

# **TIPS VENDOR AGREEMENT**

**Between** Indiana Furniture Industries, Inc. **and**  
(Company Name)

## **THE INTERLOCAL PURCHASING SYSTEM (TIPS)**

**For**

**RFP 170302 Furniture, Furnishings and Services**

### **General Information**

The Vendor Agreement (“Agreement”) 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 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This Agreement 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.

The vendor Agreement shall include and incorporate by reference this Agreement, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation as posted, including any addenda and the awarded vendor’s proposal. Once signed, if an awarded vendor’s proposal varies or is unclear in any way from the TIPS Agreement, 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. If deviations are submitted to TISP by the proposing vendor as provided by and within the solicitation process, this Agreement may be amended to incorporate any agreed deviations.

The following pages will constitute the Agreement 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 Agreement.

### **Definitions**

**PURCHASE ORDER** is the TIPS member’s approval providing the authority to proceed with the negotiated delivery order under the Agreement. 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.

# Terms and Conditions

## Freight

All quotes to members shall provide a line item for cost for freight or shipping regardless if there is a charge or not. If no charge for freight or shipping, indicate by stating "No Charge" or "\$0" or other similar indication.

## 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.)

## Agreements

**All Agreements 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.

**Agreements 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 Agreements**

No assignment of Agreement 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 Agreement.
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 Agreement.

### **Renewal of Agreements**

The Agreement with TIPS is for one (1) year with an option for renewal for additional consecutive years as provided in the solicitation. Total term of Agreement can be up to the number of years provided in the solicitation, if sales are reported through the Agreement and both parties agree.

### **Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS Members Resulting from the Solicitation and with the Vendor Named in this Agreement.**

No Agreement for goods or services with a TIPS member by the awarded vendor named in this Agreement that results from the solicitation award named in this Agreement, may incorporate an automatic renewal clause with which the TIPS member must comply. All renewal terms incorporated in an Agreement by the vendor with the TIPS member shall only be valid and enforceable when the vendor receives written confirmation by purchase order or executed Agreement issued by the TIPS member for any renewal period. The purpose of this clause is to avoid a TIPS member inadvertently renewing an Agreement during a period in which the governing body of the TIPS member has not properly appropriated and budgeted the funds to satisfy the Agreement renewal. This term is not negotiable and any Agreement between a TIPS member and a TIPS awarded vendor with an automatic renewal clause that conflicts with these terms is rendered void and unenforceable.

### **Shipments**

The Vendor shall ship ordered products within a commercially reasonable time 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 agrees to provide pricing to TIPS and its participating governmental entities that is at least equal to the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the Agreement.

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 according to the terms of the solicitation. 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, as provided in the solicitation, to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. Failure to render the participation fee to TIPS shall constitute a breach of this agreement and shall be grounds for termination of this agreement and any other agreement held with TIPS.

### **Participation Fees**

Vendor or vendor assigned dealer Agreements to pay the participation fee for all Agreement 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 Agreement. Failure to pay the participation fee will result in termination of Agreement. 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 Agreements.** 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 Agreement, 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 Agreements.** 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 Agreement, 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, subcontractors, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this Agreement 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 Agreements for categories when deemed in the best interest of the TIPS membership. Bidders scoring the RFP's specified percentage 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 Agreement 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 Agreement 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 48 hours of receipt of order.

## **Termination for Convenience**

TIPS has the right to terminate the agreement for cause or no cause for convenience with a thirty-day written notice. Termination for convenience is required under 2 CFR part 200.

## **TIPS Member Purchasing Procedures**

Purchase orders or their equal are issued by participating TIPS member to the awarded vendor indicating on the PO "Agreement Number". 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 Agreement**

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. In response to submitted supplemental Vendor Agreement documents, TIPS will review proposed vendor Agreement documents. Vendor's Agreement document shall not become part of TIPS's Agreement 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 Agreement. TIPS reserves the right to stop work and/or cancel Agreement 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 Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the Agreement 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 Agreement 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 Agreement". 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 Agreement by awarded vendor must have prior approval from TIPS.

**Supplemental agreements**

The entity participating in the TIPS Agreement 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 Agreement i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this Agreement 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.

**Survival Clause**

All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Agreement shall survive the expiration or termination of the Agreement. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the 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 Agreement 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 Agreement. 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 and payment bonds will be required on construction or labor required jobs. 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 or Agreement.

### **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 and/or an Agreement 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 Agreements are required, they will be attached to the PO and shall take precedence over those in the base Agreement.

### **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 Agreement 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.

**Incorporation of Solicitation**

The TIPS Request for Proposals or the Request for Competitive Sealed Proposals solicitation and all associated documents and forms made part of the solicitation process, including any addenda, that resulted in the execution of this agreement are hereby incorporated by reference into this agreement as if copied verbatim.

## Special Terms and Conditions

It is the intent of TIPS to Agreement 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.

- **Agreements:** All vendor purchase orders and/or Agreements/agreements 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 Agreement:** 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 Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS Program.
  - **Daily Order Confirmation:** All Agreement 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 1<sup>st</sup> 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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Term of Agreement is one year with renewal options for up to two additional years as provided in the solicitation.

**Page 12 of 12 will be the TIPS Vendor Agreement Signature Page**

# TIPS Vendor Agreement Signature Form

RFP 170302 Furniture, Furnishings and Services

Company Name Indiana Furniture Industries, Inc.

Address 1224 Mill Street, PO Box 270

City Jasper State IN Zip 47547-0270

Phone 812-482-5727 Fax 812-482-9035

Email of Authorized Representative mike.blessinger@indianafurniture.com

Name of Authorized Representative Michael A. Blessinger

Title Vice President, Sales and Marketing

Signature of Authorized Representative 

Date 4-17-17

TIPS Authorized Representative Name Meredith Barton

Title Tips Vice President of Operations

TIPS Authorized Representative Signature 

Approved by ESC Region 8 

Date May 26, 2017



# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Rick Powell General Counsel/Procurement Compliance Officer	Address	Region 8 Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	rick.powell@tips-usa.com	Contact	Sarah Bond, Contracts Compliance Specialist	Contact
Phone	(903) 575-2689			Department
Fax				Building
Bid Number	170302 Addendum 1	Department		Floor/Room
Title	Furniture	Building		Telephone
Bid Type	RFP			Fax
Issue Date	3/2/2017 08:01 AM (CT)	Floor/Room		Email
Close Date	4/27/2017 03:00:00 PM (CT)	Telephone	+1 (866) 839-8477	
		Fax	+1 (866) 839-8472	
		Email	bids@tips-usa.com	

## Supplier Information

Company Indiana Furniture (Indiana Furniture Industries, Inc.)  
 Address 1224 Mill Street  
 PO Box 270  
 Jasper, IN 47547-0270  
 Contact  
 Department  
 Building  
 Floor/Room  
 Telephone (812) 482-5727  
 Fax (812) 482-9035  
 Email  
 Submitted 4/27/2017 12:24:32 PM (CT)  
 Total \$0.00

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

Signature Michael A. Blessinger

Email mike.blessinger@indianafurniture.com

## Supplier Notes

## Bid Notes

## Bid Activities

## Bid Messages

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**Bid Attributes**

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.)	Indiana Furniture, headquartered in Jasper, Indiana for over a century, is committed to providing our customers with office furnishings of the highest standards in quality and craftsmanship. Through advanced information systems and state-of-the-art technology, we design and engineer office furniture casegoods, conference tables, reception and seating. Our company delivers a wide range of environmentally conscious products, styles, and sizes at competitive prices while continually introducing new product lines of office and commercial furniture.
6	Primary Contact Name	Primary Contact Name	Angie Kleiser
7	Primary Contact Title	Primary Contact Title	Government Contracts
8	Primary Contact Email	Primary Contact Email	angie.kleiser@indianafurniture.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8124825727
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8124829035
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
12	Secondary Contact Name	Secondary Contact Name	Christine Brinkman
13	Secondary Contact Title	Secondary Contact Title	Customer Service Supervisor
14	Secondary Contact Email	Secondary Contact Email	christine.brinkman@indianafurniture.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8124825727

16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8124829035
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Angie Kleiser
19	Admin Fee Contact Email	Admin Fee Contact Email	Government Contracts
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8124825727
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Tammy Stubbs
22	Purchase Order Contact Email	Purchase Order Contact Email	neworders@indianafurniture.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8124825727
24	Company Website	Company Website (Format - www.company.com)	www.indianafurniture.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	35-0408870
26	Primary Address	Primary Address	1224 Mill Street, PO Box 270
27	Primary Address City	Primary Address City	Jasper
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	IN
29	Primary Address Zip	Primary Address Zip	475470270
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.)	Indiana, furniture, office, casegood, conference, reception, occasional, tables, accessories, seating, swivel, guest, lounge, contemporary, traditional, transitional, allegiance, canvas, elevate, encompass, gesso, madera, resilience, revolutions, arlington, jefferson, wilmington, phoenix, aura, cameo, etch, niche, one10, tri-one, amery, breman, clutch, joy, kennerly, larsen, marquee, oscar, reminisce, syntric, alita, bowtie, brea, britta, charm, cirka, delphi, elara, felix, gleem, halsted, inspiration, klarete, trift, vive, Benton, bliss, carreta, chat, cicero, isla, portia, triple play, jasper, wood, veneer, laminate, upholstery, leather, customer service, sit to stand, desk, single, double, return, bridge, credenza, lateral, file, hutch, bookcase, corner unit, storage, pedestal, tower, wardrobe, end table, magazine table, round table, drawer
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)	Yes

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?	Jasper
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Indiana
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?	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?	2
44	Years Experience	Company years experience in this category?	112
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.	Yes
46	Prices are guaranteed for?	(__ Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	6 months
47	Right of Refusal	Does the proposing vendor wish to reserve the right not to perform the awarded agreement with a TIPS member at your discretion?	No

