to piece. Therefore, this warranty does not cover such minor differences between your furniture and: floor samples, printed illustrations, and video or internet displays.

This warranty does not cover floor samples or products designated "AS IS" at time of purchase.

All warranty periods indicated in this warranty begin on the date that your furniture is initially shipped to the Bernhardt Authorized Dealer.

**Frames and Springs:** Bernhardt warrants to you, the original retail purchaser, protection against manufacturing defects of frames and springs for seven (7) years.

**Cushion:** Bernhardt warrants to you, the original retail purchaser, protection against abnormal loss of resiliency of the upholstered furniture, for three (3) years. Abnormal wear and abnormal loss of resiliency should not be confused with softening and flattening of the foam and fibers, which are considered normal wear, and are not defects.

**Filling Materials:** Bernhardt warrants to you, the original retail purchaser, protection against loss of resiliency of filling materials for three (3) years. Compressing of polyester with use is not considered loss of resiliency. From time to time, your upholstered furniture will need "fluffing up" as any upholstered furniture should be regulated with use.

## Warranty | Bernhardt

---

Reclining Mechanisms: Bernhardt warrants to you, the original retail purchaser, protection against manufacturing defects of the: (i) black metal, non-electronic patented parts of a reclining mechanism for three (3) years; and (ii) electronic parts of a reclining mechanism for two (2) years.

Sleeper Mechanism: Bernhardt warrants to you, the original retail purchaser, protection against manufacturing defects of the sleeper mechanisms for three (3) years.

Mattress: Bernhardt warrants to you, the original retail purchaser, protection against manufacturing defects and the loss of foam resiliency of the innerspring sleeper mattress, excluding cover, for five (5) years. Softening of foam is a normal condition and does not constitute a loss of resilience.

Air Mattress: Bernhardt warrants to you, the original retail purchaser, protection against manufacturing defects of the air sleeper mattress for three (3) years and the air mattress pump for one (1) year.

Fabrics: Are warranted only to the extent of the warranty provided to Bernhardt by its fabric suppliers. Since manufacturers of upholstery fabrics do not guarantee their products for wearing quality, color-fastness, shrinkage, wrinkling and stretching, those properties are not covered under this warranty.

Washed Fabrics: Some fabrics are washed to achieve a more relaxed appearance and softer feel. Wrinkling, puckering and shade variations are a natural result of washing and should not be considered defects.

Leathers: Since leather manufacturers do not guarantee their products for wearing quality, color-fastness, shrinkage, wrinkling and stretching, those properties are not covered under this warranty. Leather is a natural material, every hide uniquely enhanced by natural features. Wrinkles, scratches, insect bites, healed scars and other natural markings should not be considered flaws. Color variations occur normally within a hide and from hide to hide as no two hides are alike.

This warranty also does not cover fabric protectors that have not been applied by the fabric manufacturer, since they

# Warranty | Bernhardt

---

may cause latex deterioration, seam slippage, discoloration and may damage filler materials.

This warranty protects you only when you purchase Bernhardt furniture from a Bernhardt Authorized Dealer. If you find a problem, all claims for warranty service must be accompanied by your original proof of purchase, contain a brief written description of the defect and must be made through the retailer where the upholstered furniture was purchased. There are some repairs that can be taken care of in your home and your authorized dealer will handle those repairs. If the dealer feels that factory service is needed, Bernhardt will make arrangements to pick up your furniture from the retailer, make any repairs necessary and return it to your retailer. Bernhardt is not responsible for transportation costs from your home to the retailer, nor are we responsible for transportation costs to and from our factory service center two (2) years after the date that your furniture is initially shipped to the Bernhardt Authorized Dealer.

## WARRANTY LIMITATIONS AND EXCLUSIONS

ANY AND ALL IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO THE DURATION OF THE EXPRESS WARRANTY ON THIS PRODUCT, AND ON THE PARTICULAR PORTION OR PART OF THE PRODUCT IN QUESTION. THE WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, ORAL OR WRITTEN, EXPRESS OR IMPLIED. IN NO EVENT WILL BERNHARDT BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING INCIDENTAL OR CONSEQUENTIAL DAMAGES, ARISING OUT OF THE USE OR INABILITY TO USE THIS PRODUCT.

Some states do not allow limitations on how long an implied warranty will last or the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you.

BERNHARDT FURNITURE COMPANY  
P.O. Box 740  
Lenoir, NC 28645

Effective January 1, 2011

## Warranty | BRC

---

BRC product carries a 10 year limited structural warranty. Panel and table 8 wire electrical cabling carry a five year limited warranty. All moving user adjustable components carry a five year limited structural warranty. All other electrical or electronic elements of BRC furniture carry a one year limited warranty. The validity of these warranties starts at the date of purchase, and only if purchased directly from BRC or one of its authorized distributors. Only an original signed and dated bill of lading will be recognized as an official document. These warranties are limited to replacing or repairing at BRC's option any defective products and only if the product has become defective during normal conditions. Products must be returned prepaid to BRC where assessment and repairs can be affected. All transportation charges remain the responsibility of the customer unless agreed upon in writing prior to receipt by BRC. All returned goods must have a return authorization number (RA#). These limited warranties do not apply to damages caused by accident, abuse, or adverse climatic conditions where temperatures and humidity are over normal level for human comfort. These limited warranties will not be honored if BRC products are misused or if installation instructions supplied by BRC are not followed properly. Any attempt by personnel unauthorized by BRC to repair or modify a BRC product will render these limited warranties invalid. The responsibility of BRC is limited exclusively to the above mentioned and in no way will BRC be held responsible for circumstantial damages consequent to the use of their products. In the case of products such as paint and vinyls where manufacturers cannot warranty absolute color match, BRC declines all responsibility for any color variations, discrepancies or fading.

