

# VENDOR CONTRACT

Between Bretford Manufacturing, Inc. and  
(Company Name)

## THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

FURNITURE

CONTRACT NUMBER 1102215

## General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

### Definitions

**PURCHASE ORDER** is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

**PREMIUM HOURS** are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.

**REGULAR HOURS** are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

## **Terms and Conditions**

### **Freight**

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

### **Warranty Conditions**

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

### **Customer Support**

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

### **Contracts**

**All contracts and agreements** between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

**Contracts for purchase** will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

**Davis Bacon Act** requirements will be met when Federal Funds are used for construction and/or repair of buildings.

### **Tax exempt status**

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

### **Assignments of contracts**

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

### **Disclosures**

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

### **Renewal of Contracts**

The contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

### **Shipments**

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

### **Invoices**

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

### **Payments**

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

## **Pricing**

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. The normal fee is 2%, but can be negotiated with the Vendor.

## **Participation Fees**

Vendor or vendor assigned dealer contracts to pay the participation fee for all contract sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS contract. Failure to pay the participation fee will result in termination of contract. Please contact TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com) or call (866) 839-8477 if you have questions about paying fees.

## **Indemnity**

- 1. Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
- 2. Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and

hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

**Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.**

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

**Multiple Vendor Awards**

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

**State of Texas Franchise Tax**

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

**Miscellaneous**

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

**Purchase Order Pricing/Product Deviation**

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

**Cancellation for non-performance or contract deficiency**

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;

- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

#### **TIPS Member Purchasing Procedures**

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number". Purchase Order is emailed to TIPS at [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

#### **Form of Contract**

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

#### **Licenses**

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop

work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

### **Novation**

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

### **Site Requirements (when applicable to service or job)**

**Cleanup:** Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

**Preparation:** Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

**Registered sex offender restrictions:** For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Safety measures:** Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

### **Smoking**

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

### **Invoices**

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

**Marketing**

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

**Supplemental agreements**

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

**Legal obligations**

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

**Audit rights**

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

**Force Majeure**

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.



## **Services**

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

## **Scope of Services**

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

## **Project Delivery Order Procedures**

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

## **Scheduling of Projects**

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

## **Support Requirements**

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

## Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
  - **Promotion of Contract:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
  - **Daily Order Confirmation:** All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
  - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1<sup>st</sup> of each month.
  - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Check one of the following responses to the General Terms and Special Terms and Conditions:

We take no exceptions/deviations to the general and/or special terms and conditions.

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

We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

Exceptions:

Daily Order Confirmation--Our current order management system can issue order

confirmations 48-72 hours after the order has been entered into the system.

Novation--Bretford has no intention on selling or transferring assets. We cannot agree

to terms in the novation paragraph and would request it be stricken from the agreement.

## CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: Bretford Manufacturing, Inc.

Mailing Address: 11000 Seymour Avenue

City: Franklin Park

State: IL

Zip: 60131

Telephone Number: (800) 521-9614

Fax Number: (800) 343-1779

Email Address: jflynn@bretford.com

Authorized Signature: 

Printed Name: Gerald M. Flynn

Position: Vice President of Finance and Administration

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

Blende McNaught 10-22-15  
TIPS Authorized Signature Date

David Wayne Fitts 10-22-15  
Approved by Region VIII ESC Date

# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Mr. David Mabe National Coordinator	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	david.mabe@tips-usa.com	Contact	Kim Thompson, Coordinator of Office Operations	Contact
Phone	+1 (903) 243-4759	Department		Department
Fax	+1 (866) 749-6674	Building		Building
Bid Number	1102215	Floor/Room		Floor/Room
Title	Furniture	Telephone	+1 (866) 839-8477	Telephone
Bid Type	RFP	Fax	+1 (866) 839-8472	Fax
Issue Date	08/03/2015	Email	bids@tips-usa.com	Email
Close Date	9/11/2015 3:00:00 PM CT			
Need by Date				

## Supplier Information

Company Bretford Manufacturing, Inc.  
 Address 11000 Seymour Avenue  
 Franklin Park, IL 60131  
 Contact  
 Department  
 Building  
 Floor/Room  
 Telephone 1 (800) 5219614  
 Fax 1 (800) 3431779  
 Email  
 Submitted 9/3/2015 3:54:25 PM CT  
 Total \$0.00

Signature Nathaniel Hawkins

Email nhawkins@bretford.com

## Supplier Notes

## Bid Notes

## Bid Activities

## Bid Messages

Date	Subject	Message
08/13/15	Pre-Bid Webinar	<p>** The webinar is being recorded for those that have scheduling conflicts. Please contact TIPS at tips@tips-usa.com for a link to the recorded session.</p> <p>1. Please join my meeting.  <a href="https://global.gotomeeting.com/join/604337077">https://global.gotomeeting.com/join/604337077</a></p> <p>2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.</p> <p>Dial +1 (872) 240-3412  Access Code: 604-337-077  Audio PIN: Shown after joining the meeting</p> <p>Meeting ID: 604-337-077</p>
08/13/15	Pre-Bid Webinar	<p>** The webinar is being recorded for those that have scheduling conflicts. Please contact TIPS at tips@tips-usa.com for a link to the recorded session.</p> <p>Monday, August 17, 2015, 10:00 AM (CST)</p> <p>1. Please join my meeting.  <a href="https://global.gotomeeting.com/join/604337077">https://global.gotomeeting.com/join/604337077</a></p> <p>2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.</p> <p>Dial +1 (872) 240-3412  Access Code: 604-337-077  Audio PIN: Shown after joining the meeting</p> <p>Meeting ID: 604-337-077</p>

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	Bretford is a furniture manufacturer with a focus on classroom, collaborative, and technology support furniture.
6	Primary Contact Name	Primary Contact Name	Jeff Wood
7	Primary Contact Title	Primary Contact Title	National Sales Manager
8	Primary Contact Email	Primary Contact Email	jwood@bretford.com

9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8478011718
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	8003431779
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	2242501042
12	Secondary Contact Name	Secondary Contact Name	Nathaniel Hawkins
13	Secondary Contact Title	Secondary Contact Title	Government Contract Coordinator
14	Secondary Contact Email	Secondary Contact Email	nhawkins@bretford.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8478011515
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Nathaniel Hawkins
19	Admin Fee Contact Email	Admin Fee Contact Email	nhawkins@bretford.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8478011515
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Order Entry
22	Purchase Order Contact Email	Purchase Order Contact Email	orders@bretford.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8478011010
24	Company Website	Company Website (Format - www.company.com)	www.bretford.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	36-2113703
26	Primary Address	Primary Address	11000 Seymour Avenue
27	Primary Address City	Primary Address City	Franklin Park
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	Illinois
29	Primary Address Zip	Primary Address Zip	60131
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	classroom, technology, computer, office, Bretford, training room, cart, furniture, tablet, chromebook, laptop
31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction) (If YES, vendor should download the Federal Regulations for Contracts document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)	Yes

32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Franklin Park
34	Company Residence (State)	Vendor's principal place of business is in the state of?	IL
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)
39	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	Yes
40	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
43	Start Time	Average start time after receipt of customer order is ____ working days?	20
44	Years Experience	Company years experience in this category?	67
45	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	Yes
46	Prices are guaranteed for?	(__ Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	Discount percentage offered is good for the Term of Contract



