

Vendor's Offer

"Return this Section with your Response"

It is REQUIRED that Bidder COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Offer", late bid response and/or a materially incomplete response will be considered nonresponsive and rejected.

Bidder is to type or legibly write in ink all information required below.

Company Name: <u>SOUTHWEST PARTITIONS & OFFICE INTERIORS</u>		
Company Mailing Address: <u>4600 N. 7TH AVE</u>		
City: <u>PHOENIX</u>	State: <u>AZ</u>	Zip: <u>85013</u>
Contact Person: <u>GREG SEIFERT</u>	Title: <u>SALES</u>	
Phone #: <u>602-274-0214</u>	FAX #: <u>602-277-9512</u>	E-mail: <u>greg@e-zoffice.com</u>
Company Tax Information:		
Arizona Transaction Privilege (Sales) Tax No.: <u>07153862 M</u> or		
Arizona Use Tax No.: <u>07 - 153862 M</u>		
Federal I.D. No.: <u>86-0355088</u>		
City & State Where Sales Tax Is Paid: <u>PHOENIX</u> , <u>ARIZONA</u>		
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.: <u>N/A</u>		

THIS BID IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) BILL TAYLOR

Title of Authorized Individual (Type of Print in Ink) V. Pres & D.C.T. Inc

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (Must Sign in Ink)

By signing this offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. In accordance with A.R.S. 35-393 et seq., the offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with bid response will be considered nonresponsive and rejected.



Signature of Authorized Offeror

7/5/12

Date

Listed below are the minimum specifications for remanufactured systems furniture. Any exceptions to the specifications must be explained.

	Yes	No	Vendor Response Exceptions
<u>General</u>			
1. All panels and components shall be of a design, material, and workmanship able to withstand hard, daily usage over an extended life with minimum maintenance and repair.	X		
2. All panels shall stand erect and rest firmly on their bases to assure safety, good appearances, and provide for a stationary work position. All panels shall be plumb and level.	X		
3. Panels and components shall have identical range of modularity so that they are interchangeable between workstations.	X		
4. The system shall be capable of being installed over finished flooring without penetration or demarcation or the use of floor fasteners to allow for reconfiguration without any floor patching.	F		
5. All panels and components shall be void of sharp edges and corners. End pieces, trim, etc., will be smooth.	X		
<u>Panels</u>			
6. Panels shall be acoustical and non-acoustical, safety glazed, open, tackable, electrified, and non-electrified with raceways.	X		
7. Wire management provisions shall be field convertible from powered to non-powered.	X		
8. Fabric shall be mid-grade.	X		
9. Panels shall include top trim and optional joint trim.	X		
<u>Tackboards</u>			
10. Fabric covered with attaching hardware.	X		
<u>Flammability</u>			
11. All panels shall comply with most current local fire code.	X		
<u>Electrical</u>			
12. Panel raceways shall be designed to provide distribution of electrical, data, and communications cables in one or more raceways that are an integral part of the panel.	X		
13. The electrical power distribution system shall be an integral component of the systems furniture.	X		
14. Power shall be supplied from the building wiring system to the systems furniture through base or ceiling feeds.	X		
15. All electrical system components shall be U.L. approved.	X		

Vendor Response
No **Exceptions**

Yes

Connections

16. The panel system shall be capable of connecting in a variety of configurations including connection of panels of differing heights and connection of two, three, or four panels from a single point.

X

Component Mounting

17. The system shall provide for suspending components at varying heights on both sides of the panel.

X

Leveling and Alignment

18. The system shall provide precise alignment of adjacent panels and shall include leveling glides to compensate for uneven floors. A minimum 3/4" adjustment range is required. When placed on a level surface with the glides fully retracted, the maximum distance between the panel and the floor shall be 1 inch.

X

Work Surfaces

19. Work surfaces shall be panel supported using cantilevers and/or freestanding using floor support. Cantilever shall not be shared by multiple work surfaces.