48	NON-COLLUSIVE BIDDING CERTIFICATE	<p>By submission of this bid or proposal, the Bidder certifies that:</p> <ol style="list-style-type: none"> <li>1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;</li> <li>2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;</li> <li>3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;</li> <li>4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf. Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.</li> </ol>	(No Response Required)
49	CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ	<p>If you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS, Richard Powell, 4845 US Highway 271 North, Pittsburg, Texas 75686</p> <p>You may find the Blank CIQ form on our website at:</p> <p>Copy and Paste the following link into a new browser or tab:  <a href="https://www.tips-usa.com/assets/documents/docs/CIQ.pdf">https://www.tips-usa.com/assets/documents/docs/CIQ.pdf</a></p> <p>Do you have any conflicts under this statutory requirement?</p>	No
50	Filing of Form CIQ	<p>If yes (above), have you filed a form CIQ as directed here?</p>	
51	Regulatory Standing	<p>I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question.</p>	Yes
52	Regulatory Standing	<p>Regulatory Standing explanation of no answer.</p>	
53	Antitrust Certification Statements (Tex. Government Code § 2155.005)	<p>By submission of this bid or proposal, the Bidder certifies that:</p> <p>I affirm under penalty of perjury of the laws of the State of Texas that:</p> <ol style="list-style-type: none"> <li>(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;</li> <li>(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. &amp; Comm. Code Chapter 15;</li> <li>(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law;</li> <li>(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.</li> </ol>	(No Response Required)

## Instructions for Certification:

(No Response Required)

1. By agreeing to the form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participants," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies,

including suspension and / or debarment.

- 55 Suspension or Debarment Certification Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (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. Yes

By submitting this offer and certifying this section, this bidder:  
Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract as described above.

- 56 Non-Discrimination Statement and Certification In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Yes

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

(Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities) USDA is an equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. I

certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited law and regulations.

57 2 CFR PART 200 Contract Provisions Explanation

Required Federal contract provisions of Federal Regulations for Contracts for contracts with ESC Region 8 and TIPS Members:

(No Response Required)

The following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.

The ESC Region 8 and TIPS Members is the subgrantee or Subrecipient by definition. The federal Rule numbering or identification below is only for reference purpose on this form and does not identify an actual Federal designation or location of the rule. The Rules are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200.

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.

58 2 CFR PART 200 (A) Contracts

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 (A) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS 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

59 2 CFR PART 200 (B) Termination

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 (B) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS 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. ESC Region 8 and TIPS 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 ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.  
Does vendor agree?

Yes



60	2 CFR PART 200 (G) Clean Air Act	<p>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).</p> <p>Pursuant to Federal Rule (G) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to the terms listed and referenced therein.</p> <p>Does vendor agree?</p>	Yes
61	2 CFR PART 200 (H) Debarment and Suspension	<p>Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (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.</p> <p>Pursuant to Federal Rule (H) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term of an award by the ESC Region 8 and TIPS 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.</p> <p>Does vendor agree?</p>	Yes
62	2 CFR PART 200 (I) Byrd Anti-Lobbying Amendment	<p>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.</p> <p>Pursuant to Federal Rule (I) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and after the awarded term of an award by the ESC Region 8 and TIPS Members resulting for this procurement process the vendor certifies to the terms included or referenced therein.</p> <p>Does vendor agree?</p>	Yes

- |    |   |  |     |
|----|---|--|-----|
| 63 | 2 CFR PART 200 Federal Rule (12)                  | <p>Federal Rule (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)</p> <p>Pursuant to Federal Rule (12) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).</p> <p>Does vendor certify that it is in compliance with the Clean Air Act?</p> | Yes |
| 64 | 2 CFR PART 200 Procurement of Recovered Materials | <p>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</p> <p>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.</p> <p>Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?</p>           | Yes |

65 Indemnification

The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified with "to the extent permitted by the Constitution and laws of State of Texas." Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

Yes

66 Remedies

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder must be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas. Do you agree to these terms?

Yes, I Agree

67 Remedies Explanation of No Answer

68	Choice of Law	<p>This agreement and any addenda or other additions and all contracts or awards resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles.</p> <p>Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?</p>	Yes
69	Jurisdiction and Service of Process	<p>Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue clauses in contracts with TIPS members may be determined by the parties.</p> <p>Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?</p>	Yes
70	Alternative Dispute Resolution	<p>Prior to filing of litigation, the parties may select non-binding mediation as a method of conflict resolution for issues arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction. The parties agree that if nonbinding mediation is chosen as a resolution process, the parties must agree to the chosen mediator(s) and that all mediation venue shall be at a location in Camp or Titus, County, Texas agreed by the parties. The parties agree to share equally the cost of the mediation process and venue cost.</p> <p>Do you agree to these terms?</p>	Yes, I Agree
71	Alternative Dispute Resolution Explanation of No Answer		
72	Infringement(s)	<p>The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights in connection with the vendor's proposal or ultimate contracts awarded and approved.</p>	Yes, I Agree

Do you agree to these terms?

73 Infringement(s) Explanation of No Answer

74 Acts or Omissions

The successful vendor will be expected to indemnify and hold harmless the TIPS, its officers, employees, agents, representatives, contractors, assignees and designees from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of the vendor or its agents, employees, subcontractors, or suppliers in the execution or performance of any agreements ultimately made by TIPS and the vendor.  
Do you agree to these terms?

Yes, I Agree

75 Acts or Omissions Explanation of No Answer

76 Contract Governance

Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

Yes

77 Payment Terms and Funding Out Clause

Payment Terms:  
TIPS members pay net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251. See statute for specifics or consult your legal counsel. These are minimum terms required of the TIPS member in Texas by law and the parties may negotiate custom payment terms as desired provided they do not violate the statutory requirements. Statutory or binding regulations control TIPS members in this contract.  
Funding out Clause:  
Pursuant to Texas Local Government Code Sec. 271.903, any proposal offer accepted by TIPS and its members and all contracts to be approved are subject to the budgeting and appropriation of then currently available funds. See statute for specifics or consult your legal counsel.  
Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

Yes

78 Insurance and Fingerprint Requirements Information

Insurance

If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.

Fingerprint

It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

If the vendor has staff that meet both of these criterion:  
(1) will have continuing duties related to the contracted services; and

(2) has or will have direct contact with students

Then you have "covered" employees for purposes of completing the attached form.

TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at

NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474.

See form in the next attribute to complete entitled:

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

(No Response Required)

79 Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

I certify that:

NONE (Section A) of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

OR

SOME (Section B) or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Some

80 Solicitation Deviation/Compliance

Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation?

Yes

- |    |  |   |     |
|----|--|---|-----|
| 81 | Solicitation Exceptions/Deviations Explanation | <p>If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.</p> <p>TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.</p> <p>In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.</p> |     |
| 82 | Agreement Deviation/Compliance                 | Does the vendor agree with the language in the Vendor Agreement?  | Yes |
| 83 | Agreement Exceptions/Deviations Explanation    | <p>If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.</p>   |     |



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Line Items

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Response Total: \$0.00

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## TIPS – The Interlocal Purchasing System

Region 8 Education Service Center | 4845 US Hwy 271 North | Pittsburg, Texas 75686

Date: May 26, 2017

RE: 170302 – Furniture (Addendum 1)

Addendum 1 was issued 4/7/2017. This addendum added a separate upload section for the price lists required for this RFP. There were no other addendums issued for this RFP. This original bid closing date was extended from April 21, 2017 to April 27, 2017.

*Sarah Bond*

Sarah Bond  
Contracts Compliance Specialist

Screen shot from TIPS eBid System, showing the history of RFP 170302 – Furniture (Addendum 1)

Bid Audit History		
<a href="#">Return</a>		
Date	Line	Description
5/1/2017 09:07 AM (CT)	Header	Bid request unsealed by SBOND TIPS.
4/27/2017 03:00 PM (CT)	Header	Bid request closed by the system.
4/11/2017 01:10 PM (CT)	Header	Bid Close Date extended from 4/21/2017 03:00:00 PM (CT) to 4/27/2017 03:00:00 PM (CT). By RPOWELLTIPS. Reason: To provide more time for vendors to respond.
4/7/2017 11:50 AM (CT)	Header	Addendum issued by the system.
4/7/2017 11:50 AM (CT)	Header	Addendum published by RPOWELLTIPS. Reason: TIPS added an upload section for the Pricing Spreadsheet #2. Both pricing spreadsheets are required
4/7/2017 11:40 AM (CT)	Header	Bid Request Information Copied from Bid '170302' by RPOWELLTIPS.
3/2/2017 08:01 AM (CT)	Header	Bid request issued by the system.
2/28/2017 09:29 AM (CT)	Header	Bid request published by RPOWELLTIPS. - Issue time adjusted by the system to balance workload.
2/27/2017 10:06 AM (CT)	Header	Bid Request Information Copied from Bid '444444' by RPOWELLTIPS.
2/27/2017 10:06 AM (CT)	Header	Bid Request created by RPOWELLTIPS.
Items 1-10 shown of 10		
Addendum Audit History		
<a href="#">Return</a>		
Date	Line	Description
4/7/2017 11:40 AM (CT)	Header	Addendum 1 created for bid '170302' by RPOWELLTIPS.
Items 1-1 shown of 1		