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Line Items

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Response Total: \$0.00

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## Resellers - Dealers

Reseller/Dealer Name	Address	City	State
AA Business Environment	2601 Arctic Blvd	Anchorage	AK
Arctic Office Products	100 W. Fireweed Lane	Anchorage	AK
Arctic Office Products	1611 University Avenue S	Fairbanks	AK
Business Interiors NorthV	3909 Arctic Blvd	Anchorage	AK
Business Interiors NorthV	3909 Arctic Blvd	Anchorage	AK
Alabama Contract Sales	507 Stage Rd.	Auburn	AL
Architectual Interiors	3017B 2nd Ave. S.	Birmingham	AL
A-Z Office Resource	113 Jetplex Circle, Ste. A-	Madison	AL
Business Interiors	2101 Highland Ave. Suite	Birmingham	AL
Gulf Coast Office Product	836 Lakeside Drive	Mobile	AL
Innerspaice	12 South 20th Street	Birmingham	AL
Kyser Officeworks, Inc.	2400 Spruce Street	Montgomery	AL
McAleers Office Furniture	3305 Springhill Ave	Mobile	AL
Office Environments	138 Citation Court	Birmingham	AL
Office Environments	1827 1st Avenue North	Birmingham	AL
Office Environments	906-A Bob Wallace Avenu	Huntsville	AL
School Specialty	2010 Somerset Lane	Birmingham	AL
Strickland Companies	481 Republic Circle	Birmingham	AL
Versie Total Office Solutio	7051 Fain Park Dr, Ste 20	Montgomery	AL
Synergetics DCS	44878 Highway 17	Vernon	AL
Demco, Inc (Eastern US)	PO Box 14077	Madison	WI
School Specialty	PO Box 1017	Appleton	WI
Contrax Furnishings	690 NE 23rd Avenue	Gainesville	FL
Get To Work	3425 Sevier Drive	North Little Rock	AR
Innerplan Office Interiors	310 E. 3rd Street	Little Rock	AR
Workplace Resource of Li	409 E. 3rd Street	Little Rock	AR
Demco, Inc (Western US)	PO Box 14077	Madison	WI
Target Commercial Interio	550 Priest Drive	Tempe	AZ
Goodmans Interior Struct	1400 E. Indian School Roa	Phoenix	AZ
D&D Security Resources,	4861 Sunset Dr., Ste. 105	Martinez	CA
Arey Jones	1055 6th Avenue, #101	San Diego	CA
Associates Purchasing	10351 Santa Monica Blvd	Los Angeles	CA
BKM Office Works of San	9201 Spectrum Center Bl	San Diego	CA
CCS Presentation System	5055 Wilshire Blvd	Los Angeles	CA
CCS Presentation System	3525 Hyland Ave., Suite 1	Costa Mesa	CA
CCS Presentation System	7284 Clairemont Mesa Bl	San Diego	CA
CCS Presentation System	2501 Junction Avenue	San Jose	CA
Contract Interiors	4450 North Brawley, Suit	Fresno	CA
Contract Interiors	4250 Executive Square, S	La Jolla	CA
Contract Office Group	931 Cadillac Court	Milpitas	CA
Contrax Furnishings	690 NE 23rd Avenue	Gainesville	FL
CRI of San Francisco	130 Sutter Street	San Francisco	CA
CSI Fullmer	696 E. Colorado Blvd.	Pasadena	CA
D&D Security Resources,	716 S. Richfield Rd	Placentia	CA

Demco	4810 Forrest Run Rd.	Madison	WI
EC West	PO Box 1526	Pismo	CA
Executive Business Produ	3462 W. Holland Ave.	Fresno	CA
G & M Business Interiors	1099 W. La Cadena Dr.	Riverside	CA
Highsmith Inc	Highway 106 East	Ft. Atkinson	WI
Keller Group	3041 65th Street, Suite 3	Sacramento	CA
M3-LLC	54 W. Green St. Studio 1	Pasadena	CA
McAllister OP	23501 Pk Sorrento Suite 2	Calabasas	CA
McMahan Business Int	8645 Research Dr.	Irvine	CA
Michael's Business Furnis	8938 Airport Rd. Suite A	Redding	CA
Miles Treaster & Associat	3480 Industrial Blvd., Suit	Sacramento	CA
One Workplace	475 Brannan Street, Ste. 1	San Francisco	CA
One Workplace L F	1057 Montague Expressw	Milpitas	CA
Parron-Hall Office Int	7700 West Ronson Rd. #1	San Diego	CA
Pivot Interiors	2740 Zanker Rd, Suite 10	San Jose	CA
Purchase Planners Group	801 S. Grand Ave., Ste. 42	Los Angeles	CA
Sam Yocum Inc	809 W. Santa Anita St.	San Gabriel	CA
School Specialty (Norther	8178 Pond Brook Way	Elk Grove	CA
School Specialty (Soutner	PO Box 1017	Appleton	WI
System Source	6601 Center Dr. West, Su	Los Angeles	CA
Tangram	9200 Sorenson Avenue	Santa Fe Springs	CA
The Trope Group	2349 Circadian Way	San Jose	CA
Tri County Office Furnitur	230 Santa Barbara St.	Santa Barbara	CA
Troxell Communications	19229 Sonoma Hwy 286	Sonoma	CA
United Corporate Furnish	1780 N. Market Blvd.	Sacramento	CA
Western Contract Furnish	11455 Folsom Blvd	Rancho Cordova	CA
Workplace Resource of Sc	8560 Sunset Blvd, 5th Fl.	West Hollywood	CA
Workplace Resource of Sc	3200 Bristol St., 3rd Fl.	Costa Mesa	CA
Workspaces Design and F	2540 Zanella Way, Suite 3	Chico	CA
ISEC	33 Inverness Drive	Englewood	CO
OfficeScapes	9900 East 51st Street	Denver	CO
OfficeScapes	2506 Zeppelin Road	Colorado Springs	CO
OfficeScapes	4812 McMurry St., Ste. 18	Fort Collins	CO
Workplace Resource--Col	13 S. Tejon Dr., Ste 200	Colorado Springs	CO
Workplace Resource--Der	1899 Wynkoop St., Ste. 5	Denver	CO
BKM Total Office	2686 Berlin Turnpike	Newington	CT
School Furnishings, Inc.	29 Northfield	West Hartford	CT
School Specialty	72 Bunker Hill Road	Canton	CT
WB Mason	43 North Rd.	East Windson	CT
Contract Office Solutions,	2425 Larkin St.	Pensacola	FL
Empire Office	2 Oakwood Boulevard	Hollywood	FL
Aaron's Government and	1900 Buford Highway	Duluth	GA
AFF Services, Inc	P.O. Box 942136	Atlanta	GA
Carithers Wallace Courte	4343 Northeast Expressw	Atlanta	GA
Ernie Morris Enterprises	3348 Peachtree Road, NE	Atlanta	GA
Georgia Institutional Furn	103 Gardner Park	Peachtree City	GA
Ivan Allen Workspace, LLC	1000 Marietta St. SW, Ste	Atlanta	GA

