

Township of Chesterfield
300 Bordentown-Chesterfield Road
Chesterfield, New Jersey 08515

PURCHASE OF OFFICE FURNITURE

Bids Due: June 2, 2017 before 10:00 AM

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* Items marked with asterisk need to be submitted with bid

I.

TOWNSHIP OF CHESTERFIELD

NOTICE TO BIDDERS - PURCHASE OF OFFICE FURNITURE

Notice is hereby given that sealed bids will be received by the Township Clerk of the Township of Chesterfield, New Jersey for the

PURCHASE OF OFFICE FURNITURE

Said bids will be opened at **10:00AM** prevailing time on **JUNE 2, 2017**, and publicly opened and read aloud in the Meeting Room of the Township of Chesterfield at the Township of Chesterfield at 300 Bordentown-Chesterfield Road, Chesterfield, New Jersey 08515.

Specifications and bid documents may be obtained from the Township of Chesterfield, Office of the Township Clerk, 300 Bordentown-Chesterfield Road, Chesterfield, New Jersey between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday or from the Township's website at www.chesterfieldtp.com.

Submissions must be on the standard proposal form in the manner designated therein and enclosed in a sealed envelope bearing the name and address of the bidder and the contract description on the outside, addressed to the Municipal Clerk of the Township of Chesterfield. Bidders are to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

All bids shall be submitted no later than the hours, date and place indicated above for receiving sealed bids. The Township will reject submissions for this Contract where vendors are not properly qualified in accordance with the requirements of the specifications. The right is also reserved to reject any or all proposals or to waive any informalities where such informality is not determined to be in the best interest of the Township of Chesterfield. The Township shall have sixty (60) days within which to accept or reject bids. Submitted bidders shall be required to keep their bids open for that period of time and agree that they will not withdraw or reverse their prices therein.

Caryn M. Hoyer, RMC
Township Clerk

II

TOWNSHIP OF CHESTERFIELD PURCHASE OF OFFICE FURNITURE

INSTRUCTIONS TO BIDDERS AND GENERAL SPECIFICATIONS

Instructions to Bidders and Statutory Requirements

I. SUBMISSION OF BIDS

A. The Township of Chesterfield, Burlington County, New Jersey (hereinafter referred to as "TOWNSHIP") invites sealed bids pursuant to the Notice to Bidders.

B. Sealed bids will be received by the designated representative at **10:00AM**, prevailing time on **JUNE 2, 2017** at which time said bids will be publicly opened and Read aloud.

C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the TOWNSHIP, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "**BID ENCLOSED FOR THE PURCHASE OF OFFICE FURNITURE.**"

D. It is the bidder's responsibility to see that bids are presented to the TOWNSHIP on or prior to the hour designated and at the place designated. Bids may be hand delivered or mailed; however, the TOWNSHIP disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in C above must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.

E. Sealed bids forwarded to the TOWNSHIP before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce Evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days.

F. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the TOWNSHIP. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.

G. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

H. Bidder should be aware of the following statutes that represent "Truth in Contracting" laws:

- N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.
- N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.
- N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
- Bidder should consult the statutes or legal counsel for further information.

I. Bidders must inset prices for furnishing all of the materials and/or services required by these specifications. Prices shall be net.

J. The contractor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the vendor. In the case of rejected materials, the vendor will be responsible for return freight charges.

K. The person designated as the TOWNSHIP's representative is **Caryn M. Hoyer** or her designated agent. The TOWNSHIP's representative will present the final recommendation for award of the bid to the TOWNSHIP.

II. BID SECURITY

The following provisions if indicated by an (X) shall be applicable to this bid and be made a part of the bidding documents:

A. BID GUARANTEE ()

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the TOWNSHIP. When submitting a Bid Bond, it shall contain Power of Attorney for the full amount of the Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the TOWNSHIP. The check or bond of the unsuccessful bidder(s) shall be returned to all but the three (3) lowest bidders within ten (10) days after the opening of the bids, Sundays and Holidays excepted. The check or bond of the three (3) lowest bidders shall be returned within three (3) days, Sundays and Holidays excepted of the award and signing of the contract and approval of the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 40A:11-21.

B. CONSENT OF SURETY ()

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for the full amount of the bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the TOWNSHIP stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each representative subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 40A:11-22.

C. PERFORMANCE BOND ()

Successful bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract and to guarantee payment of laborers and supplies for the labor and material used in the work performed under the contract.

The performance bond provided shall not be released until final acceptance of the whole service and/or materials and then only if any liens or claims have been satisfied. The surety of such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to N.J.S.A. 17:31-5.

Failure to submit this with the executed contract shall be cause for declaring the contract null and void pursuant to N.J.S.A. 40A:11-22

D. SURETY DISCLOSURE STATEMENT AND CERTIFICATION (X)

The surety shall have the minimum surplus and capital stock on net cash assets required by N.J.S.A. 17:17-6 or 17:17-7 whichever is appropriate at the time the invitation to bid is issued.

The Bid Bond shall have attached thereto a Surety Disclosure Statement and Certification to which each surety executing the bond shall have subscribed.

