

VENDOR CONTRACT

Between School Outfitters and
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

SAFETY EQUIPMENT AND SUPPLIES

CONTRACT NUMBER 1032416

General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

Definitions

PURCHASE ORDER is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

PREMIUM HOURS are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.

REGULAR HOURS are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

Terms and Conditions

Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

Contracts

All contracts and agreements between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

Contracts for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

Davis Bacon Act requirements will be met when Federal Funds are used for construction and/or repair of buildings.

Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

Assignments of contracts

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

Disclosures

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contracts

The contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

Shipments

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

Invoices

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

Payments

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

Pricing

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. The normal fee is 2%, but can be negotiated with the Vendor.

Participation Fees

Vendor or vendor assigned dealer contracts to pay the participation fee for all contract sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS contract. Failure to pay the participation fee will result in termination of contract. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

- 1. Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
- 2. Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and

hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

Multiple Vendor Awards

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

State of Texas Franchise Tax

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

Cancellation for non-performance or contract deficiency

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;

- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

TIPS Member Purchasing Procedures

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number". Purchase Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

Form of Contract

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

Licenses

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop

work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

Novation

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

Site Requirements (when applicable to service or job)

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

Invoices

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

Marketing

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

Supplemental agreements

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

Legal obligations

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

Audit rights

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

Services

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

Scope of Services

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

Project Delivery Order Procedures

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

Scheduling of Projects

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

Support Requirements

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
 - **Promotion of Contract:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
 - **Daily Order Confirmation:** All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
 - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1st of each month.
 - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Check one of the following responses to the General Terms and Special Terms and Conditions:

We take no exceptions/deviations to the general and/or special terms and conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

Exceptions:

Please see attached pages



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places to learn:*

Deviations

- **Terms & Conditions – Freight (page 2 of 11):**

Freight will be added to each order as a separate line item and will vary by item and manufacturer. All charges will be quoted at the time of the transaction and communicated with the customer prior to purchase.

- **Terms & Conditions – Shipments (page 3 of 11):**

Standard lead time is 2+ days depending on if the item is made to order or not and is then based on the manufacturer's production time. Lead times could run 6-8 weeks during the summer months. All lead times are clearly communicated on all phone calls, quotes and orders.

- **Installation Services:**

Installation charges will range from \$45 - \$65 per hour with a minimum trip charge of \$200. Installation charges vary based on the complexity of the job as well as the State and location of the site. Prevailing wage installation rates are available and will be quoted on an individual job basis to meet the state's wage rates.

- **Pricing:**

School Outfitters is offering an additional percentage off of our already discounted prices on our website www.schooloutfitters.com for all of the manufacturer's listed on our Pricing page. We are offering TIPS better pricing than typically offered for other like cooperative procurement organizations.

- **Terms & Conditions -TIPS member Purchasing Procedures (page 6 of 11):**

If the customer calls and requests to order off of the TIPS Furniture Contract:

School Outfitters will direct the customer to send their PO directly to TIPS or School Outfitters will send the PO to TIPS for approval before placing the order.

If the customer calls and does not request to order off of the TIPS Furniture Contract:

School Outfitters will proactively market the TIPS Furniture Contract to the customer. School Outfitters will process the PO and will send TIPS a custom report on an agreed upon interval of time (weekly, bi-monthly, monthly). Please see the example report below. This report can be changed to meet TIPS needs.

✉ sales@schooloutfitters.com

🌐 www.schooloutfitters.com

☎ 800.260.2776

☎ 800.494.1036

PO Box 141231
Cincinnati, Ohio 45250-1231



**SCHOOL
OUTFITTERS**

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TIPS Member Name	Bill to Address	Ship to Address	PO #	SKU #	Website Price	TIPS Discounted Price

- TIPS members must call, chat, or email to receive their discount. Orders placed online will not receive the TIPS Contract discount.
- Volume discounts are available by calling 800-260-2776. A Sales Representative will provide a quote with additional discounts based on the volume quoted.

Required Federal Contract Provisions of Federal Regulations for Contracts:

The customer is responsible for telling School Outfitters that the purchase is being made with Federal Funds and that Federal Regulations Requirements must be met.

Required Federal Contract Provisions of Federal Regulations for Contracts and Sub-Contracting:

The customer is responsible for telling School Outfitters that the purchase is being made with Federal Funds and that Federal Regulations Requirements for sub-contracting must be met.

School Outfitters works with a National Network of installers who sub-contract the work to local installers where the work is to be performed. The National installer will contact a small, minority or women owned business to perform the work if they have one in the area.

✉ sales@schooloutfitters.com

🌐 www.schooloutfitters.com

☎ 800.260.2776

☎ 800.494.1036

PO Box 141231
Cincinnati, Ohio 45250-1231

The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Kim Thompson Coordinator of Office Operations	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	Kim.Thompson@tips-usa.com	Contact	Kim Thompson, TIPS Office Manager	Contact
Phone	(903) 575-2608			Department
Fax	(866) 929-4402			Building
Bid Number	1032416	Department		Floor/Room
Title	Safety Equipment and Supplies	Building		Telephone
Bid Type	RFP			Fax
Issue Date	01/01/2016	Floor/Room		Email
Close Date	2/12/2016 3:00:00 PM CT	Telephone	+1 (866) 839-8477	
Need by Date		Fax	+1 (866) 839-8472	
		Email	bids@tips-usa.com	

Supplier Information

Company School Outfitters
 Address 3736 Regent Ave
 Cincinnati, OH 45212

Contact
 Department
 Building
 Floor/Room
 Telephone 1 (800) 260-2776
 Fax 1 (800) 494-1036
 Email
 Submitted 2/11/2016 3:21:38 PM CT
 Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Emily Wilson

Email contracts@schooloutfitters.com

Supplier Notes

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	School Outfitters is your source for school furniture, equipment and supplies. Our easy-to-use website and custom support - from measuring and planning to shipping and cleanup - make it simple to create the learning space you need. You'll find everything from tried and true classic products to the most recent classroom innovations - plus hundreds of top furniture brands, including School Outfitters Exclusives. With hundreds of items that ship in 24 hours, you'll get what you need fast.
6	Primary Contact Name	Primary Contact Name	Emily Wilson
7	Primary Contact Title	Primary Contact Title	Senior Contract Specialist
8	Primary Contact Email	Primary Contact Email	contracts@schooloutfitters.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8002602776
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	8004941036
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	
12	Secondary Contact Name	Secondary Contact Name	Kristy Lohmiller
13	Secondary Contact Title	Secondary Contact Title	Senior Contract Specialist
14	Secondary Contact Email	Secondary Contact Email	contracts@schooloutfitters.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8002602776
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	8004941036
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Megan Rudy
19	Admin Fee Contact Email	Admin Fee Contact Email	contracts@schooloutfitters.com

20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8002602776
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Sales Department
22	Purchase Order Contact Email	Purchase Order Contact Email	sales@schooloutfitters.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8002602776
24	Company Website	Company Website (Format - www.company.com)	www.schooloutfitters.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	61-1341943
26	Primary Address	Primary Address	3736 Regent Ave
27	Primary Address City	Primary Address City	Cincinnati
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	Ohio
29	Primary Address Zip	Primary Address Zip	45212
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	Akro-Mills The Andersen Company Boss Office Products Brecknell Buddy Products Datum Filing Detecto Diversified Woodcrafts Edsal Hallowell Hausman Intensa Ironwood Manufacturing KFI Mr. Chain Norwood Commercial Furniture OFM Inc. Physicians Care Safco Sandusky Lee Sellstrom Stevens Industries United Visual Products Virco Medical Furniture & Equipment Treatment Beds Recovery Couches Medical Storage Medical Seating medical Carts First Aid Kits Safety Supplies Medical Scales Medical Waste Receptacles Medical Over bed Tables
31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction) (If YES, vendor should download the Federal Regulations for Contracts document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form	Yes

and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)

32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Cincinnati
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Ohio
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)
39	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	Yes
40	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
43	Start Time	Average start time after receipt of customer order is ____ working days?	7
44	Years Experience	Company years experience in this category?	17
45	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	No
46	Prices are guaranteed for?	(__ Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	term of contract

Line Items

Response Total: \$0.00

2 CFR PART 200 Contract Provisions

Required Federal contract provisions of Federal Regulations for Contracts

The following provisions are required to be in place and agreed if the procurement is funded with federal funds. TIPS or its members are the subgrantee or subrecipient by definition in most cases. Not all provisions herein apply to all contracts. Compliance is required as it applies to the individual purchase contract.

**Appendix II to Part 200
Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

2 CFR PART 200

These contract provisions are incorporated by reference or attachment into all contracts with your company when TIPS or its members purchase is with federal funds if you respond to a TIPS competitive procurement request for proposals or bid..

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

Federal Rule (1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS or its members, TIPS or its members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES AW Initial of Authorized Company Official

Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the TIPS OR ITS MEMBERS. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES AW Initial of Authorized Company Official

Federal Rule (3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2 CFR PART 200 Contract Provisions

Pursuant to Federal Rule (3) above, when federal funds are expended by TIPS OR ITS MEMBERS, for all construction contracts awarded by grantees and their contractors or subgrantees, the proposer certifies that during the term of an award, when federal funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with Equal Opportunity Employment laws specifically Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Does vendor agree? YES AW Initial of Authorized Company Official

Federal Rule (4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (4) above, when federal funds are expended by TIPS OR ITS MEMBERS, during the term of an award for all contracts and subgrants for construction or repair, when Federal Funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with all provisions listed or referenced therein.