Jeanetta Design Associates	1905 Buford Dam Road	Buford	GA
National Office Systems	125 MLK Boulevard	Savannah	GA
Nisewonger Audio Visual	1125 Cripple Creek Drive	Lawrenceville	GA
Office Interiors, Inc	260 Peachtree St. NW, Su	Atlanta	GA
Russell Ventures	320 NorthPoint Parkway,	Ackworth	GA
School Specialty	100 Paragon Pkwy	Paragon	OH
TAP Office Furniture	140 Willingham Drive	Bolingbrooke	GA
The Workplace, Inc	1580 Boggs Rd.	Duluth	GA
Contrax Furnishings	690 NE 23rd Avenue	Gainsville	FL
Contract Furnishers of Ha	50 South Beretania Street	Honolulu	HI
Servco School & Office Fi	2766 Weiwai Loop, Suite	Honolulu	HI
All Makes Office Equipme	11291 Aurora Avenue #7	Urbandale	IA
Storey Kenworthy Compa	309 Locust Street	Des Moines	IA
Troxell Communications	19229 Sonoma Hwy 286	Sonoma	CA
Lowery McDonnell	265 Mitel Drive	Wood Dale	IL
Office Concepts	1142 N. Branch	Chicago	IL
Target Commercial Interio	801 N. Perryville Road	Rockford	IL
Thomas Interior Systems	476 Brighton Drive	Bloomington	IL
Education Furniture, LTD.	620 E. 18th Street	Muncie	IN
Lee Company	27 S. 12th Street	Terra Haute	IN
Worksquared	12000 Exit 5 Parkway	Fishers	IN
Business Furniture LLC	6102 Victory Way	Indianapolis	IN
MBI Office	14205 W 95th Street	Lenexa	KS
Mid States School Equipm	810-C NW Main St.	Lee's Summit	MO
Scott Rice Office Works	14720 W. 105th St.	Lenexa	KS
Scott Rice Office Works	1201 Wakarusa Ste. B1	Lawrence	KS
Spaces, Inc.	14950 W. 86th Street	Lenexa	KS
Today's Office Furniture	120 E. Chestnut	Garden City	KS
Designed Business Interio	107 SW 6th Street	Topeka	KS
John A. Marshall	100 N. Broadway, Suite 1	Wichita	KS
ID+A	1700 S. 5th Street	Louisville	KY
Tom Sexton & Associates	65 Cummings Drive	Walton	KY
Aram Kaz	383 Silas Deane Highway	Wethersfield	MA
Creative Office Pavilion-B	1 Design Center Place	Boston	MA
Creative Office Pavilion-M	90 Commerce Way	Woburn	MA
Lexington Group	380 Union Street	West Springfield	MA
New England Office	135 Lundquist Drive	Braintree	MA
OFI	26 Garfield Street	Newington	MA
RV Leonard	1362 Washington Street	Weymouth	MA
School Furnishings, Inc.	13 Columbia Drive, Unit 2	Amherst	NH
School Specialty	PO Box 1017	Appleton	WI
Valley Communication Sy	20 1st Street	Chicopee	MA
WB Mason	59 Centre Street	Brockton	MA
Contrax Furnishings	690 NE 23rd Avenue	Gainsville	FL
American Office	309 N. Calvert Street	Baltimore	MD
Contrax Furnishings	1311 D Villa Way	Charlottesville	VA
Douron, Inc.	30 New Plant Court	Owings Mills	MD

Glover Equipment	221 Cockeyville Road	Cockeyville	MD
Innovative Business Interi	914 Silver Spring Avenue,	Silver Spring	MD
Price Modern	2604 Sisson Street	Baltimore	MD
Rudolph's Office & Comp	5020 Campbell Blvd., Suit	Baltimore	MD
Seebree & Associates	404 Red Meadows Court	Reistertown	MD
US Business Interiors	8800 Lottsford Road	Largo	MD
wurkSPACE	8775 Centre Park Drive, #	Columbia	MD
Kunz, Inc.	1630 Sulphur Springs Roa	Baltimore	MD
School Outfitters	3736 Regent Ave	Cincinnati	OH
Creative Office Pavilion—	141 Middle Street	Portland	ME
Custer Office Environmen	217 Grandville Avenue SV	Grand Rapids	MI
Custer Workplace Interio	217 Grandville Avenue SV	Grand Rapids	MI
Facility Matrix Group	325 E. Eisenhower Parkw	Ann Arbor	MI
Worksquared	4633 Patterson SE., Ste. A	Grand Rapids	MI
Worksquared	46855 Magellan Dr., Ste.	Novi	MI
Worksquared	5080 Lovers Lane	Kalamazoo	MI
Worksquared	3135 Pine Tree Rd., Ste. 2	Lansing	MI
Worksquared	1101 Hammond Rd., Suite	Traverse City	MI
Fluid Interiors LLC	100 North 6th Street	Minneapolis	MN
Target Commercial Interio	3000 Division Avenue	St. Cloud	MN
CI Select	1716 Hidden Creek Ct.	St. Louis	MO
Color Art Integrated Inter	1325 North Warson Road	St. Louis	MO
Office Furniture Solutions	11485 Page Service Drive	St. Louis	MO
Associated Office System:	400 Poudras St. Suite 170	New Orleans	LA
Brittco	102 Graves Street.	Batesville	MS
Business Furniture Solutio	110 Metroplex Blvd. Suite	Pearl	MS
Business Interiors	PO Box 3670	Jackson	MS
Commercial Designs, Inc.	619 Harbor Ridge Dr.	Brandon	MS
Contract Furniture Group	3700 Orleans Avenue, Sui	New Orleans	LA
Dawkins Office Supply	221 Main Street	Greenville	MS
Howard Industries	36 Howard Drive	Ellisville	MS
Library Interiors	2801 Division Street	Metairie	LA
Magnolia State School Pro	4158 Highway 45 North	Columbus	MS
Microcomputer Systems	207 Katherine Drive	Jackson	MS
Mississippi Business Furni	100 East Capitol Street	Jackson	MS
My Office Products	1822 International Drive	Tupelo	MS
Office Alley Furniture	51 Orange Drive	Laurel	MS
Office Innovations Corp	834 Wilson Drive, Suite C	Ridgeland	MS
School Specialty	2803 N. Frankfort	Russellville	AR
School Specialty--Cent. M	5040 Meadow Oaks Park	Jackson	MS
School Specialty--North N	117 Simmons Street	Water Valley	MS
School Specialty--South N	910 Clardy Drive	Columbus	MS
Workplace Resource of N	834 Wilson Drive, Suite C	Ridgeland	MS
Montana School Equipme	712 S. 13th Street	Great Falls	MT
AFP School Supply	7436 SW 48th Street	Miami	FL
Alfred Williams & Co--Ch	505 Cedar Street	Charlotte	NC
Alfred Williams & Co--Dui	3109 University Lane, Sui	Durham	NC

Alfred Williams & Co--Ral	1533 Capital Blvd.	Raleigh	NC
Brame School Products	949 Washington Street	Durham	NC
CamCor	2273 S. Church Street	Burlington	NC
Contemporary Galleries	236 Summit Drive	Mocksville	NC
Gregory Grier, Inc.	2326 Distribution Street	Charlotte	NC
Lee Hartman & Sons	3236 Cove Road NW	Roanoke	VA
MDM Commercial Enterp	2320 South 3rd Street	Jacksonville	FL
Office Environments of A	1070 Tunnell Road	Ashville	NC
One Source	961 Burke Street	Winston Salem	NC
Storr Office Environment	10800 World Trade Blvd.	Raleigh	NC
Storr Office Environment	496-A Gallimore Dairy Ro	Greensboro	NC
Forms & Supply	99 Vantage Point Drive	Columbia	SC
All Makes Office Equipme	2559 Farnam Street	Omaha	NE
AOI--Lincoln	8320 Cody Dr.	Lincoln	NE
AOI--Omaha	8801 S. 137th Circle	Omaha	NE
VSA Inc.	6929 Seward Avenue	Lincoln	NE
Creative Office Pavilion—	155 Dow Street, Unit 100	Manchester	NH
School Furnishings, Inc.	13 Columbia Drive, Unit 2	Amherst	NH
Able Office Supply	105 Sylvania Place	South Plainfield	NJ
Arenson Office Furnishing	1115 Broadway, 6th Floor	New York	NY
BFI	10 Lanidex Ctr. West	Persippany	NJ
Commercial Furniture Int	1135 Spruce Drive	Mountainside	NJ
Meco Office	1000 Kennedy Avenue	Union City	NJ
PEMCO of New Jersey	439 Broad St	Trenton	NJ
Tanner North Jersey Inc.	1251 Lakewood-Farmingc	Howell	NJ
Beck Total Office Interior	5300 Eagle Rick Ave. NE, 4	Albuquerque	NM
Contract Associates	800 20th Northwest	Albuquerque	NM
Goodmans Interior Struct	4860 Pan American Freew	Albuquerque	NM
Machabee Office Environ	1335 Greg Parkway, Suite	Sparks	NV
Machabee Office Environ	6435 Sunset Corporate Dr	Las Vegas	NV
Alianza Services LLC	411 Theodore Fremd Ave	Rye	NY
Creative Office Pavilion	160 Madison Avenue	New York	NY
Merkel Donahue	One Woodbury Blvd.	Rochester	NY
Millington Lockwood	3901 Genesee Street, Sui	Buffalo	NY
PC University	99 West Hawthorne Ave.,	Valley Stream	NY
Office Furniture Warehou	3108 Expressway Dr., Sou	Islanda	NY
School Specialty	138 Bluebird Drive	Montgomery	NY
United Supply Corp.	250 44th St.	Brooklyn	NY
WB Mason	76 Progress Drive	Stamford	CT
Boise Cascade Office Proc	1331 Bottonfield Street	Columbus	OH
Continental Office Enviro	2601 Silver Drive	Columbus	OH
Dew-El Corp.	10841 Paw Paw Drive	Holland	MI
Dunckel Distributing Co.	PO Box 204	Ravenna	OH
Elements IV Interiors	7464 Webster Street	Dayton	OH
Highsmith Inc	Highway 106 East	Ft. Atkinson	WI
Holcomb's Education Res	3205 Harvard	Cleveland	OH
Integrated WorkSpace So	6 West 12th Street	Cincinnati	OH



