

TIPS VENDOR AGREEMENT

Between Inscape, Inc and
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS),
a Department of Texas Education Service Center Region 8 for
TIPS RFP 220303 Furniture, Furnishings and Services

General Information

The Vendor Agreement (“Agreement”) made and entered into by and between The Interlocal Purchasing System (hereinafter “TIPS”) 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 and the TIPS Vendor. 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 unless otherwise agreed by the parties in writing and by signature and date on the attachment.

A Purchase Order (“PO”), Agreement or Contract 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 between the Vendor and TIPS Member should be added as addendums to the Purchase Order, Agreement or Contract. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some, but not all, of the possible addendums.

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”, “\$0”, “included in price” or other similar indication. Otherwise, all shipping, freight or delivery charges shall be passed through to the TIPS Member at cost with no markup and said charges shall be agreed by the TIPS Member unless alternative shipping terms are agreed by TIPS as a result of the proposal award. Shipping method is determined by the vendor and the Member/Customer at the time of the quote/purchase by the Member/Customer and satisfactory shipping methods and costs are agreed upon at that time.

Warranty Conditions

All new supplies equipment and services shall include **manufacturer's minimum standard warranty** unless otherwise agreed to in writing. Vendor shall be legally permitted to sell all products offered for sale to TIPS Members if the offering is included in the Request for Proposal (“RFP”) category. All goods proposed and sold shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support for orders to TIPS Members as agreed by the Parties. Vendors shall respond to such requests within a commercially reasonable time after receipt of the request. If support and/or training is a line item sold or packaged with a sale, support shall be as agreed with the TIPS Member.

Agreements

Agreements for purchase will normally be put into effect by means of a contract, agreement, or purchase order(s) executed by authorized agents of the TIPS Member participating government entities, but other means of placing an order may be used at the Member's discretion. Vendor accepts and understands that when a purchase order or similar purchase document is sent from a customer through TIPS to the Vendor, TIPS is recording the purchase and verifying whether the purchase is within the parameters of the TIPS Contract only. Vendor agrees that TIPS is not a legal party to the purchase order or similar purchase document and TIPS is not responsible for identifying fraud, mistakes, or misrepresentations for the specific order. Vendor agrees that any purchase order or similar purchase document issued from a customer to Vendor, even when processed through TIPS, constitutes a legal contract between the customer and Vendor only. A Vendor that accepts a purchase order or similar purchase document and fulfills an order, even when processed through TIPS, is representing that the vendor has carefully reviewed the purchase order or similar purchase document for legality, authenticity, and accuracy.

Tax exempt status

Most TIPS Members are tax exempt and the related laws and/or regulations of the controlling jurisdiction(s) of the TIPS Member shall apply.

Assignments of Agreements

No assignment of this Agreement may be made without the prior notification of TIPS. Written approval of TIPS shall not be unreasonably withheld. Payment for delivered goods and services can only be made to the awarded Vendor, Vendor designated reseller or vendor assigned company, where permitted by TIPS.

Disclosures

- Vendor and TIPS affirm that they, or any authorized employees or agents, have not given, offered to give, nor intend 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.
- 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 the TIPS program.
- 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.

Term of Agreement and Renewals

The Agreement with TIPS is for approximately five years with an option for renewal for an additional one consecutive year. If TIPS offers the renewal extension year, the Vendor will be notified by email to the primary contact of the awarded Vendor and shall be deemed accepted by the Vendor unless the awarded Vendor notifies TIPS of its objection to the additional term in writing. TIPS may or may not exercise some or all of the available

extension(s) provided in the original solicitation beyond the base five-year term. Whether or not to offer some or all of the extension is at the sole discretion of TIPS.

“Start Date” for Term Calculation Purposes Only: Regardless of actual award/effective date of Contract, for Agreement “term” calculation purposes only, the Agreement “Start Date” is the last day of the month that “Award Notifications” are anticipated as published in the Solicitation.

Example: *In this example, if the anticipated “Award Date” published in the Solicitation is May 22, 2022, but extended negotiations delay award until June 27, 2022, the end date of the resulting initial “five-year” term, (which is subject to an extension(s)) will still be May 31, 2027 for purposes of this example.*

“Termination Date”: The scheduled Agreement “termination date” shall be the last day of the month of the month of the original solicitation’s anticipated “Award Date” plus five years.

Example: *In this example, if the original term is approximately five years, and the solicitation provides an anticipated award date of May 22, 2022, the expiration date of the original five-year term shall be May 31, 2027 for purposes of this example.*

Extensions: Any extensions of the original term shall begin on the next day after the day the original term expires unless otherwise specified.

Example Following the Previous Example: *In this example, if TIPS offers a one-year extension, the expiration of the extended term shall be May 31, 2028 unless otherwise specified.*

TIPS may offer to extend Vendor Agreements to the fullest extent the original Solicitation permits.

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 that exceeds month to month terms 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, executed Agreement or other written instruction 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, deliver or provide ordered products or services within a commercially reasonable time after the receipt of the order from the TIPS Member. If a delay in said delivery is anticipated, the Vendor shall notify TIPS Member as to why delivery is delayed and shall provide an estimated time for completion of the order. TIPS or the requesting entity may cancel the order if estimated delivery time is not acceptable or not as agreed by the parties.

Invoices

Each invoice or pay request shall include the Vendor’s TIPS Contract number, the TIPS Member’s purchase

order number or other identifying designation as provided in the order by the TIPS Member. If applicable, the shipment tracking number or pertinent information for verification of TIPS Member receipt shall be made available upon request.

Payments

The TIPS Member will make payments directly to the Vendor, the Vendor Assigned Dealer or as agreed by the Vendor and the TIPS Member after receiving invoice and in compliance with applicable payment statute(s), whichever is the greater time or as otherwise provided by an agreement of the parties.

Pricing

Price increases will be honored according to the terms of the solicitation and vendor proposal. 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 TIPS Member customer.

Participation Fees and Reporting of Sales to TIPS by Vendor

The Participation Fee that was published as part of the Solicitation and the fee published is the legally effective fee, along with any fee conditions stated in the Solicitation. Collection of the fees by TIPS is required under Texas Government Code §791.011 Et seq. Fees are due on all TIPS purchases reported by either Vendor or Member. Fees are due to TIPS upon payment by the Member to the Vendor, Reseller or Vendor Assigned Dealer. Vendor, Reseller, or Vendor Assigned Dealer agrees that the participation fee is due to TIPS for all Agreement sales immediately upon receipt of payment including partial payment, from the Member Entity and must be paid to TIPS at least on a monthly basis, specifically within 31 calendar days of receipt of payment, if not more frequently, or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS. Thus, when an awarded Vendor, Reseller or Vendor Assigned Dealer receives any amount of payment, even partial payment, for a TIPS sale, the legally effective fee for that amount is immediately due to TIPS from the Vendor and fees due to TIPS should be paid at least on a monthly basis, specifically within 31 calendar days of receipt of payment, if not more frequently.

Reporting of Sales to TIPS by Vendor

Vendor is required to report all sales under the TIPS contract to TIPS. When a public entity initiates a purchase with a TIPS Awarded Vendor, if the Member inquires verbally or in writing whether the Vendor holds a TIPS Contract, it is the duty of the Vendor to verify whether or not the Member is seeking a TIPS purchase. Once verified, the Vendor must include the TIPS Contract number on any communications and related sales documents exchanged with the TIPS Member entity. To report sales, the Vendor must login to the TIPS Vendor Portal online at https://www.tips-usa.com/vendors_form.cfm and click on the PO's and Payments tab. Pages 3-7 of the [Vendor Portal User Guide](#) will walk you through the process of reporting sales to TIPS. Please refer to the TIPS [Accounting FAQ's](#) for more information about reporting sales and if you have further questions, contact the Accounting Team at accounting@tips-usa.com. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS. Failure to properly report or render the participation fee to TIPS shall constitute a breach of this agreement with our parent governmental entity, Texas Education Service Center Region 8, as established by the Texas legislature and shall be grounds for termination of this agreement and any other agreement held with TIPS and possible legal action. Any overpayment of participation fees to TIPS by a Vendor will be refunded to the Vendor within ninety (90) days of receipt of notification if TIPS receives written notification of the overpayment not later than the expiration of six (6) months from the date of overpayment and TIPS determines that the amount was not legally due to TIPS pursuant to this agreement and applicable law. It is the Vendor's responsibility to identify which sales are TIPS Agreement sales and pay the correct participation fee due for TIPS Agreement sales. Any notification of overpayment received by TIPS after the expiration of six (6) months

from the date of overpayment will be non-refundable. Region 8 ESC and TIPS reserve the right to extend the six (6) month deadline to notify if approved by the Region 8 ESC Board of Directors. TIPS reserves all rights under the law to collect the fees due. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees from and against all claims and suits by third parties for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and reasonable attorney's fees, arising out of, or resulting from, Vendor's performance 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. Parties found liable shall pay their proportionate share of damages as agreed by the parties or as ordered by a court of competent jurisdiction over the case. **NO LIMITATION OF LIABILITY FOR DAMAGES FOR PERSONAL INJURY OR PROPERTY DAMAGE ARE PERMITTED OR AGREED BY TIPS/ESC REGION 8.** Per Texas Education Code §44.032(f), and pursuant to its requirements only, reasonable Attorney's fees are recoverable by the prevailing party in any dispute resulting in litigation.

State of Texas Franchise Tax

By signature hereon, the Vendor 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 or TIPS Members will submit any orders at any time. TIPS reserves the right to request additional proposals for items or services already on Agreement at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a Purchase Order or contract modification occurs between the Vendor and the TIPS Member, TIPS must be notified within five (5) business days of receipt of change order.

Termination for Convenience of TIPS Agreement Only

TIPS reserves the right to terminate this agreement for cause or no cause for convenience with a thirty (30) days prior written notice. Termination for convenience is conditionally required under Federal Regulations 2 CFR part 200 if the customer is using federal funds for the procurement. All purchase orders presented to the Vendor, but not fulfilled by the Vendor, by a TIPS Member prior to the actual termination of this agreement shall be honored at the option of the TIPS Member. The awarded Vendor may terminate the agreement with ninety (90) days prior written notice to TIPS 4845 US Hwy North, Pittsburg, Texas 75686. The vendor will be paid for goods and services delivered prior to the termination provided that the goods and services were delivered in accordance with the terms and conditions of the terminated agreement. This termination clause does not affect the sales agreements executed by the Vendor and the TIPS Member customer pursuant to this agreement. TIPS Members may negotiate a termination for convenience clause that meets the needs of the transaction based on applicable factors, such as funding sources or other needs.

TIPS Member Purchasing Procedures

Usually, purchase orders or their equal are issued by participating TIPS Member to the awarded vendor and should indicate on the order that the purchase is per the applicable TIPS Agreement Number. Orders are typically 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.
- Fees are due to TIPS upon payment by the Member to the Vendor. Vendor agrees to pay the participation fee to TIPS for all Agreement sales upon receipt of payment including partial payment, from the Member Entity or as otherwise agreed by TIPS in writing and signed by an authorized signatory of TIPS.

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 reasonably fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of goods or services under the Agreement. TIPS and TIPS Members reserves the right to stop work and/or cancel an order or terminate this or any other sales Agreement of any awarded Vendor whose license(s) required for performance under this Agreement have expired, lapsed, are suspended or terminated subject to a 30-day cure period unless prohibited by applicable statute or regulation.

Novation

If awarded Vendor sells or transfers all assets, rights or the entire portion of the assets or rights required to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. A simple change of name agreement will not change the Agreement obligations of awarded vendor. TIPS will consider Contract Assignments on a case by case basis. TIPS must be notified within five (5) business days of the transfer of assets or rights.

Site Requirements (*only when applicable to service or job*)

Cleanup: When performing work on site at a TIPS Member's property, awarded Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member or as agreed by the parties. 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 subcontractor 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 unless otherwise agreed by the TIPS Member. 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 the TIPS Member's or local smoking statutes, codes or policies.

Marketing

Awarded Vendor agrees to allow TIPS to use their name and logo within TIPS website, marketing materials and advertisement subject to any reasonable restrictions provided to TIPS in the Proposal to the Solicitation. The Vendor may submit an acceptable use directive for Vendor's names and logos with which TIPS agrees to comply. 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 which will not be unreasonably withheld. Request may be made by email to TIPS@TIPS-USA.COM.

Supplemental Agreements

The TIPS Member entity participating in the TIPS Agreement and awarded Vendor may enter into a separate Supplemental Agreement or contract to further define the level of service requirements over and above the minimum defined in this Agreement such as but not limited to, invoice requirements, ordering requirements, specialized delivery, etc. Any Supplemental Agreement or contract developed as a result of this Agreement is exclusively between the TIPS Member entity customer and the Vendor. TIPS, its agents, TIPS Members and employees not a party to the Supplemental Agreement with the TIPS Member customer, shall not be made party to any claim for breach of such agreement unless named and agreed by the Party in question in writing in the agreement. If a Vendor submitting a Proposal requires TIPS and/or TIPS Member to sign an additional agreement, those agreements shall comply with the award made by TIPS to the Vendor. Supplemental Vendor's Agreement documents may not become part of TIPS' Agreement with Vendor unless and until an authorized representative of TIPS reviews and approves it. TIPS review and approval may be at any time during the life of this Vendor Agreement. TIPS permits TIPS Members to negotiate additional terms and conditions with the Vendor for the provision of goods or services under the Vendor's TIPS Agreement so long as they do not materially conflict with this Agreement.

Survival Clause

All applicable sales, leases, Supplemental Agreements, contracts, software license agreements, warranties or service agreements that were entered into between Vendor and TIPS or the TIPS Member Customer under the terms and conditions of this Agreement shall survive the expiration or termination of this Agreement. All Orders, Purchase Orders issued or contracts executed by TIPS or a TIPS Member and accepted by the Vendor prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this 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 the applicable Solicitation that resulted in this Vendor Agreement and any awarded Agreement thereof. Applicable laws and regulations must be followed even if

not specifically identified herein.

Audit rights

Due to transparency statutes and public accountability requirements of TIPS and TIPS Members', the 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 of TIPS related purchases 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. In order to ensure and confirm compliance with this agreement, TIPS shall have authority to conduct audits of Awarded Vendor's pricing or TIPS transaction documentation with TIPS Members with 30 days' notice unless the audit is ordered by a Court Order or by a Government Agency with authority to do so without notice. 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 to investigate any possible non- compliant conduct or may terminate the Agreement according to the terms of this Agreement. In the event of an audit, the requested materials shall be reasonably provided in the time, format and at the location acceptable to Region 8 ESC or TIPS. TIPS agrees not to perform a random audit the TIPS transaction documentation more than once per calendar year, but reserves the right to audit for just cause or as required by any governmental agency or court with regulatory authority over TIPS or the TIPS Member.

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 full 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.

Choice of Law

The Agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions 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.

Venue, Jurisdiction and Service of Process

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 for any dispute resolution process, other than litigation, between TIPS and the Vendor shall be located in Camp or Titus County, Texas.

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 desires goods or services awarded to the Vendor. Notification may occur via phone, the web, courier, email, fax, or in person. Upon notification of a pending request, the awarded Vendor shall acknowledge the TIPS Member’s request as soon as possible, but must make contact with the TIPS Member within two working days.

Status of TIPS Members as Related to Vendors Contract Information

TIPS Members stand in the place of TIPS as related to this agreement and have the same access to the proposal information and all related documents. TIPS Members have all the same rights under the awarded Agreement as TIPS.

Vendor’s Resellers as Related to This Agreement

Vendor’s Named Resellers (“Resellers”) under this Agreement shall comply with all terms and conditions of this agreement and all addenda or incorporated documents. All actions related to sales by Authorized Vendor’s Resellers under this Agreement are the responsibility of the awarded Vendor. If Resellers fail to report sales to TIPS under your Agreement, the awarded Vendor is responsible for their contractual failures and shall be billed for the fees. The awarded Vendor may then recover the fees from their named reseller as the law allows.

Support Requirements

If there is a dispute between the awarded Vendor and TIPS Member, TIPS or its representatives may, at TIPS sole discretion, assist in conflict resolution if requested by either party. TIPS, or its representatives, reserve the right to inspect any project and audit the awarded Vendor’s TIPS project files, documentation and correspondence related to the requesting TIPS Member’s order. If there are confidentiality requirements by either party, TIPS shall comply to the extent permitted by law.

Incorporation of Solicitation

The TIPS Solicitation which resulted in this Vendor Agreement, whether a Request for Proposals, the Request for Competitive Sealed Proposals or Request for Qualifications solicitation, or other, the Vendor’s response to same, and all associated documents and forms made part of the solicitation process, including any addenda, are hereby incorporated by reference into this Agreement as if copied verbatim.

SECTION HEADERS OR TITLES

THE SECTION HEADERS OR TITLES WITHIN THIS DOCUMENT ARE MERELY GUIDES FOR CONVENIENCE AND ARE NOT FOR CLASSIFICATION OR LIMITING OF THE RESPONSIBILITIES OF THE PARTIES TO THIS DOCUMENT.

STATUTORY REQUIREMENTS

Texas governmental entities are prohibited from doing business with companies that fail to certify to this condition as required by Texas Government Code Sec. 2270.

By executing this agreement, you certify that you are authorized to bind the undersigned Vendor and that your company (1) does not boycott Israel; and (2) will not boycott Israel during the term of the Agreement.