Does vendor agree? YES AW Initial of Authorized Company Official

Federal Rule (5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (5) above, when federal funds are expended by TIPS OR ITS MEMBERS, the proposer certifies that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process for construction contracts awarded by grantees and subgrantees the proposer agrees to be in compliance with all requirements listed or referenced therein.

Does vendor agree? YES A.W. Initial of Authorized Company Official

Federal Rule (6) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a

2 CFR PART 200 Contract Provisions

small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (6) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES AW Initial of Authorized Company Official

n/a to our company

Federal Rule (7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES AW Initial of Authorized Company Official

Federal Rule (8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award \$25,000 or greater (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.

Does vendor agree they are not debarred as specified above ? YES AW Initial of Authorized Company Official

Federal Rule (9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term and after the awarded term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies to the terms included or referenced in Federal Rule 9 above.

2 CFR PART 200 Contract Provisions

Does vendor certify to the provisions in Federal Rule (9) above? YES AW Initial of Authorized Company Official

Federal Rule (10) 2 CFR 200.233 Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Pursuant to Federal Rule (10) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that the awarded vendor retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree? YES AW Initial of Authorized Company Official

Federal Rule (11) 2 CFR §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

n/a - we do not mfg. goods

Pursuant to Federal Rule (11) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to Procurement of recovered materials which are listed above.

Does vendor agree they will comply? YES AW Initial of Authorized Company Official

Company Name School Outfitters

Print name of authorized representative Angela Webb

Signature of authorized representative *Angela Webb*

Date 2/10/16

Signature above acknowledges all provisions in this four page document and the vendor/proposer/bidder responses herein to the 11 rules.

Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

If the TIPS member anticipate possibly using federal funds for procurement under this potential award and is required to obtain the following compliance assurance.

1. Will you be subcontracting any of your work under this award if you are successful?

(Check one)

YES or NO

2. If yes, do you agree to comply with the following federal requirements? (Check one)

YES or NO → also see deviations

2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Company Name School Outfitters

Name of authorized representative Angela Webb

Signature of authorized representative 

Date 2/10/16

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the EDGAR, §200.212 Suspension and debarment.

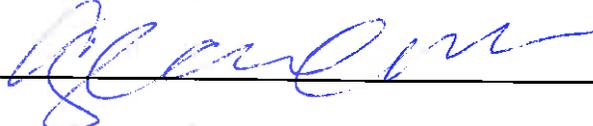
Vendor Name: School Outfitters

Vendor Address: 3136 Regent Ave. Cincinnati, OH 45242

Vendor E-mail Address: contracts@schooloutfitters.com

Vendor Telephone: 800-260-2776

Authorized Company Official's Name: Angela Webb

Signature of Company Official: 

Date: 2/10/16

CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: School Outfitters
Mailing Address: 3136 Regent Ave.
City: Cincinnati
State: OH
Zip: 45212
Telephone Number: 800-260-2776
Fax Number: 800-494-1036
Email Address: contracts@schooloutfitters.com
Authorized Signature: 
Printed Name: Angela Webb
Position: Director of Sales

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

Blende Mc Natt

3/24/2016

TIPS Authorized Signature

Date

David Wayne Fitts

3/24/2016

Approved by Region VIII ESC

Date

References					
** Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.					
Organization	City	State	Contact Name	Contact Phone	Contact Email Address
Los Angeles USD	Los Angeles	CA	James Koontz	1 (213) 241-5423	jck6411@lausd.net
Sycamore Community School District	Cincinnati	OH	Chad Lewis	1 (513) 686-1700	lewisc@sycamoreschools.org
Lake Washington School District	Redmond	WA	Marlee Sunderland	1 (425)-936-1421	msunderland@lwsd.org
Merced Union High School District	Merced	CA	Terry Schultz	1 (209)-385-6402	tschultz@muhsd.org
Miami Dade County Public Schools	Miami	FL	Heidi Carlo	1 (305) 995-7705	hcarlo@dadeschools.net
Jackson County Schools	Hoschton	GA	Troy Johnson	1 (706)-654-2044	tjohnson@jackson.k12.ga.us



AKRO-MILS 1-YEAR LIMITED WARRANTY

Akro-Mils warrants that products will be free from defects in material or workmanship for a period of one year from the date of purchase. If the product fails within one year due to defects in material or workmanship, Akro-Mils will opt to repair or replace the product, provided the product was used in an application which it was designed and subjected to normal use and service. All warranty returns must be prepaid freight and accompanied by a proof of purchase.

For more information or to contact a customer service representative, call **800-253-2467** or [click here](#).

The Andersen Company Warranty

**THE ANDERSEN COMPANY OFFERS
THE BEST WARRANTY IN THE INDUSTRY**

100%
customer satisfaction
GUARANTEED

**We promise an unconditional, 100% satisfaction guarantee
for as long as you own our product.**

Our 100% Customer Satisfaction Guarantee means that you
can partner with The Andersen Company knowing we will
always stand behind our products and services.



www.andersenco.com



**MADE
IN THE
USA**

NORSTAR OFFICE PRODUCTS SALES POLICIES**ORDERING:**

- **No minimum order** is ever required by Norstar Office Products.
- All purchase orders and cancellations must be issued **IN WRITING** and faxed, mailed or e-mailed to Norstar Office Products. Customer cancellations must be confirmed **IN WRITING** to Norstar.
- Norstar will cancel orders remaining open in excess of 10 days from date of PO receipt or from customer required ship date, unless otherwise noted.
- All orders for items that are in stock will be expedited/shipped within a 48 hour period upon receipt of a confirmed purchase order in writing.
- If any item in your purchase order is not in stock, you will be notified. Upon notification, you will have the following three options to choose from in regard to your order:
 1. Ship the items that are available now and back order the out of stock items. (Split-shipment)
 2. Hold the order until all items are in stock and then ship the entire order complete. (Hold and Consolidate)
 3. Ship the items that are available now and cancel the order for items not in stock.

TERMS OF SALE:

- All dealers may choose to apply for credit terms with Norstar Office Products by completing our credit application. Upon approval of the credit application, net 30 days terms will be extended to you along with a pre-set maximum credit limit. There is an automatic late penalty fee of \$24 for any invoice that is not paid within 30 days from the date of our invoice. In addition, past due accounts are subject to a finance charge of 1.5% per month, which is 18% annually. Any check returned for insufficient funds will be assessed a \$25 fee.
- For clients with no credit account with Norstar, full payment in advance will be required for all orders. Payment must be received within 48 hours to retain available inventory.
- Norstar Office Products reserves the right to adjust pricing at any time.

SHIPPING INFORMATION: F.O.B. Factory

- NORSTAR Office Products' responsibility ceases and title of goods is passed to the customer when a shipment is accepted for transportation by any carrier from our factory/warehouse (Commerce or Atlanta). Carrier routing will be established by Norstar Office Products if it is not otherwise indicated on Client's purchase order.
- The customer is responsible for any applicable fee's associated with address corrections made after the product has left our facility.
- All freight charges for shipments will be added to the Norstar invoice and billed to the customer unless otherwise instructed on the purchase order.
- Customers do have the option to designate their own Carrier and make payment for freight charges directly to their Carrier. In such cases, the instructions for shipping must be stated clearly on the purchase orders.
- For 3rd Party Shipments, if any shipment is received damaged, please note the damage on the Carrier freight bill at the time of acceptance and immediately file a claim for appropriate damages with the Carrier. Any concealed damages must be reported to the transportation company within 15 days from the date of delivery. All damaged merchandise claims must be filed directly with the delivering Carrier.
- Shipping quotes are valid only until expiration date.
- Will call orders will be held for 24 hours maximum.

RETURN POLICY:

If you are not satisfied with your merchandise, or if you find that it is defective or damaged, it may be returned or exchanged within 30 days of the original purchase date from Norstar with proof of purchase.

- After 30 days, Norstar will replace the defective or damaged parts and components based on the guidelines within the limited warranty.
- A Return Merchandise Authorization (RMA) number must be obtained to process the return and is valid for 30 days from date issued and must be included with the returned product.
- Merchandise returned free of defects or damages must be returned in its original packaging and in re-saleable condition. Customer must return the merchandise freight prepaid to Norstar's designated location. Norstar will not refund to customer the original shipping charges. In addition, Norstar can assess up to a 25% restocking fee against the Customer's account on all non-defective returns for refund/exchange.
- Credit for the full cost minus shipping and processing fees, where applicable, will be issued to customers upon receipt of the returned merchandise.
- Damages due to freight carrier mishandling and/or concealed damage, must be reported within 15 days of receipt of product. Credit for damaged merchandise will be issued to customers upon resolution of the claim to the freight carrier on behalf of the customer.
- Damages done when shipping 3rd party are not covered in this return policy. Customer will be responsible for any claims that need to be filed with the 3rd party carrier, both Trucking and Fed Ex/UPS.

PRODUCT POLICY:

- All products are subject to change. Measurements and finishes are subject to slight variations.

NORSTAR OFFICE PRODUCTS SIX-YEAR LIMITED WARRANTY FOR CHAIRS

NORSTAR Office Products wants you to be happy with our products. When used and maintained properly, they will provide you with years of satisfaction.

NORSTAR chairs are warranted against manufacturing defects in material and workmanship for six years from the ORIGINAL DATE OF RETAIL PURCHASE with the following exceptions: Upholstery materials, foam, gas cylinders, wood components, control mechanisms and electronic components. Upholstery materials and foam are warranted against unusual wear or deterioration and gas cylinders, wood components, and controls against structural failure or unusual wear for EIGHTEEN months. All electronic components for the heating units have a 180 days warranty period.