## Warranty | Dauphin

---

Dauphin North America warrants its seating to be free from defects in material and workmanship for as long as the original customer owns and uses the product under normal single-shift office conditions. If a product is defective, and if written notice of the defect is given to Dauphin North America within the applicable warranty period, Dauphin, at its option, will either repair or replace the defective part or product with a comparable component or product.

This warranty does not apply to defects from normal wear and tear, accidents, negligence, abuse, shipment, handling, storage or environmental conditions nor does it apply to "Customer's Own Materials". Any modifications to our products made by the purchaser, purchaser's employees or agents, voids this warranty. This warranty extends to all product shipped after June 15, 1998 which are used for normal office purposes and single-shift service. All claims under this warranty must be made by the original purchaser within 30 days of alleged defect. This warranty is the customer's sole remedy for product defect. No other expressed or implied warranty is provided. Dauphin North America is not responsible for any consequential, economic or incidental damages arising from any product defect. The Lifetime Warranty applies to all products, and parts except as noted: Seating Mechanisms - 10years; Foam, Dauphin Fabrics and other upholstery materials - 3 years; Fluid-Motion Backrest Cylinders - 5 years; Stacking & Side Chair Frames - 10 years.

# Warranty | Davis

---

## Five-Year Warranty

For products sold after January 1, 2001, subject to the limitations, exclusions and disclaimers set Limited Warranty forth below, (which are expressly incorporated herein), Davis warrants its products to be free from defects in workmanship and materials for a period of five (5) years after the date of original shipment (the "Warranty Period"), provided the product is used in the manner and under the conditions for which it is designed.

## Limitation of Liability

1. This warranty shall apply only if (i) Purchaser notifies Seller in writing of the claimed defect within 30 days of discovery; (ii) Purchaser discovers the claimed defect within the Warranty Period; (iii) Purchaser allows Seller to inspect the Goods claimed to be defective; and (iv) Seller or its representative confirms the defect in writing to Purchaser.
2. This Davis Limited Warranty extends only to defects in materials and workmanship which occur during "normal use and service" as defined below, and it does not apply to: (a) Goods that have not been maintained in accordance with instructions or that have been accidentally damaged; (b) defects attributable in any way to installation, modification, cleaning, or repair made by any party other than Davis; or (c) mishandling, accident, fire, lightning, other hazards whether natural or man-made, or shipment. "Normal use and service" means that the product will be used in a typical office environment for 40-45 hours per week.
3. Products that are non-standard are not covered under this warranty.
4. Further, this warranty shall not apply if (a) Purchaser or a third party modifies or repairs the Goods without Davis' prior written approval; or (b) after discovery of a defect, Purchaser fails to take prompt and reasonable steps to prevent the defect from becoming more serious. If Goods are repaired in the field by someone other than Davis, then the warranty on that repair is from the person or company making that repair, not Davis.
5. Davis guarantees upholstered products only to be free from defects and that the upholstery is tailored according

## Warranty | Davis

---

to product specifications. Davis offers no warranty, either implied or expressed, on any fabrics or leathers. Fabrics and leathers carry warranties from the fabric manufacturer or reseller, and most contract fabrics and leathers have only a one to two year warranty period. Please refer to each resellers warranties before specifying. Because every fabric specification is different and application for use must be taken into consideration, Davis shall not be held responsible in any manner for wrong specification of fabric, and Davis does not guarantee specified fabric for tailoring, wear, durability, or light fastness. Davis makes no warranty of any kind with respect to “customer’s own materials” (COM), “customer’s own leathers” (COL), or non-standard materials selected by and used at the request of the purchaser.

6. Variations in grain, color, marks, scars, texture and pattern of wood, leather and textiles may occur as a result of nature, dye lot, exposure to light, and aging. Davis makes no warranty with respect to matching of grain, textures, pattern or colors of such materials, including an exact match to wood chips, color samples, or swatch cards.

7. The Aero Bench (all aluminum), Loop (with outdoor powdercoate finish) and Veer tables have been approved for outdoor use. The formation of rust and/or corrosion on these series due to outdoor use does not constitute a defect in materials and workmanship, and is not covered under this warranty.

8. During the Warranty Period, if a Davis product does not conform to this limited warranty, the purchaser’s sole and exclusive remedy against Seller arising out of or in connection with any claimed defect in any Goods sold hereunder, whether based upon contract, strict liability or negligence, and whether for personal injury, commercial loss, or other monetary loss, shall be at Davis’ option and sole discretion, is one of the following:

- (a) Repair of the defective component or product,
- (b) Replacement of the defective component or product, or
- (c) Refund of the original purchase price paid for the defective product upon return of the defective product to Davis.