You certify that your company is not listed on and does not and will not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas

Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

You certify that if the certified statements above become untrue at any time during the life of this Agreement that the Vendor will notify TIPS within three (3) business day of the change by a letter on Vendor's letterhead from and signed by an authorized representative of the Vendor stating the non-compliance decision and the TIPS Agreement number and description at:

Attention: General Counsel
ESC Region 8/The Interlocal Purchasing System (TIPS)
4845 Highway 271 North
Pittsburg, TX,75686
And by an email sent to bids@tips-usa.com

Insurance Requirements

The undersigned Vendor agrees to maintain the below minimum insurance requirements for TIPS Contract Holders:

General Liability	\$1,000,000 each Occurrence/ Aggregate
Automobile Liability	\$300,000 Includes owned, hired & non-owned
Workers' Compensation	Statutory limits for the jurisdiction in which the Vendor performs under this Agreement.
Umbrella Liability	\$1,000,000

When the Vendor or its subcontractors are liable for any damages or claims, the Vendor's policy, when the Vendor is responsible for the claim, must be primary over any other valid and collectible insurance carried by the Member. Any immunity available to TIPS or TIPS Members shall not be used as a defense by the contractor's insurance policy. The coverages and limits are to be considered minimum requirements and in no way limit the liability of the Vendor(s). Insurance shall be written by a carrier with an A-; VII or better rating in accordance with current A.M. Best Key Rating Guide. Only deductibles applicable to property damage are acceptable, unless proof of retention funds to cover said deductibles is provided. "Claims made" policies will not be accepted. Vendor's required minimum coverage shall not be suspended, voided, cancelled, non-renewed or reduced in coverage or in limits unless replaced by a policy that provides the minimum required coverage except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to TIPS or the TIPS Member if a project or pending delivery of an order is ongoing. Upon request, certified copies of all insurance policies shall be furnished to the TIPS or the TIPS Member.

Special Terms and Conditions

- **Orders:** All Vendor orders received from TIPS Members must be emailed to TIPS at tipspo@tips-usa.com. Should a TIPS Member send an order directly to the Vendor, it is the Vendor's responsibility to forward a copy of the order to TIPS at the email above within 3 business days and confirm its receipt with TIPS.
- **Vendor Encouraging Members to bypass TIPS agreement:** Encouraging TIPS Members to purchase directly from the Vendor or through another agreement, when the Member has requested using the TIPS cooperative Agreement or price, and thereby bypassing the 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.

- **Order Confirmation:** All TIPS Member Agreement orders are approved daily by TIPS and sent to the Vendor. The Vendor should confirm receipt of orders to the TIPS Member (customer) within 3 business days.
- **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, updated pricing when effective. TIPS shall be notified when prices change in accordance with the award.
- **Back Ordered Products:** If product is not expected to ship within the time provided to the TIPS Member by the Vendor, the Member is to be notified within 3 business days and appropriate action taken based on customer request.

The TIPS Vendor Agreement Signature Page is inserted here.

TIPS Vendor Agreement Signature Form

RFP 220303 Furniture, Furnishings and Services

Company Name Inscape, Inc

Address 15 Tiffany Avenue

City Jamestown State NY Zip 14701

Phone 716-665-6210 Fax 716-665-2743

Email of Authorized Representative jangus@myinscape.com

Name of Authorized Representative Jennifer Angus

Title Government Contracts Specialist

Signature of Authorized Representative *Jennifer Angus*

Date April 1, 2022

TIPS Authorized Representative Name David Fitts

Title Executive Director

TIPS Authorized Representative Signature *David Wayne Fitts*

Approved by ESC Region 8 *David Wayne Fitts*

Date 5-19-2022

NOTICE TO MEMBERS REGARDING ATTRIBUTE RESPONSES

TIPS VENDORS RESPOND TO ATTRIBUTE QUESTIONS AS PART OF TIPS COMPETITIVE SOLICITATION PROCESS. THE VENDOR'S RESPONSES TO ATTRIBUTE QUESTIONS ARE INCLUDED HEREIN AS "SUPPLIER RESPONSE." PLEASE BE ADVISED THAT DEVIATIONS, IF ANY, IN VENDOR'S RESPONSE TO ATTRIBUTE QUESTIONS MAY NOT REFLECT VENDOR'S FINAL ATTRIBUTE RESPONSE, WHICH IS SUBJECT TO NEGOTIATIONS PRIOR TO AWARD. PLEASE CONTACT THE TIPS OFFICE AT 866-839-8477 WITH QUESTIONS OR CONCERNS REGARDING VENDOR ATTRIBUTE RESPONSE DEVIATIONS. PLEASE KEEP IN MIND THAT TIPS DOES NOT PROVIDE LEGAL COUNSEL TO MEMBERS. TIPS RECOMMENDS THAT YOU CONSULT YOUR LEGAL COUNSEL WHEN EXECUTING CONTRACTS WITH OR MAKING PURCHASES FROM TIPS VENDORS.



220303

Inscape, Inc

Inscape, Inc

Supplier Response

Event Information

Number: 220303

Title: Furniture, Furnishings and Services

Type: Request for Proposal

Issue Date: 3/3/2022

Deadline: 4/18/2022 03:00 PM (CT)

Notes: **IF YOU ALREADY HOLD TIPS CONTRACT 200301 FURNITURE, FURNISHINGS AND SERVICES ("200301") OR 210305 FURNITURE, FURNISHINGS AND SERVICES ("210305"), YOU DO NOT NEED TO RESPOND TO THIS SOLICITATION UNLESS YOU WISH TO REPLACE 200301 OR 210305 AT THIS TIME. IF YOU HOLD 200301 OR 210305, CHOOSE TO RESPOND HEREIN, AND ARE AWARDED ON THIS CONTRACT, YOUR 200301 OR 210305 WILL BE TERMINATED AND REPLACED BY THIS CONTRACT. THERE IS NO ADVANTAGE TO REPLACING YOUR 200301 OR 210305 CONTRACT WITH THIS CONTRACT UNLESS YOU ARE DISPLEASED WITH SOME LIMITATION, PRICING/DISCOUNTS OR OTHERWISE, THAT YOUR ENTITY SUBMITTED IN YOUR ORIGINAL 200301 OR 210305 PROPOSAL.**

Contact Information

Address: Region 8 Education Service Center
4845 US Highway 271 North
Pittsburg, TX 75686
Phone: +1 (866) 839-8477
Email: bids@tips-usa.com

Inscape, Inc Information

Address: 15 Tiffany Avenue
Jamestown, NY 14701
Phone: (905) 836-7676
Web Address: www.myinscape.com

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

Jennifer Angus

Signature

Submitted at 4/18/2022 9:27:26 AM

jangus@myinscape.com

Email

Supplier Note

Thank you for the opportunity to list Inscape, Inc's products with TIPS.

Requested Attachments

Agreement Signature Form

Inscape, Inc - 220303 Agreement Signature Form - signed.pdf

If you have not taken exception or deviation to the agreement language in the solicitation attributes, download the AGREEMENT SIGNATURE FORM from the "ATTACHMENTS" tab. This PDF document is a fillable form. Download the document to your computer, fill in the requested company information, print the file, SIGN the form, SCAN the completed and signed AGREEMENT SIGNATURE FORM, and upload here.

If you have taken exception to any of the agreement language and noted the exception in the deviations section of the attributes for the agreement, complete the AGREEMENT SIGNATURE FORM, but DO NOT SIGN until those deviations have been negotiated and resolved with TIPS management. Upload the unsigned form here, because this is a required document.

All Other Certificates

No response

All Other Certificates (if applicable) must be scanned and uploaded. If vendor has more than one other certification scan into one document. (PDF Format ONLY)
DO NOT UPLOAD encrypted or password protected files.

Pricing Form 2

220303 Pricing Form 2.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.
DO NOT UPLOAD encrypted or password protected files.

Reference Form

Inscape, Inc - 220303 Reference_Form - completed.xls

The vendor must download the References spreadsheet from the attachment tab, fill in the requested information and upload the completed spreadsheet. DO NOT UPLOAD encrypted or password protected files.

Conflict of Interest Form CIQ- ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

No response

ONLY REQUIRED IF A CONFLICT EXISTS PER THE INSTRUCTIONS

Conflict of Interest Form for Vendors that are required to submit the form. The Conflict of Interest Form is included in the Base documents or can be found at <https://www.tips-usa.com/assets/documents/docs/CIQ.pdf>.

Proposed Goods and Services

Inscape, Inc - TIPS Proposal.pdf

Please upload one or more documents or sheets describing your offerings, line cards, catalogs, links to offerings OR list links to your offerings that illustrate the catalog of proposed lines of goods and or services you carry and offer under this proposal. It does not have to be exhaustive but should, at a minimum tell us what you are offering. It could be as simple as a sheet with your link to your online catalog of goods and services.

D/M/WBE Certification OPTIONAL

No response

D/M/WBE Certification documentation may be scanned and uploaded if you desire to claim your status as one of the identified enterprises. (Disadvantaged Business Enterprise, Minority Business Enterprise and/or Woman Business Enterprise) If vendor has more than one certification scan into one document. (PDF Format ONLY)
DO NOT UPLOAD encrypted or password protected files.

Warranty

1910_Inscape_NA_Warranty.pdf

Warranty information (if applicable) must be scanned and uploaded. (PDF Format ONLY)
DO NOT UPLOAD encrypted or password protected files.

Vendor Agreement

Inscape, Inc - 220303 Vendor Agreement - signed.pdf

The vendor must download the Vendor Agreement from the attachment tab, fill in the requested information and upload the completed agreement.
DO NOT UPLOAD encrypted or password protected files.

Pricing Form 1

220303 Pricing Form 1.xlsx

The vendor must download the PRICING SPREADSHEET SHEET from the attachment tab, fill in the requested information and upload the completed spreadsheet.
DO NOT UPLOAD encrypted or password protected files.

Supplementary

Inscape Corporate Brochure.pdf

Supplementary information may be scanned and uploaded. (Company information, brochures, catalogs, etc.) (PDF Format ONLY)
DO NOT UPLOAD encrypted or password protected files.

Logo and Other Company Marks

Inscape_tea.png

If you desire, please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the Supplementary section or another non-required section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred

Certification of Corporate Offerer Form- COMPLETE ONLY IF OFFERER IS A CORPORATION

Inscape, Inc - CERTIFICATION OF CORPORATE OFFERER FORM - completed.pdf

COMPLETE AND UPLOAD FORM IN ATTACHMENTS SECTION ONLY IF OFFERER IS A CORPORATION

Disclosure of Lobbying Activities Standard Form LLL

No response

ONLY IF you answered "I HAVE Lobbied per above" to attribute #66, please download and complete and upload the Standard Form-LLL, "disclosure Form to Report Lobbying," in the Response attachments section.

Confidentiality Claim Form

Inscape, Inc - 220303 CONFIDENTIALITY CLAIM FORM.pdf

REQUIRED CONFIDENTIALITY FORM. PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS. Complete the form according to your company requirements, make any desired attachments and upload to the appropriate section under "Response Attachments" THIS FORM DETERMINES HOW ESC8/TIPS RESPONDS TO LEGAL PUBLIC INFORMATION REQUESTS.

Current W-9 Tax Form

W9 Inscape Inc. 2021 FORM.pdf

You are required by TIPS to upload a current W-9 Internal Revenue Service (IRS) Tax Form for your entity. This form will be utilized by TIPS to properly identify your entity.

Bid Attributes

1	<p>Yes - No</p> <p>Disadvantaged/Minority/Women Business Enterprise - D/M/WBE/Federal HUBZone (Required by some participating governmental entities). Vendor certifies that their firm is a D/M/WBE or HUBZone? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.</p> <p><input type="text" value="NO"/></p>
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2	Yes - No Historically Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB as defined by the State of Texas at https://comptroller.texas.gov/purchasing/vendor/hub/ . Proof may be submitted. Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section. <input type="text" value="No"/>
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3	Yes - No The Vendor can provide services and/or products to all 50 US States? <input type="text" value="Yes"/>
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4	States Served: If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX) <input type="text" value="No response"/>
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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.) <input type="text" value="Since 1888, Inscape, has been designing products and services that are focused on the future. This allows businesses to adapt and evolve without investing in their workspaces all over again. Our versatile portfolio includes systems furniture, storage, benching and sit to stand—all of which are adaptable and built to last. Our core competencies include (but are not limited to):Furniture Sales (Systems, Benching, Tables, Storage, Sit-to-Stand & Ergonomics), Furniture Service Solutions, Project Management, Design & Installation."/>
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6	Primary Contact Name Primary Contact Name <input type="text" value="Jennifer Angus"/>
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7	Primary Contact Title Primary Contact Title <input type="text" value="Government Contracts Specialist"/>
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8	Primary Contact Email Primary Contact Email <input type="text" value="jangus@myinscape.com"/>
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9	Primary Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="9058367676"/>
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10	Primary Contact Fax Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="No response"/>
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1 1	Primary Contact Mobile Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="No response"/>
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1 2	Secondary Contact Name Secondary Contact Name <input type="text" value="Ryan Hay"/>
----------------------	--

1 3	Secondary Contact Title Secondary Contact Title <input type="text" value="Vice President, Government Sales"/>
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1 4	Secondary Contact Email Secondary Contact Email <input type="text" value="rhay@myinscape.com"/>
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1 5	Secondary Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="4373291172"/>
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1 6	Secondary Contact Fax Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="No response"/>
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1 7	Secondary Contact Mobile Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="No response"/>
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1 8	Admin Fee Contact Name Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS. <input type="text" value="Jennifer Angus"/>
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1 9	Admin Fee Contact Email Admin Fee Contact Email <input type="text" value="jangus@myinscape.com"/>
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2 0	Admin Fee Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="9058367676"/>
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2 1	Purchase Order Contact Name Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS. <input type="text" value="Jennifer Angus"/>
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2 2	Purchase Order Contact Email Purchase Order Contact Email <input type="text" value="jangus@myinscape.com"/>
2 3	Purchase Order Contact Phone Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477 <input type="text" value="9058367676"/>
2 4	Company Website Company Website (Format - www.company.com) <input type="text" value="www.myinscape.com"/>
2 5	Entity D/B/A's and Assumed Names Please identify all of your entity's assumed names and D/B/A's. Please note that you will be identified publicly by the legal name under which you responded to this solicitation unless you organize otherwise with TIPS after award. <input type="text" value="Inscape, Inc"/>
2 6	Primary Address Primary Address <input type="text" value="15 Tiffany Avenue"/>
2 7	Primary Address City Primary Address City <input type="text" value="Jamestown"/>
2 8	Primary Address State Primary Address State (2 Digit Abbreviation) <input type="text" value="NY"/>
2 9	Primary Address Zip Primary Address Zip <input type="text" value="17301"/>
3 0	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.) <input type="text" value="office furniture, modular systems, Inscape, Office Specialty, storage, filing, desks, height adjustable, desk systems, tables"/>

3 1	Do you want TIPS Members to be able to spend Federal grant funds with you if awarded? Is it your intent to be able to sell to our members regardless of the fund source, whether it be local, state or federal? <p>Most of our members receive Federal Government grants or other funding and they make up a significant portion of their budgets. The Members need to know if your company is willing to sell to them when they spend federal budget funds on their purchase. There are attributes that follow that include provisions from the federal regulations in 2 CFR part 200, etc. Your answers will determine if your award will be designated as eligible for TIPS Members to utilize federal funds with your company.</p> <p>Do you want TIPS Members to be able to spend Federal funds, at the Member's discretion, with you?</p> <input type="text" value="Yes"/>
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3 2	Yes - No Certification of Residency (Required by the State of Texas) The vendor's ultimate parent company or majority owner: (A) has its principal place of business in Texas; OR (B) employs at least 500 persons in Texas? This question is required as a data gathering function for information to our members making purchases with awarded vendors. It does not affect scoring with TIPS. <input type="text" value="No"/>
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3 3	Company Residence (City) Vendor's principal place of business is in the city of? <input type="text" value="Jamestown"/>
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3 4	Company Residence (State) Vendor's principal place of business is in the state of? <input type="text" value="New York"/>
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3 5 Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION

Remember this is a **MINIMUM** discount percentage. So, be sure that the discount percentage inserted here can be applied to ANY OFFERING OF GOODS OR SERVICES THROUGHOUT THE LIFE OF THE CONTRACT.

CAUTION: BE CERTAIN YOU CAN HONOR THIS **MINIMUM** DISCOUNT PERCENTAGE ON ANY OFFERED SERVICE OR GOOD NOW OR DURING THE LIFE OF THE CONTRACT.

What is the **MINIMUM** percentage discount off of any item or service you offer to TIPS Members that is in your regular catalog (as defined in the solicitation specifications document), website, store or shelf pricing or when adding new goods or services to your offerings during the life of the contract? The resulting price of any goods or services Catalog list prices after this discount is applied is a ceiling on your pricing and not a floor because, in order to be more competitive in the individual circumstance, you may offer a larger discount depending on the items or services purchased and the quantity at time of sale. Please note that any specific greater discount offered for a particular product, brand, or service listed in Vendor's proposal will control and Vendor will be required to honor that greater specific discount, in excess of the minimum discount, for that particular product, brand, or service for the life of the contract.

Must answer with a number between 0% and 100%.

3 6 MINIMUM Discount Term

Does the vendor agree to at least offer, for the life of the Agreement, the Minimum Discount Percentage off list or catalog proposed by Vendor in response to the Attribute entitled "Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION"? TIPS will utilize this response to satisfy the Long Term Cost scoring evaluation criteria. A "YES" answer will be awarded the maximum 10 points for this criterion out of the 100 total points and a "NO" answer is awarded 0 points.

3 7 Yes - No

If awarded on this TIPS Contract, for the duration of the Contract, Vendor agrees to provide, upon request, their then current catalog pricing, as defined in the solicitation and below, to TIPS upon request for any goods and services offered on Vendor's TIPS Contract.

"Catalog" means the available list of tangible personal property or services, in the most current listing, regardless of date, during the life of the contract, that takes the form of a catalog, price list, schedule, shelf price or other form that:

- A. is regularly maintained by the manufacturer or Vendor of an item; and
- B. is either published or otherwise available for inspection by a customer during the purchase process;
- C. to which the minimum discount proposed by the proposing Vendor may be applied.