The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey N.J.S.A. 17:31-5.

III. INTERPRETATION AND ADDENDA

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the TOWNSHIP. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to TOWNSHIP's designated representative. Any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the contracting agent no less than three business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the contracting unit of the award of a contract pursuant to N.J.S.A. 40A:11-13. In the event the bidder fails to notify the TOWNSHIP of such ambiguities, errors or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the TOWNSHIP's representative stipulated in the specification. In order to be given consideration, written requests for interpretation must be received at least seven (7) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders, in accordance with N.J.S.A. 40A:11-23. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the bidder in the bid. The TOWNSHIP's interpretations or corrections thereof shall be final. When issuing addenda, the owner shall provide required notice prior to the official receipt of bids to any person who has submitted a bid or who has received a bid package pursuant to N.J.S.A. 40A:11-23c.1.

D. Discrepancies in Bids

1. If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the TOWNSHIP of the extended totals shall govern.

E. Pre-Bid Conference

A Pre-Bid Conference is not required for this bid.

IV. BRAND NAMES, PATENTS AND STANDARDS OF QUALITY

A. Brand names and/or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged.

B. Brand names are to be treated as the brand name "or equal" as required by the Local Public Contracts Law, N.J.S.A. 40A:11-1, et. seq. Competitive items must be equal to the standard described and be of the same quality of work. **Variations between materials described and the materials offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Bidder's literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any exceptions by the bidder, it will be presumed and required that materials as described in the bid specifications be provided or preformed.**

B. It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The TOWNSHIP reserves the right to evaluate the equivalency of an item(s) which, in its deliberations, meets or does not meet its requirements.

C. In submitting its bid, the bidder certifies that the merchandise to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the TOWNSHIP harmless from any damages resulting from such infringement.

D. Only manufactured and farm products of the United States, wherever available, shall be used on this contract pursuant to N.J.S.A. 40A:11-18.

E. The contractor shall guarantee any or all goods and services supplied under these specifications. Defective or inferior goods shall be replaced at the expenses of the contractor. The contractor will be responsible for return freight or restocking charges.

V. INSURANCE AND INDEMNIFICATION

A. Insurance Requirements

1. General Liability Insurance: The bidder shall carry liability insurance naming the Township as an additional insured, in an amount not less than One Million Dollars (\$1,000,000.00) per individual and Two Million Dollars (\$2,000,000.00) in the aggregate for any claim or claims arising out of the vendor's performance or non-performance of its duties and obligations under the contract. The vendor shall provide the Township with a Certificate of Insurance evidencing such coverage during each year of the contract. Such insurance policies shall require thirty (30) day prior written notice of any cancellation or change which would affect the coverage required herein. The Township shall maintain general comprehensive liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate for any claim or claims arising out of the Township's performance or non-performance of its duties and obligations under this Agreement. The Township shall provide the successful bidder with a Certificate of Insurance upon request. Any changes or cancellation in coverage shall be noticed to the vendor with prior written notification of thirty (30) days. The vendor agrees to indemnify and hold harmless Chesterfield Township from any claims arising from the actions and/or negligence of the vendor or its employees, agents or servants in connection with the performance of the vendor's duties under this contract.

B. Certificates of Required Insurance: The contractor shall, at its own expense, take out all necessary insurance coverage required and shall submit to the TOWNSHIP evidence that Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation Employer's Liability Insurance in the amounts specified. Coverage shall be with acceptable insurance companies operating on admitted basis in the State of New Jersey and shall name the Township as an additional insured. Satisfactory proof of insurance shall consist of a certificate of each insurer, insuring the contractor under the contract. The certificate shall contain the following information (except in the case of worker's compensation insurance, items 1,2 and 4 will be sufficient).

1. Name and address of insured.
2. Number of the policy or types of insurance enforced thereunder on the date born by such certificate.
3. The expiration date of the policy and the limit or limits of liability thereunder on the date born by such certificate.
4. A statement that the insurance of the type afforded by the policy, applies to all. The operations of the project which were undertaken by the insured during the performance of the contract including collision coverage for vehicles in tow.
5. Statement that the insurance company will not cancel the policy except upon thirty (30) days notice to the Township.

C. Indemnification: Successful bidder will indemnify and hold harmless the TOWNSHIP from all claims, suits or actions and damages or costs of every name and description to which the TOWNSHIP may be subjected or put by reason of injury to the person or property of another, or the property of the TOWNSHIP, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this contract.

VI. PREPARATION OF BIDS

A. The TOWNSHIP is exempt from any local, state or federal sales, use or excise tax.

B. Estimated Quantities (Open-End Contracts): The owner has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J.A.C. 5:30-11.2 and 11.10. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.

C. Successful bidder shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price proposal.

D. Bidders shall insert prices for furnishing goods and services required by these specifications. Prices shall be net, including any charges for packing, crating, container, etc. All transportation charges shall be fully prepared by the contractor, F.O.B. destination and placement at locations specified by the owner. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made for the contractor's convenience.

