

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087014
Vendor Name: Krueger International, Inc.
Invoice Number: 14559051
Invoice Date: 9/29/2023
PO Number: B0001712
Check Number: E0097637
Check Amount: \$ 6,972.80
Check Date: 10/18/2023
Voucher Number: V0806337
Document Type: AP Invoice

Document Below

Show this number on all correspondence.

INVOICE NUMBER 14559051 INVOICE DATE 9/29/23
KI Order # 459950

INVOICE



KI.com/OrderStatus

Correspond to:
Krueger International, Inc.
P.O. Box 8100
Green Bay, WI 54308-8100
telephone (920) 468-8100

For office use only
FAX 60ARS 1 Mkt- 1
Cat-S TC-30

PAGE 001

~~Visit KI.com/OrderStatus for the most current order/shipping/invoice information.~~

**** ALL SALES AND OTHER TRANSACTIONS REFERENCED IN THIS INVOICE ARE GOVERNED ****

**** AND CONTROLLED BY THE TERMS AND CONDITIONS FOUND AT WWW.KI.COM/TERMS. ****

BILL TO: CUSTOMER 17294

SOLD TO: CUSTOMER 17294
College of Du Page

COLLEGE OF DU PAGE
ACCOUNTS PAYABLE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599

SHIP TO:
ISI
ALEX OJEDA
1310 HAMILTON PARKWAY
ITASCA, IL 60143

Customer PO B0001712

Payment Terms Net 30 Days

LATE PAYMENTS CHARGE OF 1.5% PER MONTH WILL BE APPLIED TO ALL INVOICES NOT PAID WITHIN TERMS SPECIFIED

ELECTRONIC PAYMENTS:

Name: Krueger International, Inc.
Acct Type: Checking
Bank: JPMorgan Chase
Address: New York, NY 10017

ACH ABA Routing: 075000019
ACH Account: 859536887
Wire SWIFT ID: CHASUS33
Wire Routing: 021000021
Wire Account: 859536887

CHECK PAYMENTS-REMIT TO:

Krueger International, Inc.
P.O. Box 737048
Dallas, TX 75373-7048
F.I.N. 39-1375589

Sales Contacts: Arndt, Anson

Please contact your customer service representative with any questions or concerns:

MARIA ZIMMERMAN/MARY DELAHAUT (800) 454-9796 x2665

maria.zimmerman@KI.COM

For information on how to maintain the appearance, finish, and function of your product, refer to KI's Care and Maintenance guidelines, which include proper cleaning and disinfecting information.

NONSTANDARD PRODUCTS ARE NOT CANCELABLE AND NOT RETURNABLE

KI Line	3	Customer Ln 003	Item ALTC/459950	Desc ALTCLA/C/P/STD/NFR/AMBL ALTUS CONFERENCE CHAIR	Net Price	335.80	Ext Price	5,372.80
Qty Ordered	16		EA					
Qty Shipped	16							

Piece: 005652-PI Qty: 8.000

KI Line	6	Customer Ln 006	Item UC.INSTALL	Desc Installation Charges	Net Price	1,600.00	Ext Price	1,600.00
Qty Ordered	1		EA					
Qty Shipped	1							

KI Line	8	Customer Ln	Item SHUTTLE	Desc CONSOLIDATE SHUTTLED PRODUCT	TO SHIP TO THE CUSTOMER	Net Price	Ext Price
Qty Ordered	1		EA				
Qty Shipped	1						

1
Show this number on all correspondence.

INVOICE NUMBER 14559051

INVOICE DATE 9/29/23

KI Order # 459950

I N V O I C E



KI.com/OrderStatus

Correspond to:
Krueger International, Inc.
P.O. Box 8100
Green Bay, WI 54308-8100
telephone (920) 468-8100

For office use only			
FAX 60ARS	1	Mkt-	1
Cat-S			TC-30

PAGE 002

				SUBTOTAL	6,972.80
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STATE: ALL	ZERO TAX RATE	.00
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** END OF INVOICE **

U. S. Dollar	FINAL TOTAL	6,972.80
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[External] 459950

"qsysopr@KI.COM" <qsysopr@KI.COM>

Sat, Sep 30, 2023 at 05:20 AM UTC

CC:

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

The attachment is from KI.

As a trusted market resource, KI furnishes more than furniture. We furnish knowledge. www.ki.com

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1 attachment

F2510624.PDF

COLLEGE OF DUPAGE
SMALL PROJECTS AGREEMENT HSC Remodel of Offices 1212, 1213, 1217, and 1220
BETWEEN COMMUNITY COLLEGE DISTRICT 502 AND CONTRACTOR

THIS AGREEMENT ("Agreement") is made as of September 27, 2023 by and among Community College District 502 (COLLEGE OF DuPAGE), ("COD") and INTERIORS FOR BUSINESS INC. ("Contractor").

COD and Contractor desire to enter into this Agreement, pursuant to which Contractor shall perform certain work in connection with the Project, as hereinafter provided. In consideration of the performance of work by Contractor and the payment for such work by COD, the parties agree as follows:

1. Scope of Project. Contractor shall perform work for COD in connection with the Project, including specifically, the matters set forth on Exhibit 1. Contractor shall perform all work with the highest standards of workmanship and materials. Contractor shall maintain a sufficient staff to perform all work in the most expeditious manner consistent with the interests of COD. Contractor shall promptly notify COD immediately in writing: (i) of any information required from COD so Contractor can complete its work in a timely manner; and (ii) of any work requested by COD that is not included in the scope of work provided in Exhibit 1.

The Contractor understands that COD may engage other Contractors or COD personnel to work in areas near the Contractor's work. Contractor shall cooperate with such others so that work is not disrupted or delayed.

The Contractor shall be solely responsible for means and methods selected in performing the Work. Contractor shall supervise all work so that it is performed in a safe and expeditious manner. Contractor shall be solely responsible for the safe work of its employees and its subcontractor's employees.

The work shall be completed in 90 calendar days. Time is of the essence under this Agreement.

2. Payment to Contractor. COD shall pay Contractor for Contractor's work properly performed under this Agreement. Contractor's work shall be billed as set forth in Exhibit 2 and in no event shall the total amount due to Contractor under this Agreement exceed the total contract sum following, without COD's prior written approval:

Total Contract Sum: \$29,880.85 Twenty Nine Thousand Eight Hundred Eighty Dollars and
Eighty Five Cents

3. Defective Work and Guarantee. Contractor shall promptly correct any defective work. Payment by COD for any work otherwise determined to be defective shall not relieve Contractor of its obligation to correct. Contractor shall warrant and guarantee all work to be free from defect for one year following substantial completion of the work.

4. Indemnification and Insurance. Contractor hereby agrees to indemnify and hold COD, its trustees, officers, agents, employees and any other parties designated by COD (COD, its trustees, officers, agents, employees any other parties designated by COD hereinafter collectively called the "Indemnitees") harmless from all losses, claims,

liabilities, injuries, damages and expenses, including but not limited to, all attorneys' fees, defense and court costs and expenses, that the Indemnitees may incur arising out of, or occurring in connection with, the acts, omissions, or breaches by Contractor of its duties and obligations under or pursuant to this Agreement. This indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor shall procure, at no expense to COD, the insurance coverages set forth in Exhibit 3. Contractor shall adhere to all provisions of Exhibit 3.

5. Performance and Payment Bond. For every Small Project greater than Five Thousand Dollars (\$5,000), Contractor shall procure, a performance and payment bond with a surety with a Best Rating of A, VI. Prior to commencement of any work on the Project, Contractor shall submit insurance and bonds. Any provisions contained within the bonds abrogating COD's rights or remedies, otherwise available in contract or law, are void.

6. Termination. COD may terminate this Agreement at any time, in whole or in part, with or without cause, upon written notice to Contractor. In the event this Agreement is terminated for convenience, Contractor shall be compensated for work properly rendered through the date of termination, as can be documented to the reasonable satisfaction of COD. COD shall have no liability to Contractor beyond the date of termination. In no event shall contractor be compensated for anticipated profit or lost opportunity.

7. Liens. Upon COD's request, contractor shall submit mechanics' lien waivers in form acceptable to COD with each statement for work rendered or request for payment. Should liens be placed on the project by any subcontractor, contractor shall indemnify COD for all costs, expenses and attorneys fees incurred in the defense of such lien.

8. Materials. All materials incorporated into the work shall be new and of high quality. Contractor shall adhere to all manufacturer's recommendations. If requested by COD or otherwise set out in the contract documents, Contractor shall, before purchase of such material, submit to COD for COD's review, and in a format acceptable to COD, all product data and literature. All manufacturer's warranties shall be forwarded to COD prior to substantial completion of the work.

9. Changes in Scope of Work. COD may, without invalidating this Agreement, request changes in the scope of the work, whether taking the form of additions, deletions, or other revisions. No such work shall be performed unless and until such change is agreed in writing by COD and Contractor. If the change in work will result in a change in contract price, the change in price shall be calculated by 1) lump sum, 2) agreed unit rates, or 3) time and material reimbursable plus mark-up. COD shall solely select the method of pricing.

10. Successors and Assigns. Contractor shall not assign any rights under or interest in this Agreement without the prior written consent of the COD. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

11. Controlling Law. This Agreement is to be governed by the laws of the State of Illinois. Each party has reviewed and approved this Agreement and the rule of construction that resolves ambiguities against the drafting party shall not be employed in the interpretation of this Agreement.

12. Entire Agreement; Conflict. This Agreement incorporates COD's bid instruction and request documents and Contractor's bid. This Agreement represents the entire agreement between Contractor and COD and supersedes all prior negotiations or agreements, written or oral, which are not included herein. This Agreement may only be amended by written instrument executed by COD and Contractor. In the event of a conflict between this Agreement and a proposal from Contractor or any exhibits hereto, this Agreement shall control, followed by COD's bid instruction and request documents, and finally, by Contractor's bid.

13. Prevailing Wage Act. To the extent required by law, contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating The Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.*

14. Human Rights Act. To the extent required by law, contractor shall abide by the Illinois Human Right Act, 775 ILCS 10/0.01 *et seq.*

15. Drug Free Workplace. To the extent required by law, contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*

16. Sexual Harassment Policy. Contractor represents by the signing of this Agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A)(4).

This Agreement has been executed the day and year provided above.

COLLEGE OF DUPAGE

Contractor: INTERIORS FOR BUSINESS INC.

By:

By:

Name: Ellen M. Roberts

Name:

Title: Vice President, Administrative Affairs

Title:

SCOPE OF WORK

HSC Remodel of Offices 1212, 1213, 1217, and 1220

[List Drawings and Specifications if any.]

Contractor shall submit monthly statements for work rendered. The statements will be based upon Contractor's work completed at the time of billing on the basis of actual work performed. COD shall make payments to Contractor sixty (60) days after receipt of Contractor's statements properly submitted. Monthly statements shall detail Amount Currently Due, Previous Amount Billed, and Balance of Contract Outstanding. In the event of termination for convenience by COD as herein provided, Contractor shall be paid for work properly rendered prior to termination, or as otherwise provided herein.

Requests for Payment shall be submitted no more than once per month in a format acceptable to COD.

Any terms or payment provisions, such as penalties or interest, contained on Contractor's invoices shall be of no effect.

COD may withhold payment from monies otherwise due to the Contractor to compensate the COD for the cost of repairing defective work or completing incomplete work in case of Contractor default.

If COD selects agreed unit rates as the method of payment for base scope work or change order work, the agreed unit rates are as set forth below:

UNIT RATE SCHEDULE

Description	Unit	Rate (\$)

Contractor shall be allowed 10% mark-up on change order work when time and material reimbursable method of pricing is selected.

CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall not commence work under this contract until all insurance required herein is obtained and approved by the Owner. Nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Contractor shall furnish the College of DuPage with a Certificate of Insurance, with Community College District 502, its trustees, officers, agents, employees, and any other parties designated by COD named as an additional insured for Commercial General and Automobile Liability, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Workers' compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. An endorsement page showing coverage must accompany the certificate of insurance. The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

TYPE OF INSURANCE**MINIMUM INSURANCE COVERAGE**

Combined Single Limit Per Occurrence/Aggregate

Commercial General Liability including:

1. Premises – Operations
2. Explosion, Underground and Collapse Hazard
3. Products/Completed Operations
4. Contractual Insurance
5. Broad Form Property Damage
6. Independent Contractors
7. Bodily Injury

\$1,000,000 / \$2,000,000

Automobile Liability

Owned, Non-owned, or Rented

\$1,000,000 / \$2,000,000

Workers' Compensation and Employers' Liability

As Required by Applicable Laws.

**Professional Liability
the Contract**

If Performance Specifications are Required by

Tamason, Ron

From: Gieschen, Philip
Sent: Friday, September 22, 2023 8:02 AM
To: Tamason, Ron
Subject: Re: [External] With Cover Page Summary - Quote from IFB - Consolidate 1212, HSC Open Office, and HSC reception down to one quote

Ron, Insurance is accepted as presented.

Phil Gieschen
Coordinator / Risk Management
College of DuPage
425 Fawell Blvd.
Glen Ellen, IL 60137
630/942-2993

From: Tamason, Ron
Sent: Friday, September 22, 2023 7:53 AM
To: Gieschen, Philip
Subject: FW: [External] With Cover Page Summary - Quote from IFB - Consolidate 1212, HSC Open Office, and HSC reception down to one quote

Phil,
Insurance ok?
Thanks,
Ron

Ron C. Tamason, P.E., OSHA 30
Project Manager-Facilities Construction
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 624-3408 cell
(630) 942-4072 office
tamasonr@cod.edu
College of DuPage
CMC 136



From: Doug Liska <dliska@interiorsforbusiness.com>
Sent: Thursday, September 21, 2023 5:42 PM
To: Tamason, Ron <tamasonr@cod.edu>
Cc: Pat Gosselin <PGosselin@interiorsforbusiness.com>; Becky Carson <BCarson@interiorsforbusiness.com>; Ashley Winkle <awinkle@interiorsforbusiness.com>; Danielle Fell <DFell@interiorsforbusiness.com>



INTFO-2

OP ID: CW

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/20/2023

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

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

PRODUCER Buttrey-Wulff-Mamminga Agency 355 First St. PO Box 580 Batavia, IL 60510 Timothy R. Wulff	630-879-0111	CONTACT NAME: Timothy R Wulff PHONE (A/C, No, Ext): 630-879-0111 FAX (A/C, No): E-MAIL ADDRESS: tim@bwmins.com
INSURED Interiors For Business, Inc. and dba Falkbuilt Chicago 409 North River Street Batavia, IL 60510-2359		INSURER(S) AFFORDING COVERAGE INSURER A: Frankenmuth Mutual Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 13986

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		6613084	01/15/2023	01/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		6613083	01/15/2023	01/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			6613084	01/15/2023	01/15/2024	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	X 6613082	01/15/2023	01/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

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

Primary & NonContributory General Liability & Automobile Liability
Additional Insured and Worker's Compensation Waiver of Subrogation Applies
To: Community College District 502, its trustees, officers, agents, employees and any other parties designated by COD. Umbrella policy follows form. See attached coverage forms.