3 8 TIPS Administration Fee

By submitting a proposal, I agree that all pricing submitted to TIPS shall include the Administration Fee, as designated in the solicitation or as otherwise agreed in writing which shall be remitted to TIPS by the Vendor, or the vendor's named resellers, and as agreed to in the Vendor Agreement. I agree that the fee shall not and will not be added by the Vendor as a separate line item on a TIPS member invoice, quote, proposal or any other written communications with the TIPS member.

**3
9** Yes - No

Vendor agrees to remit to TIPS the required administration fee or, if resellers are named, Vendor agrees to guarantee the fee remittance by or for the reseller named by the vendor?

TIPS/ESC Region 8 is required by Texas Government Code § 791 to be compensated for its work and thus, failure to agree shall render your response void and it will not be considered.

**4
0** TIPS Administration Fee Paid by Vendor - Not Charged to Customer

Vendor understands and agrees that it owes TIPS a TIPS Administration Fee (published in the RFP/RCSP document) on every TIPS sale made under an awarded TIPS Contract. Vendor further understands and agrees that Vendor shall submit pricing with this proposal which includes and accounts for the TIPS Administration Fee and **shall never** separately charge the TIPS Member Customer the TIPS fee or add the TIPS Administration Fee line item to an invoice or similar purchase document. Submission of this proposal is Vendor's certification that Vendor agrees to this mandatory term.

**4
1** Additional Discounts?

Do you offer additional discounts to TIPS members for large order quantities or large scope of work?

**4
2** Years in Business as Proposing Company

Years in business as proposing company?

**4
3** Resellers:

Does the vendor have resellers that it will name under this contract? Resellers are defined as other companies that sell your products under an agreement with you, the awarded vendor of TIPS.

EXAMPLE: BIGmart is a reseller of ACME brand televisions. If ACME were a TIPS awarded vendor, then ACME would list BIGmart as a reseller.

(If applicable, Vendor should add all Authorized Resellers within the TIPS Vendor Portal upon award).

**4
4** Right of Refusal

The proposing vendor has the right not to sell under the awarded agreement with a TIPS member at vendor's discretion unless required by law.

4 **NON-COLLUSIVE BIDDING CERTIFICATE**

5 By submission of this bid or proposal, the Bidder certifies that:

- 1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- 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:
- 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;
- 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.

4 **CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ - Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement?**

6 Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement? YES or NO

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. The Form CIQ is one of the attachments to this solicitation.

There is an optional upload for this form provided if you have a conflict and must file the form

4 **Filing of Form CIQ**

7 If yes (above), have you filed a form CIQ by uploading the form to this RFP as directed above?

4 **Regulatory Standing**

8 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.

4 **Regulatory Standing**

9 Regulatory Standing explanation of no answer on previous question.

Antitrust Certification Statements (Tex. Government Code § 2155.005)

By submission of this bid or proposal, the Bidder certifies that:

I affirm under penalty of perjury of the laws of the State of Texas that:

- (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;
- (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. & Comm. Code Chapter 15;
- (3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law;
- (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.

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1

Suspension or Debarment Instructions

Instructions for Certification:

1. By answering yes to the next Attribute question below, the vendor and prospective lower tier participant is providing the certification set out herein 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.

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Suspension or Debarment Certification

By answering yes, you certify that no federal suspension or debarment is in place, which would preclude receiving a federally funded contract as described above.

Yes

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Non-Discrimination Statement and Certification

In accordance with Federal civil rights law, all U.S. Departments, including the 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.

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.

(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)

All U.S. Departments, including the USDA are equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree by answering YES 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 and all other applicable laws and regulations.

Yes, I certify (Yes)

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4

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:

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 are the subgrantee or Subrecipient by definition. Most of the provisions 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. Others are included within 2 CFR part 200 et al.

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.

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2 CFR PART 200 Contracts

Contracts for more than the simplified acquisition threshold currently set at \$250,000, 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 the 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?

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6

2 CFR PART 200 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 the 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?

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7

2 CFR PART 200 Clean Air Act

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

Pursuant to the Clean Air Act, et al 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 comply with all of the above regulations, including all of the terms listed and referenced therein.

Does vendor agree?

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8

2 CFR PART 200 Byrd Anti-Lobbying Amendment

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

Pursuant to the 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 during the life of any contract with ESC Region 8 and TIPS Members resulting from this procurement process the vendor certifies to the terms included or referenced herein.

Does vendor agree?

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9

2 CFR PART 200 Federal Rule

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 \$250,000)

Pursuant to the 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 \$250,000, 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).

Does vendor certify that it is in compliance with the Clean Air Act?

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2 CFR PART 200 Procurement of Recovered Materials

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

Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?

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1 **2 CFR PART 200 Rights to Inventions**

If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to the above, when the foregoing applies to ESC Region 8 and TIPS Members, Vendor certifies that during the term of an award resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in the Federal rule above.

Does vendor agree?

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2 **2 CFR PART 200 Domestic Preferences for Procurements**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of 2 CFR Part 200.322, “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Moreover, for purposes of 2 CFR Part 200.322, “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum, plastics and polymer-based products such as polyvinyl chloride pipe, aggregates such as concrete, glass, including optical fiber, and lumber.

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, Vendor certifies that to the greatest extent practicable Vendor will provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

Does vendor agree?

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3 **2 CFR PART 200 Ban on Foreign Telecommunications**

Federal grant funds may not be used to purchase equipment, services, or systems that use “covered telecommunications” equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. “Covered telecommunications” means purchases from Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities), and video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, Vendor certifies that Vendor will not purchase equipment, services, or systems that use “covered telecommunications”, as defined by 2 CFR §200.216 equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Does vendor agree?

6 4 2 CFR PART 200 Contract Cost & Price

For contracts more than the simplified acquisition threshold currently set at \$250,000, a TIPS Member may, in very rare circumstances, be required to negotiate profit as a separate element of the price pursuant to 2 C.F.R. 200.324(b). Under those circumstances, Vendor agrees to provide information and negotiate with the TIPS Member regarding profit as a separate element of the price. However, Vendor certifies that the total price charged by the Vendor shall not exceed the Vendor's TIPS pricing and pricing terms proposed.

Does Vendor Agree?

6 5 FEMA Fund Certifications

Submission of this proposal is Vendor's certification that Vendor agrees to this term. Vendor certifies that **IF and when** Vendor accepts a TIPS purchase paid for in full or part with FEMA funds, Vendor certifies that:

(1) Vendor agrees to provide the TIPS Member, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to and rights to reproduce any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Vendor agrees to provide the FEMA Administrator or an authorized representatives access to construction or other work sites pertaining to the work being completed under the contract. Vendor acknowledges and agrees that no language in this contract or the contract with the TIPS Member is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

(2) The Vendor shall not use the Department of Homeland Security's seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

(3) The Vendor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

(4) The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

(5) The Vendor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Vendor's actions pertaining to this contract.

6 6 Certification of Compliance with the Energy Policy and Conservation Act

When appropriate and to the extent consistent with the law, Vendor certifies that it will comply with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq; 49 C.F.R. Part 18) and any mandatory standards and policies relating to energy efficiency which are contained in applicable state energy conservation plans issued in compliance with the Act.

Does Vendor agree?

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7 **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.

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8 **If you answered "I HAVE lobbied" to the above Attribute Question**

If you answered "I HAVE lobbied" to the above Attribute question, you must download the Lobbying Report "Standard From LLL, disclosure Form to Report Lobbying" which includes instruction on completing the form, complete and submit it in the Response Attachments section as a report of the lobbying activities you performed or paid others to perform.

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9 **Subcontracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.**

Do you ever anticipate the possibility of subcontracting any of your work under this award if you are successful?

IF NO, DO NOT ANSWER THE NEXT ATTRIBUTE QUESTION. . IF YES, and ONLY IF YES, you must answer the next question YES if you want a TIPS Member to be authorized to spend Federal Grant Funds for Procurement.

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ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement, do you agree to comply with the following federal requirements?

ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement,

do you agree to comply with the following federal requirements?

Federal Regulation 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.

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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, I Agree (Yes)

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2 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 MAY 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?

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3 Remedies Explanation of No Answer**

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4 Choice of Law**

The agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions 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. THIS DOES NOT APPLY to a vendor's agreement entered into with a TIPS Member, as the Member may be located outside Texas.

Do you agree to these terms?

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5 Venue, Jurisdiction and Service of Process**

Any proceeding, involving Region 8 ESC or TIPS, 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. Any dispute resolution process other than litigation shall have venue in Camp County or Titus County Texas.

Do you agree to these terms?

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6 **Infringement(s)**

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 attributed to or claims based on the Vendor's proposal or Vendor's performance of contracts awarded and approved.

Do you agree to these terms?

Yes, I Agree

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7 **Infringement(s) Explanation of No Answer**

No response

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8 **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, I Agree (Yes)

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9 **Payment Terms and Funding Out Clause**

Payment Terms:

TIPS or TIPS Members shall not be liable for interest or late payment fees on past-due balances at a rate higher than permitted by the laws or regulations of the jurisdiction of the TIPS Member.

Funding Out Clause:

Vendor agrees to abide by the laws and regulations, including Texas Local Government Code § 271.903, or any statutory or regulatory limitations of the jurisdiction of any TIPS Member which governs contracts entered into by the Vendor and TIPS or a TIPS Member that requires all contracts approved by TIPS or a TIPS Member are subject to the budgeting and appropriation of currently available funds by the entity or its governing body.

See statute(s) 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, I Agree (Yes)

80 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 & 22.08341. 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

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.

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8 **Texas Business and Commerce Code § 272 Requirements as of 9-1-2017**

2 SB 807 prohibits construction contracts to have provisions requiring the contract to be subject to the laws of another state, to be required to litigate the contract in another state, or to require arbitration in another state. A contract with such provisions is voidable. Under this new statute, a "construction contract" includes contracts, subcontracts, or agreements with (among others) architects, engineers, contractors, construction managers, equipment lessors, or materials suppliers. "Construction contracts" are for the design, construction, alteration, renovation, remodeling, or repair of any building or improvement to real property, or for furnishing materials or equipment for the project. The term also includes moving, demolition, or excavation. BY RESPONDING TO THIS SOLICITATION, AND WHEN APPLICABLE, THE PROPOSER AGREES TO COMPLY WITH THE TEXAS BUSINESS AND COMMERCE CODE § 272 WHEN EXECUTING CONTRACTS WITH TIPS MEMBERS THAT ARE TEXAS GOVERNMENT ENTITIES.

8 **Texas Government Code 2270 & 2271 Verification Form**

3 Texas Government Code 2270 & 2271 Verification Form

If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this Agreement has a value of \$100,000 or more, the following certification shall apply; otherwise, this certification is not required. Pursuant to Chapter 2271 of the Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and the Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Our entity further certifies that it is is not listed on and we do not do business with companies prohibited by Texas Government Code 2270 or that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

I swear and affirm that the above is true and correct.

8 **Logos and other company marks**

4 Please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the "Logo and Other Company Marks" section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred

Potential uses of company logo:

- * Your Vendor Profile Page of TIPS website
- * Potentially on TIPS website scroll bar for Top Performing Vendors
- * TIPS Quarterly eNewsletter sent to TIPS Members
- * Co-branding Flyers and or email blasts to our TIPS Members (Permission and approval will be obtained before publishing)

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Solicitation Deviation/Compliance

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

Yes

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Solicitation Exceptions/Deviations Explanation

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.

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.

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.

No response

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Agreement Deviation/Compliance

Does the vendor agree with the language in the Vendor Agreement?

Yes

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Agreement Exceptions/Deviations Explanation

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.

No response

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Felony Conviction Notice

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district 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." (c) This section does not apply to a publicly held corporation. The person completing this proposal certifies that they are authorized to provide the answer to this question.

Select A., B. or C.

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

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

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony. (if you answer C below, you are required to provide information in the next attribute.

B. Firm not owned nor operated by felon; per above

90 **If you answered C. My Firm is owned or operated by a felon to the previous question, you are REQUIRED TO ANSWER THE FOLLOWING QUESTIONS.**

If you answered C. My Firm is owned or operated by a felon to the previous question, you must provide the following information.

1. Name of Felon(s)
2. The named person's role in the firm, and
3. Details of Conviction(s).

91 **Required Confidentiality Claim Form**

Required Confidentiality Claim Form

This completed form is required by TIPS. By submitting a response to this solicitation you agree to download from the "Attachments" section, complete according to the instructions on the form, then upload the completed form, with any confidential attachments, if applicable, to the "Response Attachments" section titled "Confidentiality Form" in order to provide to TIPS the completed form titled, "CONFIDENTIALITY CLAIM FORM". **THIS REQUIRED PROCESS IS THE ONLY WAY TO DEEM PROPOSAL DOCUMENTATION CONFIDENTIAL ANY OTHER CONFIDENTIAL DESIGNATION WILL BE DISREGARDED UNLESS THE DOCUMENT IS IDENTIFIED BY AND ATTACHED TO THE REQUIRED FORM.** By completing this process, you provide us with the information we require to comply with the open record laws of the State of Texas as they may apply to your proposal submission. If you do not provide the form with your proposal, an award will not be made if your proposal is qualified for an award, until TIPS has an accurate, completed form from you.

Read the form carefully before completing and if you have any questions, email bids@tips-usa.com.

92 **Member Access to Vendor Proposal**

Notwithstanding any other information provided in this solicitation or Vendor designation of certain documentation as confidential or proprietary, Vendor's acceptance of this TIPS Contract constitutes Vendor's consent to the disclosure of Vendor's comprehensive proposal, including any information deemed confidential or proprietary, **to TIPS Members**. The proposing Vendor agrees that TIPS shall not be responsible or liable for any use or distribution of information or documentation by TIPS Members or any other party. By submitting this proposal, Vendor certifies the foregoing.

93 **Choice of Law clauses with TIPS Members**

If the vendor is awarded a contract with TIPS under this solicitation, the vendor agrees to make any Choice of Law clauses in any contract or agreement entered into between the awarded vendor and with a TIPS member entity to read as follows: "Choice of law shall be the laws of the state where the customer resides" or words to that effect.

94 **Venue of dispute resolution with a TIPS Member**

In the event of litigation or use of any dispute resolution model when resolving disputes with a TIPS member entity as a result of a transaction between the vendor and TIPS or the TIPS member entity, the Venue for any litigation or other agreed upon model shall be in the state and county where the customer resides unless otherwise agreed by the parties at the time the dispute resolution model is decided by the parties.

95 **Automatic renewal of contracts or agreements with TIPS or a TIPS member entity**

This clause **DOES NOT** prohibit multiyear contracts or agreements with TIPS member entities. Because TIPS and TIPS members are governmental entities subject to laws that control appropriations of funds during their fiscal years for contracts and agreements to provide goods and services, does the Vendor agree to limit any automatic renewal clauses of a contract or agreement executed as a result of this TIPS solicitation award to not longer than "month to month" and at the TIPS contracted rate.

96 Indemnity Limitation with TIPS Members

Texas and other states restrict by law or state Constitution the ability of a governmental entity to indemnify others. TIPS requires that any contract entered into between a vendor and TIPS or a TIPS Member as a result of an award under this Solicitation limit the requirement that the Customer indemnify the Vendor by either eliminating any such indemnity requirement clauses in any agreements, contracts or other binding documents **OR** by prefacing all indemnity clauses required of TIPS or the TIPS Member entity with the following: "To the extent permitted by the laws or the Constitution of the state where the customer resides, ".

Agreement is a required condition to award of a contract resulting from this Solicitation.

97 Arbitration Clauses

Except for certain circumstances, TIPS forbids a mandatory arbitration clause in any contract or agreement entered into between the awarded vendor with TIPS or a TIPS member entity. Does the vendor agree to exclude any arbitration requirement in any contracts or agreement entered into between TIPS or a TIPS member entity through an awarded contract with TIPS?

98 Required Vendor Sales Reporting

By responding to this Solicitation, you agree to report to TIPS all sales made under any awarded Agreement with TIPS. Vendor is required to report all sales under the TIPS contract to TIPS. If the TIPS Member entity requesting a price from the awarded Vendor requests the TIPS contract, Vendor must include the TIPS Contract number on any communications with the TIPS Member entity. If awarded, you will be provided access to the Vendor Portal. To report sales, login to the TIPS Vendor Portal and click on the PO's and Payments tab. Pages 3-7 of the **Vendor Portal User Guide** will walk you through the process of reporting sales to TIPS. Please refer to the TIPS **Accounting FAQ's** for more information about reporting sales and if you have further questions, contact the Accounting Team at accounting@tips-usa.com. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS.

99 Upload of Current W-9 Required

Please note that you are required by TIPS to upload a current W-9 Internal Revenue Service (IRS) Tax Form for your entity. This form will be utilized by TIPS to properly identify your entity.

1000 CERTIFICATION REGARDING BOYCOTTING CERTAIN ENERGY COMPANIES (Texas law as of September 1, 2021)

By submitting a proposal to this Solicitation, you certify that you agree, when it is applicable, to the following required by Texas law as of September 1, 2021:

If (a) company is not a sole proprietorship; (b) company has ten (10) or more full-time employees; and (c) this contract has a value of \$100,000 or more that is to be paid wholly or partly from public funds, the following certification shall apply; otherwise, this certification is not required. Pursuant to Tex. Gov't Code Ch. 2274 of SB 13 (87th session), the company hereby certifies and verifies that the company, or any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of these entities or business associations, if any, does not boycott energy companies and will not boycott energy companies during the term of the contract. For purposes of this contract, the term "company" shall mean an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, that exists to make a profit. The term "boycott energy company" shall mean "without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company (a) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law, or (b) does business with a company described by paragraph (a)." See Tex. Gov't Code § 809.001(1).

