

THE GROSSE POINTE PUBLIC SCHOOL SYSTEM
Grosse Pointe, Michigan

AGENDA NUMBER & TITLE: VII.H.

Approval of New Furniture

BACKGROUND INFORMATION:

As we plan for central administration to relocate to North High school in the fall of 2021 we assessed our existing furniture to determine what furnishings we owned that would fit in our new space and survive the move from 389 to North. During this process it became evident that our existing furniture, which was donated to us many years ago, has exceeded its useful life.

Our design team became aware of a few companies that have decided to continue allowing staff to work from home and were looking to donate their office furnishings. We visited three sites and accepted eighteen (18) HON Abound workstations, ten (10) Allstell Terrace workstations, one (1) National conference room 12' table and ten (10) chairs. The estimated value of the donated furniture is \$76,095.

After accepting the furniture donation, we were still in need of additional furniture for the remaining office spaces. We were able to work with Staples through an Omnia Partners cooperative contract to identify additional HON furnishings that will coordinate with the donated items. The quote for all items as well as a presentation with images of the furniture are enclosed for your review.

REQUEST:

The Board of Education approve the purchase of office furniture from Staples, Inc. in the amount of \$140,744.64 plus contingency of \$14,074.46 for a not to exceed cost of \$154,819.10.

Funding Source		
<input checked="" type="checkbox"/> General Fund	<input type="checkbox"/> Bond Fund	<input type="checkbox"/> Sinking Fund

Amanda Matheson
Deputy Superintendent for Business Operations



IMAGINE

the possibilities

-see the vision-

GROSSE POINTE
PUBLIC SCHOOL SYSTEM

[TYPICAL "U" OFFICES]

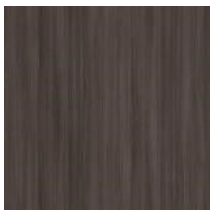


Typical Office includes:

- 72"W x 30"D desk with BBF Storage
- 48"w x 24"d Bridge
- 72"W x 24"D return with FF Storage
- 72"W overhead hutch with tackboard & tasklight
- Task chair
- Guest chair(s)
- Personal Storage Tower with Coat closet, Cubby & FF storage



APPOINT MOREL
Tackboard



SKYLINE WALNUT
Laminate
BLACK Grommets

[NON-TYPICAL "U" OFFICE)]

AMANDA MATHESON



Typical Office Additional Options:

- Front bullet top
- Round table with metal base
- Bookcase
- File W/ Stack on Bookcase



[SUPERINTENDENT OFFICE]

Office includes:

- 72"W x 36"D Bow front desk
- 48"W x 24"D Ht. adj. bridge
- 108" W return with overhead hutch & bookcase
- Task chair
- Guest chair(s)



SKYLINE WALNUT
Laminate
BLACK Grommets



[TYPICAL CONFERENCE ROOMS]

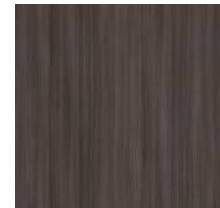


Typical Racetrack Conference Room Configuration includes:

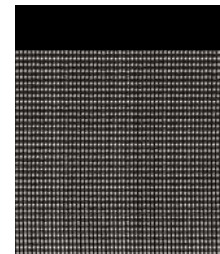
- 72"W x 36"D OR 84"W x 42"D Conference top
- Laminate hollow panel base
- (6) Fixed arms seating
- Flip-top Power grommet with 3 Power, USB & Blank outlets



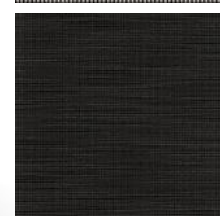
Conference – Cliq Seating



SKYLINE WALNUT
Tabletop/Bases
BLACK Grommet



BLACK Mesh &
BLACK Shell/Arms



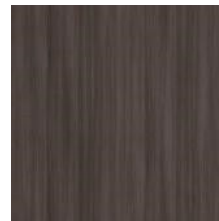
COMPASS INK Seat

[J118 FOUNDATION ROOM]



Office includes:

- 66"W x 30"D Desk
- Mobile BF Storage
- Desk & Guest Seating



SKYLINE WALNUT
Worksurfaces
& Mobile Pedestal

[J114 BADGE ROOM]



Office Includes:

- 60"W X 24"D Desk
- Mobile BF Storage
- Desk & Guest Seating
- Undermount Cubby Storage W/ Lock
- Wood Pencil Drawer



TITANIUM
O-Leg Supports
& Storage Cubby

[WORKSTATIONS & BOARD ROOM]

HR AREA WK ST (Allsteel DNA Products)



Allsteel DNA Workstations

- HR AREA: With Storage towers
- Enrollment: Transaction top with 42H Panels



[BOARD ROOM]



Motivate Nesting Tables & Seating

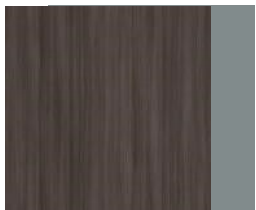
- Flip/Nesting tables
- Nesting chairs with mesh back & fabric seat
- Ergo edge, Pop-up power grommet



Ergo-Edge



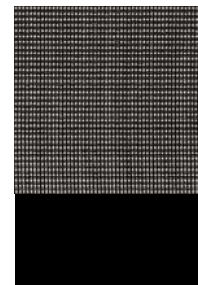
Flip-Top



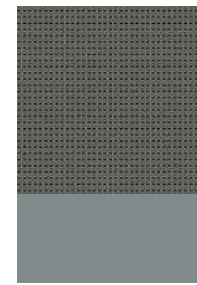
SKYLINE WALNUT
Tabletop/
PLATINUM Ergo Edge



TITANIUM
Bases/Grommets



BLACK Mesh &
BLACK Shell/Arms



SEED TRUFFLE Seat
TITANIUM Legs

[SEATING OFFERING]

ALL WORKSTATION & OFFICE TASK SEATING, GUEST SEATING, & RECEPTION



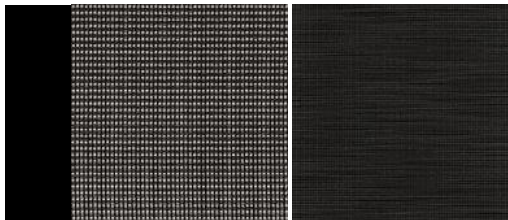
HON Ignition Task Chair



HON Ignition Guest Chair

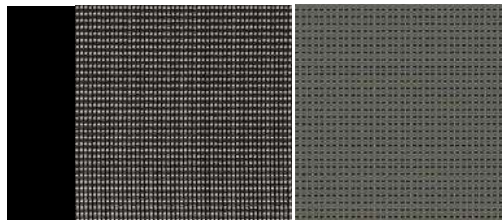


HON Ignition Reception Seating



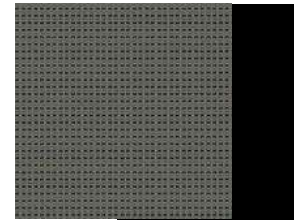
BLACK Mesh &
BLACK Shell/Base/Arms

COMPASS INK Seat



BLACK Mesh &
BLACK Shell/Arms/Legs

SEED TRUFFLE Seat



SEED TRUFFLE Seat & Back
BLACK Legs

QUOTATION

Phone:

Quote #:

SOLD TO:

SHIP TO:

Richard VanGorder
Grosse Pointe Schools
389 St Clair

Grosse Pointe MI 48230

Project: ADMINISTRATION BUILDING - BUDGET PROPOSAL - REVISED 4-6-21

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
1	1	HON HF22	Master Key (One Key)	\$9.88	\$9.88

Tag For:

2	1	*zFreight	Workrite	\$0.00	\$0.00
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Tag For:

(11) OFFICES

3	33	HON HLINEARA3	Field Install Dwr/Door Kits Linear Blk 3-pack	\$24.32	\$802.56
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Tag For: (11) OFFICES

4	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
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Tag For: (11) OFFICES

.X101E KEY NUMBER: 101E Select Key Number

5	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
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Tag For: (11) OFFICES

.X102E KEY NUMBER: 102E Select Key Number

6	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
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Tag For: (11) OFFICES

.X103E KEY NUMBER: 103E Select Key Number

7	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
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Tag For: (11) OFFICES

.X104E KEY NUMBER: 104E Select Key Number

8	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
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Tag For: (11) OFFICES