VII. STATUTORY AND OTHER REQUIREMENTS

A. Mandatory Affirmative Action Certification: No firm may be issued a contract unless it complies with the Affirmative Action Regulations of N.J.S.A. 10:5-3 et. seq. (P.L. 1975, c. 127)

1. Procurement, Professional and Service Contracts: All successful vendors must submit, within seven (7) days after the receipt of the notice of intent to award the contract or the receipt of the contract, one of the following:
 - i. a photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), or
 - ii. a photocopy of an approved Certificate of Employee Information Report, or
 - iii. an initial Affirmative Action Employee Information Report (AA-302), such forms to be provided by the Township.

- B. Americans with Disabilities Act of 1990: Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. The successful bidder is required to read Americans With Disabilities language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful bidder is obligated to comply with the Act and to hold the TOWNSHIP harmless.
- C. Stockholder Disclosure: Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. The Stockholder Disclosure Form shall be completed and attached to the bid proposal.
- C. Proof of Business Registration: N.J.S.A. 52:32-44 requires that each bidder submit proof of registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate(BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609)292-1730.
- D. The New Jersey Worker and Community Right to Know Act: The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with the N.J. Worker and Community Right to Know Law (N.J.S.A. 34:5A-1 et seq. and N.J.A.C. 8:59-2 et seq) The manufacturer or supplier of a substance or mixture shall supply the Chemical Abstracts Service number of all the components of the mixture or substance and the chemical name. The manufacturer and supplier must properly label each container. Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact sheet – must be furnished.
- E. Non-Collusion Affidavit: The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted with the bid proposal.
- F. Non-Assignment of Contract: The bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or his rights, title or interest in or to the same of any part thereof except as otherwise provided herein. Any subletting of the Contract in no way relieves the Contractor from his full obligations under this Contract.

VIII. METHODS OF AWARD

- A. The TOWNSHIP may award the work on the basis of the Base Bid.
- B. If the award is to be made on the basis of the Base Bids only, it will be made to that responsible bidder whose Base Bid, therefore, is the lowest.
- C. The owner may also elect to award the contract on the basis of unit prices.
- D. The form of contract shall be submitted by the owner to the successful bidder. Terms of the specifications/bid package prevail. Bidder exceptions must be formally accepted by the owner.

IX. REJECTION OF BIDS

- A. Reservation of Rights: The TOWNSHIP reserves the right to waive any informalities, irregularities or minor defects in the bids received and to report any and all bids. In addition, TOWNSHIP reserves the right to reject any and all bids for reasons that the TOWNSHIP deems appropriate, and where said rejection is, in the judgment of the TOWNSHIP, determined to be in the best interest of the municipality.

- B. Availability of Funds: Pursuant to Statutory requirements, any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually.
- C. Multiple Bids Not Allowed: More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.
- D. Unbalanced Bids: Bids which are obviously unbalanced may be rejected.
- E. Unsatisfactory Past Performance: Bids received from bidders who have previously failed to complete contracts within the time scheduled therefor, or who have performed prior work for the TOWNSHIP in an unacceptable manner, may be rejected. Bidders may also be rejected for “prior negative experience” pursuant to N.J.S.A. 40A: 11-4b.
- F. Failure to Enter Contract: Should the bidder, to whom the contract is awarded, fail to enter into a contract within twenty-one (21) days, Sundays and holidays excepted, the TOWNSHIP may then, at its option, accept the bid of the next lowest responsible bidder.

X. TERMINATION OF CONTRACT

- A. If, through any cause, the successful bidder shall fail to fulfill in a timely and proper manner, obligations under this contract or if the contractor shall violate any of the requirements of this contract, the TOWNSHIP shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the TOWNSHIP of any obligation for balances to the contractor of any sum or sums set forth in the contract.
- B. Notwithstanding the above, the contractor shall not be relieved of liability to the TOWNSHIP for damages sustained by the TOWNSHIP by virtue of any breach of the contract by the contractor and the TOWNSHIP may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage ensued to the TOWNSHIP from the contractor is determined.
- C. The contractor agrees to indemnify and hold the TOWNSHIP harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the TOWNSHIP under this provision.
- D. In case of default by the successful bidder, the TOWNSHIP may procure the articles or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby.
- E. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year’s budget. In the event of unavailability of such funds, the TOWNSHIP reserves the right to cancel this contract.
- F. Acquisition, Merger, Sale and/or Transfer of Business, etc.: It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, merger, sale and/or transfer or by any means convey his/her interest to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit all documentation / legal instruments that were required in the original bid/contract. Any change shall be approved by the Owner.
- G. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the owner.
- H. The owner may terminate the contract for convenience by providing 60 calendar days advanced notice to the contractor.

XI. GOVERNING LAW

This contract shall be governed by and construed in accordance with Local Public Contracts Law of the State of New Jersey (N.J.S.A. 40A:11-1 et. seq.).

