



Office of State Procurement  
112 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Voice: 651.296.2600  
Fax: 651.297.3996

April 4, 2023

**SENT VIA EMAIL TO:** [DSHAVOR@steelcase.com](mailto:DSHAVOR@steelcase.com)

Darren Shavor  
Steelcase, Inc.  
901 44<sup>th</sup> Street SE  
Grand Rapids, MI 49508

Dear Mr. Shavor:

The following documents are enclosed for you to complete and return:

Participating Addendum 000000000223337 [Contract No. 223337] for Office Furniture through NASPO ValuePoint Contract No. MA3969

Minnesota Exhibit A and Exhibit B, showing the Minnesota General Terms, Conditions, and Specifications, which includes the following:

- Minnesota Exhibit A and Exhibit B, showing the Minnesota General Terms, Conditions, and Specifications.
- Minnesota Department of Human Rights Declaration Page

Please sign and return **all sets** of documents, **VIA EMAIL**, to **Justin Patrick** at the following email address [justin.patrick@state.mn.us](mailto:justin.patrick@state.mn.us) above address by **April 5, 2023**.

Instructions for properly completing the Contract documents are enclosed. Documents that are not properly executed will be returned to you. Failure to submit executed forms in the time required may result in cancellation of the award. Upon receipt of the properly executed forms, and after signatures are obtained from the appropriate State authorities, a copy of the completed Contract documents will be sent to your company.

If you have any questions, please contact me.

Sincerely,

*Justin Patrick*

Justin Patrick  
Acquisition Management Specialist  
Enclosure

# PARTICIPATING ADDENDUM

## NASPO ValuePoint

### For Office Furniture

### Between the State of Minnesota and Steelcase Inc.

NASPO ValuePoint Contract No. MA3969

State of Minnesota Contract No. 000000000223337 [Contract No 223337]

1. **Scope:** Minnesota and Cooperative Purchasing Venture Program members, as defined in the attached Minnesota Exhibit A, may purchase the products and/or services available in the Participating Addendum. The Participating Addendum is not a purchase order, nor does it guarantee any purchases will be made. The products and services included in this PA are identified as:

**Office Seating and Accessories.** Office Seating and Accessories includes general purpose office chairs that are normally used in an office environment and may include, but are not limited to those seating styles typically referred to as: conference/executive chairs, task chairs, side/guest chairs, nesting folding chairs, tablet armchairs and stools.

**Lounge and Public Seating and Accessories.** Lounge and Public Seating and Accessories includes products with single seat units, units with multiple seating positions within one unit or ganged seating units, and folding chairs. Public and lounge seating may be ganged/connected. Seating in this category would normally be used in indoor common/shared spaces such as waiting, reception, visitor seating, restaurant and dining settings and other gathering areas. Seating units that must be attached to the building structure for support or stability purposes and general purpose or task-oriented office chairs are not included.

**Desks, Tables, and Related Products and Accessories.** Desks, Tables, and Related Products and Accessories include products intended for use in commercial office, institutional and training environments; including retail spaces and restaurants. Tables may be collapsible and/or stackable. Tables with attached seating are excluded.

**Panel Systems and Accessories.** Panel Systems and Accessories include panel systems, screens, panel supported systems, and various hang on components.

**Storage and Accessories.** Storage and Accessories include freestanding, mobile, and wall mounted storage units and shelving, bookcases, filing cabinets, pedestal filing cabinets, wardrobes, and other similar functioning storage products.

**Architectural Products and Accessories.** Architectural Products and Accessories include prefabricated walls, typically steel or aluminum frame with custom design solutions for a variety of applications. A non-structural, manufactured wall system consisting of prefinished modular panels assembled to create various spaces. May be installed into a track system, panels may interlock or butt together with system hardware. Utilities and other infrastructure may be incorporated into the system as well as whiteboards, housing for monitors, and can incorporate lighting, and shelving. The system is best for floor to ceiling installations. This wall type is best suited for longer duration needs and for project separations in occupied spaces and as a barrier.

2. **Changes:** The additional terms and conditions contained in Minnesota Exhibit A and Exhibit B, which is attached and made part of the Participating Addendum, are hereby incorporated by reference. In the event of a conflict between the terms contained within Minnesota Exhibit A or Exhibit B and the NASPO ValuePoint Master Agreement, Minnesota Exhibit A or Exhibit B shall prevail. The parties agree that this provision of the Participating Addendum supersedes the Standard Contract Terms and Conditions set forth in the NASPO ValuePoint Master Agreement. In the event that any provision of the Participating Addendum or NASPO ValuePoint Master Price Agreement is contrary to Minnesota law, such provision shall be null and void. The Participating Addendum shall be governed by Minnesota law.

No price adjustments are allowed unless approved by the Lead State for the NASPO ValuePoint Master Agreement and adopted by the State of Minnesota through a fully executed Participating Addendum amendment.

3. **State's Authorized Representative and Primary Contact:** The State's Authorized Representative and the primary contact individual for the Participating Addendum is identified below. All notifications to the State shall be in writing and addressed as follows:

Name: Justin Patrick or successor  
Title: Acquisition Management Specialist  
Address: Minnesota Department of Administration  
Office of State Procurement  
50 Sherburne Ave., 112 Administration Bldg.  
St. Paul, MN 55155  
Telephone: 651.201.2436  
Fax: 651.297.3996  
E-mail: justin.patrick@state.mn.us

4. **Authorized Signature:** The Participating Addendum must be fully and properly executed by an officer or other authorized representative of the responder. If the responder is a corporation, a secretarial certificate or the corporate minutes showing that the signing officer has authority to contractually obligate the corporation should be furnished. Where the corporation has designated an attorney-in-fact, the power of attorney form should be furnished. If the responder is a partnership, a letter of authorization should be furnished signed by one of the general partners. A sole proprietor must sign the response. Proof of authority of the person signing the response must be furnished upon request.

The following documents, in order of precedence, are incorporated herein by reference and constitutes the entire Contract between the Contract Vendor and the State:

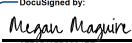
- a. The Minnesota Participating Addendum
- b. The NASPO ValuePoint Master Agreement
- c. The NASPO ValuePoint Solicitation
- d. Response to the NASPO ValuePoint Solicitation

In the event of a conflict in language among any of these documents, the terms and conditions set forth and/or referenced in this Participating Addendum shall prevail over conflicting terms and conditions.

IN WITNESS WHEREOF, the parties have executed the Participating Addendum as of the date of execution by all parties below.

**1. Contract Vendor:  
Steelcase Inc.**

The Contract Vendor certifies that the appropriate person(s) have executed this Participating Addendum on behalf of the Contract Vendor as required by applicable articles, bylaws, resolutions, or ordinances.

By: DocuSigned by:  
  
Signature  
Megan Maguire

Printed Name

Title: Leader, Contract Specialist

Date: 4/5/2023

By: \_\_\_\_\_  
Signature

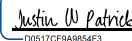
Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Government Entity:  
State of Minnesota  
Office of State Procurement**

In accordance with Minn. Stat. § 16C.03, Subd. 3.

By: DocuSigned by:  
  
D0517CF9A9854F3...

Title: Acquisition Management Specialist

Date: 4/5/2023

**3. State of Minnesota  
Commissioner of Administration**

Or delegated representative.

By: DocuSigned by:  
  
0266C0B0B8EF44DE...

Date: 4/6/2023

**Minnesota Exhibit A****Minnesota General Terms, Conditions, and Specifications****1. DEFINITIONS.**

- a. **CPV Members.** The Contract will be available to all CPV members. Minn. Stat. § 16C.03, subd. 10 authorizes the State, acting through its Office of State Procurement, to enter into purchasing agreements with one or more governmental units and other entities allowable by law, as described in Minn. Stat. § 471.59, subd. 1, to exercise jointly the purchasing powers and functions each has individually. This authority is referred to as the Cooperative Purchasing Venture program. For more information, see State website [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us).

The Contractor agrees to extend the Contract to CPV members at the same prices, terms, conditions, and specifications. With the approval of the Contractor, a CPV member may add additional terms to its ordering document applicable to the CPV member's purchasing activities. Such additional terms shall not modify, diminish, or derogate the terms applicable to the State.

- b. **State Agencies.** This term applies only to State agencies and departments, as defined in Minn. Stat. §§ 15.01 and 15.021.
- c. **Ordering Entity.** This term applies to any State Agency or CPV Member when allowed in the Participating Addendum.
- d. **State and State of Minnesota.** These two terms apply to the Minnesota Department of Administration, Office of State Procurement (OSP), representing the State of Minnesota as the contracting agency for the Participating Addendum.
- e. **Contract Vendor and Contractor.** These two terms apply to the awarded vendor from the NASPO ValuePoint Master Agreement that OSP selects to receive a Participating Addendum.
- f. **Contract.** Contract is defined as the NASPO ValuePoint Master Agreement and the Minnesota Participating Addendum.

2. **EFFECTIVE DATE and CONTRACT PERIOD.** The Contract shall be effective upon the date of final execution by the State of Minnesota. The Contract term will begin on January 22, 2023, or on the date of Participating Addendum execution, whichever is later, to January 21, 2024, unless terminated early or extended in accordance with the terms and conditions of the master agreement or this participating addendum.

3. **STATE AUDITS** Under Minn. Stat. § 16C.05, subd. 5, the Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Contract.

4. **ANTITRUST.** Upon the request of the State of Minnesota, Contractor will irrevocably assign to State any state or federal antitrust claim or cause of action that the Contractor now has or which may accrue to the Contractor in the future, in connection with any goods, services, or combination provided by Contractor under the terms of this Contract.

5. **INSURANCE.** If applicable, prior to execution of the Participating Addendum, the Contract Vendor will be required to provide a copy of a Certificate of Insurance, including workers' compensation insurance coverage requirements of Minn. Stat. § 176.181 subd. 2, and other coverages per the insurance requirements if included in the Participating Addendum.

**6. INDEMNIFICATION, HOLD HARMLESS, AND LIMITATION OF LIABILITY.**

6.1 In the performance of this Contract, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Contractor, Contractor's reseller, any third party that has a business relationship with the Contractor, or Contractor's agents or employees, and to the fullest extent permitted

by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Contract.

6.2 Nothing within this Contract, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

7. **LAWS AND REGULATIONS.** Any and all services, articles or equipment offered and furnished must comply fully with all local, State and federal laws and regulations, including Minn. Stat. § 181.59 prohibiting discrimination and business registration requirements of the Office of the Minnesota Secretary of State.