.X105E KEY NUMBER: 105E Select Key Number

BI / QUOTE #		DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
		6/8/2021		Richard VanGorder	
Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
9	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
			<u>Tag For:</u> (11) OFFICES		
			.X106E KEY NUMBER: 106E	Select Key Number	
10	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
			<u>Tag For:</u> (11) OFFICES		
			.X107E KEY NUMBER: 107E	Select Key Number	
11	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
			<u>Tag For:</u> (11) OFFICES		
			.X108E KEY NUMBER: 108E	Select Key Number	
12	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
			<u>Tag For:</u> (11) OFFICES		
			.X109E KEY NUMBER: 109E	Select Key Number	
13	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
			<u>Tag For:</u> (11) OFFICES		
			.X110E KEY NUMBER: 110E	Select Key Number	
14	4	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$48.64
			<u>Tag For:</u> (11) OFFICES		
			.X111E KEY NUMBER: 111E	Select Key Number	
(3) CONF RMS_J122_J124_J138					
15	2	HON HTLP72	Preside Laminate Panel Base For 72" W Table Tops	\$224.25	\$448.50
			<u>Tag For:</u> (3) CONF RMS_J122_J124_J138		
			\$(L2STD) Grd L2 Standard Laminates	Select Laminate	
			.LSW1 LAM: Skyline Walnut	Grd 2 Laminate Selection	
16	1	HON HTLP84	Lam Pan BaseFor 84" W Table Tops	\$237.38	\$237.38
			<u>Tag For:</u> (3) CONF RMS_J122_J124_J138		
			\$(L2STD) Grd L2 Standard Laminates	Select Laminate Finish	
			.LSW1 LAM: Skyline Walnut	Grd 2 Laminate Selection	
17	2	HON HTLA3672	Preside 72W x 36D Racetrack Shaped Laminate Top	\$264.00	\$528.00
			<u>Tag For:</u> (3) CONF RMS_J122_J124_J138		
			.G 2MM/Flat	Edge Option	
			SW Edge: Skyline Walnut	Select Edge Finish	
			.G2 Cut out for Flip Top Port	Select Grommet	
			\$(L2STD) Grd L2 Standard Laminates	Select Laminate	
			.LSW1 LAM: Skyline Walnut	Grd 2 Laminate Selection	
18	1	HON HTLA4284	84"Wx42"D Racetrack Shaped Lam Top	\$366.00	\$366.00
			<u>Tag For:</u> (3) CONF RMS_J122_J124_J138		
			.G 2MM/Flat	Edge Option	
			SW Edge: Skyline Walnut	Select Edge Finish	
			.G2 Cut out for Flip Top Port	Select Grommet	
			\$(L2STD) Grd L2 Standard Laminates	Select Laminate	

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
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19	3	HON HTG2PWR-3P-2B-2U	ElloraB G2 Flip-top 4 AC/1 Dual USB-A/ 2 Blank/10' Cord	\$318.75	\$956.25
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Tag For: (3) CONF RMS J122 J124 J138

.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection
.SVR	Silver	Select Paint Color

20	18	HON HCLQT	HON Cliq Task Chair	\$231.25	\$4,162.50
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Tag For: (3) CONF RMS J122 J124 J138

.W0	Weight Activated	Select Control Option
.CC1	Conference Cylinder	Select Cylinder Option
.F	Fixed	Select Arm Type
.S	Black All-Surface Caster	Select Caster Option
.IM	Black	Select Mesh Color
\$(1)	Grade 1 Uph	Fabric Uph
.COMP	Compass	Grd 1 Upholstery Selection
10	Ink	Compass UPH
.NL	No Lumbar	Select Lumbar
.SB	Standard Base	Select Base Type
.T	Black	Select Frame

(5) TYP. "LH" L SET-UP

21	4	HON H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	\$270.18	\$1,080.72
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Tag For: (5) TYP. "LH" L SET-UP

\$(L2STD)	Grd L2 Standard Laminates	Select Laminate
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection

22	4	HON H105301R	10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H	\$848.92	\$3,395.68
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Tag For: (5) TYP. "LH" L SET-UP

\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color
.LSW1	LAM: Skyline Walnut	Select Top Laminate Color
LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color

23	5	HON H10534G	10500 Series 72Wx14-5/8Dx37-1/8H Stack-on Stg-Frosted Dr	\$645.62	\$3,228.10
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Tag For: (5) TYP. "LH" L SET-UP

\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color
.LSW1	LAM: Skyline Walnut	Select Top Laminate Color
LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color

24	1	HON H105896L	10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop	\$543.78	\$543.78
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Tag For: (5) TYP. "LH" L SET-UP

\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color
.LSW1	LAM: Skyline Walnut	Select Top Laminate Color
LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color

25	5	HON H105903R	10500 Series 72Wx24Dx29-1/2H Single Ped Cred RH F/F Ped	\$480.70	\$2,403.50
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Tag For: (5) TYP. "LH" L SET-UP

\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color
.LSW1	LAM: Skyline Walnut	Select Top Laminate Color
LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color

26	4	HON H10592	10500 Series Desk Shell 72W x 30D x 29-1/2H	\$305.90	\$1,223.60
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Tag For: (5) TYP. "LH" L SET-UP

\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color
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BI / QUOTE #		DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
		6/8/2021		Richard VanGorder	
Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
			.LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut	Select Top Laminate Color Select Chassis Laminate Color	
27	5	HON H90056	10500 Series Tckbd for 72"W Stack on Strg Bck Enclosure	\$114.38	\$571.90
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			\$(A) Gr A Fab .APN FABRIC: Appoint 09 COLOR: Morel	Fabric Selection Gr A Fab Select Appoint Fabric Color	
28	5	HON H105856	10500 Series Back enclosure for 72"W Stack on Storage	\$93.86	\$469.30
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			\$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut	Select Laminate Grd 2 Laminate Selection	
29	5	HON HMASD	Dual Dynamic Monitor Arm	\$279.00	\$1,395.00
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			.SVR Silver Generic	Select Paint	
30	1	HON HCT29MX	Arrange Seated Height X-base for 36" Surfaces	\$198.38	\$198.38
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			\$(P1) P1 Paint Opts .BLCK Black Textured	Select Paint Color Select Grade 1 Paint	
31	1	HON HCTRND36	Arrange Table 36" Round Top	\$149.25	\$149.25
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			.G One Grommet Centered \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut .SW Skyline Walnut	Grommet Selection Select Grade Grd 2 Laminate Selection Select Edgeband Color	
32	5	HON HHAW2448P	48W x 24D Rectangle Worksurface	\$137.64	\$688.20
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			\$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut .SW EDGE: Skyline Walnut .P Grommet: Black	Select Grade Grd 2 Laminate Selection Select Edgeband Color Select Grommet Color	
33	5	HON HHAB3S2L	Height Adjustable Base - electric 3 Stage, 2 Leg	\$420.00	\$2,100.00
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			.P71 Black	Select Paint Color	
34	14	HON HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$187.59	\$2,626.26
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		
			.F Arm: Fixed .H Hard .IM Back: Black \$(2) GRADE: II UPHOLSTERY .SED Seed 14 Color: Truffle .T Black	Select Arm Type Select Caster/Glide Option Select Back Select Upholstery Upholstery Selection Fabric: Seed Select Frame Color	
35	5	HON HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$1,335.70
			<u>Tag For:</u> (5) TYP. "LH" L SET-UP		

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
		.Y2	Advanced Synchro- Tilt	Control Type	
		.A	Arm: Height and Width Adj. Arm	Select Arm Type	
		.H	Hard Caster	Select Caster/Glide Option	
		.IM	Mesh: Black	Select Mesh Color	
		\$(1)	Gr 1 UPH	Select Upholstery	
		.COMP	Compass	Upholstery Selection	
		10	Ink	Compass UPH	
		.BL	Black Adjustable Lumbar	Select Lumbar	
		.SB	Base: Standard Base	Select base	
		.T	Frame: Black	Select Frame Color	

(5) TYP. "LH" L SET-UP_OFFICE J120

36	1	HON H105720	10500 Series72W x 36D x 13-1/2H Recept Station w/Transac	\$204.82	\$204.82
		<u>Tag For:</u>	(5) TYP. "LH" L SET-UP_OFFICE J120		
		\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color	
		.LSW1	LAM: Skyline Walnut	Select Top Laminate Color	
		LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color	