Resellers - Dealers									
Reseller/Dealer Name	Address	City	State	Zip	Contact Name	Contact Email	Contact Phone	Contact Fax	Company Website
Office Environment Com	623 S. Americana Blvd	Boise	ID	83702	Jason Galloway	jgalloway@oecboise.com	208-385-0570	208-385-9392	www.oecworks.com
Henriksen Butler-Boise	401 West Idaho Street	Boise	ID	83702	Laura Maudlin	lmaudlin@henriksenbutl	208-343-5257	866-419-7919	www.henriksenbutler.com
Office Solutions & Service	1020 North Avenue West	Missoula	MT	59801	Jim Huguet	jim@os2inc.com	406-541-2020	406-541-2222	www.os2inc.com
KR Office Interiors	1710 N. Montana Ave	Helena	MT	59601	Jim Quinn	jimquinn@krofficeinterio	406-513-1004		www.krofficeinteriors.com
KR Office Interiors	119 North 7th Avenue	Bozeman	MT	59715	Megan Bittinger	megan@krofficeinteriors	406-490-8468		www.krofficeinteriors.com
Peterson Quality Office	502 north 32nd Street	Billings	MT	59101	Lynette Brandel	lynette@petersonquality	406-245-5151	406-245-7516	www.petersonqualityoffice.com
Beck TOI	5300 Eagle Rock Ave NE	Albuquerque	NM	87113	Greg King	Gking@BeckTOI.com	505-883-6471	505-883-3116	www.becktoi.com
Creative Interiors	1030 Aqua Fria Street	Santa Fe	NM	87501	Anna Lewis	anna@c-interiors.net	505-983-3384		www.creative-interiors.info
BPSI/Rio Grande	2261 Main Street	Las Cruces	NM	88005	David Horsley	dhorsley@riograndebpsi	575-524-4202	575-527-8680	www.riograndebpsi.com
Goodmans/NM	4960 Pan American Frwy	Albuquerque	NM	87109	Stuart Hamilton	shamilton@goodmans.in	505-999-5902	505-889-8698	www.goodmasns.info
OSI/IOS	2601 Karsten Ct, NE	Albuquerque	NM	87102	Nick Chavez	nick@iosnm.com	505-256-0986	505-268-1353	www.iosnm.com
Rock Mountain Office Sys	7814 Pan American Frwy	Albuquerque	NM	87109	Maria Megan	pinkie@rmos.com	505-237-2700		www.rmos.com
Workspace Dynamics	4711 Lomas Blvd, NE	Albuquerque	NM	87110	Mary Jury	mjury@wsdnm.com	505-254-2000	505-273-7777	www.wsdnm.com
Scott Rice	6900 N. Bryant Ave.	Oklahoma City	OK	73121	Sarah Clark	sarah.clark@scottriceok	405-848-2224		www.scottriceok.com
Furniture Marketing Gro	6100 West Plano Parkwa	Plano	TX	75093	Sean Corrington	seanc@fmgj.com	214-556-4700		www.fmgj.com
GL Seaman	4201 International Pkwy	Carrollton	TX	75007	Ashley Lowrance	alowrance@glsc.com	214-764-6400		www.glsc.com
Royer & Schutts	200 Bailey Ave., #220	Fort Worth	TX	76107	Kelley Royer	kelley@royer-furn.com	817-832-5424		www.royer-schutts.com
Wilson Office Interiors	1444 Oak Lawn Ave., #10	Dallas	TX	75207	John Young	jyoung@wilsonoi.com	972-488-4100		www.wilsonoi.com
Workplace Resource Gro	2639 E. Rosemeade	Carrollton	TX	75007	Lori Bauer	lbauer@wrgtexas.com	972-446-9100		www.wrgtexas.com
Indeco	805 E. 4th Ave.	Belton	TX	76513	Kevin Goldston	kevin.goldston@indecos	800-692-4256		www.indecosales.com
A. Bargas & Associates, L	10622 Gulfdale	San Antonio	TX	78216	Jay Wright	jwright@abargasco.com	210-344-2821		www.abargasco.com
Furniture Marketing Gro	3500 N. I-35, Ste. 145	Austin	TX	78705	Kate Bahner-Lynn	kateb@fmgj.com	512-908-4630		www.fmgj.com
Built for Dreams	3416 Joliet Ave.	Lubbock	TX	79413	Crystal LeDoux	crystal@builtfordreams.c	(806) 771-6806		www.builtfordreams.com
Ables-Land	428 S. Fannin	Tyler	TX	75702	Cody Ables	cody@ablesland.com	903-593-8407		www.ablesland.com
BPSI	1616 Bassett Ave	El Paso	TX	79901	Wayne Hilton	whilton@riograndebpsi	(915) 544-8710		www.riograndebpsi.com
Wittig's Office Interiors	2013 Broadway San Anto	San Antonio	TX	78215	Juan Mata	juan.mata@wittigs.com	210-270-0100		www.wittigs.com
Wittig's Office Interiors	401 William Street	Corpus Christi	TX	78401	Kevin Landrum	kevin.landrum@wittigs.c	(361) 882-3456		www.wittigs.com
Nelson Interiors	1914 Grandstand	San Antonio	TX	78238	Emily Howard	emily@nelsoninteriors.c	(210) 684-2624		www.nelsoninteriors.com
DC Interiors	6896A Alamo Downs Pkw	San Antonio	TX	78238	Jessica Cevallos	jessica@dcioffice.com	210-521-9900		www.dcioffice.com
Texas Wilson (Caprock)	6812 Fairgrounds Parkwa	San Antonio	TX	78238	Tammy Poe	tpoe@texaswilson.com	210-647-8800		www.texaswilson.com
Gateway	11889 Starcrest	San Antonio	TX	78247	Butch Shook	butch@gatewayp.com	(210) 650-3995		www.gatewayp.com
Gateway	4934 Greenwood Drive	Corpus Christi	TX	78416	John Okie	okie@gatewayp.com	(361) 225-0772		www.gatewayp.com
Great Spaces	5716 E. Sprague	Spokane Valley	WA	99212	Erika Carden	e.carden@greatspacesnw	509-747-2636	509-747-2655	www.greatspacesnw.com
Open Square	126 S. Sheridan	Spokane	WA	99202	Courtney Dohnal	cdohnal@open-sq.com	509-483-1000		www.open-sq.com
Total Office Concepts	531 S. Wenatchee	Wenatchee	WA	98807	Fred Bauer	fbauer@totalofficeconce	509-888-4862	509-888-0445	www.totalofficeconcepts.com
Total Office Concepts	401 S. Ninth Avenue	Walla Walla	WA	99362	Mark Carlile	mcarlile@totalofficecon	509-525-5600	509-529-0320	www.totalofficeconcepts.com
Brutzman's Office Solutio	2501 N. Columbia Blvd	Richland	WA	99352	Ken Brutzman	ken@brutzmans.com	509-735-0300	509-735-0330	www.brutzmans.com
Harris Office Interiors	605 N. 1st St.	Yakima	WA	98901	Angie St. Martin	angie@fivek.com	509-969-0473		www.harrisoffice.com

## Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Indiana Furniture Industries, Inc.

1224 Mill Street, PO Box 270, Jasper, IN 47547-0270

Name/Address of Organization

Michael A. Blessinger, Vice President, Sales and Marketing

Name/Title of Submitting Official

  
Signature

4/17/17

Date

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district or ESC 8/TIPS must give advance notice to the district or ESC 8/TIPS if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A or B or C.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Official: Michael A. Blessinger, Indiana Furniture Industries, Inc.  
Print Authorized Company Official's Name

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Authorized Company Official: \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Authorized Company Official: Michael A. Blessinger

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Company Official: \_\_\_\_\_

CERTIFICATION BY CORPORATE OFFERER

IF OFFERER IS A CORPORATION,  
THE FOLLOWING CERTIFICATE SHOULD BE EXECUTED AND INCLUDED AS PART OF  
PROPOSAL FORM/PROPOSAL FORM.

OFFERER: Indiana Furniture Industries, Inc.  
(Name of Corporation)

I, Bernard Kreilein certify that I am the Secretary of the Corporation  
(Name of Corporate Secretary)

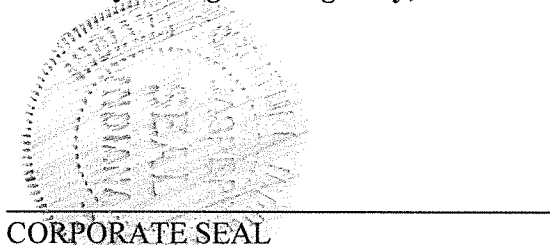
named as OFFERER herein above; that

Michael A. Blessinger  
(Name of person who completed proposal document)

who signed the foregoing proposal on behalf of the corporation offerer is the authorized person that is acting as

Vice President, Sales and Marketing  
(Title/Position of person signing proposal/offer document within the corporation)

of the said Corporation; that said proposal/offer was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.



Bernard Kreilein  
SIGNATURE

4/17/17  
DATE

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

The Education Service Center Region 8 and TIPS 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?** (Circle one)

YES or NO

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

YES or NO

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

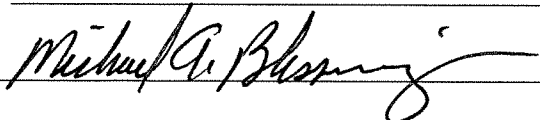
(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(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 Indiana Furniture Industries, Inc.

Print name of authorized representative Michael A. Blessinger, Vice President, Sales and Marketing

Signature of authorized representative 

Date 4-17-17



FAILURE TO PROPERLY COMPLETE THIS FORM AND SUBMIT WITH YOUR RESPONSE MAY RESULT IN A WAIVER OF YOUR RIGHTS UNDER THE LAW TO MAINTAIN CONFIDENTIALITY TREATMENT OF SUBMITTED MATERIALS.

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Tex Gov't Code or other law(s), you **must make a copy of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials then scan, name "CONFIDENTIAL" and upload with your proposal submission.** (You must include the confidential information in the submitted proposal as well, the copy uploaded is to indicate which material in your proposal, if any, you deem confidential in the event the District receives a Public Information Request.) Education Service Center Region 8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law. Pricing of solicited product or service may be deemed as public information under Chapter 552 Tex Gov't Code. The Office of Texas Attorney General shall make the final determination whether the information held by Education Service Center Region 8 and TIPS is confidential and exempt from public disclosure.