## Warranty | Gordon International

---

Gordon International unconditionally warrants all items in the standard product line against defects in materials and workmanship for a period of ten (10) years from the date of Shipment. This warranty does not cover upholstery materials, either supplied by us or the purchaser. Should a defect occur, we will repair or replace (at our option) defective goods free of charge - provided product is returned to us promptly, as directed, prepaid, and with a return authorization number.

This warranty only applies to products used under the conditions for which they were designed. In no event shall our warranty exceed the original price paid for the merchandise. No deductions for repairs made in the field will be allowed without prior written consent. This warranty does not apply to furniture damaged by accident, abuse, neglect, or misuse, nor does it apply to unauthorized repairs. Goods believed to be defective must be taken out of service immediately.

Gordon International appreciates your consideration and thanks you for your interest and willingness to thoroughly consider our Terms and Conditions of Sale. We look forward to working with you and remain available to answer any questions you may have.

[http://www.gordoninternational.com/terms\\_and\\_conditions.htm](http://www.gordoninternational.com/terms_and_conditions.htm)

# Warranty | Herman Miller Inc.

---

Our warranty covers everything—including electrical components, casters, pneumatic cylinders, tilts, and all moving mechanisms. It recognizes the changing nature of work and the need for products that can stand up to continuous use. And it means that when warranty work is performed in the U.S. and Canada, Herman Miller foots the bill. At Herman Miller, we work for a better world around you. Our products— and our promise to stand behind their quality 100 percent—are designed to improve your environment whether it's an office, hospital, school, home, an entire building, or the world at large.

All products sold under the Herman Miller brand, including Herman Miller Collection, Herman Miller Healthcare, and Geiger®, are backed by our 12-year, 3-shift warranty, except as limited or described below. Warranty information for Nemschoff Chairs, Inc., can be found by visiting [nemschoff.com/customer-service/warranty](https://nemschoff.com/customer-service/warranty).

## **Herman Miller Products**

5 years

Ardea® personal light, Connect™ power and data, Flute™ personal light, Herman Miller International Collection™, laptop holder (Y7522.), laptop/projector stand (Y7524.), RoomTune® tackboard and markerboard, single monitor arm (Y7520.), Tone™ personal light, Twist™ LED task light

1 year

Scooter® stand with wood top

## **Herman Miller Collection Products**

5 years

AGL Table Group™; Capelli stool; Eames® chaise, desk units, Hang-It-All®, lounge chair and ottoman, molded plywood lounge and dining chairs, molded fiberglass chairs, molded plastic chairs, molded wood side chairs, molded plywood coffee table, molded plywood folding screen, rectangular coffee table, sofa compact, storage units, two- and three-seat sofas, upholstered molded fiberglass chairs, upholstered molded plastic chairs, walnut stool, wire base elliptical table, wire base low table, and wire chairs; Goetz™ sofa; Nelson™ basic cabinet series, coconut chair, marshmallow sofa, miniature chests, pedestal stool, platform bench, platform bench cushion, swag leg group, thin edge group, and x-leg tables; Noguchi® table and Noguchi Rudder Table™; Wireframe™ sofa group.

# Warranty | Herman Miller Inc.

---

3 years

Eames aluminum group outdoor, Eames table outdoor, and Eames wire base low table outdoor; Nelson pedestal table outdoor

## **Herman Miller Healthcare Products**

5 years

Compass™ above-bed light; Procedure/Supply Carts basic, deluxe, and proximity keyless lock bars (CT621., CT630.D, CT630.P)

3 years

Compass system faucets; electric motors for height-adjustable tables and keyless entry lock bar (CT620.)

1 year

Compass system faucet sensors and control box

## **Herman Miller Options<sup>SM</sup> and Vary Easy<sup>®</sup>**

Standard product warranty unless otherwise noted on individual product quotes

## **Herman Miller Materials**

5 years

Herman Miller proprietary fabrics applied to seating products (exceptions covered under 12-year warranty include AireWeave™, Balance, Bingo, Colorguard, Crossing, FLEXNET™, Leather, Lyris 2™, MCL Leather, Pellicle®, and Rhythm)

3 years

Herman Miller Textile Alliance Program<sup>SM</sup>

1 year

Herman Miller Design on Textile (DOT™) and Customer's Own Image (COI)

## **All Other Products, Parts, and Services**

5 years

## Warranty | Herman Miller Inc.

---

Electronic ballasts used in task lighting; mechanical components (drive shaft, crank handle, etc.) on Everywhere™ table legs (DT6 and DT7) and Renew™ Sit-to-Stand Tables  
3 years

All service parts  
2 years

Electrical components (switch, control box, etc.) on Everywhere table legs (DT6 and DT7) and Renew Sit-to-Stand Tables  
6 months

All other products, parts, and any services not listed above, sold or furnished by Herman Miller or its subsidiaries, except for consumable products such as light bulbs, fans, keyless locks, and other electronic products for which no warranty is given

### **Other Manufacturers' Products**

2 years

Magis- and Mattiazzi-branded products are warranted for two years from the date of purchase by the original purchaser.