(6) TYP. "RH" L SET-UP

37	4	HON H10502	10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D	\$270.18	\$1,080.72
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		\$(L2STD)	Grd L2 Standard Laminates	Select Laminate	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
38	1	HON H10504	10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D	\$270.18	\$270.18
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		\$(L2STD)	Grd L2 Standard Laminates	Select Laminate	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
39	5	HON H105302L	10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H	\$848.92	\$4,244.60
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color	
		.LSW1	LAM: Skyline Walnut	Select Top Laminate Color	
		LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color	
40	1	HON H10533G	10500 Series 66Wx14-5/8Dx37-1/8H Stack-on Stg-Frosted Dr	\$634.60	\$634.60
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color	
		.LSW1	LAM: Skyline Walnut	Select Top Laminate Color	
		LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color	
41	5	HON H10534G	10500 Series72Wx14-5/8Dx37-1/8H Stack-on Stg-Frosted Dr	\$645.62	\$3,228.10
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color	
		.LSW1	LAM: Skyline Walnut	Select Top Laminate Color	
		LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color	
42	1	HON H10542X	10500 Series Cred Shell 66W x 24D x 29-1/2H	\$273.98	\$273.98
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color	
		.LSW1	LAM: Skyline Walnut	Select Top Laminate Color	
		LSW1	LAM: Skyline Walnut	Select Chassis Laminate Color	

BI / QUOTE #		DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON	
		6/8/2021		Richard VanGorder		
Line #	Qty	HON	Part Number	Part Description	Sell \$	Ext Sell \$
43	2	HON	H105897R	10500 Series 66Wx30Dx29-1/2H Sgl Ped DskRH B/B/FRectTop	\$487.92	\$975.84
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(L2STD) Grd L2 Standard Laminates Select Top Laminate Color		
				.LSW1 LAM: Skyline Walnut Select Top Laminate Color		
				LSW1 LAM: Skyline Walnut Select Chassis Laminate Color		
44	5	HON	H105904L	10500 Series 72Wx24Dx29-1/2H Single Ped Cred LH F/F Ped	\$480.70	\$2,403.50
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(L2STD) Grd L2 Standard Laminates Select Top Laminate Color		
				.LSW1 LAM: Skyline Walnut Select Top Laminate Color		
				LSW1 LAM: Skyline Walnut Select Chassis Laminate Color		
45	4	HON	H10592	10500 Series Desk Shell 72W x 30D x 29-1/2H	\$305.90	\$1,223.60
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(L2STD) Grd L2 Standard Laminates Select Top Laminate Color		
				.LSW1 LAM: Skyline Walnut Select Top Laminate Color		
				LSW1 LAM: Skyline Walnut Select Chassis Laminate Color		
46	1	HON	H105855	10500 Series Back enclosure for 66"W Stack on Storage	\$87.78	\$87.78
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(L2STD) Grd L2 Standard Laminates Select Laminate		
				.LSW1 LAM: Skyline Walnut Grd 2 Laminate Selection		
47	1	HON	H90055	10500 Series Tckbd for 66"W Stack on Strg Bck Enclosure	\$108.68	\$108.68
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(A) Gr A Fab Fabric Selection		
				.APN FABRIC: Appoint Gr A Fab		
				09 COLOR: Morel Select Appoint Fabric Color		
48	5	HON	H105856	10500 Series Back enclosure for 72"W Stack on Storage	\$93.86	\$469.30
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(L2STD) Grd L2 Standard Laminates Select Laminate		
				.LSW1 LAM: Skyline Walnut Grd 2 Laminate Selection		
49	5	HON	H90056	10500 Series Tckbd for 72"W Stack on Strg Bck Enclosure	\$114.38	\$571.90
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(A) Gr A Fab Fabric Selection		
				.APN FABRIC: Appoint Gr A Fab		
				09 COLOR: Morel Select Appoint Fabric Color		
50	6	HON	HMASD	Dual Dynamic Monitor Arm	\$279.00	\$1,674.00
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				.SVR Silver Generic Select Paint		
51	1	HON	HCT29MX	Arrange Seated Height X-base for 36" Surfaces	\$198.38	\$198.38
				<u>Tag For:</u> (6) TYP. "RH" L SET-UP		
				\$(P1) P1 Paint Opts Select Paint Color		
				.BLCK Black Textured Select Grade 1 Paint		
52	1	HON	HCTRND36	Arrange Table 36" Round Top	\$149.25	\$149.25

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON	
	6/8/2021		Richard VanGorder		
Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		.G	One Grommet Centered	Grommet Selection	
		\$(L2STD)	Grd L2 Standard Laminates	Select Grade	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
		.SW	Skyline Walnut	Select Edgeband Color	
53	6	HON HHAW2448P	48W x 24D Rectangle Worksurface	\$137.64	\$825.84
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		\$(L2STD)	Grd L2 Standard Laminates	Select Grade	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
		.SW	EDGE: Skyline Walnut	Select Edgeband Color	
		.P	Grommet: Black	Select Grommet Color	
54	6	HON HHAB3S2L	Height Adjustable Base - electric 3 Stage, 2 Leg	\$420.00	\$2,520.00
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		.P71	Black	Select Paint Color	
55	16	HON HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$187.59	\$3,001.44
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		.F	Arm: Fixed	Select Arm Type	
		.H	Hard	Select Caster/Glide Option	
		.IM	Back: Black	Select Back	
		\$(2)	GRADE: II UPHOLSTERY	Select Upholstery	
		.SED	Seed	Upholstery Selection	
		14	Color: Truffle	Fabric: Seed	
		.T	Black	Select Frame Color	
56	6	HON HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$1,602.84
		<u>Tag For:</u>	(6) TYP. "RH" L SET-UP		
		.Y2	Advanced Synchro- Tilt	Control Type	
		.A	Arm: Height and Width Adj. Arm	Select Arm Type	
		.H	Hard Caster	Select Caster/Glide Option	
		.IM	Mesh: Black	Select Mesh Color	
		\$(1)	Gr 1 UPH	Select Upholstery	
		.COMP	Compass	Upholstery Selection	
		10	Ink	Compass UPH	
		.BL	Black Adjustable Lumbar	Select Lumbar	
		.SB	Base: Standard Base	Select base	
		.T	Frame: Black	Select Frame Color	
BOARD RM J145					
57	38	HON HMN2	Motivate Nest/Stack Chair-Flex Bck-UpH Seat	\$254.19	\$9,659.22
		<u>Tag For:</u>	BOARD RM J145		
		.F	Arm: Fixed Arm	Select Arm Type	
		.H	Hard	Select Caster Option	
		.IM	Black Mesh	Select Back	
		.ON	COLOR: Onyx	Select Shell Color	
		\$(2)	Grade: II Uph	Select Upholstery	
		.SED	Seed	Upholstery Selection	
		14	Color: Truffle	Fabric: Seed	
		.P8V	Textured Titanium	Select Frame Color	
58	1	HON HMSCART	Motivate Cart for Stacking Chairs	\$182.41	\$182.41
		<u>Tag For:</u>	BOARD RM J145		
59	2	HON HMOVH-2448R-NS	Motivate Table HR 24Dx48W ERGO Edge Nesting Base	\$583.50	\$1,167.00

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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
		<u>Tag For:</u>	<u>BOARD RM J145</u>		
		.G1	4x8 Electrical Port	Select Grommet Location	
		\$(L2STD)	Grd L2 Standard Laminates	Select Grade	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
		.K	Platinum	Select Edge Color	
		.C	Caster	Select Caster/Glide Option	
		\$(P1)	P1 Paint Opts	Select Paint Grade	
		.P8T	Titanium	Select Grade 1 Paint	

60	12	HON HMVR-2460R-NS	Motivate Table Rect 24Dx60W ERGO Edge Nesting Base	\$592.50	\$7,110.00
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		<u>Tag For:</u>	<u>BOARD RM J145</u>		
		.G1	4x8 Electrical Port	Select Grommet Location	
		\$(L2STD)	Grd L2 Standard Laminates	Select Grade	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
		.K	Platinum	Select Edge Color	
		.C	Caster	Select Caster/Glide Option	
		\$(P1)	P1 Paint Opts	Select Paint Grade	
		.P8T	Titanium	Select Grade 1 Paint	

61	12	HON HTG1PWR-3P-1B	MhoB G1 Pop-up Port 3 AC Pwr / 1 Blank / 6' Cord	\$148.50	\$1,782.00
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		<u>Tag For:</u>	<u>BOARD RM J145</u>		
		.SVR	Silver	Select Paint Color	

62	12	HUM NTSGG	NeatTech, Small, Pinstripe Graphite Basket / Gray trim	\$109.33	\$1,311.96
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		<u>Tag For:</u>	<u>BOARD RM J145</u>		
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DNA NEW Products_J137_J126_J113

63	1	ALS LKFE2SLV	Lock Core Kit Silver - 2 Cores 2 Keys	\$97.60	\$97.60
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		<u>Tag For:</u>	<u>DNA NEW Products_J137_J126_J113</u>		
		\$(KEYNUM)	Key Number	Lock Core Pack Opts	
		.SEQ/	Key Number Sequence Start	Lock Numbers for LKFE	
		101	Key Number 101	Lock Nmbrs for Sequence Start	
		.8	Quantity: 8	Specify Quantity Needed	