The warranty obligation is limited to the replacement or repair, at NORSTAR OFFICE PRODUCTS' option, of defective parts and components. The warranty of this product is null and void if the product is subject to negligence, abuse, misuse, modification, accident, or if the customer does not perform the necessary maintenance outlined below. The warranty is only applied to the original purchaser of the product and will not be honored if the product is resold. All warranties are for normal usage defined as a forty-hour workweek by persons weighing two hundred fifty pounds or less. Exceptions are the model B205 that is limited to one hundred fifty pounds. The B990 and B991 which are limited to three hundred fifty pounds and the B709 and B670 which is limited to three hundred pounds.

Should any component be found to be defective under normal single shift usage (eight hours a day), that component will be replaced free of charge. In order to get the replacement part, please return the product or part to the dealer from whom it was purchased. The dealer will send the defective part to the manufacturer, freight prepaid. The manufacturer will replace the defective parts and send them to the dealer, freight prepaid. The manufacturer is not responsible for labor and/or redelivery charges. Customers must be responsible for maintenance of this product including assembly, cleaning, and making sure all hardware is securely fastened.

This warranty applies only to the product; the manufacturer is not responsible in any way for loss, inconvenience or any other special or consequential damages. This warranty is the only warranty applicable on all Norstar products. All other warranties, expressed or implied prior, are disclaimed.

NORSTAR OFFICE PRODUCTS ONE-YEAR LIMITED WARRANTY FOR CASEGOODS AND SLIP COVERS

NORSTAR casegoods and slip covers are warranted against manufacturing defects in material and workmanship for one year from the ORIGINAL DATE OF RETAIL PURCHASE.

Warranty



LIMITED WARRANTY

Brecknell warrants its products to be free from defects in material and workmanship for a period of one (1) year from date of shipment. Any product found to be defective within this time period may be returned to Brecknell, freight prepaid, with prior return authorization for repair or replacement at no charge.

Brecknell's liability under this warranty is limited to the repair or replacement of the defective product and in no event shall Brecknell be liable for consequential or indirect damages to equipment or personnel. Nor shall Brecknell be liable for damages to equipment or personal injury caused by misuse, overload, accidental damage, alteration, improper installation or unauthorized opening of the equipment. Under no circumstances will Brecknell be responsible for any indirect or consequential damages due to errors in weighing or failure of a Brecknell product to perform properly.

This warranty is in lieu of all other warranties, express or implied. This warranty constitutes Brecknell's exclusive warranty. There are no other warranties, express or implied, including any warranty of merchantability or fitness for a particular purpose.

PEGASUS FLOOR SCALE LIMITED WARRANTY

All Pegasus floor scales have labor coverage for the first 90 days of operation. A fixed repair charge of \$125 will be used for warranty failures during this 90-day period. Parts will be replaced free of charge for the full one-year period on return of the defective parts to Fairmont, MN. Labor is only available during the first 90 days.

LOAD CELL WARRANTY POLICY

This warranty does not apply to Load Cells which may have been shock loaded. Defective load cells are factory tested and if shock loading or acts of nature is indicated, they will be returned to the purchaser with a test report. Equipment modification, misuse, negligent handling and impact, improper installation, misapplication, damage due to lightning, fire, water, high voltage or corrosion, will not be covered under warranty.

RETURN POLICY

Items may be returned to Brecknell within 30 days of purchase for a credit or refund, freight prepaid, with prior return authorization approval from Brecknell. In the case of standard items these returns may be subject to a restocking fee of 20% if returned in the original packaging and in an unused condition. Non-standard items may be returned during the 30-day period but restocking fees may vary based on the nature of the item.

LIMITED WARRANTY

Sandusky Lee Corporation warrants the following are free of defects in materials and workmanship.

5 Years Limited from the Date of Purchase:

Elite Series, Transport, System Series, Stainless Steel, Modular Storage System,
Pull Out Shelf Cabinet, Bookcases, Book Trucks, Cubby Organizers, Computer
Cabinets, Tablet Security Cart, 600 & 800 Series Lateral Files, Vertical Files,
Steel Desks, Wall Cabinets

1 Year Limited from the Date of Purchase:

Classic Series, Value Line, Lockers, Wall Mount Laptop Cabinet, Carts &
Stands, 400 Series Lateral Files, Steel Shelving (Edsal)

1 Year Limited

ALL IMPORTED PRODUCTS

The SOLE AND EXCLUSIVE REMEDY for such defects is the repair or replacement of a defective cabinet or parts thereof by Sandusky Lee Corporation or, at Sandusky Lee Corporation option, refund of the purchase price upon return of the cabinet to Sandusky Cabinets, Inc.

This warranty shall not apply in the event the products are damaged as a result of misuse, neglect, accident, moisture, improper application, improper assembly, or assembly not in conformity with the instructions of Sandusky Lee Corporation failure to abide by safety precautions prescribed by Sandusky Lee Corporation or modification or repair by persons not authorized by Sandusky Lee Corporation.

Sandusky Lee Corporation makes no express or implied warranties of any kind or nature except as expressly provided herein. There are no oral agreements or oral warranties collateral to or affecting this written warranty. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE EXPRESSLY DISCLAIMED.

**SANDUSKY LEE CORPORATION LIABILITY FOR ANY CLAIM
HEREUNDER SHALL IN ALL EVENTS BE LIMITED TO AND NOT EXCEED
THE PURCHASE PRICE OF THE PARTICULAR PRODUCT IN WHICH THE
ALLEGED DEFECT OCCURRED. LIABILITY FOR INCIDENTAL AND
CONSEQUENTIAL DAMAGES IS EXPRESSLY DISCLAIMED.**

Buyer assumes all risk and liability resulting from the use of the Cabinets whether used singly or in combination with other goods.

UNLESS ANY PORTION OF THE ABOVE IS CONSIDERED UNENFORCEABLE OR UNLAWFUL UNDER APPLICABLE LAW, THIS LIMITED WARRANTY SHALL APPLY TO ANY AND ALL PURCHASERS AND/OR USERS OF THE ELITE, SYSTEMS, TRANSPORT, CLASSIC, AUDIO VIDEO AND COMPUTER CABINETS.



LIFETIME WARRANTY INFORMATION



Lifetime Product Warranty + 2 Year Labor Warranty* (MobileTrak Systems, TrakSlider Systems & Ez2 Rotary)

Datum Filing Systems warrants to the original purchaser for the life of the product (provided the product is installed by a Datum Certified Installer) so long as original purchaser is the owner and possessor of the product that the product will be free of any defect in materials or workmanship. Datum Filing Systems will provide, for a period of two years from the date of shipment, free of charge, all labor at the location of the product to repair or replace any part of the product that fails because of such defect. After two years from date of shipment, labor will not be provided. All parts will be provided for the life of the product so long as all requirements are met as set forth in this warranty. This warranty does not include defects to the product resulting from accident, misuse, improper installation or operation, normal wear, neglect, unauthorized repair or alteration. The purchase of this product shall constitute purchaser's agreement that the sole remedy for any breach of warranty shall be such repair or replacement as expressly provided above. Datum Filing Systems in no event shall be liable for any incidental or consequential damages arising out of the use or inability to use the product for any purpose whatsoever.

* Products not installed by a Datum Certified Installer will receive a 1 Year Parts Warranty.

**Lifetime Warranty excludes all tambour doors and all electrical components, which carry a 2 year warranty.

Lifetime Product Warranty + 2 Year Labor Warranty* (All Other Datum™ Products)

Datum Filing Systems warrants to the original purchaser for the life of the product so long as original purchaser is the owner and possessor of the product that the product will be free of any defect in materials or workmanship. Datum Filing Systems will provide, for a period of two years from the date of shipment, free of charge, all labor at the location of the product to repair or replace any part of the product that fails because of such defect. After two years from date of shipment, labor will not be provided. All parts will be provided for the life of the product so long as all requirements are met as set forth in this warranty. This warranty does not include defects to the product resulting from accident, misuse, improper installation or operation, normal wear, neglect, unauthorized repair or alteration. The purchase of this product shall constitute purchaser's agreement that the sole remedy for any breach of warranty shall be such repair or replacement as expressly provided above. Datum Filing Systems in no event shall be liable for any incidental or consequential damages arising out of the use or inability to use the product for any purpose whatsoever.

**Lifetime Warranty excludes all tambour doors and all electrical components, which carry a 2 year warranty.

How To Make a Warranty Claim

If you would like to make a warranty claim, please take one of the following steps:

1. Email Us

Send an email to techsupport@datumstorage.com and one of our customer service representatives will be glad to help you.

2. Call Us

Call 866.217.0330 to speak to a member of our customer service team about your claim.

3. Contact Your Dealer

Contact your Datum Authorized Dealer. They have the experience and tools to resolve your warranty situation.

- See more at: <http://www.datumstorage.com/warranty-center#sthash.YbUYWeor.dpuf>

STATEMENT OF LIMITED WARRANTY

Detecto Scale warrants its equipment to be free from defects in material and workmanship as follows: Detecto warrants to the original purchaser only that it will repair or replace any part of equipment which is defective in material or workmanship for a period of **two (2) years from date of shipment**. Detecto shall be the sole judge of what constitutes a defect.

During the **first ninety (90) days** Detecto may choose to replace the product at no charge to the buyer upon inspection of the returned item.

After the first ninety (90) days, upon inspection of the returned item, Detecto will repair or replace it with a remanufactured product. The customer is responsible for paying for the freight both ways.

This warranty does not apply to peripheral equipment not manufactured by Detecto; this equipment will be covered by certain manufacturer's warranty only.