None

Herman Miller will pass through to the original purchaser any warranty supplied by other manufacturers to the extent possible, including, but not limited to, open-line laminates.

Provisions that apply to all Herman Miller-branded products and services:

Herman Miller, Inc. ("Herman Miller"), 855 East Main Avenue, PO Box 302, Zeeland, Michigan 49464-0302, USA, warrants the products sold by it and its subsidiaries to be free from defects in material and workmanship, regardless of the number of shifts during which the products are used, for the warranty periods specified.

This warranty covers the sale of Herman Miller product in all countries. Not all of the product lines appearing on this list are marketed by Herman Miller in all countries, and appearance on this list does not imply an offer for sale of a product line in a particular place. Product line availability is defined in current price lists applicable to different

# Warranty | Herman Miller Inc.

---

regions.

During the applicable warranty period, Herman Miller, as its sole obligation, will repair or replace (at its option) any product, part, or component covered by this warranty and sold after the effective date of this warranty which fails under normal use as a result of a defect in material or workmanship; Herman Miller will repair or replace the aforementioned product, part, or component with a comparable product, part, or component.

This warranty extends only to the original purchasers who acquire new product from Herman Miller, its subsidiaries, or its authorized resellers. Any product, part, or component must have been used according to Herman Miller's published instructions and installed and maintained by a Herman Miller factory-trained technician or an authorized Herman Miller dealer installer. If these requirements are met, warranty coverage will be extended. Any misuse, abuse, or modification to the original product voids the warranty. Herman Miller does not warrant the performance of the product when used in combination with other than original Herman Miller product.

The warranty period starts from the date of purchase.

This document inclusively describes all of the warranties given and remedies available with respect to the company's products and services. Herman Miller and its subsidiaries disclaim any other warranty whether express or implied, statutory or otherwise, in relation to the products.

Herman Miller does not warrant:

- natural variations in wood grain or figure or the presence of character marks
- changes in surface finishes, including colorfastness, due to aging or exposure to light
- marks, scars, or wrinkles occurring naturally in leather
- veins, marks, voids, fissures, or cracks found naturally in stone

In addition, Herman Miller does not warrant:

- failure resulting from normal wear and tear

## Warranty | Herman Miller Inc.

---

- pilling of textiles
- the matching of colors, grains, or textures of natural materials
- the colorfastness or the matching of colors of textiles, including an exact match to cuttings, samples, or to swatch cards damage, marking, or staining of veneer surfaces due to contact with rubber or similar compounds; damage from sharp objects or imprinting from writing instruments, or prolonged exposure to direct sunlight
- discoloration of Lyris™, Lyris 2, and any light-colored textiles due to soiling, stains, or dye transfer from clothing including denim
- foreign objects abrading fabric over time

Herman Miller tests Customer's Own Material (COM) and other customer-supplied items for manufacturing quality only and does not provide any warranty with regard to these materials.

Herman Miller does not warrant products that are exposed to extreme environmental conditions or that have been subject to improper storage.

Herman Miller's products meet the requirements of national and specific local codes as stated in the price books and other written publications.

TO THE EXTENT ALLOWED BY LAW, ANY IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED AND TO THE EXTENT THEY ARE LEGALLY REQUIRED, ARE LIMITED IN DURATION TO THE DURATION OF THIS WRITTEN WARRANTY.

HERMAN MILLER SHALL NOT BE LIABLE FOR LOSS OF TIME, INCONVENIENCE, COMMERCIAL LOSS, OR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Applies in US only: Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, so the limitations or exclusions in the two preceding paragraphs may not apply. This warranty gives the purchaser specific legal rights; however, the purchaser may also have other rights that may vary from state to state.

## Warranty | Herman Miller Inc.

---

Applies outside US: Except as stated above, Herman Miller will not be liable for any loss or damage (including costs) however caused, whether direct or consequential, incurred or suffered by the purchaser or any third party in respect of the products but nothing contained herein will or will be considered to exclude or restrict any liability on Herman Miller's part for death or personal injury resulting from negligence.

Effective January 2014

# Warranty | Highmark

---

HIGHMARK products are manufactured with careful attention to detail and with an ongoing commitment to achieve a level of quality that is free of defects in materials and workmanship. In an effort to stand behind this philosophy, HIGHMARK hereby warrants, to the original purchaser of the product and from the original date of purchase, the following:

FOR BOLERO, CAMBER, EMME FINO, HB INSYNC, INTORUCH, KADET, MODELA, MODUS, REVEL, SPRINT PLUSH, VALENCE, WAVE, CIRO, COMPANION, LYNX, QUICKSTACKER, TEAM UP AND TEN CHAIRS

- Lifetime warranty on everything, except upholstery\*
- 5 years on upholstery\*
- This warranty is for standard commercial use, which is considered to be a standard eight hour work day, five days a week.

FOR EMME-HD, INSYNC (WITH HEAVY-DUTY UPGRADE) AND OVERTIME CHAIRS

- 10 year warranty on everything, except upholstery\*
- 2 years on upholstery\*
- This warranty is for 7 day, 24 hour multi-shift commercial use.