X

20. When panel supported and freestanding surfaces are offered, they shall be of similar construction and appearance and shall allow the integration of both types within a workstation.

X

21. Construction - Top surfaces shall be high pressure, plastic laminate. The top shall be balanced to resist warping, and the underside shall be smoothly finished. Edges shall be vinyl T-molding, with radius corners.

X

22. Cantilevered support brackets for all work surfaces shall be die cast aluminum, steel or made out of an equal strength material. Contractor shall **not** use shared cantilevers.

X

23. Supports shall be painted and shall insert into an integral rail.

X

24. A security device shall be used to preclude accidental unhooking.

X

25. The underside of all worktops shall be pre-drilled or have rails for accepting of brackets.

X

26. Floor supports shall be by means of pedestals, support ends or legs.

X

27. Corner workshops shall be the same as the standard worktop.

X

28. Cord cutouts, grommets, or similar methods for easy access to electrical and voice/data hookups shall be available on work surfaces where needed.

X

	Vendor Response		
	Yes	No	Exceptions
<u>Pedestals</u>			
29. Pedestals shall be metal and designed to allow use beneath a work surface and be the same depth as the work surface.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	STANDARD PED 20" DEEP
30. All drawers, when fully loaded, shall work smoothly and relatively quietly without binding or racking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
31. Drawers shall be full extension ball bearing glides and pre-drilled mounting holes for quick, simple installation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32. Finish shall match as close as possible to panel frame, molding, lateral file cabinet, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
33. Pedestals shall be available with or without locks. Units may be gang locked or may be individual drawer locks, side or center flush-mounted gang keyed locks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
34. Pedestal drawers shall be equipped with a safety feature designed to prevent accidental detachment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
35. Pedestals, flipper door cabinets and lateral file cabinets must be capable of being keyed alike.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>Flipper Door Cabinets</u>			
36. Flipper cabinets shall be provided with a receding door or may be formed from a shelf and separate top and door assembly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
37. Flipper door cabinet locks shall be available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
38. Flipper door cabinets shall incorporate a standard steel shelf assembly together with a top and front unit to provide a closed, lockable cabinet, including hardware for attachment to panels. Flipper door cabinet shall operate smoothly and quietly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
39. Flipper door shall be light weight and have a heavy duty suspension system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
40. Underside of shelving must accept task light, including attaching hardware.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
41. Finish shall match as close as possible to panel frame, molding, pedestals, lateral file cabinet, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
42. Fabric covered flipper door shall attach to shelving to provide front and top closure, including attaching hardware.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
43. Flipper door cabinets shall be equipped with a safety feature designed to prevent accidental detachment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
44. Flipper door cabinets, pedestals, and lateral file cabinets must be capable of being keyed alike.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	Vendor Response Exceptions
<u>Task Lighting (new and unused product only)</u>			
45. As a minimum, task lights shall be capable of mounting beneath an overhead flipper cabinet. All lights offered shall be U.L. listed.	X		
46. Task lights shall have individual on/off switches and shall be equipped with a diffusion lens to provide glare free light and a cord no shorter than six (6) feet.	X		
47. Lights shall be shielded to prevent direct viewing of the lamp or bulb at eye level from a seated position.	X		
<u>Lateral Files</u>			
48. Freestanding, metal lateral files shall be specifically designed to be used beneath a work surface.	X		
49. Finish shall match as close as possible to panel frame, molding, pedestal, etc.	X		
50. Lateral file cabinets, pedestals, and flipper door cabinets must be capable of being keyed alike.	X		
51. Drawer shall be equipped with a safety feature designed to prevent accidental detachment.	X		
<u>Paper Management Accessories</u>			
52. Paper management items shall be suspended by rails attached to the panel.	X		
<u>Finish</u>			
53. Remanufactured items shall be suspended by rails attached to the panel.	X		
54. Spray all surface areas, both interior and exterior.	X	X	IN SOME CASES EXTERIOR ONLY PAINT
55. All finished surfaces shall be free of any voids, runs, sags, or other defects and shall simulate the OEM finish in gloss, texture, and durability.	X		
<u>Warranties</u>			
56. Contractor shall warrant their product against defects in materials and workmanship for a minimum period of fifteen (15) years from the date of installation. No warranty will be accepted which disclaims direct and incidental damages.	X		