8. **GOVERNMENT DATA PRACTICES.**

The Contractor and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Contractor or the State.

If the Contractor receives a request to release the data referred to in this clause, the Contractor must immediately notify and consult with the State's Authorized Representative as to how the Contractor should respond to the request. The Contractor's response to the request shall comply with applicable law.

9. **RISK OF LOSS OR DAMAGE.** The State is relieved of all risks of loss or damage to the goods and equipment during periods of transportation, installation by the Contractor, or while in the possession of the Contractor or its agent.

10. **GOVERNING LAW, JURISDICTION AND VENUE.** Minnesota law, without regard to its choice-of-law provisions, governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. **AFFIRMATIVE ACTION.**

The State intends to carry out its responsibility for requiring affirmative action by its contractors.

11.1 Covered Contracts and Contractors. If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principal place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600.

11.2 General. Minn. R. 5000.3400-5000.3600 implements Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. 5000.3400-5000.3600 including, but not limited to, Minn. R. 5000.3420-5000.3500 and 5000.3552-5000.3559.

11.3 Disabled Workers. The Contractor must comply with the following affirmative action requirements for disabled workers.

#### AFFIRMATIVE ACTION FOR DISABLED WORKERS

11.3.1 The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

11.3.2 The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

11.3.3 In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. § 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

11.3.4 The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

11.3.5 The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. § 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

11.4 Consequences. The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this Contract by the Commissioner or the State.

11.5 Certification. The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

12. **EQUAL PAY CERTIFICATION.** If required by Minn. Stat. §363A.44, the Contractor must have a current Equal Pay Certificate prior to Contract execution. If Contractor's Equal Pay Certificate expires during the term of this Contract, Contractor must promptly re-apply for an Equal Pay Certificate with the Minnesota Department of Human Rights and notify the State's Authorized Representative once the Contractor has received the renewed Equal Pay Certificate. If Contractor claims to be exempt, the State may require Contractor to verify its exempt status.

13. **PAYMENT.** The State will pay the Contractor pursuant to Minn. Stat. § 16A.124, which requires payment within 30 days following receipt of an undisputed invoice, or merchandise or service, whichever is later. Terms requesting payment in less than 30 days will be changed to read "Net 30 days." Notwithstanding the foregoing, the State may pay the Contractor in advance for purchases as allowed pursuant to Minn. Stat. §16A.065.

The payment for each order will only be made for goods received or services actually performed that have been accepted by the ordering entity, and meet all terms, conditions, and specifications of the Contract and the ordering document.

14. **Conditions of Payment.** All services delivered by the Contractor under this Contract must be performed to the State's satisfaction and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations including business registration requirements of the Office of the Secretary of State. The Contractor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

15. **PURCHASE ORDERS (PO).** The parties agree that there is no minimum order requirements or charges to process an individual purchase order unless otherwise stated in the Contract. The Purchase Order number must appear on all documents (e.g., invoices, packing slips, etc.).

16. **PURCHASING CARDS.** The Contractor must accept a purchasing card for order placement in addition to accepting a purchase order, without passing the processing fees for the purchasing card back to the State. The State's single purchase maximum on the Contract is \$5,000 on the purchasing card, but it may be increased with the State's and the Contractor's approval.

17. **TAXES. DO NOT** add sales tax to the prices being offered. Effective July 1, 1995, State Agencies use a Direct Pay Authorization to pay the applicable sales and use tax directly to the Department of Revenue under Minnesota Tax ID 4405717. Although it is not required by the Department of Revenue, State Agencies will complete and submit the ST3 Form to the vendor upon request. See <http://www.revenue.state.mn.us>.

If orders are issued by Cooperative Purchasing Venture (CPV) Members, the Contract Vendor should confirm all of the tax requirements with the ordering entity.

**SALES TAX WHEN FURNISHING LABOR.** The State's Direct Pay permit will not apply for orders against a contract awarded through this contract. The Responder must include in their response prices any applicable State or Federal sales, excise, or use tax on all materials, supplies, and equipment that are to be utilized.

If orders are issued by CPV members, the Contractor should confirm all of the tax requirements with the ordering entity.

18. **SHIPPING REQUIREMENTS.** All prices must be FOB Destination, prepaid and allowed (with freight included in the price), to the ordering entity's receiving dock or warehouse, or as otherwise instructed on the purchase order by the ordering entity. In those situations in which the "deliver-to" address has no receiving dock or agents, the Contractor must be able to deliver to the person specified on the purchase order. Freight charges shall be prepaid and allowed unless otherwise stated in the NASPO ValuePoint Master Agreement.
19. **DEFAULT.** If the Contractor fails to perform according to the contract terms and conditions, the State is authorized to immediately cancel the Contract or purchase order, or any portion of it, and may obtain replacement goods or services and charge the difference of costs to the defaulting Contractor. In the event of default, the State reserves the right to pursue any other remedy available by law. A Contractor may be removed from the vendors list, suspended or debarred from receiving a Contract for failure to comply with terms and conditions of the Contract, or for failure to pay the State for the cost incurred on the defaulted Contract.
20. **ASSIGNMENT, AMENDMENTS, WAIVER AND CONTRACT COMPLETE.**

20.1 Assignment. The Contractor may neither assign nor transfer any rights or obligations under this Contract without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.

20.2 Amendments. Any amendment to this Contract must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.

20.3 Waiver. If the State fails to enforce any provision of this Contract, that failure does not waive the provision or its right to enforce it.

20.4 Contract Complete. This Contract contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

21. **INTELLECTUAL PROPERTY.**

21.1 Definitions. For the purpose of this Section, the following words and phrases have the assigned definitions:

21.1 "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Contract.

21.1.1 "Pre-Existing Intellectual Property" means intellectual property developed prior to or outside the scope of this Contract, and any derivatives of that intellectual property.

21.1.2 "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. "Works" includes Documents.

21.2 Ownership. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Contract. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Contractor upon completion or cancellation of this Contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Contractor assigns all right, title, and interest it may have in the Works and the Documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

21.3 Pre-existing Intellectual Property. Each Party shall retain ownership of its respective Pre-Existing Intellectual Property. The Contractor grants the State a perpetual, irrevocable, non-exclusive, royalty free license for



Contractor's Pre-Existing Intellectual Property that are incorporated in the products, materials, equipment, deliverables, or services that are purchased through the Contract.

#### 21.4 Obligations.

21.4.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this Contract, the Contractor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

21.4.2 Representation. The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Contractor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities.

21.4.3 Indemnification. Notwithstanding any other indemnification obligations addressed within this Contract, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor's or the State's opinion is likely to arise, the Contractor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## 22. INDEMNIFICATION.

22.1 In the performance of this Contract, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Contractor, Contractor's reseller, any third party that has a business relationship with the Contractor, or Contractor's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Contract.

22.2 Nothing within this Contract, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

23. **PARTICIPATING ADDENDUM AMENDMENTS.** Except as provided herein, the Participating Addendum shall be modified only by written amendment duly executed by an authorized representative of the State and the Contract Vendor. No alteration or variation of the terms and conditions of the Participating Addendum shall be valid unless made in writing and signed by the parties as required by law. Every amendment shall specify the date on which its provisions shall be effective. An approved Participating Addendum amendment means one approved by the authorized signatories of the Contract Vendor and the State as required by law.

24. **TERMINATION OF THE PARTICIPATING ADDENDUM.** The Participating Addendum may be canceled by the State or the Commissioner of Administration at any time, with or without cause, upon 30 days written notice to the Contract Vendor. In the event the Contract Vendor is in default, the Participating Addendum is subject to immediate cancellation to the extent allowable by applicable law. In the event of such a cancellation, the Contract Vendor shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed and accepted. The Contract Vendor may request to cancel the Participating Addendum but must receive written approval from the State.

**25. ADMINISTRATIVE PERSONNEL CHANGES.** The Contractor must notify the State's Authorized Representative of changes in the Contractor's key administrative personnel, in advance and in writing. Any employee of the Contractor who, in the opinion of the State of Minnesota, is unacceptable, shall be removed from the project upon written notice to the Contractor. In the event that an employee is removed pursuant to a written request from the State's Authorized Representative, the Contractor shall have 10 working days in which to fill the vacancy with an acceptable employee.

**26. PUBLICITY AND ENDORSEMENT.**

26.1 Publicity. Any publicity regarding the subject matter of this Contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, information posted on corporate or other websites, research, reports, signs, and similar public notices prepared by or for the Contractor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

26.2 Endorsement. The Contractor must not claim that the State endorses its products or services.

**27. NONVISUAL ACCESS STANDARDS.** Pursuant to Minn. Stat. § 16C.145, the Contractor must comply with the following nonvisual technology access standards to the extent required by law:

- That the effective interactive control and use of the technology, including the operating system applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired; and
- Executive branch state agencies subject to Section 16E.03, subdivision 9, are not required to include nonvisual technology access standards developed under this Section in contracts for the procurement of information technology.

These standards do not require the installation of software or peripheral devices used for nonvisual access when the information technology is being used by individuals who are not blind or visually impaired.

**28. USAGE REPORT.** Contractor must track and report to the State usage data on this Contract (Usage Reports). Usage Reports should be sent via email to [osp.usagereports@state.mn.us](mailto:osp.usagereports@state.mn.us). A Usage Report must identify the State Contract Number and provide the following information:

- The total amount of spend under the Contract by the State and other entities,
- The total amount of spend by State agencies, and
- The total amount of spend by other entities (CPV members).

Contractor must send a quarterly Usage Report, or as otherwise requested. Quarters are as follows:

- First Quarter, from July 1 to September 30,
- Second Quarter, from October 1 to December 31,
- Third Quarter, from January 1 to March 31, and
- Fourth Quarter, from April 1 to June 30.

A quarterly Usage Report is due within thirty days of the end of a quarter. A requested Usage Report is due within thirty days from when the request was made. Contractor must provide the State with a final Usage Report within 30 calendar days of the expiration or termination of the Contract. Failure to provide a Usage Report may result in the State cancelling the Contract. This term survives the expiration or termination of the Contract.