XII. OTHER REQUIREMENTS

- A. Bidding Format: All bidders shall present all forms, contained herein, with their bid package. Each bidder must indicate his compliance with the specifications by marking YES or NO in the appropriate column for each page of the specifications. Indicating “YES” to a page will mean full compliance; indicating “NO” will mean an exception is being taken. **All exceptions must be fully explained on a separate page to be added at the end of the bid specifications, titled “Exceptions to Specifications,” giving reference to the page and section title where the exception is being taken. Failure to comply with this requirement will result in the bid proposal being rejected.**
- B. Manufacturer’s Specifications: Each bid shall be accompanied by a detailed set of *Manufacturer’s Specifications*.
- D. Prices and Payments: Unless otherwise specified, the cost of the bid shown shall be the cost to the Township at the delivery point designated which shall be the Township of Chesterfield, 300 Bordentown-Chesterfield Road, Chesterfield, New Jersey 08515.

Total price on bidder’s proposal sheet must include all items listed in the specifications. Listing any items contained in the specification as an extra cost item, unless specifically requested to do so in the specifications, will automatically be cause for rejection.

Bidder will compute pricing less federal and state taxes. It is understood that any applicable taxes will be added to the proposed prices, unless the purchaser furnishes appropriate tax exempt forms.

- E. Prevailing Wage: If the work required to be performed by this bid specification qualifies as a “Public Work” under the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et. seq. As a requirement of this bid and under the performance of this potential Contract, and in compliance with the New Jersey Public Works Contractor Registration Requirements, all workers and subcontractors must be paid rates equal to or higher than New Jersey Prevailing Wage rates issued at the time of the award of the Contract. Further, no invoice will be processed and paid by the TOWNSHIP unless the Contractor supplies proof of payment of prevailing wage of the requested pay period for all workers and subcontractors.

XIII. PAYMENT

- A. No payment will be made unless duly authorized by the Owner’s representative and accompanied by proper documentation.
- B. Payment will be made in accordance with the Owner’s policy and procedures.

III

TOWNSHIP OF CHESTERFIELD DETAILED BID SPECIFICATIONS

Item	Qty	Part Description	Unit Price
	10	Seren task chair	
	1	Preside Pop Up Port-MHO	
	1	Preside Laminate Panel Base For 144" W Table Tops	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
	1	BOARD,MKER,ALUMFRM,8X4	
	1	Preside 144W x 54D Racetrack Shaped Laminate Top	
		2MM/Flat	
		Edge: Bourbon Cherry	
		No Grommets	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
sub		ADMIN RM. 1 Subtotal	
	1	Black Center Drawer 21 1/4"W x 16 1/4"D x 2"H	
	2	Acc Hrztl Wall Track for OH Storage-60"W	
		Paint: Black	
	1	Tackboard for 72" W Wallmount Tackboard	
		Grd A Fabric	
		Undecided FABRIC Option	
	1	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	

		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship 36W 2-Drw "A" Pull Lateral 36W 27 1/4"H 18D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Overhead-Metal Flipper Door 72"	
		PAINT: Select Core Paint	
		PAINT: Black	
		Lock: Lock	
	1	38000 Series Bridge 24D x 48W	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 24"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 36"D 29-1/2"H 38000 Series Modular Desk	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Fixed	

		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 10 Subtotal	
	1	Black Center Drawer 211/4"W x 161/4"D x 2"H	
	2	Acc Hrztl Wall Track for OH Storage-60"W	
		Paint: Black	
	1	42Wx18D Square Edge Laminate Top For Lateral File	
		Grd L1 Standard Laminates	
		Bourbon Cherry	
	1	Tackboard for 72" W Wallmount Tackboard	
		Grd A Fabric	
		Undecided FABRIC Option	
	1	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	

		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship 36W 2-Drw "A" Pull Lateral 36W 27 1/4"H 18D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship 42W 3-Drw "A" Pull Lateral 42W 39-1/8H 18D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Overhead-Metal Flipper Door 72"	
		PAINT: Select Core Paint	
		PAINT: Black	
		Lock: Lock	
	1	38000 Series Bridge 24D x 48W	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 24"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	

		PAINT: Select Core Paint	
		PAINT: Black	
	1	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Fixed	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 11 Subtotal	
	1	Hospitality Tbl 2" Dia. Sgl Colmn T-Base (2 per ctn)	
		PAINT: Black	
	1	Hospitality Tbl Rect Hosp Top w/ T-Mld Edg 36D x 72W	
		Grd L1 Standard Laminates	
		Lam: Bourbon Cherry	
		T-Mold: Black	
	3	Motivate 4-Leg Stack Chair-Set/2	

		Arm: Fixed Arm	
		Hard	
		COLOR: Onyx	
		FRAME: Black	
sub		ADMIN RM. 12 Subtotal	
	60	Motivate Nest/Stack Chair-Flex Bck-Uph Seat	
		Arm: No Arm	
		Hard	
		Black Mesh	
		Undecided SHELL Option	
		Gr 1 UPH	
		Undecided FABRIC Option	
		FRAME: Black	
	10	Motivate Table Rect 30Dx66W 2mm Edge Fixed Base	
		No Grommets	
		Grd L1 Standard Laminates	
		Bourbon Cherry	
		Bourbon	
		Caster	
		Paint Grade: Core Paint	
		Black	
sub		ADMIN RM. 13 Subtotal	
	4	Motivate Ganging Conn for HD Stacker/Box 48	
	13	Motivate High Density Stacker-Sled Base-Set/4	
		Arm: No Arm	
		COLOR: Onyx	
		FRAME: Black	