**I DO NOT desire to expressly waive** any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials:

\_\_\_\_\_  
Name of company claiming confidential status of material

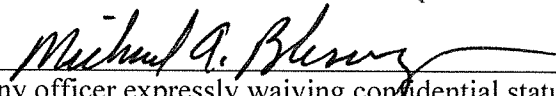
\_\_\_\_\_  
Printed Name, Title, and Signature of authorized company officer claiming confidential status of material

\_\_\_\_\_  
Address City State ZIP Phone

ATTACHED ARE COPIES OF \_\_\_\_\_ PAGES OF CONFIDENTIAL MATERIAL FROM OUR PROPOSAL

**Express Waiver: I desire to expressly waive** any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

Indiana Furniture Industries, Inc.  
\_\_\_\_\_  
Name of company expressly waiving confidential status of material

Michael A. Blessinger, Vice President, Sales and Marketing   
\_\_\_\_\_  
Printed Name, Title, and Signature of authorized company officer expressly waiving confidential status of material

1224 Mill Street, PO Box 270 Jasper IN 47547-0270 812-482-5727  
\_\_\_\_\_  
Address City State ZIP Phone



# HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).**

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

**-- Agency Special Instructions/Additional Requirements --**

In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

[Empty box for Agency Special Instructions/Additional Requirements]

**SECTION-1: RESPONDENT AND REQUISITION INFORM**

a. Respondent (Company) Name: Indiana Furniture Industries, Inc. State of Texas VID #: \_\_\_\_\_  
 Point of Contact: Michael A. Blessinger, Vice President, Sales and Marketing Phone #: 812-482-5727  
 E-mail Address: mike.blessinger@indianafurniture.com Fax #: 812-482-9035

b. Is your company a State of Texas certified HUB?  - Yes  - No

c. Requisition #: 170302 Bid Open Date: 4/27/17

(mm/dd/yyyy)

Enter your company's name here: Indiana Furniture Industries, Inc.

Requisition #: 170302

**SECTION 2: SUBCONTRACTING INTENTIONS RESPONDENT**

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete Item b, of this SECTION and continue to Item c of this SECTION.)
- **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>five (5) years or less.</b>	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years.</b>	Percentage of the contract expected to be subcontracted to non-HUBs.
1	Space Planning/ Design, Project Management	47 %	%	53 %
2	Delivery and Installation	47 %	%	53 %
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
<b>Aggregate percentages of the contract expected to be subcontracted:</b>		<b>47 %</b>	<b>%</b>	<b>53 %</b>

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)
- **No** (If **No**, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified** HUBs with which you have a **continuous contract\*** in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "**Agency Special Instructions/Additional Requirements**".

- **Yes** (If **Yes**, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- **No** (If **No**, continue to SECTION 4 **and** complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: Indiana Furniture Industries, Inc.

Requisition #: 170302

**SECTION 2: SUBCONTRACTING INTENTIONS RESPONDENT (CONTINUATION SHEET)**

a. This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

*\*Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.*

Enter your company's name here: Indiana Furniture Industries, Inc. Requisition #: 170302

**SECTION-3: SELF PERFORMING JUSTIFICATION** (If you responded 'No' to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4)


Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

- **Yes** (If **Yes**, in the space provided below list the specific page(s)/section(s) of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)
- **No** (If **No**, in the space provided below explain how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

**SECTION-4: AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

	<u>Michael A. Blessinger</u>	<u>VP, Sales &amp; Marketing</u>	<u>4-17-17</u>
Signature	Printed Name	Title	Date (mm/dd/yyyy)

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

# HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: <u>Indiana Furniture Industries, Inc.</u>	Requisition #: <u>170302</u>
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**IMPORTANT:** If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>.

## SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: 1 Description: Space Planning/ Design, Project Management

## SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
Furniture Marketing Group	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
G.L. Seaman & Company	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1263880125300	\$	6.7 %
Royer & Schutts, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1751748858500	\$	6.7 %
Wilson Office Interiors	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Workplace Resource Group	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Indeco	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
A. Bargas & Associates, LLC	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1260306554600	\$	6.7 %
Built for Dreams, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1264390936400	\$	6.7 %
Ables-Land, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1751329452400	\$	6.7 %
BPSI	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Wittig's Office Interiors	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Nelson Interiors, LLC	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1721577305600	\$	6.7 %
DC Interiors	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
The Caprock Group, LLC	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1043755110300	\$	6.7 %
Gateway	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

# HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: Indiana Furniture Industries, Inc. Requisition #: 170302

**IMPORTANT:** If you responded "Yes" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>.

## SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: 2 Description: Delivery and Installation

## SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB

Company Name	Texas certified HUB	VID Number (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
Furniture Marketing Group	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
G.L. Seaman & Company	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1263880125300	\$	6.7 %
Royer & Schutts, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1751748858500	\$	6.7 %
Wilson Office Interiors	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Workplace Resource Group	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Indeco	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
A. Bargas & Associates, LLC	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1260306554600	\$	6.7 %
Built for Dreams, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1264390936400	\$	6.7 %
Ables-Land, Inc.	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1751329452400	\$	6.7 %
BPSI	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Wittig's Office Interiors	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
Nelson Interiors, LLC	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1721577305600	\$	6.7 %
DC Interiors	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	6.7 %
The Caprock Group, LLC	<input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No	1043755110300	\$	6.7 %
Gateway	<input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



# HUB Subcontracting Plan (HSP)

## QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors
  - Section 2 c. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract in place for five (5) years or less meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract
  - Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
  - Section 2 c. - No
  - Section 2 d. - Yes
  - Section 4 - Affirmation
  - GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract in place for five (5) years or less does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - Yes, I will be subcontracting portions of the contract
  - Section 2 b. - List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
  - Section 2 c. - No
  - Section 2 d. - No
  - Section 4 - Affirmation
  - GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete:
  - Section 1 - Respondent and Requisition Information
  - Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources
  - Section 3 - Self Performing Justification
  - Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



*Intertek does hereby certify that an independent assessment has been conducted on behalf of:*

## Indiana Furniture

1224 Mill St., PO Box 270  
Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Aura Reception, Cameo Reception, Elevate, Gesso, Madera, and Revolutions; Resilience (non-wood)  
Product Category: Casegoods: Desk (wood and non-wood), Files, and Storage (wood and non-wood)  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000334R2

Report Number: G102719709GRR-001A1

Certificate Dates: December 10, 2016 thru December 10, 2019



**Valued Quality. Delivered.**

*Maura Hutton*

Lead Auditor

*Bryan Stratton*

Certification Manager

Intertek Testing Services NA, Inc.  
4700 Broadmoor SE, Suite 200  
Kentwood, MI 49512



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SFT-BIFMA-OP-19k (6/22/2015)

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Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Wood: Aura, Cameo, Etch, One10, and Tri-One; Non-wood: Niche and Tri-One  
Product Category: Conference Tables (wood and non-wood)  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000337R2  
Report Number: G102719709GRR-001A1  
Certificate Dates: December 10, 2016 thru December 10, 2019



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*Maura H. Huxford*

Lead Auditor

*Bryan Shuster*

Certification Manager

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SFT-BIFMA-OP-19k (6/2/2015)



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Jasper, Indiana 47547

**ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification  
For Commercial Furniture**

level® 2 Certified  
ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Britta, Inspiration, Marquee, and Vive  
Product Category: Seating: Guest/Side and Lounge  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000327R2  
Report Number: G102719709GRR-001C1  
Certificate Dates: December 10, 2016 thru December 10, 2019



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*Maura Harrison*

Lead Auditor

*Bryan Shuster*

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Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard



Product Description: Avia, Joy and Syntic  
Product Category: Seating: Task  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000330R2  
Report Number: G102719709GRR-001C1  
Certificate Dates: December 10, 2016 thru December 10, 2019



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*Maura Hutton*  
Lead Auditor

*Bryan Shuster*  
Certification Manager  
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SFT-BIFMA-OP-19k (6/2/2015)



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Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Carreta, Inspiration, Jot, Marquee, Resilience, and Topsy Turvy

Product Category: Tables: Occasional

Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000339R2

Report Number: G102719709GRR-001A1

Certificate Dates: December 10, 2016 thru December 10, 2019



**Valued Quality. Delivered.**

*Maura Hutton*

Lead Auditor

*Bryan Stratton*

Certification Manager

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Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Bailey, Benton, Bliss, Carreta, Chat, Cicero, Isla, Portia, and Zen  
Product Category: Seating: Lounge  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000525R2  
Report Number: G102719709GRR-001C1  
Certificate Dates: December 10, 2016 thru December 10, 2019



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*Maura Hulse*  
Lead Auditor

*Bryan Shuster*

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SFT-BIFMA-OP-19k (6/2/2015)



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Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Amery, Brea, Breman, Kennerly, Larson, and Reminisc  
Product Category: Seating: Executive and Guest/ Side  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000333R2  
Report Number: G102719709GRR-001C1  
Certificate Dates: December 10, 2016 thru December 10, 2019



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*Maura H. Wilson*

Lead Auditor

*Bryan Stratton*

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SFT-BIFMA-OP-19k (6/2/2015)

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## Indiana Furniture

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Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Allegiance, Arlington, Encompass, Jefferson, Phoenix, and Wilmington; Canvas non-wood Desk  
Product Category: Casegoods: Desk (wood and non-wood), Files, and Storage (wood and non-wood)  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000340R2  
Report Number: G102719709GRR-001B1  
Certificate Dates: December 10, 2016 thru December 10, 2019



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*Maura Halverson*

Lead Auditor

*Bryan Stauffer*

Certification Manager

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SFT-BIFMA-OP-19K (6/2/2015)



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## Indiana Furniture

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Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard



Product Description: Clutch, Eden Conference and Oscar  
Product Category: Seating: Executive  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000557R1  
Report Number: G102719709GRR-001C1  
Certificate Dates: December 10, 2016 thru December 10, 2019



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*Maura H. Wilson*

Lead Auditor

*Bryan Stratton*

Certification Manager

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SFT-BIFMA-OP-19k (6/2/2015)