Spectrum	1003 W. Ninth Avenue	King of Prussia	PA
Stone Office Inc	321-327 Pear Street	Scranton	PA
Supply Source, Inc--Harris	2323 Woodlawn Street	Harrisburg	PA
Supply Source, Inc--Johns	521 Napoleon Street	Johnston	PA
Supply Source, Inc--Lanca	1858 Charter Lane	Lancaster	PA
Supply Source, Inc--State	200 Calder Way	State College	PA
Supply Source, Inc--Willia	415 West Third Street	Williamsport	PA
WB Mason	59 Center Street	Brockton	MA
Wrigley's Office Supply #1	1090B N. Reading Avenue	Boyertown	PA
ATD American	135 Greenwood Avenue	Wyncote	PA
Contrax Furnishings	690 N.E. 23rd Avenue	Gainesville	FL
Contiental Office Furnitur	700 E Waterfront	Homestead	PA
Creative Office Pavilion—	10 Mutual Place	Providence	RI
Alfred Williams	P.O. Box 11503	Columbia	SC
Applied Video System	5816 -D - Shakespeare Rd	Columbia	SC
Business Interiors by Stap	300 Arbor Lake Dr.	Columbia	SC
CamCor	930 Folly Road	Charleston	SC
CDW Government, Inc.	230 N. Milwaukee Ave.	Vernon Hills	IL
Clark Powell	342 Riverchase Way, Suit	Lexington	SC
Contrax Furnishings	6212 Lowergate Dr.	Waxhaw	NC
Dell	P.O. Box 676044	Dallas	TX
Klingman Williams	301 River St.	Greenville	SC
Miller's	138 Commerce Center	Greenville	SC
Miller's of Charleston	494 Wando Park Blvd., St	Mt. Pleasant	SC
Miller's of Columbia	2905 Two Notch Road	Columbia	SC
PC Mall--Gov	7421 Gateway Court	Manassas	VA
School Specialty	103 Wollow Creek Drive	Irmo	SC
School Specialty	212 Fox Catcher Drive	Myrtle Beach	SC
Troxell Communications	1013 Broad River Road #	Columbia	SC
A-Z Office Resource	809 South Garden St.	Columbus	TN
A-Z Office Resource	2664-A Bells Highway	Jackson	TN
Memphis Business Interic	4539 W. Distriplex Drive	Memphis	TN
Ables Land, Inc. (HUB De	420-428 South Fannin	Tyler	TX
Audio Visual Aids Corp	2903 N. Flores Street	San Antonio	TX
BPSI/Rio Grande Contract	1616 Bassett Avenue	El Paso	TX
Brenham Office Supply	304 W. Main St.	Brenham	TX
Business Interiors	1111 Valley View Lane	Irving	TX
Business Interiors by Stap	6400 Hollister	Houston	TX
Business Interiors by Stap	2777 Stemmons Freeway	Dallas	TX
Business Interiors of Texa	223 N. Chaparral	Corpus Cristi	TX
Educator's Depot Inc.	17424 W. Grand Parkway	Sugar Land	TX
Ergonomic Office Solutior	600 N. Highway 3	League City	TX
Firmin's Office City	2217 N. State Line Avenu	Texarkana	TX
Gateway Printing and Off	315 S. Closner	Edinburg	TX
Global I.T. Solutions (HUB	3850 Gladenridge, Suite A	Houston	TX
Intelligent Interiors	16837 Addison Rd., Ste. 5	Addison	TX
J. Tyler	5920 Milwee	Houston	TX



McCoy's Inc.	PO Box 924488	Houston	TX
Office Furniture Innovativ	PO Box 841797	Houston	TX
Office Furniture Interiors	1901 Shipman	San Antonio	TX
Office Pavilion	10030 Bent Oak Drive	Houston	TX
Office Source Ltd.	1617 E. Commerce St, Sui	San Antonio	TX
Officewise--Lubbock (HU	1212 Avenue J	Lubbock	TX
Perry Office Plus	1401 N. Third	Temple	TX
Rockford Business	211 East Riverside	Austin	TX
School Specialty	100 Paragon Parkway	Mansfield	OH
Shelton-Keller Group (HU	200 East Cesar Chavez Str	Austin	TX
Spencer Company	2121 N. Akard	Dallas	TX
Summit Integration Syste	5440 Brittmoore Road	Houston	TX
Texas Wilson Office Furni	6812 Fairground Parkway	San Antonio	TX
Troxell Communications	4830 S. 38th Street	Phoenix	AZ
Vanguard Environments	7026 Old Katy Road, Suite	Houston	TX
Wilson Office Interiors	1540 Champion Drive	Carrollton	TX
Wilton's OfficeWorks, LTI	181 North Earl Rudder Fr	Bryan	TX
Workplace Resource Gro	2941 Trade Center Dr., Su	Carrollton	TX
Workplace Resources, LLC	1717 W. 6th St., Suite 19	Austin	TX
Worthington Contract Fu	13740 Research Blvd., Blc	Austin	TX
EduTek Corporation	79 West 4500 South, Suit	Murray	UT
Henriksen Butler	249 South 400 East	Salt Lake City	UT
Interior Solutions	522 South 400 West	Salt Lake City	UT
Pioneer Specialties	8580 Chromalloy Circle	West Jordan	UT
American Office--Chantill	14801 Willard Road	Chantilly	VA
American Office--Charlot	400 Preston Avenue	Charlottesville	VA
American Office--Norfolk	5701 Cleveland Street, Su	Virginia Beach	VA
American Office--Richmo	7100 Forest Avenue, Suit	Richmond	VA
Commonwealth School Fu	11601 Plantation Trace D	Chesterfield	VA
Harris Office Furniture	520 Kimball Avenue	Roanoke	VA
SupplySource LLC	2107 Wilson Blvd., Suite	Arlington	VA
The Filing Cabinet	1393 London Bridge Road	Virginia Beach	VA
Washington Workplace	2300 South Ninth Street	Arlington	VA
Apex Facility Resources	4435 Colorado Avenue	Seattle	WA
Saxton Bradley Inc.	801 SW 16th Street, Suite	Renton	WA
Building Service, Inc	11925 Carmen Avenue	Milwaukee	WI
Emmons Business Interio	4604 Hammersley Road	Madison	WI
Emmons Business Interio	5225 Joerns Drive	Stevens Point	WI
EPA Audio Visual Inc.	7910 Highway 55	Rockford	MN
Highsmith Inc	W5227 State Road 106	Ft. Atkinson	WI
Intereum	845 Berkshire Lane North	Plymouth	MN
Interior Investments	502 S. High Point Road	Madison	WI
Lowery McDonnell	N101 W14697 Raintree D	Germantown	WI
Lowery McDonnell	2416 13th Street	Eau Claire	WI
Lowery McDonnell	16915 Vanderbilt Street	Brookfield	WI
Marshfield Book & Statio	M 111 McMillan Ave.	Marshfield	WI
OM Workspace	16225 W. Stratton Drive	New Berlin	WI

Schroeder Solutions	1920 South Calhoun Road	New Berlin	WI
Stone Office Services	1407 Third Street	Wausau	WI
Target Commercial Interiors	1020 John Nolen Drive	Madison	WI
Target Commercial Interiors	1365 North Road	Green Bay	WI
Target Commercial Interiors	2804 Rib Mountain Dr., S	Wausau	WI
The Goodson Company	9373 N. Fairway Circle	Bayside	WI
United Visual	400 W. Wisconsin Avenue	Milwaukee	WI
Contemporary Galleries	1210 Smith Street	Charleston	WV