FOR REFLEXX CHAIRS

- 5 year warranty on everything, including upholstery\*
- This warranty is for standard commercial use, which is considered to be a standard eight hour work day, five days a week.

## THE WARRANTY

Should any product fail, the defective product must be returned to HIGHMARK or one of its authorized dealers, freight prepaid, with proof of original purchase. Written authorization must be obtained before shipping the product directly to HIGHMARK. For products shipped directly to HIGHMARK, HIGHMARK will repair or replace the part(s) or product at its discretion. If the product is returned to an authorized dealer for repairs, HIGHMARK will provide the materials to repair the product free of charge, including transportation costs.

# Warranty | Highmark

---

## FABRIC, VINYL & LEATHER VARIATIONS

- Seating upholstered in fabric, vinyl or leather is sold, subject to normal variations and/or irregularities in color, texture and grain.
- HIGHMARK is not responsible for slight differences in fabric color due to supplier dye lot differences on large orders or on repeat orders placed at later dates from the original order.

## PRODUCT DESIGN & DISCONTINUED PRODUCTS

HIGHMARK reserves the right to make alterations in design and construction or discontinue products without prior notice. If items are discontinued, HIGHMARK reserves the right to repair or replace defective components with equivalent components, if available. HIGHMARK will provide a prorated credit for warranty items that are discontinued and are no longer available.

## LIMITATION OF LIABILITY

EXCEPT AS OTHERWISE PROVIDED, HIGHMARK MAKES NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Under no circumstances, including but not limited to breach of contract, breach of warranty or negligence, shall HIGHMARK be liable for lost profits, loss of goodwill, stored data, general, special, consequential or exemplary damages, even if HIGHMARK had notice of these damages or they were foreseeable. HIGHMARK shall not be responsible for verifying Dealer's or customer's description of needs, data, or the fitness for a particular purpose of goods. HIGHMARK liability in all cases shall be limited to repair or replacement of the defective parts, or the purchase price of the product. Damages resulting from misuse, abuse, alteration, negligent use, accidents or lack of maintenance are not covered under this warranty.

For labor reimbursement, please refer to our PAL Program Form found on our website or call customer service at 800.441.4975.

## Warranty | Highmark

---

\* Upholstery = HIGHMARK Fabric, Vinyl, Leather, Mesh or Knits and all filling materials (Foam, Dacron).  
Customer's Own Material (COM/COV/COL) is not covered by upholstery warranty.

POSSESSION OF THIS PRICE LIST DOES NOT CONSTITUTE AN OFFER TO SELL.

WE RESERVE THE RIGHT TO MODIFY PRODUCTS, PRICES OR DISCONTINUE ITEMS WITHOUT PRIOR NOTIFICATION.

# Warranty | Janus Et Cie

---

## WHAT IS COVERED

JANUS et Cie warrants its products to be free from manufacturing defects for a specific period of time to the original purchaser. This warranty is exclusive to the original purchaser with proof of purchase. Proof of purchase (Original Sales Order) should indicate the name of the original buyer, date, and all product numbers. Proper maintenance, including routine cleaning, replacement of worn glides, lubrication of mechanical parts and removal of products in high winds or severe climates is the sole responsibility of the owner/user and is required in order to keep this warranty in effect. Please follow your JANUS et Cie Care & Maintenance Manual in the care and upkeep of the product(s). The maximum liability is the purchase price of the failed item in the form of a credit to replace or purchase new product(s).

## WHAT IS NOT COVERED

This Limited Warranty does not apply to damage resulting from normal wear & tear, handling, improper maintenance, abuse, accident, alteration or tampering. Cushions, fabrics, pillows, COM fabrics, frame finish and glass are not covered by this warranty. Repair or modification by anyone other than JANUS et Cie or an approved agent voids the warranty. JANUS et Cie makes no additional warranty, either express or implied, written or oral, regarding any warranty of merchantability, title, or fitness for a particular purpose. Additional exceptions may apply. Freight damage is not covered under our JANUS et Cie Limited Product Warranty. Please review our Freight Inspection Guidelines should you need to file a freight claim.

## WARRANTY STARTS ON THE DATE OF SHIPMENT

Furniture Frames\*: 3 years

Accessories: 1 year

Umbrellas & Bases: 1 year

Rugs: 1 year

\*Components such as fabric & chair feet are subject to wear and tear and are not considered part of the frame.

## GLASS, STONE, AND MARBLE TOPS

Stone and Marble tops are handcrafted from natural stone, which is a product of nature. The actual shade of each

# Warranty | Janus Et Cie

---

stone and grain movement are unique and may vary in color. These natural color variances are not covered under warranty. Glass, Stone, and Marble tops need to be inspected at the time of delivery. A signed Proof of Delivery accepting the product in good condition constitutes the product was received in good condition. Glass, Stone, and Marble tops will only be replaced upon JANUS et Cie's approval based on defects.

## WINTER STORAGE

During the winter, all furniture should be stored indoors in an upright position to allow for proper water drainage. Storing furniture upside-down may cause water to accumulate and freeze inside the frame, causing serious structural damage that is not covered by warranty. Defects that develop due to extreme climate conditions are not covered by this warranty.