101 CERTIFICATION PROHIBITING DISCRIMINATION AGAINST FIREARM AND AMMUNITION INDUSTRIES (Texas law as of September 1, 2021)

By submitting a proposal to this Solicitation, you certify that you agree, when it is applicable, to the following required by Texas law as of September 1, 2021:

If (a) company is not a sole proprietorship; (b) company has at least ten (10) full-time employees; (c) this contract has a value of at least \$100,000 that is paid wholly or partly from public funds; (d) the contract is not excepted under Tex. Gov't Code § 2274.003 of SB 19 (87th leg.); and (e) governmental entity has determined that company is not a sole-source provider or governmental entity has not received any bids from a company that is able to provide this written verification, the following certification shall apply; otherwise, this certification is not required.

Pursuant to Tex. Gov't Code Ch. 2274 of SB 19 (87th session), the company hereby certifies and verifies that the company, or association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary parent company, or affiliate of these entities or associations, that exists to make a profit, does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of this contract against a firearm entity or firearm trade association. For purposes of this contract, "discriminate against a firearm entity or firearm trade association" shall mean, with respect to the entity or association, to: "(1) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (2) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (3) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association. See Tex. Gov't Code § 2274.001(3) of SB 19. "Discrimination against a firearm entity or firearm trade association" does not include: "(1) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (2) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency, or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association." See Tex. Gov't Code § 2274.001(3) of SB 19.

102 CERTIFICATION REGARDING CERTAIN FOREIGN-OWNED COMPANIES IN CONNECTION WITH CRITICAL INFRASTRUCTURE (Texas law as of September 1, 2021)

By submitting a proposal to this Solicitation, you certify that you agree to the following required by Texas law as of September 1, 2021:

Proposing Company is prohibited from entering into a contract or other agreement relating to critical infrastructure that would grant to the company direct or remote access to or control of critical infrastructure in this state, excluding access specifically allowed by the Proposing Company for product warranty and support purposes. Company, certifies that neither it nor its parent company nor any affiliate of company or its parent company, is (1) owned by or the majority of stock or other ownership interest of the company is held or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; (2) a company or other entity, including governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (3) headquartered in China, Iran, North Korea, Russia, or a designated country. For purposes of this contract, "critical infrastructure" means "a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility." See Tex. Gov't Code § 2274.0101(2) of SB 1226 (87th leg.). The company verifies and certifies that company will not grant direct or remote access to or control of critical infrastructure, except for product warranty and support purposes, to prohibited individuals, companies, or entities, including governmental entities, owned, controlled, or headquartered in China, Iran, North Korea, Russia, or a designated country, as determined by the Governor.

103 Acknowledgement

By submitting this proposal, Vendor certifies that it has read, examined, and understands all portions of this solicitation including but not limited to all attribute questions, attachments, solicitation documents, bid notes, and the Vendor Agreement(s). Vendor certifies that, if found to be necessary by the proposing vendor, vendor has sought the advice of counsel in understanding all portions of the solicitation.

TIPS RFP 220303 Furniture, Furnishings and Services

REFERENCES

Please provide three (3) references from three different entities, preferably from school districts or other governmental entities the last three years.

Additional references may be required. DO NOT INCLUDE TIPS EMPLOYEES

Verify your references emails are deliverable and that they agree to provide a reference. Failure to do this may delay the

You may provide more than three (3) references.

Entity Name	Contact Person	VALID EMAIL IS REQUIRED	Phone
Wright Patterson Air Force Base	Tiffany Shively (ACOE)	tiffany.a.shively@usace.army.mil	502-315-6443
Fort Carson, 117th Space Battalion Readiness Center	1LT Pitchford	evan.l.pitchford.mil@mail.mil	303-929-8639
US Securities & Exchange Commission	Tammy Oliver	olivert@sec.gov	202-551-8351
Veterans Affairs	Samuel Gyulnazarian	Sam.Gyulnazarian@va.gov	202-461-9080

Required Confidential Information Status Form

Inscape, Inc

Name of company

Jennifer Angus, Government Contract Specialist

Printed Name and Title of Authorized Company Officer declaring below the confidential status of material

15 Tiffany Ave	Jamestown	NY	14701	905-952-4168
Address	City	State	ZIP	Phone

ALL VENDORS MUST COMPLETE THE ABOVE SECTION

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS (ESC8) IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential and not subject to public disclosure pursuant to Chapter 552 Texas Gov't Code or other law(s), you must attach a copy of all claimed confidential materials to this COMPLETED form, name the combined PDF documents "CONFIDENTIAL", and upload the combined, confidential documents with your proposal submission. If a document is not attached, it will not be considered confidential. The copy uploaded will be the sole indicator of which material in your proposal, if any, you deem confidential in the event TIPS/ESC 8 receives a Public Information Request. If ESC 8 receives a request, any responsive documentation not deemed confidential by you in this manner will be automatically released. For documents deemed confidential by you in this manner, ESC8 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, including Attorney General determination. Notwithstanding any other information provided in this solicitation or Vendor designation of certain documentation as confidential or proprietary, Vendor's acceptance of this TIPS Vendor Agreement constitutes Vendor's consent to the disclosure of Vendor's comprehensive proposal, including any information deemed confidential or proprietary, to TIPS Members. The proposing Vendor agrees that TIPS shall not be responsible or liable for any use or distribution of information or documentation by TIPS Members or any other party.

ALL VENDORS MUST COMPLETE ONE OF THE TWO OPTIONS BELOW

OPTION 1:

I **DO CLAIM** parts of my proposal to be confidential and **DO NOT** desire to expressly waive a claim of confidentiality of all information contained within our response to the solicitation. 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.

IF CLAIMING PARTS OF YOUR PROPOSAL CONFIDENTIAL, YOU MUST ATTACH THE SHEETS TO THIS FORM AND LIST THE NUMBER OF TOTAL PAGES THAT ARE CONFIDENTIAL.

ATTACHED ARE COPIES OF _____ PAGES OF CLAIMED CONFIDENTIAL MATERIAL FROM OUR PROPOSAL THAT WE DEEM TO BE NOT PUBLIC INFORMATION AND WILL DEFEND THAT CLAIM TO THE TEXAS ATTORNEY GENERAL IF REQUESTED WHEN A PUBLIC INFORMATION REQUEST IS MADE FOR OUR PROPOSAL.

Signature _____ Date _____

OR

OPTION 2:

I **DO NOT CLAIM** any of my proposal to be confidential, complete the section below.

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.

Signature Jennifer Angus Date April 1, 2022

North American Warranty

In accordance with Inscape installation and application guidelines, Inscape provides a limited lifetime warranty from the date of delivery to the original purchaser of all Inscape products installed by an Inscape authorized installer.

This warranty extends to defects in material and workmanship of Inscape manufactured product. Inscape will repair products or parts proven to be defective or at its option, provide comparable product, free of charge, within the periods outlined below.

Systems	Storage	Walls	Seating: Task	Seating: Other
Limited Lifetime	Limited Lifetime	10 Years Limited	5 Year Limited	5 Year Limited

EXCEPTIONS

In addition, and without limiting the generality of the foregoing, Inscape's warranty is subject to the following specific limitations and exclusions:

10 Years	5 Years	3 Years	1 Year	Warranty Does Not Cover
<ul style="list-style-type: none"> Nuform and Laminate Worksurfaces Mechanical Locks 	<ul style="list-style-type: none"> Moving parts such as Height Adjustable Workstation Mechanism, Monitor and Keyboard Arms Fabric Covered or Upholstered Products Wood Veneer Components (tops, tiles, drawer fronts, etc) Modular Power Supply (receptacles, jumpers, power tracks) 	<ul style="list-style-type: none"> Whiteboards, Marker Boards MDF Fronts Exposed Wood Frames and Wood Legs High wearing parts such as casters and glides, sliding door mechanisms, bushings, glides, springs, etc Door Hardware and Seals 	<ul style="list-style-type: none"> Electronic Locks Electrical components such as task lights and power and data accessories 	<ul style="list-style-type: none"> Durability and performance of COM, other 3rd party material Consumable products such as batteries, ballasts, bulbs/lamps/ fluorescent tubes Colors and Textures across dissimilar substrates and lots Aesthetic appearance of Clear Coat (see below)

Replacement Parts are covered for two years or the balance of the original warranty, whichever is longer.

Non-standard products (specials) carry the same warranty as standard products. However, in cases where complexity or deviation from standard product differs in form of features, construction, function, or aesthetics, the product will be warranted for 1 year or revised at the time of individual product quote.

Inscape shall not be liable for delays or failure to perform due to fire; flood; act of God; any labor difficulty; act of any governmental authority or the purchaser; wrecks or delay in transportation; failure of suppliers to meet their contractual obligations; or due to any cause out of Inscape's reasonable control.

This warranty does not apply to product defects, damage, failure or loss resulting from the following:

- Product that is damaged during shipment, installation or storage
- Product that is damaged by the user as a result of accident, misuse, alteration, tampering, negligence, or abuse
- Product that is not installed, used or maintained in accordance with Inscape's published guidelines
- Products that have had safety devices, warnings or operating instructions on the product moved, removed or altered
- Products that have in any way been altered, modified or substituted without Inscape's prior written consent and approval
- Damages caused by contact with worksurfaces, or normal wear and tear associated with the use of product
- Claims over which Inscape has no control, such as excessive heat or humidity
- Other manufacturer's branded products.
- Inscape will pass through the manufacturer's warranties applicable to the extent possible
- Natural variations of color, grain or texture found in wood and leather
- Natural aging found in materials such as wood, fabric and leather which results in colors shifting during use
- Reverse crocking of dyes from clothing onto seating products
- Aesthetic appearance of all Tinted/Clear Coat finishes (die forming marks in metal, weld and grind or buffing marks, minor scratches, any discoloration, staining or finger prints on steel, variations in material substrate from one product to another regardless of product type or manufacture date)
- Incidental wear and tear of surface finishes, including scratches and dents or fading of paint finishes and veneers
- Local code requirements other than UL, CSA and ANSI/BIFMA standards, which are the purchaser's and/or end user's responsibility to confirm

Claims & Returns Procedure

Claims relating to defects in material or workmanship must be reported to Inscape Client Services within 30 days of detection. Inscape products may only be returned with Inscape's prior written authorization, whether or not such product is under warranty. All requests to return product must be made in writing to Inscape Client Services and must include original order number(s), manufacturing date, product description and the reason for the return request. No returned product will be accepted by Inscape without its prior written consent. Except in instances involving a valid warranty claim, returned product will be subject to shipping, handling, re-stocking and restoration charges.

EXCEPT FOR THE EXPRESS WARRANTY CONTAINED HEREIN, INSCAPE MAKES NO REPRESENTATION, EXPRESS OR IMPLIED, AS TO ANY PRODUCT INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR USE. INSCAPE SHALL NOT BE LIABLE FOR INCIDENTAL, INDIRECT, ECONOMIC, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES UNDER THIS WARRANTY. THE CUSTOMER'S SOLE REMEDY SHALL BE, AT INSCAPE'S OPTION, THE REPAIR OR REPLACEMENT OF DEFECTIVE PARTS OR PRODUCTS UNDER WARRANTY, OR THE REFUND OF PAYMENTS RECEIVED BY INSCAPE WITH RESPECT TO SAID PARTS OR PRODUCTS.

This warranty is non-transferable and is valid to the original purchaser only.

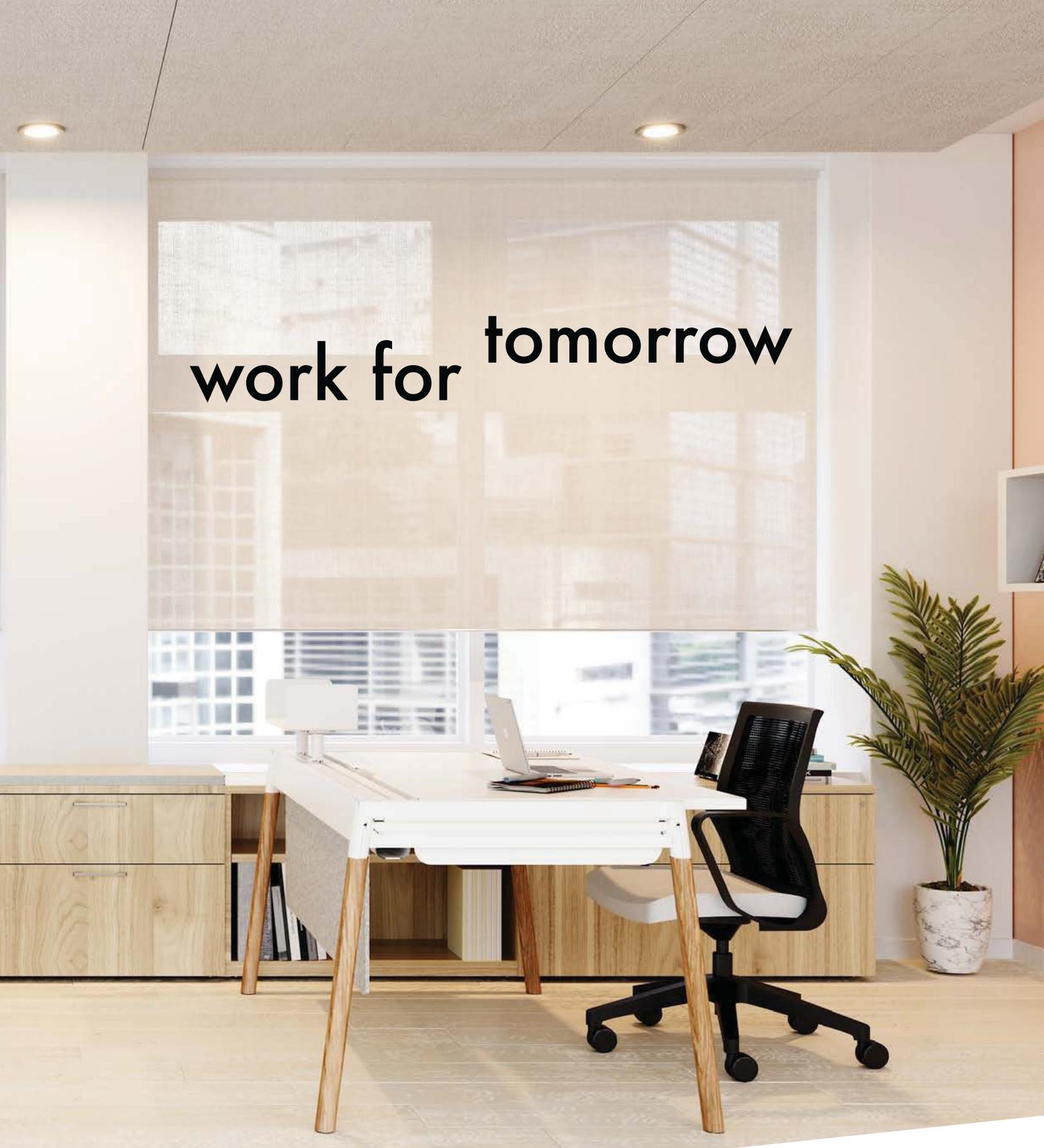
Governing Law

All orders and purchases of Inscape product shall be governed in all respects by the laws of the State of Delaware.

For more information, contact:

67 Toll Road, Holland Landing, Ontario
Canada L9N 1H2
T: 905 836 7676
E: custserv@myinscape.com

work for tomorrow



inscape



Proud Heritage

Working for tomorrow since 1888!

We're no strangers to the workspace. For over 130 years, we've been designing products that are focused on the future.

We've seen the world of work change: from manufacturing some of the first office solutions to now developing mobile desking, storage and walls that help you work the way you want — we've seen it all.



Who we are

We feel that you should be free to work your way, without restrictions. We believe in building for tomorrow; finding answers to questions you didn't even know you had, and that beauty should not limit function.

We're a collection of dreamers and problem solvers with a passion for creating spaces with endless possibilities.



Inspired by today. Built for tomorrow.

Why should your goals be limited by the size of the space you're in? We understand the only thing constant is change so we invest in the innovation today that helps you do your best work tomorrow.

Our products work together and are easily adapted to better serve your needs — whatever they may be. This means people are free to work on their own terms and you can invest knowing your office won't hold you back. Anything is possible with Inscape.

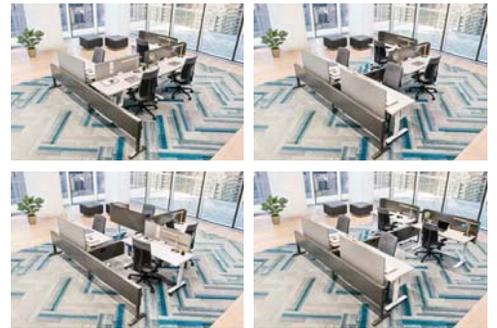


People evolve. So should spaces.

Who will you be tomorrow? There's no way to predict how our business can change over the course of a day, let alone years.

In 10 years time, offices that once needed cubicles may need more mobile solutions; small businesses could flourish and double or triple their workforce; and companies that were once office based may evolve and reconfigure their workspace to support hotelling stations and mobile workforces.

With our product line the only limit is your imagination, not your budget.



Our Products



Workstations

Our workstations are designed to utilize both shared and private spaces. With our scalable workstations, you can create privacy, while at the same time promote a collaborative workflow. This allows you to enhance efficiency while promoting productivity, teamwork, and collaboration. With a myriad of options, you can choose finishes that truly inspire you.



Storage

The office landscape is ever-changing, with more need to store personal items, while keeping a clutter-free space. By offering the broadest range of functional and aesthetic storage options in the industry, our storage line makes it easier for you to create customized solutions for your unique space.



Walls

Whether it's high acoustics to hold confidential meetings, beautiful spaces to increase employee engagement, or a flexible wall system that is capable of being easily reconfigured time and time again, Inscape Walls has a solution for you. With a limitless array of finishes to choose from and a plethora of customizable accessories, our walls are built to serve our clients' needs, both today and tomorrow.



Our Products

Tables

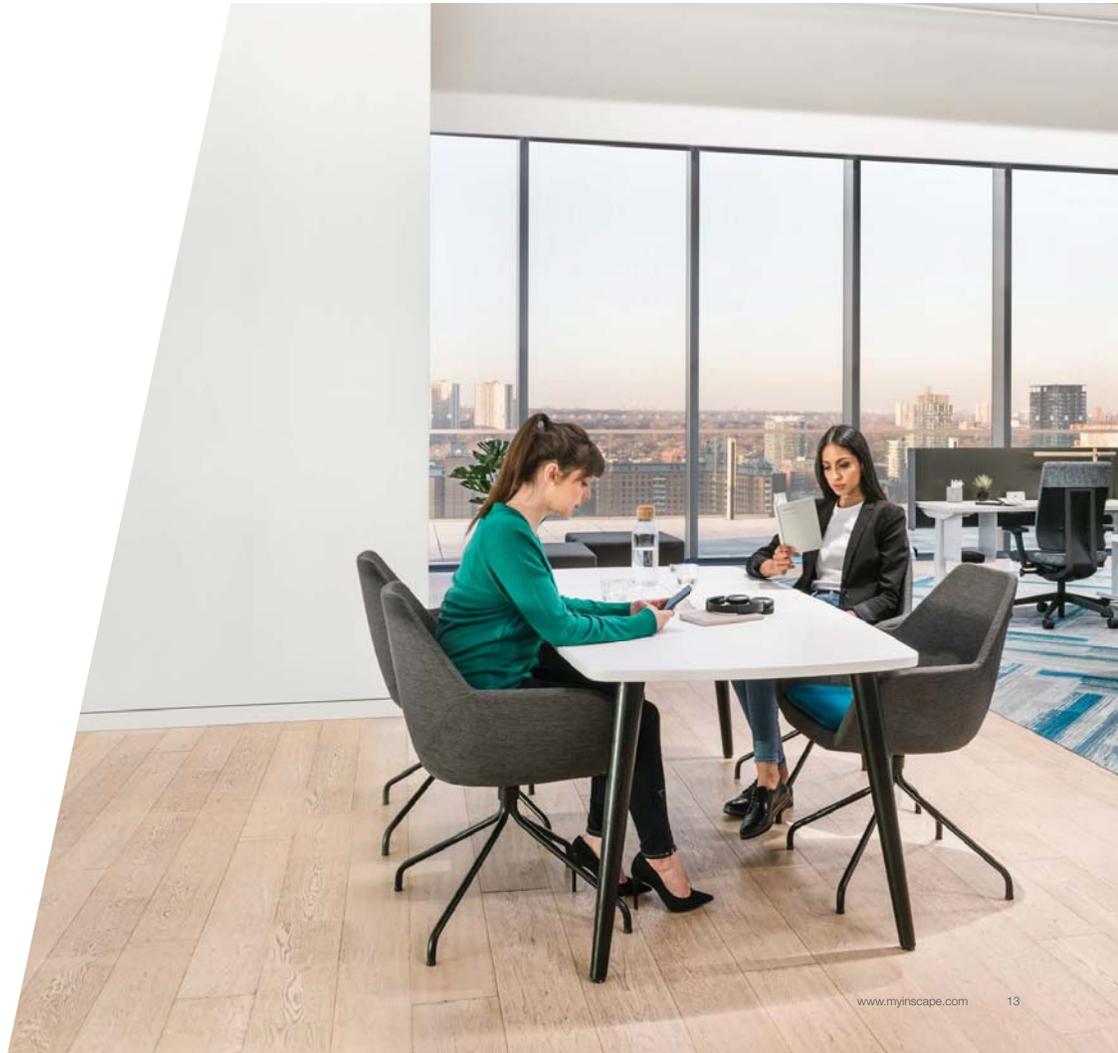


Inscape tables are available in a variety of sizes and shapes making them an ideal solution for private offices and collaborative environments. They support a range of applications and postures — coffee, seated and standing heights. Whether it's a quick touch point at a standing-height table or a casual meeting over coffee, we have your space covered.

Seating



Inscape offers seating solutions that fit your company's style. Whether its lounge seating for impromptu meetings or task chairs meant for dedicated work — our chairs are built with ergonomics and wellbeing in mind to promote a healthy workstyle for your team. Inscape seating and furniture intertwine in aesthetic harmony, with many finishes to choose from.





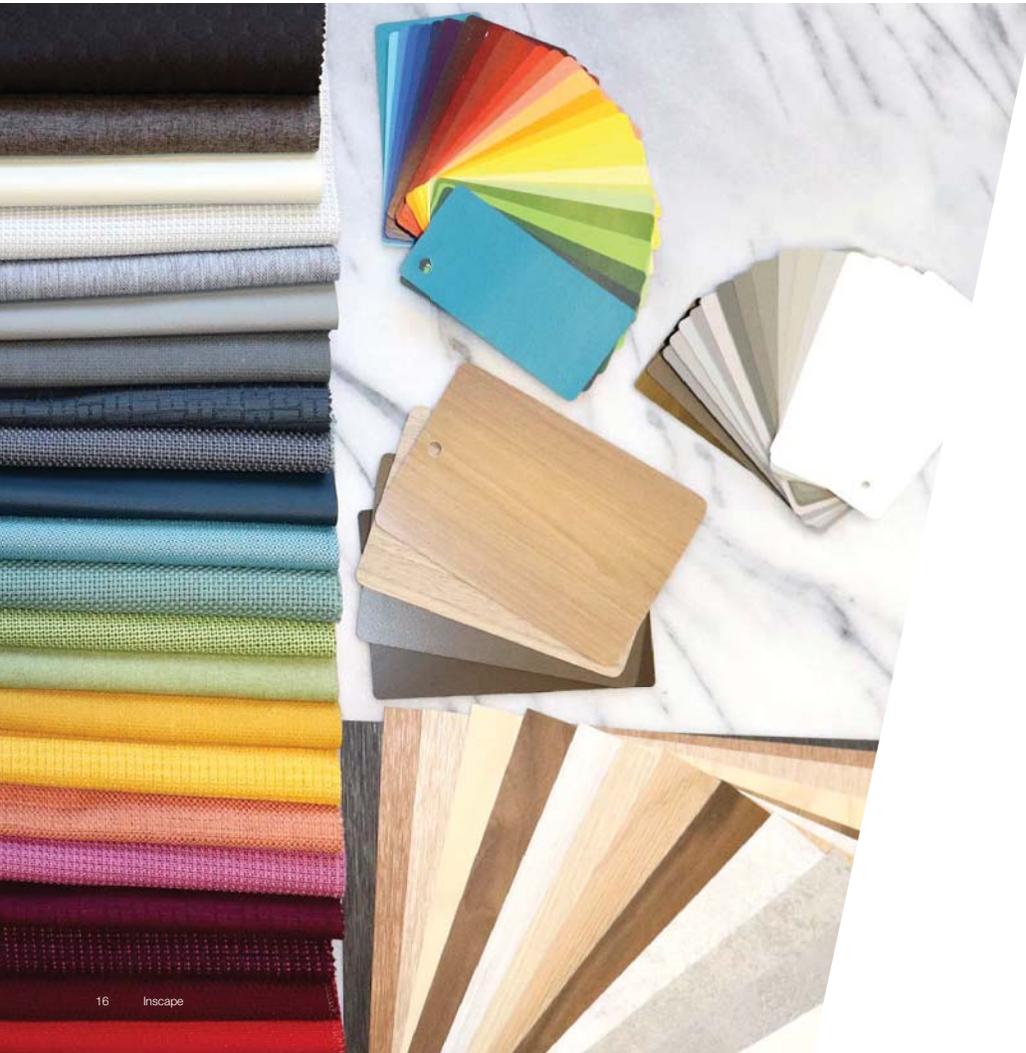
Our Mission

We deliver customized workspace solutions and an exceptional customer experience – every step of the way.

Small enough to care, big enough to perform.

Our scale allows us to be agile enough to offer you specialized solutions all within competitive lead times. Start with our range of products and build them out to suit your needs. Everything from storage to workstations to walls can be made to fit the way you work.

Best of all, our storage, workstations and walls are manufactured in-house and shipped out of one of our two North American facilities.



Fine finishes for beautiful beginnings.

Our Nuform and laminate offerings are full of finishes that fit your style and your budget. We have everything from metallics to stone, and warm textured woodgrain all offered in creative shapes and cuts.

Add some personality with one of our over 3,000 formulated paint colours, or let our chemist blend a shade to perfectly match your style. Then cap your experience with finding the perfect fabric from the hundreds of options in our textile catalogue.

Our Commitment to Sustainability

We've looked beyond the present to think about the next generation in everything we do. Whether it's our products, our people, the local community, customers or the environment, we want to have a positive impact on the world around us.

By devoting our environmental strategy to all aspects of sustainability – including energy, atmosphere, recycling, technology and water – we are committed to ensuring success today, tomorrow and for many years to come.



Declare.

For more about sustainability at Inscape and our certifications, visit myinscape.com/sustainability





Inscape, Inc

Proposal for

The Interlocal Purchasing Systems
(TIPS)



inscape

work for tomorrow



15 Tiffany Avenue
Jamestown, NY 14701

April 7, 2022

TIPS/Region 8 ESC
4845 US Hwy. 271 North
Pittsburg, TX 75686

Re: 220303 (Furniture, Furnishings and Services)

To Whom it May Concern:

On behalf of the Inscape team, we are pleased to respond to your request for proposal for the 220303 Furniture, Furnings and Services 5-year agreement. We appreciate the opportunity to share information regarding our unique capabilities. As a privately owned small business, we are prepared to meet the needs of TIPS members.

At Inscape, we have invested significant resources in developing beautiful workplace solutions that will last for years to come. We support our commitment to quality with a limited lifetime warranty and environmentally friendly products and practices. By carefully listening to client input, and focusing on internal processes, we have created a responsive, organization that provides customers a smooth, problem-free experience.

Established in 1888 we have a proud heritage of over 100 years of quality manufacturing. Our products are manufactured within our two locations: Jamestown, New York and Holland Landing, Ontario, Canada. As you review our proposal, I trust you will discover why so many successful clients choose Inscape's quality products and our premier dealers outstanding services.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Angus". The signature is written in a cursive, flowing style.

Jennifer Angus, Government Contract Specialist
Inscape, Inc.
jangus@myinscape.com



Proud Heritage

Working for tomorrow since 1888!
We're no strangers to the workspace.

For over 130 years, we've been designing
products that are focused on the future.

We've seen the world of work change:
from manufacturing some of the first
office solutions to now developing mobile
desking, storage and walls that help you work
the way you want — we've seen it all.

inscape



Workstations

- Systems
- Bench
- RockIt
- Tables

inscope

work for tomorrow



Inscape System

A truly integrated modular furniture solution, Inscape System gives you the freedom to design with the confidence that every element will work together – today and tomorrow. A set of universal components allows limitless applications for the workspace – from low and high panel workstations to benching, collaborative work areas and private offices. Choose the one system that can meet all of your needs and provide a unified aesthetic across the office.

PRODUCTION

Manufactured in North America. Lead time: 4-6 weeks

ENVIRONMENTAL STATEMENTS

- BIFMA LEVEL®3 sustainability Certified
- FSC® Certified.
- SCS Indoor Advantage Gold Certified
- Declare



FEATURES

- Available with Nuform, veneer, or laminate worksurfaces
- Accessory options include: Slim fabric and metal screens, tackboards, whiteboards, fabric wrapped divider screens, planter boxes, transaction tops, recycle bins, and paper management trays.
- Optional power and data modules for easy connection
- Choose from hundreds of paints and finishes to make a truly customizable piece

inscape

work for tomorrow

FRAMES

Inscape System frames are constructed of 16 gauge tubular steel uprights with welded 18 gauge steel crossrails. The simplicity of the welded frame structure provides an intelligent solution to cable management. The absence of baseplates, apertures and corner posts eliminate barriers that restrict the routing of cables. Cabling may be routed both vertically and horizontally throughout the panel. Cables lay in cable managers that easily install between panel crossrails throughout the framework. Cable managers safely cradle and segregate cables. An aperture-free system means installation and re-configuration costs are kept to a minimum, because at no point do cables run through apertures even at connection points and changes of height. Due to intelligent design of tile clips, a single Inscape System frame can be either built as 2.75" or 3.5" thick, making planning and inventory management a breeze. Two frame thicknesses share same components such as tiles, worksurfaces and supports, electrical and accessories. Frames are finished in Eco Black paint.

The absence of baseplates allows cabling to enter the system along the base of the panel. Cabling may also enter the system through the top or face of the panel. Reconfiguration is easy and economical. Cabling simply eases out of cable managers and is laid back in at the desired point, eliminating the costly need to cut and re-terminate cables for every reconfiguration.

Standard 3.5" thick Inscape System frames are shipped complete with electrical coverplates, electrical mounting clips, and cable hooks. Basic 3.5" and 2.75" thick frames are shipped without electrical cover plates or electrical mounting clips. Tapered or flat top trim is available with the 3.5" thick frame and flat top trim only for the 2.75" thick frames.

Frames feature glides that provide 1.5" of height adjustment allowing air to circulate under panels and throughout the office. Frames are available in 6" increments in widths ranging from 18" wide to 60" wide, and in heights of 24", 29", 37", 44", 51", 57" and 64". Stack-on frames are available to increase panel heights 6.75", 13.5", 20.25" or 27". Stack on frames may be stacked up to 91"h. Frames may also be cut down on site without effecting the integrity of the structure, or voiding the warranty, with little to no downtime to end user (complete disassembly of workstation is not necessary).



PANEL CONNECTOR KITS & TRIM

Inscape System frames may be connected in a variety of ways including off-module, straight-line, two-way, three-way and four-way configurations. Frames of the same height or frames of differing heights may be connected together. Vertical trim pieces (including corner connectors, corner trim, and end trim) must be specified separately. To facilitate specification, connectors are available in kits. Connector kits include all connectors, plugs, plates, clips and trim required to complete the connection for the specified panel configuration. Trims are available epoxy powder-coated in a smooth or textured finish.

A universal metal connector creates all Inscape System panel configurations, including 90° corner, three-way and four-way connections, as well as off-module connections and 120° planning for either panel thickness. A 3/16" Allen key is all that is required to fasten connector bolts.

Top trims snap to Delrin clips which are made from a resin similar to nylon in strength but with more springiness and superior memory, and are molded to tight tolerances. There is a choice of two styles of top trim: flat or tapered. Top trims are manufactured from aluminum and always align straight and true when frames are connected. Vertical trims are available in full height and tapered, to match frame height and in four modular heights: 27", 20.25", 13.5" and 6.75". Painted modular, tapered and full height vertical trims are manufactured from aluminum. All end and corner trims are easily removed to facilitate lay-in of cables.

TILES

Tiles are available in four heights: 6.75", 13.5", 20.25", and 27". Most steel and fabric-covered tiles are available in widths ranging from 18" up to 96". Nuform classic, select and pattern tiles and 27" high tiles are available to match frame widths up to 48". Electrical cover plates at the beltline may be left exposed or communication tiles with cut-outs may be specified to provide upper deck electrical/data access.

Tile attachment clips are made of Delrin, a resin similar to nylon in strength but with more springiness and superior memory, and are molded to tight tolerances. These characteristics allow Inscape System modular clips to retain their original shape without permanent damage under continual pressure. This ensures panel tiles and trims will snap into place with a solid "click" time after time. Tiles are interchangeable between the two frame thicknesses and may go anywhere on module where crossrails are located.

Tiles are available upholstered, powder-coated paint and Nuform finishes. Powder-coated tiles are available in any of the colors shown in our Color Guide with the following surface options: perforated and plain steel. Upholstered tiles are available in a variety of standard fabrics as well as COM. COM fabrics are subject to approval. Nuform tiles may be specified in finishes to match Nuform worksurfaces. Grain direction on Nuform tiles is vertical for standard tiles that are 48"w or less. For Nuform patterned tiles that are wider than 48"w, grain direction is horizontal.

STEEL AND FABRIC-COVERED TILES

6.75", 20.25", and 27" high tiles, as well as 13.5" high tackable tiles are constructed from 24 gauge cold rolled steel with a paint finish on all surfaces to prevent corrosion. All remaining 13.5" high tiles are constructed from 24 gauge galvanized steel. Powder-coated and fabric-covered steel tiles have a flame spread rating of less than 200 when tested according to ASTM-E84. Fabric-covered tiles are available in standard fabrics or COM. COM fabrics are subject to approval. Painted tiles are available in the colors shown in our Color Guide and are available in the following styles: plain steel and perforated.

NUFORM CLASSIC AND SELECT

Nuform tiles consist of grey melamine-backed MDF substrate, with thermoformable Nuform foil over the front surface and sides. The back of the tile also has routing features that accept zinc die cast tile clips. All Nuform tiles incorporate a stiffener on the rear of the tile to ensure straightness and rigidity. Some limitations exist for applications on 2.75" thick frames (see Inscape System Application Guide). A sticker on the back of Nuform tiles provides UL flame/smoke rating information.



DOUBLE GLAZED TILES

Double glazed tiles are 13.5" high. Glazed inserts may be installed into frame openings 24"– 48" wide in place of a tile. Glazed inserts feature a double pane of clear acrylic or frosted acrylic framed by vertical and horizontal trim.

PAPER MANAGEMENT TILES

Available up to 96" wide, paper management tiles are rail tiles which accommodate horizontal paper management, accessories and monitor arms. Additional reinforcement may be required for monitor arm mounts.

WHITEBOARD TILES

Whiteboard tile finishes have been specially formulated for Dry Erase markers and are available in two heights – 13.5" and 20.25". Whiteboard tiles are constructed from 24 gauge cold rolled steel and are available in white, black or grey.

POWER

Inscape System's electrical system is UL and CSA approved and conforms to the City of Los Angeles codes. New York City and Chicago solutions are also available. The electrical system features 8 wires and 4 circuits that can be configured in a 2+2 or 3+1 circuit configuration. A 10-wire configuration solution is available. Non-directional power allows for ease of installation and specification. All electrical components, with the exception of the power feed (which must be connected to the building power supply by an electrician) may be installed by furniture installers. Inscape System's electrical system consists of the following components: Floor/ceiling power feed, ceiling data/electrical feeds, power tracks, receptacles, jumper cables and upper deck electrical components. Electrical components snap into place without tools.

Receptacles snap into power tracks back-to-back and can be accessed through cut-outs in electrical cover plates in frames 30" wide and up. Upper deck electrical kits may be positioned within any frame segment for above the worksurface access. Communication tiles, with cut-outs, may be specified to access receptacles installed in an upper deck location.

DATA

Ceiling power/data feeds feature a septum to separate power from data cables to avoid electromagnetic interference (EMI). Cable managers, which support and segregate data cables, may be positioned at any point throughout the frame. Terminated voice/data connectors may also be installed onto faceplates mounted to voice/data hanging brackets. Brackets mount and slide on crossrails and can easily be moved from one location to another without the need to cut, pull, re-terminate and re-test cable.



LIGHT FIXTURES

Inscape System offers bin/shelf-mounted task lights that mount underneath bins and shelves without tools. An LED task light is available and may be magnetically mounted below a bin, shelf or Twin-Bin. This LED task light has cool temperature light color.

NUFORM™ CLASSIC, SELECT AND PATTERNED WORKSURFACES

The Nuform top is a thermo-formable polymer based sheet continuously bonded to a 1.25" or 1" thick FSC® certified (FSC® C041161) MDF substrate. The polymer sheet is surface coated with a scratch resistant film. Colors are homogenous throughout the film thickness. Top and edge are one continuous surface with no edge seams, eliminating the edge banding where bacteria can grow and edges can peel. The underside of the top is finished in a low pressure melamine. Nuform tops have an optional 1" wide pencil groove located 2" in from the back edge of the worksurface. Nuform tops are available in solid colors, woodgrain, and patterns. Nuform is low maintenance and can be cleaned with soap and water, bleach, Virox, and other products.

COMPOSITE AND NATURAL VENEER WORKSURFACES

Veneer thickness is .032". Overall thickness of top is 1.25". Veneers are sealed and top coated with an open pore catalyzed lacquer. Gloss finish is 35°. All veneer tops are balanced with a wood fiber veneer backer. Wood veneer tops are edged in .25" thick same species solid hardwood and do not include a pencil groove.

PLASTIC LAMINATE WORKSURFACES

Plastic laminate is adhered to 1.25" thick particle board. The underside of the worksurface is finished with a man-made, wood-fiber veneer backer. Worksurfaces specified with a plastic laminate worksurface include a 2mm edge band in a color that co-ordinates with the specified laminate finish. Plastic laminate tops do not include a pencil groove.



LANDINGS & ACCESSORIES

Inscape System landing organizers and accessories include paper management tiles, bin/shelf-mounted slanted sorters, whiteboards, wall-mounted tackboards, pencil drawer, signage, a picture hook, coat hook, storage compartment (acrylic), storage box, closed shelf and open shelf accessories for paper management tiles. The panel and table-mounted vertical organizers are easy to install, move and reconfigure and provide a comprehensive solution for effectively managing paper, binders, catalogs, CDs/DVDs and other office supplies. Some components are frame thickness specific.

The 6.5" high paper management tiles are available up to 96" wide. The tile mounts securely to the slotted vertical channels on Inscape System panels in place of the tile. Horizontal organizers mount onto the paper management tile and may be positioned horizontally along the width of the rail. Organizers can be placed at any height along the three slat design of the rail, providing adjustability to suit individual needs and preferences.

Bin/shelf-mounted sorters install beneath overhead bins and shelves and hold literature, correspondence, notes etc. Sorters are available in right- and left-handed models and are easily repositioned by sliding them horizontally along the length of the bin or shelf.

Panel-mounted whiteboards are available in two tile heights and in five tile widths. Manufactured from steel, they are powder-coated with white, black or grey paint specially formulated for dry erase markers. Whiteboards include a 12" wide marker tray. Available in 13.75" width only and two heights, the magnetic whiteboard is manufactured from steel and powder-coated with white, black or grey paint formulated for use with dry erase markers. Magnetic whiteboards include a 10.5" wide marker tray.

Standard pencil drawers can be installed under any Inscape System worksurface and are available in two different widths, increasing the amount of useable storage within the workstation. Coat-hooks, picture holders and signage are manufactured from steel and snap onto panel crossrails without tools. Signage is available in 9" widths. Some components may be frame thickness specific.



LOAD CAPACITY

Load capacity for fixed height worksurfaces is 4.5 lbs. per linear inch.

STORAGE

A variety of storage components are available within Inscape System including overhead storage units, worksurface supporting storage units and freestanding units. To the right is a reference of the gauges of steel for each.

	Item	Steel
Overheads		20 gauge
Laterals	9900 Series sides	20 gauge
	9900 Series back	22 gauge
Pedestals	9900 Series tops, sides, backs	
	drawers fronts	20 gauge
	9900 Series bottom	18 gauge
	9900 Series drawer bodies	20-22 gauge





Inscape Bench

Built to enable imagination.

Inscape Bench is designed for today's agile work environment. Using its inherent functionality to maximize customizability and scalability, Inscape Bench is a perfect fit in an open plan environment.

Sleek and sophisticated, Inscape Bench offers more options for customization today, plus the adaptability to change for tomorrow. Inscape Bench can support users requiring visual and acoustic privacy in open plan environments and even full panel solutions if necessary. This flexibility allows for personalized workspaces that help keep work environments satisfied and productive.

PRODUCTION

Manufactured in North America. Lead time: 4-6 weeks

ENVIRONMENTAL STATEMENTS

- BIFMA LEVEL®3 sustainability Certified
- FSC® Certified.
- SCS Indoor Advantage Gold Certified



FEATURES

- Available with Nuform, veneer, or laminate worksurfaces
- Accessory options include: Slim fabric and metal screens, tackboards, whiteboards, fabric wrapped divider screens, planter boxes, transaction tops, recycle bins, and paper management trays.
- Optional power and data modules for easy connection
- Choose from hundreds of paints and finishes to make a truly customizable piece

inscape

work for tomorrow

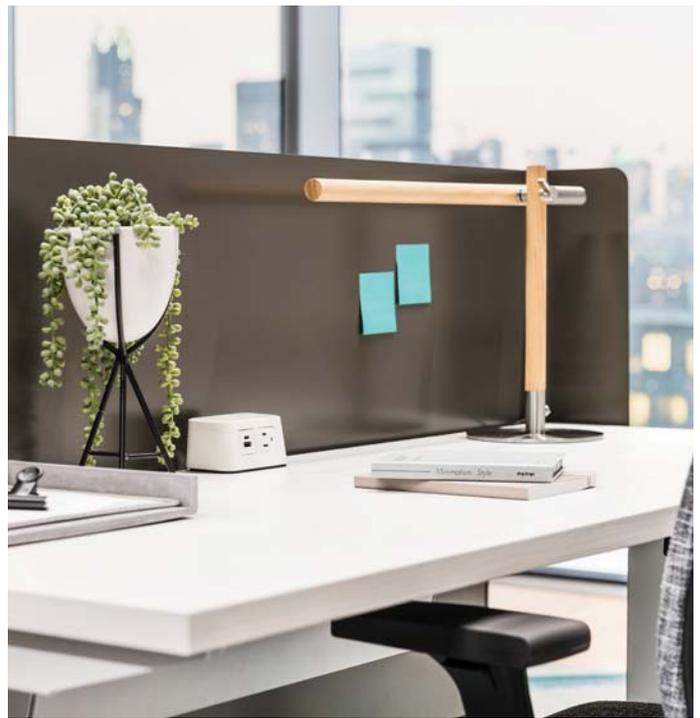
SPINE

Inscape Bench spine is constructed of 16 gauge tubular steel uprights with welded 18 gauge steel crossrails. The simplicity of the 2.75" thick welded structure provides an intelligent solution to cable management. The absence of baseplates, apertures and corner posts eliminate barriers that restrict the routing of cables. Cables lay in cable managers that easily install between panel crossrails throughout the framework. An aperture free system means installation and re-configuration costs are kept to a minimum, because at no point is fishing of cables required; even at connection points and changes of height.

LEGS + SUPPORTS

Worksurfaces and spines are supported by either a Full End Gable, Open "A, O, or H" leg support structure. These supports provide integrity at the ends of the bench run and intermittently along a run of worksurfaces. Mid support should be specified every 72" max with an inset support.

Full End Gable supports are constructed of 16 and 18 gauge steel and are clad with various types of infill such as painted, Nuform, veneer, and laminate. Painted steel infill is constructed from 24 gauge cold rolled steel with a paint finish on all surfaces to prevent corrosion. Powder-coated steel tiles have a flame spread rating of less than 200 when tested according to ASTM-E84. Nuform infill consists of grey melamine-backed MDF substrate 1.5" thick, with thermo formable Nuform woodgrain foil over the front surface and sides. The back-side of the tile also has routing features that accept zinc die cast tile clips. Composite Veneer infill is constructed of 45lb density particle board with an engineered backer for structural integrity.



PLANNING

Planning is made simple with the use of frame widths of 30" to 60" and glides that provide 1½" of height adjustment allowing air to circulate under panels and throughout the office. The height of the overall spine, at 27", keeps the visual below the worksurface. If height above the worksurface is required for privacy or functional items (such as whiteboards, tackboards or storage), stack-on frames are available to increase heights of 6.75", 13.5", 20.25 or 27".

TRIM

Trims snap to Delrin clips which are made from a resin similar to nylon in strength but with more springiness and superior memory, and are molded to tight tolerances. Top trims are flat and manufactured from aluminum and always align straight and true when frames are connected. All end and corner trims are easily removed to facilitate simple lay-in of cables.

MOBILE BENCH

Inscape Bench freestanding tables are available as a mobile table with UL certification. The worksurfaces come fixed or height adjustable with a 2-stage and 3-stage mechanism. Worksurfaces are 1 ¼" thick and are available between 42" - 72" widths. The mobile tables have car-like maneuverability primarily moving in a North, South direction with left and right steering capabilities.

The height range of the tables are 29.5" to 49" for the 2-stage, and 23.5" to 50" on the 3 stage base. The Freestanding height adjustable tables have an optional battery to operate the height adjustable legs without the need for corded power for up to 35 cycles on a full charge assuming a 175lb load.



TILES

Tiles are available in two heights: 13.5" and 27" for either partial or full height spine. Tile attachment clips are made of Delrin, these characteristics allow Inscape Bench modular clips to retain their original shape without permanent damage under continual pressure. This ensures tiles and trims will snap into place with a solid "click" time after time. Standard Inscape System tiles may be used on the Inscape Bench and stack on portions. Tiles are available in upholstered, powder-coated paint and Nuform finishes. Upholstered tiles are available in a variety of standard fabrics as well as COM. COM fabrics are subject to approval. Nuform tiles may be specified in finishes to match Nuform worksurfaces. Grain direction on Nuform tiles is vertical.

Powder-coated and fabric-covered steel tiles have a flame spread rating of less than 200 when tested according to ASTM-E84. Fabric-covered tiles are available in standard fabrics or COM. COM fabrics are subject to approval.

Nuform Tiles consist of grey melamine-backed MDF substrate. 5" thick, with thermo formable Nuform woodgrain foil over the front surface and sides. All Nuform tiles incorporate a stiffener on the rear of the tile to ensure straightness and rigidity. Some limitations exist for applications on 2.75" thick frames (see Inscape Bench Application Guide). A sticker on the back of woodgrain tiles provides UL flame/smoke rating information.

STORAGE

A variety of storage components are available to work with Inscape Bench: laterals, pedestals and bookcases. Storage units should be specified at a height suitable with the bench worksurface height. Cushions are available for on storage units.

POWER + DATA

Inscape Bench spine provides unrestricted routing of cables due to its aperture free design.

Inscape Bench's electrical system is UL and CSA approved and conforms to the City of Los Angeles codes. New York City and Chicago solutions are also available. The electrical system features 8 wires and 4 circuits that can be configured in a 2+2 or 3+1 circuit configuration. A 10-wire configuration solution is available. Non-directional power allows for ease of installation and specification. All electrical components, with the exception of the power feed (which must be connected to the building power supply by an electrician) may be installed by furniture installers. Power and Data can be accessed below the worksurface via face plates in the spine or above the worksurface via stack on frames with power face or clamp on power modules.

Inscape Bench's electrical system consists of the following components: Floor/wall power feed, power tracks, receptacles, jumper cables and upper deck electrical components. Electrical components snap into place without tools.

Receptacles snap into power tracks back-to-back and can be accessed through cut-outs in electrical cover plates in frames 30" wide and up. Upper deck electrical kits may be positioned within any frame segment for above the worksurface access. Communication tiles, with cut-outs, may be specified to access receptacles installed in an upper deck location. Colors available: black, white or gray.

Cable managers, which support and segregate data cables, can be positioned at any point throughout the spine.

Terminated voice/data connectors can also be installed onto faceplates mounted to voice/data hanging brackets.



WORKSURFACES

Nuform™ Classic & Select Finishes

The Nuform top is a thermo-formable polymer based sheet continuously bonded to a 1.25" or 1" thick FSC® certified (FSC® C041161) MDF substrate.

For more information about Nuform, please visit our website at myinscape.com.

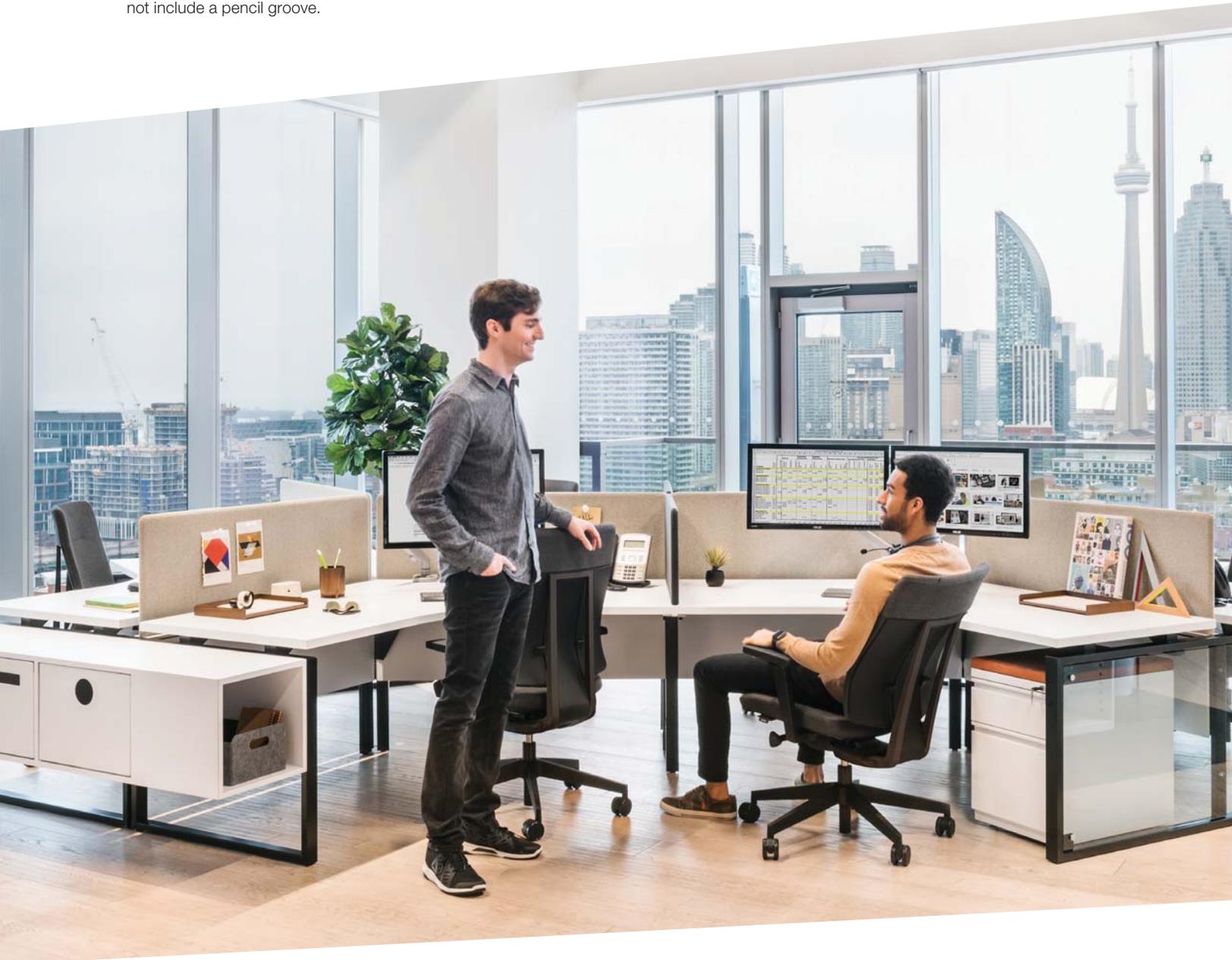
Composite and natural veneer worksurfaces

Veneer thickness is .032". Overall thickness of top is 1.25". Veneers are sealed and top coated with an open pore catalyzed lacquer. Gloss finish is 35°. All veneer tops are balanced with a wood fiber veneer backer. Wood veneer tops are edged in .25" thick same species solid hardwood and do not include a pencil groove.

Laminate worksurfaces

Load capacity for fixed height worksurfaces is 4.5 lbs per linear inch. Electric height adjustable load capacity is 350 lbs on a two legged table not including worksurface weight.

Height ranges vary from 28.5" to 44". Worksurfaces come standard with a gap between surfaces to eliminate pinch points.





RockIt

Simple in design yet powerful in its capabilities. RockIt is designed to be a light-scale benching platform. Users can dream up a space, and make that space a reality with an abundance of plug and play accessories that can create truly unique and customizable spaces. So simple in fact a user can accessorize and change the appearance of their workspace in seconds.

RockIt is the perfect solution for the modern workspace. It is built to be exposed to the open office but that doesn't mean power and cables should be. The intelligent engineering behind RockIt ensures power runs seamlessly out of sight throughout the entire system and our industry leading SkyRockIt technology conceals the pneumatic height adjustability mechanism. This ingenuity ensures RockIt remains looking beautiful in your office space on day 1 and on day 2000.

PRODUCTION

Manufactured in North America. Lead time: 4-6 weeks

ENVIRONMENTAL STATEMENTS

- Up to 85% pre-consumer Recycled content – among the highest in the industry.
- BIFMA LEVEL@3 sustainability Certified
- FSC® Certified. • SCS Indoor Advantage Gold Certified

FEATURES

- Maximum flexibility with a simple kit of parts is the essence of RockIt
- Seamless pneumatic and electric height adjustability
- Simple power with concealed lay-in cabling (no fishing of wires required)
- Available with Nuform or laminate worksurfaces
- Choose from hundreds of paints and finishes to make a truly customizable piece



CORE

The RockIt Core is a custom designed aluminum extrusion with superior strength. It is a single main core construction with snap-on bottom cover which delivers a unified clean aesthetic.

Top of the Core and Hip utilize the same accessory channel which allows various widths of accessories to be placed in several locations, allowing users to mix and match accessories.

Front channel on the core allows for additional accessories. This enables users to place multiple accessories with different purposes at the same location. (i.e. a screen placed on the top channel for privacy and a paper holder placed in the front channel, both at the same location on the core).

The core provides an intelligent solution to cable management. Cables are layed-in below the core then secured in place with the snap-on bottom cover. The absence of apertures eliminates barriers that restrict the routing of cables. An aperture free system means installation and re-configuration costs are kept to a minimum, because at no point is fishing of cables required.

The core is also paintable in any of Inscape's standard colors.

HIP + LEGS

The RockIt core is supported by a zinc die cast + aluminum extruded Hip that is paintable in any of Inscape Standard colors and accent paints.

These hips provide integrity at the ends of a RockIt run and intermittently along a run of worksurfaces.

The hips come in widths of 8" – 60" to support single sided, double sided and 90 degree worksurface applications.

Every hip comes with a cover to close the accessories channel to provide a seamless aesthetic. The Hip cover is not used when accessories are placed in the channel.

Hip covers can be painted same color as the hip or with an accent color for visual attention.

The leg options are either metal or wood. The metal option is paintable in any of Inscape Standard colors and accent paints. The Wood leg color options are shown in the Inscape Finishes Matrix.

Glides on the bottom of the legs provide 1" adjustability for uneven flooring.



PLANNING

Both Linear and 90 degree worksurface options are available in both single and double sided applications.

Planning is made simple with the use of core widths between 48" to 72"W.

The height of the overall core is 28.5" keeping the visual flush with the worksurface.

If height above the worksurface is required for privacy, user installable screens are available to provide privacy from 13.5"H above worksurface to 17"H above worksurface.

Freestanding core option available using floor anchor brackets.

STORAGE

RockIt offers hip mounted storage for double sided applications in linear and 90 degree worksurface applications.

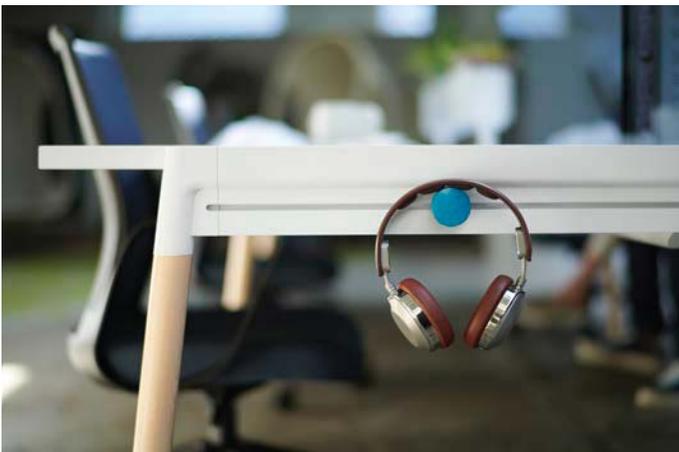
The Hipstash is made of 16 gauge steel and capable of supporting over 100 lbs.

The bunker storage is made of 16 gauge steel and capable of supporting over 100lbs.

The RockIt undermount bins are made of 16 gauge steel and capable of holding over 37lbs of weights

Mobile peds are made of 16 gauge steel with dimensions of 12"W, 20.5"H, 15.5"D

The Corestash is made of 16 gauge steel and features discrete access to electrical on the core for mobile charging. For use in 90 degree worksurface applications only



POWER + DATA

RockIt's electrical system features 8 wires and 4 circuits that can be configured in a 2 + 2 or 3 + 1 circuit configuration. A 10-wire configuration solution is available upon request.

Non-directional power allows for ease of installation and specification. All electrical components, with the exception of the power feed (which must be connected to the building power supply by an electrician) may be installed by furniture installers. Power and Data is located below the work surface via face plates in the core.

RockIt's electrical system is UL and CSA approved. New York City and Chicago solutions are available.

Power can be fed to the core from the ceiling via a power pole, or from the ground with sleeve or in-feed covers to conceal the wires.

The RockIt core can run 12 Cat6 cables or 18 Cat5 data cables.

Power can be accessed above the worksurface using either a power module or worksurface with electrical cutout. Power can also be accessed under a worksurface along the core.

The power module provides easily accessible power above the worksurface. There are 3 types of power modules available:

2 port

- 1 AC port
- 1 USB A + C port

4 port

- 2 AC port
- 1 USB A + C port
- 1 Data port (Data plug-in insert optional)

OR

2 AC port

- 1 USB A + C port
- 1 Availability Light

The RockIt core provides an intelligent solution to cable management. Cables are layed-in below the core then secured in place with the snap-on bottom cover. The absence of apertures eliminates barriers that restrict the routing of cables. An aperture free system means installation and re-configuration costs are kept to a minimum, because at no point is fishing of cables required.



HEIGHT ADJUSTABILITY – PNEUMATIC SKYROCKIT TECHNOLOGY

RockIt's SkyRockIt pneumatic height adjustable technology features a 100% concealed mechanism under the worksurface when not in use with no visible wires or components, a silent and smooth vertical movement with an E-Z squeeze paddle lift activation.

- **Ideal Weight Capacity:** Fixed Counterbalance system with a recommended weight of 10-15 lbs added to the worksurface.
- **Max Weight Capacity:** 25lbs added to the worksurface
- **Height Range:** 28.5" – 40"
- **Material:** Steel construction
- **Worksurfaces supported:** 48"W & 60"W Worksurfaces

Cabling is handled through an optional Height Adjustable Cable management Tray which includes a 3' mesh sleeve to conceal cables running into the core.

The mesh sleeve is available in several colors, please see RockIt pricelist for options on our website myinscape.com

Power is provided to the worksurface with a clamp on power module outlined in the Power+Data section of this spec sheet.

The height adjustable mechanism is available in both black and white finishes and accepts both Nuform and Laminate worksurfaces.



HEIGHT ADJUSTABILITY – ELECTRIC SKYROCKIT TECHNOLOGY

Electric SkyRockIt height adjustable technology features a streamlined, single post leg with smooth and quiet vertical movement under the worksurface with four control options.

- **Max Weight Capacity:** 130lbs
- **Height Range:** 28.5" – 46"
- **Material:** Steel construction
- **Worksurfaces supported:** 30"x 60"

Cabling is handled through a cable chain to conceal cables running into the core.

Power is provided to the worksurface with a clamp on power module outlined in the Power+Data section of this spec sheet.

The height adjustable mechanism is available in black and white finishes and accepts both Nuform and Laminate worksurfaces.

ACCESSORIES

Table Mounted Privacy Screens

- Height: 16 7/8" H
- Thickness: 1/2"
- Tackable surface

Extension Surface

- Thickness: 1"
- Depth: 15"
- Width: 48" & 60"
- Available in Nuform and Laminate

Accessory Hook

- The Accessory Hook mounts to the front rail of the Hip and can be moved along any location of the groove by a user

MODESTY PANELS

Hip mounted modesty for End privacy application

- Height: 13.5"
- Width: 24" to 60" (nominal)
- Thickness: PET 1/3" & Laminate 1/2"

Core mounted modesty for linear privacy application

- Height: 13.5"
- Width: 48" to 72" (nominal)
- Thickness: PET 1/3" & Laminate 1/2"
- Double sided and single sided

Table mounted for 90 worksurfaces privacy application

- Height: 13.5"
- Width: 48" to 72" (nominal)
- Thickness: PET 1/3" & Laminate 1/2"
- Available in PET and Laminate finishes

Both Hip and Core mounted modesty align when installed

Risers

- Mounts into the RockIt hip or Core accessory channel

PET Riser

- Height: 13.5"
- Width: 18.5" to 70"
- Thickness: 5/16"
- Tackable surface

Fabric Riser

- Height: 17"
- Width: 18.5" to 69"
- Thickness: 1/2"
- Tackable surface
- Quick Install, reconfigurable no tools needed

Laminate Riser

- Height: 17"
- Width: 18.5 to 69"
- Thickness: 1/2"
- Quick Install, reconfigurable no tools needed

Add-on Glazing

- Quick install, Reconfigurable, no tools needed
- Mounts into the RockIt hip or Core accessory channel
- Height: 13.5" & 17"
- Width: 18.5" to 69"
- Thickness: 1/4"

Launch Pad

- User movable and mounts into the RockIt hip or Core accessory channel
- Height: 1.5"
- Width: 18" – 58"
- Depth: 8"
- Available in low and high wall
- Steel construction and available in any of Inscape's standard paint colors

RockIt Upmount Bulkhead Storage

- User movable and mounts into the RockIt Core accessory channel only
- Casing material: Steel
- Top and Divider material: Laminate
- Optional 2 PET tackboards or 2 whiteboards
- Available in back-to-back configuration only
- Height: 13.5"
- Width: 28" to 58"
- Depth: 8"

RockIt Upmount Mini Bulkhead

- User movable and mounts into the RockIt hip or Core accessory channel
- Casing material: Steel
- Top and Divider material: Laminate
- Available in back-to-back configuration, or single sided application.
- Height: 6"
- Width: 16" to 46"
- Depth: 12"

RockIt Upmount planter

- User movable and mounts into the RockIt hip or Core accessory channel
- Made of steel construction and paintable in any standard Inscape colors
- Houses live plants and includes liner for watering
- Height: 10"
- Width: 34.7" to 58.7"
- Depth: 4.75"





WORKSURFACES

Laminate Finishes

- Laminate finish options are available on our website in the finishes matrix, please visit myinscape.com

Nuform™ Classic & Select Finishes

- The Nuform top is a thermo-formable polymer based sheet continuously bonded to a 1 ¼" or 1" thick FSC® certified (FSC® C041161) MDF substrate. For more information about Nuform, please visit our website at myinscape.com.
- Nuform has a soft radiused corners compared to traditional laminate worksurfaces sharper corners



Height Adjustable Workstations

Sit, stand. What's right for you?

Improve your comfort, health and productivity with our selection of height adjustable workstations. Our collection offers greater height range and lifting capacity with smooth and quiet mechanisms.



BENCH ELECTRIC
MODEL: INBELAK



FREESTANDING ELECTRIC
MODEL: INKD2S



FREESTANDING ELECTRIC
MODEL: INLAKE2S/INLAKE3S



FREESTANDING PNEUMATIC
MODEL: EGFTCB

Discover more at myinscape.com

inscape

work for tomorrow



Bench Electric INBELAK

SPECIFICATIONS:

- Weight capacity: 200 lbs. (includes worksurface)
- Height range: 28.5" to 44.5" h
- Max. speed 38 mm/s unloaded
- Fully loaded: 120V — total current draw is 2.5A
- Standby power: draw 0.1w or 0.0008A
- Worksurfaces: Nuform, Laminate
- Leg Colors: White Velvet, Steel Wool, Kettle Black

HANDSETS (SHOWN BELOW):

1. Handset with Up Down Buttons
2. Intuitive Paddle
3. Handset with Up Down Buttons & Display + Memory
4. Intuitive Paddle with Bluetooth & Display + Memory

HANDSET FEATURES:

Handsets with Digital Display

- Display height readout
- Set height range so not to interfere with storage below

Handset 4: Intuitive Paddle with Bluetooth & Display + Memory

- Mobile phone application allows movement control through device — compatible with iOS & Android
- Light strip reminder to stand found on paddle
- Four memory setting positions



1. Handset with Up Down Buttons



2. Intuitive Paddle



3. Handset with Up Down Buttons & Display + Memory



4. Intuitive Paddle with Digital Display



Freestanding Electric 2 Stage Basic INKD2S

SPECIFICATIONS:

- Weight capacity: 200 lbs. (includes worksurface)
- Height range: With worksurface - 28.4" - 48"
- Height range: Base only - 27.3"- 46.9"
- Base only or 3 worksurface options:
30"D x 48", 60", 72" W
- Simple up/down paddle control
- 30" foot
- Leg Colors: Grey

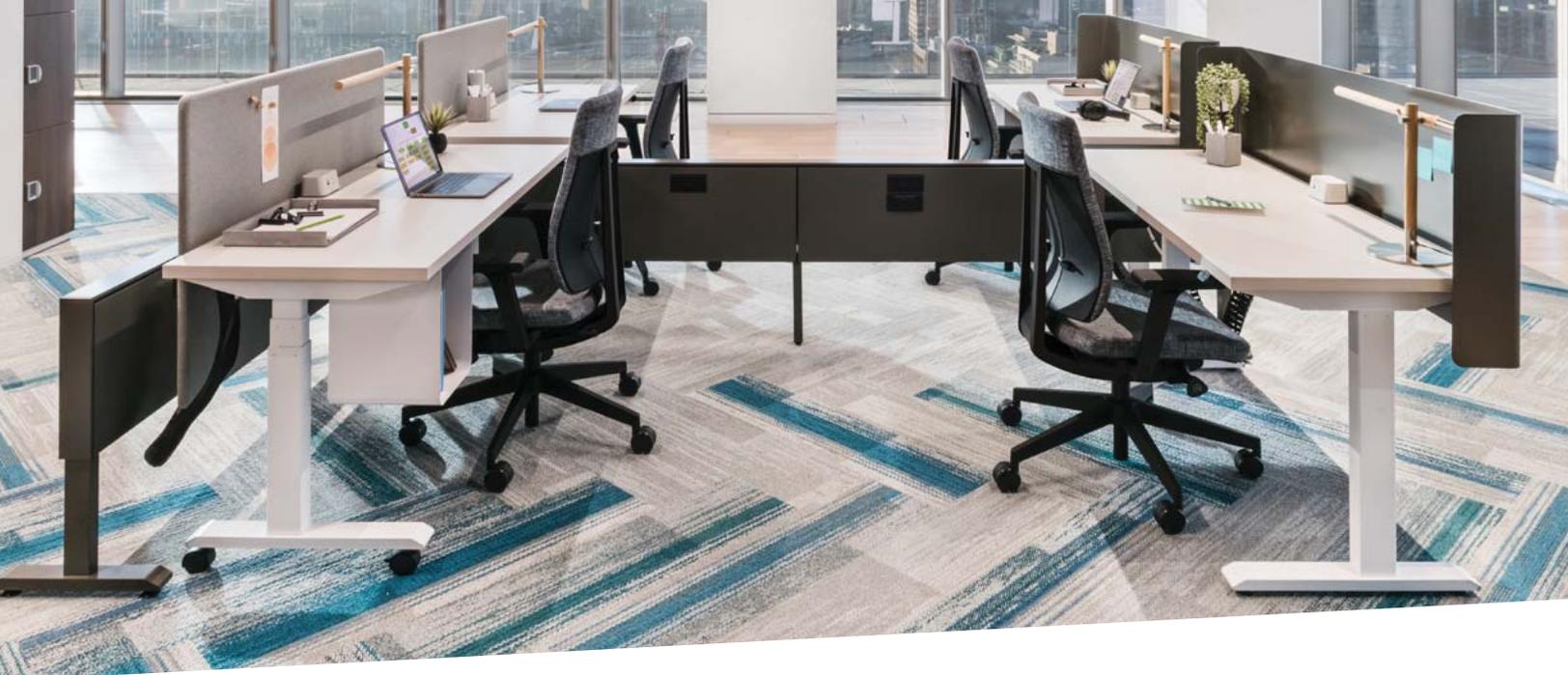
FEATURES:

- Anti-collision technology
- Low noise level (<50 db)
- Very low standby power consumption (100-240V)
- Quick-install

HANDSETS (SHOWN BELOW):

1. Simple Handset with Up Down Buttons





Freestanding Electric 2 & 3 Stage Advanced INLAKE2S/INLAKE3S

SPECIFICATIONS:

- Weight capacity: 200 lbs. (includes worksurface)
- Height Range: 2 Stage - 28.3" to 48.1" h
(with worksurface) 3 Stage - 22.2" to 49.5" h
- Height Range: 2 Stage - 27.2" to 46.9" h
(base only) 3 Stage - 21.1" to 48.2" h
- Max. speed 38 mm/s unloaded
- Fully loaded: 120V — total current draw is 2.5A
- Standby power: draw 0.1w or 0.0008A
- Worksurfaces: Nuform, Laminate
- Leg Colors: White Velvet, Steel Wool, Kettle Black

FEATURES:

