



**STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT
CONTRACT NUMBER: MA146 Page 1 of 6**

January 22, 2018

Purchasing Agent: Michael Iwasaki
Phone: (801) 538-1297
Email: mfiwasaki@utah.gov

Item: OFFICE FURNITURE (Systems and Accessories, Desks, Tables, Filing, Storage)

Vendor: VC0000162861 The HON Company
200 Oak Street
Muscatine, IA 52761
Remit Address: P.O. Box 404422
Atlanta, GA 30384-4422

Authorized Dealer: See authorized dealer list.

Internet Homepage: <http://www.hon.com/Pages/Contracts-WSCA-Utah.aspx>

Contact: Chris McCormick
Telephone: (563) 272-3954
Email Address: contractmanager@honcompany.com

Usage Report Contact: Lori Martin
Telephone: (563) 272-4499
Email address: contractmanager@honcompany.com

Reporting Type: Line Item

Brand/trade name: The HON Company

Price: Please see Discount Matrix and Price Lists
Terms: NET 30
Effective dates: 1/22/2018 through 1/21/2023
Renewal options remaining: None
Days required for delivery: Lead time dependent on product
Price guarantee period: 1 Year
Freight: FOB Destination, Freight Prepaid, Alaska and Hawaii to nearest
West Coast Port.

Minimum order: None
Min. shipment without charges: Freight included in price
Other conditions: Multiple Award Contract (see below)

This is a new multiple award contract through NASPO ValuePoint.

Solicitation #: RC17020 NASPO ValuePoint Office Furniture and Related Installation Services



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The NASPO ValuePoint administrative fee for this contract is **0.25%** and is already included in the contract price.

This contract covers only those procurement items listed. When placing orders, make sure to identify your organization as a government entity and provide the contract number. It is the responsibility of the ordering agency to ensure that the vendor is given the correct delivery and billing address. Agencies should return to the vendor any invoice which reflects incorrect pricing. Other items ordered that are not listed on the contract must be invoiced separately.

This contract information sheet is subject to change. State Purchasing does not recommend that you print a copy due to the potential to change. Always view contract information online at:
www.naspovaluepoint.org

NOTE TO AGENCIES:

This is a multiple award contract. Please see the following list for other vendors under this multiple award.

Multiple Awards: MA144 – Allsteel Inc.
 MA145 – Herman Miller Inc.
 MA147 – Steelcase Inc.
 MA2776 – Haworth Inc.
 MA2777 – Krueger International Inc.

VENDOR REQUIREMENTS:

The vendor will be required to provide the following services as part of this contract:

1. Provide a dedicated contract website.
2. Warranty information provided on the website. At a minimum, systems furniture, desks and tables, filing and storage, and seating must have a minimum 10-year warranty.
3. Provide adequate and prompt customer service support.
4. Maintain minimum insurance requirements as stated in NASPO ValuePoint Master Agreement.
5. Provide Drop Ship (products delivered direct from manufacturer with no installation cost), Inside Delivery (products delivered by the Authorized Dealer inside an office building location as designated on a purchase order, unloaded and unboxed with no assembly), Dock Delivery (products delivered and unloaded by common carrier to a dock), Lifgate Service (products delivered to an address without a loading dock where manual unloading and liftgate truck will be needed), and Installation and Design Services (see description and fees below).
6. Owner's manual provided on the website.
7. When the repair or replacement of a furniture product under warranty becomes necessary, MBI Inc. shall act as a servicing agent for the manufacturer to remedy the problem. All repair/replacement work shall be coordinated by MBI Inc. All defective products/components shall be replaced or repaired within a reasonable time frame.



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8. Detailed contract requirements are stated in the Master Agreement.

OPTIONAL SERVICES:

Design Service: To be determined by Participating Addendum

The vendor must provide, if offering panel systems furniture, through their Authorized Dealer network, to all Purchasing Entities, design, reconfiguration, and layout services at a contracted hourly rate for each State or authorized entity. The contracted hourly rate for design services shall be negotiated during the Participating Addendum process. The vendor working on projects that require such services will provide a detailed description of all services being provided and costs associated with them. Design fees must not exceed 3% of total product cost unless the Purchasing Entity agrees to additional charges in advance of services.

Design service fees may only be applied to designing panel systems furniture. Design service fees may not be applied to seating, standalone file cabinets, standalone desks, tables, or metal storage and wooden case goods. A vendor may request an exception, directly to the Purchasing Entity, to the 3% cap or request that design fees be allowed for other furniture product categories for one or more of the following reasons. The request must be approved by the Purchasing Entity and must be included in the quote and, after approval, be included in the purchase order.

- The design project is more complex and requires more labor hours or expertise
- The design project requires additional site visits or travel to remote locations.
- The design project is not typical and/or does not fall below the 3% cap.

The contracted hourly rate for these services will be negotiated during the Participating Addendum process by each Participating State.

Vendors can collect design fees only if they are awarded the project and must provide detailed quotes free of charge. Project management services must be provided free of charge.

Design services required for RECONFIGURATION of existing furniture:

These services are optional to the Participating Entity and the vendor. The vendor may or may not offer these services. If offered, the Participating Entity may or may not elect to include them in the Participating Addendum. If this optional service is offered by the vendor and elected to be included by the Participating Entity, the terms and conditions, scope of work, and hourly rates shall be negotiated during the Participating Addendum Process.

