OFFICE FURNITURE - STATE OF IDAHO

GROUP DESCRIPTIONS

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| **Workspace Furniture** |
| The Workspace Furniture category groups together three (3) categories of coordinating furniture. This category has been created so that end users of the resulting contracts have an option of selecting from a group of coordinating furniture for the office environment. **Systems Furniture and Accessories:** Systems furniture, including monolithic and frame and tile, is a generic term for panels, work-surfaces, shelves, and other items sold by a single manufacturer as a package for furnishing offices. Cubicles and the sea of cubicles are the items most often associated with systems furniture, but other open plan arrangements are included. **Desks/Tables and Accessories:** A desk/table is a freestanding unit having a work surface that is supported by legs or pedestals, in some instances; the unit will have sit-to-stand capability, drawer(s), doors, or other storage elements. Free-standing desks, conference room tables, small office tables, side tables, and dining tables are included in this category. **Filing and Storage and Accessories:** The filing and storage category may include, but is not limited to; bookcases, wardrobes, cabinets, Free-standing and mobile pedestals, and wall mounted shelving. This category does not include shelving units that are attached to system furniture cubicle walls. |
| **Seating and Accessories** |
| The seating category includes both high back and standard executive chairs, conference room chairs, task/work chairs that may have multiple seat pan sizes and are either mesh back or fabric with arms or without and guest/side chairs that have both four point and star bases. This category also includes optional reception/lounge seating, dispatch chairs, stackable/foldable chairs, collaborative, and stationary and height adjustable stools.) |

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| Awards by Category |
| **Workspace Furniture** | **Seating and Accessories** |
| AllsteelHerman MillerThe HON CompanySteelcase | Allsteel HaworthHerman MillerSteelcase |

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| Awards by Vendor |
| **Allsteel****PADD18200479** | **Haworth PADD18200490** | **Herman Miller****PADD18200482** | **The HON Company****PADD18200** | **Steelcase****PADD18200507** |
| Workspace FurnitureSeating | Seating | Workspace FurnitureSeating | Workspace Furniture | Workspace FurnitureSeating |

CONTRACT OVERVIEW:

* + NASPO is a Mandatory-Use Contract for State Agencies, optional use for Political Subdivisions, K-12 and non-State Higher Ed.
	+ All State Agencies are exempt from the payment of sales or property tax.
	+ All State Agencies may terminate orders with no penalty for Non-appropriation of funds.
	+ Availability of products will vary – product offerings will be determined based on the individual Manufacturers and Scope of Work in the amended RFP posted by Utah.
	+ All Manufacturers allow for Dealers to bill the State directly. All usage and admin fee information gets reported through the manufacturer.
	+ No furniture leasing options provided.
	+ Base pricing includes standard delivery FOB Destination, freight pre-paid with all transportation and handling charges paid by the Contractor.
	+ Non-standard delivery rates are not included in base pricing.
	+ Warranty periods begin upon delivery.
	+ Payment Terms are Net 30 Days following the date the entire order is delivered or the date the correct invoice is received, whichever is later.

ADDITIONAL SERVICES:

* + Design Services:
		- Design Services include but are not limited to; space planning, installation plans, furniture migration strategies, reconfiguration of existing systems, inventory of existing furniture, assistance with furniture selection, interior office design and computerized installation drawings.
	+ Installation Services:
		- Installation Services include all labor required to disassemble, assemble, deliver, set-up, install, and otherwise finish an office installation or remodel project.
	+ Customer Service:
		- Including, but not limited to; sales service, customer service, product information services and warranty services.