## SPECIFICS

JANUS et Cie, upon its own review of the claim and circumstances, may repair or replace the product or provide parts to satisfy the claim, at its discretion. If it is determined that a replacement is required, the original warranty period remains, starting from the original date of shipment lasting three years. JANUS et Cie will provide you with a return authorization number and instructions upon a final determination that the claim is valid. Only when agreed upon in advance will JANUS et Cie pay any charges related to shipping, transportation, repair, or replacement of product under warranty review.

JANUS et Cie will make every attempt to complete the warranty repair or replacement within our standard shipment lead-times and current production capacities.

Note: JANUS et Cie or its suppliers may discontinue any component part such as fabric, paint, etc. at any time.

## JANUS et Cie LIMITED WARRANTY - TERMS AND CONDITIONS

### TO OBTAIN WARRANTY SERVICE

If you suspect a manufacturing defect, photos (digital are preferred) of claimed products must be submitted to

## Warranty | Janus Et Cie

---

the attention of JANUS et Cie Warranty Department prior to any judgment regarding defective items, along with a written description of the defect and any related circumstances thought to have caused the defect. No items will be accepted without prior written approval from JANUS et Cie.

After receiving a return authorization number from JANUS et Cie, return the product packed in its original carton (or equivalent) to the JANUS et Cie Warranty Department at the address shown below. Place the return authorization number prominently on the outside of the package. Returns not bearing return authorization information may be refused. Please include a copy of your dated invoice, keeping the original invoice for your records.

JANUS et Cie  
Attn: Warranty Department  
12310 GREENSTONE AVENUE  
SANTA FE SPRINGS, CA 90670  
800.24.JANUS

At JANUS et Cie, our goal is to provide products of exceptional quality to our clients with unsurpassed service. While we cannot warrant product against normal wear and tear or abuse, we pride ourselves in handling all true manufacturing defects swiftly and fairly.

# Warranty | Keilhauer

---

Keilhauer merchandise is warranted to be free from defects in material and workmanship as follows:

Standard usage (Single shift - 40 hours per week):

Desk, conference and task chairs - 10 years Lounge seating - 10 years  
Multi-purpose stacking chairs - 10 years Tables - 10 years  
Textiles - 1 year

24-hour usage:

Desk, conference and task chairs - 4 years.

During this warranty period Keilhauer will repair or at its option replace, free of charge, such merchandise as shall prove to be defective. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence, or abuse. Textiles, leathers, and powder coat finishes are not warranted against fading, wear or marking since that is beyond Keilhauer's control. All other warranties (including any warranty of fitness whether by law, implied or expressed, or otherwise) are hereby excluded.

## Warranty | KI

---

The Lifetime Warranty applies regardless of the number of shifts the product is used each day, unless specified as an exception. All non-lifetime product warranties covers usage for a single eight (8) hour shift per day unless otherwise noted. This warranty does not apply to damage caused by carrier, alterations to product not expressly authorized by KI, nor to products considered to be of a consumable nature such as bulbs, light ballasts, and surge suppression products. It also does not apply to "Customer's Own Material" (i.e., material supplied by the Customer that is not a standard KI product offering) used in the manufacture of KI products. KI does not warranty the matching of color, grain or texture, except to within commercially acceptable standards. A product will not be considered defective, and KI will not be obligated to replace it, if the product is subject to any of KI's written planning, installation or user guides, and is not installed or used as recommended therein.

EXCEPT AS STATED ABOVE, KI MAKES NO EXPRESS OR IMPLIED WARRANTIES AS TO ANY PRODUCT AND IN PARTICULAR MAKES NO WARRANTY OF FITNESS FOR ANY PARTICULAR USE. AT KI'S OPTION, PRODUCT REPAIR, REPLACEMENT, OR REFUND OF PURCHASE PRICE IS THE CUSTOMER'S EXCLUSIVE REMEDY FOR ANY AND ALL PRODUCT DEFECTS.

KI will not be liable for consequential, economic, or incidental damages arising from any product defect. International Warranties may differ.

## Warranty | Kusch+Co

---

HERE IS THE KUSCH+CO. WARRANTY THAT YOU REQUESTED. THIS MATERIAL IS EXTRACTED FROM OUR GENERAL TERMS AND CONDITIONS AND THE STATEMENT CAN BE FOUND IN BOTH THE KUSCH+CO. PRICE BOOK OR ON THE REVERSE SIDE OF THE ORDER ACKNOWLEDGMENT.