*Intertek does hereby certify that an independent assessment has been conducted on behalf of:*

## Indiana Furniture

1224 Mill St., PO Box 270  
Jasper, Indiana 47547

### ANSI/BIFMA e3 level® Furniture Sustainability Standard Certification For Commercial Furniture

level® 2 Certified

ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Product Description: Alita, Bow Tie, Charm, Cirka, Delphi, Elara, Felix, Gleem, Halsted, Klarate, Striations, Toby, Trift, and Triple Play  
Product Category: Seating: Guest/Side  
Product Line Restrictions: None

Certificate Number: US1-BIFMAe3level-0000325R2

Report Number: G102719709GRR-001C1

Certificate Dates: December 10, 2016 thru December 10, 2019



**Valued Quality. Delivered.**

*Maura Halston*

Lead Auditor

*Bryson Stratton*

Certification Manager

Intertek Testing Services NA, Inc.  
4700 Broadmoor SE, Suite 200  
Kentwood, MI 49512



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SFT-BIFMA-OP-19k (6/2/2015)



*Intertek does hereby certify that an independent assessment has been conducted on behalf of:*

## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Reception Casegoods

Product Description: Aura and Cameo

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000034R0

Report Number: G101653118GRR-001A1

Valid From: August 4, 2014 to August 4, 2017



*Maura Halverson*

Lead Auditor

*Benjamin Stettin*

Certification Manager

Intertek  
4700 Broadmoor, Suite 200  
Kentwood, MI 49512 USA

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## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Casegoods

Product Description: Canvas, Centennial, Derive, Elevate, Gesso, Madera, Promise, Resilience, and Revolutions

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000033R0

Report Number: G101653118GRR-001A1

Valid From: August 4, 2014 to August 4, 2017



*Maura Halverson*

Lead Auditor

*Bryson Heath*

Certification Manager

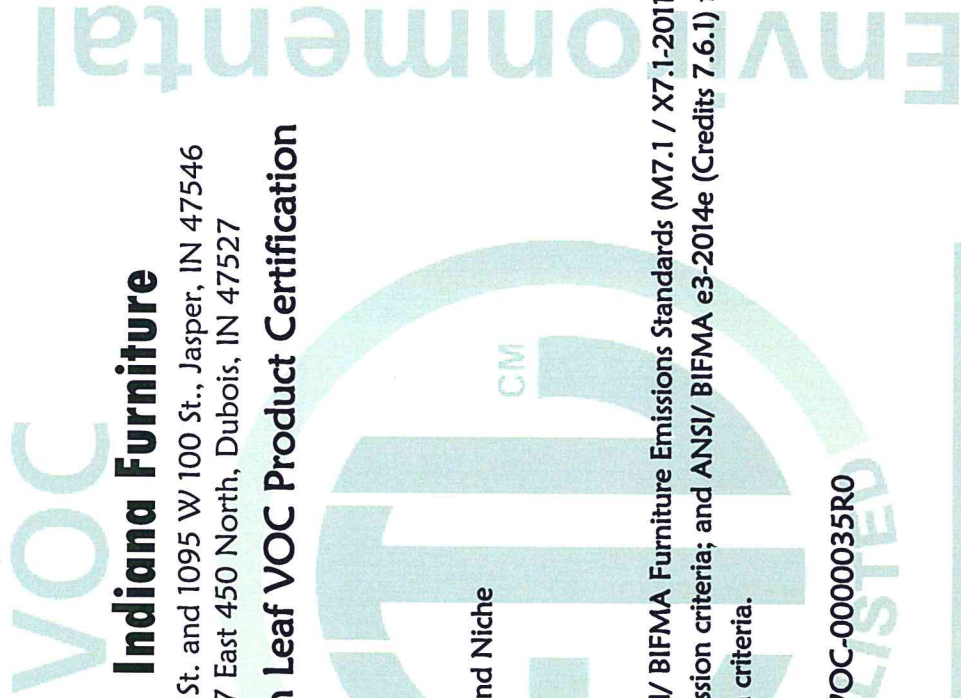
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Kentwood, MI 49512 USA

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## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Conference Tables

Product Description: Aura, Cameo, Luxe, and Niche

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000035R0

Report Number: G101653118GRR-001A1

Valid From: August 4, 2014 to August 4, 2017



*Maura Talbot*

Lead Auditor

*Bryan Steffen*

Certification Manager

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4700 Broadmoor, Suite 200  
Kentwood, MI 49512 USA

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*Intertek does hereby certify that an independent assessment has been conducted on behalf of:*

## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### ETL Environmental VOC+ Product Certification

Product Category: Wood/Veneer Conference Tables

Product Description: One 10 and Topsy Turvy

Product Line Restrictions: Credit 7.6.2 for private offices

Type Designation: Conforms to the ANSI/ BIFMA Determining Emissions for Office Furniture Systems, Components and Seating Standards (M7.1 / X7.1-2011); and ANSI/ BIFMA e3-2014e Furniture Sustainability Standard (Credits 7.6.1 and 7.6.2) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETLVOC-0000058R0

Report Number: 10165318GRR-003A1

Valid From: December 17, 2015 to August 4, 2017



**Valued Quality. Delivered.**

*Maureen Halverson*

Lead Auditor

*Byron Strathairn*

Certification Manager

Intertek Testing Services NA, Inc.  
4700 Broadmoor, Suite 200  
Kentwood, MI 49512 USA

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SFT-BIFMA-OP-190 (2-June-2015)



*Intertek does hereby certify that an independent assessment has been conducted on behalf of:*

## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Occasional Tables

Product Description: Carreta, Inspiration, Jot, Marquee and Topsy Turvy

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000036R0

Report Number: G101653118GRR-001A1 and -001A2

Valid From: August 4, 2014 to August 4, 2017



*Maura Halverson*

Lead Auditor

*Bryson Shuster*

Certification Manager

Intertek  
4700 Broadmoor, Suite 200  
Kentwood, MI 49512 USA

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## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Guest/ Side Seating

Product Description: Alita, Charm, Cirka, Delphi, Elara, Felix, Halsted, Klarete, Striations, Gleem, and Trift

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000040R0

Report Number: G101653118GRR-001A2

Valid From: August 4, 2014 to August 4, 2017



*Maura Stewart*  
Lead Auditor

*Bryson Heath*  
Certification Manager  
Intertek  
4700 Broadmoor, Suite 200  
Kentwood, MI 49512 USA

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## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

**Product Category:** Executive/ Guest/ Side Seating

**Product Description:** Amery, Brea, Breman, Karlin, Kennedy, Larson, Montera, and Reminisc

**Product Line Restrictions:** None

**Type Designation:** Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

**Certification Number:** US1-ETL Environmental VOC-0000039R0  
**Report Number:** G101653118GRR-001A2  
**Valid From:** August 4, 2014 to August 4, 2017



*Maura Stewart*

Lead Auditor

*Bryson Stecker*

Certification Manager  
Intertek  
4700 Broadmoor, Suite 200  
Kentwood, MI 49512 USA



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*Intertek does hereby certify that an independent assessment has been conducted on behalf of:*

## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### ETL Environmental VOC+ Product Certification

Product Category: Stacking/Guest/Side and Lounge Seating

Product Description: Bow Tie (Stacking, Guest/Side), Isla Lounge, and Triple Play Guest/Side

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Determining Emissions for Office Furniture Systems, Components and Seating Standards (M7.1 / X7.1-2011); and ANSI/ BIFMA e3-2014e Furniture Sustainability Standard (Credits 7.6.1, 7.6.2, and 7.6.3) for Office Furniture Systems and Components emission criteria; and credit 7.6.3 California Department of Public Health (CDPH) Standard Method v1.1 01350 (2010) Section 8.

Certification Number: US1-ETLVOC-0000060R0

Report Number: 10165318GRR-003A2

Valid From: September 17, 2015 to August 4, 2017



**Valued Quality. Delivered.**

*Maura Halverson*

Lead Auditor

*Bryan Strathairn*

Certification Manager

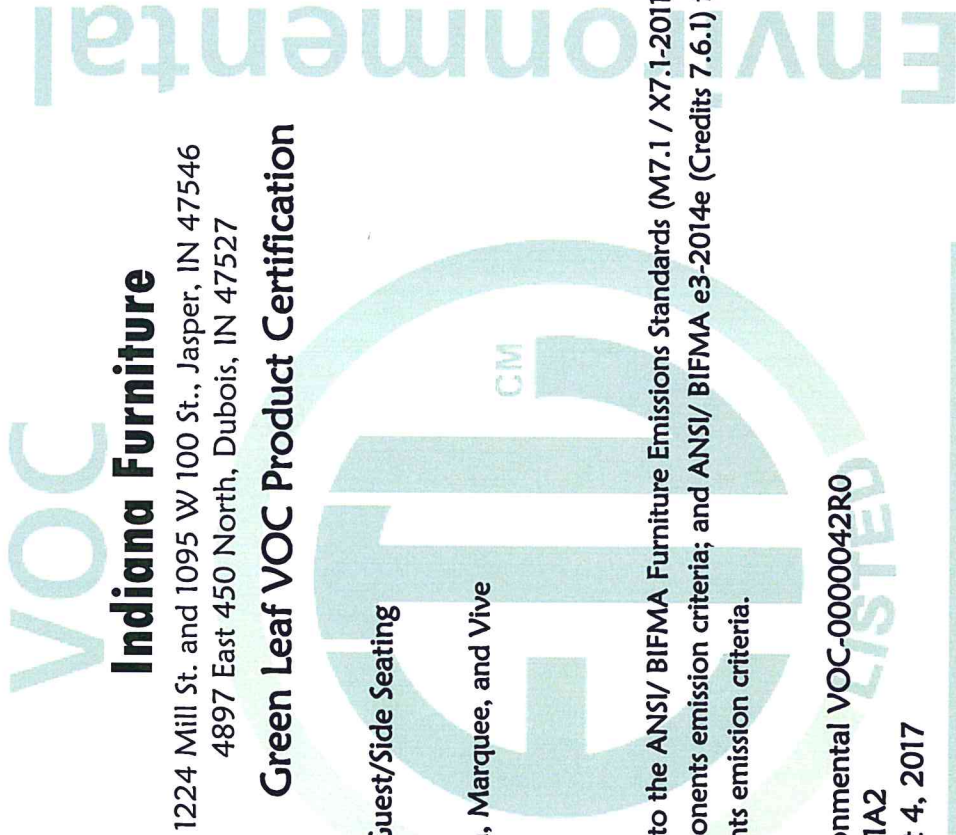
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Kentwood, MI 49512 USA