**29. ADMINISTRATIVE FEE.** Contractor must remit to the Department of Administration, Office of State Procurement on a quarterly basis an administration fee of 1% (.01 multiplication factor) of the total amount of spend under the Contract as reported in the Usage Report (Administrative Fee). The Administrative Fee is due within thirty days of the end of a quarter. The Administrative Fee may be submitted through Automated Clearing House (ACH) or by check. Contact

CPV.Program@state.mn.us for detailed information on the ACH payment option. If paying by check, the check should be made payable to the State of Minnesota, and submitted to:

Office of State Procurement  
112 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155

30. **SEVERABILITY.** If any provision of the Contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the State and the Contract Vendor shall be relieved of all obligations arising under such provisions; if the remainder of the Contract is capable of performance it will not be affected by the declaration or finding and will be fully performed.
31. **ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT METHOD AND STRUCTURE.** In accordance with Minn. Stat. § 16A.40 the Contract Vendor is required to provide their bank routing information to the Minnesota Department of Finance to enable payments to be made through EFT.
32. **COPYRIGHT.** The Contractor shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Contract.
33. **SURVIVABILITY.** The following rights and duties of the State and Contract Vendor will survive the expiration or cancellation of the resulting Contract(s). These rights and duties include, but are not limited to the paragraphs on Indemnification, Hold Harmless, and Limitation of Liability, State Audits, Government Data Practices, Governing Law, Jurisdiction and Venue, Intellectual Property Indemnification, Publicity and Minnesota Reporting Requirements and Administrative Fees. Software licenses, warranty, maintenance agreements and service agreements that were entered into under the terms and conditions of the Agreement shall survive the expiration or termination of this Agreement.
34. **IT ACCESSIBILITY STANDARDS.** Contract Vendor acknowledges and is fully aware of the accessibility requirements of Minnesota Statutes section 16E.03 and the State of Minnesota Accessibility Standards – available online at [http://mn.gov/oet/images/Stnd\\_State\\_Accessibility.pdf](http://mn.gov/oet/images/Stnd_State_Accessibility.pdf) or <http://mn.gov/oet/> – that incorporate both Section 508 of the Rehabilitation Act and Web Content Accessibility Guidelines 2.0 level 'AA'. The Standards apply to web sites, software applications, electronic reports and output documentation, training delivered in electronic formats (including, but not limited to, documents, videos, and webinars), among others. If website, training or any of the above available through this contract, Contract Vendor agrees to develop functionality which supports accessibility.
35. **E-VERIFY CERTIFICATION.** For services in excess of \$50,000, the Contract Vendor certifies that as of the date of services performed on behalf of the State, the Contract Vendor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. This is required by Minnesota Statutes Section 16C.075. The Contract Vendor shall be responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available on OSP website [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us).

All subcontractor certifications must be kept on file with the Contract Vendor and made available to the State upon request.

36. **HAZARDOUS SUBSTANCES.**

To the extent that the goods to be supplied to the State by the Contractor contain or may create hazardous substances, harmful physical agents, or infectious agents, as set forth in applicable State and federal laws and regulations, the Contractor must provide the State with Material Safety Data Sheets regarding those substances. A copy must be provided upon request. Goods and containers supplied to the State must be labeled in compliance with state and federal laws, rules, and regulations.

These terms apply to goods supplied under this contract:

- 36.1 Products Containing Triclosan Banned. The Contractor must comply with Minn. Stat. § 145.945.
- 36.2 Products Containing Certain Types of Polybrominated Diphenyl Ether Banned. The Contractor must comply with Minn. Stat. § 325E.385-325E.388).

36.3 Coal Tar Sealant Use and Sale Prohibited. The Contractor must comply with Minn. Stat. § 116.202.

36.4 Products Containing Mercury. The Contractor must comply with Minn. Stat. 116.92.

**37. SUBCONTRACTOR PAYMENT (When Applicable).**

37.1 Subcontracting Allowed. A subcontractor is a person or company that has been awarded a portion of the Contract by Contractor. Only subcontractors that have been approved by the State's Authorized Representative can be used for this Contract.

After the effective date of the Contract, the Contractor shall not, without prior written approval of the State's Authorized Representative, subcontract for the performance of any of the Contractor's obligations that were not already approved for subcontracting when the Contract was awarded. During this Contract, if an approved subcontractor is determined to be performing unsatisfactorily by the State's Authorized Representative, the Contractor will receive written notification that the subcontractor can no longer be used for this Contract.

The provisions of the Contract shall apply with equal force and effect to all approved subcontractors engaged by the Contractor. Notwithstanding approval by the State, no subcontract shall serve to terminate or in any way affect the primary legal responsibility of the Contractor for timely and satisfactory performances of the obligations contemplated by the Contract.

37.2 Subcontractor Payment. Contractor must pay any subcontractor in accordance with Minn. Stat. § 16A.1245.

**38. TAXPAYER IDENTIFICATION:** The Contract Vendor shall be registered as a vendor to the State in the SWIFT Procurement System. Registration must be done online at <http://www.mmb.state.mn.us/vendorresources>.

**39. STATE'S NON-INDEMNIFICATION.** Nothing herein, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Contract Vendor, Contract Vendor's subcontractors, or Contract Vendor's agents. This shall extend to all agreements related to the subject matter of this contract, and to all terms subsequently added, without regard to order of precedence.

**40. CERTIFICATION OF NONDISCRIMINATION (In accordance with Minn. Stat. § 16C.053).** If the value of this Contract, including all extensions, is \$50,000 or more, Contractor certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

The Contractor will comply with the provisions of Minn. Stat. § 181.59.

**41. FUNDING OUT CLAUSE.** The State may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Contract. Termination must be by written notice to the Contractor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available. The State will not be assessed any penalty if the Contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Contractor notice of the lack of funding. This notice will be provided within a reasonable time of the State's receiving notice.

**Minnesota Exhibit B****Minnesota General Terms, Conditions, and Specifications  
Services Performed by the Contract Vendor or Authorized Dealer****DEFINITIONS.**

**Contract Vendor/Authorized Dealers (Contract Vendor):** For purposes of Minnesota Exhibit B, a Contract Vendor is the Contract Vendor or their Authorized Dealer, as Contract Vendor's subcontractor, designated to coordinate purchases of product and provide services requested by the ordering entity including design and project management.

**Design Services:** Design Services include space planning, installation plans, furniture migration strategies, reconfiguration plans for existing systems, assistance with furniture selection, interior office design, and computerized installation drawings.

**INSTALLATION IS NOT PART OF THIS CONTRACT.**

- 1. AUTHORIZED DEALERS:** The Contract Vendor may add and/or delete authorized dealers during the Master Agreement term via a duly executed amendment to the Participating Addendum. The Contract Vendor must accept orders direct if an authorized dealer is not assigned.

The Contract Vendor may choose to provide all quotes, accept all purchase orders, accept all payments, perform all deliveries, and provide all invoices, or the Contract Vendor may delegate these duties to its authorized dealer(s). The Contract Vendor is responsible for collecting, and submitting, all sales reports from their sales and authorized dealer(s), and submitting all Administration Fees on invoiced sales whether they have been paid or not.

No authorized dealer shall serve to terminate or in any way affect the primary legal responsibility of the Contract Vendor for timely and satisfactory performance of the obligations of the Master Agreement. The State shall not be required to enter into any additional agreement or terms to purchase from any authorized dealer. The terms of this Agreement shall govern any such purchase.

The Contract Vendor is responsible for the performance of the authorized dealer(s) and shall be responsible for the acts and omissions of its authorized dealer(s) under the Master Agreement. The State reserves the right to remove any authorized dealer(s) from this Participating Addendum at any time upon written notice to the Contract Vendor.

- 2. PRICING.** Pricing for the product offered under this contract is attached. Price increases for product are allowed when approved by the lead state for the NASPO ValuePoint Master Agreement MA3969 and adopted by the State of Minnesota through a fully executed Participating Addendum amendment.

For design and project management services provided under this Contract, the Contract Vendor must complete the services price schedule attached to this Participating Addendum for each Authorized Dealer that will perform those services for the Contract Vendor. Prices submitted under this Participating Addendum must take into consideration all inherent costs of providing the requested services. The State will not pay any additional charges beyond the price(s) listed in the price schedule, unless otherwise provided for by law or expressly allowed by the terms of the NASPO Master Agreement. Prices offered on the services price schedule shall be in effect for 12 months after the execution of the Participating Addendum. After that period, prices may increase no more than once per calendar year. Price increases should be requested 30 days prior the proposed price increase. Price increases are not effective until they are approved by the AMS and set forth in a fully executed amendment to the contract.

- 3. QUOTES.** The Contract Vendor shall include a sample quote when returning the signed PA. The Contract Vendor must provide a firm price quote to the ordering entity. Once the ordering entity has accepted the price quote and a purchase order is issued, no changes in price or product can be made by the Contract Vendor unless agreed upon, in writing, by the ordering entity. At no time will any terms and conditions included in a vendor's quote or other documents change the terms and conditions of the Contract. In the event of a conflict in language between any documents provided to an ordering entity by a Contract Vendor, the terms and conditions set forth in the Contract and any later fully executed amendment documents shall prevail.

Payment shall be for actual products received and work performed, and shall not exceed any quoted price unless the Contract Vendor receives written approval of the changes and a purchase order from the ordering entity prior to the products being delivered or services performed. The quote must be in writing, reference the State Contract Release F-379(5), reference the Contract number, and be in the same format as the sample quote form submitted with the PA and approved as an attachment to the Contract award documents, unless an alternative format is approved in writing by the Acquisition Management Specialist.

The price quote should include:

- Contract Vendor's name
- Name of contract vendor's representative providing the quote
- Date of quote
- Contract Vendor Price List name and date used for the quote
- State Contract Release F-379(5) and Contract number
- Detailed description of the Contract product or item being provided. Individual price, quantity and extended price
- Detailed description of the services that will be provided, the title of the person performing the service. Price per hour, number of hours and extend price
- Detailed description of Charges for mileage, lodging and meals
- Total price for all products/items/services quoted
- Expiration date of quote
- Standard delivery costs are included in the cost of the furniture and cannot be listed as a separate line on the quote unless the charge is for expedited or special delivery that has been accepted in writing by the ordering agency and included on the purchase order.

Additional information may be required by the ordering entity so pricing can be verified. The Contract Vendor must provide quotes within five (5) calendar days of receipt of the request for a quote unless an alternate timeline has been accepted by the ordering agency. Prior to fulfilling any order through this Contract, the Contract Vendor must receive written confirmation from the end user that the quote has been received, understood, and accepted. This confirmation must be in the form of a purchase order. The Contract Vendor shall not deliver product or start any service prior to receiving a purchase order.

- 4. INVOICES. Responder shall include a sample invoice when returning the signed PA.** The Contract Vendor will be responsible for providing an invoice within thirty (30) days following the completion of an order. The invoice must be in the same format as the sample invoice submitted with the PA and approved as an attachment to the Contract award, unless an alternative format is approved in writing by the Acquisition Management Specialist.