This warranty does not include replacement of expendable or consumable parts. This does not apply to any item which has deteriorated or damaged due to wear, accident, misuse, abuse, improper line voltage, overloading, theft, lightning, fire, water or acts of God, or due to extended storage or exposure while in purchaser's possession. This warranty does not apply to maintenance service. Purchased parts will have a ninety (90) day repair or replacement warranty only.

Detecto may require the product to be returned to the factory; item(s) must be properly packed and shipping charges prepaid. A return authorization number must be obtained for all returns and marked on the outside of all returned packages. Detecto accepts no responsibility for items lost or damaged in transit.

Conditions Which Void Limited Warranty

This warranty shall not apply to equipment which:

- A.) Has been tampered with, defaced, mishandled or has had repairs and modifications not authorized by Detecto.
- B.) Has had serial number altered, defaced, or removed.
- C.) Has not been properly grounded according to Detecto's recommended procedure.

Freight Carrier Damage

Claims for equipment damaged in transit must be referred to the freight carrier in accordance with freight carrier regulations.

This warranty sets forth the extent of our liability for breach of any warranty or deficiency in connection with the sale or use of the product. Detecto will not be liable for consequential damages of any nature, including but not limited to, loss of profit, delays or expenses, whether based on tort or contract. Detecto reserves the right to incorporate improvements in material and design without notice and is not obligated to incorporate improvements in equipment previously manufactured.

The foregoing is in lieu of all other warranties, express or implied including any warranty that extends beyond the description of the product including any warranty of merchantability or fitness for a particular purpose. This warranty covers only those Detecto products installed in the forty-eight (48) contiguous continental United States.



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Webb City, MO 64870

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Hausmann “Peace of Mind” 3-Year Ltd. Warranty (USA & Canada Only)

Hausmann Industries, Inc., (Hausmann) warrants to the original buyer that each Hausmann product shall be free from defects in material and workmanship and agrees to remedy any such defect or to furnish a new or equal part in exchange therefore. Warranty covers parts for three (3) years and covers repairs for the first year, commencing on date of original shipment. Labor coverage may not include replacement or installation of small parts or components. Hausmann Customer Service and/or Sales will determine the technical level of service needed and approve labor coverage on a case by case basis. This warranty covers defects in materials and workmanship provided such product is used for the normal purpose for which intended, and damage is not the result of abuse or misuse. We are not responsible for charges for repairs or other work, without prior written authorization by Hausmann Industries. We reserve the right to repair or replace defective products at our sole discretion. This warranty does not include damage resulting from accident and expressly excludes normal wearing of parts, or defect caused by transportation, accident, fire, flood, alteration, or negligence. Hausmann Industries shall not be liable for any direct or indirect, incidental, exemplary, or consequential damages or delay, including damages for loss of income or loss of use.



TRUSTED PARTNER

LIMITED-LIFETIME WARRANTY



Products are guaranteed against material defect and/or faulty workmanship from plan for the lifetime of the product. During this period Diversified Woodcrafts will replace or repair, at its discretion, any product that upon inspection, exhibits defects in material or workmanship. This warranty shall include the costs of replacement parts of materials, but does not include labor, or shipping costs for such. This warranty doesn't cover damage in transit or damage caused by misuse, abuse or faulty installation, color grain or texture of wood or other covering materials. No other warranty is express or implied.

General Instructions

- Specifications:** Visit our website at www.Hallowell-List.com for descriptions and specifications. Prices herein are based on standard construction. Specifications are subject to change without notice.
- Shop Drawings:** Shop Drawings for approval or file & field use will be supplied upon request only, at no charge for orders of \$5,000.00 net and above. A \$350.00 net drawing charge will apply if drawings are required on orders less than \$5,000.00 net. Please add this requirement to your purchase order by noting "shop drawings required for approval" or "shop drawings required for files and distribution only". Allow 3-4 weeks for preparation of shop drawings when required.
- Freight Charges:** All product will ship as noted on purchase order. If 3rd party or collect is requested, please specify carrier and if billing is to be 3rd party, please include your account number with the specified carrier. Orders received without carrier specified will be shipped via best way prepaid and freight charges will be added to your invoice. Hallowell products cannot ship via package carrier i.e. UPS, etc with the exception of small parts type orders. **Hallowell cannot guarantee quoted freight rates unless quoted in writing and the quoted amount is included in your purchase order. Quoted rates will not be guaranteed for 3rd party or collect shipments.**
- Through special agreements with our carriers, Hallowell will ship prepaid shipments class 70 for both knock-down and fully-assembled locker/cabinet orders. All-Welded lockers, cabinets and Cubbies ship freight class 100, Hi-Tech and Rivetwell Shelving ships class 70, Bulk Storage Lockers ship class 77.5 and Portable gates ship class 85. If you request we ship 3rd party or collect, your account or your customer's account may override our freight class exceptions. Due to the added space taken up by assembled lockers/cabinets, special head load rates and/or truckload rates may apply when shipment exceeds 6 pallets. If you have any questions, please contact our traffic department at 866-566-0500.
- Prepaid shipments are subject to a \$120.00 minimum shipping/handling charge.
- Hallowell cannot accommodate "Live Load" requests on production orders.
- FOB Point:** Hallowell reserves the right to select FOB point based on ship to destination and stock availability unless otherwise stated on your purchase order. All production items will ship FOB Factory, Deerfield Beach, Florida unless production K.D. lockers are ordered to ship fully-assembled, in which case Hallowell will utilize the distribution center of it's choice.
- Weights:** Weights shown are approximate and subject to change without notice.
- How To Order:** All purchase orders can be placed via fax to 407-464-3610 or via e-mail to Sales@Hallowell-List.com. For information on becoming an EDI (Electronic Data Interchange) partner, contact us at 866-566-0500 or e-mail Sales@Hallowell-List.com. All Stock locker orders are to be ordered by 1-wide and/or 3-wide catalog numbers adding the appropriate color suffix as outlined on each price book page and under Color Policy outlined on page 6. All purchase orders should include the unit list prices, extended list prices, total list price, applicable discount, applicable escalator, total net price, requested ship date, project name, complete shipping address and authorized signature. Failure to order as outlined above may result in delay of processing your order.
- Minimum Order:** \$100.00 net.
- Discounts:** All orders are to be discounted per the agreement in place at the time order is placed.
- Escalation:** All orders for future shipment shall include the appropriate price escalator in effect at the time the order is placed. Failure to include the escalator may result in the delay or rejection of your order.
- Terms:** 1/2% 10, net 30 days, strictly enforced.
- Warranty:** All-Welded lockers and cubbies are guaranteed to be free from defects in material and workmanship for the lifetime of the facility. Plastic lockers carry a 20-year warranty from date of invoice. KD lockers are warranted for two (2) years from date of invoice. All other products carry a one (1) year warranty from date of invoice.
- Changes:** Stock product orders changed after being released to the warehouse are subject to a \$75.00 net administrative change order charge in addition to a 30% re-stocking charge (45% for assembled stock locker/cabinet orders). **Production orders cannot be changed after being released to production.**
- Cancellations:** Stock product orders cancelled for any reason more than 24 hours after receipt are subject to a 30% re-stocking charge (45% for assembled stock locker/cabinet orders). **Production orders cannot be cancelled after being released to production.**
- Returns:** If for any reason, you wish to return your stock product order, please contact our Customer Service Department at 866-566-0500 or e-mail CustomerService@Hallowell-List.com to obtain a Return Goods Authorization (RGA). Shipment returned without an RGA will be refused. A 30% re-stocking charge will apply for all returned knock-down orders (45% for assembled stock locker orders). **Production items are non-returnable.**
- Claims:** It is the responsibility of the receiver to count and log all cartons/materials received prior to signing the freight carrier's receipt of delivery. Shortage claims must be submitted in writing within (3) days of receipt of shipment and must include the carton number(s) affected, the "inspected by" number which is stamped on each carton and a copy of the delivery receipt properly annotated with shorted cartons if applicable. Damage claims must be submitted in writing within three (3) days of receipt of shipment and must include carton number(s) affected and a copy of the delivery receipt, properly annotated with damage details.
- All claims are to be submitted to our Customer Service Department via fax at 407-464-3610 or via e-mail at CustomerService@Hallowell-List.com. Hallowell will file freight claims for prepaid shipments only. **Signing for a shipment complete and without damage relieves the carrier and Hallowell of responsibility. Hallowell cannot be held responsible for missed delivery appointments.**



Limited Warranty

Single Shift Seating-Intensa, Inc. warrants to the original purchaser that its product will be free from defects in materials and workmanship under single shift use and service for (10) years from date of shipment. Intensa, Inc. will not be responsible for any product failure due to abuse, misuse, modification, improper use or for any use which exceeds the published capacity of the product which is 300lbs. This warranty does not cover upholstery materials, either supplied by Intensa, Inc. or the purchasers as COM. All upholstery material supplied by us will offer a (2) year warranty. Should a defect occur on upholstery material supplied by us and used under normal conditions, we will repair or replace defective product free of charge provided that product is returned to us promptly, prepaid, and with return authorization.

Multi Shift Seating-Intensa, Inc. warrants to the original purchaser that its product will be free from defects in materials and workmanship under multi shift use and service for (3) years from date of shipment. Intensa, Inc. will not be responsible for any product failure due to abuse, misuse, modification, improper use or for any use which exceeds the published capacity of the product which is 300 lbs. This warranty does not cover upholstery materials, either supplied by Intensa, Inc. or the purchasers as COM. All upholstery material supplied by us will offer a (1) year warranty. Should a defect occur on upholstery material supplied by us and used under normal conditions, we will repair or replace defective product free of charge provided that product is returned to us promptly, prepaid, and with return authorization.

