

## Award Summary

National Office Furniture, Inc. – Office Furniture, Accessories, and Installation Services Award

Initial Award Term: May 27, 2020 – May 27, 2025

Remaining Renewals: One (1) Five (5) year renewal period

Award Name: Office Furniture, Accessories, and Installation Services

Award Status: Initial Term

Award Type: IPHEC, A-1

RFP#: IPHEC1905

Award Overview: The scope of this solicitation is to provide access to economy, moderate and high-end (good, better, best) furniture in a variety of categories, offerings and surfaces including, but not limited to; wood, laminate, and metal. In addition, IPHEC is seeking a variety of accessories and related services (i.e. installation, set-up, design, product management, storage, etc.).

### Supplier Information

Supplier Name: National Office Furniture, Inc.

	<b>Average Discount</b>	<b>Category</b>
Price/Discounts:	55%	Collaboration Systems
	55%	Office Systems/Case Goods
	55%	Storage
	55%	Lounge
	55%	Medical
	55%	Classroom
	55%	Residential
	0%	Auditorium
	55%	Desks
	55%	Tables

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55%	Seating
55%	Accessories
0%	Textiles & Finishes
0%	Surface Finishes

Price Increase: 4% maximum escalation for year 2; May 26, 2021 to May 27, 2022  
4% maximum escalation for year 3; May 26, 2022 to May 27, 2023  
4% maximum escalation for year 4; May 26, 2023 to May 27, 2024  
4% maximum escalation for year 5; May 26, 2024 to May 27, 2025  
4% maximum escalation for year 6; May 26, 2025 to May 27, 2026  
4% maximum escalation for year 7; May 26, 2026 to May 27, 2027  
4% maximum escalation for year 8; May 26, 2027 to May 27, 2028  
4% maximum escalation for year 9; May 26, 2028 to May 27, 2029  
4% maximum escalation for year 10 May 26, 2029 to May 27, 2030

### Ordering Information

Minimum Order: National has no minimum order quantities as well as no minimum dollar amount on any purchase.

Substitution of Items: Should there be a need to discontinue or reengineer any models within National's product portfolio, National Office Furniture will give ample notice of at least six months of set change; therefore, it would not take place after an order has been placed. With the six-month notification, National will recommend similar products that meet your needs and design aesthetic. The originally purchased furniture will remain protected under the stated terms of National Office Furniture's Lifetime Warranty.

Place Orders with: 

- Participating institutions will solicit a written quotation from each awardee on each furniture installation requirement and make an award to the lowest price.

- All purchase orders placed for furniture, accessories or services, by the IPHEC participating Universities, will be placed with the awardees, who

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will contact their local dealership assigned, if the dealer is included in the services requested. No IPHEC purchase orders will be placed with a local dealership.

- a. All invoicing against those purchase orders shall be the responsibility of the awardees, not their local dealership.

Payment Terms: 1.5% Net 15

Delivery Terms: All shipments are F.O.B. Destination, freight prepaid and allowed to one continental U.S. destination. Additional service charges will apply for inside deliver, carton removal, and installation. Additional energy surcharges may apply.

Partial Shipments: National understands and will comply. If an order is unable to ship complete as requested due to a Late Order Notification, the employee responsible of the order will be notified through the business ordering system of the delay.

Section 5.5.3.1. etc.

	<b>Cost</b>	<b>Details</b>
	TBD based on volume of product and number of floors carried	No freight elevator/requiring carrying-up
Delivery w/Set-up	Additional Time required x standard union rates	No loading dock
	Additional time required x standard union rates	Limited semi-truck access; requiring cross dock, etc.
	Additional time required x standard union rates	If there is an extended delivery path – i.e. no loading dock or no straight delivery access

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	<b>Cost</b>	<b>Details</b>
Delivery w/Installation	Time and a half – based on current union rates	After hours delivery + install
	Double time – base don current union rates	Weekend hours delivery + install
	Double time – based on current union rates	Holiday hours delivery + install
Disassembly w/installation		
	Hourly charge base on current union rates, if not normal hours (after hours or Saturdays), higher cost	Disposal fees for unwanted product
	\$500 per dumpster	Dumpster charge
	TBD and do not always apply	Landfill charge
	No dumpster charge, \$95/hour	If product can be recycled, all products disassembled and installed
	\$142.50/hour	Overtime Rate
\$190/hour	Weekend and holiday rate	

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	Cost	Details
Disassembly and relocation	Hourly charge base on current union rates, if not normal hours (after hours or Saturdays), higher cost	Disposal fees for unwanted product
	\$500 per dumpster	Dumpster charge
	TBD and do not always apply	Landfill charge
	No dumpster charge, \$95/hour	If product can be recycled, all products disassembled and installed
	\$142.50/hour	Overtime Rate
	\$190/hour	Weekend and holiday rate
Warehousing	\$1.25 cost per square foot/week	
Services:	\$2.75 cost per square foot/month	
Return Policy:	<p>Additional costs for cataloging/inventory of misc. products – billed at \$65/hour. Additional costs for loading and unloading the truck a second time. At \$95/hour per person and time and a half if required over 8 hours in a day.</p> <p>National will agree to accept returns from IPHEC members that purchase off the IPHEC contract for stocking items only with NO restocking fee. National understands that stocked product only will be returned at its own expense regardless of fault. Please note that credit will not be issued if item returned damaged and the university returning will be responsible for a filing a freight claim.</p>	