- Quote number and purchase order number
- Invoice number
- Contract Vendor Price List name and date used for the quote and invoice
- State Contract Release F-379(5) and Contract number
- Detailed description of the Contract product or item being invoiced. Individual price, quantity and extended price.
- Detailed description of the services, date services were provided, the title of the person performing the service, price per hour, number of hours and extend price.
- Detailed description of Charges for mileage, lodging and meals
- Product/item/service price and extended price
- Total price for all products/items/services delivered
- Standard delivery costs are included in the cost of the furniture and cannot be listed as a separate line on the quote unless the charge is for expedited or special delivery that has been accepted in writing by the ordering agency and included on the purchase order.

Additional information may be required by the ordering entity so costs can be verified.

- 5. CONTRACT VENDOR RESPONSIBILITIES.** The Contract Vendor must prepare an assessment of the ordering entity's furniture needs including an inventory of existing furniture, taking field measurements and preparing a standard design/installation plan. The accuracy of all facility dimensions and obstructions including radiators, outlets, switches, thermostats and fire extinguishers shall be the Contract Vendors sole responsibility.

The Contract Vendor is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in a detailed component list. Estimates of required services must include the title of the person performing the services, estimated number of hours and what will be accomplished during that time, per hour cost and extended cost. Prior to beginning any project, the ordering entity representative or project manager shall review the plans with the Contract Vendor and approve the plans or request necessary changes in writing. Once the plans have been approved a purchase order will be issued prior to any work being done by the Contract Vendor.

The Contract Vendor must work with the ordering entity project manager to establish mutually acceptable time frames for the project, create and monitor a schedule, notify the ordering entity project manager, within a timely manner, if the scheduled time frames will not be met and establish new time frames acceptable by the ordering entity.

The Contract Vendor shall coordinate the required delivery and address any issues of damaged product. If products or parts are missing or found to be defective at assembly time, the Contract Vendor is responsible for the quick shipment or replacement of the missing or defective parts.

Additional requirements as agreed upon by the Contract Vendor and the ordering entity must be outlined in the project scope, quote and purchase order.

- 6. MILEAGE, LODGING AND MEALS.** The State may pay mileage, lodging and meal expenses when travel to and from the job site is outside the Responders normal service area noted in the services cost schedule. Charges for mileage, lodging and meals must be detailed on the quote and invoice. Only expenses per the State of Minnesota's Commissioner's Plan will be allowed under the Contract. Any agreed upon charges for travel mileage rates, lodging, and meal expenses are per the current State of Minnesota Commissioner's Plan, posted to the OSP website: <http://www.mmd.admin.State.mn.us/commissionersplan.htm>.

Per Diem costs for meals may be charged for a project but require prior written approval from the ordering entity. Per Diem for meals must be estimated and included as part of the quote. The State shall be billed at the actual cost of the meal or the maximum reimbursement amount, whichever is less. The State may require receipts for any meal reimbursement requested by the Contractor under the provisions of the Contract.

The accumulated mileage must be from most direct route from the Contract Vendors nearest service location to the job site. The State reserves the right to use the mileage found in MapQuest™ or a similar program to determine mileage. The State will not pay any mileage, labor costs, or per diem associated with travel to pick up materials or to replace or repair damaged product.

Any mileage or lodging costs exceeding the quote amount agreed upon must be approved in writing by the ordering entity in writing prior to the costs being incurred.

Labor costs shall be billed for the time the Contract Vendor is working on the job site.

- 7. STORAGE.** The Contract Vendor is responsible for storage of products prior to the delivery and installation date as established on the purchase order unless agreed upon by the ordering agency and the Contract Vendor. The Contract Vendor may be asked to store product beyond the normal delivery date if the office space is not ready for the delivery. Storage costs incurred after the established delivery date may be passed on to the ordering agency only after those costs have been approved in writing by the ordering agency. Storage cost must be included in the pricing pages and set forth in the resulting contract. Payments will not be made for furniture that is in storage at a site other than the ordering entity's delivery location.
- 8. ENVIRONMENTAL PURCHASING.** Upon request, the Contract Vendor shall provide technical information for the products awarded under the Master Agreement demonstrating the ability to meet the following standards.
1. [The GreenScreen Certification for Furniture and Textiles](#), OR,
  2. [The Targeted Chemical Elimination criteria \(7.4.4\) under the ANSI/BIFMA e-3-2019 Standard](#), OR
  3. [Greenhealth Approved Seal for Furnishings](#)



## Products and Pricing

The pricing terms for the Master Agreement shall flow down to this PA.

Steelcase Products	Price List / Order Size (in USD) Discounts off List		
	Drop Ship		
	\$1 - \$50,000 List	\$50,001 - \$150,000 List	\$150,001 list and above
E-Tables	50.51%	50.51%	51.52%
Orangebox Kirn	43.44%	44.45%	44.45%
Flow	43.44%	44.45%	44.45%
Motif	43.44%	44.45%	44.45%
Sans	43.44%	44.45%	44.45%
433 Protege	58.59%	59.60%	61.62%
453 Criterion	60.61%	61.62%	62.63%
462 Leap	58.59%	59.60%	60.61%
464 Leap Work Lounge	49.50%	50.51%	51.52%
466 Reply	55.06%	55.56%	56.57%
475 Player	58.59%	59.60%	61.62%
487 Cachet Seating	52.53%	53.54%	54.55%
490 Move	52.53%	53.54%	54.55%
A La Carte	53.54%	57.58%	57.58%
Adjustable Tables - Airtouch	57.58%	61.62%	61.62%
Akira Tables	50.51%	51.52%	52.53%
Alight	53.54%	57.58%	57.58%
Amia	55.06%	55.56%	56.57%
Answer	66.67%	68.18%	69.70%
Answer Beam	66.67%	68.18%	69.70%
Answer Fence	66.67%	68.18%	69.70%
Answer Freestanding Desking	66.67%	68.18%	69.70%
Architectural Modular Power	51.52%	53.54%	53.54%
Avenir	68.69%	71.72%	73.74%
B Free - Furniture	43.44%	44.45%	44.45%
B Free - Seating	43.44%	44.45%	44.45%
Bassline	53.54%	57.58%	57.58%
Bivi	53.54%	57.58%	57.58%
Bottomline Task Light	49.50%	50.51%	50.51%
Brody Lounge Seating	43.44%	44.45%	44.45%
Buoy	53.54%	57.58%	57.58%
c:scape	50.51%	52.53%	55.06%
Campfire	53.54%	57.58%	57.58%
Clipper	53.54%	57.58%	57.58%
cobi	50.51%	51.52%	52.53%
Crew Guest Seating	53.54%	57.58%	57.58%
Crew Seating	53.54%	57.58%	57.58%
Divisio Screens	50.51%	52.53%	55.06%
Duo Storage For Answer	66.67%	68.18%	69.70%
Duo Storage For Post & Beam	57.58%	58.59%	59.60%
Elbrook	51.40%	53.50%	53.50%
Everwall	49.50%	51.36%	51.36%
Flex	52.53%	53.54%	55.56%
Flex Active Frames	52.53%	53.54%	55.56%
Flex Had	52.53%	53.54%	55.56%
FrameOne	50.51%	52.53%	55.06%



## Steelcase Products

Price List / Order Size (in USD)  
Discounts off List

	Drop Ship		
	\$1 - \$50,000 List	\$50,001 - \$150,000 List	\$150,001 list and above
Gesture	55.06%	55.56%	56.57%
Groupwork	53.54%	57.58%	57.58%
High Density Storage	62.63%	63.64%	64.65%
i2i	50.51%	51.52%	52.53%
Jack Seating	53.54%	57.58%	57.58%
Jacket	53.54%	57.58%	57.58%
Jenny	53.54%	57.58%	57.58%
Jersey	57.58%	58.59%	59.60%
Kart Seating	50.51%	51.52%	52.53%
Kick	66.67%	66.67%	66.67%
Kick Freestanding Casegoods	66.67%	66.67%	66.67%
LED Linear	49.50%	50.51%	50.51%
LED Shelf Light	49.50%	50.51%	50.51%
PW LSG	48.24%	49.50%	49.50%
Max Stacker III	57.58%	58.59%	59.60%
media:scape	43.44%	44.45%	44.45%
media:scape Lounge	43.44%	44.45%	44.45%
Migration	56.57%	57.08%	58.08%
Migration SE Bench	56.57%	57.08%	58.08%
Migration SE Desk	56.57%	57.08%	58.08%
Montage	66.67%	68.18%	69.70%
Node	52.53%	53.54%	54.55%
Wiesner Hager Nooi	49.50%	50.51%	51.52%
Ology Bench	52.53%	53.54%	55.56%
Ology Desk	52.53%	53.54%	55.56%
Overfile Cabinets	57.58%	58.59%	59.60%
Pathways Power & Communication	57.58%	58.59%	59.60%
Pivot	53.54%	57.58%	57.58%
Premium Whiteboard	48.85%	52.29%	52.29%
Privacy Walls	46.47%	49.50%	49.50%
Qivi	50.51%	51.52%	52.53%
Qt Pro	48.49%	49.50%	49.50%
Sarto Privacy Modesty Screen	50.51%	51.52%	52.53%
Scoop Stool	53.54%	57.58%	57.58%
Series 9000	68.69%	71.72%	73.74%
Shortcut	53.54%	57.58%	57.58%
SILQ Seating	49.50%	50.51%	51.52%
Avenue	53.54%	57.58%	57.58%
Simple Tables	53.54%	57.58%	57.58%
Smoke	53.54%	57.58%	57.58%
Soffio Screen	52.53%	54.55%	54.55%
Standard Lighting	66.67%	66.67%	66.67%
Steelcase Series 1	54.04%	55.06%	56.57%
Steelcase Series 2	55.06%	55.56%	56.57%
Sylvi Lounge	43.44%	44.45%	44.45%
Tenor	51.08%	54.15%	55.56%
Think - Task	55.06%	55.56%	56.57%
Thread Floor Power System	43.44%	44.45%	44.45%
Tour	53.54%	57.58%	57.58%
TS Bins & Shelves	66.67%	66.67%	66.67%
TS Fixed Pedestals	60.61%	62.63%	63.64%
TS Laterals	60.61%	62.63%	63.64%
TS Lockers	60.61%	62.63%	63.64%
TS Mobile Pedestals	60.61%	62.63%	63.64%
TS Tower Too	60.61%	62.63%	63.64%