64	7	ALS TK05024WR	Structural Raceway Pnl Fr-No Top Trim 50Hx24W	\$82.66	\$578.62
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		<u>Tag For:</u>	<u>DNA NEW Products_J137_J126_J113</u>		
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	

65	14	ALS TKG45024T	Ter Tackable Acoustic Tile 50H x 24W	\$52.77	\$738.78
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		<u>Tag For:</u>	<u>DNA NEW Products_J137_J126_J113</u>		
		\$(B)	GRD B FAB	FAB Gr opts	
		.COA	FAB: Coast	GRD B FAB	
		910	CLR: Headlands	Coast FAB Clr opt	

66	5	ALS A871148	Pass-Thru Harness w/Power Block 48W	\$49.41	\$247.05
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		<u>Tag For:</u>	<u>DNA NEW Products_J137_J126_J113</u>		
		.P	CLR: Black	P Color Option	

67	5	ALS A871130	Pass-Thru Harness w/Power Block 30W	\$46.67	\$233.35
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		<u>Tag For:</u>	<u>DNA NEW Products_J137_J126_J113</u>		
		.P	CLR: Black	P Color Option	

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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
68	5	ALS 8989EB	Terr Ter Elec Mtg Brkt for Ports (12 pk)-Beltline	\$21.05	\$105.25
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
69	5	ALS A871366	Jumper Cable 66W	\$52.77	\$263.85
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		.P	CLR: Black	P Color Option	
70	4	ALS TK04224WR	Structural Raceway Pnl Fr-No Top Trim 42 1/2Hx24W	\$76.86	\$307.44
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
71	8	ALS TKG44224T	Ter Tackable Acoustic Tile 42H x 24W	\$46.06	\$368.48
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(B)	GRD B FAB	FAB Gr opts	
		.COA	FAB: Coast	GRD B FAB	
		910	CLR: Headlands	Coast FAB Clr opt	
72	11	ALS TK324PTF	Flat Top Trim 24W	\$10.07	\$110.77
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
73	2	ALS TK04230WR	Structural Raceway Pnl Fr-No Top Trim 42 1/2Hx30W	\$81.44	\$162.88
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
74	4	ALS TKG44230T	Ter Tackable Acoustic Tile 42H x 30W	\$53.07	\$212.28
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(B)	GRD B FAB	FAB Gr opts	
		.COA	FAB: Coast	GRD B FAB	
		910	CLR: Headlands	Coast FAB Clr opt	
75	2	ALS TK330PTF	Flat Top Trim 30W	\$11.90	\$23.80
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
76	2	ALS TK04248WR	Structural Raceway Pnl Fr-No Top Trim 42 1/2Hx48W	\$91.50	\$183.00
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
77	4	ALS TKG44248T	Ter Tackable Acoustic Tile 42H x 48W	\$73.20	\$292.80
<i>Tag For:</i> <u>DNA NEW Products_J137_J126_J113</u>					
		\$(B)	GRD B FAB	FAB Gr opts	
		.COA	FAB: Coast	GRD B FAB	
		910	CLR: Headlands	Coast FAB Clr opt	

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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
78	2	ALS TK348PTF	Flat Top Trim 48W	\$18.00	\$36.00
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
79	1	ALS TK05030WR	Structural Raceway Pnl Fr-No Top Trim 50Hx30W	\$87.54	\$87.54
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
80	2	ALS TKG45030T	Ter Tackable Acoustic Tile 50H x 30W	\$61.00	\$122.00
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		\$(B)	GRD B FAB	FAB Gr opts	
		~	Undecided FABRIC Option	GRD B FAB	
81	1	ALS TK330PTF	Flat Top Trim 30W	\$11.90	\$11.90
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
82	1	ALS TK05048WR	Structural Raceway Pnl Fr-No Top Trim 50Hx48W	\$95.47	\$95.47
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
83	2	ALS TKG45048T	Ter Tackable Acoustic Tile 50H x 48W	\$90.89	\$181.78
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		\$(B)	GRD B FAB	FAB Gr opts	
		~	Undecided FABRIC Option	GRD B FAB	
84	1	ALS TK348PTF	Flat Top Trim 48W	\$18.00	\$18.00
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		\$(P1)	P1 Paint Opts	Pnt Grd Opts	
		.PJW	Designer White	Core Clr Opts	
85	5	ALS A876072	Base Infeed 6'Sealtight Cable	\$85.40	\$427.00
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		.P	CLR: Black	P Color Option	
86	10	HON HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$2,671.40
<i>Tag For:</i> DNA NEW Products_J137_J126_J113					
		.Y2	Advanced Synchro- Tilt	Control Type	
		.A	Arm: Height and Width Adj. Arm	Select Arm Type	
		.H	Hard Caster	Select Caster/Glide Option	
		.IM	Mesh: Black	Select Mesh Color	
		\$(1)	Gr 1 UPH	Select Upholstery	
		.COMP	Compass	Upholstery Selection	
		10	Ink	Compass UPH	
		.BL	Black Adjustable Lumbar	Select Lumbar	
		.SB	Base: Standard Base	Select base	
		.T	Frame: Black	Select Frame Color	

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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
87	10	HON HMASD	Dual Dynamic Monitor Arm	\$279.00	\$2,790.00
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			.SVR Silver Generic	Select Paint	
88	5	ALS T6BK	Worksurface Bracket Kit	\$15.56	\$77.80
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			\$(P1) P1 Paint Opts	T6BK Pnt Grd Opts	
			.PJW Designer White	Core Clr Opts	
89	4	ALS TK342EF	E End Trim Flat ConnKit - 42"H base panel	\$24.71	\$98.84
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			\$(P1) P1 Paint Opts	Pnt Grd Opts	
			.PJW Designer White	Core Clr Opts	
90	2	ALS TK342LF	L 90-degree Flat ConnKit - 42"H base panel	\$46.06	\$92.12
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			\$(P1) P1 Paint Opts	Pnt Grd Opts	
			.PJW Designer White	Core Clr Opts	
91	4	ALS TK350L	L 90-Degree Radius ConnKit 50H Base Pnl	\$47.89	\$191.56
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			\$(P1) P1 Paint Opts	Pnt Grd Opts	
			.PJW Designer White	Core Clr Opts	
92	4	ALS TN51536S	Straight 15Dx36W Cntp	\$103.40	\$413.60
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			\$(L3WDGRN) L3 Woodgrain Lam Opts	Laminate Grd Opt	
			.LWCW Lam: Charcoal Walnut	L3 LAM Clr opts	
			.DC Charcoal Walnut *Prev EDCW*	Edge opt	
			\$(P1) P1 Paint Opts	Pnt Grd Opts	
			.PJW CLR: Designer White	Core/Select Paint Colors	
93	1	ALS YPTF422424LBBFM	Align 42x24x24 Personal Twr MetFront Foot	\$2,519.00	\$2,519.00
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			.TF Terrace Foot	Bases	
			PR6 Silver	Base Color	
			.H Straight	Pulls	
			PR6 Silver	Pull Color	
			\$(P1) P1 Paint Opts	Paint Grade Options	
			.PJW CLR: Designer White	Core Clr Opts	
			\$(P1) P1 Paint Opts	Paint Front Grade Options	
			.NA Match Case	P1 Paint Color Opts	
			.L Std Lock	Lock opts	
94	1	ALS YPTF422424RBBFM	Align 42x24x24 Personal Twr MetFront Foot	\$906.84	\$906.84
			<i>Tag For:</i> DNA NEW Products_J137_J126_J113		
			.TF Terrace Foot	Bases	
			PR6 Silver	Base Color	
			.H Straight	Pulls	
			PR6 Silver	Pull Color	
			\$(P1) P1 Paint Opts	Paint Grade Options	
			.PJW CLR: Designer White	Core Clr Opts	
			\$(P1) P1 Paint Opts	Paint Front Grade Options	
			.NA Match Case	P1 Paint Color Opts	

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95	5	ALS YPTF502424RBBFM	Align 50x24x24 Personal Twr MetFront Foot	\$933.48	\$4,667.40
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Tag For: DNA NEW Products J137 J126 J113

.TF	Terrace Foot	Bases
PR6	Silver	Base Color
.H	Straight	Pulls
PR6	Silver	Pull Color
\$(P1)	P1 Paint Opts	Paint Grade Options
.PJW	CLR: Designer White	Core Clr Opts
\$(P1)	P1 Paint Opts	Paint Front Grade Options
.NA	Match Case	P1 Paint Color Opts
.L	Std Lock	Lock opts

96	3	ALS YPTF502424LBBFM	Align 50x24x24 Personal Twr MetFront Foot	\$933.48	\$2,800.44
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Tag For: DNA NEW Products J137 J126 J113