Bid Questionnaire
 "Return this Section with your Response"

Please note that as used in this Questionnaire, "Your" refers to Bidder. Please respond to all questions in an orderly manner.

1. What is the address of your office from which this contract will be administered, from which billing will be sent to the City and to which the City will issue payment?

4600 N 7TH AVE
PHOENIX, AZ 85013

2. Who is your assigned Contract/Project Manager to the City?

Name: GREG SEIFERT

Phone: 602-274-0214

Mobile: 602-399-0897

E-mail: greg@e-zoffice.com

3. If selected, will your company follow all invoicing/billing requirements? Yes No

4. Provide three (3) references (local government are preferred)

<u>Company Name</u>	<u>Contact Name</u>	<u>Phone</u>
<u>AMERICAN RED CROSS</u>	<u>DOUG McDUGAL</u>	<u>602-513-2959</u>
<u>CITY OF TEMPE</u>	<u>KATHY WITTENBURG</u>	<u>480-350-8434</u>
<u>COMTECH EF DATA</u>	<u>ART GUZMAN</u>	<u>480-333-2370</u>

5. Does your company accept all terms and conditions of this IFB? Yes No

6. Will your company perform all work for this contract in conformance with all OSHA, Federal, State, County and local safety requirements? Yes No

7. What is the normal delivery lead time? (Express in number of calendar days after receipt of order.)

28 Days

8. Describe how your company handles expedited shipment of rush orders?

DETERMINE FABRIC IS AVAILABLE IN 1 WEEK.
ORDER THEN WILL BE COMPLETE IN 16 DAYS.

9. Does your company accept the 15-year warranty? Yes No

Pricing Section

"Return this Section with your Response"

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	
Group A – Systems Furniture Herman Miller – A02					
<u>Panels - Remanufactured</u>					
1.	39 36"H x 24"W	Fabric Grade A (Value)	1	Each	\$ <u>99.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
2.	39 36"H x 30"W	Fabric Grade A (Value)	1	Each	\$ <u>106.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
3.	39 36"H x 36"W	Fabric Grade A (Value)	1	Each	\$ <u>112.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
4.	39 36"H x 48"W	Fabric Grade A (Value)	1	Each	\$ <u>125.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
5.	39 36"H x 60"W	Fabric Grade A (Value)	1	Each	\$ <u>147.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
6.	47 42"H x 24"W	Fabric Grade A (Value)	1	Each	\$ _____
		Fabric Grade B	1	Each	\$ <u>101.00</u>
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
7.	47 42"H x 30"W	Fabric Grade A (Value)	1	Each	\$ <u>110.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____

Pricing Section
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ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	
8. 47	42"H x 36"W	Fabric Grade A (Value)	1	Each	\$ <u>119.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
9. 47	42"H x 48"W	Fabric Grade A (Value)	1	Each	\$ <u>142.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
10. 47	42"H x 60"W	Fabric Grade A (Value)	1	Each	\$ <u>162.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
11. 67	62"H x 24"W	Fabric Grade A (Value)	1	Each	\$ <u>119.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
12. 67	62"H x 30"W	Fabric Grade A (Value)	1	Each	\$ <u>130.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
13. 67	62"H x 36"W	Fabric Grade A (Value)	1	Each	\$ <u>141.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
14. 67	62"H x 48"W	Fabric Grade A (Value)	1	Each	\$ <u>162.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____