## Steelcase Products

Price List / Order Size (in USD)  
Discounts off List

	Drop Ship		
	\$1 - \$50,000 List	\$50,001 - \$150,000 List	\$150,001 list and above
TS Underworksurface Latera	60.61%	62.63%	63.64%
TS Worksurfaces	66.67%	66.67%	66.67%
Umami	43.44%	44.45%	44.45%
Low Profile Floor	51.52%	53.54%	53.54%
Universal Bookcases	62.63%	63.64%	64.65%
Universal Combination Cabinets	62.63%	63.64%	64.65%
Universal Hard Surface Screen	50.51%	51.52%	52.53%
Universal ITC/OTC Bins/Shelves	66.67%	68.18%	69.70%
Universal Lateral Files	62.63%	63.64%	64.65%
Universal Pedestals	66.67%	68.18%	69.70%
Universal Privacy Screens	52.53%	54.55%	54.55%
Universal Storage Cabinets	62.63%	63.64%	64.65%
Universal System Worksurface-Wood	66.67%	68.18%	69.70%
Universal Towers	62.63%	63.64%	64.65%
Universal Wardrobe Cabinets	62.63%	63.64%	64.65%
Universal Workstation Verticals	62.63%	63.64%	64.65%
Universal Storage Accessories	62.63%	63.64%	64.65%
Universal System Screens	66.67%	68.18%	69.70%
Universal System Worksurfaces	66.67%	68.18%	69.70%
Universal Tables	66.67%	68.18%	69.70%
Uno	53.54%	57.58%	57.58%
V.I.A.	47.58%	50.51%	50.51%
Verb	52.53%	54.55%	54.55%
Work Tents	49.50%	52.88%	52.88%
Convey	44.45%	46.47%	46.47%
Embold	44.45%	46.47%	46.47%
Exchange Tables	44.45%	46.47%	46.47%
Folio	44.45%	46.47%	46.47%
Mobile Overbed Tables	44.45%	46.47%	46.47%
Opus	44.45%	46.47%	46.47%
Park	44.45%	46.47%	46.47%
Regard	44.45%	46.47%	46.47%
Senza	44.45%	46.47%	46.47%
Sonata	44.45%	46.47%	46.47%
Surround	44.45%	46.47%	46.47%
Sync	44.45%	46.47%	46.47%
Viccarbe	37.51%	40.26%	40.26%
Belle	48.49%	50.00%	50.00%
Boardwalk	48.49%	50.00%	50.00%
Brighton	48.49%	50.00%	50.00%
Greenpoint Bench	48.49%	50.00%	50.00%
Greenpoint Private Office	48.49%	50.00%	50.00%
Greenpoint Steel Storage	48.49%	50.00%	50.00%
Greenpoint Wood Storage	48.49%	50.00%	50.00%
Mesa	48.49%	50.00%	50.00%
Slope	48.49%	50.00%	50.00%
Sterling	48.49%	50.00%	50.00%
Convene Conference Collection	50.51%	52.53%	52.53%
Currency	53.54%	57.58%	57.58%
Elective Elements	52.53%	54.55%	54.55%
Elective Elements - Parametric	52.53%	54.55%	54.55%
Mackinac	50.51%	52.53%	52.53%
Mingle Seating	50.51%	52.53%	52.53%
Payback	53.54%	57.58%	57.58%
Sawyer	53.54%	57.58%	57.58%

**Steelcase Products****Price List / Order Size (in USD)  
Discounts off List**

	<u>Drop Ship</u>		
	\$1 - \$50,000 List	\$50,001 - \$150,000 List	\$150,001 list and above
Siento Seating	50.51%	52.53%	52.53%
Slim Leg Had	50.51%	52.53%	52.53%
Verlay	53.54%	57.58%	57.58%
Victor2	50.51%	52.53%	52.53%
CF Series Intro	48.49%	49.50%	49.50%
Flex Dock	48.49%	49.50%	49.50%
Flex Mobile Power	48.49%	49.50%	49.50%
Powerstrip Intro	48.49%	49.50%	49.50%
Privacy	48.49%	49.50%	49.50%
West Elm Products (other than Exceptions below)	48.49%	50.00%	50.00%
PolyVision by Designtex Products (other than Exceptions below)	43.44%	44.45%	44.45%
Orangebox Pods Products (other than Exceptions below)	42.18%	43.69%	43.69%
Orangebox Products (other than Exceptions below)	43.44%	44.45%	44.45%
Steelcase Wood Products (other than Exceptions below)	50.51%	52.53%	52.53%
Steelcase Worktools Products (other than Exceptions below)	48.49%	49.50%	49.50%
Steelcase Health Products (other than Exceptions below)	44.45%	46.47%	46.47%
Coalesse Products (other than Exceptions below)	50.51%	50.51%	51.52%

**EXCEPTIONS**

- All Price Lists: New Products.
- Coalesse Price Lists: Arzu, Nanimarquina Collection.

**OTHER**

- Terms and conditions for the delivery and installation of architectural products will be negotiated on a project-by-project basis.
- Pricing for service parts will be quoted upon request.
- Orders from more than one Price List may be combined for the purpose of defining Order Size (e.g. Steelcase Steel, Steelcase Wood, and Steelcase Worktools.)
- Customized or otherwise non-standard Products may receive the pricing listed above. In such cases where the pricing differs, list price duration and applicable discounts for such Products will be determined on a project-by-project basis.
- Pricing above is representative of deliveries to commercial sites only. Residential deliveries may be subject to separate terms and conditions (including price) and will be determined on a project-by-project basis.

## **Steelcase Price Lists**

To access the price lists, please use the following link: [https://www.steelcase.com/states/wsca-master-agreement/#product-information\\_price-lists-pl186](https://www.steelcase.com/states/wsca-master-agreement/#product-information_price-lists-pl186)

F-379(5) Office Furniture Related Services				
Price Schedule				
VENDOR NAME:		Acre Workplace		
VENDOR ADDRESS:		1601 Utica Ave S Suite 325		
MINNESOTA VENDOR NUMBER:				
CONTACT INFORMATION:				
Name		Ryan Carlson		
Office Phone		952-925-7543		
Cell Phone		320-290-8707		
Email		rcarlson@acreworkplace.com		
Responders must complete a Cost Schedule spreadsheet for each county they wish to offer service or by combining all counties for which they quote identical pricing. Responders must complete a separate Price Schedule for each county that has a difference on any price on the schedule.				
The Responder must include any applicable State or Federal sales tax in their pricing for labor				
The prices listed below are for all counties in Minnesota.		X	No	
OR				
List County Names for which you are offering services:				
Weekday Cost: Monday through Friday, 7:30 a.m. to 4:00 p.m. CT \$94 AN HOUR FOR UNION INSTALLERS				
Weekday Evening Cost: Monday through Friday, 4:01 p.m. to 7:29 a.m. CT \$138 AN HOUR FOR UNION INSTALLERS				
Weekend/Holiday Cost: 4:01 p.m. CT (Friday) to 7:29 a.m. CT(Monday) - includes State designated holidays. New Year's Day, Martin Luther King Day, Presidents Day, memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day after, \$185 AN HOUR FOR UNION INSTALLERS				
Hourly costs shall be per person per hour. Responders can add additional crew types if needed. Responders should include a list of duties for any crew type they add. The responder must include the crew type and hourly wage for all services they are offering.				
Labor Costs		Crew Type	Unit Type	Unit Price
Weekday Costs	Project Manager	Hour	\$72.00	
	Design	Hour	\$90.00	
Weekday Evening Cost	Project Manager	Hour	\$72.00	
Weekend/Holiday Cost	Project Manager	Hour	\$72.00	
CREW TYPE:				
UNION CARPENTER INSTALLER				
LIST OF DUTIES:				
INSTALLTION OF NEW SYSTEMS, ARCHITECTURAL WALL, RECONFIGURE OF EXISTING FURNITURE				
REFINISHING, REUPHOSTERY, MOVE MANAGEMENT, DISPOSAL, SERVICE CALLS,				
DISPOSAL OF OLD FURNITURE.				
CREW TYPE:				
LIST OF DUTIES:				
STORAGE COSTS PER SQUARE FOOT PER WEEK:				
ADDITIONAL COSTS.				
No additional costs. If services/duties outside of those listed are required, rates will be provided upon request. Please Provide a Description and Cost for each if applicable.				
Description			Cost	

F-379(5) Office Furniture Related Services				
Price Schedule				
VENDOR NAME:		Atmosphere Commercial Interiors		
VENDOR ADDRESS:		81 S 9th Street suite 450 Minneapolis, MN 55402		
MINNESOTA VENDOR NUMBER:		932305		
CONTACT INFORMATION:				
Name		Craig Holst		
Office Phone		612-343-5872		
Cell Phone		469-336-9755		
Email		<a href="mailto:craig.holst@atmospherci.com">craig.holst@atmospherci.com</a>		
Responders must complete a Cost Schedule spreadsheet for each county they wish to offer service or by combining all counties for which they quote identical pricing. Responders must complete a separate Price Schedule for each county that has a difference on any price on the schedule.				
The Responder must include any applicable State or Federal sales tax in their pricing for labor				
The prices listed below are for all counties in Minnesota. <div>x</div> <div>No</div>				
OR				
List County Names for which you are offering services:				
Weekday Cost: Monday through Friday, 7:30 a.m. to 4:00 p.m.CT				
Weekday Evening Cost: Monday through Friday, 4:01 p.m. to 7:29 a.m.CT				
Weekend/Holiday Cost: 4:01 p.m. CT (Friday) to 7:29 a.m. CT(Monday) - includes State designated holidays. New Year's Day, Martin Luther King Day, Presidents Day, memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day after				
Hourly costs shall be per person per hour. Responders can add additional crew types if needed. Responders should include a list of duties for any crew type they add. The responder must include the crew type and hourly wage for all services they are offering.				
Labor Costs		Crew Type	Unit Type	Unit Price
Weekday Costs		Project Manager	Hour	\$90.00
		Design	Hour	\$90.00
Weekday Evening Cost		Project Manager	Hour	\$126.00
Weekend/Holiday Cost		Project Manager	Hour	\$126.00
CREW TYPE:				
Furniture PM				
LIST OF DUTIES:				
Projece management of schedule and installation of furniture				
CREW TYPE:				
Design				
LIST OF DUTIES:				
Furniture layout, space planning, design and specification				
STORAGE COSTS PER SQUARE FOOT PER WEEK:				\$0.25
ADDITIONAL COSTS.				
No additional costs. If services/duties outside of those listed are required, rates will be provided upon request. Please Provide a Description and Cost for each if applicable.				
Description				Cost