Exam Tables (400,410,420)-Intensa, Inc. warrants to the original purchaser that its product will be free from defects in materials and workmanship under single shift use and service for (5) years from date of shipment. Intensa, Inc. will not be responsible for any product failure due to abuse, misuse, modification, improper use or for any use which exceeds the published capacity of the product which is 450 lbs. This warranty does not cover upholstery materials, either supplied by Intensa, Inc. or the purchasers as COM. All upholstery material supplied by us will offer a (2) year warranty. Should a defect occur on upholstery material supplied by us and used under normal conditions, we will repair or replace defective product free of charge provided that product is returned to us promptly, prepaid, and with return authorization. Vinyl wrap on theme tables have a (2) year warranty.

Exam Tables (460,470,490)-Intensa, Inc. warrants to the original purchaser that its product will be free from defects in materials and workmanship under single shift use and service for (5) years on metal frame. On lifting columns, actuators and control boxes (2) years from date of shipment (these components will be tested for misuse or abuse on any claim submitted to Intensa and settled after testing is complete. Exceeding weight limit will cause failure and will be indicated in testing). Intensa, Inc. will not be responsible for any product failure due to abuse, misuse, modification, improper use or for any use which exceeds the published capacity of the product which is 600 lbs. This warranty does not cover upholstery materials, either supplied by Intensa, Inc. or the purchasers as COM. All upholstery material supplied by us will offer a (2) year warranty. Should a defect occur on upholstery material supplied by us and used under normal conditions, we will repair or replace defective product free of charge provided that product is returned to us promptly, prepaid, and with return authorization.

Lighting-Intensa, Inc. warrants its lighting product to be free from defects and workmanship under normal use and service for a period of (5) years from date of shipment (except model 500 which carries a 1 year warranty) . Should a defect occur on any lighting product used under normal conditions, we will repair or replace defective product free of charge provided that product is returned to us promptly, prepaid, and with return authorization. Any claims on the above warranty using outside labor or other charges will be allowed only with the consent and prior written approval by Intensa, Inc. Products must not be returned without proper written authorization from Intensa, Inc. Request for authorization must be in writing and accompanied by the original purchase order.

Medical Equipment-Intensa, Inc. warrants its product to be free from defects and workmanship under normal use and service for a period of (1) year from date of shipment. Should a defect occur on any product used under normal conditions, we will repair or replace defective product free of charge provided that product is returned to us promptly, prepaid, and with return authorization. Any claims on the above warranty using outside labor or other charges will be allowed only with the consent and prior written approval by Intensa, Inc. Products must not be returned without proper written authorization from Intensa, Inc. Request for authorization must be in writing and accompanied by the original purchase order.

****Please Read Carefully For All Chair Styles That Use A Foot Ring****

Please note for all chairs or stool models that use a foot ring; the foot ring is **not** to be used as a step to facilitate the lifting of an individual up and into the chair. The sole purpose of the foot ring is the resting of feet only! All models that have a height range 23" to 35" require strict adherence to the 300 lb. weight limit of the product, especially during full extension of pneumatic lift. Intensa will not be liable for any failure to adhere to the above design specifications. **Improper use of Foot Rings voids warranty.**

(Continued)



Limited Warranty

Caseworks- Intensa warrants its products, to the original owner, to the extent of the purchase price, to be free from defects in material and workmanship for a period of 7 years from the date of the original shipment, if the products are properly installed, maintained, serviced and used under normal conditions. Products are not warranted against the effects of normal wear and tear, misuse, negligence, or accident. Warranty is void with respect to any product which has been modified after initial installation. Standard products are not warranted against damage caused by exposure to heat or moisture. Products are not warranted against problems or damage caused by the failure of walls to support the weight imposed by the attachment of cabinets. Products are not warranted against the effects of overloading cabinets and/or shelves.

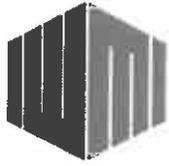
The obligation under this warranty of Intensa, Inc. is limited to repairing without charge, or replacing, all products which it is satisfied were defective when originally shipped. Claims under this warranty are to be reported in writing with supporting digital photograph as soon as the problem is known. Claims for shortages or damage present on delivery shall be made within 15 days of delivery. Claims for shipping damage are not covered by this warranty, and shall be presented to the carrier as soon as possible after delivery. **Intensa, Inc. cannot file a freight claim on behalf of its customers.**

This warranty is exclusive and in lieu of all other warranties and remedies whatsoever, including but not limited to implied warranties. Intensa, Inc. shall have no liability whatsoever for damages caused by transportation, accidents, fire, unauthorized alteration, or abnormal wear or abuse, nor shall Intensa, Inc. have any liability whatsoever for any incidental or consequential damages. This includes without limitation, lost profits or as such damages arising from the design, manufacture sale, delivery, installation, repair, operation or use of any products of Intensa, Inc. or any actual/ alleged failure or defect in products of Intensa, Inc.

*****Caseworks Warning*****

Intensa does not provide fasteners for wall hanging applications. Installers are responsible for furnishing and installing sufficient numbers of the correct fasteners for the field conditions encountered. In some instances, wall cabinets may be furnished with mounting hardware to permit rapid installation and alignment. Installer should always attach wall hanger device into a structural member, or into a heavy duty toggle mechanism, as appropriate for the wall construction and the anticipated load requirements.

Installers are responsible for furnishing and installing adequate fasteners for field conditions encountered.



IRONWOOD MANUFACTURING INC.

Ironwood Guarantee

2012

Factory Assembled

Manufactured to the most exacting standards and inspected several times throughout the manufacturing process, Ironwood furniture is guaranteed to be free from defects in materials and workmanship for up to five years after purchase.

This guarantee is limited to repair and replacement only and does not cover damage outside our control or damage that results from ordinary use.

R.T.A. Ready To Assemble

Manufactured to the most exacting standards and inspected several times throughout the manufacturing process, Ironwood furniture is guaranteed to be free from defects in materials and workmanship for up to one year after purchase. This guarantee is limited to repair and replacement only and does not cover damage

outside our control or damage that results from ordinary use.



STACK CHAIR LIMITED WARRANTY

All KFI chair frames and table bases are warranted against defects for (12) years from the original purchase date. 300 and 400 Series chair frames are warranted against defects for (5) years from the original purchase date. Table tops have a (1) year warranty against defects and normal wear and tear. TK2000 & DS2000 have a (2) year warranty on lift mechanisms

KFI warrants to the original purchaser that all products will be free from defects in original material and/or workmanship. KFI will replace, at its option, any defective parts or material.

This warranty is void if the product is not used for its intended purpose or if subjected to an unusual application or abuse. This warranty does not cover normal wear and tear. Variation in the color/ or texture of a material is not considered a defect.

This warranty is valid to any purchaser of KFI furniture. In the event of a claim, the purchaser may be required to validate their purchase by furnishing a copy of the original invoice for the product in question.

The KFI Service Department may issue a return authorization for the investigation of the claim. The purchaser may then be required to return the product to KFI, freight prepaid. If the claim is proven valid, KFI will without further cost to purchaser repair, or replace, at KFI's option, the appropriate defective part.

**Norwood Chair and Stool
Limited Warranty**

Norwood Chairs and Stools are warranted from any defects in design, workmanship, assembly or material;

- *Folding chairs, Folding Tablet arm chairs/desks, 10 years*
- *Gas-lift office, executive, task chairs and drafting stools, 5 years*
- *Café/Lunch, Stacking chairs and non-plastic top stools, 5 years*
- *Guest and waiting room chairs, 5 years*
- *Plastic Stack stools, 2 years*

While under warranty School Outfitters will repair or replace any defective part(s) to the original purchaser.

Warranty excludes misuse, abuse, accidental damage, normal wear and tear, as well as failure to provide reasonable maintenance.

For more information please visit www.schooloutfitters.com
or call us at **1.800.260.2776**



**SCHOOL
OUTFITTERS**

Furnishing great
places to learn.

OFM, LLC Limited Lifetime Warranty

OFM hereby warrants that the products distributed by it shall be free of all defects in original material and workmanship for the life of the product under normal use.

Exclusions

This warranty does not apply to:

- Normal wear and tear, which are to be expected over the course of ownership
- Damage resulting from shipment, which will be handled under separate terms
- Damage resulting from storage, alteration, unauthorized repair, infestation, misuse, abuse, accident, acts of God, natural causes, and/or exceeding listed capacities
- Products used for rental purposes
- Failure to provide reasonable and necessary maintenance (as prescribed in the product instructions)
- Transportation and labor costs associated with warranty replacements

Seating

All seating is covered under warranty for the life of the product under normal use. Limitations involving materials and components are:

- 2 years all fabric and upholstery materials
- 7 years gas lifts

Normal Commercial Usage for Seating is defined as 8 hours a day, 5 days a week with a weight capacity not to exceed 250 lbs.

The models listed below are rated for a 300 lb., 350 lb., 400 lb. and 500 lb. weight capacity and are warranted under the standard Normal Commercial Usage for Seating:

- **300 lbs**
 - Model ORO300
- **350 lbs**
 - Model ORO100
- **400 lbs**
 - Model ORO200
 - Model 407 and 407-VAM
 - Model 409 and 409-VAM
 - Model 700
 - Model 710
 - Model 711
 - Model 800-L
 - Model 841
- **500 lbs**
 - 1006 and 1007 All Versions
 - Model 300-XL
 - Model 300-XL-VAM
 - Model 810-LX

- Model 811-LX
- Model 821
- Model 822
- Model 831
- Model 832

OFM offers many models covered under warranty for a 24-Hour a day, 7 days a week usage. All standard seating limitations listed above still apply to this category of seating.