	11	Ignition Exe HB Pneu Swivel Tilt Tilt Ten Bck Ht Adj	
		Arm: Fixed	
		CASTER: Hard (Standard)	
		Back: Upholstered	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 14 Subtotal	
	4	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Fixed	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
sub		ADMIN RM. 15 Subtotal	
	1	Straight Connector Kit	
		No Option	
	8	Lat Accessory Square Edge Laminate Top 72W x 19-1/4D	
		Grd L1 Standard Laminates	
		Bourbon Cherry	
	16	Lat Accessory Square Edge Laminate Top 84W x 19-1/4D	
		Grd L1 Standard Laminates	
		Bourbon Cherry	

1	24D Cantilever One Pair	
	PAINT: Select Core Paint	
	PAINT: Black	
2	L Connector 42.5H	
	PAINT: Select Core Paint	
	PAINT: Black	
2	Panel Finished End Covers 42.5H	
	PAINT: Select Core Paint	
	PAINT: Black	
2	Panel Top Cap 24"W	
	PAINT: Select Core Paint	
	PAINT: Black	
1	Panel Top Cap 30"W	
	PAINT: Select Core Paint	
	PAINT: Black	
1	Panel Top Cap 36"W	
	PAINT: Select Core Paint	
	PAINT: Black	
1	Worksurface Bracket Kit	
	PAINT: Select Core Paint	
	PAINT: Black	
12	Brigade 800 Series Lateral File 3 Drawer 36W	
	Standard Random Key Lock	
	PAINT: Select Core Paint	
	PAINT: Black	
26	Brigade 800 Series Lateral File 3 Drawer 42W	
	Standard Random Key Lock	

		PAINT: Select Core Paint	
		PAINT: Black	
	1	Box/Box/File 28H x 22 7/8D x 15W	
		Lock: Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	2	Tackable Panel w/o TC 42.5H x 24W	
		Gr A Fabric	
		Undecided FABRIC Option	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Tackable Panel w/o TC 42.5H x 30W	
		Gr A Fabric	
		Undecided FABRIC Option	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Tackable Panel w/o TC 42.5H x 36W	
		Gr A Fabric	
		Undecided FABRIC Option	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Systems Rectangular Worksurface Edgeband 24D x 66W	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		EDGE: Bourbon Cherry	
		Grommet: Black	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	

		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 16 Subtotal	
	4	Storage Cabinet 18D x 36W x 42H	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Storage Cabinet 24D x 36W x 72H	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
sub		ADMIN RM. 2 Subtotal	
	1	Black Center Drawer 21 1/4"W x 16 1/4"D x 2"H	
	2	Acc Hrztl Wall Track for OH Storage-60"W	
		Paint: Black	
	1	36Wx18D Square Edge Laminate Top For Lateral File	
		Grd L1 Standard Laminates	
		Bourbon Cherry	
	2	72Wx18D Square Edge Laminate Top For Lateral File	
		Grd L1 Standard Laminates	
		Bourbon Cherry	

1	Tackboard for 72" W Wallmount Tackboard	
	Grd A Fabric	
	Undecided FABRIC Option	
1	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
	Standard Random Key Lock	
	PAINT: Select Core Paint	
	PAINT: Black	
1	Flagship 36W 2-Drw "A" Pull Lateral 36W 27 1/4"H 18D	
	Standard Random Key Lock	
	PAINT: Select Core Paint	
	PAINT: Black	
1	Flagship 36W 3-Drw "A" Pull Lateral 36W 39-1/8H 18D	
	Standard Random Key Lock	
	PAINT: Select Core Paint	
	PAINT: Black	
5	Flagship 36W 3-Drw "A" Pull Lateral 36W 39-1/8H 18D	
	Standard Random Key Lock	
	PAINT: Select Core Paint	
	PAINT: Black	
1	Abound Overhead-Metal Flipper Door 72"	
	PAINT: Select Core Paint	
	PAINT: Black	
	Lock: Lock	
1	38000 Series Bridge 24D x 48W	
	Grd L1 Standard Laminates	
	LAM: Bourbon Cherry	
	PAINT: Select Core Paint	

		PAINT: Black	
	1	38000 72"W 24"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	2	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Fixed	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	

		Base: Standard Black	
sub		ADMIN RM. 3 Subtotal	
	1	Spring Assist Keyboard System	
	1	Tackboard for 72" W Wallmount Tackboard	
		Grd A Fabric	
		Undecided FABRIC Option	
	1	Abound Wall Channel Ends(pair)	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Open Shelf 72"	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship 36W 2-Drw "A" Pull Lateral 36W 27 1/4"H 18D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 Series Return Right 72"W 24"D 29-1/2"H	
		Grd L1 Standard Laminates	