Zip	Contact Name	Contact Email	Contact Phone
99503	Bill Ure	bill.ure@aakonline.com	907-258-3534 x101
99503	Jim Strong		907-276-2322
99709	Customer Service		907-459-0303
99503	Lonnie Hawkins	lhawkins@binw.com	907-771-7610
99503	Tom Hawkins	thawkins@binw.com	907-771-7617
36831	Rebecca Dowdy		334-821-4500
35233	Cathy Waters		205-871-4599
35758	Randy Green	rgreen@aorinc.com	615-831-0600
35205	Steve Groover		205-939-1008
36693	Pete Peterson		251-476-7100
35201	Sam Sparks		205-323-2491
36107	Mike Bogardus		334-834-9400
36607	Sara Trione		334-476-8558
35209	Brian McMahan		205-930-0238
35203	Customer Service		205-443-8300
35801	Customer Service		205-704-5001
35242	Joe Molay		205-907-0133
35214	Eric Upshaw		205-798-3000 x941
36117	Areda Alexander		334-215-4516
35592	Matt Furman		662-324-9484
53708	Kristopher L. Snow	contracts@demco.com	866-558-9068
54912	Customer Service		888-388-3224
32609	Chad Mitchell	cmitchell@contrax.com	479-280-4837
72116	Gwyn Stassle	gwyn@gwynstassle.com	501-231-7676
72201	Jill Cederquist	jill@innerplan.com	479-695-1326
72201	Karen Williams	karen_williams@herman	501-244-9696
53708	Thad Branch	contracts@demco.com	866-558-9068
85284	Jim Lynkins	jim.lynkins@targetinterio	602-417-1205
85014	Adam Goodman	agoodman@goodmans.ir	602-263-1110
94553	Jeff Rogers		800-453-4195
92101	Cathy Carini-Terzoli	cathy@areyjones.com	800-998-9199
90025	Jonathan Felton		310-286-1800
92123	Larry Landes		858-569-4700
90036	Customer Service		323-954-7754
92626	Customer Service		888-788-7225
92111	Becky Thurmon		858-565-6323
95131	Customer Service		408-545-0555
93722	Brad Bischoff		559-276-0561
92037	Ann Bentz		858-452-2600
95035	Pamela Jones		415-693-7847
32609	Customer Service		916-929-0051
94104	Anneli Collins	collins@cri-sf.com	415-293-0702
91101	Bill Baquet, Patty Owings	bbaquet@csifullmer.com	626-486-2266
92870	Donna Smith		800-453-4195

	53707 Randy Korte		530-345-1876
	93448 Frank Springer	ecwest@att.net	805-550-1442
	93722 Gary Fike		559-224-8300
	92501 Jose Marquez		951-368-1255
	53538 Tanny Palmese, Susan Steinlauf		920-563-9571
	95820 Paul Keller		916-737-3300
	91105 Terry McCarthy		626-244-9757
	91302 Christine Latshaw		818-591-3200
	92618 Dick Rice		949-727-1234
	96002 Mike Rodebaugh		530-221-3310
	95691 Rachael Camillo-Bennett	rbennett@mtaoffice.com	916-373-0127 x220
	94107 Lin Rebola	lrepola@oneworkplace.c	415-567-6469
	95035 Dave Ferrari		408-719-3300
	92111 Lisa Hutter		858-268-1212 x112
	95134 Aimee Fisher		408-432-5600
	90017 Dave Wheeler		213-687-4206
	91776 Frank Scotti		626-282-8428
	95758 Greg Hall		916-691-0553
	54912 Scott Dawson		916-390-6616
	90045 Nancy Rinearson		310-988-7127
	90670 Joseph Lozowski		562-365-5010
	95407 Customer Service		707-546-8181
	93101 Mike Young		805-564-4060
	95476 Andy Lusk	andy.lusk@trox.com	425-831-8912
	95834 Kristi Helstowski	KristiH@ucfinc.com	916-830-4382
	95742 Bill Yee		916-638-3338
	90069 Patty Townsend		310-855-7200
	92626 Anne Alex		714-850-5000
	95928 Steven Williams		530-897-0600
	80112 Customer Service		303-790-1444
	80238 Bob Deibel		303-574-1115
	80916 Lee Stapp		719-574-1113
	80525 Sharle Grant		970-223-5959
	80903 Customer Service		719-632-9619
	80202 Customer Service		303-571-5211
06111	Peter Gottmeier	peterg@myofi.com	860-666-3357
06107	Bob McGowan	bob@schoolfurnishings.c	800-882-9412
06109	Art Damseaux	adamseaux@schoolspeci	860-693-1477
06088	Scott Fields	scott.fields@wbmason.cc	860-601-7569
32514	Paola Pearce	ppearce@contractoffices	850-477-2340
33020	Joanne Thuna	jthuna@empireoffice.cor	954-438-5315
	30097 Ray Doster	ray.doster@aarons.com	770-622-4296
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	30340 Scott Marshall	scott.marshall@c-w-c.cor	770-493-8200
	30236 Adin Burchfield		404-822-6958
	30269 Steve Webb		770-486-6431
	30318 Jim Huslig	jim.huslig@ivanallen.com	

30518	Kim Jordan	customerservice@jeanne	770-831-6206
31401	Maureen Pacifici	mo@natoffsys.com	912-238-0539
30043	Jim Nisewonger		770-338-0335
30303	Michelle Kamenca	mkamenca@oiatlanta.coi	770-804-0857
30102	Richard Russell		678-574-9805
44903	Tom Shields	tshields@schoolspecialty	800-305-0174 EXT. 1728
31004	Brent Whitfield	dbwhitfield@yahoo.com	478-745-4395
30096	Customer Service		770-638-8861
32609	Rick Stolz		800-699-7516
96813	Judy Barnhart	judy@op-hawaii.com	808-599-2411
96819	Randy Nashiro	randyn@servco.com	808-564-2784
50322	Jim Shneider	jims@allmakes.com	402-977-3039
50309	Jennifer Linderblood	jlinderblood@storeykenv	515-954-3416
95476	David Hoover	david.hoover@trox.com	509-675-4707
60191	Scott Mills		630-227-1600
60642	Thomas J. Worniak		312-942-1100
61107	Customer Service		815-398-3300
60108	Thomas Klobucher		630-671-4235
47302	Customer Service		765-286-9041
59405	Customer Service		406-454-0420
46037	Tom O'Neil	toneil@officeworks.net	317-577-3510
46278	Rebecca Dean	deanr@businessfurniture	317-216-1689
66215	Customer Service	bcoy@mbioffice.com	913-387-1100
64086	Customer Service		816-282-7838
66215	Steve Jobe	stevej@scottrice.com	913-888-7600
66049	Rob Burns	ronb@scottrice.com	913-227-7728
66215	Customer Service		14950 W. 86th Street
67846	Customer Service	tod@yof.kscoxmail.com	620-276-8225
66603	Customer Service		785-233-2078
67202	Customer Service		316-262-5300
40208	Customer Service		502-562-9255
41094	Customer Service		800-404-5032
06109	Gary Kazangian	kaz@aramkaz.com	800-969-2251
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01801	Rich Noyes		781-937-9002
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54912	Gil Pinsonneault	gpinsonneault@schoolsp	413-536-7382
01020	Bob Tremble	bobt@valleycommunicat	413-592-4136
02303	Steve Bilss	steve.bliss@wbmason.co	888-926-2766
32609	Toby Yarwasky	tyarwasky@contrax.com	704-641-2361
21202	Customer Service		410-539-7529
22903	Customer Service		804-310-7127
21117	Customer Service		410-363-2600