The models listed below are rated for a 250 lb. & 400 lb. weight capacity with 24-Hour a day use:

- **250 lbs**
- Model 241
- Model 241-VAM

- **400 lbs**
- Model 247
- Model 247-VAM

Tables and Desks

All tables and desks are covered under OFM's Limited Lifetime Warranty. Limitations involving materials and components are as follows:

- 5 years tops
- 10 years frames

Pedestals

All pedestals are covered under OFM's Limited Lifetime Warranty.

Limitations involving materials and components are as follows:

- 10 years full suspension glides

RiZe Panel System

All panels and corner posts are covered under OFM's Limited Lifetime Warranty. Limitations involving materials and components are as follows:

- 10 years frames and frame welds
- 5 years vinyl and fabric panels under normal use

X5 and X5 Lite Shelving System

Normal usage for all X5 and X5 Lite Shelving Systems is defined as not over-exceeding the weight capacity per shelf (X5: 800 lbs. per shelf, X5 Lite: 300 lbs. per shelf, evenly distributed) along with using the system on no or low pile carpet to prevent any unbalanced track issues.

All X5 and X5 Lite components are covered under OFM's Limited Lifetime Warranty under normal use as defined above.

*Maintenance: check for loose screws every 6 months and tighten.

ABOUT PHYSICIANS CARE



PhysiciansCare® brand is a leader in First Aid, Safety, and over the counter Medications

The Company entered the industry in 1965, with the production of disposable medical scissors and instruments for hospital use. In 1972, the Company's Medical Products Division began marketing its own line of products. New products were added to the procedural tray line to meet the specialized needs of hospitals, clinics and convalescent homes. In 1978, wound dressings were introduced by the Company. In 1999, the Company sold the hospital products business but maintained the first aid product line. Today, Acme United Corporation sells first aid kits, refills and OTC medications under the PhysiciansCare Brand. PhysiciansCare is a leading supplier of innovative first aid products in the school, home, office, hardware and industrial markets. The company owns and operates an FDA approved facility for first aid kit assembly and distribution. For more information contact us at questions@physicianscarefirstaid.com. PhysiciansCare delivers products that are easy to access, easy to maintain, and responsive to today's needs.

SAFCO WARRANTY

Our warranty is a way of pledging excellence in the quality of our products. It is a way of protecting our customers' investments and continuing product improvement. Mostly, our warranty is a way of extending our dedication to our customers.

LIMITED LIFETIME WARRANTY

Safco warranty obligation: We pledge to repair or replace, at Safco's option, any Safco product or component that is defective in material or workmanship for as long as you, the original purchaser, own it. This warranty is subject to the provisions below.

LIABILITY LIMITATIONS

The following listed parts, components and supplies are covered under warranty in accordance with the below schedule following the product purchase date.

- **Ten Years:** Seating controls and cylinders, Rumba™, Cha-Cha™ and Electric Height-Adjustable Table series Laminates.
- **Five Years:** Glides, casters, and polymer-based components, user-adjustable work surface mechanisms, seating upholstery fabrics, foam, laminates, veneer finishes and other covering materials, drawer glides and electrical components.
- **Three Years:** Outdoor Products (Entourage™, Evos™, Canmeleon™).

WARRANTY SUBJECT TO EXCLUSIONS

Exclusions pertaining to this warranty are as follows but are not limited to:

- Product or product components utilized with the intent to rent or lease.
- Freight damages: Safco is not liable for any product damages sustained during shipping or handling operations. Safco provides specific policies and requirements regarding shipping and handling and reserves the right to review and address product distribution matters separately.
- Normal wear and tear.
- Product negligence: A product is not considered defective upon improper installation, or misuse of the product or its components.
- Alterations or attachments to the product that were not approved by Safco.
- All corrugated products or components.

Safco's warranty obligation is limited to normal use upon receipt of our products.

Normal commercial usage for seating is defined as the equivalent of a single shift, forty (40) hour workweek. To the extent that a seating product is used in a manner exceeding this, the applicable warranty period will be reduced in a pro-rata manner.

Models warranted for multiple shifts:

- Task Master® industrial series
- Soft Tough™ series
- WorkFit™ polyurethane series
- Uber™ series
- Alday™ Intensive-Use (500 lbs.)
- Vue™ Intensive-Use (500 lbs.)

WARRANTY PROCEDURES

Please follow the warranty procedures described below to ensure apt and responsive service.

1. Once a defect has been discovered, the original purchaser must contact Safco immediately (within 30 days of defect detection) with the serial number(s) from the product(s) in question.
2. Upon inspection of the product(s), Safco will collect all relevant information necessary for review of the request.
3. Product replacement, replacement parts and repairs will be authorized by a Customer Care representative if acknowledged to be necessary under product warranty eligibility conditions.

SPECIFIC LIMITATIONS REGARDING COLOR VARIATIONS, FABRICS AND FINISHES

Natural products have varying grains and colors. Due to such natural variations occurring in materials such as wood and leather, these characteristics are not considered defects. Safco does not warrant the color-fastness or matching of colors, grains or textures of such materials. Materials supplied, selected or provided by the customer (COM) are not warranted.

Buyer is responsible for freight to and from factory on all warranty claims. Any description of the goods sold hereunder, including any reference to Buyer's specifications and any description in catalogs, circulars and other written material published by Safco is for the sole purpose of identifying such goods and shall not create an express or implied warranty that the goods shall conform to such description.

THERE ARE NO OTHER WARRANTIES, AND SAFCO DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND FREEDOM FROM PATENT INFRINGEMENT. NO AGENT, EMPLOYEE OR REPRESENTATIVE OF SAFCO HAS ANY AUTHORITY TO BIND SAFCO TO ANY AFFIRMATION, REPRESENTATION OR WARRANTY EXCEPT AS STATED HEREIN.

SAFCO SHALL HAVE NO LIABILITY FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES OF ANY KIND. THESE LIMITATIONS ARE AGREED ALLOCATIONS OF RISK.

UNDER NO CIRCUMSTANCES SHALL SAFCO'S LIABILITY WITH REGARD TO THE SALE OR USE OF THE PRODUCTS EXCEED THE PURCHASE PRICE PAID BY BUYER FOR THE PRODUCTS.



Sellstrom offers an implied manufacturer warranty for products sold. This "warrant of merchantability" assures consumers that the products offered will perform as stated. The warranty is valid from one (1) years from date of purchase unless otherwise specified. Warranty is limited to the replacement of defective parts upon receipt of product. Parts or products damaged from misuse will not be replaced. Sellstrom reserves the right to judge the condition of the product.

Please contact a Sellstrom customer service representative for further assistance on product and warranty information.



Limited Warranty

Stevens Industries, Inc., warrants, for a period of three (3) years from the date of substantial completion, the product manufactured by it to be free from defects in material and workmanship when properly installed under normal use. Some variation in the finishes of these products is characteristic, in terms of color and texture, and does not constitute a defect. Stevens assigns to the original purchaser, to the extent assignable and without recourse to Stevens, any manufacturer's warranty covering component parts of the product.

This warranty is expressly in lieu of any and all other warranties, expressed or implied, including the warranties of merchantability and fitness for a particular purpose. Stevens makes no other representations or warranties of any kind, and shall not be liable for any incidental, consequential or other damages for any alleged negligence, breach of warranty, or upon any other theory, other than the limited warranty first set forth above.

It is expressly understood and agreed that the limit of Stevens' liability shall be, at Stevens' sole option, the repair or re-supply of a like quantity of non-defective product, and that Stevens shall have no such liability except where the damage results solely from a breach of Stevens' warranty. Any claim under this warranty shall be deemed waived unless made in writing and received by Stevens within thirty (30) days of the date the defect to which each claim is discovered or would have been discovered, and no later event than three (3) years as aforesaid. The term "original purchaser" as used herein, shall be deemed to mean that party for whom the product is originally installed.



Stevens Industries, Inc.
704 West Main Street • Teutopolis, IL 62467
P: 217.857.7100 • F: 217.857.7101
stevensind.com



Warranty:

United Visual Products warrants to the purchaser for the period of 1 year after purchase that our product will be free from defects in workmanship and material under normal use and service. United Visuals obligation under this warranty is limited to the repair or replacement of the purchased product at the sole discretion of United Visual Products.

This warranty is in lieu of all other warranties, either implied or stated. Representations or promises inconsistent with or in addition to this warranty are unauthorized and are unbinding with United Visual Products. Changes or additions to this warranty must be in writing and signed by an officer of United Visual Products. In no event shall United Visual Products be liable for any special, incidental or CONSEQUENTIAL damages or expenses where foreseeable or unforeseeable.

Warranty shall be void if the product has been misused, improperly installed, damaged by negligence or accident or altered from original design. Warranty does not cover damage due to shipment, whether damage is obvious or concealed. It is the responsibility of the customer to negotiate with the shipping firm to recoup value of the damaged product.

VIRCO LIFETIME WARRANTY



Virco will repair or replace, at its option, any Virco furniture or equipment product which **proves** to be defective in original material or workmanship as long as the product is owned by its original purchaser. This is your sole and exclusive remedy. This warranty covers products manufactured after January 1, 2014 and is subject to the following qualifications.

Limitations:

From the date of purchase, Virco's warranty covers the items below as follows:

10 Years

Laminates, seating controls, all seating, desks, table and storage products unless otherwise indicated in this warranty.

5 Years

Glides, casters, pneumatic cylinders and torsion bars on mobile folding tables.

1 Year

Chairs with custom logos applied to their upholstered seats and/or backs.