.TF	Terrace Foot	Bases
PR6	Silver	Base Color
.H	Straight	Pulls
PR6	Silver	Pull Color
\$(P1)	P1 Paint Opts	Paint Grade Options
.PJW	CLR: Designer White	Core Clr Opts
\$(P1)	P1 Paint Opts	Paint Front Grade Options
.NA	Match Case	P1 Paint Color Opts
.L	Std Lock	Lock opts

OFFICE J114

97	1	HON H1526	Wood Center Drawer 26W x 15-3/8D	\$80.94	\$80.94
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Tag For: OFFICE J114

\$(L2STD)	Grd L2 Standard Laminates	Select Laminate
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection

98	1	HON HAUFHR15N	Undermount Cubby with Locking Door Flush Mount	\$210.22	\$210.22
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Tag For: OFFICE J114

.S	Square	Select Pull Type
PR6	Silver	Select Pull Color
\$(P1)	Select Grade 1 Paint Opts	Select Case Paint Color
.P8T	Titanium	Select Grade 1 Paint
\$(P1)	Select Grade 1 Paint Opts	Select Door Paint Color
.P8T	Titanium	Select Grade 1 Paint
.L	Lock: Lock	Select Lock Option

99	1	HON HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$187.59	\$187.59
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Tag For: OFFICE J114

.F	Arm: Fixed	Select Arm Type
.H	Hard	Select Caster/Glide Option
.IM	Back: Black	Select Back
\$(2)	GRADE: II UPHOLSTERY	Select Upholstery
.SED	Seed	Upholstery Selection
14	Color: Truffle	Fabric: Seed
.T	Black	Select Frame Color

100	1	HON HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$267.14
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Tag For: OFFICE J114

.Y2	Advanced Synchro- Tilt	Control Type
.A	Arm: Height and Width Adj. Arm	Select Arm Type
.H	Hard Caster	Select Caster/Glide Option

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Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
			.IM Mesh: Black \$(1) Gr 1 UPH .COMP Compass 10 Ink .BL Black Adjustable Lumbar .SB Base: Standard Base .T Frame: Black	Select Mesh Color Select Upholstery Upholstery Selection Compass UPH Select Lumbar Select base Select Frame Color	
101	2	HON HLSL24280	24"D x 28"H O-Leg Support for Wksf (single leg)	\$123.12	\$246.24
			<u>Tag For:</u> OFFICE J114 \$(P1) P1 Paint Opts .P8T Titanium	Select Paint Color Select Grade 1 Paint	
102	1	HON HLSLR2460	Voi 24"D x 60" W Rectangle Worksurface	\$143.64	\$143.64
			<u>Tag For:</u> OFFICE J114 \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut SW EDGE: Skyline Walnut .G Grommets P Clr: Black	Select Laminate L2 Laminate Finish Selection Select Edgeband Color Select Grommet Select Grommet Clr	
103	1	HON HLSLZ5SC60	48"W External Stiffener	\$37.24	\$37.24
			<u>Tag For:</u> OFFICE J114 .P Color: Black	Select Color Option	
OFFICE J117					
104	1	HON H105296L	10500 Series 18-7/8W x 24D x 66-5/8H Wardrobe/Strg Cab	\$611.04	\$611.04
			<u>Tag For:</u> OFFICE J117 \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut	Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	
105	1	HON H10563	10500 Series Lat File 2-Drawer 36W x 20D x	\$388.74	\$388.74
			<u>Tag For:</u> OFFICE J117 \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut	Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	
106	1	HON H105292	1050 Series Bookcase Hutch 36"W x 37-1/8"H	\$222.30	\$222.30
			<u>Tag For:</u> OFFICE J117 \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut	Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	
107	1	HON H10522	10500 Series Pen w/End Panel 66W x 30D x 29	\$324.14	\$324.14
			<u>Tag For:</u> OFFICE J117 \$(L2STD) Grd L2 Standard Laminates .LSW1 LAM: Skyline Walnut LSW1 LAM: Skyline Walnut	Select Top Laminate Color Select Top Laminate Color Select Chassis Laminate Color	
108	1	HON HMASD	Dual Dynamic Monitor Arm	\$279.00	\$279.00
			<u>Tag For:</u> OFFICE J117 .SVR Silver Generic	Select Paint	

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109	2	HON HLINEARA3	Field Install Dwr/Door Kits Linear Blk 3-pack	\$24.32	\$48.64
<i>Tag For:</i> OFFICE J117					
110	3	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$36.48
<i>Tag For:</i> OFFICE J117					
.X120E KEY NUMBER: 120E Select Key Number					
111	1	HON HWR2436P	Systems Rectangular Worksurface Edgeband 24D x 36W	\$111.91	\$111.91
<i>Tag For:</i> OFFICE J117					
\$(L2STD) Grd L2 Standard Laminates Select Laminate					
.LSW1 Skyline Walnut L2 Laminate Finish Selection					
.SW EDGE: Skyline Walnut Select Edgeband Color					
.P Grommet: Black Select Grommet Color					
112	1	WRT 34-SEHX30-48-F24	Sierra HX, 2 Leg Base, 24" Flat Feet, For 34"W Wksf	\$848.00	\$848.00
<i>Tag For:</i> OFFICE J117					
-PS Programmable Switch Switch Selection					
~ Standard Cord Chicago Compliant 9' Cord					
-B Black Base Color Choice					
113	1	HON H105904L	10500 Series 72Wx24Dx29-1/2H Single Ped Cred LH F/F Ped	\$480.70	\$480.70
<i>Tag For:</i> OFFICE J117					
\$(L2STD) Grd L2 Standard Laminates Select Top Laminate Color					
.LSW1 LAM: Skyline Walnut Select Top Laminate Color					
LSW1 LAM: Skyline Walnut Select Chassis Laminate Color					
114	1	HON HCT29MX	Arrange Seated Height X-base for 36" Surfaces	\$198.38	\$198.38
<i>Tag For:</i> OFFICE J117					
\$(P1) P1 Paint Opts Select Paint Color					
.BLCK Black Textured Select Grade 1 Paint					
115	1	HON HLSL4214MM	42"W x 14"H Mixed Material Floating Modesty Panel	\$313.88	\$313.88
<i>Tag For:</i> OFFICE J117					
.FT01 CLR: Frost Frosted Translucent Clr Opt					
.P Color: Black Select Color Option					
116	1	HON HCTRND36	Arrange Table 36" Round Top	\$149.25	\$149.25
<i>Tag For:</i> OFFICE J117					
.G One Grommet Centered Grommet Selection					
\$(L2STD) Grd L2 Standard Laminates Select Grade					
.LSW1 LAM: Skyline Walnut Grd 2 Laminate Selection					
.SW Skyline Walnut Select Edgeband Color					
117	4	HON HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$187.59	\$750.36
<i>Tag For:</i> OFFICE J117					
.F Arm: Fixed Select Arm Type					
.H Hard Select Caster/Glide Option					
.IM Back: Black Select Back					
\$(2) GRADE: II UPHOLSTERY Select Upholstery					
.SED Seed Upholstery Selection					
14 Color: Truffle Fabric: Seed					
.T Black Select Frame Color					

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

Line #	Qty	HON	Part Number	Part Description	Sell \$	Ext Sell \$
118	1	HON	HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$267.14
				<u>Tag For:</u> OFFICE J117		
				.Y2 Advanced Synchro- Tilt Control Type		
				.A Arm: Height and Width Adj. Arm Select Arm Type		
				.H Hard Caster Select Caster/Glide Option		
				.IM Mesh: Black Select Mesh Color		
				\$(1) Gr 1 UPH Select Upholstery		
				.COMP Compass Upholstery Selection		
				10 Ink Compass UPH		
				.BL Black Adjustable Lumbar Select Lumbar		
				.SB Base: Standard Base Select base		
				.T Frame: Black Select Frame Color		

OFFICE J118

119	1	HON	HLSLZ5SC66	54"W External Stiffener	\$38.38	\$38.38
				<u>Tag For:</u> OFFICE J118		
				.P Color: Black Select Color Option		

120	1	HON	HMASTS	Single Dynamic Monitor Arm	\$145.08	\$145.08
				<u>Tag For:</u> OFFICE J118		
				.SVR Silver Generic Select Paint		

121	2	HON	HLSL30280	30"D x 28"H O-Leg Support for Wksf (single leg)	\$136.42	\$272.84
				<u>Tag For:</u> OFFICE J118		
				\$(P1) P1 Paint Opts Select Paint Color		
				.P8T Titanium Select Grade 1 Paint		