	21030 Customer Service		410-771-8000
	20910 Customer Service		301-589-1500 x100
	21211 Customer Service		410-366-5500
	21236 Customer Service		410-931-4150
	21136 Customer Service		410-526-5707
	20774 Kurt Weiss		301-350-8700
	21405 Customer Service		443-517-6106
	21227 Customer Service		410-737-0130
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49503	Lana Voelker	lvoelker@custeronline.co	616-456-0332
49503	Mark Custer	mcuster@custeroffice.co	616-456-0338
48108	Customer Service		248-334-8000
49512	David Overberg	doverberg@worksquared	616-774-9122
	48377 Customer Service		248-624-2000
	49902 Customer Service		269-343-1271
	48911 Customer Service		517-882-9070
	49696 Customer Service		231-922-9508
	55403 Mark Eklund		612-746-8700
	55402 Dan Fry		612-343-7355
	63131 Customer Service		314-909-1990
	63132 Customer Service	khefele@color-art.com	314-432-3000
	63149 Customer Service	lsinger@ofs-inc.com	314-567-5558
	70130 Jim Harrell		504-837-8100
	38606 Anita Edlin		662-531-1050
	39208 Jamie Patterson		601-420-0912
	39027 David Houpt		601-969-1000
	39047 Customer Service		601-918-1123
	70119 Gina Guarino		504-412-0080
	38701 Jimmy Dawkins	jimmy@dawkinsofficesup	662-332-5449
	39437 Customer Service		601-425-3151
	70002 Chris Pizzuto		504-885-4040
	39705 Otho Brown		662-328-8888
	39232 Sharda Lakhmani, John Vardaman, Keisha Lewis		601-936-4481
	39205 Tina Johnson		601-969-5676
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	39702 Kathy Wells	kathy.wells@schoolspeci	662-574-2704
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	27707 Customer Service		919-453-6508

	27604 Customer Service		919-832-9570
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	28203 Customer Service		704-375-3375
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	21227 Jeff Miller	jeff@mdmcommercial.co	800-359-6741
	28805 Greg Mosher	greg@oeashville.com	828-299-3330
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	27049 Customer Service		336-217-4500
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	68131 Customer Service		800-341-2413
	68512 Customer Service		402-476-0055
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	89120 Scott Machabee		775-329-3145
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	43211 Doug Christopher		614-262-5010 x112
	49424 John Stratton		616-396-6554
	44266 Hank Dunckel		330-297-6707
	45414 Jack King		937-816-1000 x223
	53538 Karen Lawson		920-563-9571
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	45202 Jonathan Railey	jrailey@jws-online.com	513-652-7988

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19106 Customer Service		215-293-0500
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15221 Scott McClane	smclane@cmeichenlaub.	412-821-8346
18018 Customer Service		610-974-7990
19403 Customer Service		610-630-3995
15222 Millie Blaakman		412-255-4043
63146 Customer Service		314-997-1122
19477 Customer Service		215-699-1700
15102 Customer Service		800-245-6240
16830 Customer Service		814-765-6561
53547 Quote Dept.		800-543-2180
16603 Barb Daley		814-505-1134
15102 Customer Service		412-831-7601
18705 John Reese		570-826-5085
54912 Customer Service		412-366-6552
54912 Customer Service		215-379-2177
54912 Customer Service		215-766-1974
54912 Customer Service		814-935-5030
54912 Customer Service		412-366-6552
54912 Customer Service		610-395-5371
54912 Customer Service		609-374-4371
54912 Customer Service		610-354-0300
54912 Customer Service		717-558-0682
54912 Customer Service		818-535-8271
54912 Customer Service		717-299-7266
54912 Customer Service		814-237-2660
54912 Customer Service		570-327-1500
54912 Customer Service		717-985-9700
54912 Customer Service		859-485-7065
54912 Customer Service		856-423-7400
54912 Customer Service		215-741-3102
54912 Customer Service		610-544-8700



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	18505 Jim Hogan	570-342-1477 x314
	17104 Customer Service	717-558-0682
	15901 Customer Service	814-535-8271
	17601 Customer Service	717-299-7266
	16801 Customer Service	814-237-2660
	17701 Customer Service	570-327-1500
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	29615	864-234-7353
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79401	Tommy Sansom, Melissa Clark		806-766-8888
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84111	Customer Service		801-363-5881
84101	Scot Wilcox		801-531-7538
84088	Customer Service		801-280-4850
20151	Customer Service		703-788-0800
22903	Customer Service		434-327-1180
23462	Customer Service		757-419-3500
23226	Customer Service		804-346-2267
23831	David Hawkins		840-739-4575
24016	Customer Service		540-344-5549
22201	Customer Service		703-276-8901
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54313	Customer Service		920-884-0265
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53205	Becky Schmitt	bschmitt@unitedvisual.c	414-908-6175
25301	Paul Santer	paulsanter@yahoo.com	304-344-1231

Contact Fax	Company Website
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**2 CFR PART 200 Contract Provisions**

**Required Federal contract provisions of Federal Regulations for Contracts**

The following provisions are required to be in place and agreed if the procurement is funded with federal funds. TIPS or its members are the subgrantee or subrecipient by definition in most cases. Not all provisions herein apply to all contracts. Compliance is required as it applies to the individual purchase contract.

**Appendix II to Part 200  
Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**


**2 CFR PART 200**

These contract provisions are incorporated by reference or attachment into all contracts with your company when TIPS or its members purchase is with federal funds if you respond to a TIPS competitive procurement request for proposals or bid..

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

**Federal Rule (1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS or its members, TIPS or its members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES  Initial of Authorized Company Official

**Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**


Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the TIPS OR ITS MEMBERS. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES  Initial of Authorized Company Official

**Federal Rule (3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."**


## 2 CFR PART 200 Contract Provisions

Pursuant to Federal Rule (3) above, when federal funds are expended by TIPS OR ITS MEMBERS, for all construction contracts awarded by grantees and their contractors or subgrantees, the proposer certifies that during the term of an award, when federal funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with Equal Opportunity Employment laws specifically Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Does vendor agree? YES  Initial of Authorized Company Official

**Federal Rule (4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rule (4) above, when federal funds are expended by TIPS OR ITS MEMBERS, during the term of an award for all contracts and subgrants for construction or repair, when Federal Funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with all provisions listed or referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official

**Federal Rule (5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.**

Pursuant to Federal Rule (5) above, when federal funds are expended by TIPS OR ITS MEMBERS, the proposer certifies that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process for construction contracts awarded by grantees and subgrantees the proposer agrees to be in compliance with all requirements listed or referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official

**Federal Rule (6) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a**

## 2 CFR PART 200 Contract Provisions

**small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.**

Pursuant to Federal Rule (6) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES CEK Initial of Authorized Company Official

**Federal Rule (7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES CEK Initial of Authorized Company Official

**Federal Rule (8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award \$25,000 or greater (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.

Does vendor agree they are not debarred as specified above ? YES CEK Initial of Authorized Company Official

**Federal Rule (9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term and after the awarded term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies to the terms included or referenced in Federal Rule 9 above.

2 CFR PART 200 Contract Provisions

Does vendor certify to the provisions in Federal Rule (9) above? YES GF Initial of Authorized Company Official

**Federal Rule (10) 2 CFR 200.233 Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.**

Pursuant to Federal Rule (10) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that the awarded vendor retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree? YES GF Initial of Authorized Company Official

**Federal Rule (11) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).**

Pursuant to Federal Rule (12) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES GF Initial of Authorized Company Official

**Federal Rule (12) 2 CFR §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]**

Pursuant to Federal Rule (12) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to Procurement of recovered materials which are listed above.

Does vendor agree they will comply? YES GF Initial of Authorized Company Official

Company Name Bretford Manufacturing, Inc.

Print name of authorized representative Gerald M. Flynn

Signature of authorized representative 

Date 9/2/18

Signature above acknowledges all provisions in this four page document and the vendor/proposer/bidder responses herein to the 12 rules.



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**SUSPENSION OR DEBARMENT CERTIFICATE**

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**Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.**

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the EDGAR, §200.212 Suspension and debarment.