Exclusions:

This warranty excludes:

- Apparent defects caused by abusive or abnormal use of the product.
- Products not assembled, installed or used in compliance with Virco's product instructions or warnings.
- Failures resulting from inadequate inspection and maintenance.
- The effects of normal usage over time.
- Any damage caused during shipment (see the current Virco price list's "Steps to Take When Receiving Shipments" for more information).
- Product modifications not approved by Virco.
- Vinyl and fabric upholstery material, except as may be offered by the mill source.
- Rust caused by natural elements or high exposure to moisture.
- Unless otherwise specified, Virco furniture is for indoor use only.
- Products used for rental purposes.

Natural Materials, Color Variations & Customer's Own Materials

Leather, wood and other natural materials may have intrinsic grains or patterns that are distinguishing features and not regarded as defects. Virco cannot warrant the matching of grains, patterns, textures, colors, or the color-fastness of such materials. In addition, Virco does not warrant Customer's Own Materials (COM) that are chosen and used in a Virco product at a customer's request.

THERE ARE NO IMPLIED WARRANTIES OF FITNESS OR MERCHANTABILITY, AND THERE ARE NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE. ALL INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE, INCLUDING BUT NOT LIMITED TO BUSINESS LOSSES, PERSONAL PROPERTY DAMAGE, AND THIRD PARTY LIABILITIES ARE HEREBY EXPRESSLY EXCLUDED.

To obtain service under this warranty:

Please contact your local Virco Sales Representative or Customer Service at 800.448.4726.

CARE & USE INSTRUCTIONS NOTICE:

To prevent structural failures and possible injury, furniture should not be used other than for its intended purpose and should be inspected regularly for loose or missing screws or rivets, metal fatigue, cracks, broken welds, missing attachments,

loose staples and general instability. Furniture that is damaged or appears to be unstable should immediately be removed from service, reported to the facility manager and replaced or repaired. Repairs should only be made using factory-authorized parts

and methods. For information on furniture maintenance, or to report furniture which requires service, call Virco toll-free at 800.448.4726. Furniture should be wiped down with mild soap and water as needed.



**SCHOOL
OUTFITTERS**

*Furnishing great
places to learn.*

About School Outfitters

About School Outfitters

Since 1998, educators just like you - facing tight budgets and short deadlines - have found School Outfitters to be an invaluable resource for furnishing their schools. With convenient online shopping and expert customer support, School Outfitters makes it easy for you to create productive learning environments for your students.

I invite you to shop for your school furniture right here at School Outfitters. I think you'll find that you get more choices, better service and lower prices than anywhere else on the web.

What You'll Find on Our Website Quality Products

While you will find the most popular school chairs and desks at unbeatable prices, School Outfitters offers more than just classroom furniture. From trophy cases to office furniture to janitor carts, entrance mats and other facility equipment, we aim to be your one-stop shop for all your school furniture and equipment needs.

Top Manufacturers

We've built strong relationships with some of the best-known brands in school furniture to ensure you'll find the products you need at a price you can afford.

Secure Shopping

Every time you visit our site, you'll enjoy a secure shopping experience. All of your personal information is protected with VeriSign™ SSL technology. We are even registered with the Better Business Bureau® Online Reliability Program. Read more about our [privacy policy](#)

E. sales@schooloutfitters.com

I. www.schooloutfitters.com

P. 800.260.2776

F. 800.494.1036

PO Box 141231
Cincinnati, Ohio 45250-1231



**SCHOOL
OUTFITTERS**

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Phone Sales & Customer Service

Our sales and customer service teams work closely together at our office in Cincinnati, Ohio, so it's easy for you to get the information you need.

- Our knowledgeable sales team helps you find products that meet both your needs and your budget.
- It's easy to call and speak directly to the sales associate that is handling your order.

Our friendly customer service team actively works to make sure everything runs smoothly - even after you've received your order.

- Have a question about or an issue with something you've purchased? Give our customer service specialists a call. They'll be happy to help you sort it out.

At School Outfitters, we aim to build lifelong customer relationships, thinking beyond the current sale.

Discover for yourself why School Outfitters is your best source for school furniture and equipment.
Shop online
or call us today at **1-800-260-2776**.

Financial Information

D&B # 806427998

E. sales@schooloutfitters.com

I. www.schooloutfitters.com

P. 800.260.2776

F. 800.494.1036

PO Box 141231
Cincinnati, Ohio 45250-1231



**SCHOOL
OUTFITTERS**

*Furnishing great
places to learn.*

School Outfitters has been selling to school districts nationwide for over 16 years managing both large and small projects. Our goal is to help you create a Culture of Performance. Please review the components below to understand more of how TIPS can be confident in their partnership with School Outfitters.

Expert Help before and after you Buy:

- Consultative meetings to ensure we match the furniture and equipment to your educational plans and initiatives.
- Create the learning environment to engage and inspire your students, help them perform better in class, and give your teaching team the right tools to be successful.
- Our team of experts will tailor to your teaching curriculum needs and enable more professional classroom management.
- Customized delivery and product installation coordinated through our Project Management Team.
- We offer room layouts and custom products, including integration of artwork and logos.

More of the furniture and equipment you're looking for:

- House Branded Products exclusively made for School Outfitters offering premium quality and support your budget goals.
- Lifetime Warranty on hundreds of products.
- Options to choose from - Over 300 top school brands and over 250,000 products.

Reliable Partner for Educators:

- A+ Better Business Bureau rating.
- DUNS # 806427998. D&B rating of 1R2.
- Serving the K-12 market since 1998.
- Shipped out over 100,000 orders in 2014.
- Have over 2,000 top-selling products available to ship within 24 hours from one of our 3 warehouses located nationwide.
- Contracts with high-quality regional and national licensed installers with school experienced installations.

E. sales@schooloutfitters.com

I. www.schooloutfitters.com

P. 800.260.2776

F. 800.494.1036

PO Box 141231
Cincinnati, Ohio 45250-1231



**SCHOOL
OUTFITTERS**

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Contracts to Purchase from

- School Outfitters has over 280 contracts to purchase from.
- Team of contract and bid experts will map to your purchasing requirements and processes.

Freight and Delivery Options

- National and Regional Contracts with over 25 freight carriers offering the best lane pricing to get your products there for less and on time.
- We electronically compare rates and accessorial charges for the best total delivered price.

Warranty

All items are new any unused and come with the full manufacturer warranty. School Outfitters will handle any warranty claims. You simply need to contact our Customer Service Department, and

School Outfitters will handle the rest of the process to get the issue corrected for the customer without the customer having to contact the manufacturer. We save all of the necessary information in our system to handle the process so the customer does not have to.

E. sales@schooloutfitters.com

I. www.schooloutfitters.com

P. 800.260.2776

F. 800.494.1036

PO Box 141231
Cincinnati, Ohio 45250-1231



1293 South Main Street
Akron, Ohio 44301
(330) 253-5592
Fax: (330) 761-6348
www.akro-mils.com

January 25th 2016

School Outfitters, Inc
Emily Wilson

Emily,

This letter confirms that School Outfitters is an authorized dealer of Akro-Mils products.

Your account is in good standing with Akro-Mils.

Should you need anything else, let me know.

Thanks

Tom Coffman
N.E. Regional Sales Manager

NORSTAR OFFICE PRODUCTS, Inc.
dba: Presidential Seating Industrial / Boss / Aaria

Corporate Office:
5353 Jillson Street
Commerce, CA 90040

Tel: 323-262-1919
Fax: 323-262-2300

January 22, 2016

Please consider this official confirmation that School Outfitters (3736 Regent Ave., Cincinnati, OH 45212) is an authorized dealer for Boss Office Products.

All Boss chairs and casegoods are manufactured in China.

Thank you,
David Martin



Manufacturer's Representative
Phone: (812)584-1937
dwmartin@seidata.com



February 8, 2016

This letter verifies that School Outfitters is an Authorized Dealer of Brecknell products and in good standing with us.

Cathy Erickson

Cathy Erickson
Eastern Sales Manager
Brecknell Scales

Part of Avery Weigh-Tronix



January 26, 2016

School Outfitters
Attn: Emily Wilson
3736 Regent Avenue
Cincinnati, OH 45212

Dear Ms. Wilson,

This letter will serve as confirmation that School Outfitters located at the above address, is an authorized reseller in good standing for Datum Filing Systems, Inc. As such School Outfitters is authorized to submit our products as part of their proposal for the TIPS/TAPS Cooperative Furniture contract. Should you have any questions regarding this arrangement, please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Potter".

Christopher Potter
Vice President of Sales





January 22, 2016

School Outfitters, Inc.
3736 Regent Avenue
Cincinnati, OH 45212

To Whom it May Concern:

Please be advised that School Outfitters, Inc., of the above address is currently an authorized dealer of Cardinal Detecto Scale Company and currently in good standing.

Should you need anything further, please let me know.

Sincerely,

Mary L. Cryer
National Sales Manager
Detecto Scale Company
mcryer@detecto.com
(417) 434-6603



01/28/2016

Tips / Taps Cooperative Purchasing Systems

RFP: Tips / Taps Cooperative Purchasing Systems (Furniture)

Dear: Purchasing Professional

Please be advised that School Outfitters - Furnishing Great Places to Learn 3736 Regent Ave Cincinnati, OH 45212-3724 is currently a reseller in excellent standing with our firm. This being the case, I offer School Outfitters my support for the aforementioned RFP, and do hereby grant them permission to add their company as an authorized agent on our behalf (to include: service, warranty, installation, etc.).

If I can be of further assistance, or if you have any questions, please do not hesitate to contact me directly.