122	1	HON	HLSLR3066	Voi 30"D x 66" W Rectangle Worksurface	\$175.18	\$175.18
				<u>Tag For:</u> OFFICE J118		
				\$(L2STD) Grd L2 Standard Laminates Select Laminate		
				.LSW1 LAM: Skyline Walnut L2 Laminate Finish Selection		
				SW EDGE: Skyline Walnut Select Edgeband Color		
				.X No Grommets Select Grommet		

123	1	HON	HLSL2016MP2	Mobile ped: 20x15.8x21.5	\$320.34	\$320.34
				<u>Tag For:</u> OFFICE J118		
				\$(L2STD) Grd L2 Standard Laminates Select Chassis Laminate Finish		
				.LSW1 LAM: Skyline Walnut Grd 2 Laminate Selection		
				\$(L2STD) Grd L2 Standard Laminates Select Drwr Front Lam Finish		
				.LSW1 LAM: Skyline Walnut Grd 2 Laminate Selection		
				.PR6 Pull Type: Silver Select Pull Color		

124	2	HON	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$187.59	\$375.18
				<u>Tag For:</u> OFFICE J118		
				.F Arm: Fixed Select Arm Type		
				.H Hard Select Caster/Glide Option		
				.IM Back: Black Select Back		
				\$(2) GRADE: II UPHOLSTERY Select Upholstery		
				.SED Seed Upholstery Selection		
				14 Color: Truffle Fabric: Seed		
				.T Black Select Frame Color		

125	1	HON	HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$267.14
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BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
			<u>Tag For:</u> OFFICE J118		
			.Y2 Advanced Synchro- Tilt Control Type		
			.A Arm: Height and Width Adj. Arm Select Arm Type		
			.H Hard Caster Select Caster/Glide Option		
			.IM Mesh: Black Select Mesh Color		
			\$(1) Gr 1 UPH Select Upholstery		
			.COMP Compass Upholstery Selection		
			10 Ink Compass UPH		
			.BL Black Adjustable Lumbar Select Lumbar		
			.SB Base: Standard Base Select base		
			.T Frame: Black Select Frame Color		

OFFICE J121

126	1	HON HMASD	Dual Dynamic Monitor Arm	\$279.00	\$279.00
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Tag For: OFFICE J121

.SVR	Silver Generic	Select Paint
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127	1	HON HNL122428BKE	12Wx24Dx28-1/2H Bookcase End Support	\$194.18	\$194.18
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Tag For: OFFICE J121

\$(L2STD)	Grd L2 Standard Laminates	Select Chassis Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection

128	1	HON HNL233028PSL	30Wx23-1/8Dx28-1/2H Shelf/Box/Box/Lat File Ped	\$494.38	\$494.38
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Tag For: OFFICE J121

.B	Cylinder/Black	Select Handle Detail
.P	Color: Black	Select Grommet Color
\$(L2STD)	Grd L2 Standard Laminates	Select Chassis Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection
\$(L2STD)	Grd L2 Standard Laminates	Select Front Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection

129	1	HON HNL3672LPBB	72x36x29-1/2 Lf Ped Desk bow top bkft mod	\$839.42	\$839.42
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Tag For: OFFICE J121

.G	Smooth, Flat	Select Edge Detail
SW	Skyline Walnut	Edgeband Color Selection
.B	Cylinder/Black	Select Handle Detail
.P	Color: Black	Select Grommet Color
\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection
\$(L2STD)	Grd L2 Standard Laminates	Select Chassis Laminate Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection
\$(L2STD)	Grd L2 Standard Laminates	Select Front Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection

130	1	HON HNL4942FD	42x15x48-5/8 Stack-on Storage frosted drs	\$671.46	\$671.46
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Tag For: OFFICE J121

\$(L2STD)	Grd L2 Standard Laminates	Select Chassis Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection

131	1	HON HNL4948FD	48x15x48-5/8 Stack-on Storage frosted drs	\$828.78	\$828.78
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Tag For: OFFICE J121

\$(L2STD)	Grd L2 Standard Laminates	Select Chassis Color
.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection

132	1	HON HNLLEP2428L	15-3/4Wx24Dx28-1/2H L-Shaped End Panel Left	\$134.52	\$134.52
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BI / QUOTE #		DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
		6/8/2021		Richard VanGorder	
Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
		<u>Tag For:</u>	<u>OFFICE J121</u>		
		.P	Color: Black	Select Grommet Color	
		\$(L2STD)	Grd L2 Standard Laminates	Select Laminate Color	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
133	1	HON HNLRC2460	60W x 24D Rectangle Worksurface	\$134.14	\$134.14
		<u>Tag For:</u>	<u>OFFICE J121</u>		
		.G	Smooth, Flat	Select Edge Detail	
		SW	Skyline Walnut	Edgeband Color Selection	
		.P	Color: Black	Select Grommet Color	
		\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
134	1	HON HNLRC2490	90W x 24D Rectangle Worksurface	\$213.94	\$213.94
		<u>Tag For:</u>	<u>OFFICE J121</u>		
		.G	Smooth, Flat	Select Edge Detail	
		SW	Skyline Walnut	Edgeband Color Selection	
		.P	Color: Black	Select Grommet Color	
		\$(L2STD)	Grd L2 Standard Laminates	Select Top Laminate Color	
		.LSW1	LAM: Skyline Walnut	Grd 2 Laminate Selection	
135	4	HON HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$187.59	\$750.36
		<u>Tag For:</u>	<u>OFFICE J121</u>		
		.F	Arm: Fixed	Select Arm Type	
		.H	Hard	Select Caster/Glide Option	
		.IM	Back: Black	Select Back	
		\$(2)	GRADE: II UPHOLSTERY	Select Upholstery	
		.SED	Seed	Upholstery Selection	
		14	Color: Truffle	Fabric: Seed	
		.T	Black	Select Frame Color	
136	2	HON HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	\$187.59	\$375.18
		<u>Tag For:</u>	<u>OFFICE J121</u>		
		.F	Arm: Fixed	Select Arm Type	
		.H	Hard	Select Caster/Glide Option	
		.IM	Back: Black	Select Back	
		\$(2)	GRADE: II UPHOLSTERY	Select Upholstery	
		.SED	Seed	Upholstery Selection	
		14	Color: Truffle	Fabric: Seed	
		.T	Black	Select Frame Color	
137	1	HON HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$267.14
		<u>Tag For:</u>	<u>OFFICE J121</u>		
		.Y2	Advanced Synchro- Tilt	Control Type	
		.A	Arm: Height and Width Adj. Arm	Select Arm Type	
		.H	Hard Caster	Select Caster/Glide Option	
		.IM	Mesh: Black	Select Mesh Color	
		\$(1)	Gr 1 UPH	Select Upholstery	
		.COMP	Compass	Upholstery Selection	
		10	Ink	Compass UPH	
		.BL	Black Adjustable Lumbar	Select Lumbar	
		.SB	Base: Standard Base	Select base	
		.T	Frame: Black	Select Frame Color	
138	2	HON HF23B	Black Removable Lock Core Kit	\$12.16	\$24.32
		<u>Tag For:</u>	<u>OFFICE J121</u>		
		.X121E	KEY NUMBER: 121E	Select Key Number	

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON	
	6/8/2021		Richard VanGorder		
Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
139	1	HON HHAB3S2L	Height Adjustable Base - electric 3 Stage, 2 Leg	\$420.00	\$420.00
		<u>Tag For:</u>	OFFICE J121		
			.P71 Black Select Paint Color		
140	1	HON HTLMT4260L	Preside 42x60 Seatd Team Touchdown Tbl	\$427.88	\$427.88
		<u>Tag For:</u>	OFFICE J121		
			.N No Grommets Select Grommet		
			\$(L2STD) Gr L2 Standard Laminates Laminate Top Selection		
			.LSW1 LAM: Skyline Walnut Grd 2 Laminate Selection		
			.SW Skyline Walnut Select Edge Color		
			\$(L2STD) Gr L2 Standard Laminates Laminate Chassis Selection		
			.LSW1 LAM: Skyline Walnut Grd 2 Laminate Selection		
OPEN OFFICE J130_J134 (HON Abound)					
141	12	EZK KEYS	easykeys for existing abound towers	\$10.67	\$128.04
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
142	6	HON HH871236	Electrical Power Harness 36W 3-1 & 2-2 Systems	\$63.86	\$383.16
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
143	3	HON HH871224	Electrical Power Harness 24W 3-1 & 2-2 Systems	\$63.86	\$191.58
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
144	1	HON HH871248	Electrical Power Harness 48W 3-1 & 2-2 Systems	\$66.96	\$66.96
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
145	12	HON HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$3,205.68
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
			.Y2 Advanced Synchro- Tilt Control Type		
			.A Arm: Height and Width Adj. Arm Select Arm Type		
			.H Hard Caster Select Caster/Glide Option		
			.IM Mesh: Black Select Mesh Color		
			\$(1) Gr 1 UPH Select Upholstery		
			.COMP Compass Upholstery Selection		
			10 Ink Compass UPH		
			.BL Black Adjustable Lumbar Select Lumbar		
			.SB Base: Standard Base Select base		
			.T Frame: Black Select Frame Color		
146	12	HON HMASD	Dual Dynamic Monitor Arm	\$279.00	\$3,348.00
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
			.SVR Silver Generic Select Paint		
147	3	HON HH879168	Base- In-Feed Cable 3-1 & 2-2 Systems	\$165.54	\$496.62
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
148	2	HON HRVC50PX	Abound X Connector Painted 50"	\$45.88	\$91.76
		<u>Tag For:</u>	OPEN OFFICE J130_J134 (HON Abound)		
			\$(P1) P1 Paint Opts Select Paint Color		