CERTIFICATE HOLDER

CANCELLATION

COLDU-1

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

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

AUTHORIZED REPRESENTATIVE

CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall not commence work under this contract until all insurance required herein is obtained and approved by the Owner. Nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Contractor shall furnish the College of DuPage with a Certificate of Insurance, with Community College District 502, its trustees, officers, agents, employees, and any other parties designated by COD named as an additional insured for Commercial General and Automobile Liability, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Workers' compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. An endorsement page showing coverage must accompany the certificate of insurance. The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

TYPE OF INSURANCE

MINIMUM INSURANCE COVERAGE

Combined Single Limit Per Occurrence/Aggregate

Commercial General Liability including:

1. Premises – Operations
2. Explosion, Underground and Collapse Hazard
3. Products/Completed Operations
4. Contractual Insurance
5. Broad Form Property Damage
6. Independent Contractors
7. Bodily Injury

\$1,000,000 / \$2,000,000

Automobile Liability

Owned, Non-owned, or Rented

\$1,000,000 / \$2,000,000

Workers' Compensation and Employers' Liability

As Required by Applicable Laws.

Professional Liability

the Contract

If Performance Specifications are Required by



INTERIORS FOR BUSINESS, INC.
409 N. River Street
Batavia, Illinois, 60510
630.761.1070 Main
www.interiorsforbusiness.com

CUSTOMER College of Dupage
425 Fawell Blvd.
Glen Ellyn, IL 60137

QUOTE

WORKPLACE CONSULTANT Doug Liszka x63
CUSTOMER SERVICE Ashley Winkle x30
DESIGNER Becky Carson x37

DATE 9/21/2023
TERMS No Deposit / Net 15
PROJECT Office 1212, HSC Open Office, HSC Reception Desk

ITEM	DESCRIPTION	AMOUNT	EXTENDED
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Summary of Below Projects - All on Sourcewell Contract

Summary of Office 1212

Materials	5,885.50
Labor	1,190.70
Total	7,076.20

Summary of HSC Open Office

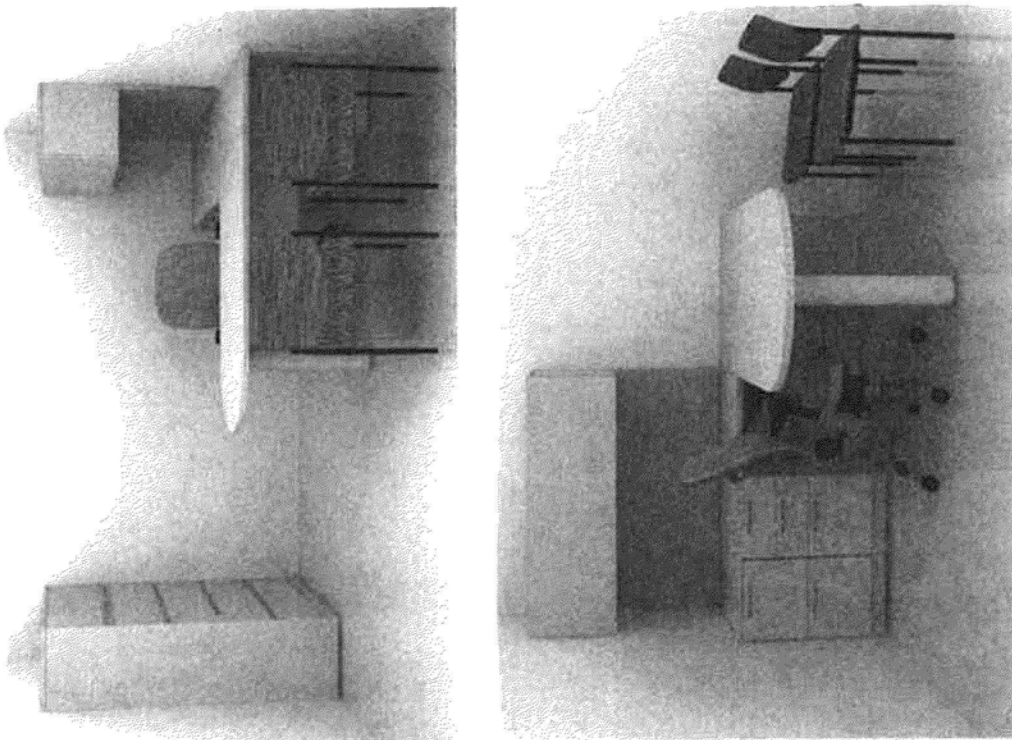
Materials	10,738.54
Labor	4,216.05
Total	14,954.59

Summary of HSC Reception Desk

Materials	6,016.76
Labor	1,833.30
Total	7,850.06

Quote Total:

Materials	22,640.80
Freight	7,249.05
Labor	7,249.05
Total	29,880.85

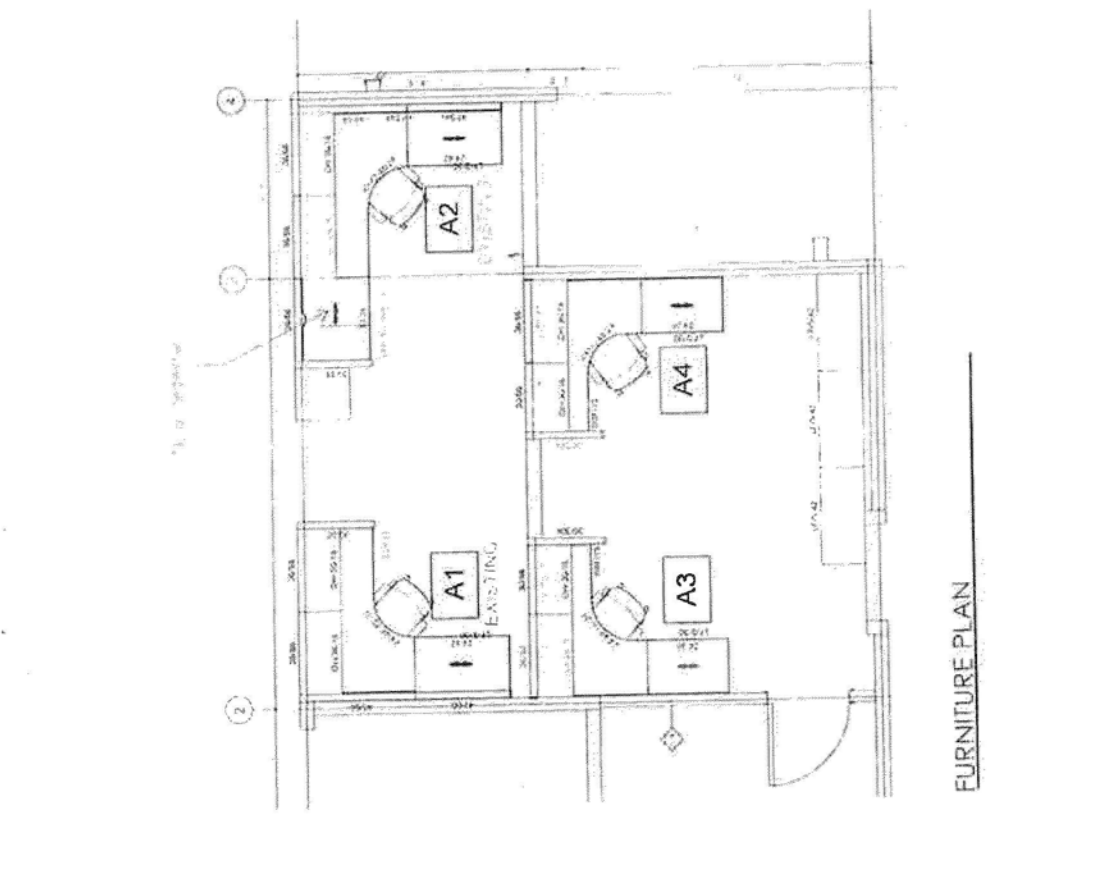
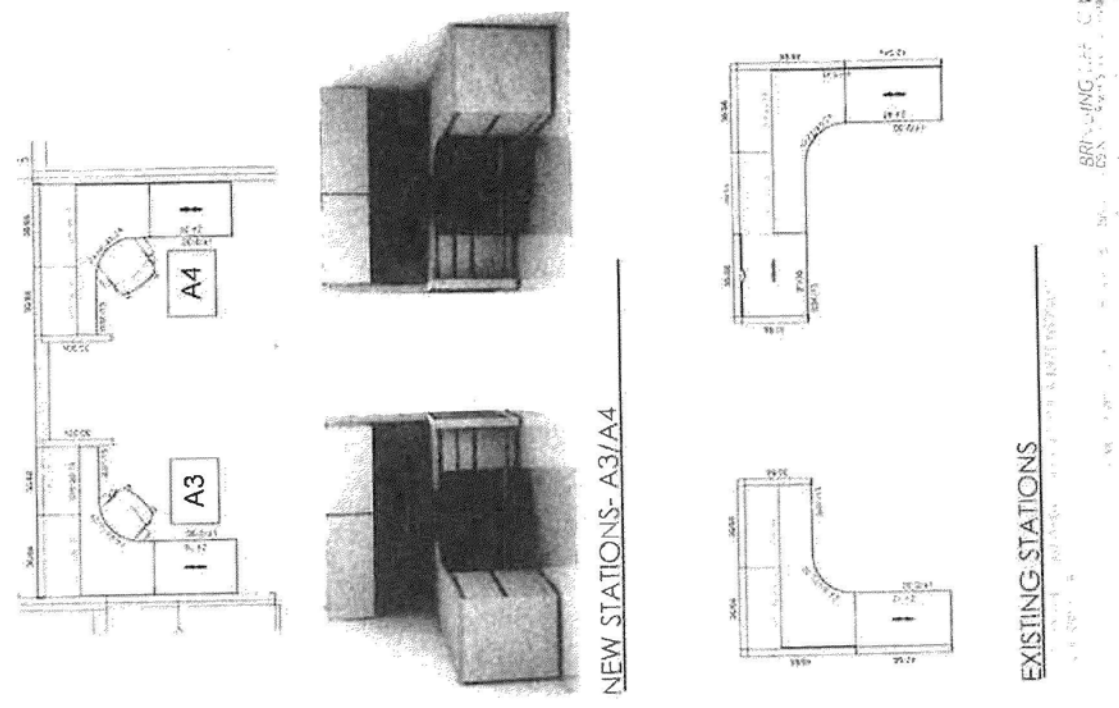
**ifb**

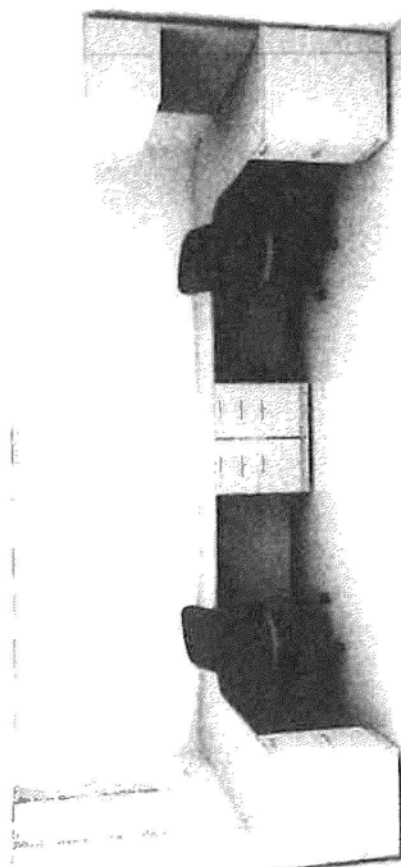
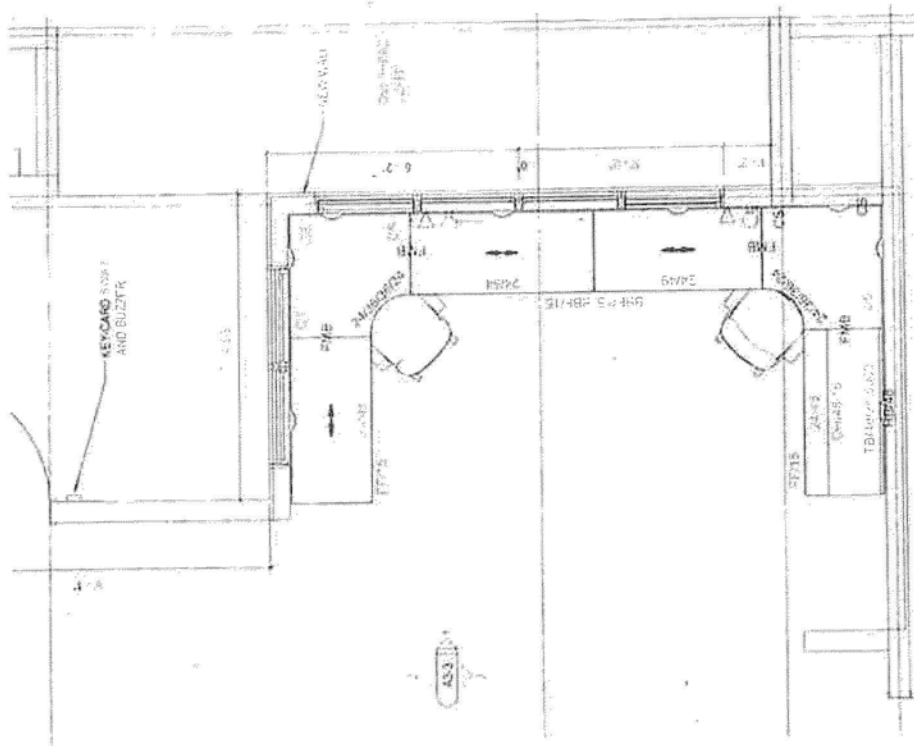
BRINGING LIFE TO WORK
800.161.1010 • 409 North Ave. Street, Atlanta, IL 60612

www.intercristoforusness.com office 630.765.0700 407 North Ave Street Delaware, IL 60512

Soluble Acrylic Cyl

Figure 1. Definition of α and β .





HSC RECEPTION - CONCEPT A

College of Dupage
N 200



BRINGING LIFE TO WORK



INTERIORS FOR BUSINESS, INC.
409 N. River Street
Batavia, Illinois, 60510
630.761.1070 Main
www.interiorsforbusiness.com

CUSTOMER College of DuPage
425 Fawell Blvd.,
Glen Ellyn, IL 60137

QUOTE

WORKPLACE CONSULTANT Doug Liszka x63
CUSTOMER SERVICE Ashley Winkle x30
DESIGNER Becky Carson x37

DATE 9/14/2023
TERMS 50% Deposit / Net 15
PROJECT HSC offices - Consolidated

SEQ #	QTY	DESCRIPTION	AMOUNT	EXTENDED
Office 1212				
CH-01	1	Leap Chair Upholstery: Stone Plastic: Midnight - Solar Black Hard Casters HWPD Arms With Lumbar With Adj Seat Depth No Headrest	920.29	920.29
CH-02	2	Player Chair Leg base, no arms With Glides Upholstery: COM - Momentum LineUp Shadow	258.96	517.92
LF-01	1	Lateral File 1 Lift Up Door with Fixed Shelf, 4 Drawers Flush Steel Front, 18"D x 42"W x 65 1/2"H Finish: Sand, Polished Chrome Lock	1,639.66	1,639.66
PO-01	1	Personal Office Worksurface Includes: (1) Bracket Wall Attachment, Horizontal, 48W, Sand (1) Pedestal BBF, Steel Front 23 1/2D x 15W x 27H, Sand (1) Pedestal FF, Steel Front 23 1/2D x 15W x 27H, Sand (1) Universal Storage, Flat Front, 48W, Sand (1) Tackboard, 48W x 21.5H, Finish: Boccie -New Rice (1) Bracket - Flush Mount (1) Column Support, Sand (1) Panel - Modesty Half Height, 42W, Sand (1) Peninsula Support, 30W, Sand (1) Worksurface Bullet Peninsula, 30Dx71 1/2W, Blonde on Maple (1) Worksurface Straight, 24D x 48W, HPL Blonde on Maple, 23 1/2 Cord Drop	2,730.84	2,730.84
FAB-1	1	Fabric - For Player Chairs Momentum Line Up - Shadow 1.76 yards Freight - Included	76.79	76.79
L-1	1	Labor To Receive, Deliver, and Install During Normal Working Hours Elevator Access	1,190.70	1,190.70

Pricing Contract: Sourcewell

QUOTE

INTERIORS FOR BUSINESS, INC.
 409 N. River Street
 Batavia, Illinois, 60510
 630.761.1070 Main
 www.interiorsforbusiness.com

CUSTOMER College of DuPage
 425 Fawell Blvd.,
 Glen Ellyn, IL 60137

WORKPLACE CONSULTANT Doug Liszka x63
CUSTOMER SERVICE Ashley Winkle x30
DESIGNER Becky Carson x37

DATE 9/14/2023
TERMS 50% Deposit / Net 15
PROJECT HSC offices - Consolidated

ITEM	QTY	DESCRIPTION	AMOUNT	EXTENDED
<u>HSC Open Office</u>				
		<u>Workstation A1</u>		
PED-1	1	Steelcase - Pedestal - fixed BBF, 22 5/8D x 15W x 27H Flush Steel Front, Sand Polished Chrome Key Plug Full Drawer, Integral J Pull Single lock	386.49	386.49
		<u>Workstation A3</u>		
PED-2	1	Steelcase - Pedestal - fixed BBF, 22 5/8D x 15W x 27H Flush Steel Front, Sand Polished Chrome Key Plug Full Drawer, Integral J Pull Single lock	386.49	386.49
ST-1	1	Universal Storage, 30W Bin-over the case, Flat Front Technology, Answer, Kick Application Sand Polished Chrome Key Plug	381.82	381.82
ST-2	1	Universal Storage, 36W Bin-over the case, Flat Front Technology, Answer, Kick Application Sand Polished Chrome Key Plug	400.14	400.14
ST-3	1	Universal Storage - 24D x 30W x 28H Lateral File, 2 Drawers, Flush Steel Front Sand, Polished Chrome Key Plug Standard Locking Drawers Universal Base	704.25	704.25
CH-1	1	Leap Chair Adj Seat Depth Plastic: Midnight (Solar Black) Upholstery: Stone Hard Casters With: HWPD Arms, Lumbar	920.29	920.29
ACC-1	1	Bracket - Flush Mount	15.60	15.60
ACC-2	1	Bracket - Side Support	22.62	22.62
FR-1	1	Frame - Square Horizontal, 30W Sand Standard COH Top Cap - 1 End Slim Plain base both sides	63.18	63.18



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Batavia, Illinois, 60510
630.761.1070 Main
www.interiorsforbusiness.com

CUSTOMER College of DuPage
425 Fawell Blvd.,
Glen Ellyn, IL 60137

QUOTE

WORKPLACE CONSULTANT Doug Liszka x63
CUSTOMER SERVICE Ashley Winkle x30
DESIGNER Becky Carson x37

DATE 9/14/2023
TERMS 50% Deposit / Net 15
PROJECT HSC offices - Consolidated

ITEM #	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
FR-2	1	Frame - Square Horizontal, 30W Sand Standard Top Cap Plain base both sides	60.45	60.45
FR-3	1	Frame - Square Horizontal, 36W Sand Standard Top Cap Plain base both sides	64.35	64.35
ACC-3	1	Junction - End of Run Square, 30H Painted Trim: Sand	73.71	73.71
ACC-4	1	Junction - In line Square, 66H	51.48	51.48
ACC-5	1	Junction L-Shape, 66H Painted Trim: Sand	112.32	112.32
ACC-6	1	Junction - Wall start 66H	125.97	125.97
LT-1	1	Light - LED 60 Watt, Linear, Daisy Chair Starter, 17W Arctic White Standard Output	227.97	227.97
LT-2	1	Light - LED Linear, Daisy Chair Secondary, Jumper Cord, 17W Arctic White Standard Output	170.34	170.34
PN-1	2	Panel Skin - Tackable Acoustical 24H x 30W Pebble Horizontal Application	70.98	141.96
PN-2	2	Panel Skin - Tackable Acoustical 60H x 30W Pebble Horizontal Application	127.53	255.06
PN-3	2	Panel Skin - Tackable Acoustical 60H x 36W Pebble Horizontal Application	134.95	269.90
ACC-7	1	Support - Corner Sand	83.46	83.46



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Item #	Qty	Description	Unit Price	Total Price
ACC-8	1	Trim - Change of Height Square, Slim, 36H Sand CAP-COH Corner Application Blonde on Maple With Scallops	60.06	60.06
WKS-1	1	Worksurface - Extended Corner Curved, Left Hand 23 1/2DL x 23 1/2DR x 65 1/2WL x 47 1/2WR Blonde on Maple With Scallops	460.20	460.20
WKS-2	1	Worksurface - Straight 24x36 Woodgrain HPL: Blonde on Maple Plastic: Blonde on Maple With Cord Drop: 23.5	124.41	124.41
PED-3	1	Workstation A4 Steelcase - Pedestal - fixed BBF, 22 5/8D x 15W x 27H Flush Steel Front, Sand Polished Chrome Key Plug Full Drawer, Integral J Pull Single lock	386.49	386.49
ST-4	1	Universal Storage, 30W Bin-over the case, Flat Front Technology, Answer, Kick Application Sand Polished Chrome Key Plug	381.82	381.82
ST-5	1	Universal Storage, 36W Bin-over the case, Flat Front Technology, Answer, Kick Application Sand Polished Chrome Key Plug	400.14	400.14
ST-6	1	Universal Storage - 24D x 30W x 28H Lateral File, 2 Drawers, Flush Steel Front Sand, Polished Chrome Key Plug Standard Locking Drawers Universal Base	704.25	704.25
CH-2	1	Leap Chair Adj Seat Depth Plastic: Midnight (Solar Black) Upholstery: Stone Hard Casters With: HWPD Arms, Lumbar	920.29	920.29



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ITEM #	QTY	DESCRIPTION	AMOUNT	TOTAL
ACC-9	1	Bracket - Flush Mount	15.60	15.60
ACC-10	1	Bracket - Side Support	22.62	22.62
FR-4	1	Frame - Square Horizontal, 30W Sand Standard COH Top Cap - 1 End Slim Plain base both sides	63.18	63.18
FR-5	1	Frame - Square Horizontal, 30W Sand Standard Top Cap Plain base both sides	60.45	60.45
FR-6	1	Frame - Square Horizontal, 36W Sand Standard Top Cap Plain base both sides	64.35	64.35
ACC-11	1	Junction - End of Run Square, 30H Painted Trim: Sand	73.71	73.71
ACC-12	1	Junction - In line Square, 66H	51.48	51.48
ACC-13	1	Junction L-Shape, 66H Painted Trim: Sand	112.31	112.31
ACC-14	1	Junction - Wall start 66H	125.97	125.97
LT-3	1	Light - LED 60 Watt, Linear, Daisy Chair Starter, 17W Arctic White Standard Output	227.97	227.97
LT-4	1	Light - LED Linear, Daisy Chair Secondary, Jumper Cord, 17W Arctic White Standard Output	170.34	170.34
PN-4	2	Panel Skin - Tackable Acoustical 24H x 30W Pebble Horizontal Application	70.98	141.96



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ITEM #	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
PN-5	2	Panel Skin - Tackable Acoustical 60H x 30W Pebble Horizontal Application	127.53	255.06
PN-6	2	Panel Skin - Tackable Acoustical 60H x 36W Pebble Horizontal Application	134.95	269.90
ACC-15	1	Support - Corner Sand	83.46	83.46
ACC-16	1	Trim - Change of Height Square, Slim, 36H Sand CAP-COH Corner Application Painted Trim: Sand	60.06	60.06
WKS-3	1	Worksurface - Extended Corner Curved, Left Hand 23 1/2DL x 23 1/2DR x 65 1/2WL x 47 1/2WR Blonde on Maple With Scallops	460.20	460.20
WKS-4	1	Worksurface - Straight 24x36 Woodgrain HPL: Blonde on Maple Plastic: Blonde on Maple With Cord Drop: 23.5	124.41	124.41
L-1	1	Labor - Two Phases Phase 1: Disassemble (2) Workstations, Stage on site for construction Phase 2: Receive, Deliver, and Install Previous and New Furniture All work during normal business hours Debris Removal Included	4,216.05	4,216.05
Contract Pricing: Sourcewell				
<u>HSC Reception Desk</u>				
PED-1	2	Pedestal Fixed, 2 Box, 1 File Steel Front, 23 1/2"D x 15"W x 27"H Finish: Sand Lock: Polished Chrome Full Drawer, contemporary pull Nickel	425.10	850.20



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Item	Qty	Description	Amount	Shipped
PED-2	2	Pedestal Fixed, 2 File Steel Front, 23 1/2"D x 15"W x 27"H Finish: Sand Lock: Polished Chrome Contemporary Pull Nickel	413.79	827.58
ST-1	1	Universal Storage Bin-In the case 48"W Finish: Sand Lock: Polished Chrome Standard Door	416.13	416.13
BR-1	1	Bracket Wall Attachment, Horizontal, 48"W	130.65	130.65
TB-1	1	Tackboards 48"x21.5" Finish: Boccie P200 - New Rice No Scallop	224.70	224.70
WS-1	2	Worksurface Corner, Plastic Edge, Laminate, Curved 23 1/2DL x 23 1/2DR x 35 1/2 WL x 35 1/2 WR Edge: Blonde on Maple Top: Blonde on Maple With Scallops	256.23	512.46
WS-2	3	Worksurface Straight, Laminate, Plastic Edge 24"x48" Woodgrain HPL: Blonde on Maple Edge: Blonde on Maple No Power Access With Scallop No Grommet With Cord Drop, 23.5"	159.90	479.70
WS-3	1	Worksurface Straight, Laminate, Plastic Edge 24"x54" Woodgrain HPL: Blonde on Maple Edge: Blonde on Maple No Power Access With Scallop No Grommet With Cord Drop, 23.5"	171.60	171.60
BR-2	4	Bracket Flush Mount	15.60	62.40



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ITEM	QTY	DESCRIPTION	AMOUNT	EXTENDED
BR-3	6	Support Bracket Corner Sand	83.46	500.76
CH-1	2	Leap Chair Upholstered, Adj Seat Depth Plastic: Midnight Upholstery: Stone With Hard Casters With Lumbar 5" Pneu Seat Height Range No headrest	920.29	1,840.58
L-1	1	Labor To Receive, Deliver, and Install During Normal Working Hours Based on 1 phase Elevator Access Debris Removal included	1,833.30	1,833.30

Pricing Contract: Sourcewell

LEADTIMES: Subject to change without notice
Steelcase: 4-6 Weeks

This quote includes trips for 1 phase for each project location. If additional trips are required, they will be charged at \$350.00 per trip.

To accept this order please sign and return.

X

Print Name:

PO Number:

Storage fees are included for the first 30 days from receipt of product

Product stored longer than 30 days will result in storage fees

Deposit required at time of order - Leasing options available - This quote is valid for 30 days

Material	22,640.80
Sales Tax 8.00%	-
Freight	-
Labor	7,240.05
Design	-
Surcharge	-
TOTAL \$	29,880.85



Sourcewell Cooperative Purchasing Program
Approved by the Sourcewell Board of Directors
Updated July 1, 2022

Authority:

Minn. Stat. § 123A.21

Minn. Stat. § 471.59

Sourcewell Bylaws

Related Policies:

Rebate Policy for Region 5 Members

Records Retention

Data Practices

Program Description:

The Sourcewell Board of Directors authorizes a Cooperative Purchasing Program acting pursuant to the Sourcewell Bylaws, and consistent with specific authority of Minn. Stat. § 123A.21, Subd. 7(23).

The Program establishes Sourcewell's authority to offer cooperative purchasing master agreements for use by eligible participating entities. This Program includes all current Sourcewell cooperative purchasing contracts, and the term "master agreement" includes these contracts. Each Participating Entity, as defined herein, may access master agreements in accordance with the laws and requirements of its respective jurisdiction.

Sourcewell Board of Directors retains the right to amend any element of this Program or to create supplemental programs related to cooperative purchasing as duly permitted within its authority.

Program Purpose:

Sourcewell's Cooperative Purchasing Program is designed to provide participating entities with access to competitively awarded cooperative purchasing solutions. To facilitate the Program, Sourcewell awards cooperative purchasing master agreements following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein. Benefits of the Program include:

- Competitively solicited and awarded agreements
- Administrative time and money efficiencies
- Cost savings based on volume purchasing

Program Eligibility:

Sourcewell's Cooperative Purchasing Program is available to participating entities. A Participating Entity is any government unit, including a state, city, county, town, school district, political subdivision of any state, federally recognized Indian tribe, any agency of the United States, any instrumentality of a governmental unit, any other entity as defined in Minn. Stat. § 471.59, subd. 1(b), and any entity as defined in Art. VI of the Sourcewell Bylaws.

Awarded suppliers may expressly agree to extend master agreement terms to additional categories of entities, including nonprofits or public agencies in foreign jurisdictions. Extension of Sourcewell master agreement eligibility will be determined by each respective supplier within its respective solicitation response prior to award, or upon execution of an amendment after award. Additionally, Sourcewell may also enter partnership agreements to further expand availability of master agreements.

Program Registration:

Each Participating Entity will complete a Participation Agreement detailing the terms and conditions of Program participation and master agreement use. Entities will register with Sourcewell to create an account and to receive a Client Number. Registration will include acceptance of the terms of use as evidenced in a form approved by the Sourcewell Board of Directors. Alternatively, an entity may request to enter a joint powers, interlocal, or similar agreement with Sourcewell to establish access to the Program.

Sourcewell will maintain and continue to recognize any eligible entity that has joined, utilized, or accessed Sourcewell programs prior to July 1, 2022. Each such entity will retain its status and access to Sourcewell programs. After July 1, 2022, entities will be encouraged to re-register with Sourcewell.

Program Duties:**A. Chief Procurement Officer (CPO) Authorization**

Pursuant to the Sourcewell Bylaws, the Board of Directors designates a Chief Procurement Officer to administer components of Sourcewell's Cooperative Purchasing Program. The Chief Procurement Officer is authorized to award all competitively solicited cooperative purchasing master agreements. The Board delegates to the Chief Procurement Officer the authority to execute all cooperative purchasing master agreements, and amendments thereto, on behalf of Sourcewell. The Board will subsequently ratify cooperative purchasing master agreement awards.

B. Director of Enterprise Solutions (DES)

After award, the Director of Enterprise Solutions develops Sourcewell's cooperative purchasing program. This includes direction of Sourcewell's Category Development, Supplier Development, and Client Relations divisions and coordination with Sourcewell's central services functions.

v. July 1, 2022

Functions include participating agency and supplier awareness training activities, promotional and educational activities relating to the Program, market analysis, category development, day to day support of master agreements, customer service, and related functions focused on training, educating, and facilitation of Program use between Sourcewell, awarded suppliers, and Participating Entities.

Program Requirements:

I. PURPOSE

Sourcewell's Cooperative Purchasing Program is conducted in a manner that ensures cooperative purchasing master agreements are awarded pursuant to a competitive public procurement process consistent with the legal principles of open access, competition, fairness, and transparency.

II. SCOPE

These requirements apply to Sourcewell's Cooperative Purchasing Program master agreements awarded by Sourcewell on behalf of, and intended for use by, eligible Participating Entities.

III. PROCUREMENT OBJECTIVES

A. Compliance

Sourcewell cooperative purchasing procurements must comply with all applicable State of Minnesota and United States federal laws.

B. Fair and Open Competition

As a Minnesota local government unit and service cooperative, Sourcewell requires fair and open competition in its master agreement process. Solicitations will be written so that they are able to be met by more than one supplier, notice of the opportunity is posted so that it receives broad publication, and all responsible suppliers are permitted to compete in the solicitation process. Sourcewell will provide equal opportunity to access information to promote competition.

C. Awards

Awards will be made to the proposers whose proposal conforms to all conditions and requirements of a solicitation, and consistent with the award criteria defined in the solicitation. Proposal evaluation will be based on scoring criteria defined in the solicitation and the Sourcewell Evaluator Scoring Guide.

Social and economic preferences will be implemented to the extent practicable and when required by Minnesota law. Participating entities accessing master agreements are subject to their own specific legal requirements.

D. Conflicts of Interest**1. Individual Conflicts of Interest.**

No employee of or individual associated with Sourcewell may participate in the development, selection, award, or administration of a contract or master agreement if they have a real or potential conflict of interest. Conflicts of interest arise when the employee, any member of their immediate family, or an organization which employs or is about to employ, or an organization with which any of the parties indicated herein are affiliated, has a financial or other interest in or receives a tangible personal benefit from a potential supplier. Employees of Sourcewell may not solicit or accept gifts, gratuities, or favors creating a tangible personal benefit from any current or potential supplier.

2. Organizational Conflicts of Interest.

Sourcewell will take affirmative action to identify, avoid, or mitigate organizational conflicts of interest in all procurement transactions. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's:

- a. Creation of evaluation criteria during performance of a prior contract which potentially influences future competitive opportunities to its favor;
- b. Access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition;
- c. Impaired objectivity in providing advice to Sourcewell.

3. Procedures for Mitigating Conflicts of Interest

Employees must disclose any actual or potential conflict of interest immediately upon discovery to the Chief Procurement Officer or the General Counsel. Failure to provide notice may subject an employee to discipline. Employees participating in the response evaluation process must sign the Evaluation Committee Member Agreement.

Upon notification or discovery of any an actual or potential conflict of interest, the General Counsel will review the circumstances and determine whether a legal conflict of interest exists. A legal conflict of interest includes any violation of applicable statutes, rules, regulations, and the requirements of this Program. Upon a determination a legal conflict exists, the General Counsel will advise the Executive Director, Chief Procurement Officer, or Board of Directors as may be appropriate on remedial and mitigation actions.

If no legal conflict of interest is determined to exist, but the appearance of a potential conflict of interest exists, the CPO, in consultation with appropriate Senior Leaders, must then review the circumstances and exercise common sense, good judgment, and sound discretion in determining an appropriate means for resolving. Employees may be subject to discipline for conduct creating a conflict of interest or the reasonable perception of a conflict of interest or failure to follow these requirements.

4. Silent Period

To avoid the appearance of any actual or potential conflict of interest, all discussions with currently awarded or prospective suppliers specifically relating to any upcoming solicitation which the supplier is likely to respond will stop 14 days prior to the issuance of any solicitation (Silent Period). During this Silent Period, all questions relating to the solicitation must be directed to Sourcewell's Procurement Department until the solicitation is officially completed resulting in issuance of award(s) or upon cancellation of competitive process by the CPO.

This section does not prohibit discussions with industry partners and suppliers which are not relating specifically to any open solicitation, including ongoing administration of an existing and current contract. During this Silent Period and any open solicitation period, Sourcewell employees will make affirmative efforts to limit or avoid contact with prospective suppliers which may create the appearance of any actual or potential conflict of interest. All travel activity relating or potentially relating to a prospective supplier during this time must be approved by the employee's Director.

IV. AUTHORITY

A. Statutory Authority

1. Sourcewell is expressly authorized to provide a cooperative purchasing program pursuant Minnesota Statutes § 123A.21, Subdivision 7 (23) and the Sourcewell Bylaws.

2. Sourcewell is governed by Minnesota Statutes § 471.345 when awarding contracts.

B. Chief Procurement Officer Authority

As delegated by the Sourcewell Bylaws (Article XV, Section 2) the Chief Procurement Officer is authorized to award all competitively solicited cooperative purchasing master agreements, without limitation. The Sourcewell Board will subsequently ratify of all cooperative purchasing awards made by the CPO.

V. GENERAL REQUIREMENTS

A. Solicitations

Solicitations will be issued as a Request for Proposals (RFP), Invitation for Bids (IFB), or other method approved by the Chief Procurement Officer. The CPO may exercise lawful discretion in determining the selection method, scope, evaluation criteria, award standards, and any other elements which are compliant with applicable legal standards and intended to achieve the desired solicitation-specific results to serve the needs of Sourcewell and its participating entities.

To ensure compliance, all solicitation forms, templates, master agreements, Participation Agreements, and all other legal documents related to the cooperative purchasing program

will be subject to review, at least annually, by the CPO (or designee) in consultation with the General Counsel (or designee) and the Director of Enterprise Services (or designee).

B. Public Notice

Public notice of all cooperative purchasing master agreement solicitations will be posted for a minimum of 30 days on the Sourcewell website. Additional notification of solicitations may occur through alternative media locations as determined to be reasonable or necessary by the Chief Procurement Officer.

C. Receipt of Responses

Sourcewell will not evaluate any proposal, bid, or any other form of response to a solicitation, that was not received by the due date and time specified in the solicitation document.

D. Evaluation

All proposals that are received timely will be evaluated for responsiveness and compliance with the evaluation criteria that have been clearly defined in the solicitation.

VI. COOPERATIVE PURCHASING PROCUREMENT REQUIREMENTS**A. Board Approval**

The Board must approve all categories of products and services prior to posting public notice of a solicitation.

B. Awards**1. Responsible Suppliers**

Master agreement awards may only be made to responsible suppliers as defined by Minnesota law, federal requirements, and the specific solicitation.

2. Multiple Awards

Sourcewell intends to award one or more master agreements to responsive and responsible suppliers to meet the needs of Sourcewell participating entities. Factors to be considered in determining the number of awards in any category may include the following:

- a. The number and geographic location of suppliers necessary to offer a comprehensive selection of products for use by participating entities.
- b. The number and geographic locations of suppliers, and their sales and service network, to assure availability of product supply and coverage to meet participating entities' anticipated needs.
- c. The attributes of suppliers' products and services that are necessary to assist Sourcewell participating entities with achieving environmental, sustainability, supplier diversity, and technological goals and objectives.

3. Debarment Status Updates

All cooperative purchasing master agreements must contain a provision requiring the supplier to notify Sourcewell if its status changes regarding debarment and suspension in any jurisdiction.

4. Term

The Board of Directors will establish the maximum term of any cooperative purchasing master agreement upon request of the CPO when approving the opening of a solicitation. The CPO may exercise lawful discretion in defining any combination of term and extensions not exceeding the maximum term established by the Board. The Board may approve, upon written request of the CPO, an extension of any existing master agreement beyond the established maximum term only in exceptional situations and to be determined on a case-by-case basis.

5. Ratification

Upon completion of the procurement process and award, and as soon as practicable, the Chief Procurement Officer will present a resolution to the Board for ratification of awards.

C. Administrative Fees

Suppliers awarded a master agreement must pay Sourcewell an administrative fee in consideration for the support and services provided by Sourcewell. The fee will be determined and negotiated within the master agreement award process, upon advice of the Director of Enterprise Solutions, by the CPO. Fees will be determined based upon total sales to Participating Entities for all contracted equipment, products, or services made during the term of, and pursuant to the requirements of, the master agreement. Suppliers may not charge Participating Entities more than the contracted price to offset the Administrative Fee. In the event the Supplier is delinquent in any administrative fees, Sourcewell reserves the right to cancel a master agreement and reject any proposal submitted by the supplier in any subsequent solicitation.

VII. PROCUREMENTS THAT MAY CONTAIN FEDERAL FUNDING

As required under certain United States federal rules regarding procurements (2 C.F.R.200.317 – 200.326 and Appendix II to Part 200) all Sourcewell cooperative purchasing master agreements will contain language to assist participating entities in meeting federal requirements and procurement standards.

VIII. DATA PRACTICES AND RECORDS RETENTION

All data created and maintained during the procurement process is subject to the Minnesota Data Practices Act (Minnesota Statutes Chapter 13) and Sourcewell's Records Retention Policy.

Sourcewell

Page 8 of 8

IX. APPROVAL

The Sourcewell Board of Director has approved the Program effective July 1, 2022.

DocuSigned by:
By Megyn A Zylka
Authorized Signature – Signed

By Greg Zylka
Name – Printed

Title Sourcewell Board of Directors Chair
Date 8/19/2022 | 9:39 AM CDT

DocuSigned by:
By Sara Nagel
Authorized Signature – Signed

By Sara Nagel
Name – Printed

Title Sourcewell Board of Directors Clerk
Date 8/19/2022 | 10:35 AM CDT

Cooperative Purchasing

Sourcewell 
Formerly NJPA

Compliant, Competitive, and Convenient

Contracts for government, education, and nonprofits

Accomplish More

As a leader in cooperative purchasing, we are passionate about helping members fulfill their public service missions.

We are building stronger relationships with members and vendors to develop practical solutions together.

Learn how we can serve you.
For contract documents and
member information, visit:

Sourcewell-mn.gov
877-585-9706

Vendor related questions.

Kevin Loubert
616-246-9455

Compliant



- Trusted process satisfies bid requirements
- Government agency that works like you
- Achievement of Excellence in Procurement recipient

Competitive



- Buying power of 50,000 members
- Contracts offer ceiling-based pricing, volume discounts

Convenient



- More than 300 trusted brands under contract
- Full catalog of options for a complete solution
- Easy, no-cost membership

Steelcase

Contract # 121919-STI