		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Fixed	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 4 Subtotal	
	1	Spring Assist Keyboard System	
	1	Bookcase Laminate Top 34-1/2W x 12-5/8D	
		Grd L1 Standard Laminates	
		Bourbon Cherry	
	1	Tackboard for 78" W Wallmount Tackboard	
		Grd A Fabric	

		Undecided FABRIC Option	
	1	Abound Wall Channel Ends(pair)	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Wall Channel Middle	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Open Shelf 30"	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Open Shelf 48"	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Brigade Bookcase 4-Shelf 12-5/8D x 34-1/2W x 59H	
		PAINT: Select Core Paint	
		PAINT: Black	
	2	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	2	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	

		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 Series Return Right 48"W 24"D 29-1/2"H	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Fixed	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Undecided FABRIC Option	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 5 Subtotal	
	1	Tennsco Mobile Storage System - Floating Deck (Not Anchored To Floor) - total capacity is 72 banker boxes (Fixed Wall) and 3780 linear filing inches for end tab file storage (Mobile)	
sub		ADMIN RM. 6 Subtotal	

	1	38000 60"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Undecided FABRIC Option	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 7 Subtotal	
	1	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Brigade 600 Series Lateral File 30W 3-Drawer	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 60"W 30"D 29-1/2"H Modular Desk Shell	

		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Stack-on Full Clearance 13 1/2Dx60Wx34 3/4x25H	
		Skipped Option	
	1	38000 2 with 30w x 15h flipper doors w/ lock	
		Skipped Option	
		Skipped Option	
	1	60Tack Board for 60W Hutch	
		Skipped Option	
		Skipped Option	
	1	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	
		Back: Mesh Back	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	
		Base: Standard Black	
	sub	ADMIN RM. 8 Subtotal	
	2	Black Center Drawer 211/4"W x 161/4"D x 2"H	
	1	Stack-on Full Clearance 13 1/2Dx48Wx34 3/4x25H	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	36Wx18D Square Edge Laminate Top For Lateral File	

		Grd L1 Standard Laminates	
		Bourbon Cherry	
	1	Tackboard for 78" W Wallmount Tackboard	
		Grd A Fabric	
		Undecided FABRIC Option	
	1	Abound Wall Channel Ends(pair)	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Wall Channel Middle	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Open Shelf 30"	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Abound Open Shelf 48"	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 2 with 48w x 15h flipper doors w/ lock	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship Bookcase 3-shelf 36"W x 18"D x 39-1/8"H	
		Skipped Option	
	1	38000 48"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	

		PAINT: Black	
	1	38000 72"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 Series Return Left 48"W 24"D 29-1/2"H	
		Grd L1 Standard Laminates	
		LAM: Bourbon Cherry	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	48Tack Board for 48W Hutch	
		Gr A Fab	
		Undecided FABRIC Option	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Fixed	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
	2	Ignition Tsk Low Bck Pneu Swivel Tilt Tilt Bck Ht Adj	
		Arm: Armless	
		CASTER: Hard (Standard)	

		Back: Mesh Back	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		FRAME: Black	
		Base: Standard Black	
sub		ADMIN RM. 9 Subtotal	
	1	Serene task chair	
sub		PD RM. 1 Subtotal	
	2	Serene task chair	
	1	Stackable Side Chair w/Chrome Frame, 18 1/2"W x 18"D x 32 1/2"H	
	1	Hospitality Tbl 3" Dia. Single Column Base 22" x 22"	
		Color: Black	
	1	Hospitality Tbl Square Top w/ Self Edge 30D x 30W	
		Grd L1 Standard Laminates	
		Lam: Mahogany	
		Edge: Mahogany	
sub		PD RM. 10 Subtotal	
	2	Serene task chair	
sub		PD RM. 11 Subtotal	
	4	Stackable Side Chair w/Chrome Frame, 18 1/2"W x 18"D x 32 1/2"H	
	1	Hospitality Tbl 3" Dia. Single Column Base 22" x 22"	
		Color: Black	
	1	Hospitality Tbl Square Top w/ Self Edge 36D x 36W	
		Grd L1 Standard Laminates	
		Lam: Mahogany	
		Edge: Mahogany	

sub		PD RM. 12 Subtotal	
	1	Hospitality Tbl 2" Dia. Sgl Colmn T-Base (2 per ctn)	
		PAINT: Black	
	1	Hospitality Tbl Rect Hosp Top w/ T-Mld Edg 36D x 72W	
		Grd L1 Standard Laminates	
		Lam: Mahogany	
		T-Mold: Mahogany	
	3	Motivate 4-Leg Stack Chair-Set/2	
		Arm: No Arm	
		Standard Nylon Glide	
		COLOR: Onyx	
		FRAME: Black	
sub		PD RM. 13 Subtotal	
	1	Tennsco Mobile Storage System - Floating Deck (Not Anchored To Floor) - (4) - 42"W x 30"D shelves - Each Holds 36 Boxes - - (2) - 30"W x 30"D shelves - Each Holds 24 Boxes - - (4) - 42"W x 15"D shelves - Each Holds 18 Boxes	
sub		PD RM. 2 Subtotal	
	2	Acc Hrztl Wall Track for OH Storage-60"W	
		Paint: Black	
	1	42Wx18D Square Edge Laminate Top For Lateral File	
		Grd L1 Standard Laminates	
		Mahogany	
	1	Tackboard for 72" W Wallmount Tackboard	
		Grd A Fabric	
		Undecided FABRIC Option	
	2	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	