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
149	6	HON HRVC50PT	Abound Connector T - Painted 50"	\$47.43	\$284.58
			<u>Tag For:</u> OPEN OFFICE J130_J134 (HON Abound)		
			.(P1) P1 Paint Opts Select Paint Color		
			.LOFT Loft Select Grade 1 Paint		
150	16	HON HRVC50PF	Abound Finished End Painted 50"	\$29.14	\$466.24
			<u>Tag For:</u> OPEN OFFICE J130_J134 (HON Abound)		
			.(P1) P1 Paint Opts Select Paint Color		
			.LOFT Loft Select Grade 1 Paint		
151	5	HON HRVC50PL	Abound L Connector Painted 50"	\$47.43	\$237.15
			<u>Tag For:</u> OPEN OFFICE J130_J134 (HON Abound)		
			.(P1) P1 Paint Opts Select Paint Color		
			.LOFT Loft Select Grade 1 Paint		

RECEPTION

152	1	HON HIWMM	Ignition 2 Task Mid-back, ilira back	\$267.14	\$267.14
			<u>Tag For:</u> RECEPTION		
			.Y2 Advanced Synchro- Tilt Control Type		
			.A Arm: Height and Width Adj. Arm Select Arm Type		
			.H Hard Caster Select Caster/Glide Option		
			.IM Mesh: Black Select Mesh Color		
			\$(1) Gr 1 UPH Select Upholstery		
			.COMP Compass Upholstery Selection		
			10 Ink Compass UPH		
			.BL Black Adjustable Lumbar Select Lumbar		
			.SB Base: Standard Base Select base		
			.T Frame: Black Select Frame Color		

RECEPTION SEATING

153	6	HON HIGCL	Ignition Guest Chair Four Leg Frame Arms	\$189.81	\$1,138.86
			<u>Tag For:</u> RECEPTION SEATING		
			.E Glide: Glide Select Glide Option		
			.U Back: Upholstered Select Back		
			\$(2) GRADE: II UPHOLSTERY Select Upholstery		
			.SED Seed Upholstery Selection		
			14 Color: Truffle Fabric: Seed		
			.T FRAME: Black Select Frame Color		

zLabor

154	1	****zSurcharge	Allsteel	\$694.67	\$694.67
			<u>Tag For:</u> zLabor		
155	1	***zLabor	Labor to disassemble (22) existing workstations and conf table with chairs. Store at Staples warehouse	\$2,100.00	\$2,100.00
			<u>Tag For:</u> zLabor		
156	6	**zStorage	Monthly Storage Fee for (22) workstations, conf table and chairs	\$600.00	\$3,600.00
			<u>Tag For:</u> zLabor		

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON	
	6/8/2021		Richard VanGorder		
Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
			** May 1st - October 30th - ESTIMATED TIMING ** Actual Storage Time to be billed		
157	1	*zLabor	Labor to clean (22) existing workstations, and conference chairs	\$1,717.33	\$1,717.33
			<i>Tag For:</i> zLabor		
158	1	*zLabor	Apply fabric protection to all new chairs and 12 existing conference chairs from donation	\$1,575.00	\$1,575.00
			<i>Tag For:</i> zLabor		
159	1	*zLabor	Labor to install (22) existing workstations from Staples warehouse storage	\$3,548.00	\$3,548.00
			<i>Tag For:</i> zLabor		
160	1	*zLabor	Labor to receive deliver and install new product per floorplan	\$4,800.00	\$4,800.00
			<i>Tag For:</i> zLabor		
Total Sell:				\$140,744.64	

Tip: Adding fabric protection, furniture cleaning and disinfection services can contribute to a healthy & safe workspace. [Ask your specialist for details.](#)
 Building needs changing? Your furniture team can help with reconfigurations, move management and decommissioning space services too.

----- **Special Instructions** -----

Return Policy: Furniture is sourced specifically for the customer and is non-returnable. Damaged or Defective items will be repaired or replaced in keeping with the manufacturer warranties in place at time of order.

This quote is valid for 30 days unless otherwise noted. Applicable Sales Tax will be added at time of invoicing.

----- **Additional Instructions** -----

By signing this quote, the customer authorizes the procurement of the products and services contained herein. This sale is subject to the Staples Furniture Solutions Terms and Conditions attached.

ACCEPTED BY	TITLE	DATE	PO NUMBER
Total Sell:			\$140,744.64

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

<u>Line #</u>	<u>Qty</u>	<u>Part Number</u>	<u>Part Description</u>	<u>Sell \$</u>	<u>Ext Sell \$</u>
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FURNITURE TERMS AND CONDITIONS

These Terms and Conditions ("T&Cs") apply to all furniture products and services sold by Staples Contract & Commercial LLC ("Staples"). Throughout these T&Cs, your organization will be referred to as "Buyer" or as a "Party". These T&Cs, together with the quote with which these T&Cs are provided/incorporated, form a binding agreement between Staples and Buyer.

1) PRICES OF PRODUCTS AND SERVICES. Buyer may purchase and Staples shall provide the furniture products ("Products") and related services ("Services") at the prices set forth in Staples' written quote. All written quotes for the Products shall be governed by the terms and conditions of these T&Cs and any Exhibit if attached hereto. The purchase price of the Products does not include freight, handling, installation, insurance, sales or other taxes. Staples' prices are subject to change pursuant to the provisions contained herein and as quoted by Staples to Buyer for each project quoted. Freight, handling and installation charges are invoiced separately. Staples reserves the right to reasonably adjust a Product's price if extraordinary market events require immediate adjustment (e.g., shortages, trade disputes, natural disasters, etc.) and to adjust pricing with the impact of tariffs, customs, or duties imposed on Products. Staples will work with Buyer to identify alternative Products to mitigate customs impact where possible.

2) TERM. Either party shall have the right to terminate the provision of Products and Services pursuant to these T&Cs, for any reason, upon thirty (30) calendar days' prior written notice to the other party. All Products and Services quoted as of the effective date of termination shall be invoiced to Buyer upon termination. In the event of a termination by either party or upon cancellation or expiration of the Agreement, Buyer agrees to promptly pay all amounts owed to Staples. Following termination, Staples reserves the right to withhold shipment of Products until all past due invoices owed to Staples by Buyer are paid.

3) DESIGN. Designs, plans, drawings, specifications, and samples (and the contents thereof) provided in connection with the Products are the property of Staples, and may not be used, reproduced or distributed in whole or in part without Staples' written consent.

4) SHIPPING. Staples shall not be responsible for delays or defaults caused by others or by circumstances beyond its control. Unless Buyer has specified shipping instructions in writing herein or by a subsequent written notice, shipment and delivery will be made by the designated carrier and in the manner deemed best by Staples, including partial shipments.

5) RISK OF LOSS AND DAMAGE. Title and risk of loss or damage to the Product shall pass to Buyer when it is delivered to Buyer or Buyer's agent, whichever first occurs. Staples shall not be liable for any shipping damage, delay, default, loss or expense occurring during or attributable to transportation by any third party carrier.

6) DELIVERY AND INSTALLATION. If delivery and installation are part of this sale, the following provisions shall apply:

A. Installation Site Condition - Buyer will ensure the site is clean and free of debris prior to installation. If Staples must remove or assist in removing existing furniture or equipment at the job site, Buyer shall pay Staples for this Service, as separately invoiced.

B. Installation Site Services - Electricity, heat, and elevator service will be furnished at Buyer's expense. Buyer shall provide adequate facilities for docking, moving and handling of Products.

C. Special Packaging or Handling - If special packaging or handling not contained in these T&Cs is required, Buyer shall pay an extra charge as invoiced separately.

