

BID ITEM WORKBOOK

COSTARS-2 Supplement #9 Office Furniture

BIDDER/CONTRACTOR DATA

BIDDER/CONTRACTOR'S LEGAL NAME:	<u>National Office Furniture Inc.</u>
D/B/A NAME, IF APPLICABLE:	
BIDDER ADDRESS:	<u>1205 Kimball Blvd.</u> <u>Jasper, IN 47549</u>
Primary POC regarding IFB/Contract:	<u>Joni D. Barrett</u>
Secondary POC regarding IFB/Contract:	<u>Lisa Merder</u>
PHONE NUMBER:	<u>800-482-1616 ext 6930</u>
FAX NUMBER:	<u>812-481-6169</u>
EMAIL ADDRESS:	<u>joni.barrett@nationalofficefurniture.com</u>
COMPANY'S GENERAL WEBSITE ADDRESS:	<u>www.NationalOfficeFurniture.com</u>

SEND PURCHASE ORDER(S) TO NAME:	
D/B/A NAME, IF APPLICABLE:	<u>National Office Furniture Inc.</u>
ADDRESS:	<u>1205 Kimball Blvd.</u> <u>Jasper, IN 47549</u>
POC regarding PURCHASE ORDER(S):	<u>Cheryl Hentrup</u>
PHONE NUMBER:	<u>800-482-1616 ext. 6640</u>
FAX NUMBER:	<u>(812)481-6166</u>
EMAIL ADDRESS:	<u>nationalorders@nationalofficefurniture.com</u>

SEND PAYMENT(S) TO NAME:	<u>Kimball International</u>
D/B/A NAME, IF APPLICABLE:	<u>National Office Furniture Inc.</u>
ADDRESS:	<u>PO Box 93096</u> <u>Chicago, IL 60673</u>
POC regarding PAYMENT(S):	<u>Marla Haas</u>
PHONE NUMBER:	<u>800-482-1616 EXT 8424</u>
FAX NUMBER:	<u>(812) 481-6169</u>
EMAIL ADDRESS:	<u>marla.haas@nationalofficefurniture.com</u>

The bidder shall answer the following questions.

QUESTION	YES	NO	COMMENTS
1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain.		X	
2) In accordance with Section 14 of the <i>Standard Terms and Conditions</i> , the Contractor shall deliver all item(s) F.O.B. Destination. a.) Is the Bidder-Contractor quoting shipping costs as a separate line item?		X	
b.) If no, is the Bidder-Contractor including shipping costs in its pricing?	X		
3) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? If yes, please explain.		X	
4) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, please explain.	X		1.5% 15 DAYS, NET 30
5) a.) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? If yes, please specify the particular type(s) of card(s) accepted:	X		
b.) If yes, does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, please explain.		X	
6) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with Section 11 of the <i>Standard Terms and Conditions</i> ? If yes, please explain.	X		WE HAVE THE OPTION OF CHARGING 1% PER MONTH FOR LATE FEES.
7) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS members?	X		
8) a.) Does the Bidder-Contractor offer lease and installment purchases? b.) If yes, does the Bidder accept DGS Leasing and Installment Purchase Terms and Conditions? If no, please include the Bidder's standard leasing or installment purchase terms and conditions with bid package.		X	
9) If the Bidder is a manufacturer bidding directly, does the Bidder wish to offer contract items via its dealer network? If yes, please attach (as an extra tab(s) to the workbook) a list of authorized dealers including supplier information and stating any dealer's territory breakdown (such as counties, municipalities, or regions). Also, indicate on the Bidder-Contractor Data Sheet a representative for Purchasers to contact regarding POs and payment.	X		
10) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see Section 9 of the <i>Standard Terms and Conditions</i>)? If yes, how much time after notification of contract award will the Bidder-Contractor need to have the website up and running?		X	

BID ITEM WORKBOOK

COSTARS-2 Supplement #9 Office Furniture

SERVICE AREA

BIDDERS/CONTRACTOR'S LEGAL NAME: National Office Furniture Inc.

Please refer to Section 5 of the COSTARS Contract Special Terms and Conditions for guidance.