### LIMITED WARRANTY

SELLER WARRANTS THAT IT WILL REPAIR OR REPLACE FREE OF CHARGE ANY PRODUCTS OR COMPONENTS FOUND TO BE DEFECTIVE WHICH SHALL HAVE BEEN REPORTED TO SELLER IN WRITING WITHIN 5 YEARS AFTER BENEFICIAL DELIVERY EXCEPT PRODUCT OR COMPONENTS WHICH ARE (I) CONSUMED IN NORMAL OPERATION OR SUBJECT TO RAPID WEAR DUE TO THEIR COMPOSITION OR UTILIZATION, (II) DAMAGED BY NATURAL WEAR AND TEAR OR NATURAL INFLUENCES, (III) DAMAGED BY IMPROPER OR CARELESS HANDLING, OVERLOADING, INAPPROPRIATE INSTALLATION OR OPERATION, (IV) DAMAGED BY ADJUSTMENTS, MODIFICATIONS OR REPAIR WORK PERFORMED WITHOUT SELLER'S PRIOR CONSENT, AND (V) BY THEIR NATURE RAPIDLY EXPENDABLE SUCH AS PACKING, SEALS, PLASTIC PARTS AND FILLED-IN WORKING AGENTS, PROVIDED, THAT, THE BUYER SHALL GIVE SELLER PROMPT NOTICE OF SUCH DEFECT AND SATISFACTORY PROOF THEREOF. IF SELLER DEEMS RETURN OF THE PRODUCT IS REQUIRED FOR REPAIR, BUYER SHALL PREPAY ALL FREIGHT CHANGES TO RETURN THE PRODUCT TO SELLER'S DESIGNATED REPAIR FACILITY. WITH RESPECT TO ANY PRODUCT OR MAJOR COMPONENT THEREOF NOT MANUFACTURED BY SELLER, SELLER'S LIABILITY SHALL BE LIMITED TO THE ASSIGNMENT OF THE WARRANTY, IF ANY, GIVEN BY THE MANUFACTURER OR SUPPLIER THEREOF. PRODUCTS AND COMPONENTS, WHICH ARE REPLACED, SHALL BECOME SELLER'S PROPERTY. REPLACEMENT PRODUCTS AND COMPONENTS ARE WARRANTED AS HEREIN PROVIDED UNTIL THE EXPIRATION OF THE WARRANTY PERIOD FOR THE REPLACED PRODUCTS AND COMPONENTS BUT IN NO EVENT LESS THAN THREE MONTHS. SLIGHT VARIATIONS IN COLOR MAY APPEAR IN CERTAIN PRODUCTS DUE TO NATURAL SHADING DIFFERENCES OF INDIVIDUAL WOODS, TEXTILES, OR LEATHERS.

EXCEPT AS PROVIDED IN THIS ARTICLE 8, THIS WARRANTY SHALL BE IN LIEU OF ALL WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COURSE OF DEALING OR USAGE OF TRADE, ARISING IN CONTRACT OR IN TORT, AND THE AFORESAID REMEDY SHALL BE EXCLUSIVE WITH RESPECT TO DEFECTIVE PRODUCTS."

## Warranty | Leland

---

All merchandise is manufactured in accordance with our high industrial and design standards and is warranted to be free from defects of material and workmanship for a period of (5) five years from the date of delivery or placement in storage. This warranty covers goods under normal use and is in service under conditions for which the merchandise is designed. Leland International considers normal use to be (5) five days per week (8) eight hours per day. Extended use (multiple shifts, 24 hour facilities, etc) will reduce this warranty to (2) two years. We offer no warranty on chair upholstery materials, plastic laminate table surfaces and operating components other than those expressed by the manufacturer of those components.

Our obligation during this warranty period is limited to repair or replacement at our option. This warranty becomes null and void on any goods repaired or altered by any person not so authorized by Leland International or any merchandise which has been subject to misuse, improper storage, including placing chairs seat down on tables, negligence, or accident. We make no other warranties either expressed or implied as to any matter whatsoever, including without limitation, the condition of the merchandise, its merchantability, or its fitness for any particular user or purpose.

All claims will be processed by the Customer Service Department. All returns must be authorized in writing. Merchandise authorized for return and subsequent repair or replacement merchandise shall be removed from service, all shipping and installation charges shall be at the expense of the customer. Since furniture is installed and used under a variety of conditions, users are required to make inspections every six months to look for damage or signs of structural fatigue incurred in daily handling, use, or abuse. Inspections must include, but are not limited to, the tightening of bolts and fasteners, and the lubrication of mechanisms. Failure to properly maintain Leland products will void this warranty.

# Warranty | Mayline

---

Mayline promises to repair or replace any Mayline brand product or component that is defective in material or workmanship for as long as the original purchaser owns it. This is the sole and exclusive remedy. This warranty is subject to limitations, exclusions and other provisions as detailed below.

**Limitations involving materials and components:**

The materials and components listed below are covered according to the following schedule from the date of sale:

- **Ten Years:** Seating controls, cylinders and wood seating components.
- **Five Years:** All e5 product line, all fabric and leather seating upholstery, seating foam, seating armrests, chrome seating components, veneer finishes, and any shelving, cabinets or mobile systems and components that are either moving parts or controls and guides that are in contact with moving parts.
- **Three Years:** 4-Post wire shelving and wire components, electrical components and casters.

**Exclusions:** This warranty does not apply to the following:

- Normal wear and tear from standard use over the course of ownership.
- Damage caused by the carrier in-transit, which will be handled under Mayline's Freight Damage policy.
- Modifications or attachments to the product that are not approved by Mayline.
- Products that were not installed, used or maintained in accordance with product instructions and warnings.
- Products used for rental purposes.
- COM fabric is not covered under this warranty.
- Abuse, misuse of product, or accidents.

**Seating Usage :**

Normal commercial usage for seating is to be defined as the equivalent of a single shift within a 40-hour workweek. To the extent that a seating product is used in a manner exceeding this, the applicable warranty period will be reduced in a pro-rata manner (excluding model 2424AG which is warranted for multiple shifts).