		PAINT: Black	
1		Flagship 42W 3-Drw "A" Pull Lateral 42W 39-1/8H 18D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
1		Abound Overhead-Metal Flipper Door 72"	
		PAINT: Select Core Paint	
		PAINT: Black	
		Lock: Lock	
1		38000 72"W 36"D 29-1/2"H 38000 Series Modular Desk	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		PAINT: Select Core Paint	
		PAINT: Black	
1		38000 Series Return Right 60"W 24"D 29-1/2"H	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		PAINT: Select Core Paint	
		PAINT: Black	
1		Hospitality Tbl Square Top w/ Self Edge 36D x 36W	
		Grd L1 Standard Laminates	
		Lam: Mahogany	
		Edge: Mahogany	
1		Hospitality Tbl 3" Dia. Single Column Base 22" x 22"	
		Color: Black	
4		Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Armless	

		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
sub		PD RM. 3 Subtotal	
	1	Serene task chair	
	1	36Wx18D Square Edge Laminate Top For Lateral File	
		Grd L1 Standard Laminates	
		Mahogany	
	2	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship 36W 3-Drw "A" Pull Lateral 36W 39-1/8H 18D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 72"W 36"D 29-1/2"H 38000 Series Modular Desk	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 Series Return Right 60"W 24"D 29-1/2"H	
		Grd L1 Standard Laminates	
		LAM: Mahogany	

		PAINT: Select Core Paint	
		PAINT: Black	
	2	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Armless	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
sub		PD RM. 4 Subtotal	
	1	Serene task chair	
	2	Acc Hrztl Wall Track for OH Storage-60"W	
		Paint: Black	
	1	36Wx18D Square Edge Laminate Top For Lateral File	
		Grd L1 Standard Laminates	
		Mahogany	
	1	Tackboard for 60" W Wallmount Tackboard	
		Grd A Fabric	
		Undecided FABRIC Option	
	2	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Flagship 36W 3-Drw "A" Pull Lateral 36W 39-1/8H 18D	
		Standard Random Key Lock	
		PAINT: Select Core Paint	

		PAINT: Black	
	1	Abound Overhead-Metal Flipper Door 60"	
		PAINT: Select Core Paint	
		PAINT: Black	
		Lock: Lock	
	1	38000 72"W 36"D 29-1/2"H 38000 Series Modular Desk	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 Series Return Left 60"W 24"D 29-1/2"H	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		PAINT: Select Core Paint	
		PAINT: Black	
	2	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Armless	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Contourett	
		COLOR: Black	
		Back Color: Black	
sub		PD RM. 5 Subtotal	
	4	Wire Shelving Unit 36"W x 21"D x 72"H	
	1	Wire Shelving Unit 48"W x 21"D x 72"H	
	1	Stack-on Full Clearance 13 1/2Dx60Wx34 3/4x25H	

		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 2 with 30w x 15h flipper doors w/ lock	
		Standard Random Key Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	38000 60"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	60Tack Board for 60W Hutch	
		Gr A Fab	
		Undecided FABRIC Option	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Serene task chair	
sub		PD RM. 6 Subtotal	
	8	Serene task chair	
	5	Acc Hrztl Wall Track for OH Storage-60"W	
		Paint: Black	
	4	24"D x 28"H O-Leg Support for Worksurface (1 pack)	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	30"D x 28"H O-Leg Support for Worksurface (1 pack)	
		PAINT: Select Core Paint	
		PAINT: Black	

	2	WM Tackboard for 36W WM Overhead	
		Grd A Fabric	
		Undecided FABRIC Option	
	1	WM Tackboard for 48W WM Overhead	
		Grd A Fabric	
		Undecided FABRIC Option	
	1	Tackboard for 72" W Wallmount Tackboard	
		Grd A Fabric	
		Undecided FABRIC Option	
	1	Preside Laminate Panel BaseFor 96" W Table Tops	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
	1	Abound Overhead-Metal Flipper Door 30"	
		PAINT: Select Core Paint	
		PAINT: Black	
		Lock: Lock	
	1	Abound Overhead-Metal Flipper Door 36"	
		PAINT: Select Core Paint	
		PAINT: Black	
		Lock: Lock	
	1	Abound Overhead-Metal Flipper Door 48"	
		PAINT: Select Core Paint	
		PAINT: Black	
		Lock: Lock	
	1	Abound Overhead-Metal Flipper Door 72"	
		PAINT: Select Core Paint	
		PAINT: Black	