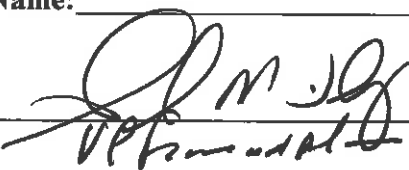
Vendor Name: Bretford Manufacturing, Inc.

Vendor Address: 11000 Seymour Avenue, Franklin Park IL 60131

Vendor E-mail Address: jflynn@bretford.com

Vendor Telephone: 800-521-9614

Authorized Company Official's Name: Gerald M. Flynn

Signature of Company Official: 

Date: 9/2/15

References
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**\*\* Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.**

Organization	City	State	Contact Name	Contact Phone
THINC College & Career Academ	LaGrange	GA	Dr. Kathy Carlisle	706-523-0266
St. Joseph's Academy	Baton Rouge	LA	Jan Breen	225-388-2210
Dallas ISD	Dallas	TX	Gray Salada	972-925-5612
Marymount of Santa Barbara	Santa Barbara	CA	Jannine Tuttle	805-451-1939
Santa Ana USD	Santa Ana	CA	Jonathan Geiszler	714-558-5775
Apple Valley USD	Apple Valley	CA	Jed Snell	760-247-8001 x1354
Broken Arrow Public Schools	Broken Arrow	OK	Grant Moore	918-259-7401
Hillbrook School	Los Gatos	CA	Bill Selak	805-717-0944

Bretford Manufacturing, Inc.® (“Bretford”) designs and manufactures its products to provide dependable operation. Therefore, Bretford warrants to you, the end-use purchaser, that all products it manufactures shall, under their normal intended use in accordance with Bretford published guidelines, be free from defects in material or workmanship for the warranty periods set forth below. Warranty periods commence on the documented date of purchase, or if such documentation is not provided, then on the date of manufacture. Any product which under its normal intended use fails to function within the applicable warranty period and is found defective in material or workmanship by Bretford, will at the option of Bretford be either repaired or replaced with the same or a functionally equivalent product without charge to you. To the extent permissible, this Warranty is governed by and shall be construed under, the laws of the State of Illinois, and is not assignable.

### Standard Warranty Period

Twelve (12) years

### Warranty Period Exceptions

#### Twenty (20) years

- Bretford Library Furniture

#### Five (5) years

- Bretford Wood Library Chairs
- Soft Seating Foam (*This does not include softening and/or flattening of the foam that occurs as a result of normal use and/or aging, which are excluded.*)

#### Three (3) years

- Electrical Components in Mobility Cart™ products
- Electrical and Data Components in Link™ carts
- Electrical Components in Pulse™, Focus and Core™ products
- Electrical and Data Components in PowerSync Cart® and PowerSync Tray® products
- Electrical and Data Components in PowerSync+™ Carts and Stations
- Electrical Components in PureCharge™ Carts and Stations
- Electrical Components in PowerRack® products
- PowerSync D20®

#### Two (2) years

- PowerSync Roller® products

#### One (1) year

- Speakers and Switches
- Gas Shock Assemblies
- Electrical Components in EXPLORE® products
- Electrical Components in MOTIV™ products
- Electrical Components in Plus products
- Electrical Components in Bretford Basics® products

### FOR MORE INFORMATION

11000 Seymour Avenue | Franklin Park, Illinois 60131 USA | 800-521-9614

#### BRETTFORD.COM

Bretford, B design, Mobility Cart, Link, Pulse, Core, PowerSync Cart, PowerSync Tray, PowerSync+, PureCharge, PowerRack, PowerSync D20, PowerSync Roller, MOTIV, Basics, and EXPLORE are trademarks or registered marks of Bretford Manufacturing, Inc. Patents Pending. ©2015 Bretford Manufacturing, Inc. All rights reserved. All other referenced product names and logos are trademarks of their respective owners.

Effective: 05/14/2015



## **Bretford Customization Services**

Products developed by Bretford Customization Services (BCS) will have the warranty period set forth in the applicable Statement of Work (“SOW”) and will follow the warranty terms set forth in this Limited Warranty unless otherwise specified in the SOW.

## **Soft Seating Fabric/Leather**

Warranty of fabric and leather offered as part of the Bretford Grade-In program is dictated by the materials manufacturer and passed on accordingly. Therefore they are not covered by this Limited Warranty. Customer owned or supplied material is not warranted.

## **Warranty – Not Covered**

This Limited Warranty does not cover product misuse, abuse, or any cosmetic damage. Bretford is not responsible for damage arising from failure to follow instructions, user guides, and other guidelines relating to the product’s intended use. Bretford is not responsible for injury or loss caused by or associated with the installation and/or use of product in any manner other than in strict conformance with the instructions set forth in its installation manuals, supplemental assembly and installation instructions, technical bulletins and/or product literature. Bretford must be immediately advised in writing of any personal injury resulting from the use of its products.

In addition, Bretford does not warrant damages or defects to its products under the following conditions: an Act of God, unauthorized service or repair of the products, damage from electrical power problems, usage of parts or components not supplied by Bretford, unauthorized changes/alterations to the Bretford product including any repairs not performed by or authorized by Bretford , shipping damage (other than original shipment from Bretford if covered in the purchase order), failure to perform preventative maintenance, or damage caused by peripherals or software, vandalism or from other external sources.

## **Procedures for Warranty Repairs or Replacements**

In the event that Bretford determines that a product defect is covered under this Limited Warranty, Bretford, at its sole discretion, shall either replace or repair the product. In such cases the labor costs associated with the repair of the product will be the responsibility of Bretford, provided that you follow these procedures. Bretford may direct you to return the product to Bretford for repair services or replacement, may arrange for on-site repair, or may direct you to a third party for the repairs. You must receive pre-approval by Bretford for the labor costs prior to repair of products under warranty. You must contact Bretford to obtain a Return Material Authorization (RMA) number for any product returned for service or replacement. An RMA number may be obtained by contacting Bretford Customer Care online or by telephone within your specific region. Contact information is available on the Bretford website [bretford.com](http://bretford.com) and as set forth below. Performance of any repair or replacement of a product under this Limited Warranty does not renew or extend the warranty period.

## **Non-warranty Repair**

Products can become damaged or in need of repair through no fault of workmanship or material. Bretford Customer Care will attempt to assist customers, resellers or installer/integrators with possible solutions to product repairs not covered by this Limited Warranty. Repairs or replacements on products not covered by this Limited Warranty carry a 90 day limited warranty effective upon receipt or upon installation when the product is returned to service, subject to the terms hereof.



## Warranty Limitations

EXCEPT AS EXPRESSLY SET FORTH IN THIS LIMITED WARRANTY AND TO THE GREATEST EXTENT ALLOWED BY LAW, BRETTFORD MAKES NO OTHER REPRESENTATIONS, WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED REPRESENTATIONS, WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, AND NON-INTERFERENCE. BRETTFORD DOES NOT WARRANT THAT YOUR USE OF THE BRETTFORD PRODUCT WILL BE UNINTERRUPTED OR ERROR FREE. ANY IMPLIED WARRANTIES THAT MAY BE IMPOSED BY LAW ARE LIMITED IN DURATION TO THE LIMITED WARRANTY PERIOD, TO THE GREATEST EXTENT ALLOWED BY LAW. THIS LIMITED WARRANTY IS SUBJECT TO CHANGE WITHOUT NOTIFICATION, AND MAY NOT BE MODIFIED BY ANYONE OTHER THAN BRETTFORD.

EXCEPT AS PROVIDED IN THIS LIMITED WARRANTY AND TO THE MAXIMUM EXTENT PERMITTED BY LAW, BRETTFORD IS NOT RESPONSIBLE FOR DIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF ACTUAL OR ANTICIPATED PROFITS (INCLUDING LOSS OF PROFITS ON CONTRACTS); LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF BUSINESS; LOSS OF OPPORTUNITY; LOSS OF GOODWILL; LOSS OF REPUTATION; LOSS OF, DAMAGE TO, COMPROMISE OR CORRUPTION OF DATA; OR ANY INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE HOWSOEVER CAUSED INCLUDING THE REPLACEMENT OF EQUIPMENT AND PROPERTY, ANY COSTS OF RECOVERING, PROGRAMMING, OR REPRODUCING ANY PROGRAM OR DATA STORED IN OR USED WITH THE PRODUCT, OR ANY FAILURE TO MAINTAIN THE CONFIDENTIALITY OF INFORMATION STORED IN THE PRODUCT.