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Warranty: National will provide materials for replacement as well as labor if a result of product failures and quality in terms with lifetime warranty. Limitations Twelve Years: Wood Chair Frames. Ten Years: Seating Controls, Wood Veneers and Laminates. Five Years: Mechanical and High Wear Parts Such As: Electrical Components, Polymer Based Components, Pneumatic Cylinders, Swivel Arm Pads, Casters, Chair Glides, Textiles, Foam, Covering Materials and Decorative Trim

### Design Services

Design Services: Our dealer designers conduct each project with the goal of enabling an effective, efficient and aesthetically pleasing workplace environment. The designer is responsible to complete a final review of the design with the participating University, in order to minimize errors, omissions, and to meet all required codes which include, but are not limited by, life safety, compliance with the Americans with Disability Act (ADA), and compliance with local and state building code. We understand that because this solicitation covers thirteen (13) different Universities who are members of IPHEC, the design services required may vary from each participating University and from each campus location.

\$75 cost per hour for each licensed Interior Designer with furniture purchased

\$95 cost per hour for each licensed Interior Designer without furniture purchased

### Project Management Services

Project Manager Clients can access some or all project management services on a project-by-project basis, as needed. A dedicated project manager follows a project from beginning to end to ensure continuity and accountability. Our Dealer Project Managers: Review project documents. Identify potential problems and solutions. Organize meetings with client representatives, architects/designers, and subcontractors as needed: prior to order placement, several weeks prior to start of work, and throughout the progress of the project

\$75 cost per hour for project management service

AutoCad \$75 as associated with interior designer cost for use of AutoCad

### Contact Information

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University Contacts for Award Questions:

Award Contact: [Graham LaMontagne](#)  
[217-300-6452](tel:217-300-6452)  
[Graham42@uillinois.edu](mailto:Graham42@uillinois.edu)

Secondary  
Contact: [Kayci Puckett](#)  
[217-244-9177](tel:217-244-9177)  
[kbohlen@uillinois.edu](mailto:kbohlen@uillinois.edu)

### Supplier Contacts

\*Please see below\*

### Dealership Information

\*Please see below\*

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National Office Furniture, Inc. contacts:

### **Additional Support Contacts for IPHEC:**

Customer Service Rep:	WestCentralCS@kimballinternational.com 800.482.1717
Customer Service Manager:	Alicia Vaal 800.309.1484 Alicia.Vaal@KimballInternational.com



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**Dealerships**

National Office Furniture Inc.
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**Chicago State University**

Ellison Group, Chicago, IL  
Mary Ellison  
773-909-9000  
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Interior Investments, Chicago, IL  
Bradley Holway  
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bholway@interiorinvestments.com

**Eastern Illinois University**

Resource One, Springfield, IL  
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217-753-5709  
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Widmer, Inc., Bloomington, IL  
Laura Sammer  
309.454.7888  
lsammer@widmerinteriors.com

**Governors State University**

Ellison Group, Chicago, IL  
Mary Ellison  
773-909-9000  
mary@ellisongroup.com

Midwest Office Interiors, Woodridge, IL  
Cheryl Fischer  
630-263-0313  
cfischer@midwestofficeinc.com

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**Illinois State University**

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**Northeastern Illinois University**

Forward Space, Chicago, IL  
Kirk Dakarian  
312-848-6432  
kdakarian@forwardspace.com

Workspace Interiors by Office Depot,  
Lombard, IL  
Jennifer Kinser  
630-956-1597  
Jennifer.Kinser@WorkspaceInteriorsOD.com

**Northern Illinois University**

Henricksen, Itasca, IL  
Sandy Gagliano  
630-875-1038  
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Widmer Interiors, Inc., Rockford, IL  
Becky Beary  
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**Southern Illinois University School of  
Medicine, Springfield**

Wiley Office Furniture, Springfield, IL  
Diane Beauchamp  
217.544.2766  
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Resource One, Springfield, IL  
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**Southern Illinois University, Carbondale**

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Becky Phillips  
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**Southern Illinois University, Edwardsville**

Working Spaces, Inc., St. Louis, MO  
Marcy Handlan  
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Resource One, Springfield, IL  
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Wiley Office Furniture, Springfield, IL  
Diane Beauchamp  
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diane.beauchamp@wileyoffice.com

**University of Illinois, Urbana-Champaign**

Widmer Interiors, Bloomington, IL Kathy  
Nichol  
309.454.7888 knichol@widmerinteriors.com

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	<p><u>Ellison Group</u>, Chicago, IL Mary Ellison 773-909-9000 mary@ellisongroup.com</p>
<b>University of Illinois, Chicago</b>	<p><u>Interior Investments</u>, Chicago, IL Bradley Holway 224.775.2045 bholway@interiorinvestments.com</p> <p><u>Office Revolution</u>, Chicago, IL Kurt Ferry 847-220-0690 kferry@office-revolution.com</p>
<b>University of Illinois, Springfield</b>	<p><u>Wiley Office Furniture</u>, Springfield, IL Diane Beauchamp 217.544.2766 diane.beauchamp@wileyoffice.com</p>
<b>Western Illinois University</b>	<p><u>Widmer Interiors, Inc.</u>, Peoria, IL Megan Drendel 309-439-9139 mdrendel@widmerinteriors.com</p> <p><u>Resource One</u>, Springfield, IL Lauren Nevius 217-753-5709 LNevius@resourceoneoffice.com</p>