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SFT-BIFMA-OP-19o (2-June-2015)



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## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

**Product Category:** Lounge /Guest/Side Seating

**Product Description:** Inspiration, Marquee, and Vive

**Product Line Restrictions:** None

**Type Designation:** Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

**Certification Number:** US1-ETL Environmental VOC-0000042R0  
**Report Number:** G101653118GRR-001A2  
**Valid From:** August 4, 2014 to August 4, 2017



*Maura Halverson*

Lead Auditor

*Rayan Stecher*

Certification Manager  
Intertek  
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## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Executive Seating

Product Description: Clutch, Elation, Energi and Oscar

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000038R0

Report Number: G101653118GRR-001A2

Valid From: August 4, 2014 to August 4, 2017



*Maura Hawsant*

Lead Auditor

*Bryson Heath*

Certification Manager

Intertek  
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## Indiana Furniture

1224 Mill St. and 1095 W 100 St., Jasper, IN 47546  
4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Task Seating

Product Description: Avia, Pavia and Syntric

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000037R0

Report Number: G10165318GRR-001A2

Valid From: August 4, 2014 to August 4, 2017



*Maura Halverson* — Lead Auditor

*Byron Strathairn* — Certification manager  
Intertek  
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Kentwood, MI 49512 USA

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## Indiana Furniture

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4897 East 450 North, Dubois, IN 47527

### Green Leaf VOC Product Certification

Product Category: Lounge Seating

Product Description: Benton, Bliss, Carreta, Chat, Cicero, and Portia<sup>CM</sup>

Product Line Restrictions: None

Type Designation: Conforms to the ANSI/ BIFMA Furniture Emissions Standards (M7.1 / X7.1-2011) for Office Furniture Systems and Components emission criteria; and ANSI/ BIFMA e3-2014e (Credits 7.6.1) for Office Furniture Systems and Components emission criteria.

Certification Number: US1-ETL Environmental VOC-0000041R0

Report Number: G101653118GRR-001A2

Valid From: August 4, 2014 to August 4, 2017



*Maura Stewart*  
Lead Auditor

*Bryana Heath*  
Certification Manager  
Intertek  
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Kentwood, MI 49512 USA

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Search:  all the words

### Contractor Information

(Vendors) How to change your company information

**Contract #:** GS-29F-0012J  
**Contractor:** INDIANA FURNITURE INDUSTRIES, INC.  
**Address:** 1224 MILL ST  
 JASPER, IN 47546-2852  
**Phone:** 800-422-5727  
**E-Mail:** Angie.Kleiser@indianafurniture.com  
**Web Address:** http://www.indianafurniture.com  
**DUNS:** 006366108  
**NAICS:** 337214

#### Socio-Economic :

**EPLS :** Small business  
 Contractor not found on the  
 Excluded Parties List System

**Govt. Point of Contact:**  
 Bridgette S. Brown  
**Phone:** 703-605-9181  
**E-Mail:** bridgette.brown@gsa.gov

#### Contract Clauses/Exceptions:

View the specifics for this contract

<b>Source</b>	<b>Title</b>	<b>Contract Number</b>	<b>Contractor T&amp;Cs /Pricelist</b>
71	FURNITURE	GS-29F-0012J	

Contract End Date	Category	View Catalog
Mar 22, 2019	711 11	<a href="#">GSA Advantage!</a>
	711 16	<a href="#">GSA Advantage!</a>
	711 18	<a href="#">GSA Advantage!</a>
	711 19	<a href="#">GSA Advantage!</a>
	711 2	<a href="#">GSA Advantage!</a>
	711 8	<a href="#">GSA Advantage!</a>
	711 9	<a href="#">GSA Advantage!</a>
	711 95	<a href="#">GSA Advantage!</a>

Subject to the limitations set forth in this warranty, Indiana Furniture Industries, Inc. (“**Indiana Furniture**”) warrants to the original purchaser all product in this price list (“**Product**”) to be free from defects in material and workmanship given normal use for a twelve year period from the date of manufacture. During the applicable warranty period, Indiana Furniture, as its sole obligation, will repair or replace (in Indiana Furniture’s sole discretion) any Product, part, or component covered by this warranty and sold after March 1, 2016, which fails under normal use as a result of a defect in material or workmanship. Normal use is defined as the equivalent of a single shift, 40-hour work week. Indiana Furniture will repair or replace the defective Product, part, or component with a comparable Product, part or component.

**Warranty periods are limited** for certain Products and parts as follows:

**12-year Warranty** (from the date of manufacture)

- Seating Mechanisms
- Veneers
- Laminates
- Casters and Glides

**5-year Warranty** (from the date of manufacture)

- Triple Play Series
- Electrical Components
- Pneumatic Cylinders
- Textiles, Foam, and Decorative Trim
- Swivel Arm Pads
- Keyboard kits
- Lighting

**2-year Warranty** (from the date of manufacture)

- All Sit-To-Stand Mechanisms

**THIS WARRANTY DOES NOT COVER:**

- Damage caused by a carrier or third party
- Normal or routine wear and tear
- Appearance, durability, quality, behavior, colorfastness or any other attribute of customer’s own materials or any non-standard Indiana Furniture material (including Maharam, Momentum, Mayer, UltraFabrics) specified by the customer and applied to a Product
- Color, grain or texture of wood, laminate and other covering materials
- Changes in wood or fabric color due to aging or exposure to light

As the manufacturer of the Product, Indiana Furniture stands behind its craftsmanship and pledges to do everything it can to reasonably resolve, as quickly as possible, any problems you may have with the Product within the terms and conditions of this warranty.

If you encounter a defect covered by the foregoing warranty, you should contact the dealer from whom you purchased the Product. If the dealer is unable to resolve your warranty issues, you should contact Indiana Furniture. Please ensure that you have all of the pertinent facts when contacting the dealer or Indiana Furniture, including the model number and factory order number from the inspection label attached to the Product.

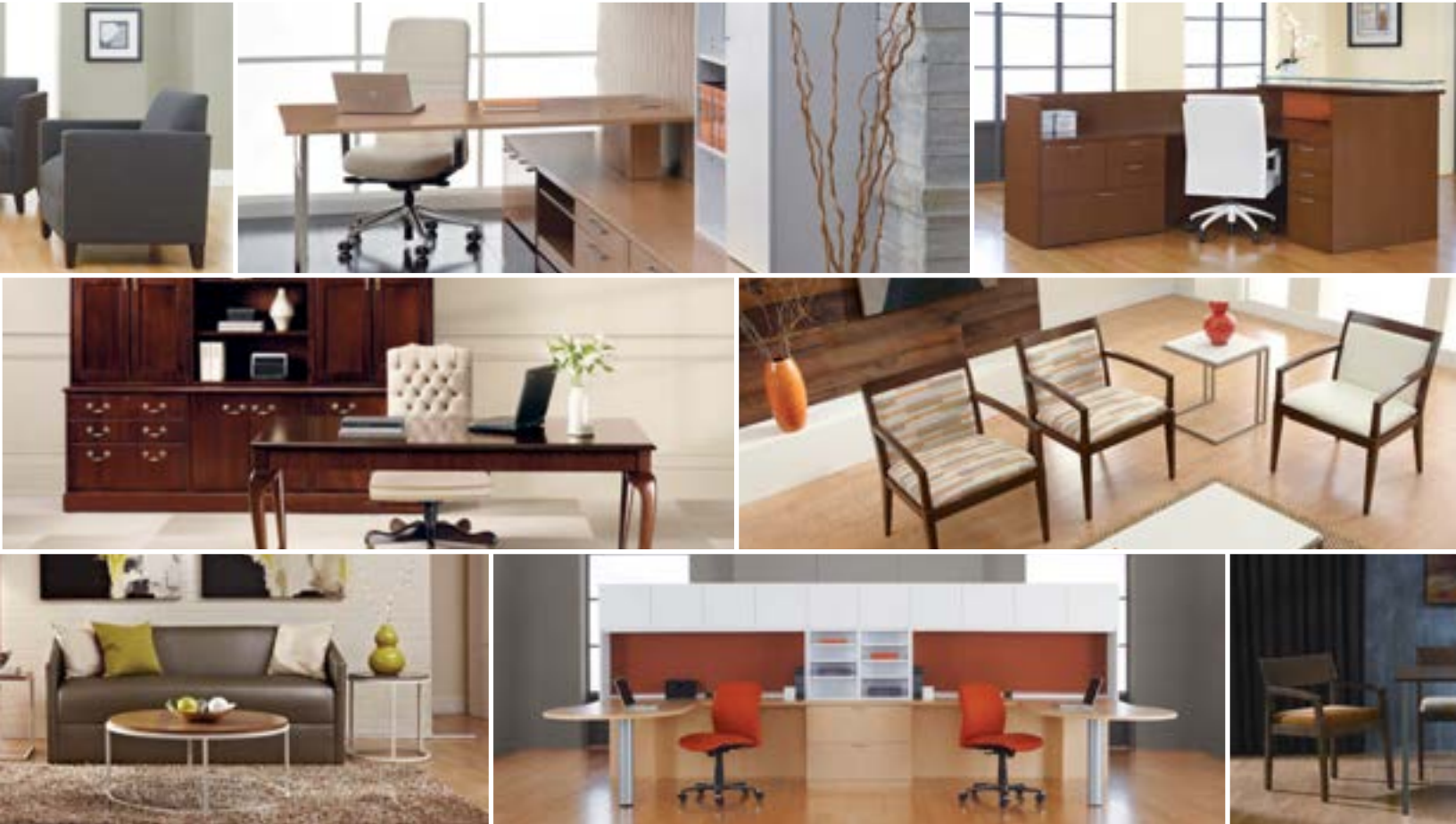
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Indiana Furniture Industries, Inc.  
Attn: Customer Service  
1224 Mill Street, P.O. Box 270  
Jasper, Indiana 47547-0270  
800.422.5727  
Fax 812.482.9035  
custserv@indianafurniture.com