FOR CONSUMERS: SOME STATES (OR COUNTRIES) DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LAST, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. SOME STATES (OR COUNTRIES) DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL AND CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

## Making Warranty Claims

Warranty claims should be processed by the end customer contacting the Bretford Customer Care. Prior to contacting Bretford, please have ready the model number of the unit you are submitting for a claim and the serial number. The model number can be found on the Bretford label attached to the product

Model numbers can be found on the Bretford label on the underside of the product, on the warranty sticker.



Sample Warranty Sticker.



## Bretford Customer Care

Bretford Customer Care can be contacted in one of the following ways:

**Email:** customerservice @bretford.com

**Phone:** +1-847-678-2545

**US Toll Free Phone:** +1-800-521-9614

**Website:** bretford.com, click on Chat Now

Additional Legal Rights for Consumers. If you acquired a Bretford product for personal family or household purposes, then as a “Consumer” these additional provisions apply to you:

- This Limited Warranty gives you specific legal rights and you may have other rights which vary from State to State (or by Province, Country or Jurisdiction for international consumers).
- Any rights under applicable consumer protection laws for the location in which you purchased your Bretford product or where you now reside, are in addition to your rights herein.

## Australian Consumers

The rights described in this Limited Warranty are in addition to the statutory rights to which you may be entitled under the Competition and Consumer Act 2010 and other applicable Australian consumer protection laws and regulations. Our products come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the products repaired or replaced if the products fail to be of acceptable quality and the failure does not amount to a major failure. Products presented for repair may be replaced by refurbished products of the same type rather than being repaired. Refurbished parts may be used to repair the products. Warranty claims in Australia should be made to:

A.P. Technologies Pty Ltd

Unit 3A, 2 Aquatic Drive FRENCHS FOREST NSW 2086

**Phone:** 02-9452-6001

**Email:** sales@aptech.com.au

## For Quebec Consumers

Residents of Quebec are governed by that province’s consumer protection legislation.

## For United Kingdom or Ireland Consumers

If a product is defective consumers may, in addition to any other rights which they may have under consumer law in the UK and Ireland, avail themselves of the rights contained in: for products purchased in Ireland: the Sale of Goods Act, 1893 (in particular Sections 12, 13, 14 and 15), the Sale of Goods and Supply of Services Act, 1980 and the European Communities (Certain Aspects of the Sale of Consumer Goods and Associated Guarantees) Regulations 2003 (S.I. No. 11/2003); for products purchased in the UK: the Sale of Goods Act 1979 (in particular Section 12), the Supply of Goods and Services Act 1982 (in particular Section 2) and the Sale and Supply of Goods to Consumers Regulations 2002.





## Vendor Profile

Bretford Manufacturing, Inc. is a privately held manufacturer, established in 1948. In the 1957, Bretford transitioned from an appliance manufacturer to an audio-video furniture manufacturer for the education market. Our company has grown to include lounge furniture, computer furniture, and contemporary office furniture. The corporate headquarters/principal plant is located in Franklin Park, IL. A second plant is located in Schiller Park, IL. Both are northwestern suburbs of Chicago, IL.

Bretford Manufacturing has experience servicing a variety of state, federal, and cooperative purchasing contracts. Currently, we hold three GSA contracts, state contracts in sixteen states, a contract with the Massachusetts Higher Education Consortium, and other cooperative and local government furniture contracts.

Bretford has an extensive dealer network of over 2400 dealers. These dealers provide a variety of services from installation to design services in all 50 states. We recently expanded our dealer network to Puerto Rico and other US territories.

Bretford manufactures furniture for classroom and office environments. We have the ability to tailor our products to any situation or environment required by the customer. Most recently, we provided furniture solutions to introduce mobile computer technology into the classrooms of THINC College & Career Academy in LaGrange, GA. Also, we provided the furniture for the Ann Richards Middle School in Dallas, TX. More information is available on our website, <http://bretford.com/casestudies/>.

Nathaniel Hawkins is the Government Contract Coordinator for Bretford. He will be the main point of contact for TIPS-TAPS. He is responsible for maintenance and administration of our state and federal government contracts. Nathaniel will answer questions regarding the administration of the TIPS-TAPS contract. Jeff Wood, the national sales manager, will answer questions regarding sales. Cindy Eggebrecht will administer the marketing of the contract.

Administration → Nathaniel Hawkins  
Sales → Jeff Wood  
Marketing → Cindy Eggebrecht



Here is a breakdown of our regional managers.

<b>Name</b>	<b>Geographic Region</b>	<b>Phone</b>
Gary Dalbke	Western Great Lakes	800-521-9614 ext. 1709
Beth VanSice	Eastern Great Lakes	800-521-9614 ext. 1722
Richmond Zehmer	Central Atlantic	800-521-9614 ext. 1711
Chris McNamara	New England, Northern NY	800-521-9614 ext. 1714
Paul Wilcox	Southern NY, NJ, PA	800-521-9614 ext. 1717
Mickey Lay	Southeast US	800-521-9614 ext. 1712
Eric Nevenhoven	Southern TX, NM, Southern LA	800-521-9614 ext. 1714
Angie Gaeta	Northeastern TX, OK, AR, Northern LA	800-521-9614 ext. 1708
Morgan Adrian	Central Plains	800-521-9614 ext. 1668
Tom Pacelli	Northern Cal., Utah, HI	800-521-9614 ext. 1715
Dave Friedman	Southern Cal., NV, AZ	800-521-9614 ext. 1557
Sandy Borland	Pacific Northwest	800-521-9614 ext. 1659
Dee Kasman (Distribution Mgr.-- Technology Furniture)	All Regions	800-521-9614 ext. 1706
Ryan Madden (Technology Furniture Sales)	All Regions	800-521-9614 ext. 1704
Nicole Battista (Technology Furniture Sales)	All Regions	800-521-9614 ext. 1644
Rebecca Curtis (Technology Furniture Sales)	All Regions	800-521-9614 ext. 1667
Rob Fox (Technology Furniture Sales)	All Regions	800-521-9614 ext. 1710





While it is not our practice to compare our company or products to other manufacturers, Bretford acknowledges the existence of other manufacturers in the marketplace. These manufacturers include Virco, Steelcase, HON, Wright Line, and MooreCo. What separates us from other manufacturers is our ability to incorporate new technologies into our products. Our EDU 2.0 product line is a prime example of furniture and technology working together to foster a new collaborative learning environment and teaching philosophy.

Bretford will make our contract pricing available to TIPS-TAPS members with a microsite, specifically for TIPS-TAPS. Currently, we do not have online ordering capability.

Customer Service is handled through one of two entities. The first group is our authorized dealer network. The dealer has intimate knowledge of the customer's needs and can visit the job site to quickly resolve the issue. The second group is Bretford Customer Service. Each of our Customer Service Representatives have years of experience with Bretford products and can quickly resolve most issues. Our Customer Service team is located in our corporate headquarters and our hours are 8AM-4:30PM Central Time. Here are the contact phone numbers for our Customer Service Department.

Sales Support	800-521-9614 x1013
Technical Support	800-521-9614 x1012
Order Support	800-521-9614 x1010

If neither the dealer nor Customer Service can resolve the issue, the Bretford Regional Manager will visit the site and resolve the issue.

Bretford has long been an advocate of implementing green initiatives in the production process. A majority of the products in our Basics and Collections catalog are Greenguard® certified. Our EDU 2.0 catalog is among the first in the industry to be certified as CarbonNeutral®.

Bretford is considered a small business for GSA purposes. However, Bretford is considered a large business for state and local government transactions. Some of our authorized dealers are small and HUB-certified businesses. This is the case for many of our Texas dealers.