

Steelcase

Utah Contract Number: MA147 and  
State of Idaho Contract Number PADD 1115

Appendix B: Supplemental Freight, Shipping and Dealer Installation Information

**Freight Terms:** Contractor shall ship all products F.O.B. destination, freight prepaid. Shipping costs must be included in the product price for all participating entities.

**Drop Ship** – Products will be delivered by a common carrier to a dock. It will be the responsibility of the ordering entity to move it or set it in place.

\*\*\* For Inside Delivery please see the following rates:

**Inside Delivery** – Products will be delivered by the Authorized Dealer inside an office building location as designated on a purchase order. Products will be unloaded and unboxed with no assembly required.

	Area A	Area B	Area C
Dealer Inside Delivery Rates	North ID	SW ID	East ID
Office Environment Company - Boise ID	All Listed Dealers - All Areas		
Porter's Office Products -Pocatello	\$30.00/hr		
Porter's Office Products - Rexburg ID			

**Note: these rates can be negotiated lower on larger orders based on the project size and scope.**

\*\*\* Additional services are available for Installation, New Design and Reconfigure Services

**Installation Services** – Products will be delivered, unloaded, and assembled according to design plan and to a move in ready condition incorporating 3.13 Installation of Product requirements per the RFP.

	Area A	Area B	Area C
Dealer Installation Rates	North ID	SW ID	East ID
Office Environment Company - Boise ID	All Listed Dealers - All Areas		
Porter's Office Products -Pocatello	\$40.00/hr		
Porter's Office Products - Rexburg ID			

**Note: these rates can be negotiated lower on larger orders based on the project size and scope.**

**New Design Services** - Space Planning for new furniture or new spaces. This would include someone coming out to design a new space, make mock up drawings etc

	Area A	Area B	Area C
Dealer New Design Rates	North ID	SW ID	East ID
Office Environment Company - Boise ID	All Listed Dealers - All Areas		
Porter's Office Products -Pocatello	\$55.00/hr		
Porter's Office Products - Rexburg ID			

**Note: these rates can be negotiated on larger orders based on the project size and scope.**

**Reconfigure Design Services** - Space Planning for re-designing or reconfiguring existing spaces. This would include someone coming out to redesign an existing space or, to reconfigure an existing space, make mock up drawings etc.

	Area A	Area B	Area C
Dealer Reconfigure Design Rates	North ID	SW ID	East ID
Office Environment Company - Boise ID	All Listed Dealers - All Areas		
Porter's Office Products -Pocatello	\$55.00/hr		
Porter's Office Products - Rexburg ID			

**Note: these rates can be negotiated lower on larger orders based on the project size and scope.**