# Welcome to *Our* Work

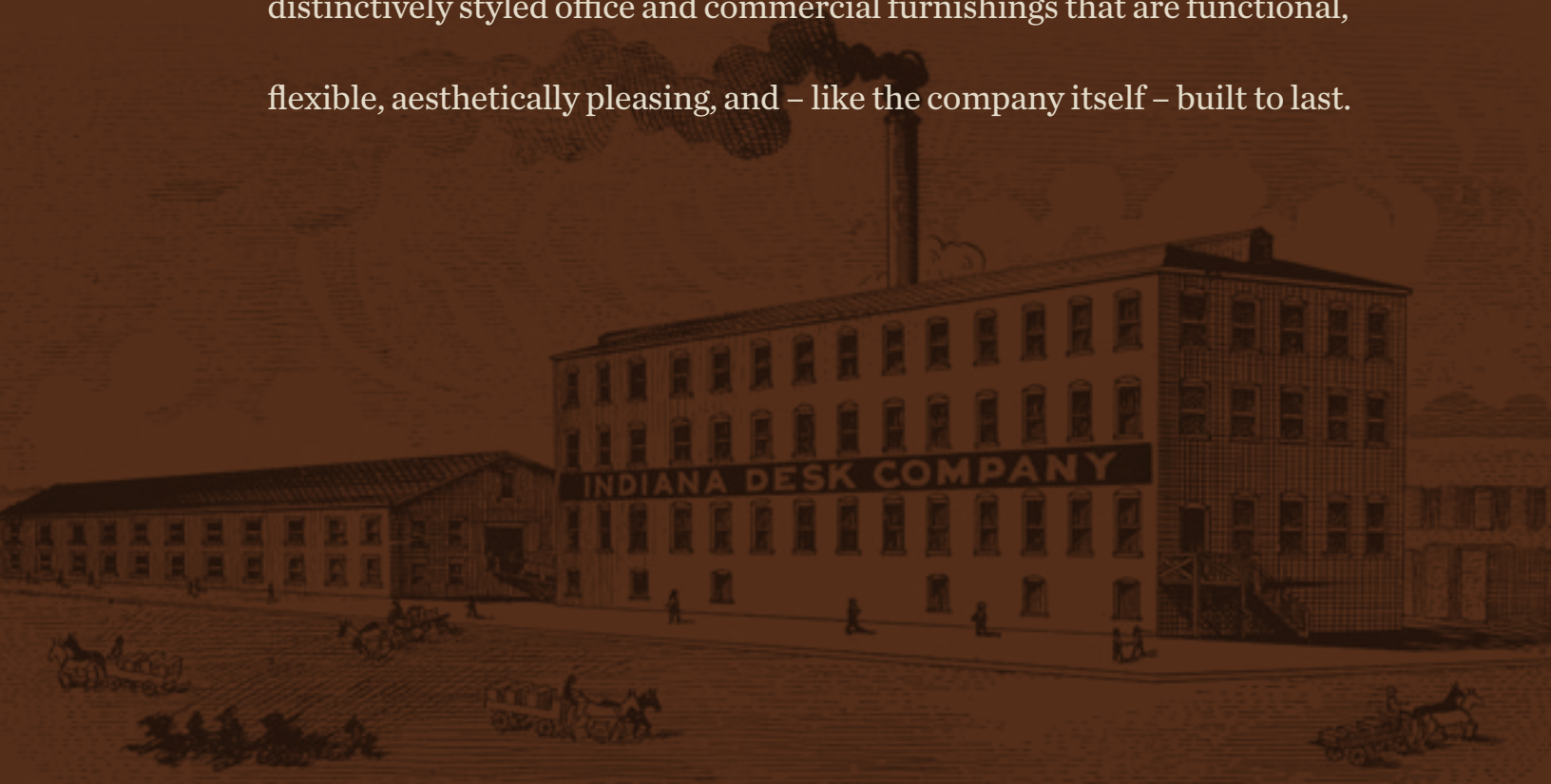
A COMPANY OVERVIEW





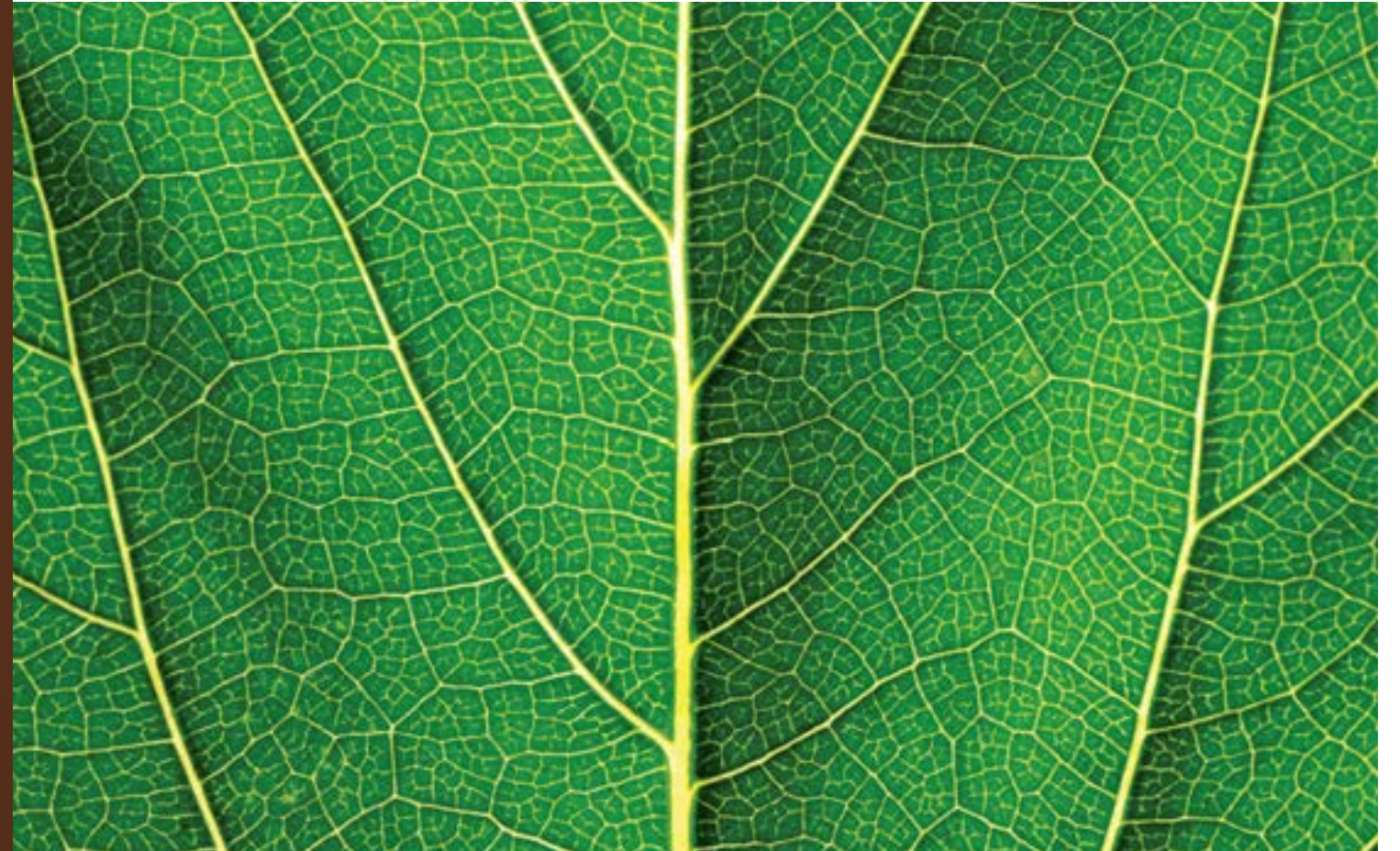
# Welcome to Indiana Furniture.

Our product lines have more than a history. They have a heritage. Indiana Furniture has operated continuously for more than a century, bringing innovation and integrity to the marketplace since its earliest days as a maker of wood desks. Quality craftsmanship, attention to detail, competitive pricing, reliability and personal service are our hallmarks. We apply these values to distinctively styled office and commercial furnishings that are functional, flexible, aesthetically pleasing, and – like the company itself – built to last.



Environmental stewardship at Indiana Furniture is integrated throughout our business. There's sustainability at work in every facet of our operations – from the responsible sourcing of materials to design, production, and shipping technologies to the processes that minimize waste, chemical toxicity, and energy consumption.

Our products are recognized industry-wide for their contribution to indoor air quality and low emissions: They're GREENGUARD Certified by UL Environment, meet BIFMA level™ Sustainability Standards, and even satisfy LEED criteria. Along with being FSC® CoC certified, we also participate in resourceful thinking as a member of the U.S. Green Building Council.



## Green *to the core.*



# Canvas

Lightly scaled and contemporary, Canvas adapts effortlessly to any environment. Create inspired, user-friendly configurations from modular components with dynamic color, pull and profile options.



# Gesso

Diverse and surprisingly affordable, Gesso incorporates veneer with acrylic and metallic elements, while modular and reconfigurable components at multiple heights create customized spaces. The durable UV Advantage finish provides long lasting value.