SERVICE AREA

Statewide

OR

- | | | |
|--|--|--|
| <input type="checkbox"/> 1 Adams | <input type="checkbox"/> 24 Elk | <input type="checkbox"/> 47 Montour |
| <input type="checkbox"/> 2 Allegheny | <input type="checkbox"/> 25 Erie | <input type="checkbox"/> 48 Northampton |
| <input type="checkbox"/> 3 Armstrong | <input type="checkbox"/> 26 Fayette | <input type="checkbox"/> 49 Northumberland |
| <input type="checkbox"/> 4 Beaver | <input type="checkbox"/> 27 Forest | <input type="checkbox"/> 50 Perry |
| <input type="checkbox"/> 5 Bedford | <input type="checkbox"/> 28 Franklin | <input type="checkbox"/> 51 Philadelphia |
| <input type="checkbox"/> 6 Berks | <input type="checkbox"/> 29 Fulton | <input type="checkbox"/> 52 Pike |
| <input type="checkbox"/> 7 Blair | <input type="checkbox"/> 30 Greene | <input type="checkbox"/> 53 Potter |
| <input type="checkbox"/> 8 Bradford | <input type="checkbox"/> 31 Huntingdon | <input type="checkbox"/> 54 Schuylkill |
| <input type="checkbox"/> 9 Bucks | <input type="checkbox"/> 32 Indiana | <input type="checkbox"/> 55 Snyder |
| <input type="checkbox"/> 10 Butler | <input type="checkbox"/> 33 Jefferson | <input type="checkbox"/> 56 Somerset |
| <input type="checkbox"/> 11 Cambria | <input type="checkbox"/> 34 Juniata | <input type="checkbox"/> 57 Sullivan |
| <input type="checkbox"/> 12 Cameron | <input type="checkbox"/> 35 Lackawanna | <input type="checkbox"/> 58 Susquehanna |
| <input type="checkbox"/> 13 Carbon | <input type="checkbox"/> 36 Lancaster | <input type="checkbox"/> 59 Tioga |
| <input type="checkbox"/> 14 Centre | <input type="checkbox"/> 37 Lawrence | <input type="checkbox"/> 60 Union |
| <input type="checkbox"/> 15 Chester | <input type="checkbox"/> 38 Lebanon | <input type="checkbox"/> 61 Venango |
| <input type="checkbox"/> 16 Clarion | <input type="checkbox"/> 39 Lehigh | <input type="checkbox"/> 62 Warren |
| <input type="checkbox"/> 17 Clearfield | <input type="checkbox"/> 40 Luzerne | <input type="checkbox"/> 63 Washington |
| <input type="checkbox"/> 18 Clinton | <input type="checkbox"/> 41 Lycoming | <input type="checkbox"/> 64 Wayne |
| <input type="checkbox"/> 19 Columbia | <input type="checkbox"/> 42 McKean | <input type="checkbox"/> 65 Westmoreland |
| <input type="checkbox"/> 20 Crawford | <input type="checkbox"/> 43 Mercer | <input type="checkbox"/> 66 Wyoming |
| <input type="checkbox"/> 21 Cumberland | <input type="checkbox"/> 44 Mifflin | <input type="checkbox"/> 67 York |
| <input type="checkbox"/> 22 Dauphin | <input type="checkbox"/> 45 Monroe | |
| <input type="checkbox"/> 23 Delaware | <input type="checkbox"/> 46 Montgomery | |

From: Joni Barrett [Joni.Barrett@NationalOfficeFurniture.com]

Sent: Tuesday, May 05, 2009 9:02 AM

To: Vega, Lisa

Subject: Costars

Lisa:

On our Costars contract that we share with Kimball Office, the following is included:

Ancillary Services: Design/Layout	\$55.50 per hour
Inventory/Services	\$53.00 per hour
Storage	\$1.25 per cu ft. per month
Product Modifications	Negotiated per order with
COSTARS participant	
Special Delivery Services	Negotiated per order
with COSTARS participant	
Project Management	Negotiated per order with
COSTARS participant	

I did not provide pricing for any services on the bid I presented from National Office Furniture. Does that mean that all services on our contract are negotiated per order? I read through the contract and the terms and conditions online and did not see any stipulation that we had to quote any services.

Thanks!

Joni D. Barrett

Government Contract Manager

National Office Furniture

812.481.6930 office

Joni.Barrett@NationalOfficeFurniture.com

National. Furniture with Personality

www.NationalOfficeFurniture.com

National Office Furniture
Authorized PA Costars Dealers

Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #1				
Name:	ADVANCED FURNITURE SERVICES GROUP			
Address:	250 N WOOD ST			
City:	HATBORO	State:	PA	Zip Code: 19040-2722
Contact Person:	SALES DEPT.			
Phone:	215-293-0500			
Fax:	215-293-0833			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #2				
Name:	ALLIED OFFICE PRODUCTS			
Address:	1001 PARKWAY VIEW DR.			
City:	PITTSBURGH	State:	PA	Zip Code: 15205-1424
Contact Person:	DAVID M MCGINNIS			
Phone:	412-490-2900			
Fax:	412-490-2906			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #3				
Name:	BAUMAN OFFICE EQUIPMENT, INC.			
Address:	824-828 7TH AVENUE			
City:	BEAVER FALLS	State:	PA	Zip Code: 15010-4541
Contact Person:	JEFF BAUMAN			
Phone:	724-846-5330			
Fax:	724-846-3831			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #4				
Name:	COFCO OFFICE FURNISHINGS			
Address:	2200 N AMERICAN ST.			
City:	PHILADELPHIA	State:	PA	Zip Code: 19133-3394
Contact Person:	ALAN EINSTEIN			
Phone:	215-291-4648			
Fax:	846-778-8998			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #5				
Name:	CONTINENTAL OFFICE ENVIRONMENTS			
Address:	700 E WATERFRONT DR.			
City:	HOMESTEAD	State:	PA	Zip Code: 15120-5017
Contact Person:	BRUCE WEIS			
Phone:	412-464-2500			
Fax:	412-464-2525			

National Office Furniture
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Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #6				
Name:	CORPORATE ENVIRONMENTS			
Address:	6005 E BROAD STREET			
City:	BETHLEHEM	State:	PA	Zip Code: 18018-6332
Contact Person:	STEVE PETTIA			
Phone:	610-974-7990			
Fax	610-974-7994			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #7				
Name:	CORPORATE EXPRESS			
Address:	175 LIMEKILN RD, SUITE 600			
City:	NEW CUMBERLAND	State:	PA	Zip Code: 17070-2423
Contact Person:	TOM BANKS			
Phone:	800-447-1200			
Fax	717-986-8874			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #8				
Name:	CORPORATE EXPRESS			
Address:	101 SPRINGBROOKE BLVD, SUITE 2			
City:	ASTON	State:	PA	Zip Code: 19014
Contact Person:	TOM BANKS			
Phone:	215-365-2171			
Fax	215-863-3110			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #9				
Name:	CORPORATE EXPRESS			
Address:	79 N INDUSTRIAL PKWY			
City:	SEWICKLEY	State:	PA	Zip Code: 15189-0001
Contact Person:	ROCHELLE HEININGER			
Phone:	412-741-6494			
Fax	412-749-8709			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #10				
Name:	CORT FURNITURE RENTAL			
Address:	1201 BRIGHTON RD			
City:	PITTSBURGH	State:	PA	Zip Code: 15233-1634
Contact Person:	SALES DEPT.			
Phone:	412-322-9930			
Fax	412-332-3301			

National Office Furniture
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Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #11				
Name:	DAVID TRACY DESIGN INC			
Address:	5020 RITTER RD STE 101			
City:	MECHANICSBURG	State:	PA	Zip Code: 17050
Contact Person:	DAVID BESSELMAN			
Phone:	717-766-2074			
Fax:	717-766-0798			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #12				
Name:	DESIGNS UNLIMITED			
Address:	548 E MAIN ST			
City:	NEW HOLLAND	State:	PA	Zip Code: 17557
Contact Person:	JAY BOMBERGER			
Phone:	717-840-4141			
Fax:	717-840-1006			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #13				
Name:	EASLEY & RIVERS INC.			
Address:	207 TOWNSEND DR.			
City:	MONROEVILLE	State:	PA	Zip Code: 15146-1065
Contact Person:	MICHAEL MOONEY			
Phone:	412-795-4482			
Fax:	422-795-4254			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #14				
Name:	FRANKLIN INTERIORS			
Address:	2740 SMALLMAN ST.			
City:	PITTSBURGH	State:	PA	Zip Code: 15222-4720
Contact Person:	GARRY PYLES			
Phone:	412-261-2525			
Fax:	412-255-4089			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #15				
Name:	INDOFF INC.			
Address:	137 MARLIN DRIVE E			
City:	PITTSBURGH	State:	PA	Zip Code: 15216-1405
Contact Person:	GEORGINE GOLITKO			
Phone:	412-344-3854			
Fax:	412-344-3855			