F-379(5) Office Furniture Related Services				
Price Schedule				
VENDOR NAME:		Connect Interiors LLC		
VENDOR ADDRESS:		3803 Main Ave. Fargo, ND 58103		
MINNESOTA VENDOR NUMBER:		1066278		
CONTACT INFORMATION:				
Name		CharRae Chwialkowski		
Office Phone		701.277.7222		
Cell Phone		701.261.5437		
Email		charrae@connectinteriors.com		
Responders must complete a Cost Schedule spreadsheet for each county they wish to offer service or by combining all counties for which they quote identical pricing. Responders must complete a separate Price Schedule for each county that has a difference on any price on the schedule.				
The Responder must include any applicable State or Federal sales tax in their pricing for labor				
The prices listed below are for all counties in Minnesota. yes x no				
OR				
List County Names for which you are offering services:				
Becker, Beltrami, Cass, Clay, Crow Wing, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Ottertail, Pennington, Polk, Red Lake, Roseau, Todd, Traverse, Wadena, Wilkin				
Weekday Cost: Monday through Friday, 7:30 a.m. to 4:00 p.m. CT				
Weekday Evening Cost: Monday through Friday, 4:01 p.m. to 7:29 a.m. CT				
Weekend/Holiday Cost: 4:01 p.m. CT (Friday) to 7:29 a.m. CT(Monday) - includes State designated holidays. New Year's Day, Martin Luther King Day, Presidents Day, memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day after,				
Hourly costs shall be per person per hour. Responders can add additional crew types if needed. Responders should include a list of duties for any crew type they add. The responder must include the crew type and hourly wage for all services they are offering.				
Labor Costs		Crew Type	Unit Type	Unit Price
Weekday Costs		Project Manager	Hour	\$75.00
		Design	Hour	\$75.00
Weekday Evening Cost		Project Manager	Hour	\$112.50
Weekend/Holiday Cost		Project Manager	Hour	\$150.00
CREW TYPE:				
Project Manager/Installer/Workplace Consultant				
LIST OF DUTIES:				
Site Verification, coordination with onsite crew				
CREW TYPE:				
Interior Designer				
LIST OF DUTIES:				
Space Planning, finish selection, drawing, product specification, site verification				
STORAGE COSTS PER SQUARE FOOT PER WEEK:		\$1.25/sq. foot		
ADDITIONAL COSTS.				
No additional costs. If services/duties outside of those listed are required, rates will be provided upon request. Please Provide a Description and Cost for each if applicable.				
Description			Cost	
Service Rates are consistent across counties however Travel & Expense would be quoted additional				

F-379(5) Office Furniture Related Services

Price Schedule

VENDOR NAME:	Duluth Type & Business Furniture
VENDOR ADDRESS:	30 N. 3rd Ave West, Duluth, MN 55802
MINNESOTA VENDOR NUMBER:	
CONTACT INFORMATION:	
Name	John Sanori or Shannon Johnson
Office Phone	218-722-5811
Cell Phone	
Email	Johns@duluthtype.com or Shannonj@duluthtype.com

Responders must complete a Cost Schedule spreadsheet for each county they wish to offer service or by combining all counties for which they quote identical pricing. Responders must complete a separate Price Schedule for each county that has a difference on any price on the schedule.

The Responder must include any applicable State or Federal sales tax in their pricing for labor

The prices listed below are for all counties in Minnesota. Yes No

OR

List County Names for which you are offering services:

Weekday Cost:	Monday through Friday, 7:30 a.m. to 4:00 p.m. CT
Weekday Evening Cost:	Monday through Friday, 4:01 p.m. to 7:29 a.m. CT
Weekend/Holiday Cost:	4:01 p.m. CT (Friday) to 7:29 a.m. CT(Monday) - includes State designated holidays. New Year's Day, Martin Luther King Day, Presidents Day, memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day after,
Hourly costs shall be per person per hour. Responders can add additional crew types if needed. Responders should include a list of duties for any crew type they add. The responder must include the crew type and hourly wage for all services they are offering.	

Labor Costs	Crew Type	Unit Type	Unit Price
Weekday Costs	Project Manager	Hour	\$75.00
	Design	Hour	\$75.00
Weekday Evening Cost	Project Manager	Hour	
Weekend/Holiday Cost	Project Manager	Hour	

CREW TYPE:	
Project Manager & Design	
LIST OF DUTIES:	

CREW TYPE:	
LIST OF DUTIES:	

STORAGE COSTS PER SQUARE FOOT PER WEEK:	
-----------------------------------------	--

ADDITIONAL COSTS.

No additional costs. If services/duties outside of those listed are required, rates will be provided upon request. Please Provide a Description and Cost for each if applicable.

Description	Cost



F-379(5) Office Furniture Related Services				
Price Schedule				
VENDOR NAME:		Interstate Office Products		
VENDOR ADDRESS:		228 S. Main Avenue Sioux Falls, SD 57104		
MINNESOTA VENDOR NUMBER:				
CONTACT INFORMATION:				
Name		Kristi Christensen		
Office Phone		605-339-0300 (main)		
Office Phone		605-275-3131 (direct)		
Email		kchristenseni-o-p.com		
Responders must complete a Cost Schedule spreadsheet for each county they wish to offer service or by combining all counties for which they quote identical pricing. Responders must complete a separate Price Schedule for each county that has a difference on any price on the schedule.				
The Responder must include any applicable State or Federal sales tax in their pricing for labor				
The prices listed below are for all counties in Minnesota. <div><div>X</div> Yes <div></div> No</div>				
OR				
List County Names for which you are offering services:				
Weekday Cost: Monday through Friday, 7:30 a.m. to 4:00 p.m. CT				
Weekday Evening Cost: Monday through Friday, 4:01 p.m. to 7:29 a.m. CT				
Weekend/Holiday Cost: 4:01 p.m. CT (Friday) to 7:29 a.m. CT(Monday) - includes State designated holidays. New Year's Day, Martin Luther King Day, Presidents Day, memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day after,				
Hourly costs shall be per person per hour. Responders can add additional crew types if needed. Responders should include a list of duties for any crew type they add. The responder must include the crew type and hourly wage for all services they are offering.				
Labor Costs		Crew Type	Unit Type	Unit Price
Weekday Costs	Project Manager	Hour	\$109.00	
	Design	Hour	\$109.00	
Weekday Evening Cost	Project Manager	Hour	\$163.50	
Weekend/Holiday Cost	Project Manager	Hour	NA	
CREW TYPE:				
LIST OF DUTIES:				
CREW TYPE:				
LIST OF DUTIES:				
STORAGE COSTS PER SQUARE FOOT PER WEEK:		NA		
ADDITIONAL COSTS.				
No additional costs. If services/duties outside of those listed are required, rates will be provided upon request. Please Provide a Description and Cost for each if applicable.				
Description			Cost	

F-379(5) Office Furniture Related Services				
Price Schedule				
VENDOR NAME:		Schmidt Goodman Office Products, Inc		
VENDOR ADDRESS:		1920 North Broadway Rochester MN 55096		
MINNESOTA VENDOR NUMBER:		198618		
CONTACT INFORMATION:				
Name		Sam Sagdalen		
Office Phone		507-536-3477		
Cell Phone				
Email		s.sagdalen@schmidtgoodman.com		
Responders must complete a Cost Schedule spreadsheet for each county they wish to offer service or by combining all counties for which they quote identical pricing. Responders must complete a separate Price Schedule for each county that has a difference on any price on the schedule.				
The Responder must include any applicable State or Federal sales tax in their pricing for labor				
The prices listed below are for all counties in Minnesota. <div>Yes X No</div>				
OR				
List County Names for which you are offering services:				
Dodge County		Rice County		
Faribault County		Steele County		
Fillmore County		Wabasha County		
Freeborn County		Waseca County		
Goodhue County		Winona County		
Houston County				
Mower County				
Olmsted County				
Weekday Cost: Monday through Friday, 7:30 a.m. to 4:00 p.m. CT				
Weekday Evening Cost: Monday through Friday, 4:01 p.m. to 7:29 a.m. CT				
Weekend/Holiday Cost: 4:01 p.m. CT (Friday) to 7:29 a.m. CT(Monday) - includes State designated holidays. New Year's Day, Martin Luther King Day, Presidents Day, memorial Day, Independence Day, Labor Day, Thanksgiving Day and Day after,				
Hourly costs shall be per person per hour. Responders can add additional crew types if needed. Responders should include a list of duties for any crew type they add. The responder must include the crew type and hourly wage for all services they are offering.				
Labor Costs		Crew Type	Unit Type	Unit Price
Weekday Costs		Project Manager	Hour	\$75.00
		Design	Hour	\$85.00
		Installer	Hour	\$75.00
Weekday Evening Cost		Project Manager	Hour	\$112.50
		Installer	Hour	\$112.50
Weekend/Holiday Cost		Project Manager	Hour	\$150.00
		Installer	Hour	\$150.00
CREW TYPE:				
Installer				
LIST OF DUTIES:				
Furniture Installation				
CREW TYPE:				
LIST OF DUTIES:				
STORAGE COSTS PER SQUARE FOOT PER WEEK:		\$0.80		
ADDITIONAL COSTS.				
No additional costs. If services/duties outside of those listed are required, rates will be provided upon request. Please Provide a Description and Cost for each if applicable.				
Description			Cost	
Worksurface cuts			\$100 ea	

# Workforce and Equal Pay Declaration Page

This form is **required for all businesses** executing government contracts under the following:

## Select one:

- ☒ Businesses executing a contract with **State or Metropolitan agencies** in excess of \$100,000 ([Workforce Certificate](#)) and, if applicable, \$500,000 ([Equal Pay Certificate](#))
- ☐ Businesses executing a contract with **University of Minnesota** for general obligation bond funded capital projects in excess of \$100,000 ([Workforce Certificate](#)) and, if applicable, \$500,000 ([Equal Pay Certificate](#))
- ☐ Businesses executing a contract with **Political Subdivisions** for general obligation bond funded capital projects in excess of \$250,000 ([Workforce Certificate](#)) and, if applicable, \$1,000,000 ([Equal Pay Certificate](#))

## Select all that apply:

### We are a certificate holder:

- ☒ Workforce Certificate under the name: STEELCASE INC
- ☒ Equal Pay Certificate under the name: STEELCASE INC

### We are applying/have applied for the following certificate(s):

- ☐ Workforce Certificate Application date (MM/DD/YYYY): \_\_\_\_\_
- ☐ Equal Pay Certificate Application date (MM/DD/YYYY): \_\_\_\_\_

### We have not applied for one or both certificates:

- ☐ Our company does not yet have a Workforce Certificate or Equal Pay Certificate. We acknowledge that a Workforce Certificate and, if applicable, Equal Pay Certificate, or approved exemption by the Minnesota Department of Human Rights is required before a contract can be executed.