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ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	
15. 62 62	62"H x 60"W	Fabric Grade A (Value)	1	Each	\$ <u>191.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
<u>Panels – Remanufactured with Electric</u>					
16. 39	36"H x 24"W	Fabric Grade A (Value)	1	Each	\$ <u>105.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
17. 39	36"H x 30"W	Fabric Grade A (Value)	1	Each	\$ <u>112.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
18. 39	36"H x 36"W	Fabric Grade A (Value)	1	Each	\$ <u>118.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
19. 39	36"H x 48"W	Fabric Grade A (Value)	1	Each	\$ <u>131.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
20. 39	36"H x 60"W	Fabric Grade A (Value)	1	Each	\$ <u>153.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
21. 47	42"H x 24"W	Fabric Grade A (Value)	1	Each	\$ <u>107.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____

Pricing Section

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22. 47 42	42"H x 30"W	Fabric Grade A (Value)	1	Each	\$ <u>115.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
23. 47 42	42"H x 36"W	Fabric Grade A (Value)	1	Each	\$ <u>125.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
24. 47 42	42"H x 48"W	Fabric Grade A (Value)	1	Each	\$ <u>144.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
25. 47 42	42"H x 60"W	Fabric Grade A (Value)	1	Each	\$ <u>168.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
26. 67 62	62"H x 24"W	Fabric Grade A (Value)	1	Each	\$ <u>125.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
27. 67 62	62"H x 30"W	Fabric Grade A (Value)	1	Each	\$ <u>136.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
28. 67 62	62"H x 36"W	Fabric Grade A (Value)	1	Each	\$ <u>147.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____

Pricing Section

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ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	
29. <i>67</i>	<i>62</i> "H x 48"W	Fabric Grade A (Value)	1	Each	\$ <u>168.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
30. <i>67</i>	<i>62</i> "H x 60"W	Fabric Grade A (Value)	1	Each	\$ <u>197.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____

Tackboards

31.	16"H x 24"W	Fabric Grade A (Value)	1	Each	\$ <u>30.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
32.	16"H x 30"W	Fabric Grade A (Value)	1	Each	\$ <u>32.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
33.	16"H x 48"W	Fabric Grade A (Value)	1	Each	\$ <u>35.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
34.	16"H x 60"W	Fabric Grade A (Value)	1	Each	\$ <u>40.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____

Work Surfaces – New, Oak Laminate Finish *INCLUDES CANTILEVERS, BOTTOMS & PINS*

35.	24"D x 24"W	Laminate Grade A (Value)	1	Each	\$ <u>51.00</u>
		Laminate Grade B	1	Each	\$ <u>63.00</u>
		Laminate Grade C	1	Each	\$ _____

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ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	
36.	24"D x 30"W	Laminate Grade A (Value)	1	Each	\$ <u>59.00</u>
		Laminate Grade B	1	Each	\$ <u>74.00</u>
		Laminate Grade C	1	Each	\$ _____
37.	24"D x 36"W	Laminate Grade A (Value)	1	Each	\$ <u>68.00</u>
		Laminate Grade B	1	Each	\$ <u>85.00</u>
		Laminate Grade C	1	Each	\$ _____
38.	24"D x 48"W	Laminate Grade A (Value)	1	Each	\$ <u>76.00</u>
		Laminate Grade B	1	Each	\$ <u>97.00</u>
		Laminate Grade C	1	Each	\$ _____
39.	36"D x 24"W Corner Work Surface	Laminate Grade A (Value)	1	Each	\$ <u>103.00</u>
		Laminate Grade B	1	Each	\$ <u>147.00</u>
		Laminate Grade C	1	Each	\$ _____
Locking Overheads – Remanufactured					
40.	36"W	Fabric Grade A (Value)	1	Each	\$ <u>105.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
41.	48"W	Fabric Grade A (Value)	1	Each	\$ <u>123.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____
42.	60"W	Fabric Grade A (Value)	1	Each	\$ <u>154.00</u>
		Fabric Grade B	1	Each	\$ _____
		Fabric Grade C	1	Each	\$ _____
		Fabric Grade D	1	Each	\$ _____