D. Delivery/Installation - Delivery and installation will be during normal business hours (8:00 AM to 5:00 PM local time Monday through Friday, except for Staples designated holidays). Buyer shall pay additional labor costs resulting from overtime work performed at Buyer's request. Staples shall designate the personnel to install the Products sold herein. Buyer shall be responsible for obtaining proper permits for the installation. If regulations in force at the time of installation require the use of tradesmen at the site other than Staples designated personnel, Buyer shall pay for any additional costs incurred. If the Products must be moved due to progress of other trades, or other reason, the Buyer agrees to pay the extra cost of moving.

E. Storage Space - Unless the Products arrive at the site earlier than the date requested, the Buyer shall provide safe and adequate storage space at the Buyer's expense. If the space provided is inadequate or inconveniently located (such as on another floor) or requires excessive sorting or other additional expense, the Buyer shall pay the associated cost or expense.

7) INSTALLATION DELAYS. If construction delays or other causes not within Buyer's or Staples' control force postponement of an installation as scheduled, Staples or the Buyer shall store the Products until installation can be resumed, and the Products shall be considered accepted by the Buyer for purposes of invoicing and payment. Buyer shall pay all transfer and storage charges incurred.

8) COMPLETION OF INSTALLATION. Within a reasonable time after installation, authorized representatives of Staples and Buyer shall inspect the Product for conformity with the order and for defects and/or damages, and shall note all such mutually agreed upon items on an installation "Service Report". Upon completion of the inspection, the representatives of Staples and Buyer shall sign the Service Report, which shall constitute acceptance of Products installed, except as noted in the Service Report.

9) CHANGE ORDER/CANCELLATION. Any order changes must be submitted in writing. Staples will use commercially reasonable efforts to accommodate Buyer's written change order request. All changes/cancellation requests shall be evaluated at the time of request by Staples and are subject to revised lead times and/or additional charges as applicable.

10) RETURNS POLICY. Custom or made to order Products, or Products sourced specifically for Buyer are not eligible for return. Upon approval by Staples, stocked inventory Product may be returned subject to a restocking fee exclusive of freight and delivery. Returned Product must be in new and unused condition and returned in its original carton within 14 days of receipt.

11) PAYMENT. Buyer may be required to pay a deposit of 50% of the total purchase price of the Product ordered. Payment terms are net 30 days from the date of shipment and net 10 days on a consolidated billing method (e.g. weekly, monthly). For partial shipments, payment shall be due only for Products received. The remaining balance for any partial shipment shall be due within terms following installation of the Product. Staples may invoice Buyer at any time following shipment of the Product. Buyer shall pay the net amount shown on the face of the invoice. Credit cards shall not be

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	6/8/2021		Richard VanGorder	

<u>Line #</u>	<u>Qty</u>	<u>Part Number</u>	<u>Part Description</u>	<u>Sell \$</u>	<u>Ext Sell \$</u>
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accepted unless otherwise agreed by Staples. Staples reserves the right to charge interest on any past due amount at the rate of 1.5% per month, or the maximum rate legally permitted, whichever is less. Staples shall be entitled to recover its costs of collection, including reasonable attorneys' fees.

12) TAXES. Staples may collect, and Buyer shall pay, any taxes, which Staples may be required to pay or collect by law in connection with this sale. Any such taxes will be added to the price at time of invoicing and the Buyer shall pay the same unless the Buyer shall furnish written proof thereof of exemption to Staples prior to the estimated shipping date. The appropriate tax rate will be based on where the Product is received.

13) LIMITED WARRANTY. Staples will pass through all manufacturers' warranties for the Products sold to Buyer in lieu of any other express or implied warranties by Staples. STAPLES EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR USE OR PURPOSE, OR ANY OTHER STATUTORY OR COMMON LAW WARRANTY.

14) LIMITATION OF LIABILITY. Neither party shall be liable to the other for any special, indirect, incidental, consequential, or punitive damages of any kind even if advised of the possibility thereof. In no event shall Staples' liability (whether in contract, tort or otherwise) for damages arising out of the sale, delivery, installation, use or performance of the Product exceed the purchase price of the Product from which the claim arises.

15) CONFIDENTIALITY. The parties will not disclose any confidential information furnished by the other party, except as required by law. For purposes hereof, confidential information includes, but is not limited to, each party's customer lists, prices, purchasing patterns, and financial information provided by either party, whether or not marked as confidential. In the event a party believes it is required by subpoena or other legal process to disclose confidential information received from the other party, it will give prompt written notice to such other party prior to making any disclosures. If this section is breached, the parties agree that monetary damages may not be sufficient to remedy such breach and that the non-breaching party may suffer irreparable damages, and therefore, the parties agree that the non-breaching party will be entitled to equitable and injunctive relief.

16) Press Releases and Advertisements. Unless expressly required by applicable law, neither party shall, without the prior written consent of the other, issue press releases, marketing literature, public statements, or in any way engage in any other form of public disclosure relating to these T&Cs.

17) SECURITY INTEREST. Staples reserves and Buyer grants to Staples a purchase money security interest in the Product and in the proceeds thereof to secure any payment due hereunder including subsequent invoices. Upon Staples request, Buyer shall execute financing statements and other documents reasonably requested by Staples to protect Staples' security interest. Buyer shall maintain the Product in good condition; keep the Product free from liens and encumbrances; and shall not use or permit use of the Product in a manner likely to damage it, nor remove or permit the removal of the Product from the installation location, nor permit the disassembly of the Product and shall permit inspection by Staples' representative at reasonable times. Buyer shall procure and maintain fire, extended coverage, vandalism and malicious mischief insurance to the full insurable value of the Products, with loss payable to Staples as its interest may appear.

18) INDEMNIFICATION. Each party ("Indemnifying Party") shall defend, hold harmless and indemnify the other, its officers, directors, employees, and agents ("Indemnified Party") from and against all third-party claims, damages, or causes of action arising out of or related to the Indemnifying Party's grossly negligent acts or omissions or material breach of any representation, warranty, covenant or obligation under these T&Cs. The Indemnified Party will (a) notify the Indemnifying Party promptly in writing of such action, (b) give the Indemnifying Party sole control of the defense and settlement of such action and (c) provide the Indemnifying Party all reasonable information and assistance requested.

19) FORCE MAJEURE. Neither party shall be liable for delays or impairment of performance resulting in whole or in part from acts of God, labor disruptions, shortages, inability to procure product, supplies or raw materials, severe weather conditions, acts of subcontractors, interruption of utility services, acts of governments, or any other circumstances or causes beyond the control of either party in the conduct of its business.

20) ASSIGNMENT. Neither party may assign the benefits of these T&Cs without the prior written consent of the other, provided however that Staples may assign these T&Cs to any affiliate, subsidiary or controlled entity. Any party who is assigned these T&Cs is bound to all of the terms and conditions contained herein.

21) INSURANCE. Staples shall at its expense maintain: (i) commercial general liability insurance with limits of at least \$1,000,000 combined single limit per occurrence; (ii) if deliveries are to be made by Staples to any Buyer facility, automobile bodily injury and property damage liability insurance covering owned, non-owned and hired automobiles, the limits of which shall not be less than \$1,000,000 combined single limit per occurrence; (iii) employer's liability insurance, the limits of which shall not be less than \$1,000,000; (iv) workers' compensation insurance as prescribed by applicable law; and (v) umbrella/excess coverage in the amount of \$4,000,000 per occurrence. With respect to the coverage described in (i), (ii), and (v) above, Staples shall (a) name Buyer as an additional insured for loss or damage arising out of Staples' products or services under these T&Cs; (b) name Buyer's landlord or property manager as an additional insured when deliveries or services are to be made or performed by Staples at any Buyer facility; (c) waive insurer's subrogation rights against Buyer and Buyer's landlord or property manager, except to the extent loss or damage is caused solely by Buyer or Buyer landlord or property manager; (d) provide primary, non-contributory coverage to additional insureds to the extent loss or damage results from products or services under these T&Cs; and (e) be insured with insurance companies of recognized standing rated A VIII or better by A.M. Best. Buyer and Buyer's landlord or property manager shall receive prior written notice of cancellation in accordance with the policy provisions.

22) Governing Law. The provisions of these T&Cs shall be construed in accordance with the laws of the State of New York excluding its conflicts of law provisions.

23) TERMS AND CONDITIONS OF AGREEMENT. These terms and conditions, in addition to any quote, contain the entire agreement between the parties with respect to the subject matter hereof. All modifications must be in writing, signed by authorized agents of both parties. These T&Cs shall control over any terms and conditions presented in either party's order forms or other documents which conflict with these T&Cs. If there are any additional terms and conditions contained in Buyer's ordering documents that add to or conflict with these terms and conditions, except for product description, pricing, quantity, and delivery instructions, such terms and conditions are expressly objected to and shall not be binding on Staples.