- **PRODUCT INVENTORY.** A designer is required to go out to the existing space and assess/inventory the existing furniture layout and products. A drawing and specification list of the existing furniture layout is required prior to beginning a reconfigure.
 - If the original design was completed by the vendor, and they have the drawings/design on file, the vendor shall verify the existing layout against the drawings, and then update the drawings to verify we have an accurate design/layout/count of existing products prior to beginning the new design.



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- If the original design was not completed by the vendor, or they do not have drawings/design on file, then the vendor shall need to create a new set of drawings that reflect the current furniture layout prior to beginning the new design.
- FIELD VERIFICATION of facility dimensions, this includes going on site to inspect and measure the space along with updating the customer provided CAD drawings to reflect accurate dimensions, or creating the CAD drawings if they don't exist.
- FURNITURE SPACE PLANNING, LAYOUT, and 3D RENDERING: This may include multiple revisions based on Purchasing Entity feedback. Space planning may include preliminary block plans to determine space utilization or may include specific product application and design. Designers shall ensure that drawings meet all building, electrical and fire codes, and may obtain approval from building department as required.
- FURNITURE SPECIFICATION: This includes creating parts lists based on the layout of the space, application of CMF, and specification/coordination of electrical/data. This also includes a double check of work to make sure all specifications meet code and match the requested finishes, quantities and sizes on the floor plan. This may also include time to research and present multiple product options as requested. Each time the layout or CMF is revised the specification must also be revised. A proposal is created from final specifications and allows an order to be placed.
- COLOR, MATERIAL and FINISH (CMF) recommendations: This may include time to research and present multiple options as requested. When a Purchasing Entity's own material (COM) is selected, a designer must spend time verifying yardage and application of COM along with availability and compatibility on product. Each time colors or finishes are revised by a Purchasing Entity the specification must also be revised.
- FINAL FLOOR PLANS are created and used for Purchasing Entity sign-off and installation, to include furniture layout, electrical/data locations, etc. These may be provided to a Purchasing Entity as a printed copy or electronic PDF format.

The vendor must comply with all applicable Federal, State, Borough, and Local regulations, codes, and laws and be liable for all required insurance, licenses, permits, bonds, taxes, and inspections

Installation Services: To be determined by Participating Addendum

Installation required by the agency will be quoted at competitive market rates on a case-by-case basis and will be based on site condition, location, access, and project.

The vendor must take precautions during the installation of any product not to damage the premises or the property of the Purchasing Entity. If damages do occur as a result of operations under this contract, the vendor is responsible for ensuring that the affected area/item(s) are returned/restored to their original condition or the vendor must make restitution, as agreed upon by the parties.

General (applies to all product categories):

- a. The vendor must be fully responsible for the assembly team and the supervision of the team.



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- b. The vendor is responsible for ordering any missing, damaged, or incorrect items upon discovery.
- c. The Purchasing Entity must incur no additional charges as a result of the vendor's error or omission.
- d. The Purchasing Entity reserves the right to hire or make arrangements for additional cleaning personnel if the vendor, after notification and request for correction, is not able to properly clean and ready the site for occupation by the designated move in date.
- e. The cost of additional cleaning must be fully reimbursed by the vendor if the vendor does not correct the issue promptly to allow for occupation of the site on the designated move in date.
- f. Installation must happen in a manner that allows assembly and disassembly to occur with minimal disruption, time, noise volume, and space usage.
- g. The vendor must offer Design Services as described in the section above.



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Attachment D
 Pricing Information: Discount Matrix



Master NASPO Value Point

Tier	Total Order at List	Workspace Furniture Systems and Pedestals	Vertical & Lateral Files, Storage	Workspace Furniture Tables, Desking, Casegoods
1	\$0 - \$50,000	70.0%	61.1%	58.2%
2	\$50,001 - \$150,000	71.0%	65.0%	61.0%
3	\$150,001 & Above	71.0%	70.0%	63.5%

Product Series:

- Abound Systems
- Abode Systems
- Accelerate Systems
- Brigade Pedestals
- Flagship Pedestals
- Systems Accessories
- Empower

Products Series:

- 210, 310, 320, 510 Series Vertical Files
- 500 Series Laterals
- Brigade Laterals
- Brigade Metal Overfiles
- Brigade Steel Bookcase
- Brigade Storage Cabinets
- Contain
- Flagship Bookcases
- Flagship Desk Tower Worksurfaces
- Flagship End Towers
- Flagship File Centers
- Flagship Lateral Accessories
- Flagship Laterals
- Flagship Personal Storage Tower
- Flagship Storage Cabinets
- FlameSafe Fire-Resistant Files
- Lateral File Accessories
- Vertical File Accessories

Product Series:

- 101 Series
- 10500 Series Laminate Desking
- 10700 Series Laminate Desking
- 34000 Series Desking
- 38000 Series Desking
- 66000 Series
- 94000 Series Laminate Desking
- Arrange
- Build Tables
- Centerpiece
- Concinnity
- Directional
- Endorse Tables
- Flock
- Hospitality
- Huddle
- Laminate Occasional Tables
- Mentor Desking
- Metro Desking
- Motivate
- Preside
- Systems Height Adjustable Tables
- Utility Tables
- Valido Laminate Desking
- Voi Laminate

REVISION HISTORY: