



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM	<u>ks</u>
Finance	<u>mm</u>
DA	<u>st</u>
Risk Mgt.	<u>N/A</u>
HR	<u>N/A</u>
Comptroller	<u>ch</u>

STAFF REPORT
BOARD MEETING DATE: October 25, 2016

DATE: October 3, 2016

TO: Board of County Commissioners

FROM: Brett Steinhardt, Project Coordinator, Engineering and Capital Projects
Community Services Department, 328-2049, bsteinhardt@washoecounty.us

THROUGH: Dwayne Smith, P.E., Division Director, Engineering and Capital Projects
Community Services Department, 328-2043, desmith@washoecounty.us

SUBJECT: Recommendation to approve the purchase of Systems Furniture and the installation of SpaceFile File Systems for the Washoe County Medical Examiners Building Project from Reno Business Interiors [\$123,713.82] under NRS 332.195's provisions for joining the contracts of other governments or government agencies, U.S. Communities Contract #4400003402 (Haworth), NASPO/WSCA Contract #1931MA146 (Hon), and National IPA Contract #2015000063 (Sit On It and Ideon); and approve the purchase of SpaceFile file storage systems for the Washoe County Medical Examiners Project from SpaceFile [\$35,032.40] under NRS 332.195(m)'s provisions for purchasing from a vendor that has an agreement with the General Services Administration, GSA contract #GS-27F-0041X. (Commission District 3.)

SUMMARY

The Community Services Department (CSD) is requesting approval to purchase Systems Furniture and the installation of SpaceFile File Systems from Reno Business Interiors (RBI) for the newly constructed Medical Examiners Building in the amount of \$123,713.82, utilizing U.S. Communities Contract #4400003402 (Haworth), NASPO/WSCA Contract #1931MA146 (Hon), and National IPA Contract #2015000063 (Sit On It and Ideon) joinder contracts, and approve the purchase of SpaceFile file storage systems for the 990 E. 9th Street Washoe County Medical Examiners Building from SpaceFile, in the amount of \$35,032.40 utilizing GSA contract #GS-27F-0041X.

RBI to provide all systems furniture and installation, and installation of SpaceFile File systems purchased directly from SpaceFile.

990 E 9 th St. Furniture Proposal	
Bidder	Bid Amount
Reno Business Interiors	\$123,713.82
SpaceFile	\$35,032.40
Total	\$158,746.22

The design phase of the Project was completed on October 12, 2015. Construction activities began on January 5, 2016, following a ground breaking ceremony on December 15, 2015. The Project is anticipated to take 12 months to complete and Washoe County anticipates accepting the new facility in December 2016 with the Washoe County Medical Examiner staff moving into the new facility during the first part of 2017.

Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

January 14, 2014, the Board of County Commissioners (Board) approved an agreement for professional consulting services between Washoe County and Lumos and Associates, Inc. to provide project management services for the Washoe County Medical Examiners Facility Project [\$310,030].

On May 13, 2014, the Board approved the Washoe County Capital Improvement Plan for FY2014/19 which included authorization for the design and construction phase of a new Washoe County Medical Examiners Facility.

On July 1, 2014, Washoe County Purchasing approved a preconstruction services contract with Q&D Construction, Inc., for the Washoe County Medical Examiners Facility Project [\$45,698].

On July 8, 2014, the Board approved an agreement for professional consulting services between Washoe County and VanWoert Bigotti Architects to provide architectural design services for the Washoe County Medical Examiners Facility Project [\$766,990].

On July 22, 2014, the Board approved a resolution directing the Clerk to notify the Washoe County Debt Management Commission of the County's proposal to issue its Washoe County, Nevada General Obligation (limited tax) Building Bonds (additional secured by pledged revenues) in the maximum principal amount of \$12,000,000 for the Medical Examiner's building; providing certain details in connection therewith, and providing the effective date hereof.

On December 9, 2014, the Board approved a Resolution of Intent, proposing the issuance of, and authorizing the publication of notices relating to General Obligation (limited tax) Building Bonds (additional secured by pledged revenues) Series 2015 in the maximum principal amount of \$12,000,000 for the purpose of financing the building projects, including the Medical Examiner's building; providing the manner, form, and contents of the notices thereof; providing other matters properly related thereto; and providing the effective date hereof.

On February 24, 2015, the Board approved Amendment No. 1 to the Agreement for Professional Consulting Services between Washoe County and VanWoert Bigotti Architects to include specialty forensic consultant services for the Washoe County Medical Examiner's Facility Project [\$167,835.00].

On February 24, 2015, the Board approved an Agreement for Professional Consulting Services between Washoe County and Poggemeyer Design Group, Inc., to provide project management services for the Washoe County Medical Examiners Facility Project [\$182,990.00].

On December 8, 2015, the Board approved an Owner-CMAR Construction Agreement between Washoe County and Q&D Construction, Inc. to provide Construction Manager at Risk (CMAR) construction services for the Washoe County Medical Examiners Facility Project [\$10,770,482.00]; and directed the Comptroller's Office to make the appropriate budget adjustments.

BACKGROUND

Washoe County owns and operates the existing Medical Examiners facility located at 10 Kirman Avenue, adjacent to the Renown Medical Center. The single-story building, which has a full basement, also houses the Washoe County Tuberculosis (TB) Clinic. The existing facility was constructed in 1959, commissioned in 1990, renovated in 1992 and expanded in 2003. Over time, the existing facility has become a regional provider to 15 counties in Nevada and several counties in California. In addition to providing medical examiner services, the facility also provides various services including toxicological sampling, testing and reporting for the Washoe County Sheriff's Crime Laboratory. The facility also stores a significant number of various types of samples which require various storage environments.

Understanding the significant operation and maintenance costs of the existing facility, and also its building size and infrastructure deficiencies, Washoe County included planning efforts for a new Medical Examiner's facility within the 2001 Washoe County Facilities Master Plan. That Master Plan identified the need for a new facility and recommended a project be initiated 2013.

Funding for the design and development of the project was approved in the Washoe County 2014/2019 Capital Improvement Plan (CIP). Funding for the construction of the facility was provided through the sale of General Obligation (limited tax) Building Bonds that are additionally secured by pledged revenues.

FISCAL IMPACT

The new Medical Examiner Facility project is included in the approved 2015-2019 Capital Improvement Plan and is funded primarily through Washoe County's issuance of General Obligation building bonds. Funding is located in project CF890401 Medical Examiners Building within the Capital Facilities Tax Fund 489.

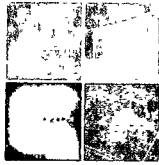
RECOMMENDATION

It is recommended the Board of County Commissioners approve the purchase of Systems Furniture and the installation of SpaceFile File Systems for the Washoe County Medical Examiners Building Project from Reno Business Interiors [\$123,713.82] under NRS 332.195's provisions for joining the contracts of other governments or government agencies, U.S. Communities Contract #4400003402 (Haworth), NASPO/WSCA Contract #1931MA146 (Hon), and National IPA Contract #2015000063 (Sit On It and Ideon); and approve the purchase of SpaceFile file storage systems for the Washoe County Medical Examiners Project from SpaceFile [\$35,032.40] under NRS 332.195(m)'s provisions for purchasing from a vendor that has an agreement with the General Services Administration, GSA contract #GS-27F-0041X.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the purchase of Systems Furniture and the installation of SpaceFile File Systems for the Washoe County Medical Examiners Building Project from Reno Business Interiors [\$123,713.82] under NRS 332.195's provisions for joining the contracts of other governments or government agencies, U.S. Communities Contract #4400003402 (Haworth), NASPO/WSCA Contract #1931MA146 (Hon), and National IPA Contract #2015000063 (Sit On It and Ideon); and approve the purchase of SpaceFile file storage systems for the Washoe County Medical Examiners Project from SpaceFile [\$35,032.40] under NRS 332.195(m)'s provisions for purchasing from a vendor that has an agreement with the General Services Administration, GSA contract #GS-27F-0041X."

REVISED PROPOSAL



DATE: **10/12/2016**

SO# **W7R2024**

SOLD TO: WASHOE COUNTY MEDICAL EXAMINER
 1001 E. NINTH STREET, BLDG. A
 RENO, NV 89512
 ATTN: BRETT STEINHARDT
 PHONE: 775-328-2049
 email: bsteinhardt@washoecounty.us

427 RIDGE STREET, SUITE D
 RENO, NV 89501
 P: 775-786-2700 F: 775-786-2772

PAYMENT TERMS: NET 30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	LOT - HAWORTH FURNITURE	\$ 68,728.37	\$ 68,728.37
	CONTRACT# 440003402	\$ -	\$ -
1	LOT - SIT ON IT FURNITURE	\$ 11,336.70	\$ 11,336.70
	CONTRACT# 2015000063 / 918755	\$ -	\$ -
1	LOT - IDEON FURNITURE	\$ 5,284.94	\$ 5,284.94
	CONTRACT# 2015000063 / 918756	\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
	SEE ATTACHED REFERENCED CONTRACTS	\$ -	\$ -
		\$ -	\$ -

1. All installation labor to be performed during normal working hours, unless otherwise stated.
2. Installers must have access to jobsite. (i.e.; elevator, if job is not on first floor.)
3. Reno Business Interiors agrees to store nominal quantities of freight for up to 30 days from date received. Storage fees will be assessed for freight warehoused for greater than 30 days.
4. Licensed electrician's fees to connect power/data to panels are not included.
5. All furniture is special ordered and can not be returned.
6. A 3% charge will be applied to all credit card purchases.

SUBTOTAL	\$ 85,350.01
SALES TAX	N/A
DESIGN/PROJ MGMT	\$ 2,250.00
INSTALLATION	\$ 14,000.00
	\$ 101,600.01
DEPOSIT REQUIRED	\$ -

CUSTOMER AUTHORIZATION

PRINT NAME: _____
 TITLE: _____
 DATE: _____
 EMAIL INVOICE TO: _____

RENO BUSINESS INTERIORS
Gretchen Graybar
GRETCHEN GRAYBAR, RID

HAWORTH®

U.S. COMMUNITIES PROGRAM INFORMATION

General Information

- Details about the US Communities program are available at www.uscommunities.org.
- Agencies must be registered to participate in the program. There is no obligation to purchase and there are no fees to participate. Always check the web site first to verify if an agency is a registered participant.
- Current pricing is available in Library in the Government section under US Communities
- 3 Furniture Suppliers on contract – Haworth, Herman Miller, and Knoll
- Haworth's contract number with US Communities is 440003402

Contract Information:

- Start Date January 1, 2013
- End Date December 31, 2016
- Four – One year renewals – (through 2020)
- Discounts are **product only**
- **For service prices such as design, installation, reconfiguration, etc. refer to the Haworth Service Rate sheet for the US Communities contract.**

Price Agreement Information

Domestic (Continental United States)

55603 AA Multiple Award

55611 AA Sole Source

Overseas (Hawaii and Alaska)

55603 BB CIF Multiple Award

55611 BB CIF Sole Source

Haworth Contact Information

Cyndi Kamps

616-393-1645

cyndi.kamps@haworth.com

uscommunities@haworth.com

**HAWORTH'S US COMMUNITIES MULTIPLE AWARD CONTRACT DISCOUNTS
CUSTOMER COPY**

55603 AA for orders shipping to continental U.S. locations, accessing U.S. price list

Product Group	Systems, Tables and Healthcare Products	Seating	Freestanding	Wood Casegoods & Wood Tables	Flooring/Electrical Architectural Interiors	List Dollar Value	Customer Discount Product Only
I Regular Lead Time	UniGroup® NW/WT PLACES® NW/WT and FW, UniGroup® Too Adaptable Components					\$1-\$100,000 \$100,001 or More	71% Negotiable
Rush						\$1 or More	61%
II Regular Lead Time	IF, RACE®, PREMISE® NW/WT, Moxie™, Components, Compose					\$1-\$100,000 \$100,001 or More	68% Negotiable
Rush						\$1 or More	53%
III Regular Lead Time		Accolade®, Monaco®, System 58, Improv®, System12, Look	Beside, 950 Series Files X Series® Casegoods, Files & Storage V Series® Casegoods, Files & Storage			\$1-\$50,000 \$50,001 or More	63% Negotiable
Rush						\$1 or More	57%
IV Regular Lead Time		X99®				\$1-\$50,000 \$50,001 or More	60% Negotiable
Rush						\$1 or More	54%
V Regular Lead Time	Patterns Reside Openest Inturty	Composites™, Forenze™, Galene™, Hello™, Prescott™, Tally™, Tuxedo™, ToDo®, Poppy		PLACES® Wood Casegoods Orlando™, Tripoli™, York, Vancouver™, Masters, Series K™, Orlando LS™, Suite		\$1-\$25,000 \$25,001 or More	53% Negotiable
Rush						\$1 or More	41%
VI Regular Lead Time		Cassis, Candor				\$1-\$25,000 \$25,001 or More	55% Negotiable
Rush						\$1 or More	41%
VII Regular Lead Time	Tactics®, 450 Series, Tempo™, Planes™ Compose Wood	Kinetics® Tempo				\$1-\$25,000 \$25,001 or More	58% Negotiable
Rush						\$1 or More	55%
VIII Regular Lead Time	Jump® Staff, BRAZO Boogie Board, Belong, European Product The Haworth Collection BRAZO, Lam					\$1-\$10,000 \$10,001 or More	41% Negotiable
IX Regular Lead Time		Very™ Very Task				\$1-\$25,000 \$25,001 or More	55% Negotiable
X Regular Lead Time					Enclose	\$1-\$100,000 \$100,001-\$500,000 \$500,001 or More	55% 57% Negotiable
XI Regular Lead Time					TecCrete®	\$1 to \$100,000 \$100,001 or More	62% Negotiable
XII Regular Lead Time					Powerweb	\$1-\$100,000 \$100,001-\$500,000 \$500,001 or More	60% 62% Negotiable



National IPA End User Information Sheet

Contract No. 2015000063 | Term: March 5, 2015 - March 4, 2017



TVR# SitOnIt Seating: 918755
IDEON: 918756

Price Guides SitOnIt Seating: April 6, 2015
IDEON: April 6, 2015

SitOnIt Seating: Multipurpose seating, stacking chairs, folding chairs and dollies or trucks, designed to support stacking and folding chairs, installation services.

IDEON: Tables and accessories / Upholstered seating.

Volume Discount	Tiers I-V (List Price)	Delivered Tailgate	Inside Delivery	Delivered & Installed
		EU Discount	EU Discount	EU Discount
	\$1-\$15,000	54%	52%	50%
	\$15,001-\$50,000	55%	53%	51%
	\$50,001-\$100,000	56%	54%	52%
	\$100,001-\$250,000	58%	56%	54%
	\$250,001 and up	Negotiable	Negotiable	Negotiable

Delivery

SitOnIt Seating:
Ships within 2 business days using express fabrics ARO.
Ships within 5 business days using all other fabrics ARO.
Ships within 10 business days using leather ARO.

IDEON:
Ships within 10 business days using express fabrics ARO.
There is a \$95 net freight fee for less than three pieces.
Please verify fabric grades on the SitOnIt Seating or IDEON website before ordering.

Payment Terms 1% - 10 days, Net 30.

Credit Card Credit cards will be accepted.

Cancellation Orders which have entered any stage of production cannot be cancelled. Requests for cancellation are not accepted until acknowledged by Exemplis. In the event cancellation is accepted by Exemplis, cancellation charges may be for the entire amount of the order.

Return & Restocking Authorization for return must be requested from and approved by Exemplis prior to the return of the merchandise. Returns are subject to a restocking charge equivalent to 40% of the net order plus freight. Unauthorized returns will not be accepted by Exemplis.

Purchase Order Instructions National IPA orders can be placed to Exemplis c/o Dealer or directly to the Dealer. In the latter example, the Dealer would invoice the National IPA end user.

Orders must either have the National IPA Contract Number, Member ID Number, TVR number or reference National IPA to receive contract discounting. The end user must also register with National IPA (www.Nationalipa.org). The name of the registered end user must appear in full (no abbreviations) on the purchase order.

Warranty

SitOnIt Seating: Lifetime on @Work, Achieve, Amplify, Anytime, Focus Executive, Focus Side, Focus Work, Freelance, Glove, InFlex, Knack, Leader Knit Back, Lumin, Non-Stop Heavy Duty, OnCall, Prava, ReAlign, Relay, Rio, Rowdy, Social, Sona, Torsa, TR2, Wit and Volley; 10-Year on Non-Stop Heavy Duty.

IDEON: Seating: 10-Year Warranty – the entire time owned by the original purchaser for all chair components including glides, casters, frames and other structural elements.
Tables: 10-Year Warranty – the entire time owned by the original end user.
Fabric & foam: 5 Year Warranty on all collections. COM/COL not warranted for wear or long-term adhesion. Normal wear and tear is the specifier's responsibility.

Contract Administration Contact Derek Cairo, Senior Account Administrator
6415 Katella Avenue, Cypress, CA 90630
Ph: (888) 274-8664 | Fax: (714) 995-6416 | Email: dcairo@exemplis.com

Sales Representative Contact Dan Conaty, Director of Government Sales
123 Greymist Ln, Cary, NC 27518
Ph: (202) 658-9258 | Fax: (714) 995-4855 | Email: DConaty@exemplis.com

National IPA

National Intergovernmental Purchasing Alliance (National IPA) is a cooperative purchasing organization dedicated to serving public agencies and educational institutions nationwide. All cooperative agreements available through the National IPA program have been competitively solicited and publicly awarded by a public agency/governmental entity (e.g. state, city, county, public university or school district), utilizing the best public procurement practices, processes and procedures. The lead agencies are independent of the cooperative allowing the agency to be focused on the best value for the agency. The lead-agency not only prepares the solicitation, but awards, administers and utilizes the agreement for its own needs thereby limiting the award to the supplier that provides the best value to the agency and agencies nationwide.

The National IPA team of tenured certified public procurement professionals, supply chain and cooperative purchasing experts is committed to bringing value to agencies nationwide. National IPA team members are recognized as respected leaders in the discipline and have held key public procurement positions in state government, local government and education.

There is NO FEE to participate and NO OBLIGATION. For more information go to www.nationalipa.org.

Who is eligible to use National IPA?

Cities/Municipalities, Counties, State Agencies, K-12, Colleges & Universities, Private Schools, Non-Profits, Special Districts, Government-Education and Healthcare Entities.

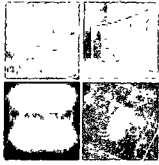
Updated 2/12/2016



6415 Katella Avenue, Suite 200, Cypress, CA 90630 p (714) 995-4800 f (714) 995-4855

exemplis.com

REVISED PROPOSAL



DATE: **10/12/2016**

SO# **W7X2227**

427 RIDGE STREET, SUITE D
 RENO, NV 89501
 P: 775-786-2700 F: 775-786-2772

SOLD TO: WASHOE COUNTY MEDICAL EXAMINER
 1001 E. NINTH STREET, BLDG. A
 RENO, NV 89512
 ATTN: BRETT STEINHARDT
 PHONE: 775-328-2049
 email: bsteinhardt@washoecounty.us

PAYMENT TERMS: NET 30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	LOT - HON FURNITURE FOR WASHOE COUNTY MEDICAL EXAMINER.	\$ 22,113.81	\$ 22,113.81
	"SEE ATTACHED LIST FOR WCME HON"	\$ -	\$ -
	CONTRACT# 1931 MA146	\$ -	\$ -
	PURCHASE ORDER SHOULD BE MADE OUT TO THE HON COMPANY.	\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

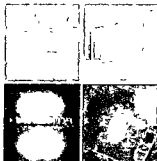
1. All installation labor to be performed during normal working hours, unless otherwise stated. 2. Installers must have access to jobsite. (i.e.; elevator, if job is not on first floor.) 3. Reno Business Interiors agrees to store nominal quantities of freight for up to 30 days from date received. Storage fees will be assessed for freight warehoused for greater than 30 days. 4. Licensed electrician's fees to connect power/data to panels are not included. 5. All furniture is special ordered and can not be returned. 6. A 3% charge will be applied to all credit card purchases.	SUBTOTAL	\$ 22,113.81
	SALES TAX	N/A
	FREIGHT	\$ -
	INSTALLATION	\$ -
		\$ 22,113.81
	DEPOSIT REQUIRED	\$ -

CUSTOMER AUTHORIZATION

PRINT NAME: _____
 TITLE: _____
 DATE: _____
 EMAIL INVOICE TO: _____

RENO BUSINESS INTERIORS
Gretchen Graybar
 GRETCHEN GRAYBAR, RID

REVISED PROPOSAL



DATE: 10/12/2016

SO# W7X2218

SOLD TO: WASHOE COUNTY MEDICAL EXAMINER
 1001 E. NINTH STREET, BLDG. A
 RENO, NV 89512
 ATTN: BRETT STEINHARDT
 PHONE: 775-328-2049
 email: bsteinhardt@washoecounty.us

427 RIDGE STREET, SUITE D
 RENO, NV 89501
 P: 775-786-2700 F: 775-786-2772

PAYMENT TERMS: NET 30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	LOT - SPACEFILE FILE SYSTEM TO	\$ 23,802.40	\$ 23,802.40
	GSA CONTRACT# GS-27F-0041X	\$ -	\$ -
	"SEE ATTACHED LIST FOR WCME"	\$ -	\$ -
		\$ -	\$ -
	PURCHASE ORDER SHOULD BE MADE	\$ -	\$ -
	OUT TO SPACEFILE INTERNATIONAL,	\$ -	\$ -
	CORP.	\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

1. All installation labor to be performed during normal working hours, unless otherwise stated. 2. Installers must have access to jobsite. (i.e.; elevator, if job is not on first floor.) 3. Reno Business Interiors agrees to store nominal quantities of freight for up to 30 days from date received. Storage fees will be assessed for freight warehoused for greater than 30 days. 4. Licensed electrician's fees to connect power/data to panels are not included. 5. All furniture is special ordered and can not be returned. 6. A 3% charge will be applied to all credit card purchases.	SUBTOTAL	\$ 23,802.40
	SALES TAX	N/A
	FREIGHT	\$ 3,730.00
	INSTALLATION	\$ 7,500.00
		\$ 35,032.40
	DEPOSIT REQUIRED	\$ -

CUSTOMER AUTHORIZATION

PRINT NAME: _____
 TITLE: _____
 DATE: _____
 EMAIL INVOICE TO: _____

RENO BUSINESS INTERIORS
Gretchen Graybar
 GRETCHEN GRAYBAR, RID



Quote Number	160930-P2 - V1
Spacefile Rep	The Furniture Department

Sales Rep	Gretchen Graybar	Project Name	WC Medical Examiner
Dealer	Reno Business Interiors		
Address	Address		
City	Reno	NV	State
Zip Code	Zip Code		
Phone	775-786-2700	<i>Room 110 & 111</i> <i>GSA Pricing</i>	
Fax	775-786-2772		
Cell	775-750-9772		
Email	gretchen@renobusinessinteriors.com		

Reference	Mechanical Assist System & Roll-Away II w/ThinLine Tiers - 3 Piece Low Profile Track
	Laminate End Panels

Project Parameters

1. **A 25% deposit is required at time of order.**
2. Spacefile is not responsible for customer supplied dimensions
3. End user to ensure floor loading is adequate
4. Unless otherwise noted, FOB Spacefile
5. Unless specifically noted, Delivery and Installation quote is based upon non union labor
6. Unless specifically noted, receiving dock for 53' trailer and elevator access is required at no additional cost
7. "Freight Only" quotes Dock to Dock (inside delivery & tailgate extra)
8. Unless specifically noted, prices firm for 30 days
9. Please see Spacefile International Corp Price List for Specifications, Warranty and Conditions
10. Maximum out of floor level is 1/16" over 10'
11. Unless specifically noted, finish is high-gloss powder paint. Quote is based upon Spacefile STOCK Colors
12. Layouts **Must Be Approved & Signed** and faxed back with purchase order at time of ordering.
13. Delivery & installation quoted business hours (weekends & afterhours extra)
14. Shipments are based on actual lead times at the time of receipt of purchase order, confirmed product specifications, and credit approval.
15. Each shipment is invoiced separately.
16. Cancelled Orders may be subject to a cancellation charge.
17. Pricing is quantity specific. Any change in order quantity may affect pricing and freight charges.
18. Any claims for shortages, incorrect shipments or damaged goods must be submitted within 5 days of delivery to receive consideration.
19. All orders subject to Spacefile International Corp's standard Terms of Sale.

CET Designer

Bill of Material

160930-P2 - WC - Spacefile Layout - V1 - GSA

#	Part Number	Description	Qty	List	Ext. Sell	Weight
Spacefile						
Active Case Files 111						
1	30002	Letter Pack B - 30" for ThinLine	1	\$493.92	\$493.92	45
2	30004	Letter Pack D - 30" for ThinLine	1	\$513.65	\$513.65	54
3	30005	Letter Pack E - 30" for ThinLine	1	\$117.60	\$117.60	20
4	30010	Top & Base - Letter 1" x 1" x 30"	2	\$83.50	\$166.99	32
5	30011-04	Tier - Letter 10" x 30" - 3D	21	\$82.46	\$1,731.66	336
6	44010	Top & Base - Letter 1" x 1" x 36"	4 (6)	\$88.20	\$352.80	72
7	44011-04	Tier - Letter 10" x 36" - 4D	49	\$85.08	\$4,168.81	931
8	48014	Letter Pack A - 36" for ThinLine	1	\$411.60	\$411.60	34
9	48015	Letter Pack B - 36" for ThinLine	2	\$493.92	\$987.84	90
10	48016	Letter Pack C - 36" for ThinLine	1	\$341.04	\$341.04	32
11	48017	Letter Pack D - 36" for ThinLine	2	\$498.69	\$997.37	108
12	48018	Letter Pack E - 36" for ThinLine	3	\$117.60	\$352.80	60
Total Active Case Files 111					\$10,636.08	1814
Archive Storage 110						
13	44010T-04	Top - Letter 1" x 36"	42	\$44.10	\$1,852.20	378
14	44011-04	Tier - Letter 10" x 36" - 4D	252	\$85.08	\$21,439.59	4788
15	44011-04-FB	Tier - Letter 10" x 36" - 4D	42	\$85.08	\$3,573.26	798
16	SAL0372	3 Piece Aluminum Track 6'	10	\$352.80	\$3,528.00	200
17	SB0136-04	SDS Stationary Base 36 Letter For ThinLine	2	\$86.10	\$172.20	52
18	SC12072-04	Double Letter Carriage 6' For ThinLine	10	\$1,568.70	\$15,687.00	709
19	SLAM11S-04-H755-L420	SDS Stock Laminate Single Letter Stationary	1	\$156.00	\$156.00	21
20	SLAM12A-04-H755-L420	SDS Stock Laminate Double Letter Carriage A Side	10	\$327.60	\$3,276.00	420
Total Archive Storage 110					\$49,684.25	7366
Total Spacefile					\$60,320.33	9180

List Price	\$60,320.33
Discount (GSA) (-60.54 %)	(\$36,517.93)
Net Price	\$23,802.40
Freight	\$3,730.00
Delivery & Installation (Off Contract)	\$7,500.00
Total Price	\$35,032.40

Spacefile International GSA Authorized

Spacefile International Corp is a world leader in high-density storage, providing insights into how to successfully integrate Mobile, Static and Customized modules into comprehensive storage solutions. Our Designs showcase ways to increase storage up to four-fold, with Canadian-built products of uncompromising quality, attention to detail and best in-class value.

We are a Canadian-based manufacturer located in Toronto, Ontario, with extensive experience in Retail, Corporate, Museum, Healthcare, Government, Industrial and Athletic applications. We have formulated an extensive Sustainability Program, and take our commitment to the environment seriously. We have some of the most environmentally - friendly products in the industry.

Spacefile's International Corp Terms:

SIN (711.3) Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks & Accessories
SIN (711.7) High Density, Movable Filing Systems and Accessories

CONTRACT# GS-27F-0041X

DUNS# 206246340 CAGE/NCAGE# L8519 FEDERAL ID # 00-380101831

Discount

Contact Factory

Delivery Terms 60 days or less ARO

Installation

Contact Factory

Government Credit Card

Yes

Prompt Payment

0.5% 20 days; Net 30 days

Minimum Order

\$100

FOB Terms

Origin, Freight pre-paid and added to invoice

Maximum Order

SIN 711.3 - \$500,000; SIN 711.7 - \$200,000

GS1301



Contract Holder
Contract GS-27F-0041X

Ordering and Payment Address:

Spacefile International Corp
Huddersfield Rd, Toronto, ON ,M9W 5Z6
Toll Free 1 866 905 5539 Phone 905 625 5539 Fax 905 625 6894
www.spacefile.com info@spacefile.com

Spacefile International Corp's TERMS OF SALE

CONTROLLING PROVISIONS - These terms and conditions shall supersede any provisions, terms, and conditions contained on any confirmation order, or other writing the Buyer may give or receive, and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof and by the laws of the Province of Ontario, Canada. These terms and conditions cannot be changed or modified without the prior written consent of Spacefile International Corp hereafter referred to as Spacefile.

TERMS - Unless otherwise agreed to in writing signed by Spacefile, credit terms are net 30 days. All items will be invoiced when manufacturing or installation has been completed. The total amount is due and payable whether items are shipped or warehoused. If partial shipments are made before completion of the total order, the quantities shipped will be invoiced at the time of shipment. Interest will be charged on overdue accounts at the rate of 2% per month. Credit approval is a condition to all bids. Deposits may be required based upon credit approval.

QUOTATIONS & PRICES - Prices are subject to change without notice, and orders calling for future shipment will be billed according to the price in effect at the time of shipment. Written quotations automatically expire 30 calendar days from the date issued and are subject to termination by notice within that period.

TAXES - Prices on the products specified herein are exclusive of all city, state, and federal sales and excise taxes. Wherever applicable, such tax or taxes will be added to the invoice as a separate charge to be paid by the Buyer.

TOOLS - Charges for dies and tools indicated on the face hereof are net and payable upon delivery and approval of tool-made samples. All tools and dies remain the property of Spacefile.

CANCELLATION - An order, once placed with and accepted by the Spacefile, can be cancelled only with the Spacefile's written consent and upon terms that will indemnify Spacefile against loss. Minimum Restocking charges of 30% will apply. Non-standard products and textured finished products cannot be returned. Products can only be returned with a RA (Return Authorization) Number. End user is responsible for freight and packaging of any returned material. Any returned product must be in saleable condition and will be inspected before a credit is issued. Spacefile is the final arbitrator of what is deemed acceptable for returns and credits.

DELAYS - Spacefile will not be liable for any delay in the performance of orders or contracts, or in the delivery or shipment of goods, or for any damages suffered by the Buyer by reason of such delay, when such delay in any manner arises from fires, floods, accidents, riots, acts of God, war, governmental interference or embargoes, strikes, labor difficulties, shortage of labor, fuel, power, materials or supplies, transportation delays, or any other cause or causes (whether or not similar in nature to any of these here in before specified) beyond Spacefile's reasonable control. All orders or contracts are accepted with the understanding that they are subject to Spacefile's ability to obtain the necessary raw materials, and all orders or contracts, as well as shipments applicable thereto, are subject to Spacefile's current factory schedules, governmental priorities, and other governmental regulations, orders, directives and restrictions that may be in effect from time to time.

SHIPPING - All prices are quoted F.O.B. Toronto area. Unless the Buyer specifies the mode and the carrier in writing 10 days prior to shipment, Spacefile may, in its sole discretion, select the means and route of shipment, and Spacefile shall not be liable for any damage or loss arising from such selection. Delivery to common carrier at point of shipment shall constitute delivery to Buyer and Buyer shall assume all risk for subsequent damage.

WAREHOUSING - Warehouse charges will begin from the date of the initial invoice or completion of the order whichever comes first. Spacefile will charge a warehousing fee of (3%) of the invoiced value of the warehoused items each month. Warehouse charges will be invoiced at the beginning of each 30-day period when applicable. A fractional period will be charged as a complete 30-day period. The Buyer assumes all risks to his finished products in the form of damage or destruction due to fire, theft, flood or acts of God while stored by Spacefile.

WARRANTY - Spacefile warrants the articles supplied here under to be free from defect in material and workmanship for a period from one (1) year to ten (10) years depending on the product. Please inquire with customer service for the specific warranty of the products being quoted. A warranty of one (1) year will apply as standard unless specified otherwise. No other warranty, expressed, implied, or by operation of law, shall exist, all such warranties being waived by the Buyer. The extent of any claim under warranty or product liability shall not exceed the sales price of individual item. If a warranty repair is required, Spacefile is not responsible for the removal, temporary storage or the replacement of any material stored in or around the system to execute the repair work.

PRODUCTION STANDARDS - Spacefile's production is based on matching a sample, prototype, or first article manufactured by Spacefile. If the customer supplies a sample for Spacefile to produce, Spacefile will produce its own sample to match during production. Spacefile agrees to match the quality and tolerances, within industry standards, of the sample in production. It is the buyer's obligation to check the sample for fitness and conformance to the buyer's intended use. It is the buyer's obligation to approve the sample prior to authorizing Spacefile to begin production. Spacefile cannot be held responsible for Buyer's designs, fitness for use or compatibility with component parts not supplied by Spacefile, unless such issues are expressly stated in the customer's purchase order or otherwise agreed to in writing signed by Spacefile. Production articles matching the sample shall be deemed conforming for all purposes.

PLYWOOD DECK SYSTEM - It is the dealer/end user's responsibility to inspect and accept a plywood sub deck before the finished floor is installed. Once the finished floor is installed, the plywood sub deck is accepted by the dealer/end user by default.

HOLD HARMLESS - Buyer agrees to indemnify and hold harmless Spacefile for any and all actions, causes of action, claims, demands or litigation that allegedly arise out of the items manufactured, produced, or sold by Spacefile. Said indemnification and hold harmless agreement shall apply to, but not be limited to, any claims by third parties for personal injury, property damage, lost business, lost profits, costs and/or attorney's fees which allegedly relate to the items produced. The buyer shall indemnify Spacefile for any resulting settlement, judgment, cost, and attorney's fees paid or incurred.

CLAIMS - All claims by the Buyer for defects in product or workmanship will be deemed waived if not presented within fourteen (14) days after Buyer's receipt of shipment. No credit will be allowed to the Buyer for the return of any product, defective or otherwise, until Spacefile issues an authorization for return of same. Spacefile reserves the right to inspect the defects claimed at the Buyer's place of business prior to issuing such authorization. Defective product not conforming to specifications so returned shall be replaced or repaired, or in lieu of such replacement or repair, Spacefile may, at its option, refund the purchase price applicable to such product. Spacefile shall not be responsible for any damage or loss resulting from improper assembly of Spacefile's products or for the use of Spacefile's products for purposes other than those for which the products are designed.

CONFIDENTIAL INFORMATION - All information, including but not limited to design details and specifications set forth in the accompanying quotation, and in any other associated drawings, specifications, prototypes, samples or other documents or things previously or herewith provided, are proprietary and confidential information which is the sole property of Spacefile International Corp. Reproduction in part or as a whole of, or use of the information contained in, any of such documents or things, without the express written consent of Spacefile International Corp is prohibited. Buyer agrees that none of said information, including any of said documents or things, shall be disclosed to any third party.

PATENTS & COPYRIGHTS - If any material shall be manufactured and/or sold by Spacefile to meet the Buyer's particular specifications or requirements and is not part of Spacefile's standard line offered by it to the trade generally in the usual course of Spacefile's business, the Buyer agrees to defend, protect and save harmless Spacefile against all suits at law or inequity and from all damages, claims and demands for actual or alleged infringement of any United States or foreign patent or trademark and to defend any suit or actions which may be brought against Spacefile for any alleged infringement because of the manufacture and/or sale of the material covered thereby.

SPACEFILE'S RIGHTS AND REMEDIES - Spacefile shall have the right anytime, and from time to time, for credit reasons or because of Buyer's default, to withhold shipments, in whole or in part, and to recall goods in transit, retake the same, and repossess all goods that may be stored with Spacefile for Buyer's account, without the necessity of any other proceeding. All goods recalled, retaken or repossessed will become the absolute property of Spacefile, and Buyer will be given full credit for those goods. Nothing will limit the rights and remedies available to Spacefile under applicable law. If Buyer defaults, Buyer will be liable to Spacefile for all such fees and expenses incurred by Spacefile, including attorneys' fees and expenses.