Sincerely

A handwritten signature in black ink, appearing to read "Edward Surowiec". The signature is fluid and cursive, written in a professional style.

Edward Surowiec
Contract Administrator
Diversified Woodcrafts, Inc
877-348-9663 ext 183
920-373-6101 cell
920-842-5420 fax
esurowiec@diversifiedwoodcrafts.com
www.diversifiedwoodcrafts.com



January 28, 2016

Dealer Authorization

This letter serves to verify that Schooloutfitters is an authorized nationwide dealer for Hallowell shelving, cabinet and locker products and as such is authorized to represent our products.

We **HIGHLY** recommend Schooloutfitters to service your locker and storage requirements.

Sincerely

Dick Garnett
Vice President



HAUSMANN INDUSTRIES ^I_N^C
130 UNION STREET, NORTHVALE, NEW JERSEY 07647 • (201) 767-0255
Fax: (201) 767-1369 • e-mail: info@hausmann.com • Website: www.hausmann.com

January 2, 2016

School Outfitters
3736 Regent Avenue
Cincinnati, OH 45212

To Whom It May Concern:

School Outfitters is an authorized dealer of Hausmann Industries, Inc. products and has the right to sell Hausmann products, as long as they stay in good financial standings with Hausmann Industries, Inc. School Outfitters is authorized to sell all Hausmann Industries, Inc.'s products in all states of the United States of America. As a dealer of Hausmann Industries, Inc. the bid submitted by School Outfitters will include all equipment warranties as stated in our Hausmann "Peace of Mind" 3-Year Ltd. Warranty.

Sincerely,

Julianne Skoda
Sales & Marketing Administrator
201-767-0255 x124



Date: January 28, 2016

To Whom it May Concern,

School Outfitters is a registered dealer for the Intensa, Inc. product line of Medical & Laboratory Seating. They are authorized to sell the TIPS (The Interlocal Purchasing System) Safety Supplies Contract. Please do not hesitate to call me should you need additional information or have any questions.

Best regards,

Bill Gurney
Principal
Intensa, Inc.

PO Box 5981
High Point, NC 27262
(336)-884-4096 Phone (336)-884-4007 Fax



IRONWOOD MANUFACTURING INC.

Jay L. Krause, National Contracts Manager

1700 Turner Street
Missoula, MT 59802
800.796.5693

27 January 2016

The Interlocal Purchasing System (TIPS)
Region VII Education Service Center
4845 US Hwy 271 North
Pittsburg, TX 75686

RE: Letter of Authorization
RFP #1032416 - Safety Equipment and Supplies
School Outfitters

Dear Procurement Professional:

Please be advised that the aforementioned dealer is in "Good Standing" with our firm. This being the case, I support their application for the contract listed above, and do hereby grant them permission to add their company as an authorized agent (to include: sales, service, warranty, installation, etc.) on our behalf.

If you have any questions, or if I can be of further assistance in any other capacity, please do not hesitate to contact me directly.

Sincerely,

Jay L. Krause



P.O Box 3622 * 1533 Bank Street * Louisville, Kentucky 40201-3622* (502) 585-4464* Facsimile (502) 585-4676

January 25, 2016

To Whom It May Concern:

This Letter of Supply is to reference that **SchoolOutfitters, Inc.** is an authorized dealer or reseller for KFI Seating.

In the event that **SchoolOutfitters** is awarded a contract under the aforementioned solicitation, KFI Seating can guarantee an uninterrupted source of supply, with sufficient quantities of product, for the duration of the base contract period (or option period).

The person whose signature appears below is authorized to make the commitments noted above.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Chris Smith". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

J. Chris Smith
Vice President of Marketing
KFI Seating



January 22, 2016

MR Products/Mr. Chain
16612 Russo Drive
Copemish, MI 49625

Ms. Emily Wilson:

Re: Authorization Letter

This letter is to certify our affiliation with School Outfitters. They are authorized dealers for all Mr. Chain products, and are in good standing with our company, Mr. Chain.

Please let me know should you have any questions, or require more information.

Sincerely,

Linda J. Frees
Customer Service, Manager
MR Products/Mr. Chain
231-378-2251 or Lindaf@Mrchain.com



**SCHOOL
OUTFITTERS**

*Furnishing great
places to learn.*

Norwood[™]
Commercial Furniture

February 1, 2016

To Whom It May Concern:

Norwood Commercial Furniture is a School Outfitters Exclusive Brand made exclusively for School Outfitters.

School Outfitters is the only authorized vendor of these products.

Sincerely,

Mary Elizabeth Neyer
Chief Operating Officer

Schoolhouse Outfitters LLC. DBA: School Outfitters
3736 Regent Ave.
Cincinnati, OH 45212
Phone: 800-260-2776
Fax: 800-494-1036

■ sales@schooloutfitters.com
■ www.schooloutfitters.com
■ 800.260.2776
■ 800.494.1036

PO Box 141231
Cincinnati, Ohio 45250-1231



161 Tradition Trail
Holly Springs, NC 27540
(800) 520-7471 (919) 303-6389
Fax (919) 362-4765
www.ofmnc.com

1/25/2016

The Interlocal Purchasing System
(TIPS/TAPS)
4845 North US HWY 271
Pittsburg, Texas 75686

To Whom It May Concern;

This letter is being written to indicate that School Outfitters is an authorized reseller of all OFM products and is currently in good standing. If there are any additional questions or needs, please do not hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read "Blake Zalberg". The signature is stylized and cursive.

Blake Zalberg
CEO



Acme United Corporation

1/28/2016

Dear To Whom It May Concern:

This confirms School Outfitters is an authorized dealer of Acme United Corporation brands; Westcott, PhysiciansCare and First Aid Only.

Sincerely,

Karen Lazoff

Karen Lazoff – Director of Sales Commercial





January 26, 2016

To Whom It May Concern,

This letter is to certify that School Outfitters is a preferred authorized dealer of Safco Products Company with no restrictions. As such they are authorized to bid and /or sell any and all products and to both install and service such products including all initial delivery services as well as warranty service.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Helmi', written in a cursive style.

Safco Products Company
National Sales Manager
(800) 328-3020



February 8, 2016

RE: Tips/Taps Purchasing Cooperative

To Whom It May Concern:

This letter will confirm that School Outfitters is an authorized dealer for Sandusky Lee, Atlantic Metal, Edsal and Buddy Products and is thereby authorized to bid and sell the entire product lines.

Thank you.

Regards,

Ronald J. Nickle

Ronald J. Nickle
VP-Sales
Sandusky Lee Corporation
117 E. Washington Row
Sandusky, OH 44870
Phone: 800/336-0671 ext. 405
Fax: 419/626-3308
Email: rnickle@sanduskycabinets.com



Product that works.

January 22, 2016

RE: School Outfitters
3736 Regent Ave
Cincinnati, OH 45212

To whom it may concern:

This letter is to confirm that School Outfitters is an authorized reseller (distributor) of Sellstrom Manufacturing Company.

Should anyone have any questions or concerns please do not hesitate to contact me.

Best regards,

Jason Suarez | Manager Special Accounts and Eastern- US & Canadian Regions
Cell: 847-412-8965 | Fax: 847.358.8564
Direct: 847.358.2000 x241
Address: 2050 Hammond Drive Schaumburg, IL 60173

Email: jason.suarez@sellstrom.com | Skype: Jason.suarez23 | Web: www.sellstrom.com





January 28, 2016

Subject: TIPS Safety Equipment & Supplies Contract – School Outfitters Authorization Letter

To Whom It May Concern,

Let this letter serve as notice that School Outfitters located 3736 Regent Ave., Cincinnati, OH 45212 is a dealer in good standing for Tot Mate Early Learning Furniture and I.D. Systems Furnishings for Learning Environments products as manufactured by Stevens Industries, Inc., located in Teutopolis, IL 62467.

Feel free to contact me with any questions or concerns.

Sincerely,
Doug Bushur
Sales Representative – Tot Mate & I.D. Systems
Stevens Industries, Inc.
704 West Main Street
Teutopolis, IL 62467
Ph: 217-857-7158
Email: dougb@stevensind.com



January 21, 2016

Authorized Dealer Certificate

This certificate verifies that School Outfitters is entitled to sell all matting and products manufactured or imported by our company.

The Andersen Company

Thanks so much
Landon

The Andersen Company
Cell: 706-260-5526
Office: 1-800-241-4696
lmcclure@andersenco.com
Catalog Sales Manager



United Visual Products, Inc.

540 West Oklahoma Ave.
Milwaukee, WI 53207

Phone: 1-800-444-0305
Fax: 1-866-263-2456
info@uvpinc.com

uvpinc.com
uvpdigitalsignage.com

January 22, 2016

United Visual Products, Inc.
Jon Ludwig
540 W. Oklahoma Ave.
Milwaukee, WI 53207

School Outfitters is an authorized dealer of our products who is in good standing with our company.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Ludwig', with a stylized flourish at the end.

Jon Ludwig, General Manager
United Visual Products, Inc.



2027 HARRERS WAY, TORRANCE, CA 90501
HIGHWAY 65, SOUTH, CONWAY, AR 72032

1/28/16

To whom it may concern,

This letter is in regards to the TIPS/TAPS purchasing cooperative RFP contract # 1032416, Bid title: Safety Equipment and Supplies. It is our purpose to inform you that School Outfitters is indeed a vendor of Virco MFG, Inc. classroom furniture.

Please let me know if I can further assist in their process.

Best,
Brent

A handwritten signature in black ink that reads 'Brent Smith'.

Brent Smith
Global Accounts Manager
VIRCO

CELL 614-352-5448 | FAX 886-706-9807
brentsmith@virco.com | www.virco.com