### We are Exempt:

- ☐ We attest to the Minnesota Department of Human Rights that we have not employed 40 or more employees on a single day during the prior 12 months in Minnesota or the state in where we have our primary place of business. The Minnesota Department of Human Rights may request the names of our employees during the previous 12 months, the date of separation, if applicable, and the current employment status and count.

## Business Information

<u>0000215298</u>	<u>STEELCASE INC</u>	<u>State of Minnesota</u>
Vendor/Supplier ID	Business Name	Office of State Procurement
<u>Megan Maguire</u>	<u>Manager, Pricing and Contracts</u>	<u>January 31, 2023</u>
Authorized Signatory Name	Title	Date
<u>mmaguire@steelcase.com</u>	<u>616-247-2710</u>	
Signature	Email	Phone

For assistance with this form, email the Minnesota Department of Human Rights [Compliance.MDHR@state.mn.us](mailto:Compliance.MDHR@state.mn.us)



January 20, 2022

**SENT ELECTRONICALLY BY EMAIL**

STEELCASE INC  
901 44TH ST  
GRAND RAPIDS MI 49508  
ATTN: Isabel Medellin

Re: Workforce Certificate of Compliance Approval

Congratulations! The Minnesota Department of Human Rights (MDHR) has approved your Workforce Certificate of Compliance. This certificate will provide your business the opportunity to bid on state and metropolitan agency contracts that are \$100,000 or more. To ensure compliance with your certificate, the Office of Equity and Inclusion for Minnesota Businesses is tasked with oversight of your progress in executing your Affirmative Action Plan.

The Office of Equity and Inclusion for Minnesota Businesses is excited to partner with your organization in creating and implementing policies that foster equity, diversity, and inclusion. The Office of Equity and Inclusion will support your affirmative action plan commitments by providing trainings, toolkits, and technical guidance to ensure that your workforce reflects the communities it is a part of and to prevent workplace discrimination.

The following resources are included in this packet to guide you through the implementation process:

- ❖ Workforce Certificate of Compliance
- ❖ Affirmative Action Plan (AAP) implementation checklist
- ❖ Annual Compliance Report help guide
- ❖ Equity and Inclusion Quick Card
- ❖ Community Referral organizations
- ❖ "Your Rights" Poster

Keep in mind, in order to assess your organization's good faith efforts in implementing the Affirmative Action Plan and to evaluate compliance with equal employment opportunity laws, MDHR will periodically request supporting documentation from you.

Through our partnership, MDHR is committed in its goal of creating a world where everyone can lead full lives, rich with dignity and joy.

If you have any questions, contact the Office of Equity and Inclusion at [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us) or 651-539-1095.

Sincerely,

A handwritten signature in black ink, appearing to read 'RL', with a stylized flourish extending from the end.

Rebecca Lucero, Commissioner  
Minnesota Department of Human Rights



## **WORKFORCE** **CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **STEELCASE INC** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.

Certificate start date: **1/19/2022**

Certificate expiration date: **1/18/2026**

**Minnesota Department of Human Rights**

**FOR THE DEPARTMENT BY:**

A handwritten signature in black ink, appearing to read 'RL', with a small star symbol at the end of the signature.

Rebecca Lucero, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

540 Fairview Ave N, Suite 201 • St. Paul, MN 55104 • Tel 651.539.1100  
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • [mn.gov/mdhr](http://mn.gov/mdhr)



December 22, 2021

**SENT ELECTRONICALLY BY EMAIL**

STEELCASE INC  
901 44th St SE  
Grand Rapids MI 49508  
ATTN: Nicole Acre HR Manager

Re: Equal Pay Certificate of Compliance Approval

Congratulations! The Minnesota Department of Human Rights (MDHR) has reviewed and approved your business's application for an Equal Pay Certificate of Compliance. This certificate allows you to execute contracts of \$500,000 or more for state and metropolitan agencies.

The Office of Equity and Inclusion for Minnesota Businesses is excited to partner with your organization in creating and implementing policies that foster equity, diversity, and inclusion. The Office of Equity and Inclusion will support your equal pay commitments by providing trainings, toolkits, and technical guidance to ensure that your workforce reflects the communities it is a part of and to prevent workplace discrimination.

The Office of Equity and Inclusion for Minnesota Businesses is tasked with oversight of your good faith efforts to comply with equal pay laws and may periodically request information from you.

Through our partnership, MDHR is committed in its goal of creating a world where everyone can lead full lives, rich with dignity and joy.

If you have any questions, contact the Office of Equity and Inclusion at [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us) or 651-539-1095.

Sincerely,

A handwritten signature in black ink, appearing to read 'RL', with a small star-like mark below the 'L'.

Rebecca Lucero, Commissioner  
Minnesota Department of Human Rights

**AN EQUAL OPPORTUNITY EMPLOYER**

540 Fairview Ave N, Suite 201 • St. Paul, MN 55104 • Tel 651.539.1100  
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • [mn.gov/mdhr](http://mn.gov/mdhr)



## **EQUAL PAY** **CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **STEELCASE INC** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.44.

Certificate start date: **December 22, 2021**

Certificate expiration date: **December 21, 2025**

**Minnesota Department of Human Rights**

**FOR THE DEPARTMENT BY:**

A handwritten signature in black ink, appearing to be 'R. J.', with a small cross mark at the end of the signature.

**AN EQUAL OPPORTUNITY EMPLOYER**

540 Fairview Ave N, Suite 201 • St. Paul, MN 55104 • Tel 651.539.1100  
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • [mn.gov/mdhr](http://mn.gov/mdhr)



## GENERAL INSURANCE REQUIREMENTS

The Contractor/Contract Vendor (Contract Vendor) shall maintain insurance to cover claims which may arise from operations under this Contract,

The Contract Vendor shall not commence work under the Contract until they have obtained all the insurance described below and the State of Minnesota has approved such insurance. The Contract Vendor shall maintain such insurance in force and effect throughout the term of the Contract.

All coverages and limits shall remain in force and effect throughout the term of the Contract.

### NOTICE TO THE CONTRACT VENDOR:

The failure of the State of Minnesota to obtain a Certificate of Insurance, for the policies required under this Contract or renewals thereof, or failure of the insurance company to notify the State of the cancellation of policies required under this Contract shall not constitute a waiver by the Owner to the Contract Vendor to provide such insurance.

The Owner reserves the right to immediately terminate the Contract if the Contract Vendor is not in compliance with the insurance requirements and the Owner retains all rights to pursue any legal remedies against the Contract Vendor. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to the State's authorized representative upon written request.

### NOTICE TO INSURER:

The Contract Vendor's insurance company(ies) waives its right to assert the immunity of the State as a defense to any claims made under said insurance.

### REQUIREMENTS FOR THE CONTRACT VENDOR:

The Contract Vendor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of Contract Vendor's performance under this Contract.

If Contract Vendor receives a cancellation notice from an insurance carrier affording coverage herein, Contract Vendor agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Contract Vendor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota.

The Contract Vendor is responsible for payment of Contract related insurance premiums and deductibles.

If the Contract Vendor is self-insured, a Certificate of Self-Insurance must be attached.

Insurance companies must either (1) have an AM Best rating of A- (minus) and a Financial Size Category of VII or better, and be authorized to do business in the State of Minnesota or (2) be domiciled in the State of Minnesota and have a Certificate of Authority/Compliance from the MN Department of Commerce if they are not rated by AM Best.

The Contract Vendor's Umbrella or Excess Liability insurance policy may be used to supplement the Contract Vendor's policy limits to satisfy the full policy limits required by the Contract.

### POLICY REQUIREMENTS:

#### 1. **Workers' Compensation Insurance:**

Statutory Compensation Coverage. Except as provided below, Contract Vendor must provide Workers' Compensation insurance for all its employees and in case any work is subcontracted, Contract Vendor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability. Minimum limits of liability:

Coverage B – Employer's Liability  
 \$100,000 Bodily Injury by Disease per Employee  
 \$500,000 Bodily Injury by Disease Aggregate  
 \$100,000 Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts the Contract Vendor from Workers' Compensation insurance or if the Contract Vendor has no employees in the State of Minnesota, the Contract Vendor must provide a written statement, signed by the authorized signer of the Contract, stating the qualifying exemption that excludes the Contract Vendor from MN Workers' Compensation requirements.

If during the course of the Contract the Contract Vendor becomes eligible for Workers' Compensation, the Contract Vendor must comply with the Workers' Compensation Insurance requirements included herein and provide the State of Minnesota with a certificate of insurance.

Evidence of Subcontractor insurance shall be filed with the Contract Vendor.

**2. Automobile Liability Insurance:**

The Contract Vendor shall maintain insurance to cover liability arising out of the ownership, operation, use or maintenance of all owned, hired and non-owned autos, and in case any work is subcontracted the Contract Vendor will require the subcontractor to maintain Automobile Liability insurance.

**A. Minimum Limits of Liability:**

\$2,000,000 - Per Occurrence – Bodily Injury and Property Damage Combined Single Limit

**B. Coverages:**

☒ Owned Automobile  
☒ Non-owned Automobile  
☒ Hired Automobile

Evidence of Subcontractor insurance shall be filed with the Contract Vendor.

**3. General Liability Insurance:**

The Contract Vendor shall maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contract Vendor or by a subcontractor or by anyone directly or indirectly employed by the Contract Vendor under the Contract.