		Lock: Lock	
	5	File/File 28H x 22 7/8D x15W	
		Lock: Lock	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Systems Rectangular Worksurface Edgeband 24D x 48W	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		EDGE: Mahogany	
		Grommet: Black	
	3	Systems Rectangular Worksurface Edgeband 24D x 54W	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		EDGE: Mahogany	
		Grommet: Black	
	1	Systems 72x36x24x24Left Corner Cove Worksurface Edgebd	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		EDGE: Mahogany	
		Grommet: Black	
	1	Preside 96W x 48D Racetrack Shaped Laminate Top	
		2MM/Flat	
		Edge: Mahogany	
		No Grommets	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
sub		PD RM. 7 Subtotal	

1	Serene task chair	
1	36Wx18D Square Edge Laminate Top For Lateral File	
	Grd L1 Standard Laminates	
	Mahogany	
2	Flagship Series Pedestal "A" Pull Hanging B/F 23D	
	Standard Random Key Lock	
	PAINT: Select Core Paint	
	PAINT: Black	
1	Flagship 36W 3-Drw "A" Pull Lateral 36W 39-1/8H 18D	
	Standard Random Key Lock	
	PAINT: Select Core Paint	
	PAINT: Black	
1	38000 72"W 30"D 29-1/2"H Modular Desk Shell	
	Grd L1 Standard Laminates	
	LAM: Mahogany	
	PAINT: Select Core Paint	
	PAINT: Black	
1	38000 Series Return Left 60"W 24"D 29-1/2"H	
	Grd L1 Standard Laminates	
	LAM: Mahogany	
	PAINT: Select Core Paint	
	PAINT: Black	
2	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
	Arm: Armless	
	Hard Caster	
	Back: Mesh	
	Gr 1 UPH	

		Contourett	
		COLOR: Black	
		Back Color: Black	
sub		PD RM. 8 Subtotal	
	3	Wire Shelving Unit 36"W x 21"D x 72"H	
	1	Flagship File Center w/doors and Shelf A Pull	
		Select Paint	
		PAINT: Black	
	1	38000 60"W 30"D 29-1/2"H Modular Desk Shell	
		Grd L1 Standard Laminates	
		LAM: Mahogany	
		PAINT: Select Core Paint	
		PAINT: Black	
	1	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	
		Arm: Armless	
		Hard Caster	
		Back: Mesh	
		Gr 1 UPH	
		Undecided FABRIC Option	
		Back Color: Black	
sub		PD RM. 9 Subtotal	

IV

**TOWNSHIP OF CHESTERFIELD
FORM OF PROPOSAL**

The undersigned, as bidder, declares that he has carefully examined the specifications and is familiar with the work to be bid and will supply the items requested for the prices specified to the Township of Chesterfield, 300 Bordentown-Chesterfield Road, Chesterfield New Jersey 08515.

BID PRICING:

ITEM BID NAME: _____

TOTAL BASE BID: \$ _____

Guaranteed Delivery Date of Complete Unit: _____

Name of Bidder: _____

Address of Bidder: _____

Phone Number: _____

Signature of Bidder: _____ date: _____

Printed Name: _____

Stockholders:

Name: _____

_____ Street Address City State Zip

Name: _____

_____ Street Address City State Zip

Name: _____

_____ Street Address City State Zip

Name: _____

_____ Street Address City State Zip

Subscribed and sworn before me this ____ day
of _____, 2____

(Affiant)

(Notary Public)

My Commission expires:

(name and title of affiant)

(Corporate Seal)

VI
TOWNSHIP OF CHESTERFIELD
NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)

In the County of _____ and State of _____

being of full age and duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____,
(title or position) (name of firm)

the bidder making this Proposal for the bid entitled _____,
(title of bid proposal)

and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Chesterfield relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____.

Sworn and subscribed before me this
____ day of _____, 2____

(signature)

(printed name of affiant)

(notary public)

My Commission Expires: _____

(Corporate Seal)

VII
TOWNSHIP OF CHESTERFIELD

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts

(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth the provisions of this nondiscrimination clause. The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regards to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code N.J.A.C. 17:27.

VIII
TOWNSHIP OF CHESTERFIELD

New Jersey Business Registration Certificate
Revised Contract Language for BRC Compliance

Goods and Services Contracts (including Purchase Orders)

Construction Contracts)including Public Works related Purchase Orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et. seq.) on all sales of tangible personal property delivered into this state.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

X.

**TOWNSHIP OF CHESTERFIELD
CHECKLIST FOR BID SUBMITTAL**

	Yes	No
1. Bid Specifications	___	___
2. Completed Bid Proposal Form	___	___
3. Addendum (if applicable)	___	___
4. Disclosure Statement, Stockholder/Partnership	___	___
5. Non-Collusion Affidavit	___	___
6. New Jersey Business Registration Certificate	___	___
7. Taxpayer Identification Number and Certification (IRS form W-9)	___	___
8. Separate Sheet of Paper & Evidence Demonstrating Equivalency (if applicable)	___	___
9. Affirmative Action Forms	___	___
10. State of NJ Business Registration Certificate	___	___
11. American with Disabilities Act of 1990 Language	___	___
12. Certificate of Insurance	___	___