WE SOURCE OUR MATERIALS LOCALLY, MANUFACTURE EXPEDITIOUSLY, AND SHIP PRODUCTS WITH EFFICIENCY.



# Revolutions

Revolutions changes with the workplace. Finely crafted, modular components and state of the art fasteners make it easy to reconfigure or expand. Further customize it from a range of edges and pulls.



OUR UV ADVANTAGE FINISH MAGNIFIES THE BEAUTY OF OUR WOOD FINISHES - REDUCING THE DARKENING, AGING AND YELLOWING PROCESS THAT OCCURS NATURALLY OVER TIME.

# Resilience

Progressive, highly functional and flexible, Resilience enlivens high traffic workspaces affordably. Go classic with durable laminate in a rich woodgrain finish or utilize the broad palette and contrasting tops.





# Elevate

Surfaces that float on decorative sub-tops give Elevate a sense of upward mobility. It brings a sophisticated dimension and highly customizable, modular design to a variety of applications.



# Encompass

Encompass offers modern style with flush-fit wall applications. Its many tailoring possibilities include 10 finishes from select grade sliced American maple, cherry and walnut hardwood veneers.



THE HARDNESS OF OUR UV ADVANTAGE FINISH REDUCES THE POTENTIAL FOR DAMAGE FROM ABRASIONS, SCRATCHES, WATER, ALCOHOL, STAINS, AND COMMON CHEMICALS.



# Madera

An ultraviolet topcoat on exposed surfaces adds extreme durability to Madera's transformative power. Make it transitional or contemporary via the large selection of finishes, edges, pulls and hutch doors.



# Promise

Curvilinear workspaces combine with dynamic material interplay and flexible storage heights to make Promise exceptionally adaptable to a range of functions and aesthetics, also solving space challenges.



CURED BY UV LIGHTING, OUR UV ADVANTAGE FINISH DOES NOT EMIT IRRITABLE TOXINS, FORMALDEHYDE, OR SOLVENTS INTO THE AIR.





# Phoenix

Crafted in select solids and American veneers, Phoenix offers transitional styling solutions that are sophisticated, uncomplicated and at ease in both contemporary and traditional settings.



level  
2

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# Allegiance

A signature arc modesty panel and refined edge and pull options give Allegiance its curve appeal. Finely crafted in select American hardwood veneers, it blends smart looks and affordability.



INFUSED INTO FINISH TOPCOATS, ANTIMICROBIAL PROTECTION TECHNOLOGY INHIBITS THE GROWTH OF MOLD, MILDEW, FUNGUS AND BACTERIA ON WOOD SURFACES, AS WELL AS ODORS CAUSED BY BACTERIAL GROWTH.



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# Jefferson

Jefferson provides the traditional workplace with a timeless foundation. Finely tailored in select solids with walnut veneers, its components reflect expert craftsmanship and attention to detail.



# Arlington

Arlington's handsomely embellished traditional styling reflects expert craftsmanship and value. The collection is finely crafted in select solids with walnut veneers and high pressure laminate worksurfaces.



OUR CASEGOODS AND SEATING ARE ALL BIFMA LEVEL™ 2 CERTIFIED.





# Aura Conference

Loaded with options designed to match contemporary private offices, Aura Conference provides stylish and functional meeting spaces. Keep connected with a variety of power and data modules installed within reach.



# Cameo Conference

Traditional components complement Jefferson, Wilmington, and Arlington casegoods collections. A lectern, a visual presentation board, a serving cart and a buffet-height credenza add utility.



ALL OF OUR CORE MATERIALS ARE 100% PRE-CONSUMER RECYCLED WOOD PRODUCTS, NATURALLY CARBON-SEQUESTERING, AND MEET CARB-II STANDARDS FOR LOW EMISSIONS.



# Aura Reception

Aura Reception delivers a striking, contemporary design by merging wood, glass, and solid surface into a beautiful first impression.



# Cameo Reception

Graceful and sophisticated, Cameo Reception offers classic styling, rich details, and functional design that blends well into any environment.



WE CONTINUALLY EXPLORE AND UPGRADE TO NEW TECHNOLOGIES TO ENSURE THE MOST DURABLE, BEAUTIFUL AND ENVIRONMENTALLY CONSCIOUS PRODUCTS FOR OUR CUSTOMERS.





# Clutch

Build-your-own look from a variety of back heights, arm styles and bases to let Clutch serve a space's needs and aesthetic level. With contoured lumbar support and flexible suspension, it's always comfortable.



# Marquee

Marquee's rectilinear lines and fine detailing convey executive authority. Choose chrome or powdercoat arm posts; wood or upholstered arm caps; and chrome, aluminum or powdercoat for the unique five-prong base. Two heights available; optional headrest; standard Synchro tilt control.



MAKING THINGS THAT LAST, WITH FINE CRAFTSMANSHIP AND DETAILING, HAS ALWAYS BEEN IN OUR NATURE.



584

582



424

422

426

430

# Charm

Gently flared arms and tapered legs lend Charm seating its refined style. Exquisite woodworking and scaling make it classic. Choose from five designs: slat back, classic slat back, upholstered half back with exposed wood rail, upholstered full back with exposed wood rail, and classic upholstered back.



# Delphi

Clean lines, five back styles, and beautiful hardwood frames give the Delphi collection a versatile personality. With a classic profile, it sits pretty in contemporary or traditional environments.



AS A MEMBER OF THE U.S. GREEN BUILDING COUNCIL, WE SUPPORT CUSTOMERS SEEKING LEED CERTIFICATION WITH NUMEROUS PRODUCTS THAT MEET LEED-SPECIFIC CRITERIA.



683      687      685      696      697



266      267      276      286      287



# Gleem

A keen sensibility meets graceful proportions in Gleem seating. A superior chair made with a proven steam bending technique and handcrafted mortise and tenon construction, it's available in three arm styles.



# Trift

Trift answers a wide variety of needs with ease, providing comfort with a contoured frame and enhanced seat design. Choose from five back options in wood and upholstery, armed or armless.



COVETED THIRD PARTY CERTIFICATION FROM UL ENVIRONMENT SIGNIFIES THAT OUR PRODUCTS HAVE BEEN MADE WITHOUT TOXIC CHEMICALS AND SAFEGUARD INDOOR AIR QUALITY.



395

396

398



980

998

985

996

989



# Inspiration

Open areas sing with Inspiration, a seating and lounge collection with a slightly curvy, of-the-moment sensibility. Choose from full or half upholstered backs. Multiple tables and a bench complete the line.



486



487



496



48-2424LT

# Felix

Felix is at home in nearly any environment with an array of uniquely styled backs in mesh, upholstery, or wood. Optional arms and casters give support and movement to a stackable chair.



CAREFUL STEWARDS OF THE ENVIRONMENT FOR MORE THAN 100 YEARS, WE REDUCED, REUSED AND RECYCLED LONG BEFORE THERE WERE WORDS FOR IT.



395



396



398

# Carreta

Carreta provides an array of open meeting space options with just a few shapely components. Unique tables complete the look and support portable technology.



# Bliss

Shapely geometric form brings purity to Bliss, an urbanized lounge collection featuring a task, privacy, and conversation arm. An optional tablet enables tasking. Choose fabric or leather and legs of exposed wood or polished chrome.



MODULAR AND COMPONENT BASED CONSTRUCTION MAKES OUR PRODUCTS MORE COST-EFFICIENT AND MORE ENVIRONMENTALLY FRIENDLY; PARTS CAN EASILY BE RECONFIGURED.



Bench Module



90° Connector



Auxiliary Table



377 w/Tablet



377



3752



# Chat

Chat is a smooth operator. The crisp contemporary styling and slender profile have limitless design possibilities. Choose from single, two- and three- seat options. Specify contrasting fabrics and a wood or upholstered base with casters or an optional swivel that returns to center.



# Cicero

Cicero's elegantly swept arms and sophisticated lines suit contemporary or traditional settings. With solid hardwood frames for enhanced comfort and durability, the collection includes a sofa, a settee, a guest chair, three benches and an array of occasional tables.



WE BUY MATERIALS RESPONSIBLY, ELIMINATE UNNECESSARY PACKAGING, AND DESIGN, MANUFACTURE AND SHIP WITH WASTE REDUCTION TOP OF MIND.



371

3732

3733



296

2963

295

# Portia

Its gracefully angled arms and purely refined scale give Portia an urbane, timeless appeal. The seating floats lightly on solid hardwood frames that add a smooth, brilliant finish.



# Breman



184PB

186

184TB

186TB

# Reminisce



112

116

# Amery



154TB

155TB

# Kennerly



134PB

136

# Cirka



208

226

OUR 12 YEAR WARRANTY ON ALL PRODUCTS ENSURES QUALITY AND FACILITATES EXCELLENT SERVICE.



576



5763





# Jot

Jot's nimble mix of materials blend in with ultra modern as well as classic interiors. The metal base, available in nine colors, supports tops in solid surface, veneer, or laminate. Veneer has a UV Advantage finish that enhances durability and provides anti-microbial protection.



410-3636CT



410-2248MT



410-2020CT



410-1818ET

# Marquee

Like the seating collection it complements, the Marquee table line is a chameleon capable of adapting to any workplace setting – from office and conference rooms to waiting rooms and reception areas.



IN DURABILITY TESTS, OUR UV ADVANTAGE FINISH RANKS AN OUTSTANDING FIVE OUT OF FIVE, FAR SURPASSING THE TYPICAL THREE OR LESS RATING OF OTHER TOPCOATS.



422-2424LT



422-3636MT



422-2448MT





CONTRACT NUMBER: GS-29F-0012F



1224 Mill Street  
PO Box 270  
Jasper, Indiana 47547-0270  
Tel 812.482.5727  
Tol 800.422.5727  
Fax 812.482.9035  
sales@indianafurniture.com

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