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ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
43.	36"W with New Task Light, bulb included			
	Fabric Grade A (Value)	1	Each	\$ <u>147.00</u>
	Fabric Grade B	1	Each	\$ _____
	Fabric Grade C	1	Each	\$ _____
	Fabric Grade D	1	Each	\$ _____
44.	48"W with New Task Light, bulb included			
	Fabric Grade A (Value)	1	Each	\$ <u>169.00</u>
	Fabric Grade B	1	Each	\$ _____
	Fabric Grade C	1	Each	\$ _____
	Fabric Grade D	1	Each	\$ _____
45.	60"W with New Task Light, bulb included			
	Fabric Grade A (Value)	1	Each	\$ <u>202.00</u>
	Fabric Grade B	1	Each	\$ _____
	Fabric Grade C	1	Each	\$ _____
	Fabric Grade D	1	Each	\$ _____

Metal Pedestals with Locks

54.	Box-Box-File, minimum 19 gauge interior and 22 gauge exterior <u>FRIANT 20" DEEP</u> Manufacturer	1	Each	\$ <u>138.00</u>
55.	File-File, minimum 19 gauge interior and 22 gauge exterior <u>FRIANT 20" DEEP</u> Manufacturer	1	Each	\$ <u>138.00</u>

Lateral File with Lock

56.	36"W x 27 3/4" H-Two-Drawer, minimum 19 gauge interior and 22 gauge exterior <u>FRIANT</u> Manufacturer	1	Each	\$ <u>278.00</u>
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~~Group C Total~~ \$ 5965.00
 ALL GRAD A (VALUE)

Pricing Section

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ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
Miscellaneous				
1.	Design Services for Herman Miller office systems	1	Per Hour	\$ <u>65.00</u>
2.	Re-design Services of existing Herman Miller office systems	1	Per Hour	\$ <u>65.00</u>
3.	Dismantling and Re-installation Services for existing Herman Miller office systems during business hours 8:00 a.m. to 5:00 p.m.	1	Per Hour	\$ <u>55.00</u>
4.	Dismantling and Re-installation Services for existing Herman Miller office systems <u>after normal business hours</u>	1	Per Hour	\$ <u>85.00</u>
5.	Move Management Services: (Special Projects Only – Prior Approval required by Purchasing) Services include, but are not limited to, coordinating City departments, coordinating contractors, planning meetings, etc.	1	Per Hour	\$ <u>55.00</u>
7.	Discount Off List for Paper Management Systems <u>ESI ERGONOMIC SOLUTIONS INC</u> Manufacturer Price List/Catalog Number: <u>VOLUME 23</u> Price List/Catalog Date: _____			<u>50</u> % Off
8.	Discount Off List for Remanufactured Herman Miller Product not listed in Group A <u>Herman Miller</u> Manufacturer Price List/Catalog Number: _____ Price List/Catalog Date: <u>SEPT 6, 2011</u>			<u>60</u> % Off
9.	Installation of keyboard platforms Discount off HumanScale Products	1	Per Hour	\$ <u>55.00</u> <u>40</u> % Off

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* Applicable Tax 9.3 %

* **State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form 201-B included in this Invitation for Bid document.**

Less prompt payments discount terms of 0% 0 days/ or net thirty (30) days. (To apply after receipt and acceptance of anitemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

Statement mailing address:

City of Tempe
Accounting (see Invitation for Bid for your contact person)
P.O. Box 5002
Tempe, Arizona 85280
Phone: 480-350-8355

Accounting Contacts:

Ramona Zapien	Letters A – H
Cecilia Miller	Letters I – Z
Candace Duke	General AP Inquiries and AP Checks