**A. Minimum Limits of Liability:**

\$2,000,000 - Per Occurrence  
 \$2,000,000 - Annual Aggregate  
 \$2,000,000 - Annual Aggregate applying to Products/Completed Operations

**B. Coverages**

☒ Premises and Operations Bodily Injury and Property Damage  
☒ Personal & Advertising Injury  
☒ Blanket Contractual  
☒ Products and Completed Operations  
☒ **State of Minnesota named as an Additional Insured**

- 4. Property of Others Insurance (or equivalent).** [Include this insurance requirement when there is property owned by the state that is or may be in the Contractor's care, custody, and control. Please note this coverage should be used if the Contractor is removing the state property from state grounds.] The Contractor shall maintain a Property insurance policy covering "All Risk" of direct physical loss or damage, or equivalent, including the perils of theft, flood, transit, earthquake, and pollution clean-up expense for property owned by the state that is in the Contractor's care, custody, and control. Any deductible shall be the sole responsibility of the Contractor. Insurance minimum limits are as follows: The Contractor is solely responsible for the coverage equal to that of the actual cash value of state-owned property in the Contractor's care, custody, and control at any given point in time.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/28/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Marsh USA Inc. 125 Ottawa Avenue NW Suite 400 Grand Rapids, MI 49503 Attn: grandrapids.certrequest@marsh.com CN102480661-MAIN*-GAWU-23-24	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Travelers Indemnity Company of Connecticut</td> <td style="text-align: center;">25682</td> </tr> <tr> <td>INSURER B : N/A</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>INSURER C : Farmington Casualty Company</td> <td style="text-align: center;">41483</td> </tr> <tr> <td>INSURER D : Travelers Casualty And Surety Company</td> <td style="text-align: center;">19038</td> </tr> <tr> <td>INSURER E : Travelers Property Casualty Company of America</td> <td style="text-align: center;">25674</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Indemnity Company of Connecticut	25682	INSURER B : N/A	N/A	INSURER C : Farmington Casualty Company	41483	INSURER D : Travelers Casualty And Surety Company	19038	INSURER E : Travelers Property Casualty Company of America	25674	INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Travelers Indemnity Company of Connecticut	25682														
INSURER B : N/A	N/A														
INSURER C : Farmington Casualty Company	41483														
INSURER D : Travelers Casualty And Surety Company	19038														
INSURER E : Travelers Property Casualty Company of America	25674														
INSURER F :															

## COVERAGES

**CERTIFICATE NUMBER:**

CHI-010233697-02

**REVISION NUMBER:** 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CLAIMS-MADE  <input checked="" type="checkbox"/> OCCUR              GEN'L AGGREGATE LIMIT APPLIES PER:  <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC            OTHER:         </div> <div> <input type="checkbox"/> SCHEDULED AUTOS  <input type="checkbox"/> NON-OWNED AUTOS ONLY         </div> </div>			HC2EGLSA-472M6459-TCT-23	03/01/2023	03/01/2024	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 15,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 10,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 4,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 15,000	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 10,000,000	PRODUCTS - COMP/OP AGG	\$ 4,000,000		\$		
EACH OCCURRENCE	\$ 2,000,000																						
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000																						
MED EXP (Any one person)	\$ 15,000																						
PERSONAL & ADV INJURY	\$ 2,000,000																						
GENERAL AGGREGATE	\$ 10,000,000																						
PRODUCTS - COMP/OP AGG	\$ 4,000,000																						
	\$																						
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> ANY AUTO  <input type="checkbox"/> OWNED AUTOS ONLY  <input type="checkbox"/> HIRED AUTOS ONLY         </div> <div> <input type="checkbox"/> SCHEDULED AUTOS  <input type="checkbox"/> NON-OWNED AUTOS ONLY         </div> </div>			HC2ECAP-474M5935-TCT-23	03/01/2023	03/01/2024	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$						
COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000																						
BODILY INJURY (Per person)	\$																						
BODILY INJURY (Per accident)	\$																						
PROPERTY DAMAGE (Per accident)	\$																						
	\$																						
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> OCCUR  <input type="checkbox"/> CLAIMS-MADE            DED \$ <input type="text"/> RETENTION \$ <input type="text"/> </div> <div> <input type="checkbox"/> SCHEDULED AUTOS  <input type="checkbox"/> NON-OWNED AUTOS ONLY         </div> </div>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$</td></tr> <tr><td>AGGREGATE</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$										
EACH OCCURRENCE	\$																						
AGGREGATE	\$																						
	\$																						
C D E	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	UB-0P458541-23-NC-T (AOS) UB-0P407725-23-NC-R (MA, NE, WI) HWXJUB-474M6213-TIL-23 (MI) SIR: \$1,000,000 (MI)	03/01/2023 03/01/2023 03/01/2023	03/01/2024 03/01/2024 03/01/2024	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">PER STATUTE</td> <td style="text-align: center;">OTH-ER</td> <td></td> </tr> <tr><td colspan="3">E.L. EACH ACCIDENT</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td colspan="3">E.L. DISEASE - EA EMPLOYEE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td colspan="3">E.L. DISEASE - POLICY LIMIT</td><td style="text-align: right;">\$ 1,000,000</td></tr> </table>	X	PER STATUTE	OTH-ER		E.L. EACH ACCIDENT			\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE			\$ 1,000,000	E.L. DISEASE - POLICY LIMIT			\$ 1,000,000
X	PER STATUTE	OTH-ER																					
E.L. EACH ACCIDENT			\$ 1,000,000																				
E.L. DISEASE - EA EMPLOYEE			\$ 1,000,000																				
E.L. DISEASE - POLICY LIMIT			\$ 1,000,000																				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

State of Minnesota is/are included as additional insured (except workers compensation), as required by written contract, solely as their interest may appear.

## CERTIFICATE HOLDER

## CANCELLATION

 State of Minnesota  
 50 Sherburne Ave.,  
 112 Administration Bldg.,  
 St Paul, MN 55155

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

AUTHORIZED REPRESENTATIVE

*Marsh USA Inc.*

© 1988-2016 ACORD CORPORATION. All rights reserved.



4521 Highway 7  
St. Louis Park, MN 55416

Phone: 952.925.7500  
Fax: 952.925.7531  
[www.accreworkplace.com](http://www.accreworkplace.com)

## Quotation 290873

**Quote Date** 10/28/22

**Customer** 444820

**Terms** Net 15 From Inv Date

**Account Representative** Ryan Carlson  
952.925.7543

### Quote To

DHS Facility Mgt, 1-0990  
State of Minnesota  
Dept of Human Services  
444 Lafayette Rd N  
Saint Paul MN 55155-5515

### Ship To

Jenny Chan  
State of Minnesota  
Dept of Human Services  
444 Lafayette Rd N  
Saint Paul MN 55155-5515

**Phone** +1 (651) 431-3517

**Phone** +1 (651) 395-0091

[jenny.chan@state.mn.us](mailto:jenny.chan@state.mn.us)

### Vendor Billing Address on PO must be:

Acre  
4521 Highway 7  
Minneapolis, MN 55416

**Vendor – 0000195747**  
**Contract - 141112**

Description	Quantity	Unit Price	Extended Price
1 46216179 - Leap; Chair, Upholstered, Adjustable seat depth	*	840.07	840.07
PLASTIC: 6205 BLACK		2,222.00	
UPHLSTRY: 5F17 BLACK		62.19%	
CASTERS: *OPT:CASTERS			
HARD CST: STD:HARD CASTERS			
ARMS: *OPT:ARM OPTIONS LEAP			
H/W/P/D: STD:H/W/P/D ARMS			
LUMB OPT: *OPT:LUMBAR OPTION			
LUMBAR: STD:LUMBAR			
SEAT HGT: *OPT:BASE ASSY HEIGHT RANGE			
5" RANGE: STD:5" PNEU SEAT HEIGHT RANGE			
STEELCASE			



### Quotation Totals

**Sub Total** 840.07

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EQUAL OPPORTUNITY EMPLOYER



4521 Highway 7  
St. Louis Park, MN 55416  
Phone: 952.925.7500  
Fax: 952.925.7531  
[www.accreworkplace.com](http://www.accreworkplace.com)

Steelcase Commodity Surcharge	0.00
Sales Tax 0% (Direct Pay)	0.00
<b>Grand Total</b>	<b>840.07</b>

\* Included in Commodity surcharge

*Select Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.*

End of Quotation

I HAVE READ AND AGREE WITH THE QUOTATION AND THE SALES TERMS AND CONDITIONS ON THE TERMS AND CONDITIONS PAGE MADE A PART OF THIS QUOTATION.

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EQUAL OPPORTUNITY EMPLOYER



4521 Highway 7  
St. Louis Park, MN 55416

Phone: 952.925.7500  
Fax: 952.925.7531

[www.acreworkplace.com](http://www.acreworkplace.com)

# Invoice

Page 1 / 1

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
480705	10/19/22	3000097698	364033		Ryan Carlson 952.925.7543

## Sold To

State of Minnesota  
Dept of Health  
625 North Robert Street  
Saint Paul MN 55155

## Ship To

Vicki Garberick  
State of Minnesota  
Dept of Health  
625 North Robert Street  
Saint Paul MN 55155

Phone +1 (651) 201-4636

Phone +1 (651) 201-4636

[vicki.garberick@state.mn.us](mailto:vicki.garberick@state.mn.us)

Terms Net 15 From Inv Date 444896

Quote 290246

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	* 1.00 A	46216179 STEELCASE LEAP; CHAIR, UPHOLSTERED, ADJUSTABLE SEAT DEPTH PLASTIC :6205 BLACK UPHLSRY:5F17 BLACK OPTIONS ** OPTIONS ** CASTERS *OPT:CASTERS HARD CST STD:HARD CASTERS ARMS *OPT:ARM OPTIONS LEAP H/W/P/D STD:H/W/P/D ARMS LUMB OPT *OPT:LUMBAR OPTION LUMBAR STD:LUMBAR SEAT HGT *OPT:BASE ASSY HEIGHT RANGE 5" RANGE STD:5" PNEU SEAT HEIGHT RANGE HDR OPT *OPT:LEAP HEADREST OPTION NO HDRST STD:OMIT HEADREST	840.07	840.07

## Invoice Totals

Sub Total	840.07
Steelcase Commodity Surcharge	0.00
Sales Tax 0% (Direct Pay)	0.00
<b>Please Pay This Amount</b>	<b>840.07</b>

End of Invoice

TITLE OF GOODS HEREIN DESCRIBED OR REFERRED TO IS RETAINED BY ACCRE UNTIL ENTIRE PURCHASE AND SALES TAX HAVE BEEN PAID IN FULL. Seller represents that with respect to the product of the articles and/or the performance of the services covered by this invoice. It has fully complied with Section 12(a) of the Fair Labor Standards Act of 1938, as amended. MERCHANDISE OF SPECIAL DESIGN ORDER CANNOT BE CANCELLED OR RETURNED.

Please return invoice copy with your remittance. Late charge of 1.33% on past due accounts.  
Payment with credit cards are subject to a 2.5% merchant fee and applicable sales tax.

EQUAL OPPORTUNITY EMPLOYER