National Office Furniture
Authorized PA Costars Dealers

Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #16				
Name:	KERSHNER OFFICE FURNITURE			
Address:	600 CLARK AVE.			
City:	KING OF PRUSSIA	State:	PA	Zip Code: 19406
Contact Person:	BRUER KERSHNER			
Phone:	610-768-0200			
Fax	610-768-0700			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #17				
Name:	LITITZ OFFICE PRODUCTS			
Address:	30 CITATION LANE			
City:	LITIZ	State:	PA	Zip Code: 17543-7604
Contact Person:	SALES DEPT.			
Phone:	717-735-7755			
Fax	717-735-7778			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #18				
Name:	MAHLA OFFICE FURNITURE			
Address:	713 PENN AVENUE			
City:	PITTSBURGH	State:	PA	Zip Code: 15222-3493
Contact Person:	RICHARD MAHLA			
Phone:	423-471-1714			
Fax	412-471-1721			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #19				
Name:	NITTANY OFFICE EQUIPMENT			
Address:	1207 S ATHERTON STREET			
City:	STATE COLLEGE	State:	PA	Zip Code: 16801-6299
Contact Person:	TOM KERR			
Phone:	814-238-0568			
Fax	814-238-5147			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #20				
Name:	OM WORKSPACE			
Address:	3001 FROST RD			
City:	BRISTOL	State:	PA	Zip Code: 19007
Contact Person:	BILL MCCORMACK			
Phone:	800-472-9852			
Fax	215-781-9575			

National Office Furniture
Authorized PA Costars Dealers

Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #21				
Name:	OM WORKSPACE			
Address:	101 BELLEVUE RD			
City:	PITTSBURGH	State:	PA	Zip Code: 15229-2107
Contact Person:	BRIAN SHANAHAN			
Phone:	800-732-7797			
Fax	412-630-3365			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #22				
Name:	OFFICE ENVIRONMENTS			
Address:	1500 GRUNDY'S LANE			
City:	BRISTOL	State:	PA	Zip Code: 19007
Contact Person:	BOB CHOTKOWSKI			
Phone:	267-553-1000			
Fax	267-553-1001			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #23				
Name:	PEMCO			
Address:	5335 PROGRESS BLVD.			
City:	BETHEL PARK	State:	PA	Zip Code: 15102-2560
Contact Person:	SALES DEPT.			
Phone:	412-831-7601			
Fax:	412-831-7662			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #24				
Name:	PA OFFICE SERVICE GROUP			
Address:	309 S 10TH STREET			
City:	LEMOYNE	State:	PA	Zip Code: 17043-8964
Contact Person:	LINDA TILL			
Phone:	717-763-4763			
Fax	717-763-5652			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #25				
Name:	PSI WORKPLACE MGMT.			
Address:	5113 W CHESTER PIKE			
City:	NEWTOWN SQUARE	State:	PA	Zip Code: 19073-1101
Contact Person:	JOHN GRAFF			
Phone:	610-353-7320			
Fax	610-353-7926			

National Office Furniture
Authorized PA Costars Dealers

Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #26				
Name:	PREMIER OFFICE SOLUTIONS			
Address:	374 S WARMINSTER ROAD			
City:	HATBORO	State:	PA	Zip Code: 19040
Contact Person:	PAUL BARR			
Phone:	214-734-2300			
Fax	215-734-2310			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #27				
Name:	SLAGLES INCORPORATED			
Address:	600 BURSCA DRIVE, SUITE 602			
City:	BRIDGEVILLE	State:	PA	Zip Code: 15017
Contact Person:	SALES DEPT.			
Phone:	412-220-0707			
Fax	412-220-0768			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #28				
Name:	STONE OFFICE EQUIPMENT			
Address:	321-327 PEAR ST			
City:	SCRANTON	State:	PA	Zip Code: 18505
Contact Person:				
Phone:	570-342-1477			
Fax	570-344-1339			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #29				
Name:	SUPPLY SOURCE INC.			
Address:	415 W 3RD STREET			
City:	WILLIAMSPORT	State:	PA	Zip Code: 17701
Contact Person:	SID FURST			
Phone:	570-327-1500			
Fax	570-227-1244			
Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #30				
Name:	WORKSCAPE, INC.			
Address:	1900 LOWE STREET			
City:	PITTSBURGH	State:	PA	Zip Code: 15220-5490
Contact Person:	DAVE SAUTER			
Phone:	412-920-6300			
Fax	412-920-7570			

National Office Furniture
Authorized PA Costars Dealers

Contractor (Manufacturer) Service Service Provider / Commonwealth of PA and COSTARS				
Service Provider #31				
Name:	WRIGHT CONTRACT INTERIORS			
Address:	2735 RAILROAD ST.			
City:	PITTSBURGH	State:	PA	Zip Code: 15222-4509
Contact Person:	BOB BAIERL			
Phone:	412-471-2700			
Fax	412-471-5008			