**The Event Series:**

Mayline will warrant the materials and components of The Event Series products for the period of five years. This warranty does not apply to normal wear and tear, damage caused by the carrier in-transit, modifications or attachments to the product or where the product is not installed properly. This product must be used or maintained in accordance to the instructions. See specific product labels for maximum weight load capacities. These limits are based on the weight being evenly distributed, allowing for 1/4" deflection. This warranty does not cover any products used for rental purposes.

## Warranty | Mayline

---

Note: Some natural variations occurring in wood or leather materials are inherent in their character and cannot be avoided. Mayline does not warrant the color-fastness or matching of colors, grains or textures of such materials.

**TO THE EXTENT ALLOWED BY LAW, MAYLINE MAKES NO OTHER WARRANTY, EITHER EXPRESSED OR IMPLIED.  
MAYLINE WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.**

# Warranty | National

---

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 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, Maharam, Momentum, and 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
- Damages or failures resulting from modifications, alterations, misuse, abuse or negligence or improper care and maintenance of our products

# Warranty | National

---

## **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.

## **Engineer-to-Order Products**

National warrants all Engineer-to-Order products to be free from defects in workmanship given normal use and care for 3 years of single shift service.

## **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  
800.482.1717  
[www.nationalofficefurniture.com](http://www.nationalofficefurniture.com)

## Warranty | Nucraft

---

Nucraft warrants that each piece of furniture it manufactures will be free from defects in materials and workmanship for a period of ten years of single-shift use. Textiles, decorative trim, electrical components, lamps, mechanical devices, casters and custom-made products not described in Nucraft's catalog are warranted for one year from the date of original delivery. This warranty is applicable only if the furniture is given normal and proper care and is properly installed and maintained in an office environment. This warranty extends only to products manufactured and sold in North America and only to original purchasers acquiring new Nucraft products through authorized dealers, or from others specifically authorized by Nucraft to sell its products.

Nucraft's sole obligation under this warranty is to repair or replace, at Nucraft's discretion, products which prove to be defective during the warranty period. Purchasers may be required to establish that a claim is within the warranty period. To initiate a warranty claim, the purchaser should contact an authorized Nucraft dealer.

The warranty does not cover: 1) Damage caused by a carrier 2) COM (Customer's Own Material) specified by the customer that is not a standard product offering 3) Color, grain or texture of wood and other covering materials (due to the natural variations over which Nucraft has no control) 4) Damages resulting from user modification, attachments to a product, misuse, abuse, alteration or negligent use.

**Nucraft extends no other warranties, expressed or implied, including warranty of merchantability or fitness for a particular purpose. Nucraft shall not be liable for loss of time, inconvenience, commercial loss, incidental or consequential damages.**

5151 West River Drive  
Comstock Park, MI 49321  
nucraft.com  
p 616.784.6016  
f 616.784.4402  
877.NUCRAFT

# Warranty | Virco

---

## **VIRCO LIFETIME WARRANTY**

Virco will repair or replace, at its option, any Virco furniture or equipment product which proves to be defective in original material or workmanship as long as the product is owned by its original purchaser. This is your sole and exclusive remedy. This warranty covers products manufactured after January 1, 2014 and is subject to the following qualifications.

### **Limitations:**

From the date of purchase, Virco's warranty covers the items below as follows:

#### **10 Years**

Laminates, seating controls, all seating, desks, table and storage products unless otherwise indicated in this warranty.

#### **5 Years**

Glides, casters, pneumatic cylinders and torsion bars on mobile folding tables.

#### **1 Year**

Chairs with custom logos applied to their upholstered seats and/or backs.

### **Exclusions:**

This warranty excludes:

- Apparent defects caused by abusive or abnormal use of the product.
- Products not assembled, installed or used in compliance with Virco's product instructions or warnings.
- Failures resulting from inadequate inspection and maintenance.
- The effects of normal usage over time.
- Any damage caused during shipment (see the current Virco price list's "Steps to Take When Receiving Shipments" for more information).
- Product modifications not approved by Virco.
- Vinyl and fabric upholstery material, except as may be offered by the mill source.

## Warranty | Virco

---

- Rust caused by natural elements or high exposure to moisture.
- Products used for rental purposes.

### **Natural Materials, Color Variations & Customer's Own Materials**

Leather, wood and other natural materials may have intrinsic grains or patterns that are distinguishing features and not regarded as defects. Virco cannot warrant the matching of grains, patterns, textures, colors, or the color-fastness of such materials. In addition, Virco does not warrant Customer's Own Materials (COM) that are chosen and used in a Virco product at a customer's request.

THERE ARE NO IMPLIED WARRANTIES OF FITNESS OR MERCHANTABILITY, AND THERE ARE NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE. ALL INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE, INCLUDING BUT NOT LIMITED TO BUSINESS LOSSES, PERSONAL PROPERTY DAMAGE, AND THIRD PARTY LIABILITIES ARE HEREBY EXPRESSLY EXCLUDED.

### **To obtain service under this warranty:**

Please contact your local Virco Sales Representative or Customer Service at 800.448.4726.