- Stretcher bar for wire management
- "C" Type leg, provides room for hanging accessories
- Add-on options: battery pack, Bluetooth functionality
- Minimum setting programed via hard computer hook-up
- 3 leg version – 90° & 120° Configurations
- ¾" Glide adjustment or caster option



1. Handset with Up Down Buttons



2. Intuitive Paddle



3. Handset with Up Down Buttons & Display + Memory



4. Intuitive Paddle with Digital Display

HANDSETS (SHOWN BELOW):

1. Handset with Up Down Buttons
2. Intuitive Paddle
3. Handset with Up Down Buttons & Display + Memory
4. Intuitive Paddle with Bluetooth & Display + Memory

HANDSET FEATURES:

Handsets with Digital Display

- Display height readout
- Set height range so not to interfere with storage below

Handset 4: Intuitive Paddle with Bluetooth & Display + Memory

- Mobile phone application allows movement control through device - compatible with iOS & Android
- Light strip reminder to stand found on paddle
- Four memory setting positions



Freestanding Pneumatic EGFTCB

SPECIFICATIONS:

- Counterbalance mechanism
- Weight capacity: 160 lbs. (includes worksurface)
- Height range: 27" to 47"h
- Worksurfaces: Nuform and Laminate
- Leg Colors: Silver, White

FEATURES:

- Effortless single-handed operation
- Single-handed paddle mechanism (on right)
- Freedom of movement with no leg obstruction
- "C" Type leg, provides room for hanging accessories
- Recycled steel and aluminum
- ¾" glide adjustment

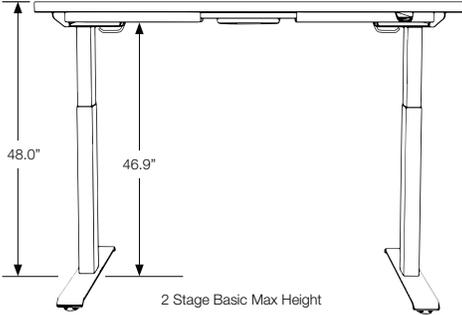
MECHANISM:

Single-Handed Paddle

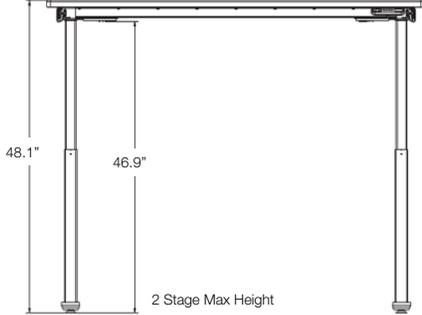
- Located on right of the user
- Simple motion to adjust
- Instantaneous adjustment

Electric Height Adjustable Table Ranges

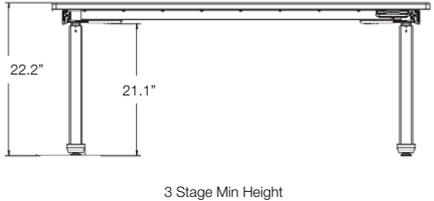
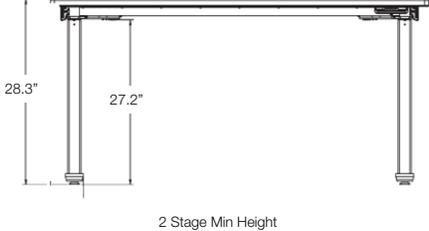
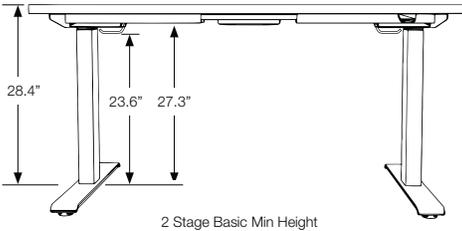
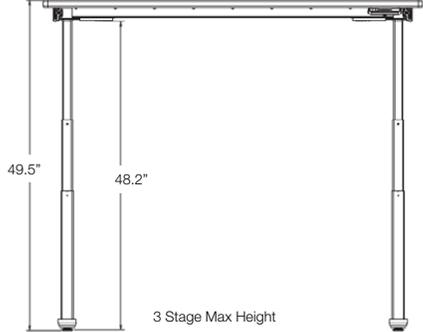
2 STAGE BASIC
INKD2S



2 STAGE ADVANCED
INLAKE2S



3 STAGE ADVANCED
INLAKE3S



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Storage

- 2Stor Mobile Storage
- Laterals, Verticals and Pedestals
- Lockers and Towers
- Waste and Recycle
- Workbar
- 2Stor Caddy

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work for tomorrow

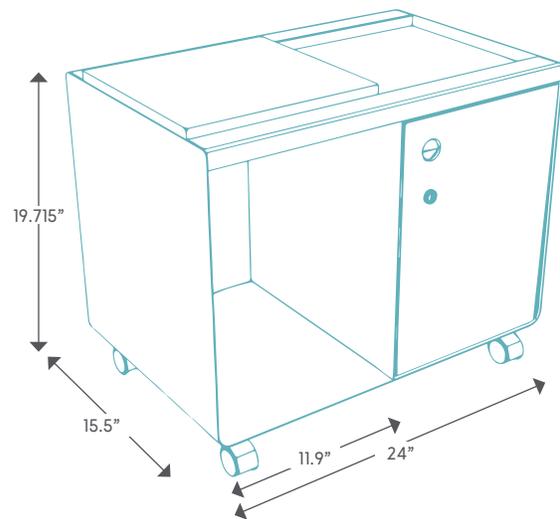
2Stor Mobile Storage

Need more storage than a Caddy or a Pedestal can offer? Don't worry, our Mobile Storage is exactly what you need. With both open and secure storage on the same unit, Mobile Storage can keep all your personal items tucked away and hidden out of sight while still being easily accessible and beautiful. Swivel casters make this Mobile unit... well... Mobile! The push button door design is available in both painted metal or Nuform, opening right or left. And if that's not enough for you, the PET soft landing is a place to keep your technology within reach and can also include an optional guest seating cushion to invite an impromptu chat.

Our 2Stor Mobile Storage unit is versatile and friendly and is designed to coordinate with a variety of office styles. Combine colors and textures on this practical unit to make it truly your own.

Features:

- Storage space for essential small and large items. Large soft landing area for smaller items such as phone, keys or glasses. Large cubbies for a bag or shoes.
- 1 Lockable or unlockable hinged door (left or right) and 1 open cubby (left or right)
- Versatile applications for open environment or private office
- Full width soft landing PET Pure Black PET01 with option to add ½ width cushion for occasional guest seating
- Qty 4, 40mm swivel casters
- Painted case, choice of painted or Nuform door
- Choose from 64 standard paint colors or 32 accent paint colors
- Steel Construction
 - Case back, center divider, hinged door: 20 gauge
 - Case Body: 16 gauge
- Made in North America



Dimensions:

- **Unit:** 15.5"D x 19.715"H x 24"W
- **Nuform door:** .75" thick
- **Cushion:** 11.46"D x 11.92"W x 1.25"H

Weight Capacity:

- **Case top:** 200 Lbs.
- **Open cubby:** 36 Lbs.
- **Hinge door cubby:** 36 Lbs.



Laterals, Verticals and Pedestals

The office landscape is changing – you need creative solutions that free up space and keep you organized. Our storage provides secure and convenient solutions to keep desks clutter-free.

Store snacks, stray cords or anything else that's taking over desk space with your own twist on storage classics. Choose a pedestal that speaks to your needs, whether its freestanding or mobile. Lay out your perfect lateral with modular interiors that can mix, match and evolve with your storage plans.

Features:

Organized

A wide range of accessory options available, including drop in pencil trays and drawer dividers for organized and neat storage

1.5 Inches at a Time

Maximize your real estate with case heights and options that fit. We offer our cases in 1.5" height increments so you get the exact amount of storage you need without any wasted space.

Customizable

All lateral interiors are modular and interchangeable so that cabinets can be retrofitted with new accessories and interiors as required, ensuring long-term value and return on investment.

Specifications:*

Laterals

- 42 Heights: 17-7/8" to 79-3/8"
- 3 Widths: 30", 36", 42"

Pedestals

- 11 Heights: 22-3/8" to 29-7/8"
- 6 Depths: 18", 19", 22", 23", 28", 29"
- 2 Widths: 15", 18"

Vertical Files

- 4 Heights: 26-7/8", 38-7/8", 50-7/8", 55-3/8"
- 2 Widths: 15", 18"

Glides:

- Heights may be increased up to 5/8" by extending standard glide.
- Optional extended glide can provide an additional 3/4" of height adjustment.
- *Exterior cabinet heights are nominal and include 1/8" of exposed glide.
- Refer to [Case Height Matrix](#) for more information on exterior heights.

Finishes:

- Available in 2 front styles: metal 9900 series and Nuform



Lockers & Towers

Our lockers and towers are the perfect personal storage solution for any office environment. Available in a wide range of sizes and styles, our storage gives you a secure place to store personal items and keeps it organized and clutter free. Our durable lockers & towers provide storage solutions ideal for an agile workplace environment.

Features:

- Flexible for small or large secure storage needs
- Available in 2 front styles: metal 9900 Metal Series and Nuform
- Standard locks and eLocks are available on select styles.
- Metal fronts: Choose from 64 standard colors or 32 accent colors
- Nuform fronts available in a variety of colors and textures, in solids, patterns, marble, concrete and woodgrain
- Made in North America.

Glides:

- Heights may be increased up to 5/8" by extending standard glide.
- Optional extended glide can provide an additional 3/4" of height adjustment.
- Exterior cabinet heights are nominal and include 1/8" of exposed glide
- Refer to Case Height Matrix for more information on exterior heights.

eLocks:

- All metal construction with motorized locking bolt
- Powerful and easy administration with Smartphone App
- Access with keypad or free app
- Come in two styles: Dead Bolt style or Slam style
- There are two eLock types: Multi-use or Single-use
- Passcode operation: Multi-use (e.g., company employee), single-use (e.g., hotel safe)



Waste & Recycle

Our Waste + Recycle helps to create a cleaner, more attractive space while optimizing limited real estate in the workplace. It is designed for collaborative spaces, cafés, lunch rooms, or anywhere you would like to encourage recycling. Featuring a pull-out drawer, users can easily access the included plastic bins, making emptying them easy to use.

Features:

- Discrete waste management with hidden storage.
- Made from durable engineered steel construction
- Includes removable 10 gallon plastic bin
- Laser cut waste and recycle symbols
- Choose from 64 standard colors or 32 accent colors
- Made in North America

Available Accessories:

- Clear plastic label holders
- Counterweight
- Pencil Trays
- Drawer bodies and accessories are finished in Eco Black

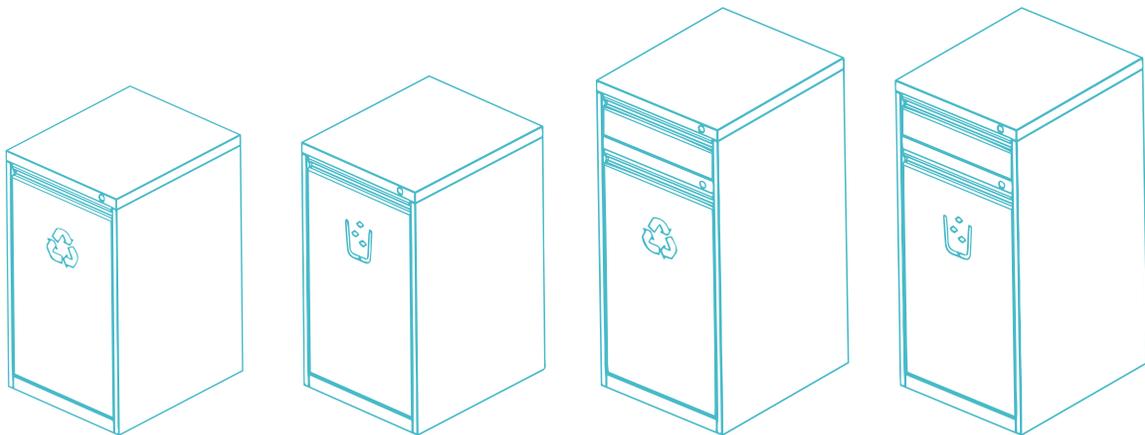
Dimensions:*

- Pullout Recycle Drawer
26 7/8" h x 15" w x 18" d
- Pullout Recycle Drawer with 4.5" Drawer
32 7/8" h x 15" w x 18" d

* Exterior cabinet heights are nominal and include 1/8" of exposed glide.
Refer to **Case Height Matrix** for more information on exterior heights.

Glides:

- Heights may be increased up to 5/8" by extending standard glide.
- Optional extended glide can provide an additional 3/4" of height adjustment.



Workbar

Make more of your communal space with Office Specialty's custom Workbars. The Workbar is perfect for a kitchen, hoteling or any shared workspace. Collaboration and storage work together with a choice of bookcases, cabinets and lateral files. Using a mixture of storage solutions and worksurfaces, each Workbar is built to help you maximize your workspace without having to sacrifice on style or functionality.

Features:

1.5 Inches at a Time: Maximize your real estate with case heights and options that work together. We offer our cases in 1.5" height increments so you get the exact amount of storage you need without any wasted space.

Customize: Worksurfaces are available in nuform and laminate. Choose from rich textured woodgrains, stones, or coloured finishes to complete the look.

Stay Connected: Add optional power and data ports for even more connectivity.

Flexible: All interiors are modular and interchangeable so that cabinets can be retrofitted with new accessories and interiors as required

Colorful: Choose from 64 Standard paint colors or 32 accent colors.

Made in North America



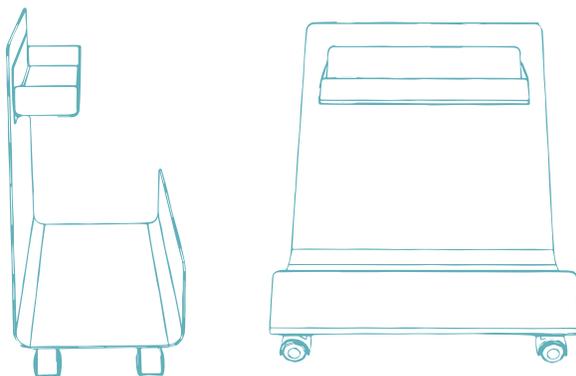
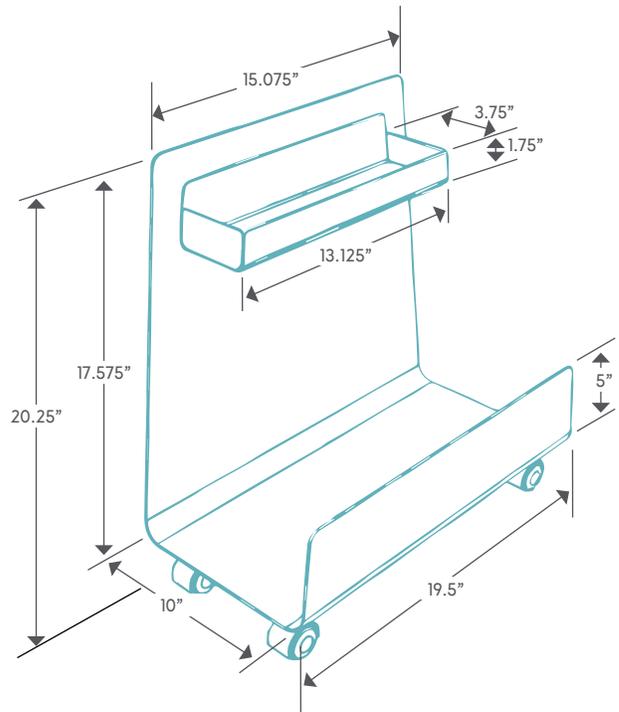
2Stor Caddy

This Caddy combines style and function with its simplistic, modern design. The curved edges match our RockIt line perfectly or any design language out there. We've introduced smart new features such as a magnetic shelf that can be easily removed and stored in a locker for safe keeping.

The Caddy's open design allows for the storage of a wide variety of items such as shoes, bags or books, while its casters make it easily movable. Not only is this Caddy highly functional, it's also incredibly stylish too. Combine any of our standard or accent colors to make the Caddy uniquely yours.

Features:

- Storage space for essential small and large items
- Caddy tray can be removed to be stored securely
- Standard charcoal soft landing PET in tray
- Caddy has non swivel 40mm casters and moves in a forward/backward motion for easy access to personal items
- Versatile applications for open environment or private office
- Painted, 2 color options. Choose from 64 neutral and 32 accent colors
- Steel Construction
 - Body:** 12 gauge
 - Tray:** 16 gauge
 - Caster saddle:** 16 gauge
- Made in North America



Dimensions:

- **Unit:** 19.5"D x 20.25"H x 10"W
- **Tray:** 13.125"D x 1.75"H x 3.75"W

Weight Capacity:

- **Bottom Tray:** 24 Lbs.
- **Top Removable Tray:** 1.0 Lb.

Inscape Product Environmental Fact Sheet



	Product	LEVEL® Certification Sustainability Standard	Off-Gassing (Emission)	FSC® (Wood)	Declare certificate	% Pre-Consumer Recycled Content	% Post-Consumer Recycled Content	% Total Recycled
Workstations	RockIt					80	5	85
	Inscape Bench				Declare.	56	12	68
	Inscape System				Declare.	39	18	57
Tables	Fixed Free-Standing Tables					56	11	67
	Height Adjustable Tables					60	10	70
Storage	Filing & Storage				Declare.	20	27	47
Walls	Aria				Declare.	31	5	36
	Acme 50				Declare.	3	13	16
	Interval					59	10	69
Worksurfaces	Laminate					84	0	84
	Nuform					84	0	84

*For more detailed information on specific finishes and options that are certified, please call 1.866.467.2273 or [contact a sales rep](#). For more information about our certifications, please visit myinscape.com/sustainability.



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